

COLUMBIA USBC ASSOCIATION OPERATIONS MANUAL

1. COLUMBIA USBC ASSOCIATION STRUCTURE

- A. Columbia USBC Association (hereinafter “the Association”), chartered as a 501c Corporation in 2006 – serving men, women and youth as a local association to promote the sport of bowling within the boundaries of Boone County, Missouri. The Association promotes ADA accessibility, working with the local proprietor as needed to comply with ADA requirements.
- B. The Association Incorporation papers and Bylaws are attached hereto as Appendix A.
- C. The Association will conduct Strategic Planning activities that will include, but not necessarily limited to, an annual goal to the Association as well as steps to reach that goal.

2. MEMBERSHIP

- A. The local Association serves men, women and youth.
- B. The Association may include associate or auxiliary members. These individuals would perform a specific duty for the Association and could be invited to Board Meetings to report on topics, but they would not have a voice or vote at Board meetings. Such duties could include, but not be limited to, committee work, league secretary training, bowling clinics, public relations, etc. Such members are appointed by the president with Board approval.
- C. Current adult dues are:
 - i. \$9 Local
 - ii. \$1 State
 - iii. \$15 USBC adult standard membership
 - iv. \$25 Total
 - 1. Written notification of any proposed changes in dues shall be sent to the Board, league secretaries, proprietors (or center representatives) and youth representatives and/or youth league officials at least fifteen (15) days prior to the Annual Meeting. Such notice must specify the amount and

the reason for the change. Notification of any adopted change in dues and the reason for the change shall be sent to the Board and all league secretaries.

D. Current youth dues are:

- i. \$4 National
- ii. \$1 Local processing fees

3. OFFICERS, DIRECTORS and Ex-Officio Members

A. The Officers of the Association shall include, but not be limited to, a President, two Vice Presidents and a Sergeant-At-Arms. The Board of Directors is made up of four (4) Officers, eleven (11) Directors and two (2) Ex-Officio Members.

B. Directors are elected by the Adult members and youth representatives.

C. Proprietors are important to the sport of bowling and USBC encourages associations to have at least one (1) proprietor on their boards.

D. The eligibility requirements for the Board are, but not limited to:

- i. Must be an Association member in good standing at the time of election and throughout the term
- ii. Must be a minimum age of fourteen (14) years, unless state laws mandate a specific age, and be reasonably representative of the membership. *Any member of the Board authorized to sign contracts or acting as a signatory on Association accounts must be a minimum age of eighteen (18) to meet bonding requirements*
- iii. Must demonstrate a working knowledge of the sport of bowling and the industry
- iv. Must demonstrate leadership qualities and the ability to think strategically as it relates to Board responsibilities
- v. Must complete an Application for Board Membership, copy attached as Appendix B
- vi. Must complete SafeSport training and become a Registered Volunteer

E. There are no term limitations established for Directors or Officers.

F. Officers are elected by majority vote. Directors, Delegates and Alternates (when there is more than one (1) position) are elected by plurality vote. The election shall be by ballot, except that a voice vote may be taken when the number of candidates does not exceed the number of positions to be filled,

i. Officers and Board of Directors are required to sign the following forms (attached hereto as Appendix B) prior to taking office

1. Code of Ethics
2. Commitment to Serve the Association
3. Confidentiality Policy and Agreement
4. Conflict of Interest Policy and Disclosure
5. Written Acceptance of Conflicts of Interest Policy

(Note: Voting procedures by majority are: 1) one (1) candidate – a voice vote may be taken; 2) two (2) candidates – if a majority is not reached on the first ballot, balloting continues until a candidate receives a majority vote; 3) three (3) or more candidates – if a majority vote is not reached on the first ballot, the candidate having the lowest vote total is dropped. Balloting continues until a candidate receives a majority vote. Voting procedures by plurality are: 1) one (1) candidate – a voice vote may be taken; 2) two (2) or more candidates – the candidate with the greatest number of votes is elected.)

4. OFFICERS' AND BOARD OF DIRECTORS' DUTIES

- A. President: 1) preside at all Board and Association meetings; 2) act as spokesperson for the Association; 3) verify the Association accounts monthly and receive the monthly bank statement; and 4) provide an agenda to the Association Manager within one (1) week in advance of a Board meeting, make social media announcements as appropriate.
- B. Vice Presidents – 1st Vice President shall take over the responsibilities of the President due to absence or disability; 2nd Vice President shall take over the responsibilities of the 1st Vice President or of the President due to the absence or disability of the 1st Vice President. Either the President or 1st Vice President or 2nd Vice President can make social media posts as appropriate.

- C. Sergeant-at-Arms – 1) prepare the physical layout of a meeting room to ensure comfort; 2) count votes during standing and/or hand votes; 3) distribute and collect ballots; 4) speak up if a meeting drifts off topic; and 5) remove disruptive attendees from a meeting.
- D. Directors – The management and governance of the Association is vested in the Board of Directors. The Board's duties include but are not limited to the following.
- i. Enforce the Bylaws (Appendix A)
 - ii. Comply with the USBC Association Policy Manual (Appendix A)
 - iii. Ensure adherence to all USBC Performance Standards
 - iv. Develop and maintain an Association Operations Manual (Appendix A)
 - v. Adopt youth dues, as applicable, up to the maximum established by USBC. USBC state or local Association Board's decision will be based on the recommendation of the Youth Committee
 - vi. Conduct championship level competition for men, women and youth compliant with state and local laws in the area
 - vii. Establish a procedure for the handling of funds which includes:
 - a. approve the financial institution(s) which must be federally insured or its equivalent
 - b. designate Board members to sign for withdrawals – all withdrawals must have two (2) signatures (two (2) members of an immediate family cannot co-sign for withdrawals – immediate family members include: mother, daughter, sister, wife, husband, son, brother and father, stepsister, stepmother, in-laws, etc. even if the family members do not reside in the same household)
 - c. ensure all money is deposited within seven (7) days

- d. authorize all expenditures, which can include electronic transfer of routine bills (electronic transfer and routing bills only need initial authorization)
 - e. ensure the president verifies the Association accounts monthly and receives the monthly bank statements
 - f. ensure all required financial reports are filed (IRS, payroll taxes, state taxes, etc.)
- viii. establish a procedure for a yearly audit from an outside audit committee or CPA (quarterly audits are recommended)
- ix. approve and report the budget, developed by the Association Manager, to the membership, this report will include individual salary amounts, etc.
- x. choose the date of the Association Annual Meeting
- xi. approve a procedure for retention of records, which must include the financial records
- xii. oversee the transfer of Association records and property to the successors to a position or employee, no later than the first day of their term or employment
- xiii. determine Association optional member benefits and dues, if applicable, not to exceed the maximum dues amount determined by the USBC
- xiv. develop and implement a strategic action plan
- xv. provide education, training, evaluations, recognition and other services as determined by USBC
- xvi. implement USBC programs
- xvii. develop a volunteer/membership recruitment/retention plan that will assist centers with bowler promotions and marketing plans
- xviii. implement an Association Representative Program
- xix. develop and implement a communication plan
- xx. review the performance of the Association Manager annually by the Executive Committee (Appendix D)

- xxi. approve use of membership records as membership records are the property of USBC and the Association and are provided to USBC Headquarters as requested
- xxii. establish a procedure for maintaining averages, such procedure shall provide for the maintenance of an average record of Association members by publishing a yearbook or maintaining a list for office use – the average listing shall be maintained as part of the Association records for at least three (3) years and must include the following information
 - a. a listing, alphabetical by bowler name, of all league averages based on at least twenty-one (21) games – all such averages shall be considered official, the Association shall either maintain a separate winter league and summer league average listings or the Association may maintain a single combined listing provided such listing indicates which leagues are summer league
 - b. the names of each league in which a member has bowled at least twenty-one (21) games
 - c. the number of games bowled by the member in each league
 - d. the member's average in each such league
- xxiii. set a date for league secretaries to submit averages but this date may not be earlier than March 1 – averages as of the date set shall be considered final season averages except in the case of bowlers in a league which has not bowled ten (10) weeks of its schedule as of that date – in that case, the averages at the end of the league schedule are official
- xxiv. re-rate the league average of an Association member when there is evidence the bowler's average does not represent the bowler's true ability
- xxv. conduct suspension and reinstatement hearings

- xxvi. render final decisions on all protests and disputes within the Association unless appealed to USBC Headquarters
- xxvii. provide other reports as required by USBC or the state association
- xxviii. participate in email exchanges/votes as necessary between quarterly meetings
- E. Every local association is encouraged to have youth representatives (members that are eighteen (18) years of age or younger) at Board of Directors and Annual meetings

5. ASSOCIATION MANAGER

- A. Hired by and accountable to the Board and USBC
- B. Must be a minimum age of eighteen (18), unless state laws mandate a specific age
- C. Must be USBC bondable
- D. Must be a standard member of the Association
- E. Is not eligible to serve concurrently as an officer of the Association
- F. Is eligible to serve as a director
- G. Is a salaried member of the Association
- H. Must be a registered Youth Volunteer

6. ASSOCIATION MANAGER DUTIES

- A. Act as an appointed Ex-Officio Non-Voting Secretary-Treasurer of the Board (not subject to term limits)
- B. Responsible for day-to-day operations of the Association
- C. Responsible for Association compliance with the USBC Bylaws and Association Policy Manual (Appendix A)
- D. Responsible for entering information into and maintaining the *WinLABS* database entries
- E. Secure and implement backup processes using the Cloud or equivalent resource for all data and back up all data quarterly to a thumb drive which is kept by the President
- F. Responsible for record retention as outlined by USBC

G. Reporting

- i. to the Board on a regular basis, at least quarterly
- ii. to USBC as required
- iii. to the Board members at every membership meeting and as needed
- iv. prepare a financial report, in writing, at every Board meeting
- v. prepare a written, audited, year-end financial report at a Board meeting

H. Financial

- i. establishing bookkeeping procedures and accounting of assets and disbursements, as approved by the Board
- ii. receive and issue a receipt for all funds paid to the Association within ten (10) days of receipt of such funds
- iii. deposit Association funds in the Association's financial institution(s) which must be federally insured or its equivalent, within seven (7) days of receipt of such funds
- iv. ensure all withdrawals have two (2) signatures
- v. ensure the president verifies the Association accounts monthly and receives the monthly bank statement
- vi. ensure that all required financial reports are filed IRS, payroll taxes, state taxes, etc.
- vii. provide all information requested for the Association audits
- viii. prepare a budget for Board approval (NOTE: The Finance Committee reviews and monitors the budget.)
- ix. stay within budget
- x. establish a procedure for retention of records which must include the financial records, as prescribed by USBC Headquarters
- xi. provide a report of all financial transactions as requested by the Board or USBC
- xii. pay all bills authorized by the Board

xiii. issue a receipt to league secretaries within ten (10) days of receipt of membership dues

xiv. monitor outstanding checks using the following protocol -

Business checks

Phone follow-up sixty (60) days post issuance

In-person visit follow-up ninety (90) days post issuance

Instruct an Officer to issue a stop-payment on all uncashed checks ninety (90) days post issuance for checks over one hundred dollars and reduce the amount to be paid to the business/organization by the stop-payment charge with in-person delivery of any new check issued to the business in question

Personal checks

Phone follow-up sixty (60) days post issuance

Written follow-up ninety (90) days post issuance

If check is greater than fifty dollars, instruct an Officer to issue a stop-payment on all uncashed checks one hundred twenty (120) days post issuance and reduce the amount to be paid to the individual by the stop-payment charge and hold payment until the individual personally collects the award

Write off any checks less than fifty dollars (\$50.00). Money should be recouped from any future awards due the individual.

I. Other

- i. Provide an informational packet to all incoming Board members and Officers
- ii. implement USBC's Performance Standards
- iii. assist with the Association's self-assessment as directed by USBC
- iv. implement and monitor the strategic (action) plan of the Association and reporting progress to the Board quarterly

- v. order Association supplies
- vi. process membership within twenty (20) days of receipt of completed membership cards
- vii. remit dues to USBC within twenty (20) days of receipt of such dues
- viii. oversee volunteer activities
- ix. create, distribute, file and maintain Association correspondence
- x. ensure Board members have a current copy of the Association's Bylaws
- xi. prepare and distribute meeting notifications, as designated in the Bylaws
- xii. maintain a current copy of the Association's Operations Manual (as developed by the Operations/Bylaws Committee and approved by the Board)
- xiii. receiving, compiling, recording, filing and maintaining meeting minutes and committee reports
- xiv. submit the Association's delegates/alternates credentials to USBC and delegates/youth representatives/alternates credentials to the state and National Associations within the specified formats and dates
- xv. operate the Association tournament, either as tournament director or as the supervisor of the tournament director
- xvi. distribute all prize funds within thirty (30) days following the close of the tournament, except when USBC has authorized a delay in payment
- xvii. maintain a record of and submit tournament scores to USBC Headquarters as specified by USBC
- xviii. maintain a record of, verify and submit to USBC and the state Association, averages of members who have participated in at least twenty-one (21) games in each league
- xix. provide membership records and submit to USBC when requested and in a format specified by USBC
- xx. other duties as prescribed by the Board, the USBC Bylaws, the Association Policy Manual and the Association Operations Manual

- xxi. participate in an annual performance review conducted by Board representatives, the Disciplinary Guidelines and Procedures are included to this document as Appendix D

7. MEETINGS

- A. The Board shall meet at least quarterly
- B. Special meetings may be called upon the request of any Board member if a majority of the Board approves
- C. Written notice for all regular and special meetings shall be sent by the Association Manager to the Board at least fifteen (15) days prior to the meeting
- D. meeting agendas and minutes will be handled as described under the duties of the President (agendas) and the Association Manager (minutes)

8. DELEGATES/ALTERNATES & YOUTH REPRESENTATIVES

- A. Representatives at state and National annual meetings are determined by the following guidelines:
 - i. delegates/alternates are individuals who are members of the local Association that have been elected to represent the Association at a State or National Annual Meeting
 - ii. Delegates/Alternates representing adults are Association members who are elected to represent the adult members of the Association at a State Annual Meeting
 - iii. Youth Delegates/Alternates representatives are Association members who are at least fourteen (14) years of age,
 - iv. Proprietors or center representatives who are members of the Association may attend annual meetings as:
 - a. A member of an adult association or;
 - b. A representative of a bowling center with a sanctioned youth league or;
 - c. An elected Delegate to the State or National meeting
- Delegates are to be reimbursed for customary and reasonable expenses for meeting attendance.

9. ASSOCIATION TOURNAMENTS

A. Eligibility

- i. Individuals must be a member of the local Association
- ii. USBC-member men and women are eligible to participate in the USBC Open Championship Tournament
- iii. USBC-member women are eligible to participate in the USBC Women's Championship Tournament
- iv. USBC-member youth are eligible to participate in the USBC Youth Championship Tournament
- v. All youth members participating in youth leagues in a bowling center within the geographic boundaries of a youth association are permitted to bowl in the Championship Tournament even if their original membership was not processed through the local Association. If applicable, these members must pay the local Association dues and, if applicable, state dues unless waived by the host Association

B. An annual championship tournament shall be conducted unless:

- i. Specific permission to forego the tournament is otherwise granted by USBC Headquarters
- ii. The USBC national or state association championship tournament is held in the Association's jurisdiction. The Association Board is given the authority to determine if it should forego the local tournament that year
- iii. The Association may not forego the tournament for any other reason except with permission from USBC Headquarters
- iv. Tournaments shall be self-sufficient after an initial start-up period or if not, the cost must be justified in the context of the Association and its mission
- v. The Association Manager is responsible for the operation of the tournament, either as tournament director or as supervisor of the tournament director
- vi. Tournament scores must be submitted to USBC Headquarters as specified

C. Certification

- i. Association championship tournaments are automatically certified through USBC Headquarters
- ii. Tournaments other than the Association championships must submit a certification application to USBC Headquarters for coverage
- iii. Comprehensive certification will cover each tournament for one year (August 1 through July 31)

D. Prize funds

- i. All prize funds shall be distributed within thirty (30) days following the close of the tournament except when USBC has authorized delay in payment
- ii. Tournament prize lists must be maintained for at least one (1) year

E. Rules

- i. The championship tournament shall be governed by the rules and regulations set forth in Article V of the mandatory Association bylaws, USBC Playing Rules Book and the USBC Association Policy Manual and adopted by the Board or a Committee of the Board appointed by the President
- ii. A majority of the Board or committee is required to adopt or change tournament rules
- iii. Any adopted rule shall not conflict with the following USBC rules:
 1. 300 b, item 1
 2. 300 c, item 1(b)
 3. 301 a
 4. 301 d Pro-Am Tournament
 5. 302 a Modified Formats
 6. 302 b Mail-o-Graphic
 7. 303 item f
 8. 309 item b, 1 and 2
- iv. The Association tournament prize list must include the names and score of each prize winner, the prize issued and a

financial statement listing all prize receipts and disbursements

- v. The Association, by rule, can limit the numbers of players classified as professional bowlers to two (2) on a four (4) or-five (5)-player team and one (1) on a three (3)-player team
- vi. Associations may not require averages in excess of twenty-one (21) games for handicapping or classification purposes

10. COMMITTEES AND COMMITTEE DUTIES

All committees should give regular reports of their activities to the Association Board; a progress report during committee tasks and a final report upon completion of said task. A committee report should provide the following:

- Date & name of committee
- Name of committee chair
- Names of committee members
- Objective of the committee
- Summary of recent accomplishments and current activities
- List of activities in progress and upcoming events
- Financial impact
- Recommendations to the board

Once developed, the committee report must be adopted by a majority of the committee members. The written report is then submitted to the Association Board. It is also customary for a committee to present reports at the Association's annual meeting. These reports outline the committee's accomplishments from the previous year, as well as its future tasks and should follow a similar format to that listed above.

Whether a committee report is presented verbally to the Association Board generally depends on whether a copy of the report was included with the Association Board meeting notice. Written reports should be submitted to the Association Board at least three (3) days prior to the meeting for inclusion with the notice. If the written report is not submitted with the meeting notice, the chair of the committee distributes the report at the meeting and verbally

presents a summation of the report. The Association Board is then asked to accept the report. The Association Board may choose not to have a committee report presented verbally if it is included with the meeting notice, as it is assumed it has been read.

As a reminder, committees are not decision-making groups. They are primarily work groups who form plans and present the plans to the Association Board of Directors for approval.

A. Mandatory Committees

i. Nominating (Board & State/National Delegates)

1. Create a ballot with outstanding candidates for open positions within the Board and for delegates for the Board of Directors consideration exercising discretion and complete confidentiality
 - a. Solicit nominations for open positions from the regular Membership
 - b. Publicize criteria and procedures for elected positions
 - c. Contact those Association Board members whose terms will be expiring to determine if they are seeking re-election
 - d. Participate in committee meetings to review such nominees
 - e. Develop an appropriate ballot for submission to the full membership for vote
2. Present ballots to the President and the full Board of Directors and Officers prior to submitting the ballot to the full membership for vote

ii. Finance/Audit/Special Projects

1. Review and monitor the budget prepared by the Association manager and approved by the Board. (The budget is also reviewed by the Board quarterly at Association meetings)
2. Ensure a yearly audit is completed by an outside provider

3. Implement a quarterly audit of the Association's financial records and review management policies and procedures – see attached Audit Worksheet (Appendix C)
4. Review and present to the Board any written request for funds for items or special projects not included in the budget – see attached Sample Financial Review Report as found in Appendix C.
5. Risk Management:
 - a. Implement Emergency Procedures (Natural/non natural disasters)
 - i. All records are stored at the Association Manager's office or a storage facility approved by the Board.
 - b. Implement Procedures for handling bank accounts, financial records.
 - i. Statements go to the President
6. Monitor contingency plan for sudden loss of Association Manager or President:
 - A. *Winlabs* – ensure that information is remitted to USBC
 - B. Other Data – ensure that a backup of all data files, pictures etc. should be given to the President at least quarterly
 - C. Make sure all files have been backed up periodically
 - i. Confirm that the official file containing a listing of all registration codes for software, along with a listing of websites and passwords are in safe secure place and kept up to date.
 - ii. Current back-up plan includes but isn't limited to the following:
 - a. Win-Labs– Connie Armentrout and Kim Tennant
 - b. Quick Books Pro – Sandy Ashlock

iii. Youth

1. Monitor the programs and services provided to youth members
2. Association's Youth Committee terms of office must coincide with the Board's terms of office
3. Monitor, promote, review and recommend youth programs and services conducted by the Association
4. Make social media posts as appropriate.

iv. B. Optional Committees Tournaments

1. Rules

- a. Work with the Association Manager (Tournament Director) to establish all rules for all tournaments
- b. Present those rules to the Board and revising as advised by the Board to obtain Board approval
 1. eligibility
 2. how often participants can bowl
 3. incentives
 4. expenses—lineage, prizes

2. Contact center

- a. secure a date with the bowling center
- b. confirm the cost of lineage and squad times

3. Planning

- a. meet with committee
- b. assign various assignments
- c. secure tournament “workers” and support team

4. Publicity

- a. prepare posters, flyers, announcements, emails and social media posts

5. Day of tournament

- a. signage needed---check- in, cost of raffle tickets, bracket information
- b. make sure there are adequate number of containers for any raffle item

- c. provide index cards for description of any items to be raffled
- d. display door prizes
- e. check in and assign lanes
- f. announce start of tournament
- g. draw door prize numbers throughout tournament
- h. ensure participants do not experience any difficulties
- i. gather score sheets—calculate winners
- j. draw winning numbers for any raffles and announce winners while calculation is going on

6. Cancer Fundraising Tournament

- a. Tournament additional tasks
 - i. determine where tournament profits will be donated (past years the donation has been to the Vincent Gurucharri Foundation, Jean Gurucharri, 573-424-1784 Gurucharri.jean@gmail.com)
 - ii. obtain letter from the Board President to distribute to businesses soliciting raffle items.
 - iii. assign businesses for each committee member to visit to solicit raffle items, making sure the committee member takes a copy of the President's letter and copy of tournament flyer
 - iv. discuss with pro shop regarding donation of a bowling ball for the raffle
 - v. determine door prizes and purchase them.
 - vi. implement publicity
 - vii. tournament workers needed
 - two (2) for Check-in
 - two (2) for 50/50

- i. Operations/Bylaws
 - 1. This Committee is responsible for an on-going review of the Bylaws, Policy and Operations manuals provided by USBC. Compare those to the then current Columbia USBC documents and provide feedback to the Board regarding changes required to the Columbia documents to make them compliant with the current USBC documents (current documents are attached as Appendix A)
- ii. Awards, Recognition and Scholarship
 - 1. Submit nomination for National awards when applicable
 - 2. Submit nominations for State awards and Youth scholarship, when applicable
 - 3. Responsible for the funding and selection of qualified candidates for the Association's scholarships
 - 4. Make social media posts as appropriate
- iii. High School Bowling
 - 1. Schedule and conduct a coaches' meeting in September of each year to identify participants with a follow-up meeting in October to finalize tournament dates and bowling center locations
 - 2. Oversee the completion of all required forms required for the high school bowlers to participate in USBC sanctioned events
 - 3. Schedule and conduct necessary parent/guardian meetings
 - 4. Ensure that all high school bowlers meet the minimum grade requirements as prescribed by the Missouri State High School Activities Association
 - 5. Assist with all bowling practices (normally two per week)
 - 6. Work with the bowling center to determine any charges that may be assessed to the teams and secure funding if necessary

7. Coordinate fundraisers to help offset the costs of shirts and other supplies
8. Coordinate communications between bowlers, bowlers' parents or guardians and the bowling center(s)
9. Coordinate tournament activities such as coaches' meetings, line ups, score sheets, etc.
10. Manage the All Star Awards for the final tournament of the season – taking the top two winners to the State tournament
11. Ensure that all coaches and bowlers over the age of eighteen (18) complete SafeSport Training plus any refresher courses

iv. Social Media

1. Promote scholarship information among the local schools
2. Use Facebook, Twitter, Instagram, etc. to share bowling information
3. Spread the word about the benefits of bowling to students at all local schools

v. Strategic Planning

1. Develop an annual goals document for the Association
2. Monitor the forward progress of such plan as approved by the Board

11. BEST PRACTICES IN EMERGENCY SITUATIONS

The following guidelines shall be followed as appropriate in the case of an emergency situation such as, but not limited to, a natural disaster, global pandemic, loss of bowling establishment, etc.

- A. Seek out and follow the local, state and national guidelines and restrictions, using those tools to better define the situation
- B. Coordinate with the management of the local bowling center(s) to determine what the center(s) is doing to comply with corporate, local, state and national guidelines and restrictions
- C. Communicate all such activity with the Board
- D. Extend all Office and Director terms during the timeline of the event

- E. Communicate any cancellations, date or time changes, etc. for any scheduled event to the full membership
- F. Develop written recommendations to be provided to all leagues regarding any league play postponement or cancellations as quickly as possible.
- G. Assist league officers in league shutdown procedures
- H. All business may be conducted by email, including voting

APPENDIX A

Bylaws (approved by the Membership 5/16/21)
Policy Manual (approved by the Membership 5/16/21)
Charter
Jurisdiction

APPENDIX B

Board of Directors Application Form
Code of Ethics
Commitment to Serve the Association
Confidentiality Policy and Agreement
Conflict of Interest Policy and Disclosure
Written Acceptance of Conflicts of Interest Policy

APPENDIX C

Audit Worksheet
Sample Financial Review Report

APPENDIX D

Association Manager Evaluation Form
Employee Disciplinary Guidelines and Procedures
Association Manager Written Warning
Association Manager Oral Warning