



Introduction

The governance and structure of USBC Associations are detailed in both the **USBC Bylaws** and the **USBC Association Policy Manual**. The bylaws, adopted by the delegates at the USBC Annual Meeting, define the Association, and the policy manual provides the rules and guidelines to follow to “run” the Association.

This operations manual outlines the operations, policies, and procedures unique to Greater Aurora USBC, and does not conflict with the *USBC Bylaws* and the *USBC Association Policy Manual*.

Every USBC Association must develop the plans, guidelines, and structure to complete the day-to-day operations of their own Association, within the guidelines provided by USBC. These guidelines are under the control of and approved by the board and are compiled in the *Association Operations Manual*. The *Association Operations Manual* is a living document and can/should be updated as needed.

This manual is used to document specifically how the Association is supposed to run. It does not repeat any information already found in national, state or local governing documents.



INDEX

Chapter 1: Association Structure.....	3
Chapter 2: Membership Processing.....	5
Chapter 3: Board of Directors.....	8
Chapter 4: Officers Authority and Duties.....	10
Chapter 5: Meetings.....	12
Chapter 6: Committees.....	13
Chapter 7: Delegates/Alternates & Youth Representatives.....	14
Chapter 8: Association Tournaments.....	15
Chapter 9: Awards and Recognition.....	17
Chapter 10: Other Association Requirements.....	19
Chapter 11: Critical Information.....	20
Appendix A: Greater Aurora USBC Bylaws.....	21
Appendix B: Code Of Ethics.....	22
Appendix C: Commitment to Serve the Association.....	23
Appendix D: Confidentiality Policy and Agreement.....	24
Appendix E: Conflict of Interest Policy and Agreement.....	25
Appendix F: Board Member Application.....	30
Appendix G: Hall of Fame Bylaws.....	33
Appendix H: Adult Awards Application.....	34
Appendix I: Youth Awards Application.....	35
Appendix J: State Awards Application.....	36



1. Association Structure

Charter

The Greater Aurora USBC #86215 was chartered by USBC on July 1, 2007 resulting from the merger of the local Aurora Women's Bowling Association (AWBA) and Aurora Bowling Association (ABA) organizations. The USBC approved Association name is Greater Aurora USBC.

At a minimum, to maintain this charter, the Association must:

- Adopt bylaws approved by the USBC delegates.
- Not enact any bylaws or rules inconsistent with the *USBC Bylaws*, *USBC Association Policy Manual*, or state laws.
- Adhere to stated requirements set forth in the *Greater Aurora USBC Association Operations Manual*.
- Comply with 501(c)(3) status.
- Maintain corporation status.

USBC has the power to revoke the charter of any state or local Association at any time if it determines the Association is not in compliance with USBC bylaws or rules, or state or local Association bylaws; or is not in compliance with requirements USBC may establish, at its sole discretion. However, prior to USBC revoking a charter, USBC will work with the Association to attempt a resolution other than revocation. Revocation can be appealed to the USBC Legal and Legislative Committee.

Incorporation

Incorporation and other governing documents are maintained and stored by the Association Manager.

Jurisdictional Boundaries

The Association's affiliated bowling centers are:

- Yorkville Pinz - Yorkville, IL
- HomeTown Lanes - Plano, IL
- St Paul's Lanes - Aurora, IL

Bylaws

The Association bylaws are completed using USBC's "fillable" prototype. The bylaws are approved by the membership at the annual meeting. The most current bylaws can be found in Appendix A and on the Association website at www.aurorausbc.com.

Legal Obligations

The Association uses a Certified Public Accountant to file all IRS/Tax Information. Current CPA is Michael Coakley, Weber & Associates, 314 N Lake St #1B, Aurora, IL 60506. The Association ensures all leagues and tournaments are accessible to all members and assists proprietors in meeting ADA requirements.



Strategic Planning.

During quarterly meetings, the Board President sets the short-term direction of the Association. In 2024, after a change in the Association Manager position, the Association is dedicated to ensuring it complies with all USBC requirements, such as document preservation, record keeping, and governing document updates.

In January 2024, the board of directors approved a five-year tournament plan as outlined below subject to change by the board of directors.

YEAR	SENIOR (SEP)	OFFICER (Oct)	WOMENS (Nov)	YOUTH (Apr)	OPEN (May)
2024-25	St Paul's	Yorkville	HomeTown	Yorkville	HomeTown
2025-26	Yorkville	HomeTown	St. Paul's	HomeTown	St Paul's
2026-27	HomeTown	St Paul's	Yorkville	St Paul's	Yorkville
2027-28	St Paul's	Yorkville	HomeTown	Yorkville	HomeTown
2028-29	Yorkville	HomeTown	St. Paul's	HomeTown	St Paul's

Risk Management

In the event of a natural disaster, the Association will follow the recommended actions of the local emergency agencies.

Bank accounts and financial records are accessible by the President, Vice President and Association Manager.

The WinLABS database is backed up periodically on the Association's laptop and on a separate thumb drive. The thumb drive is kept by the Association Manager.



2. Membership Processing

Dues

In addition to the membership products offered by the USBC and outlined in the USBC policy manual, the Association recognizes USBC Life Members and Local Life Members. USBC pays membership dues for the USBC life members. The Association does not offer optional benefits for any class of bowler, except for the paying of membership dues for local life members as explained below. Optional benefits must be approved by the Board of Directors.

The standard adult membership dues, paid annually, are:

- National: \$15
- State: \$2
- Local: \$12 (Voted on at annual meeting and listed in local bylaws)
- Total: \$29

The standard youth membership fees, paid annually, are:

- National: \$4
- State: \$0
- Local: \$0
- Registration fee: \$6
- Total: \$10

All memberships are valid for the bowling season starting Aug 1 and ending Jul 31.

The practice of purchasing annual memberships for local Hall of Fame inductees was discontinued when the ABA and the AWBA organizations merged in 2007. The newly merged organization, the Greater Aurora USBC, decided to continue paying membership for Local Life members as long as the members meet one of the following criteria:

- Actively bowls on a certified league in the Association
- Serves as league president, vice president, secretary, or treasurer for a certified league in the Association
- Serves as a member of the Association's board of directors or as Association Manager
- Provides significant assistance in Association operations, such as a tournament director or youth coach. (The Board of Directors will determine if the life member's contributions warrant the paying of membership dues).



Greater Aurora USBC Association Operations Manual

The Association recognizes the following USBC and Local Life Members:

USBC Life Members

Mary Clark
Judy Lynd
Regina McCradic
Dorella Wilson
James Zimmerman

Local Life Members

Dolores Anderson
David Baumann
Dennis Baumann
Donald Borucki
Jay Bradford
Etta Compton
Marilyn Croy
Barbara Leckbee
Dale Jourdan
Paula Paradis
A N Singleton
Cheryl Trovato
Kathy Velazquez
Steve White
Ray Wilkinson

WinLABS

The Association follows all USBC guidelines for updating memberships in WinLABS.

Multiple Association Memberships and Reciprocal Agreements

Members will only pay local dues if certified in another state Association(s). The Association does not recognize any reciprocal agreements.

League and Membership Application Process

Bowlers submit a USBC membership form provided by their league secretary along with applicable dues. Every bowler in a certified league must fill out a membership form and pay applicable dues.

Bowlers must submit membership forms and dues in accordance with the following guidelines:

- Adult: Before completion of bowler's first series in league competition
- Youth: The bowler's third session of league competition
- Tournament: Prior to participation

The league secretary completes the league application and collects membership forms and dues, unless the bowler paid his/her membership online through bowl.com. The league secretary submits application/forms to the Association Manager via USPS mail or scanned and sent through email. Photos of membership forms or league applications will not be accepted. If dues are not submitted in the form of a check, it is the league secretary's responsibility to contact the Association Manager and arrange for the collection of large amounts of cash.

Directors assigned to the centers will notify the Association Manager of any new leagues.



 Association Manager Responsibilities

The Association Manager will process applications and memberships within 20 days of receipt in WinLABS. Receipts and rosters will be sent to league secretaries through USPS mail, scanned and sent via email, or delivered in person.

 Verifying Membership

League Secretaries will forward a roster to the Association Manager for verification of league membership on or before Jan 15 of each year.



3. Board of Directors

The Board of Directors comprises 3 Officers (President, Vice President, and Sergeant at Arms) and 9 Directors as outlined in the Association bylaws. Terms are designated for 3 years using a staggered system so only one officer and two delegates terms end each year.

Authority and Duties

All members of the board of directors must understand and comply with USBC Association Policy Manual, Chapter 5.

By accepting membership on the board, directors will:

- Be active participants in the local Association. Actively promote tournaments and other events by visiting leagues and engaging bowlers.
- Create a login on Bowl.com for access to bowler averages and the vast amount of resources provided to Associations.
- Familiarize themselves with governing documents at the national, state, and local level. Review documents for successful Associations at [BOWL.com | ARC-Board Committees](#).
- Attend all meetings.
- Conduct themselves in an exemplary manner, both in the conscientious performance of duties and also treating everyone with kindness and respect in every situation. Bullying will not be tolerated.
- Conduct the routine business of the organization, but not exceed the powers given it by the USBC.
- Decide issues with the best interest of the entire membership in mind. A board member is selected by the membership to speak for the membership. It is not wrong to disagree; the best decisions are from the presentation of both the pros and cons of an issue. Membership on the board of directors is a special honor and privilege, and should be taken seriously.
- Keep members of the board informed of important happenings that occur between meetings.
- In between meetings, respond in a timely fashion to emails, especially those requiring a vote or requesting assistance.
- Complete the Registered Volunteer Program and background check within 30 days of appointment. Maintain currency in these programs throughout their tenure.
- Members must complete the *Code of Ethics* (Appendix B), *Commitment to Serve the Association* document (Appendix C), *Confidentiality Policy and Agreement* (Appendix D), and *Conflict of Interest Policy and Agreement* (Appendix E) within 30 days of appointment. The Association Manager maintains these documents.
- Members will wear Association identifying shirts and shorts or pants free of rips or tears when representing the organization at tournaments or conferences.



★ Recruitment and Application Process

When a vacancy occurs or terms are expiring, the Association must ensure the membership is aware of the opportunity to serve. The Board of Directors must advertise the positions at least 30 days prior to the annual meeting.

The application for the Board of Director position is located in Appendix F.

★ Association Manager and Board of Directors performance reviews

The board of directors hires an Association Manager and performs annual reviews. The specific format for the review is determined by the board. The board will inform the Association Manager of the context of the review.

The Board of Directors can conduct self-performance reviews by utilizing the [Board & Director Evaluations](#) information located in the Association Resource Center (ARC) on bowl.com.

★ Association Self-Assessment

The Association should use the [Wheel of Life](#) located in the ARC on bowl.com to evaluate its effectiveness.

★ Board Reimbursement Policy

At the annual meeting, the membership may vote to reimburse board members for their duties or attendance at USBC or State conferences.



4. Officers Authority and Duties

President

The President will comply with all authorities and duties as listed in Chapter Six of the *USBC Association Policy Manual*.

As the leader of the organization, the president will also perform the following functions:

- Familiarize himself/herself with national, state, and local governing documents.
- Maintain open communication with board members and the Association Manager. The President must respond to emails, texts, and phone calls in a timely fashion between meetings.
- Attend tournaments to thank bowlers for participating.
- Maintain a working relationship with center proprietors to ensure both the needs of bowlers and the business are being met.
- Discipline board members when necessary.
- Assist board members and the Association Manager with duties as needed.

Vice President

The Vice President will comply with all authorities and duties as listed in Chapter Six of the *USBC Association Policy Manual*.

The Vice President will also perform the following functions:

- Familiarize himself/herself with national, state, and local governing documents.
- Work closely with the President to effectively run the Association.
- Maintain open communication with board members and the Association Manager. The Vice President must respond to emails, texts, and phone calls in a timely fashion between meetings.
- Attend tournaments to thank bowlers for participating.
- Maintain a working relationship with center proprietors to ensure both the needs of bowlers and the business are being met.
- Discipline board members when necessary.
- Assist board members and the Association Manager with duties as needed.

Sergeant-at-Arms

The Sergeant-at-Arms will comply with all authorities and duties as listed in Chapter Six of the *USBC Association Policy Manual*.

The Sergeant-at-Arms will also perform the following functions:

- Familiarize himself/herself with national, state, and local governing documents.
- Work closely with the President and Vice President to effectively conduct meetings.
- Familiarize himself/herself with *Roberts Rules of Order*.



Association Manager

The Association Manager will comply with all authorities and duties as listed in Chapter Seven of the *USBC Association Policy Manual*.

The Association Manager will also perform the following functions:

- Familiarize himself/herself with national, state, and local governing documents.
- Work closely with the President on financial matters.
- Maintain open communication with Officers and board members. The Association Manager must respond to emails, texts, and phone calls in a timely fashion between meetings.
- Maintain a working relationship with league secretaries to ensure bowlers receive proper membership credentials, awards, and average updates.



5. Meetings

Annual Meeting

The annual meeting will be held in July each year. The meeting is usually on a Sunday at one of our bowling centers. Notice will be given at least 15 days prior through email and flyers posted at our centers.

Board Meetings

Board meeting will be held quarterly in the months of October, January, April, and July each year. The meetings will be held at one of our bowling centers, normally on a Sunday.

Special Meetings

Special meetings are used to resolve or discuss a specific topic that needs immediate attention. The President has the authority to call a special meeting. Additionally, any three board members upon written request to the President and Vice President may call a special meeting.

Committee Meetings

Committee Chairpersons may hold meetings at their discretion. The Chairperson will update the board on the context of the meeting at the next board meeting.

Hearings

Hearings are held when requested by USBC HQ. USBC Association Policy Manual, Chapter Sixteen, outlines the details for this type of meeting.

Meeting Procedures

The Association Manager will record the minutes. The meeting may be audio recorded as approved by the board in November 2023.

The Association Manager will prepare/provide copies of agenda, minutes, financials and any other supporting documents to the directors 7 days prior to the meeting via email.



6. Committees

Mandatory Committees

The Finance and Youth Committees will comply with all authorities and duties as listed in Chapter Eleven of the *USBC Association Policy Manual*.

- Finance. The Finance Committee is composed of at least 3 board members, one of which must be the President. This committee is appointed by the President with board approval. The finance committee should periodically review the budget and submit recommended budget changes to the entire board at the next meeting.
- Youth. The Youth committee is composed of at least two board members. The committee must maintain a working relationship with youth leagues to ensure the needs of bowlers are being met. The committee must manage the annual Youth tournament.

Optional Committees

The President with Board approval determines the following optional committees:

- Nominating. The Nominating Committee advertises open positions to the membership, actively recruits applicants, collects and reviews applications, prepares the ballot for the annual meeting. This process should begin at least 3 months prior to the annual meeting.
- Legislative. The Legislative Committee monitors ongoing USBC operations and provides information to the board concerning rule or regulation changes.
- Tournament. See Section 8.
- Hall of Fame. The Hall of Fame Committee will follow the Hall of Fame bylaws in Appendix G.
- Bowlers to Veterans Link (BVL). The BVL Committee will conduct a 50/50 raffle for each league in the month of November, preferably before Veterans Day. The proceeds are sent to a Veterans organization of the board's choice.
- Ways and Means. The Ways and Means Committee organizes projects to raise money for the association.



7. Delegates/Alternates & Youth Representatives

The eligibility, election, and vacancy provisions for delegates, alternates and youth representatives are listed in the *Greater Aurora USBC Bylaws*. (Appendix A)

Reimbursement for attendance at conferences is listed as an Association budget line item determined by membership vote at the annual meeting.



8. Association Tournaments

The Association will conduct three tournaments per year at a minimum: Youth, Women's, and Open. The format of each tournament will be determined by the board at the 1st meeting of the calendar year. The location of the tournaments through 2028-2029 season was voted on in January 2024 (See Section 1). Setting up and running tournaments should be as standardized as possible so bowlers know exactly what to expect.

Other tournaments may be added at the discretion of the Board of Directors based on membership interest.

The Association pays out all prizes in the form of check for adults and SMART scholarships for youth.

Tournament Manager

The President will assign a Tournament Manager(s) for each tournament. In addition to the information listed in the *USBC Association Policy Manual*, Chapter Seven, Section B, the Tournament Manager(s) duties and responsibilities include:

- Verifying squad dates/times and fees with center proprietors.
- Determining rules.
- Assisting the Association Manager in developing the entry form.
- Advertising the tournament through leagues and centers at least 30 days prior to the first squad date.
- Distributing entry forms at least 30 days prior to the first squad date.
- Providing information to the board's social media point of contact for timely updates.
- Collecting entry forms and fees.
- Verifying entry form accuracy, especially Association membership status and average.
- Determining if any awards are to be presented (i.e. score milestones based on average, 11 strikes in a row, Dutch 200). This must be decided before the tournament begins.
- Creating recap sheets (If WinLABS is used, Association Manager can print recap sheets)
- Notifying bowlers of their squad date/time
- Assigning lane monitors/score keepers.
- Attending each tournament squad date/time to verify and check-in bowlers.
- Determining outcome of rules violations
- Determining winners and prize payout
- Working closely with Association Manager on all aspects of tournament



Association Manager

In addition to the information listed in the *USBC Association Policy Manual*, Chapter Seven, Section B, the Association Manager duties and responsibilities include:

- Certifying all tournaments through Bowl.com
- Assisting Tournament Manager(s) with entry forms, including printing and emailing to the membership
- Assisting Tournament Manager(s) with creating recap sheets and assigning lanes
- Assisting tournament Manager(s) with rules
- Processing high score honors through USBC
- Distributing prize fund to tournament winners
- Updating Youth bowler SMART scholarship money through bowl.com
- Ensuring social media sites are updated
- Maintaining list of winners and prizes in accordance with USBC record keeping guidelines.



9. Awards and Recognition

The Association provides awards in the form of magnets, keychains, pins and patches purchased from the USBC store. Once the current supply is depleted, the board will determine the type of awards for future bowling seasons. The Association also provides a memento for a bowler's first lifetime 297, 298, 299 or 300 game, 275 game (women only), 800 series, 700 Series (women only) and 11 Strikes in a Row.

The Association Manager processes all awards through WinLABs and distributes awards through league secretaries, except for local high scores, which are presented at the annual meeting.

Greater Aurora USBC Awards

The Association provides a crystal trophy for a bowler's first lifetime 300 score or 800 series if bowled in a certified league or tournament. Additionally, the Association recognizes the following adult awards (refer to aurorausbc.com for application):

☐ 125 game (100 avg or less)	☐ 400 series (120 avg or less)	☐ 75 POA game (All)
☐ 150 game (120 avg or less)	☐ 500 series (145 avg or less)	☐ 140 POA series (All)
☐ 175 game (140 avg or less)	☐ 600 series (175 avg or less)	☐ 7-10 Split
☐ 200 game (165 avg or less)	☐ 700 series (209 avg or less)	☐ Big 4 (4--6-7-10)
☐ 225 game (190 avg or less)	☐ Most Improved Average	☐ All Spare
☐ 250 game (215 avg or less)	☐ League High Average	☐ 11 in a Row (All)*
☐ 275 game (All)	☐	☐ Dutch 200
☐ 297 game (All)*	☐	
☐ 298 game (All)*	☐	
☐ 299 game (All)*	☐	*For Record Keeping Only

In addition to USBC Honor Scores, the Association recognizes the following youth awards (refer to aurorausbc.com for application):

☐ 50 game (40 avg or less)	☐ 100 series (30 avg or less)	☐ 75 POA Game (All)
☐ 75 game (50 avg or less)	☐ 150 series (40 avg or less)	☐ 140 POA Series (All)
☐ 100 game (75 avg or less)	☐ 200 series (55 avg or less)	☐ 7-10 Split
☐ 125 game (100 avg or less)	☐ 250 series (70 avg or less)	☐ Big 4 (4--6-7-10)
☐ 150 game (120 avg or less)	☐ 300 series (80 avg or less)	☐ All Spare
☐ 175 game (140 avg or less)	☐ 400 series (120 avg or less)	☐ Dutch 200
☐ 200 game (165 avg or less)	☐ 500 series (145 avg or less)	Most Improved Average
☐ 225 game (190 avg or less)	☐ 600 series (175 avg or less)	League High Average
☐ 250 game (All)	☐ 700 series (209 avg or less)	
☐ 275 game (All)	☐	

Stars of Tomorrow. The Association provides a trophy for the male and female youth bowlers with the highest average each year. This trophy is usually presented at the Hall of Fame banquet.



Tournament Awards

Awards and prizes for tournaments are determined by the Association Board of directors and detailed in the rules for each tournament.

Hall of Fame

Procedures and qualifications can be found in Appendix G.

Illinois State Awards

The Illinois State USBC offers various awards for specific bowling achievements. Refer Illinoisstateusbc.org for more information.

League Secretary Responsibility

The league secretary is the linchpin of the Association's awards and recognition program. It is imperative league secretaries submit award forms in a timely manner to the Association Manager. Award forms can be submitted at any time throughout the bowling season.

League Secretaries responsibilities in submitting award applications:

- For local awards, league secretaries may submit the local award application (Appendix H), a Bowling League Software (BLS) award printout, or highlighted recap sheets in any form. Ensure applications are legible and achievement warranted is clear.
- For state awards, league secretaries must fill out the state application (Appendix J) or electronically at [Forms – Illinois State USBC](#). All information must be completely filled in.
- Award submissions can be sent to the Association Manager via email, USPS mail or dropped off at the Association Manager's address. Photos of award forms will not be accepted. League secretaries can also arrange for pick-up if the Association Manager can accommodate.



10. Other Association Requirements

Record Retention

The Association Manager maintains all records at his/her residence in accordance with the records retention guide provided by USBC.

Registered Volunteer Program

The Association Manager maintains records in accordance with the USBC records retention guide. Members are required to turn in their certificates. At the quarterly meeting, the President reminds members of upcoming expiration dates.

Bylaws updates

The President will update the bylaws each year using the new template provided by USBC. The bylaws will be voted on and accepted at the first board of directors of the fiscal year.

Scholarship/SMART

The Youth Leaders and Youth Tournament Directors will submit scholarship awards to the Association Manager within 10 days of award. The Association Manager will update scholarship information with USBC within twenty days of receipt.

The Association Manager will periodically update the board on the amount of expiring funds for the year. The board may direct the distribution of excess funds to youth bowlers as they see fit.

Supply Distribution Policy

The Association Manager orders supplies and distributes to the association as needed.

Leadership Training Opportunities

Board Members and the Association Manager may be chosen to attend USBC Leadership Training workshops. The President makes the final decision with the advice of the board. A member is only allowed to attend each workshop once, unless the workshop is associated with a national or state convention.

Coaching

All volunteers working with youth must complete Registered Volunteer Program and SafeSport training.



Certificates and Lane Dressing

USBC issues certificates for local lane inspections.

11. Critical Information

The information in this chapter consists of information that is critical to the organization's needs to continue business.

About the Business

Primary Business Location: 1387 Slate Dr. Yorkville, IL 60560 ph:210-334-1728

Primary Point of Contact: Cheryl Trovato ph: 630-788-9526
cherylclark98@yahoo.com

Alternate Point of Contact: Nancy Judge ph: 210-334-1728
associationmanagerGA@gmail.com

Banking contact: First State Bank 75 S. Randall Rd. North Aurora, IL 60542
ph: 630-264-2200
Account access: Cheryl Trovato, Denise Krause, Nancy Judge

Board of Directors Notification

The Board of Directors will be notified of an emergency by the President via phone call. A current list of directors is located on the website at aurorausbc.com. Full contact information is sent to the board via email by the Association Manager. The Association Manager maintains this roster.

Data Backup

Laptop data is backed up to cloud storage. Access/passwords to the laptop are kept with association records at the Association Manager's residence.



Place holder for 2024-25 Bylaws



CODE OF ETHICS

Board members have an obligation to meet moral as well as legal standards. That's why many boards are adopting a code of ethics for members.

As a member of this board I will:

- Represent the interests of all people served by this organization and not favor special interests inside or outside of this association.
- Not use my service on this board for my own personal advantage or for the advantage of my friends or supporters.
- Keep board and sensitive information confidential.
- Approach all board issues with an open mind, prepared to make the best decisions for everyone involved.
- Do nothing to violate the trust of those who elected or appointed me to the board or of those we serve.
- Focus my efforts on the mission of the association and not on my personal goals.
- Never exercise authority as a board member except when acting in a meeting with the full board or as I am delegated by the board.

Signature: _____

Name: _____

Title: _____

Date: _____



COMMITMENT TO SERVE THE ASSOCIATION

- I pledge my commitment to the **Greater Aurora USBC** association to serve, along with other members of the board, the bowlers of our association.
- I commit myself to the goals and purpose of our association. These goals will be our members' needs.
- I will seek our members' responses with regard to the successes of our programs and services.
- I commit myself to cooperate and willingly put forth the effort to establish and maintain good working relationships with other board members.
- I commit myself to participate and help to resolve conflict that may arise among board members.
- I commit myself to maintain a professional demeanor when serving as an officer or director of our association.
- I commit myself to fulfill the responsibilities of my position on the board of directors to the best of my abilities.
- If I cannot meet my commitment, I will set a deadline for improvements. If I cannot meet that deadline, I will work to find a replacement person who is willing to meet these commitments.

Signature: _____

Name: _____

Title: _____

Date: _____



CONFIDENTIALITY POLICY & AGREEMENT FORM

Confidentiality

As a member of the Greater Aurora USBC Board of Directors (the "Board"), I recognize that I owe a fiduciary duty of care to this association. This includes a duty of confidentiality. All information and documentation that I receive from the association and others in connection with my service on the Board will be treated with strict confidentiality. This includes information in all forms, oral, written, or electronic including all information contained or stored in computers and electronic storage media. Neither the contents nor the existence of this information or documentation will be shared with anyone other than the officers, directors, employees, and attorneys of the association, as directed by the Board. I will direct any questions regarding my confidentiality obligations to the association President.

I acknowledge and agree that my selection for service on the Board and the opportunities made available to me by serving on the Board constitute good and valuable consideration for entering into this agreement, the receipt and sufficiency of which I hereby acknowledge.

Signature: _____

Name: _____

Title: _____

Date: _____



CONFLICT OF INTEREST

As outlined in the *Association Law Handbook, Third Addition*, "A conflict of interest exists when one participates in the decision-making process on an issue for the association while concurrently having other business, professional or personal interests that could tend one toward bias or predisposition on the issue."

An example would be a situation in which the board is voting to retain a vendor, and one of the board members debating the vote is the vendor's brother. Another would be if a board member is also a proprietor and is participating in the discussions regarding what center will host an association tournament. He/she should disclose the potential conflict of interest to the other board members and excuse him/herself from any discussion or vote on the matter.

Association officers and directors are obligated to fully disclose any potential conflicts to protect themselves and the association.

Ultimately, it is the association board who determines whether the potential conflict of interest should result in recusal – dismissal of an individual(s) from the decision-making process. The director in question should not partake in the association board's discussion/decision on whether the conflict of interest warrants recusal.

The decision of the board should be documented in writing.



CONFLICT OF INTEREST POLICY & DISCLOSURE

WHEREAS, Greater Aurora USBC (the “Association”) is a nonstock, nonprofit corporation organized and operated exclusively for charitable and educational purposes, rather than for personal benefit of any person;

AND WHEREAS, the Board of Directors of the Association (the “Board”) seeks to ensure any and all persons serving thereupon fully understand the nature, extent and implications of these principles, which at all times shall be deemed fundamental to the existence of the Association, and that such persons manifest a complete understanding and acceptance of, and commitment to.

NOW, THEREFORE, the Board hereby adopts the following Conflicts of Interest Policy:

Section A. Definitions

1. **Interested Person.** Any person serving as a member of this Board who, as of the date of discussion or action by the Board, either:
 - a. Has a direct or indirect Financial Interest, as defined in item 2 below, or
 - b. Intends, or understands it to be more probable than not, that he or she will acquire such a direct or indirect Financial Interest at any time during the pendency of the proposed transaction.
2. **Financial Interest.** An interest, whether through business, investment, or immediate family (spouse, children and parents), which can be described as one or more of the following:
 - a. An ownership or investment interest in any entity with which the Association has a transaction or arrangement, or
 - b. A compensation arrangement with the Association or with any entity or individual with which the Association has a transaction or arrangement, or
 - c. A potential ownership or investment interest in any entity or individual with which the Association is negotiating a transaction or arrangement.
3. **Conflict of Interest.** With respect to a matter for discussion or action by the Board, any circumstance under which an Interested Person, by virtue of a Financial Interest, may be influenced, either in whole or in part by any purpose or motive other than the success and well-being of the Association and the achievement of its public charitable purposes.

Section B. Disclosure of Financial Interest and Determination of Conflict

1. **Disclosure of Financial Interest.** If, at any time, an Interested Person becomes aware that the Board may discuss or act upon any transaction or arrangement which may have any bearing of any kind upon, or may relate in any manner to, a Financial Interest of the Interested Person, such Interested Person shall disclose such Financial Interest to the Board as follows:
 - a. The Interested Person shall provide to the Board, in advance of such discussion or action by the



Greater Aurora USBC Association Operations Manual

Board, written disclosure of the existence, nature and extent of the Interested Person's Financial Interest, or

- b. If written disclosure cannot be provided in advance, e.g., in situations where the Interested Person does not realize the nature of the transaction or arrangement to be discussed or acted upon until discussions have already begun, the Interested Person shall verbally inform the Board immediately upon such Interested Person's realization that the transaction or arrangement may bear upon or relate to a Financial Interest of the Interested Person, and shall provide such written disclosure to the Board as soon as possible.

Any and all written or verbal disclosures of Financial Interests shall be made a formal part of the minutes of the Board. Notwithstanding the foregoing, an Interested Person shall not be required to disclose pursuant to this Section B any Financial Interest which, in the exercise of such Interested Person's reasonable judgment, is so de minimis that it would not under any circumstances influence, or appear to influence, the Interested Person's judgment or actions with respect to the proposed transaction or arrangement to be discussed and/or acted upon by the Board.

2. **Recusal by Interested Person.** In connection with an Interested Person's disclosure of a Financial Interest pursuant to Section B above, an Interested Person may determine that such Financial Interest creates a Conflict of Interest with respect to the proposed transaction or arrangement to be discussed or acted upon by the Board. In such circumstances, the Interested Person may voluntarily recuse himself or herself from discussion or action by the Board, at such time is used by the Interested Person to disclose such Financial Interest pursuant to Section B above.
3. **Determination of Conflict of Interest.** Where an Interested Person has provided advance written disclosure of a Financial Interest but has not voluntarily recused himself or herself from discussion or action upon the proposed transaction or arrangement, the Board shall, prior to commencing its discussion or taking action, determine whether the Financial Interest creates a Conflict of Interest, as defined above. The Interested Person shall not participate in any discussions or vote related to this determination, except to the extent necessary to fully explain the Financial Interest and the manner in which the proposed transaction or arrangement to be discussed or acted upon by the Board may or will bear upon or relate to the Financial Interest. Acting either at the request of any member of the Board or in his or her individual discretion, the President may direct that the Interested Person leave the meeting room for all or any part of the discussion or vote related to the determination of whether the Financial Interest creates a Conflict of Interest.

Section C. Procedures upon Determination of a Conflict of Interest

1. **Exclusion from Discussion and Vote.** In circumstances where the Board has determined that a Conflict of Interest exists, the Interested Person shall not participate in any discussion or vote regarding the transaction or arrangement at issue, and shall not be present in the meeting room for any part of the discussion or vote relating to the transaction or arrangement.
2. **Action by Board.** With respect to any transaction or arrangement with regard to which the Board has determined that a Conflict of Interest exists, the Board shall discuss such transaction or arrangement as appropriate, but shall not formally approve such transaction or arrangement unless and until the non-interested members of the Board have decided, by majority vote, that the transaction or arrangement is in the best interests of and for the benefit of the Association, and is fair and reasonable thereto in all respects.



Section D. Documentation of Disclosure and Procedures

Meeting Minutes. Minutes of meetings of the Board shall include copies of all written disclosures of Financial Interests, and shall describe all verbal disclosures thereof. Such minutes shall further reflect the determination of the Board as to whether a Conflict of Interest exists, and the objection of the Interested Person, if any, to such determination. Where a Conflict of Interest has been determined to exist, the minutes should reflect in significant detail the Board's compliance with the procedures described in Sections C item 1 and Section C item 2 above.

With respect to any transaction or arrangement with regard to which a Conflict of Interest has been determined to exist, meeting minutes shall describe the substance of the discussions relating to the transaction or arrangement, and who was present for such discussions. In addition, minutes should identify the members who were present for any and all votes upon such transaction or arrangement, along with a record of the final vote.

Section E. Periodic Review

1. **Periodic Review of Policy Implementation.** To ensure the utmost efficacy of this Policy, the Board shall establish a system to ensure the periodic review by one or more independent persons or organizations of the record of implementation of this Policy.
2. **Periodic Review of Transactions and Arrangements.** In connection with and in addition to the above, the Board shall establish a system to ensure the periodic review of actions taken by the Board on behalf of the Association. Such review is intended to ensure that the Association continues at all times to be operated exclusively for the achievement of its public charitable purposes, rather than for the benefit of one or more private persons.

Section F. Written Assent by Members

1. **Written Acceptance.** At least once per season (August 1 – July 31), each member of the Board shall sign a written statement certifying to all of the following:
 - a. He or she has received a copy of this Policy;
 - b. He or she has read and understands this Policy;
 - c. He or she agrees to comply with this Policy;
 - d. He or she understands that this Policy applies to all committees having board- delegated powers;
 - e. He or she understands that the Association is a charitable organization and, to maintain the tax-exempt status of the Association under Section 501(c)(3) of the Internal Revenue Code of 1986, as amended, the Association must continuously engage primarily in activities which accomplish its tax-exempt purposes.

Any member of the Board who refuses or fails to sign such a statement shall be prohibited from participating in discussion or action by the Board.

2. **Failure to Disclose Financial Interests.** If it is determined that an Interested Person has negligently or intentionally failed to disclose a Financial Interest, the President shall consider the imposition of such sanctions as the President, in his or her discretion, may deem appropriate.



WRITTEN ACCEPTANCE: CONFLICTS OF INTEREST POLICY

Board of Directors

As a member of the Board of Directors of Greater Aurora USBC
(the "Association"), hereby acknowledge and agree as follows:

1. I received a copy of the Association's Conflicts of Interest Policy (the "Policy");
2. I read and understood the Policy;
3. I agree to comply with the Policy;
4. I understand the Policy applies to all committees having board-delegated powers;
5. I understand the Association is a non-profit sporting organization and, in order to maintain the tax-exempt status of the Association under Section 501(c)(3) of the Internal Revenue Code of 1986, as amended, the Association must continuously engage primarily in activities which accomplish its tax-exempt purposes.

Signature: _____

Name: _____

Title: _____

Date: _____



Application For Greater Aurora USBC Board of Directors

Mail Application to:

Greater Aurora USBC
1387 Slate Drive
Yorkville, IL 60560
AssociationManagerGA@gmail.com

PLEASE TYPE OR PRINT – USE INK ONLY

Name:	
Address:	
City/State/ZIP:	USBC Membership #:
Cell Phone:	E-mail:

BOARD POSITION INTERESTED IN:

What board position are you interested in: (check appropriate boxes):	President: ☐	Vice President: ☐	Sergeant at Arms: ☐
	Director: ☐	Youth Director: ☐	

Please answer the following questions:

1. Have you held a league office? ☐ YES ☐ NO If so, what office did you hold?		
Office Held	League	Name of Association / Bowling Center

2. Have you been on any committees? ☐ YES ☐ NO	
If yes, please list them: (example: Bowling All-Stars, PTA School Family Dinner, Fundraising)	



Greater Aurora USBC Association Operations Manual

3. Are you an active bowler, bowling in at least one certified league? ☐ YES ☐ NO

4. Have you ever held an office in a bowling Association? ☐ YES ☐ NO If yes, what office(s) have you held:

Office Held	Name of Bowling Association

5. Are you currently involved with Youth Bowling? ☐ YES ☐ NO If yes, to what extent:

6. Have you a working knowledge of Roberts Rules of Order Newly Revised? ☐ YES ☐ NO

Do you have time to attend ALL meetings called by the President? ☐ YES ☐ NO

Do you have time for any committee work? ☐ YES ☐ NO

7. List any other hobbies or talents you have that would benefit this board:

8. SafeSport and Registered Volunteer Program:

According to the Safe Sport Act of 2017, USBC requires all local board members complete the SafeSport training & enroll in the Registered Volunteer Program which includes a background check.

Do you have a current RVP Certification? ☐ YES ☐ NO If yes, RVP Expiration date: _____

If not, are you willing to obtain RVP certification and background check within 45 days of start of term? ☐ YES ☐ NO

I hereby consent to have my name submitted for election. ☐ YES ☐ NO

Signature of Applicant:		Date of Application:
Print Name:		



Place holder for Hall of Fame Bylaws

