

## **REQUIREMENTS AND RESPONSIBILITIES (2017)**

**Please Note:** If the Legislative changes are approved at this year's Annual Meeting, all submitted Applications should be prepared to meet the reflected changes to these Requirements and Responsibilities. For details of the proposed Amendments, please see our website under *ByLaws* at: [www.mcba-njbowling.com](http://www.mcba-njbowling.com) or contact the Nomination Chairperson, Annette Oswald at (908) 234-1000, Ext 212.

### **DIRECTORS AND LINE OFFICERS**

**New Directors** – A candidate for Director must have a minimum of five (5) years as a sanctioned member of the Morris County USBC BA. All newly elected Directors must serve a one-year probationary period. They will be accorded the privilege of full Directorship during this time. They will be observed for attendance at meetings, assistance at Tournaments, coverage of lanes assigned to them and overall appearance. Prior to the Annual Membership Meeting, the Line Officers will review their records and notify the Nominating Committee whether or not each new Director appears acceptable. Each Director will then be notified, in writing, by the Association Manager of the decision reached by the Nominating Committee.

**Eligibility for Line Officers** – A candidate for the Board of Directors must be:

- a. A USBC Sanctioned member in good standing of the Association at the time of election and throughout their term;
- b. Elected or appointed without regard to race, color, religion, gender, disability, national origin, or age (other than be a minimum age of 18 years);
- c. A member must have served two years on the board to be eligible to apply for an Officer's position;
- d. In order to serve as President, a member must have at least 4 years experience as a Vice President on the Morris County USBC BA Board and served and fulfilled the duties as a Chairperson of at least one Morris County USBC BA Annual Championship Tournament and at least one Annual Champion of Champions Tournament or has served as a Past President on the Morris County USBC BA Board.
- e. In order to serve as a 1<sup>st</sup> Vice President, the next in line for the Presidency, a member must have had at least 3 years experience as a Vice President of the MCBAUSBC BA Board and has served and fulfilled the duties of conducting the previous Tournament (Champ of Champ) for at least 2 years, or has served as a Past President on the Board.
- f. A Director must act and perform all duties as the Primary Houseman for any one of our Morris County USBC BA Bowling Establishments for at least two years prior to being considered for a Vice President's position

**Duties of Line Officers** – **ALL OFFICERS MUST BE A MEMBER OF A SANCTIONED (CERTIFIED) LEAGUE IN THE JURISDICTION OF THIS ASSOCIATION.**

**President** – The duties of the President are as follows:

- a. Act as the Chief Executive Officer of the Association;
- b. Preside at all meetings of the Board and the Annual Membership Meeting;
- c. Shall see to the enforcement of the objects and provisions of this Association's Constitution;
- d. When so instructed by the Board, shall sign and endorse all checks and warrants drawn by the Association Manager;
- e. Shall arrange for a quarterly Audit of the Association accounts to verify that the proper amount is on deposit. Shall also arrange for an annual Audit of the Association's finances by the Auditing Committee or an auditing firm;
- f. Within 30 days after the annual Audit, if so instructed, shall arrange to have the Association Manager submit the audited membership report to the USBC;

- g. Shall appoint one or more representatives to serve in a joint capacity, with an equal number of representatives from the local Morris County USBC WBA to measure lanes
- h. for certification and/or to inspect lanes for compliance with bowling equipment and lane dressing requirements. When the lanes are being measured for certification, an inspection fee, not to exceed the amount specified in Section VI-A, Paragraph 5 & 6, of the Equipment Specifications & Certification Manual may be charged;
- i. The term of office of the President shall not exceed two (2) consecutive 2-year terms;
- j. Shall automatically be a member of all Committees and notified of each meeting date;
- k. Shall perform other duties as assigned by the Association Manager and approved by the Board of Directors and/or Association Manager.

**Vice Presidents** – The duties of the Vice Presidents are as follows:

The First Vice President in the absence of the President, shall perform the duties of that office. In addition, the First Vice President shall also automatically be a member of all Committees, and notified of meeting dates, and shall be completely responsible for the areas assigned. In the absence of the President and First Vice President, other Vice Presidents, in their order of election, shall assume the duties of the President and preside over any meeting being conducted.

**First Vice President** – Or designee, shall be Chairman of the Annual County Championship Tournament and shall conduct and assume full responsibility for the operation of this event. If the MCBA conducts the NJ State Tournament during the First Vice President’s term, the County Tournament may be cancelled. The State Tournament format shall be decided by the Association Tournament Committee and shall be conducted as outlined in the NJ State Operations Manual.

**Second Vice President** – Or designee, shall conduct and have charge of the Annual Lloyd L. Smith Champion of Champions Tournament, otherwise, the President may assign a responsible individual, or Vice President, to conduct this Tournament..

**Third Vice President** – If in existence, shall conduct and have charge of the Annual MCBA County Doubles Tournament, otherwise, the President may assign a responsible individual, or Vice President, to conduct this Tournament.

**Fourth Vice President** – If in existence, shall conduct and have charge of the Annual Doyle H. Buttrey Mixed Doubles Tournament, otherwise, the President may assign a responsible individual, or Vice President, to conduct this Tournament.

All other Tournaments shall be assigned according to the recommendation of the Tournament Committee Chairman or Association Manager, and approved by the Board. The Tournament assignments of the Vice Presidents may be changed by the President. All Vice Presidents shall attend all MCBA Meetings and Tournaments and shall assist the Chairman of each Tournament as required.

## **STATE DELEGATES**

The Delegates and Alternates to the New Jersey State USBC Annual Meeting are elected by a plurality vote at the Morris County USBC Bowling Association’s Annual Membership Meeting. Each member Association of the NJS USBC BA is allowed to send four Delegates, in addition to their four Directors to the Annual Meeting. All sanctioned BA adult members, Association Officers and Directors are eligible to be a Delegate or Alternate to the State Meeting. Vacancies in Delegate positions are filled by the Alternates in the order in which they were elected. If a vacancy still exists, the Association President fills the vacant position by appointment. The appointee must also meet the same eligibility requirements of the original Delegate.

## **STATE DELEGATE RESPONSIBILITIES**

The Delegates shall:

- a. Adopt Bylaws;
- b. Adopt State adult dues, up to the established maximum, if applicable;
- c. Elect Officers and Directors to the State Board;
- d. Elect one Delegate and one Alternate to the National USBC Annual Meeting

A majority vote of the Delegates, Officers and Directors present and voting, at this Annual Meeting, when a quorum has been established, is required to take action, unless otherwise provided by law or Bylaws.

Election of State Officers and Directors requires a majority vote. Election of the State Delegate and Alternate to the National USBC Annual Meeting requires a plurality vote. Absentee and proxy voting are not permitted.

All Delegates are to prepare and present a written report to the local Association Manager upon their return of the activities, decisions, etc. that took place at the State USBC Annual Meeting.

### **ASSOCIATION MANAGER**

If the position of Association Manager is up for selection and election, the following, at a minimum, should be the criteria for the Association Manager's responsibilities and duties:

The Association Manager acts as the executive officer, non-voting secretary/treasurer of the Board, except if elected to the Board. If the individual receives compensation, federal and state laws on employment must be taken into consideration. (See Chapter 9 of the USBC Association Policy Manual). The Nominations Committee with Board approval should develop a job description and interview prospective candidates for Board selection. Is selected/appointed by and is accountable to the Board of Directors and the USBC. Must be USBC bondable.

Duties to include but are limited to:

- a. Reporting to the Board of Directors on a regular basis (at least quarterly).
- b. Reporting to the members at every membership meeting and as needed.
- c. Submitting a financial report, in writing, at every Board and membership meeting.
- d. Deposit Association's funds in the Association's financial institution(s) which must be federally insured or its equivalent, within seven days.
- e. Ensuring all required financial reports are filed, (IRS, payroll taxes, state taxes, etc.) (See Chapter 4 of USBC Association Policy Manual or refer to [www.bowl.com](http://www.bowl.com) for additional information).
- f. Preparing a budget for Board approval. Note: The Finance Committee reviews and monitors the budget and staying within the budget.
- g. Paying all bills authorized by the Board of Directors.
- h. Issuing a receipt to the league secretaries as requested by the Board of Directors or USBC within 10 days of receipt of dues.
- i. Ordering Association supplies.
- j. Processing memberships within 20 days of receipt.
- k. Remitting dues to USBC within 20 days of receipt.
- l. Overseeing volunteer activities.
- m. Association correspondence.
- n. Ensuring Board members have a current copy of the Association Bylaws.
- o. Meeting notifications, as designated in the Bylaws.
- p. Recording and maintaining meeting minutes or assigning that responsibility.

- q. Operation of the Association's tournaments, either as Tournament Director or as the supervisor of the Tournament Director.
- r. Distributing all prize funds within 30 days following the close of each Tournament, except when USBC has authorized delay in payment.
- s. Maintaining a record of, verifying and submitting to USBC and the State Association, averages of members who have participated in at least 21 games in each league.
- t. Providing memberships records and submitting to USBC when requested and in a format specified by USBC..
- u. Ensure lane certification and dressing inspections are completed and submitted to USBC in a timely manner.
- v. Maintain a membership list of each league containing the names and addresses of the league officers.
- w. Notify in writing each league secretary of awards offered by the Association.
- x. Distribute league supplies..
- y. Other duties as prescribed by the Board of Directors, the USBC Bylaws, and Association's Operation Manual.