



## **NH State USBC Association Eligibility Requirements and Duties**

### **Eligibility Requirements**

A candidate for the board (elected or appointed) must be:

1. A USBC member in good standing of the state association throughout their term.
2. All board members; both officers and directors will be **RVP/Safe Sport** compliant.
3. Candidates for the office of president and vice president must have sat on the Board of Directors for at least 1-year of their 2-year term within the last 5 years.
4. Elected or appointed without regard to race, color, religion, gender, disability, national origin, or age, other than the minimum age of 14, unless state laws mandate a specific age, and be a reasonable representative of the membership.
5. Any member of the board authorized to sign contracts or acting as a signatory on association accounts must be a minimum age of 18.

### **Authority and Duties of the Board**

Board members are to attend all 3 scheduled meetings, the annual delegates' meeting and if an emergency meeting should be required. **Any member will be subject to immediate dismissal from the board with 2 unexplained absences.** Meetings are generally held on Sunday. Assistance at state tournaments and fundraising is expected and you will be required to serve on committees. The board shall not engage in any acts constituting a conflict of interest. The board's duties include but are not limited to:

- Enforcing the adopted bylaws approved by USBC.
- Complying with the USBC Association Policy Manual and ensuring adherence to all USBC Performance Standards.
- Conducting championship level competition for its membership constituency (men, women and youth) while complying with state law.
- Providing education, training, evaluations, recognition and other services as determined by USBC.
- Selecting / appointing and evaluating the performance of the Association Manager.
- Approving use of membership records.
- Electing delegates to the annual USBC Convention.
- Re-rating the league average of an association member when there is evidence the bowler's average does not represent the bowler's true ability.

**President:** Presides at all meetings and acts as spokesperson for the association. Appoints and/or removes committee members and chairman with board approval. Verification of association accounts. Provides an agenda. May attend president-appointed committee meetings in ex-officio, non-voting capacity, unless otherwise directed by the Board

**Vice President:** Presides at all meetings when the president is absent. Should be prepared to serve as presiding officer by; having a good understanding of parliamentary procedure and being familiar with the association's governing documents. Performs other duties as prescribed by the board or requested by the president.

**Sergeant at Arms:** Securing and making sure that the physical layout of the meeting room is comfortable. Counting votes during standing and/or hand votes. Distributing and collecting ballots (if there is no tellers' committee). Speaking up if meeting drifts off topic and removing disruptive attendees from the meeting.

### **Directors:**

- Directors govern the affairs of the association and serves as its voice, eyes and ears.
- Along with the officers, the directors' job is to be in the forefront of bowling activity.
- Directors ensure that the association's membership receives all the benefits and services to which they are entitled and assist the Association Manager in all distribution.
- Attend all meetings of the association to stay abreast of all association activities.

***Resume must be received no later than 24 hours prior to the meeting.***