



CHAPTER 2 – BOARD OF DIRECTORS

I. Application for board position

- A. The application for a board position can be found in Appendix C-1 of this Operations Manual.

II. Authority and duties of the board and directors

- A. Comply with the duties and authority as outlined in the USBC Association Policy Manual, as well as the following additional duties:
 - 1. Act as liaison between the State Association and the Local Associations within the State.
 - 2. Attend the Annual meeting and all regular meetings of the Association, plus such meetings as the President may call.
 - 3. Obtain commitments from local associations to attend the annual meeting.
 - 4. Encourage Associations and Centers to promote and participate in the annual tournaments of the Association.
 - 5. Serve actively on committees of the Association as requested by the President.

III. Association Leader Commitment Form

- A. Every member of the board should complete this form, found in Appendix C-2.

IV. Leadership Code of Ethics

- A. Every member of the board should complete this form, found in Appendix C-3.

V. Reimbursement Policy

- A. Legitimate business expenses can be reimbursed, with board approval. Such expenses should have prior board approval to minimize possible conflicts.
- B. To receive reimbursement for allowable expenses, the individual must complete an expense report and **submit receipts within thirty days from the date of purchase.**
- C. The following items have been approved by the board:
 - 1. President:
 - a. Lodging, single room lodging rate (maximum of 2 nights).
 - 2. Association Manager:
 - a. Lodging, single room lodging rate (maximum of 2 nights).
 - 3. Tournament Director(s):
 - a. Single room lodging for Tournament event (maximum of 2 nights), per tournament weekend.
 - 4. Directors:
 - a. Fall meeting: lodging shall be paid by the Association for one night.
 - b. Maximum of \$50 per year for reimbursement of expenses in conducting District business for postage, telephone and lodging.
 - c. Tournament - Maximum of 2 nights lodging at single room rate for members who are present to work the tournament, *per tournament weekend or \$0.25/mile if commuting and not staying over at tournament site, reimbursement not to exceed room rate.*

Note: Lodging Reimbursement at a maximum of \$125/night.



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5. *District Tournament Directors*
 - a. *Maximum One Nights Lodging not to exceed \$110 including taxes or \$0.25/mile if commuting and not staying over at tournament site, reimbursement not to exceed room rate.*
 - b. *Tournament Supplies as required for the conduction of the Tournament such as but not limited to:*
 - 1) *Paper (2 part not required)*
 - 2) *Postage*
 - 3) *Ink Toner for printer*
 - c. *The Tournament Director shall not receive a salary.*
6. Delegate to National Convention
 - a. Convention site within 500 mile radius
 - 1) Single room rate for three nights lodging.
 - 2) Maximum of \$35 per day per Diem for food.
 - 3) Mileage at the rate of \$0.25 per mile.
 - b. Convention site greater than 500 mile radius
 - 1) Single room rate for four nights lodging.
 - 2) Round trip coach air fare.
 - 3) Maximum of \$35 per day per Diem for food.

Note: The above is budgeted and total reimbursement will not exceed the budget amount approved by the board.

VI. Transfer of association properties

- A. Each Officer, Director and employee shall at the completion of their service to the Association transfer all property of the Association to his/her successor or to the current Association Manager within 14 days from the end of service.
 1. Property of the Association may include but not limited to the following, it is suggested the Association Manager keep records of any Association Property purchased or distributed to members of the board:
 - a. Computers, printers, copiers, computer software.
 - b. Bank Records, WinLabs Data, Membership Records, Tournament Records
 - c. Awards Supplies