



## Non-Payment of League Fees Improper Withdrawal Checklist

- \_\_\_\_\_ 1. A copy of the letter notifying the principal(s) of the time, date and place of the league's meeting advising him of his right to attend and offer a defense. (Item 2, Rule 115b)
- \_\_\_\_\_ 2. A copy of the minutes of the league meeting.
- \_\_\_\_\_ 3. Do the minutes of the league meeting indicate a quorum (one more than half) of the league's board of directors was present? (Roster included?)
- \_\_\_\_\_ 4. Is there a tabulation of the vote at the league meeting? (Must be 2/3 majority.)
- \_\_\_\_\_ 5. Does the file specify the amount the defendant is being charged with owing?
- \_\_\_\_\_ 6. Are the dates he is charged with owing fees included in the file?
- \_\_\_\_\_ 7. Does the information specify if he was present or absent when the arrearages occurred?
- \_\_\_\_\_ 8. Does the file include a breakdown of the weekly league fees – bowling/prize/other?
- \_\_\_\_\_ 9. If defendant was replaced, does the file specify the date replaced?
- \_\_\_\_\_ 10. Did defendant prepay fees such as the last two weeks of the league schedule?
- \_\_\_\_\_ 11. Was the prepayment credited to his arrearage?
- \_\_\_\_\_ 12. Copy of worthless check(s). What was check(s) issued for?
- \_\_\_\_\_ 13. Copy of league rules.
- \_\_\_\_\_ 14. Copy of any letters of complaint.
- \_\_\_\_\_ 15. Was 30-day requirement met by the league? (Rule 115b)