

# **Golden Isles USBC Association**

## **Policy and Procedures Manual**

Revised July 2007

# Policy and Procedures Manual

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## Preamble

Being a member of the board of directors offers you Challenge and Responsibility.

The bylaws provide the legal framework for the association. If you discover there is no longer a need for certain ones, or if others are needed, then amend the bylaws accordingly.

This Policies and Procedures Manual describes the specific duties to be performed by the board of directors and committee members, the chief one being to conduct the routine business of the organization. Great care should be exercised not to exceed the powers given it by USBC.

If, in your view, the procedures are not being followed, it is your responsibility to notify the president, in writing, of the facts surrounding the incident(s) and he/she shall in turn, transmit the information to the board of directors for corrective measures.

Service on this Board of Directors is an important responsibility. Far too often the assumption is that there is not much to do on the Board and that membership is just an easy way to gain prestige. Although service on the board is a pleasurable and valued experience, it is a position that involves commitment, time, and a significant amount of work.

When you as a current Board member considering new members, be sure that those who express an interest in service know the scope of responsibility required from those elected to serve.

Below is a list of the responsibilities required of individuals elected to serve on the Board of Directors:

- Regular attendance at all meetings with participation in discussion topics voiced.
- Participation in Bowling Association and Bowling Board Events.
- At the Board meetings, listen attentively and respectfully to the opinions expressed by others, and express your own opinions. Your election to the board gives you the right and responsibility to have input.
- It is the responsibility of each board member to represent the best interests of the Bowling Association members. Therefore, issues brought before the Board should be decided upon with the best interest of the larger association membership uppermost in mind.
- Disagreements among Board members are to be resolved within Board Meetings, where a majority decision is binding upon all members. When a Board member feels the need to disagree, it should be done with respect and a spirit of mutual cooperation to reach a common goal. Before expressing opposition to the ideas of others, make a concerted effort to get all the facts about the topic. Then, express your opinion, position, or, idea. It is always best to have an idea

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about how something can be better before you criticize the opinions of others. Once an issue is decided upon by the Board, it is the responsibility of each board member to support the decisions rendered by the Board..

- As an elected member of the Board, make it your responsibility to encourage all Board members to be involved in the activities of the Board, especially the new members. Avoid the creation of and participation in factions or “cliques” while serving on the Board. Strive to keep the Board operating as a unified group with each member having equal status and a valued voice in the group’s business and activities.
- As a Board member work to exemplify the character traits and interpersonal qualities you want other members to display. In interactions with other Board members, be kind to and appreciative of the efforts of others. Be conscientious in your participation in the duties of the Board and the performance of any assigned duties.
- Board members work to exemplify the ideals of the board, both in the conscientious performance of duties and the observance of correct protocol showing kindness and friendliness at every opportunity.
- Be GENEROUS, yet SINCERE with those words of appreciation to other members who are rendering special service to the organization, to your president, other officers, chairpersons, program participants and guest speakers.
- DON’T be a constant fault finder. .. IF YOU MUST BE CRITICAL. . . do so with kindness and respect for others. Before you criticize think it through and be sure to include a suggestion of how to do it better. Remember -- Do not criticize if you do not have all the facts of the matter at hand.
- A board of directors is a proving ground for future leadership, not only in ones particular organization, but also in countless ways for years to come.

The Board shall provide support for other organizations that promote the sport of bowling such as:

- Youth Bowlers of Distinction
- Women’s 500 & 600 Club
- Local 200
- Support Bowling in General
- SEE PUBLIC RELATIONS SECTION

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## President

The President and Vice President, along with the Association Manager (ex officio non voting secretary/treasure), constitute the officers of the association.

The President acts as the official spokesperson for the association. Elected by a majority vote at the association's annual meeting, he or she presides at all association meetings and is responsible for verifying the association's accounts monthly and appointing committees with board approval, except for the Nominating and Youth committee (merged only).

1. **Eligibility:** To be nominated for the office of the President of the Golden Isles USBC Association, the candidate must have been a member of the board of directors for a minimum of two (2) years, and satisfy the requirements listed below.
  - a. Be a member of a certified league in this association, or if a non-league bowler, resides within the jurisdiction of this association and is a member of this association on an affiliate basis.
  - b. May not have a family member, with check signing privileges, as VP or Association Manager or A Director.
2. **Term of Office:** Two (2) years. The term will begin the first day of the month following the election of officers at the annual meeting.
3. **Responsibility:** As chief executive officer of this association, it is the President's responsibility to lead the board of directors and this association toward constructive goals to provide the best possible service to our members, bowling leagues and bowling centers.
4. **Duties:** The President shall as prescribed by the association bylaws:
  - a. Be the chief executive officer of this association, and work to ensure the Board membership policies as stated in the Policies & Procedures Preamble.
  - b. Preside at all meetings of the board of directors and annual meeting.
  - c. See to the enforcement of the objectives and provisions of the association bylaws and the policies and procedures as outlined.
  - d. Sign checks of this association drawn by the Association Manager as needed.
  - e. Ensure that the audit committee verifies that the proper amounts are on deposit in the association accounts on a yearly basis.
  - f. Appoint board members to standing and special committees.
  - g. Assign The Vice President to specific duties with responsibility for certain areas within this association's jurisdiction;
  - h. Ensure that within thirty (30) days after the end of the fiscal year the audit committee has performed it's responsibility.
  - i. Ensure that all USBC policies and procedures are complied with in regard to the local association.
  - j. Ensure Association Manager Performance Review is done on an annual basis as described in Appendix B of the Association Leaders' Handbook.

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## Vice President

The Vice President is the individual who would take over the responsibilities of the President due to absence. His or her main responsibilities include presiding at all meetings when the president is absent and performing other duties as prescribed by the board or requested by the president. He or she also is elected by a majority vote at the association's annual meeting.

1. **Eligibility:** To be nominated for the office of Vice President of the Golden Isles USBC Association, the candidate must have been a member of the board of Directors for a minimum of two (2) years, and satisfy the requirements listed below:
  - a. Be a member of a certified league in this association, or if a non-league bowler, resides within the jurisdiction of this association and is a member of this association on an affiliate basis.
  - b. May not have a member of his/her immediate family concurrently serving as President or Association Manager, if the Vice President is to have check signing privileges.
2. **Term of Office:** Two (2) years. The term will begin the first day of the month following the election of officers at the annual meeting.
3. **Responsibility:** In the absence of the president, the Vice President shall assume the responsibilities of the president.
4. **Duties:** In the absence of the President, he/she shall perform the duties of the President. In addition, that person shall perform those duties directed by the President. Also responsible for all duties documented in the Director description (4a-4h).

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## Director

Elected by majority vote

1. **Eligibility:** The director must have been elected at the annual meeting or appointed to a vacancy by the association President and meet the requirements listed below:
  - a. Be a member of a certified league in this association, or if a non-league bowler, resides within the jurisdiction of this association and is a member of this association on an affiliate basis.
2. **Term of Office:** Two (2) years. The term will begin the first day of the month following the election of officers at the annual meeting.
3. **Responsibility:** He/she shall be responsible to the President and this association's board of directors to provide the best possible service to our members, bowling leagues and bowling centers within his/her area of assignment. He/she shall be responsible for the completion of all duties assigned to him/her by the President of this association.
4. **Duties:** The director shall:
  - a. Be thoroughly familiar with the "USBC Playing Rules" book, the association's bylaws, and the policies and procedures.
  - b. Attend all regular meetings of this association or notify the association office when possible of the reason you cannot attend. Unexcused absence from two (2) consecutive meetings shall be cause for the association's board of directors to consider removal from office under the provisions of Article V, Section E of the local association bylaws.
  - c. Attend all special and/or committee meetings of this association that you may be requested to attend or notify the individual requesting the meeting when possible of the reason you cannot attend.
  - d. Actively serve as the association's contact with the bowlers, bowling leagues and bowling center management. You shall let them know that you are there to help in the promotion of the game of bowling, to encourage sportsmanship and fair play, to enforce the playing rules, and to provide assistance with any problems they might have.
  - e. Strive to present yourself in a professional manner at all times so as not to bring discredit upon yourself, this association, the USBC, or the game of bowling.
  - f. Be courteous, cooperative and provide helpful guidance to bowlers, bowling leagues and bowling center management. The function of this association is service to the bowling community. With that in mind, you shall:
    - i. Attend league officer's workshops, as directed or requested.
    - ii. Attend league formation meetings to act as an advisor.
    - iii. Sit in on league meetings to act as an advisor when requested by the league.
    - iv. Visit each league before the expiration of the grace period for certification (30 days after league starts).
    - v. Help league secretaries complete certification applications, if needed.

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- vi. Contact league officers when a league is not certified and the grace period is due to expire, and explain the importance of the league certification. Contact league officers of certified leagues to ensure each league is complying with the terms of the bonding program. Ask each league president, personally, how he/she is checking the league's account. Also ensure that league officers are informed that the depositing of league funds in personal accounts is prohibited.
- vii. Service new leagues and/or those leagues needing supplies.
- viii. Help league secretaries in the completion of high score claims and/or award forms within the 20 days allowed. Answer routine questions and handle league problems and protests promptly. Obtain league supplies from the association office and take to the bowling centers for distribution to the league secretary or president when possible.
- ix. Inform each league secretary of their obligation to submit final averages for their bowlers to the association office in the manner and by the deadline prescribed by the bylaws of the association. Comply with the dress code of this association while performing official duties and/or attending official functions.
- g. Advise bowlers, leagues and bowling center management of upcoming events and assist in posting of banners or posters announcing such events. In addition, ensure entry forms are available and assist in the completion of entry forms when requested. Maintain contact with the Association Manager to find out which leagues in the Directors center have not certified and make follow-up visits to those leagues, as needed. Present high score awards to recipients when the President or Vice President of the association is not available to do so.
- h. Maintain regular contact with the President to ensure he/she is informed of your activities and/or advised of any problems occurring in the bowling center. If there is a problem and the President cannot be reached, contact one of the following officers:
  - i. Vice-President
  - ii. Association Manager

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## Association Manager

1. **Eligibility:** May not have a family member concurrently signing checks serving as President or Vice President or Director. This individual must be a minimum of 18 years of age, unless state laws mandate a specific age. Also may not currently be serving as President or Vice President. Must be USBC bondable. Is not required to be a member of the association however, it is suggested.
2. **Term of Office:** He or she is not elected, but rather selected, appointed or hired, and if necessary, dismissed by the board of directors and therefore is not subject to term limits.
3. **Responsibility:** Association Manager is responsible for overseeing the operations of the association, providing administrative support and the coordination of services necessary to comply with USBC bylaws, policies and Performance Standards.
  - a. Previously known as the secretary, secretary-treasurer or executive director, the Association Manager serves as an ex-officio non-voting secretary-treasurer of the board or other such officer designation, as required by law and determined by the board.
  - b. The Association Manager, who can serve as a director, concurrently, but not as an officer, may have voice and vote at meetings based on the following:
    - i. If the Association Manager is not a director:
      1. Has voice (no vote) at board meetings.
      2. Has voice and vote at annual meetings if the individual is a current USBC member.
    - ii. If the Association Manager also is a director:
      1. Has voice and vote at board and annual meetings during his/her term as a director.
      2. When no longer a director, the Association Manager would have voice only at board meetings and voice and vote at annual meetings, if a current USBC member.
      3. If necessary, the Association Manager may be excused from the board meeting based on the issue/discussion at hand.
  - c. The Association Manager may be paid or nonpaid. Regardless, he or she is considered an employee of the association and is accountable to the board and to USBC Headquarters through a job description and compliance with the USBC Bylaws and Association Policy Manual and the USBC Performance Standards.
  - d. Should have knowledge of bowling; management, office and organizational skills; and basic computer skills. Other skills should include knowledge of parliamentary procedures and/or marketing and public relations experience.
  - e. The Association Manager, with board approval, may have authority to select other individuals to assist in fulfilling his or her duties such as an office assistant, etc. Association Managers opting to do so are still responsible for seeing all responsibilities are carried out. Assistants also may be paid, with board approval.

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- f. Among the day-to-day management responsibilities of the Association Manager are ordering association supplies from USBC Headquarters and the retention of association records.
4. **Duties:** In addition to the mandatory requirements in the *USBC Bylaws and* responsibilities of this position include but are not limited to the following:
- a. Implement directives of the association board (strategic planning,
  - b. Responsible for hiring and managing office staff (if appropriate)
  - c. Responsible for membership and awards processing
  - d. Oversee membership recruitment (program)
  - e. Maintaining averages and yearbooks
  - f. Oversee public relations campaigns
  - g. Responsible for organizing special events, tournaments, clinics
  - h. Report as necessary to those governing bodies as directed
  - i. Tournament Manager for all association championship tournaments

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## Delegates

1. **Eligibility:** Must be a member of the association in good standing. Elected by plurality vote.
2. **Term of Office:** One (1) event, state or national. Officers are automatically delegates.
3. **Responsibility:** Represent the association in all matters brought before the meeting board.
4. **Duties:** Attend all appropriate seminars and meetings.

Compensation policy to be determined by new board.

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## Meetings

1. **Policy:** The association shall hold meetings of the board of directors at least quarterly.
2. **Purpose:** To provide board members the opportunity to work as a team in the exchange of ideas to accomplish constructive goals to ensure this association provides the best possible service to our members, bowling leagues and bowling establishments.
3. **Responsibility:** It is the responsibility of the President to preside at all board meetings, ensuring a definite agenda is followed and the meeting is conducted in an orderly manner. If the President is not in attendance the Vice President shall preside. It is the responsibility of the Association Manager to notify board members of meetings and to maintain a permanent record of such meetings. It is the responsibility of each board member to ensure their active and positive participation at all meetings of this association.
4. **Procedures:**
  - a. Schedule of Meetings:
    - i. The board shall hold regular meetings as specified by the President
    - ii. The board shall also meet at the call of the President.
    - iii. The President shall also call a meeting of the board whenever they are requested to do so by not less than five (5) members of the board.
    - iv. The Association Manager shall give each board member written notification of such meetings and at least three (3) days in advance
  - b. Conduct at Meetings:
    - i. Parliamentary procedures (Robert's Rules of Order) shall govern the conduct of board members while conducting business at board meetings.
    - ii. A majority of assigned board members shall constitute a quorum to transact business at board meetings.
    - iii. Voting by mail or proxy (written or oral) shall not be allowed at any meeting of the board members.
    - iv. The Association Manager shall record the minutes of the meeting. He/she shall ensure that such are made a permanent record of the association and shall ensure copies of such minutes are made available to board members attending the next meeting.
    - v. Active and positive participation at all board meetings is expected of each board member. Such participation improves teamwork and morale and helps this association achieve our goals and/or promotes our objectives.
    - vi. A board member who cannot attend a scheduled board meeting will notify the Association Manager or President that he/she will be unable to attend and the reason.
    - vii. Non-attendance at two (2) consecutive regularly scheduled meetings without proper excuse or notification of an emergency shall be cause for the association board of directors to consider removal from office under the provisions of local association bylaws.

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## Audit Committee

1. **Policy:** To act according to the provisions of local association bylaws.
2. **Purpose:** To protect the association and the association manager by the identification of proper or improper use of monies entrusted to them.
3. **Responsibility:** This committee is to conduct audits as outlined using the procedures identified in the Association Leaders' Handbook provided by the USBC.
4. **Procedures:**
  - a. A yearly audit is required and can be performed by an outside auditor or an Audit committee. If an Audit committee is used, the committee ensures that all association funds and property are handled properly. After August 1, meet with the Association Manager to audit the inventory and association financial records.
  - b. In auditing the inventory, the committee shall compare the number of sellable items at the beginning of the season with the number left at the end of the season. That figure is to be compared with the number listed in the financial records.
  - c. The income and disbursements are to be compared with the bank balance and receipts for verification. If there is a discrepancy, all efforts must be made to rectify the matter. After the audit is complete, a report regarding the correctness of the audit, and any improvements that need to be made, must be printed to present to the board and membership. A detailed description of how to conduct an association audit can be found in Chapter 6: Finances of the Association Leaders' Handbook.

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## Average Year Book, is the Managers Responsibility

1. **Policy:**
2. **Purpose:** To produce a hardcopy yearbook with distribution by August 15.
3. **Responsibility:**
  - a. Verification of data entry
  - b. Yearbook ad solicitation
  - c. Proofreading
  - d. Association Manager is responsible for hard data to be inserted into the yearbook.
  - e. Vendor interaction for yearbook quotes
4. **Procedures:**
  - a. Final average notices
    - i. First notice is sent to the League Secretary before the league finish date.
    - ii. Second notice is sent to the League Secretary and League President two (2) weeks after the league is completed.
    - iii. Final attempt to obtain averages is done by contacting the Center Manager.

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## Awards Committee Superlatives

1. **Policy:** Association awards, approved by the board of directors, shall be issued to those association members who satisfy the requirements for it.
2. **Purpose:** To ensure the association members receive recognition with an award program that supplements those awards provided by USBC.
3. **Responsibility:**
  - a. The Awards Committee, along with the Association Manager, shall review the association awards program on an annual basis and submit their recommendations to the board of directors for approval at the monthly meeting held in May.
  - b. The board of directors shall approve all association awards and the selection procedures.
  - c. The Association Manager shall be responsible to the board for the procurement of supplies, issuance and accountability of awards, and the application of procedures concerning it.
  - d. Find vendors to fill award needs (quotes)
  - e. Fulfill Superlative Awards needs for youth
4. **Procedures:** Distribution and promotion of the association's awards program.
5. **Requirements:** Youth Committee representation required on this committee.

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## Budget and Finance Committee

1. **Policy:** To assist with the association's finances and audits.
2. **Purpose:** To create and monitor the annual budget and other financial matters.
3. **Responsibility:** The committee shall counsel with the Association Manager and President in any financial matters and shall prepare a budget to be submitted to the board of directors.
4. **Procedures:** The committee should investigate and prepare reports on all matters regarding financial matters. This includes reports of costs of various projected plans of the association. The committee should annually conduct a survey of salaries offered in other associations to ensure fairness in hiring practices. Planned use of available literature is recommended. Needs to meet at least bi-annually.
5. **Requirements:** The chairperson of this committee must be an officer and all other members must be voting members of the board of directors. This yearly budget must be presented to the yearly membership meeting for majority vote approval.

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## Community Services Committee/Ways & Means

1. **Policy:** To assist service organizations in acquiring funds for which there is no federal funding.
2. **Purpose:** Partnering with service organizations to provide, promote and support fund raising.
3. **Responsibility:**
  - a. To provide, promote and support fund raising activities..
    - i. Distribute promotional materials
    - ii. Communicate to association members and proprietors
    - iii. Conduct events
  - b. Other designated charities as the board may direct.
4. **Procedures:** Be creative in ideas for fund-raising.

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## Hospitality and Meetings Committee Sunshine Fund

1. **Policy:** This committee may plan events for the association that increases the camaraderie of the association's membership.
2. **Purpose:** Arrange meeting facilities for annual meetings and Arrange and organize all functions outside board meetings.
3. **Responsibility:** Manage the sunshine fund.
  - a. Donations to be sent in memory of Golden Isles USBC members.
4. **Procedures:** Acquire quotes for annual meeting facility costs. This committee may organize fund-raisers for financing.

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## Lane Certification Committee

1. **Policy:** To inspect lanes and pull tapes as required by USBC.
2. **Purpose:** Responsible for making sure that bowling centers are certified and lane dressing inspections are completed in a timely manner.
3. **Responsibility:**
  - a. Ensure there are trained people available to perform certifications and inspections.
  - b. Schedule annual certifications with bowling centers.
  - c. Schedule follow-up sessions as required.
4. **Procedures:** Refer to Lane Certification Procedures manual.

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## Legislature Committee

1. **Policy:** It shall be the policy of this committee to assure guidance is provided to the board on recommended amendments to the current bylaws.
2. **Purpose:** Ensure the committee oversees the maintenance and currency of the bylaws. It also provides a method of evaluating and enacting bylaw submittals for changes to the bylaws.
3. **Responsibility:** This committee is to consider bylaw changes submitted by anyone within the jurisdiction and to recommend to the board of directors their evaluation for consideration. In addition, each year the bylaws must be reviewed after the national convention to ensure that any changes enacted that would affect the association is reported to the board. For example, local dues increase approved by the delegates must be reflected in the local bylaws.
4. **Procedures:**
  - a. The committee shall review the bylaws for deletions, additions and revisions to conform to the current USBC Bylaws. All proposals must be submitted in writing to the committee.
  - b. They shall prepare amendments to be presented to the board.
  - c. All proposed amendments received by the association will be turned over to this committee for review and their recommendations shall be presented to the board of directors in writing. The committee has the authority to return amendments to the proposer for further information, or for denial of cause.
  - d. All proposals will be brought before the board of directors for study and will be brought before the membership with the board recommendations for consideration at the annual meeting.
  - e. Copies of all proposals and recommendation must be submitted in writing at the annual meeting.

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## Membership and Training Committee

1. **Policy:** It shall be the policy of this committee to have all leagues within its jurisdiction certified.
2. **Purpose:** Promote the sport of bowling in the community. Increasing membership numbers and
3. **Responsibility:** Ensure members understand the services offered for the dues paid. This committee should consider and review all aspects of education and training within the association, including activities relating to coaching, board and Association Manager duties and league officer workshops. The committee will evaluate and review the programs resulting from attendees' recommendations to ensure the continuing quality of the programs.
4. **Procedures:**
  - a. Training:
    - i. Make training available to league officers and directors.
    - ii. Create and maintain training programs for league officers, directors, etc.
    - iii. Schedule training sessions as appropriate.
  - b. Membership:
    - i. Ascertain which leagues in each center are not certified.
    - ii. Meet with non-certified leagues to discuss benefits of membership.
    - iii. Create and coordinate bowler retention program.
    - iv. Create and coordinate new bowler program.

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## Nominating Committee

1. **Policy:** To ensure the board is aware of the best people available to govern the organization. Current board members and individuals intending to be nominated for a board position cannot serve on the Nominating committee.
2. **Purpose:** Reviews candidates and prepares slates for board, delegate/youth representative and alternate positions
3. **Responsibility:** The committee publicizes criteria and procedures for the elective positions. To prepare slates for the Youth committee based on the recommendation of the Youth committee. Consider applications received.
4. **Procedures:**
  - a. Conduct evaluations of applicants, review qualifications.
  - b. Present candidates in nomination to the board
  - c. Assist the President in filling vacant office
  - d. Present ballots to members
  - e. Develop process for distribution and verification of voting
  - f. Adhere to the policies defined in the Bylaws and Procedures manual when implementing the nomination procedure
  - g. Adhere to the policies defined in the Bylaws and Procedures manual when implementing the voting procedure

These Questions were asked of USBC.

1--Is there any way a sitting Board Member can serve on the Nominating Committee?

Answer NO, It would be considered a conflict of interest. The nominating Committee should confer with the Officers of the Association to get feed back as to which Board members, that are up for re-election, are performing their duties.

An existing Board member, that is not going to re-run for a board position can serve on the Nominating Committee.

2--Can the Nominating Committee nominate more than one person for any given position?

Answer YES. If candidates have equal ability more than one candidate can be nominated for any given position.

3--Does a sitting Director or Officer that wants to run for another position hold their position?

Answer YES. A sitting Director/Officer whose term does not expire during the year of the election can run for an Officers Position, without resigning from their present position. If that Board Member is elected to the Officer position then an election is held to replace the vacancy of the Board Member. If the Board member is not elected, She/He still holds the Director/Officer position that they held before the election.

If both positions are up for re-election it is a mute point.

4--Can a sitting Board Member nominate a candidate from the floor?

Answer YES If the Nominating Committee does not present your candidates name and you feel that they are equally qualified or more qualified, then you can nominate them from the floor.

This information and much more can be obtained by going to [www.bowl.com](http://www.bowl.com) and looking for Association Leaders Handbook.

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## Public Relations Committee

1. **Policy:** Promote, support & enhance the image of the association and any programs they support.
2. **Purpose:** Maintain historical records of the association. This committee will collect and distribute items of interest as news releases, program updates and results of association events.
3. **Responsibility:** Overseeing all publicity and news concerning the association and its members throughout the year. This can be done through a website, newsletters news releases promotional material and sending thank you letters out when appropriate.
4. **Procedures:** The committee furnishes items of interest concerning the accomplishments of the association and/or individual members to the news media as follows:
  - a. Local newspapers
  - b. Area bowling newspapers
  - c. All television and radio stations
  - d. US Youth Bowler and US Bowler
  - e. Other bowling magazines
  - f. Other media sources identified in the local area
  - g. The committee shall address and answer any questions or concerns of the membership as to activities of the USBC or this association.
  - h. Publicize information received from other committees.
  - i. All pictures received by this committee shall be properly identified.
  - j. The committee is also responsible for providing director identification boards to each bowling center within the jurisdiction and for maintaining them in an up-to-date status.

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## Procedures Committee

1. **Policy:** To have a current policy and procedures manual available to be followed by all members of the board.
2. **Purpose:** To define responsibilities for which the committee can recommend additions, deletions or changes to the board for incorporation in the manual.
3. **Responsibility:**
  - a. Periodically review policies and procedures
  - b. Report to the board when changes are requested and required
  - c. Update policies and procedures as directed by the Board of Directors
4. **Procedures:**
  - a. Correct grammar and spelling, ensuring that the original meaning and intent of the content is not altered
  - b. Make changes in section ordering as appropriate
  - c. Furnish copies to all Board of Director members

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## Recognition By The Board Hall of Fame Life/Honorary Memberships

To perpetuate the names of past or present members of the bowling association who through their competitive skills, leadership or contributions have enriched the general welfare, spirit, reputation and/or progress of the game of ten pins.

1. **Policy:**
2. **Purpose:** To recognize individuals for special achievements and efforts accomplished over an extended period of time.
3. **Responsibility:**
  - a. Solicit, accept and review all candidates nominated for recognition.
  - b. To review nominations for individual recognition.
4. **Procedures:** It shall be the duty of the committee members to:
  - a. Investigate the background of any candidate to ensure the candidate does, in fact, satisfy the requirements for nomination and/or selection.
  - b. Ensure their recommendations for selection for recognition are submitted to the board of directors for approval at a meeting of the board or at any meeting called for that purpose.
  - c. Routinely advise and/or coordinate committee activities with the association President, Association Manager and the board of directors as might be requested.
  - d. There shall be three categories for Golden Isles USBC Association recognition with the eligibility requirements as follows:
    - i. Hall of Fame Performance category
      1. To be eligible in this category, a past or present member's bowling accomplishments must have been made while a member of this association for at least five (5) years, and as an active bowler for at least ten (10) years.
    - ii. Hall of Fame Meritorious Service category
      1. To be eligible in this category, a past or present member shall have performed meritorious service for the game of bowling and to have been actively involved in bowling within the jurisdictional area of this association for at least ten (10) years.
    - iii. Life/Honorary Membership category
      1. To be eligible in this category, to be determined later.
      2. Bowlers 80 years or older do not pay local association dues.
  - e. Hall of Fame nominations: Any group or individual may nominate a candidate for selection to the association's hall of fame as follow:
    - i. All nominations will be submitted in letterform, signed by at least three (3) persons, and addressed to the chairperson of the committee.
    - ii. All letters of nomination shall contain sufficient information and/or copies of documents or materials pertinent to qualify the candidate for consideration and prove the information contained therein.

# Policy and Procedures Manual

- iii. Letters of nomination may be submitted any time; however, only -those received not later than November 1st of the current year will be considered for selection.
  - f. Life/Honorary Membership nominations:
    - i. To be determined.
- 5. Requirements:**
- a. The board of directors shall approve all candidates selected for recognition and all matters and procedures relating to this program.
  - b. The Association Manager shall be responsible to the board of directors for the procurement of supplies, issuance and accountability of awards, and the application of procedures concerning this program.

# Policy and Procedures Manual

## Scholarship Committee

1. **Policy:** To seek qualified candidates to receive financial assistance for education.
2. **Purpose:** Administer all aspects of scholarship applicant selection and distribution of funds.
3. **Responsibility:**
  - a. Determine qualifications for candidate eligibility and have them published
4. **Procedures:**
  - a. Create applications for distribution
  - b. Receive applications
  - c. Make recommendations to the Board of Directors regarding scholarship applicant selection
5. **Requirements:** This committee should be comprised of Youth Committee representatives and at least one member from the board who is not on the Youth Committee.

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## Suspension and Reinstatement Committee

1. **Policy:** To act on all USBC membership suspensions and reinstatements.
2. **Purpose:** The committee shall be responsible for the handling of all suspension and reinstatement actions according to current USBC Association Leaders Handbook.
3. **Responsibility:** The committee has full authority of the local association to conduct suspension or reinstatement hearings and to make recommendations to USBC concerning their decision in each case.
4. **Procedures:** When the Association Manager has received a properly documented request, it is then forwarded to this committee. The Association Manager also facilitates scheduling the hearing location and date and mail notices.
  - a. Refer to the USBC Association Leaders Handbook for details.
5. **Requirements:** The President shall be chairperson of this committee. The committee must be comprised of the President and at least two other members of the board. The President may also appoint other members of the board to replace committee members unavailable to attend called meetings.

Any member of the board/committee who is the complainant or defendant cannot serve on the hearing committee, take minutes or sit in on the deliberations.

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## Tournament Committee

1. **Policy:** To conduct annual championship tournaments. It will also conduct tournaments as specified by the board of directors.
2. **Purpose:** The purpose of this procedure is to outline the necessary actions to conduct successful tournaments. Tournaments may be conducted on a bid or rotation basis among the centers in the association. Tournaments may be split between the two houses. Team one house, Singles/Doubles in the other.
3. **Responsibility:** Association Manager must obtain certification for optional local tournaments.
  - a. The tournament committee shall be responsible for conducting the following annual championship tournaments and shall decide the time, date and site of such tournaments.
    - i. Men's
    - ii. Women's
    - iii. Youth
  - b. And any optional tournaments such as:
    - i. Junior Gold
    - ii. Mixed
    - iii. Senior
  - c. Tournament rules
  - d. Tournament fees
  - e. Tournament prize and award distribution
  - f. Entry form creation, printing and distribution
  - g. Have all tournament results published
  - h. Rerate averages as necessary, see USBC Association Leaders Handbook
4. **Procedures:**
  - a. Review all received bids
  - b. Review contract between association and tournament bowling center
  - c. Develop list of volunteers and schedule worker for the tournament
5. **Requirements:** Youth Committee representation required on this committee

# Policy and Procedures Manual

## Youth Committee

1. **Policy:**
2. **Purpose:** This standing committee is designed to monitor the programs and services provided to youth members. The youth representatives will elect a Youth committee to handle youth related matters on the board level.
3. **Responsibility:**
  - a. Determine the size of Youth Committee.
  - b. Develop any additional eligibility requirements for candidates to the Youth Committee, to be approved by the board.
  - c. Develop any additional eligibility requirements for at least 20% of the board members to be approved by the delegates or members and/or youth representatives and to be included in the association's bylaws.
  - d. Working in conjunction with the Nominating Committee, cannot elect a number of proprietors that would exceed the total maximum number (2) of proprietor board members and (2) Board members. Total of (4).
  - e. Recommend number of years in a term and term limits on the Youth Committee. Merged association's Youth Committee terms of office must coincide with the board's terms of office.
  - f. Elect at least 20% of the board members from the Youth Committee.
  - g. Determine election procedures to elect at least 20% of the board positions by the Youth Committee.
  - h. Recommend youth dues, up to the maximum allowed in the USBC bylaws, to be approved by the board.
  - i. Monitor, promote, review and recommend youth programs and services conducted by the association.
  - j. Reports to the board.
4. **Procedures:**
5. **Requirements:**
  - a. Elected at the association's annual meeting by the youth representatives from a slate developed by the Youth Committee and provided by the Nominating Committee.
  - b. Must be members of USBC.
  - c. Members must be at least 14 years of age, unless state laws mandate a different age.
  - d. Must include youth, at least 14 years of age, proprietors and coaches or program directors with minimum numbers as follows:
    - i. 10% youth
    - ii. 20% proprietors
    - iii. 20% coaches or program directors
  - e. To meet bonding requirements, any member of the board authorized to sign any contract or as a signatory on any association account must be a minimum age of 18.
  - f. Selects its own chair and recording secretary.

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The Youth committee will ensure that youth bowlers have voice and vote on the merged board. Vacancies in board positions elected by and from the Youth committee, which must account for at least 20 percent of the board, are filled by the Youth committee.

## Vacancies

Vacancies on the Youth Committee are filled by the Youth Committee.

## Other Committees

1. The president may establish other committees, with board approval.
2. Associations having a Youth Leader Program and/or a Booster Club may consider them committees.

# Policy and Procedures Manual

## Youth Leaders Committee

1. **Policy:** Two (2) adult advisors to assist in the development of the Youth Leader program. It is suggested that there be one male and one female advisor.
2. **Purpose:** To give youth the opportunity to strengthen their leadership skills and enhance the sport of bowling through promotion, education and involvement.
3. **Responsibility:** Youth will have a dynamic role in many activities at the decision-making level of bowling, including:
  - Setting goals
  - Building teamwork
  - Coordinating and leading meetings
  - Promoting youth bowling programs and recruiting new members
  - Holding fund-raisers
  - Planning tournaments
  - Coaching in USBC Youth leagues
  - Training and mentoring other youth bowlers
  - Awarding scholarships
4. **Procedures:** This is one of the Youth Committees.