

YUMA



Policy and Procedures Manual

RECORD OF CHANGES

| Change # | Date of change | Reason for change |
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PREAMBLE

Being a member of the board of directors offers you CHALLENGE and RESPONSIBILITY.

Before exploring the meaning and functions of the board of directors in policies, let us first decide what a board member IS NOT.

IT IS NOT a group of friends who meet primarily for coffee in the morning, tea in the afternoon or “refreshments” in the evening.....all generously sprinkled with gossip, small talk and “fun and games.”

What it is, is a BUSINESS GROUP. Each member of which has or (should have) a particular title and service to act.

The Bylaws provide the proper authorization for all members of the board. If you discover there is no longer a need for certain ones, or if others are needed, then amend the Bylaws accordingly.

Whatever the need, the Bylaws should clearly explain who comprises the board of directors and every member of the board should be informed regarding specific duties to be performed.

The importance of this information cannot be overestimated. Far too often, the familiar “Oh, there is not much to do,” is the misleading information that results in acceptance of a nomination or an appointment that is not satisfactory.

It is no wonder then, that we often have “DEAD WOOD” among our so-called board members. All must be gainfully employed to have a feeling of satisfaction and being a viable part of the organization.

DO NOT ACCEPT MEMBERSHIP ON THE BOARD UNLESS YOU KNOW PRECISELY WHAT YOUR DUTIES WILL BE AND ARE WILLING TO PERFORM THEM TO THE BEST OF YOUR ABILITY!

Especially, do not become a board member just for the PRESTIGE you THINK it will give you.

The duties of the board of directors are stated in the policy and procedures manual, 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 the United States Bowling Congress.

There are certain obligations that our organization has the RIGHT to expect of its individual board members.

The first one is REGULAR ATTENDANCE at ALL meetings!

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At the board meetings, give your attention to all speakers and all issues and express your opinion and wishes. Every issue should be decided upon with the best interest of the entire membership uppermost in mind. A board member is selected by the membership to speak for the membership and to protect their interests at all times. A board should air a problem at the board meeting, but be in accord when the issue is presented to the membership. The board operates by majority rule. Abide by its decisions. If you disagree, work within the framework, not outside it, to try to change the board's position.

Keep in mind that there is nothing wrong with disagreement; it is through opinion, suggestion and CHANGE that PROGRESS will result and move the organization forward. Above all, always KEEP AN OPEN MIND.

At the general meetings, the board should make every effort to circulate among the members, especially the new ones, and always avoid the creation of CLIQUES. Each board member should be a self-appointed "committee of one" to take a friendly interest in all members, to be ever vigilant to discover possible hidden talent or potential board material and to report such findings at the proper time.

As a board member, you should exemplify the ideal member, both in the conscientious performance of your 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 fault finder! IF YOU MUST BE CRITICAL, talk to your mirror! If you CRITICIZE – ASK YOURSELF, Could I have done the job better? Remember – Do not criticize if you do not have all the facts of the matter at hand.

Membership on a board of directors of any organization should be regarded as a special honor and a privilege. Membership needs to be taken seriously. It is a challenge and an opportunity for service to the organization.

FINALLY – A board of directors is a proving ground for future leadership, not only in ones particular organization, but in countless ways for years to come. How desperately this world needs the right experience for leadership.

Now you be the judge, ARE YOU READY TO BE A MEMBER OF THE BOARD OF DIRECTORS?

OFFICE OF THE PRESIDENT

1. **Eligibility:** To be nominated for the office of the president of the Yuma USBC, the candidate must have been a member of the board of directors for a minimum of two (2) years, and satisfy the requirements as follows;
 - a. Be a member of a sanctioned league in this association, or if a non league bowler, reside within the jurisdiction of this association and be a member of this association on an affiliate basis.
 - b. Not have a member of his/her immediate family concurrently serving as Association Manager.
2. **Term of Office:** Two (2) years, beginning the first day of the month following the election of officers at the annual meeting of the council of delegates. The President will be elected on years ending with an even number.
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.
 - b. Preside at all meetings of the board of directors and the council of delegates.
 - c. See to the enforcement of the objectives and provisions of the Association bylaws and the policies and procedures as outlined within.
 - d. Sign all checks of this association drawn by the association manager.
 - e. Ensure that the audit, budget and finance committee verifies that the proper amounts are on deposit in the association accounts on a quarterly basis.
 - f. Ensure that within thirty (30) days after the end of the fiscal year an audit report that has been audited by the audit, budget and finance committee has been submitted to the USBC Executive Director on the form provided by USBC.
 - g. Appoint board members to standing and special committees.
 - h. Assign the Vice Presidents specific duties with responsibilities for certain areas within this association's jurisdiction.

OFFICE OF THE VICE PRESIDENT

1. **Eligibility:** To be nominated for the office of Vice President of the Yuma USBC, the candidate must have been a member of the board of directors for a minimum of two (2) years, and satisfy the requirements as follows;
 - a. Be a member of a sanctioned league in this association, or if a non league bowler, reside within the jurisdiction of this association and be a member of this association on an affiliate basis.
2. **Term of Office:** Two (2) years, beginning the first day of the month following the election of officers at the annual meeting of the council of delegates. The Vice President will be elected on years ending with an odd number.
3. **Responsibility:** The Vice President shall be responsible for providing the best possible service to our members, bowling leagues, and bowling centers within his/her assigned area. He/She shall be responsible to the President and the Association's board of directors for the completion of all duties assigned to him/her or the directors under their supervision.
4. **Duties:** The Vice President shall as prescribed by the association bylaws:
 - a. Be responsible for the conduct of the directors assigned to his/her area.
 - b. Recommend replacement of any director not fulfilling his/her duties as set forth by the officers and/or association's board of directors.
 - c. Be responsible for solving problems concerning leagues in his/her area.
 - d. Instruct directors, under his/her supervision, on how to properly perform their duties at the time of their initial assignment.
 - e. Help in filling vacancies that occur with competent individuals acceptable to the association.
 - f. Advise and help directors in the promotion of upcoming events.
 - g. Instruct directors to obtain sanction cards of unsanctioned bowlers when so advised by the staff of the association.
 - h. Instruct directors as to their authority at league formation meetings, help league secretaries in league sanctioning, and ensure league secretaries submit bowlers' averages as required by the bylaws.
 - i. As chairperson of specific association committees, conduct such committee meetings as directed by the president or the board of directors.

OFFICE OF THE ASSOCIATION MANAGER

1. **Eligibility:** To be eligible for selection/appointment to this position and continue to serve the Yuma USBC Association, and satisfy the requirements as outlined in the Association Bylaws and namely;
 - a. Be a member of a sanctioned league in this association, or if a non league bowler, reside within the jurisdiction of this association and be a member of this association on an affiliate basis.
 - b. Not have a member of his/her immediate family concurrently serving as President or Vice President.
 - c. Must be a minimum of 18 years of age,
2. **Term of Office:** The Association Manager is a paid position and once hired, takes the job as Association Manager until resigned or fired by the Association.
3. **Responsibility:** As principle administrative officer of the association, you are to ensure the administrative and accounting operations of this association are completed in a timely and accurate manner to provide the best possible service to our members, bowling leagues, and bowling centers.
4. **Duties:** The Association Manager shall as prescribed by the association bylaws:
 - a. Responsible for implementation of USBC Performance Standards.
 1. Perform those duties as assigned by the president, council of delegates, and board of directors.
 2. Keep for the permanent record, an account of the proceedings of meetings of the council and board that shall always be available to and remain the property of the association.
 3. Conduct all correspondence of the association including notices to members of meetings of the board or council.
 4. Certify the delegates and alternates of this association to the USBC Executive Director as provided in the USBC Constitution. He/She shall also certify the state delegates and alternates of this association to the state secretary as provided in the state constitution and bylaws.
 5. Receive, receipt, record, and report all dues, fees, monies, or property donated or paid to the association using the procedures as outlined in the USBC Policy Manual.
 6. Keep a record of all scores made in all tournaments conducted by the association for at least one (1) year.
 7. Notify in writing each league secretary of the awards offered by the association.
 8. Maintain a membership list of each league containing the following:
 - a. The names and addresses of the league officers
 - b. The names of the teams in the league
 - c. The names of the team captains

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- d. The names and addresses of each member
 9. Complete individual membership card applications and league sanction certificates.
 10. Distribute league supplies.
 11. Maintain an inventory and distribute USBC awards other than honor score awards.
 12. Submit within thirty (30) days and maintain a record of honor scores rolled on lanes within jurisdiction. Upon receipt of an honor score award from USBC Headquarters, notify the appropriate director (awards committee) to ensure the award is picked up and presented to the recipient as soon as possible.
 13. Keep an account of all receipts and disbursements and be prepared to report all financial transactions of the association for the previous or current season at the annual meeting of the council.
 14. Maintain a statement of the current financial condition of the association available on request by the President, the council, or the board of directors.
 15. Make regular deposits of all monies received in a recognized banking institution in the name of the association subject to withdrawal on the signatures of at least two (2) association officers.
 16. Submit sanction fees to USBC within thirty (30) days of receipt.
 17. Manage the operations and staff of the association office. The office shall be set up using the attached local association office procedures provided by USBC.
 18. Send letters to directors of the association after missing two (2) meetings warning of dismissal.
- b. Acts as the ex officio non-voting secretary/treasure of the board or such other officer designation as required by law and determined by the board.
1. 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:
 - (a). If the Association Manager is not a director:
 - (1). Has voice (no vote) at board meetings.
 - (2). Has voice and vote at membership meetings if the individual is a current USBC member.
 - (b). If the Association Manager also is a Director:
 - (1). Has voice and vote at board and membership 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 membership 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. Responsible for other duties as prescribed by the board and in the *USBC Association Leaders Handbook*.

OFFICE OF DIRECTOR

1. **Eligibility:** To be nominated for the office of director of the Yuma USBC, the candidate must have been elected at the council of delegates or appointed to a vacancy by the Association President and meet the requirements as outlined in the bylaws and the policy & procedures manual and as follows;
 - a. Be a member of a sanctioned league in this association, or if a non league bowler, reside within the jurisdiction of this association and be a member of this association on an affiliate basis.
2. **Term of Office:** Three (3) years, beginning the first day of the month following the election of officers at the annual meeting of the council of delegates. A staggered system of three (3) levels comprised of seven (7) directors per level succeeding annually as one (1) year director terms expire, as follows:
 - a. Three (3) year directors (#'s 1, 2, 3, 4, 5, 6, 7) become two (2) year directors (#'s. 8, 9, 10, 11, 12, 13, 14); two (2) year directors become one (1) year directors (#'s. 15, 16, 17, 18, 19, 20, 21).
3. **Responsibility:** He/She shall be responsible to the assigned Vice 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 his/her vice president or officers of this association.
4. **Duties:** The director shall:
 - a. Be thoroughly familiar with the USBC Rules Book, the Association Bylaws, and the policy and procedures manual.
 - b. Attend all regular meetings of this association or notify the association office when possible of the reason you cannot attend. Unexcused absence from three (3) consecutive meetings shall be cause for the association's board of directors to consider removal from office. After the second unexcused absence, a letter will be sent warning of dismissal.
 - 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.

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- e. Strive to present yourself in a professional manner at all times so as not to bring discredit upon yourself, this Association, United States Bowling Congress, or the game of bowling.
- f. Be courteous, cooperative, and provide helpful guidance to bowlers, bowling leagues, and bowling center management. (REMEMBER: The function of USBC and this Association is service and our charter is fraternal!) With that in mind, you shall:
 - i. Attend league officer's workshops, as directed.
 - 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 sanctioning (30 days after the league starts).
 - v. Help league secretaries complete sanction applications, if needed.
 - vi. Contact league officers, when a league is not sanctioned and the grace period is due to expire, and explain the importance of the league sanctioning.
 - vii. Contact league officers of sanctioned 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.
 - viii. Service new leagues and/or those leagues needing supplies.
 - ix. Help league secretaries in the completion of high score claims and/or award forms within the 20 days allowed.
 - x. Answer routine questions and handle league problems and protests promptly.
 - xi. Obtain league supplies from the association manager and take to the bowling centers for distribution to the league secretary or president when possible. (REMEMBER: The association doesn't provide league supplies for bowling center use.)
 - xii. Obtain sanction fees and cards for unsanctioned bowlers when so advised by the association manager.

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- xiii. 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.
- g. Comply with the dress code of this association while performing official duties and/or attending official functions.
- h. 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.
- i. Maintain contact with the Association Manager to find out which leagues in his/her center have not sanctioned and make follow-up visits to those leagues, as needed.
- j. Present Honor Score Awards to recipients when the Vice President or other awards and publicity committee directors are unavailable to do so.
- k. Maintain regular contact with your Vice President to ensure he/she is informed of your activities and/or advised of any problems occurring in the bowling centers. If there is a problem and the Vice President cannot be reached, contact one of the following officers:
 - i. President
 - ii. Association Manager

BOARD MEMBERS CONDUCT AND DRESS CODE

1. **Policy:** It shall be the policy of this Association to establish conduct and dress standards for all individuals representing the organization.
2. **Responsibility:** It is the responsibility of each board member to ensure his/her personal conduct and/or appearance does not generate unfavorable comment or bring discredit upon you, this Association, the USBC, or the sport of bowling.
3. **Duties:** Specific duties of officers and directors are covered in other procedures; however, to ensure clarity and uniformity in the personal appearance and conduct expected of board members, it shall be the duty of every board member to ensure compliance with the following:
 - a. **CODE OF CONDUCT:** Board members shall:
 - i. Present themselves in a professional manner at all times. Read and familiarize themselves with the USBC Rules book, the Association's Bylaws and the policies and procedures manual.
 - ii. Set the example of good sportsmanship and fair play.
 - iii. Be courteous, cooperative, and provide prompt and helpful guidance to bowlers, bowling leagues, and bowling centers management.
 - iv. Not be meddlesome, too demanding, or argumentative.
 - v. Not engage in any act or omission that might generate unfavorable comment or discredit upon yourself, this Association, the USBC, or the sport of bowling.
 - vi. Ensure their active participation in the activities of this Association to fully serve our membership and promote the sport of bowling.
 1. Attend all committee meetings when requested or advise the appropriate chairperson of your inability to attend.
 2. Attend all monthly meetings of this Association or advise the Association Manager of your inability to attend.
 3. Attend all hearings conducted by the Association when so requested or advise the Association Manager of your inability to attend.
 - vii. As a Director, maintain regular contact with the Vice President and/or Association officer delegated to supervise activities and/or programs within your area of responsibility.

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viii. As a Vice President, maintain regular contact with the President and/or Association Manager to ensure they are informed of your activities. Additionally, he/she shall:

1. Provide assistance and guidance to house representatives under their supervision.
2. Provide indoctrination and field training to new board members under their supervision.

b. **DRESS CODE:** A board member shall:

- i. Purchase an association shirt and be issued a pocket badge.
- ii. Wear an Association shirt while attending association meetings or hearings and while acting officially at bowling centers, tournaments, and league meetings. The officers of the board may direct the wearing of the Association shirt at specific social functions.
 1. The pocket badge may be worn with the Association shirt or on a blazer, approved by the board, when the blazer is worn as an outer garment with the Association shirt.
 2. The pocket badge may be worn on the left breast pocket of the outer shirt/coat while acting officially and the wearing of the Association shirt is not possible.
- iii. Ensure the Association shirt is neat and clean and is worn only with long trousers that are clean, presentable, and free of wear and tear.
 1. During the summer months (Apr – Oct) the association President may authorize board members to wear shorts with the Association shirt while attending monthly meetings only.
- iv. While acting officially, ensure your personal appearance is clean and well groomed and that your wearing apparel is clean, presentable, and free of wear and tear.

c. **Fines:** Board members shall be fined \$5.00 for dress code violations and the following:

- i. Not wearing an association shirt to meetings or directed functions.
- ii. Foot wear: Flip Flop/Shower Shoes are not acceptable foot attire.
- iii. Cell phone interruption/use during a board meeting.
- iv. Funds collected will be used to purchase and replace badges.
- v. Fines double during city tournaments!

BOARD MEETINGS

1. **Policy:** The Association shall hold meetings of the board of directors monthly.
2. **Purpose:** The purpose of a board meeting is to provide 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. **Types of meetings:** There are four types of association meetings. They are an annual meeting, board meeting, special meeting and committee meeting. Below is a brief description of each:
 - a. **Annual Meeting:** The annual meeting should be held in the same month every year. At this meeting, the local members or state delegates/youth representatives elect the officers, directors and/or delegates. The members also discuss projects, concerns and other issues that they would like the board to address during the next year. If an issue is raised that cannot be adequately addressed at the annual meeting, another general or special meeting should be called for that specific issue. At that meeting, any additional information on that issue can be presented and the attendees can approve or disapprove action.
 - b. **Board Meeting:** The local board meets at least quarterly and the state board meets annually, or more often if necessary, to oversee the operations of the association and act on matters that the members have brought forward.
 - c. **Special Meeting:** A special meeting is conducted when an important matter of business needs to be addressed, and cannot wait until the board or membership meet. A special board meeting can be held if requested by a board member and if a majority of the board approves. A special membership meeting may be called by the President or upon written request of three board members. Only the items listed on the notice for a special meeting can be discussed.
 - d. **Committee Meeting:** All committees should meet separately to discuss and take action on their specific responsibilities. Committees should be formed for ongoing tasks such as conducting the association audit, selecting award recipients, publicity and running the Association tournament. Some committees are formed for specific projects and are then dissolved
4. **Standard Requirements:** There are six standard requirements that must be in place before a meeting is held. These include having a presiding officer, selecting a meeting location, giving proper notice, preparing an agenda, ensuring a quorum is present and making sure you have a parliamentary authority. Below is a brief description of each:

- a. **The Presiding Officer:** The President serves as the presiding officer. In his/her absence, the Vice President(s) in order of their rank assume this duty. The presiding officer, also referred to as the chair, is the person in charge of running the meeting
- b. **Location:** Find a meeting place that can adequately accommodate the meeting. Choose a pleasant meeting room with enough chairs, tables and amenities for everyone and be sure the temperature of the room is comfortable. Always try to find a spot that is centrally located for a majority of the attendees. Also, make sure the room will be quiet enough for your needs. Loud voices, laughing and outside noises, such as bowling, in the next room are all distractions that could limit the effectiveness of your meeting
- c. **Notice:** The association manager shall give each board member written notification of such meetings at least five (5) days in advance.
NOTE: For special meeting notices, only the matter(s) in the notice can be addressed at the meeting. Additionally, when an amendment to change the state/local dues will be presented, written meeting notice must be distributed at least 15 days prior to the meeting, specify the amount of the change and the reason for the proposed change in dues.
If improper or no meeting notice is given the meeting could be protested and, if upheld, is considered null and void.
- d. **Agenda:** Every meeting should have an agenda, which is a list of points to be discussed at a meeting. An agenda usually is distributed to a meeting's participants prior to the meeting so they will be aware of the subjects to be discussed and are able to prepare for the meeting accordingly.
An agenda usually begins with the date, time and location of the meeting, followed by a series of points outlining the order of the meeting.
The order in which business is conducted must correlate with the order it is listed on the agenda. The order of the agenda can be altered, provided that proper procedures are followed. The three most common ways to alter the agenda are outlined next.
 - i. *General consent* – The presiding officer can propose changing the agenda with the voting body's consent. Using general consent usually is done because of the arrival of a special guest or due to time constraints.
 - ii. *Suspend the rules* – A member can change the agenda by making a motion, specifically outlining how he/she proposes to change the agenda. The motion requires a two-thirds vote.
 - iii. *Lay on the table* – A member can make a motion to lay the pending motion on the table. He/she can continue to lay motions on the table, which requires a majority to pass, until the order of business he/she wishes to discuss on the agenda is presented. All orders of business that are tabled will require a motion to take it from the table.

- e. **Quorum:** A quorum is a majority of assigned board members at the meeting to conduct business. USBC requires that a specific number be adopted, not a percentage. If a quorum isn't present, the presiding officer may dismiss the group or the group may proceed informally, understanding that any discussions needing a decision made must be approved at the next meeting.
 - f. **Parliamentary Authority:** The use of parliamentary procedures will enhance our association's meetings, not frustrate the membership. Although there are many adaptations of parliamentary procedure, the USBC bylaws stipulate that Associations use the latest version of *Robert's Rules of Order, Newly Revised*, to govern its meetings. However, it is important to remember that the parliamentary procedures shouldn't interfere with group decision making or stifle group discussion.
5. **Conducting Association Business:** Once a location has been selected, proper notice has been given, an agenda has been prepared and a quorum has been established, it is time for the association to conduct business. Some association business requires board approval (the board voting) only, while other association business requires the memberships' or delegates/youth representatives' approval (membership voting). Below are some examples of those orders of business which require board approval versus those which require membership approval only:
- a. **Board Approval Only**
 - Approving the budget
 - Filling vacancies on the board/committees
 - Waving part or all local dues (i.e. Seniors or a reciprocal agreement)
 - Amend association's operations manual
 - Selecting tournament site
 - Committee appointments
 - b. **Membership/Delegate Approval**
 - Elections
 - Bylaw amendments
 - Quorums
 - Dues
 - Eligibility
 - Stagger System
 - Adult dues
 - Etc.
 - c. **Making Main Motions:**
 - 1. After recognition of the member by the presiding officer, the member makes the motion, "I move that..."
 - 2. The presiding officer asks for a second. (An individual that seconds a motion is agreeing that the motion should come before the meeting and not necessarily that he/she agrees with or supports the main motion.)

3. Another member seconds the motion, "I second the motion."
4. The presiding officer states the motion and calls for any discussion on the motion.
 - a. At this time members can provide their input on the motion, whether it be in support of the motion or not. The member making the motion has the option to speak first.
 - b. After discussion has been exhausted, a member calls for the question, which brings the motion up for vote.
5. Assuming that no amendment is made to the motion, the presiding officer restates the motion, so members are clear on what is being voted on.
6. The presiding officer asks, "All those in favor of the motion?" (Aye) "All those opposed?" (Ney)
7. The presiding officer states the results of the vote – carried or defeated.

Generally, for a motion to carry, a minimum of half of the voting members present plus one (majority) must vote in favor of the motion.

d. Amending a motion: An amendment to a motion occurs after a motion has been moved and seconded but before it has been voted on. Amendments may change or modify a motion, but don't change the intent of the motion. When dealing with amendments, we recommend that you follow these eight steps:

1. A member makes the motion – "I move to amend the motion by (adding, subtracting, substituting) _____." (State the exact wording).
2. The presiding officer asks for a second.
3. The presiding officer states the amendment and calls for discussion on the amendment.
 - a. At this time members can provide their input on the motion, whether for or against it. The member making the motion has the option to speak first.
 - b. After discussion has been exhausted, a member calls for the question, which brings the amendment up for vote.
4. The presiding officer restates the amendment, not the original motion.
5. The presiding officer asks, "All those in favor of the amendment?" (Aye) "All those opposed?" (Ney)

6. The presiding officer states the results of the vote on the amendment – carried or defeated.

7. If the vote is defeated, the original motion is restated and voted on, or a new motion for another amendment can be brought forward.

8. If the vote on the amendment is carried, the original motion is modified to fit the amendment. It's restated by the presiding officer and a vote is taken.

e. Withdrawing Motions: The mover may withdraw their motion, without the presiding officer's approval, if they do so before the presiding officer states the motion to the membership.

1. Mover states he/she would like to withdraw the motion.

2. The presiding officer announces, "The motion has been withdrawn."

Through the presiding officer, anyone may ask the mover to withdraw a motion, but the mover doesn't have to do so. If the mover wants to withdraw the motion the above steps are used.

If a mover wants to withdraw a motion that the presiding officer already has stated to the membership, the following must occur:

1. The mover asks the presiding officer for permission to withdraw the motion.

2. Permission is granted or refused by the presiding officer.

With exception of a withdrawn motion, all motions are recorded in the minutes.

f. Call for the Question: When a member feels that discussion on a motion has been exhausted, they can ask the presiding officer to call for the question.

1. A member says, "I move we close debate and vote on..."

2. A second is required.

3. A vote is taken to close debate. A majority vote is required to pass the motion to close debate.

4. If the motion is passed to close debate, the original motion is voted on. If the motion to close debate is defeated, discussion resumes on the original motion.

g. Tabling Motions: If it's necessary to lay aside business to gather more information, a motion can be tabled and be renewed at a later time.

1. If the original motion has been moved and seconded, the presiding officer calls for discussion on the motion.
2. Prior to calling for the question a member may say, "I move to table the motion until..."
3. A second is required.
4. Discussion is allowed.
5. A vote is taken to table the motion. A majority vote is needed to table a motion.

To reactivate a tabled motion –

6. A member says "I move that we resume discussion on..."
7. The motion needs a second.
8. Discussion is allowed.
9. A vote is taken on whether to resume action on the original motion. A majority vote is required.
10. If carried, discussion on the original motion is resumed.
11. If defeated, the matter is ignored.

h. Rescinding a Motion: Sometimes the membership wants to rescind a motion once it has been voted on and carried. In short, rescind means amending something that was previously adopted or canceling a previous decision of the association, provided that the matter has yet to be acted on.

1. The member makes the motion, "I move to rescind the motion relating to (previous motion) adopted at the _____meeting."
2. The presiding officer asks for a second.
3. The presiding officer states the motion and calls for any further discussion on the motion.
 - a. At this time members can provide their input on the motion, whether for or against it. The member making the motion has the option to speak first.

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- b. After discussion has been exhausted, a member calls for the question, which brings the amendment up for vote.
- 4. The presiding officer restates the motion, so all members are clear on what is being voted on.
- 5. The presiding officer asks, “All those in favor of the motion?” (Aye) “All those opposed?” (Ney)
- 6. The presiding officer states the results of the vote – carried or defeated. Two-thirds majority vote is required to rescind a previously carried motion. However, if previous notice was given that a motion to rescind would be presented, only a majority vote is needed to rescind a motion previously adopted.

6. Attendance

- a. A board member, who cannot attend a scheduled board meeting, will notify the Association President or Association Manager that they will be unable to attend and the reason.
- b. Non-attendance at three (3) 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.

ASSOCIATION HALL OF FAME

1. **Policy:** There will be within this Association, a Hall of Fame having jurisdiction within the well-defined boundaries as prescribed in the Association bylaws and the policy and procedures manual.
2. **Purpose:** The purpose of the Hall of Fame is 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 bowling.
3. **Responsibility:**
 - a. It shall be the responsibility of the Association's Hall of Fame committee to govern the selections to the Hall of Fame.
 - b. The board of directors shall approve all candidates selected to the Hall of Fame, and all matters and procedures relating to this program
 - c. 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.
4. **Procedures:**
 - a. Hall of Fame Committee: The members of this committee shall be appointed by the Association President each year. The chairperson will supervise the activities of this committee. It shall be the duty of the committee members to:
 - i. Ensure the Hall of Fame program is publicized throughout the jurisdictional area of this Association.
 - ii. Review the Hall of Fame program on an annual basis and report to the board of directors.
 - iii. Solicit, accept, and review all candidates nominated to the Hall of Fame. The committee shall investigate the background of any candidate to ensure the candidate does, in fact, satisfy the requirements for nomination and/or selection and prove the information pertinent to qualify the candidate for such consideration.
 - iv. Ensure their recommendations for selection to the Hall of Fame are submitted to the board of directors for approval at a monthly meeting of the board each year or at the any meeting called for that purpose.
 - v. Attend all meetings requested by the committee chairperson and/or officers of the board.

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- vi. Routinely advise and/or coordinate committee activities with the Association President, Association Manager and the board of directors as might be requested.
- b. Hall of Fame Categories and Eligibility Requirements: There shall be two categories of the Yuma USBC Bowling Association Hall of Fame, a Performance category and a Meritorious Service category, with the eligibility requirements as follows:
 - i. Performance Category: 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 (5) years, and as an active bowler for at least (5) years.
 - ii. Meritorious Service Category: 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 (5) years.
- c. Hall of Fame Nominations: Any group or individual may nominate a candidate for the selection to the Association's Hall of Fame as follows:
 - i. All nominations will be submitted in letter form, signed by at least three (3) persons, and addressed to the chairperson of the Hall of Fame 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.
 - iii. Letters of nomination may be submitted any time, however only those received not later than November 15th of the current year will be considered for selection.
- d. Hall of Fame Awards: Suitable awards shall be approved by the board of directors for presentation to the candidate(s) selected to the Hall of Fame. The award shall consist of a trophy or wall plaque to be accompanied by an appropriate certificate. The award and certificate shall contain the name of the recipient, the category of the award, and the date of induction to the Hall of Fame.
NOTE: Certificates for inductees are available from USBC Headquarters, found in the "Forms and Manuals" section of bowl.com.
- e. Posthumous Nominations and Awards: Persons who are no longer living may be nominated as candidates to the Hall of Fame. Such nominations will be processed in the same manner as others and subsequent award will be presented to the nearest relative or any person designated.
- f. All Hall of Fame awards shall be made with a fitting ceremony.

CONVENTION DELEGATES

1. **Policy:** This Association will send delegates as required by State to the USBC annual meeting and the Arizona State Bowling Association annual meeting.
2. **Purpose:** The purpose of this procedure is to ensure this association is properly represented at the annual convention/meetings of the USBC and State bowling association.
3. **Responsibility:** The Association's board of directors will select delegates and alternates to attend the USBC annual meeting and Arizona State Bowling Association annual meeting based on the procedures listed in this associations bylaws and listed below.
 - a. The Association Manager shall arrange for transportation, lodgings and any other expenditure approved by the board of directors.
 - b. Delegates will be on time, wearing the appropriate association shirt/blazer at the annual meeting and/or workshops as directed by the president or board. If unable to attend an assigned session, the delegate should immediately notify the president, so a replacement can be made. When attending meetings, delegates should keep notes to make a report to the board at the next monthly meeting.
4. **Procedures:**
 - a. **USBC Annual Meeting:** Delegates and alternates to the USBC Annual Meeting are elected by plurality vote* by those members present and voting.
 - b. **State Annual Meeting:** Delegates and alternates to the state annual meeting are elected by plurality vote* by those members, officers and directors present and voting.

**A plurality vote is the largest number of votes cast for a given candidate. The candidate(s) receiving the most votes is(are) elected.*

c. Eligibility

1. **USBC Annual Meeting.** Delegates and Alternates must be:
 - a. Elected by the members, officers and directors.
 - b. At least 18 years of age.
 - c. A USBC member in good standing of the association at the time of election and throughout their term.
2. **State Annual Meeting.** Nominees must be:
 - a. Elected by the members, officers and directors.
 - b. At least 14 years of age.
 - c. A USBC member in good standing of the association at the time of election and throughout their term.

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If a member is elected to represent more than one association to attend the same meeting, the first election shall stand and the later declared void.

A local association is not eligible to send delegates/Youth Representatives if it is declared delinquent or USBC has revoked its charter.

d. Election: Delegates and alternates serve for one year, beginning August 1, and are elected by:

1. A slate provided by the Nominating Committee.
2. Nominations from the floor. Qualifications must be submitted to the Nominating Committee.
3. Plurality vote*. The election shall be by ballot, except that a voice vote may be taken when the number of candidates does not exceed the number of positions to be filled.
4. Alternates shall serve in order of their election.

The election is to be held in compliance with the USBC or State Annual Meeting requirements.

** A plurality vote is the largest number of votes cast for a given candidate. The candidate(s) receiving the most votes is(are) elected.*

e. Vacancies: Vacancies are filled for the un-expired portion of each term by the alternates in the order in which they were elected. If a vacancy still exists, the president fills the vacant position by appointment.

The appointee must also meet the same eligibility requirements as elected positions.

f. Compensation: The association will provide compensation for delegates attending their respective annual meeting on a year to year basis by majority vote.

STANDING AND SPECIAL COMMITTEES

1. **Policy:** The Association President shall appoint members of the Association's board of directors to standing and special committees according to the provisions of the USBC bylaws, USBC policy manual, and the local association bylaws.
2. **Purpose:** The purpose of these committees is to help the board of directors in the management of the affairs of this association.
3. **Responsibility:** It is the responsibility of the President to appoint board members to standing and special committees with defined duties. It is the responsibility of committee members to attend meetings when requested and perform their assigned duties according to the provisions of this procedure and the above stated documents. Committee chairperson shall be responsible for supervising the activities of their respective committees, conducting meetings as needed and/or directed by the President, Association Manager, and/or the board of directors, and recording minutes of these meetings. Minutes are to be submitted to the association manager for filing.
4. **Procedures:** Appointed by the President with board approval, committees should be made up of an unequal number of members and should meet as often as necessary to complete their work. They should be composed of both board members and non-board members. The committee selects its own chair and recording secretary. The chair is responsible for scheduling committee meetings and making sure reports are made at board and membership meetings. The recording secretary takes the meeting minutes.

The President is an ex-officio member of all committees, except the Nominating committee. As an ex-officio member of a committee, the President has the same rights as the other committee members, but is not obligated to attend committee meetings and is not counted in determining the number required for a quorum. The Association Manager is not an ex-officio member of any committee, but can be appointed. Committees are classified into two different groups – standing (mandatory) committees and optional (suggested) committees.

- a. **Standing Committees:** According to *Robert's Rules of Order, Newly Revised*, a standing committee (mandatory committee) is required to report at the annual meeting, or as needed, on everything referred to it during the year. They are:

1. Finance Committee. This committee is required in every Association to assist with the Association's finances and audits. This committee, which is responsible for reviewing and monitoring the annual budget and other financial matters, needs to meet at least bi-annually
2. Nominating Committee. This committee is required in every Association to assist in shaping the Association's structure. This committee, which needs to meet at least annually, reviews candidates and prepares slates for

board, delegate representative and alternate positions. The committee publicizes criteria and procedures for the elected positions. Also, current board members and individuals intending to be nominated for a board position cannot serve on the Nominating committee.

3. Youth Committee. This committee is required in every merged Association to shape the Associations Youth Program. All committee members must be 14 years of age and a USBC member. They ensure 20% of the Association is elected by the Youth Committee.

b. Optional Committees: According to *Robert's Rules of Order, Newly Revised*, a special committee (optional or suggested committee) is appointed for a specific purpose and continues to exist unless discharged sooner, or until its task is complete. The President of this Association has appointed or considers the following optional or suggested committees necessary:

1. Awards and Publicity Committee: This committee's responsibilities may include recommending/determining awards, budget, distribution and promotion of the Association's awards program. Maintains and updates the Association website as needed. Advertise Association events.
2. Special Events/Fundraising Committee: This committee should be responsible for providing ideas to the board for conducting special events and fund raisers as well as conducting the annual golf tournament.
3. Lane Certification Committee: This committee should be responsible for making sure that the bowling centers are certified and lane dressing inspections are completed. To facilitate this, USBC Headquarters has developed an Internet-based training program for lane certification and inspection called CLIP (Computerized Lane Inspector Program). CLIP capitalizes on technology to upgrade the old Certified Lane Inspectors Workshops. For questions or comments about lane certification or the CLIP program, visit laneinspector.com.
4. Policy and Procedures Committee: This committee should be responsible for reviewing and periodically making recommendations for changing and updating the Association Bylaws and Policy and Procedures Manual. All recommended changes to the above documents shall be referred to this committee before submission to the board of directors.
5. Tournament Committee: This committee may submit to the board its recommendations regarding requirements to be met by those bidding for the Association's annual championship or other tournaments. It may verify all bids to determine initial eligibility and continuing eligibility of all bidders. It may assist the Association Manager in all aspects of the tournament as he/ she requires. However, the Association Manager is responsible for and shall be supervisor of the tournament director.

FINANCE COMMITTEE

1. **Policy:** This committee and its members will provide a viable working tool to the board of directors for planned expenditures. It shall advise the Association Manager in any financial matters and shall prepare a budget to be submitted to the board of directors.
2. **Purpose:** The purpose of this procedure is to outline current guidelines to provide the best use and accounting of available funds.
3. **Responsibility:** This committee and its members shall adhere to the provisions of the Yuma USBC Bylaws in order to protect the Association and the Association Manager by identifying proper or improper use of the monies entrusted to them. The committee and its members shall conduct audits as outlined by the procedures identified in the Yuma USBC Audit & Tax procedures booklet provided by the United States Bowling Congress Headquarters.

Each committee member will be responsible for studying the manual on Audit Procedures.

The committee should prepare reports regarding all financial matters by obtaining information from other committees as necessary for presentation to the board of directors so that various projected plans can be economically carried out. .

The committee is also responsible for preparing an annual budget for presentation to the board of directors at its meeting prior to the annual meeting.

NOMINATING COMMITTEE

1. **Policy:** Members of this committee shall insure that the elective process of the association will not be self-serving.
2. **Purpose:** The purpose of this procedure is to provide guidelines for the committee to select candidates for nomination at the annual council of delegates meeting and for recommending appointments in case of a vacancy.
3. **Responsibility:** This committee is to consider requests from any member of this association for membership on the board of directors. It will also conduct evaluations as stated below.
4. **Requirements:** The chairperson of the nominating committee is appointed by the current President. The chairperson shall conduct the election procedure at the annual meeting, following the published USBC election guidelines found in the current USBC Policy and Procedures Manual.

Members of this committee shall be elected by the board and consist of 3 or more members of an odd number. Members will select candidates for nomination to the Association board of directors at the annual council of delegates meeting and recommend appointments to the board in case of a vacancy.

The nominating committee shall present to the board of directors at the regular meeting on the first Sunday in April, a slate of nominees for each office to be filled. The committee will insure that a list of proposed nominees will be mailed with the meeting notice to each voting member of the board of directors. All nominees will be required to either verbally or in writing state their availability and willingness to serve on the Association board.

YOUTH COMMITTEE

1. **Policy:** It shall be the policy of this Association to have all leagues within its jurisdiction sanctioned for the purpose of promoting the sport of bowling.
2. **Purpose:** The purpose of this procedure is to provide guidelines for the identification and subsequent sanctioning of all leagues within the jurisdiction.
3. **Responsibility:** The Committee members shall counsel with the President, Association Manager on matters of concern to other bowling organizations, including owners and managers of bowling establishments, for the purpose of exchanging information and ideas that would not only complement existing programs of the Yuma USBC but would involve these organizations in the common goal of promoting interest and participation in the sport of bowling.

Committee members shall meet when necessary, attend all Council meetings and the Council committee chairman will provide reports to the Association as directed at its scheduled meetings.

Bowling Council committee members will be responsible for conducting periodic 50-50 raffles, scholarship fund tournaments and any other fund-raising activities deemed appropriate to support its scholarship program. They will also be responsible for administering the scholarship fund, evaluating the scholarship applications and ranking the applicants.

AWARDS AND PUBLICITY COMMITTEE

1. **Policy:** Members of this committee shall insure that Association awards, as approved by the Association, shall be issued to bowlers who satisfy the requirements for them, thereby insuring that local bowlers receive Association recognition in addition to or as a supplement to those which are awarded by USBC.
2. **Purpose:** The purpose of this procedure is to insure the association members receive recognition with an award program that supplements those awards provided by USBC.
3. **Responsibility:** The Association awards program shall be reviewed on an annual basis and the committee shall submit any recommendations to the Association Board of Directors for approval.

Awards and Publicity committee members will be responsible for the collecting and distributing items of interest such as news releases, program updates and results of Association events. The committee will furnish items of interest concerning the accomplishments of the Association and/or individual members to the local news media as follows:

- a. Local newspapers (Ben Rowe Jr. @ Yuma Daily Sun)
- b. All television and radio stations
- c. USBC Bowling Magazine
- d. Other bowling magazines or news media as appropriate.
- e. Association website or State Association website.

The committee shall address and answer any questions or concerns of the membership as to activities of the United States Bowling Congress or the Yuma USBC.

The chairpersons of all other committees shall furnish this committee with necessary details on items they wish to be publicized. The information shall be provided as far in advance as possible to enable the committee to prepare a release. Items such as; awards, honor scores, achievements, Association tournament status, installation dinner/dances, charity involvements, scholarships, blood banks, workshops or other areas of interest to the membership and to the public fall within the criteria.

The committee is also responsible for providing director identification boards to each bowling center within the Association's jurisdiction and for maintaining them in an up-to-date status.

SPECIAL EVENTS AND FUNDRAISING COMMITTEE

1. **Policy:** This policy provides association representation at selected bowling related events as approved by the board of directors and makes recommendations to the board for other events that may help the Association in promoting bowling and/or functions in the local area.
2. **Purpose:** The purpose of this policy is to ensure the Association is represented and has a means to create other events beneficial to bowling and the organization.
4. **Responsibility:** This committee is responsible for special events held by the Association during the year. Some of these activities are listed below:
 - a. Golf tournament held by the Association is its biggest fund-raiser with the income from it being used for various charitable contributions made on behalf of the Association.
 - b. Awards Banquet held annually to recognize the City Championship winners and Association Award recipients for, ie. Hall of Fame, Bowler of the Year, and other awards deemed appropriate for this venue.

With that objective in mind, each committee member, under the guidance and direction of the chairperson, is ultimately responsible for the success of these yearly activities. These responsibilities include but are not limited to negotiating for the time and place of the event, soliciting for prizes for the various awards, assisting with set-ups and registrations, and arranging for and assisting with refreshments.

LANE CERTIFICATION COMMITTEE

1. **Policy:** This policy provides the association a means to certify bowling establishments and conduct lane dressing inspections in a timely and accurate manner.
2. **Purpose:** The purpose of this policy is to ensure that the bowling centers are certified and lane dressing inspections are completed.
3. **Responsibility:** Under the guidance and training of the Committee chairman and in cooperation with members of the local YWBA, at specified times of the year, members will be expected to participate *in* the joint inspection and certification of all bowling lanes and equipment within the Association's jurisdiction.

Members will also be expected to participate *in* the certification of lanes upon which honor scores have been rolled, to assist in spot or requested inspections and to help keep the equipment used for inspection and certification purposes in good repair.

POLICY AND PROCEDURES COMMITTEE

1. **Policy:** It shall be the policy of this association to have a current policy and procedures manual available and followed by all members of the board.
2. **Purpose:** The purpose of this policy is to define responsibilities for which the committee can recommend additions, deletions or changes to the board for incorporation in the manual.
3. **Requirements:** The members of this committee shall inform themselves of the administrative and internal workings of this association.
4. **Procedures:**
 - a. This committee shall follow and periodically decide that these procedures are being properly followed. If, in their view, the procedures are not being followed, it is their 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.
 - b. The committee may refer items sent to them for review to the appropriate committee for specific instructions. It shall be their privilege to bypass the committee movement if in their majority judgment it will be in conflict with the USBC bylaws, policy and procedures manual and rules and or other policies and procedures of this association.
 - c. Items referred to a specific committee or person for comment or instruction shall be returned to this committee for review before submission to the board of directors.
 - d. As set forth in the purpose of this procedure, all recommended changes shall be referred to this committee before submission to the board of directors.
 - e. A review of the Association Bylaws & Policy and Procedures Manual will be done annually.

TOURNAMENT COMMITTEE

1. **Policy:** The association shall conduct an annual championship's tournament per the local association bylaws. It will also conduct tournaments as specified by the board of directors
2. **Purpose:** The purpose of this procedure is to outline the tasks and necessary actions to conduct successful tournaments. Tournaments may be conducted on a bid or rotation basis among the centers involved.
3. **Responsibility:**
 - a. The committee will be responsible for deciding the times, dates and sites of tournaments and reporting same to the board of directors.
 - b. The tournament director shall apply for all necessary USBC sanctions.
4. **Procedures:**
 - a. An annual city championship tournament shall be conducted according to the Yuma USBC By-laws and the chairperson/director will be the Association Manager unless otherwise specified by the board of directors.
 - b. Other tournaments may also be held as specified by the Tournament Committee.
 - c. Any tournament director will be responsible for seeing that various tasks and necessary actions are conducted to insure the success of a tournament. He may relegate any of these responsibilities among the committee members as he is inclined.
 - d. All committee members plus any additional board members requested by the association president will make themselves available on the dates and squad times of the tournament(s) to assist with tournament check-in, monitor the progress of the tournament, certify scores once individual games are complete, assist as necessary with any automatic scoring problems, answer questions or find answers to them.
 - e. All committee members and other board members will dress according to the dress and conduct section of this manual so as to be immediately identified as a Yuma USBC BA member.
 - f. All committee members and other board members will be aware of the fact that the tournament director is the only person authorized to resolve any disputes involving tournament rules.