

# Tallahassee USBC Association

## Policy and Procedures

### (Policy 1)

#### BOARD MEMEBERS 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 United State Bowling Congress, 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. CONDUCT CODE: Board members shall:
    1. Present themselves in a professional manner at all times. Read and familiarize themselves with the "USBC Policy Manual" book, the association's bylaws and the policies and procedures manual.
    2. Set the example of good sportsmanship and fair play.
    3. Not engage in any act or omission that might generate unfavorable comment or discredit upon yourself, this association, the United State Bowling Congress, or the sport of bowling.
    4. Ensure their active participation in the activities of this association to fully serve our membership and promote the sport of bowling.
      - a. Attend all committee meetings when requested or advise the appropriate chairperson of his/her inability to attend.
      - b. Attend all meetings of this association or advise the association manager of your inability to attend.
      - c. If a board member has 3 unexcused absences within a year, or 2 consecutive unexcused absences, the President of his designee shall contact the individual regarding his/her commitment to the association.
      - d. Absences following initial contact to the individual about his/her absences shall require the association manager to send a letter to the individual asking for their resignation or their presence at the next scheduled board meeting to present their situation of non-attendance.

- e. Excused absences are: family emergencies, USBC sanctioned tournaments, bowling meetings (i.e. State Jamboree, Florida State meetings, National meeting, and other area meetings within our region), sickness and job obligations.

B. DRESS CODE: Board members shall:

1. Be issued an association shirt.
2. The shirt should be worn at all board meetings and other events when member is representing the association as a board member or delegate.

*As adopted in the Tallahassee USBC Association Bylaws, Article VIII Committees, the association shall have the following Standing Committees: Nominating, Finance and Youth. Other committees may be established by the president with board approval.*

**(Policy 2)**

1. **Nominating Committee.** The committee reviews candidates and prepares slates for adult board, delegates representing adult membership and alternate positions. The committee will prepare slates for the Youth Committee and Youth Representatives/alternates based on the recommendation of the Youth Committee. The committee publicizes criteria and procedures for the elected positions.

**USBC Association Policy Manual for composition of the Nominating Committee**

**Section A. Nominating Committee**

1. Composed of at least three members. All members must be at least 14 years of age (unless state laws mandate a specific age) and hold USBC membership.
2. A potential new candidate to the board is not eligible to serve on the nominating committee. Members of the nominating committee wishing to seek election must resign from the committee.
3. Is elected by the board by majority vote.
4. Serves until the next committee appointment are conducted.
5. Meets at least once annually.
6. Vacancies are filled by the board.
7. Committee selects its own chair.
8. Responsibilities include:
  - a. Ensuring qualifications submitted are in a format specified by the committee.
  - b. Ensuring reasonable representation based on age and diversity of membership.
  - c. Reviewing and reporting to the board any potential conflicts of interest within the slate of candidates.
  - d. Establishing procedures for:
    - 1) Determining whether a candidate meets the criteria and eligibility requirements.
    - 2) Soliciting nominations/resumes.
    - 3) Voting. (Committee Chairperson is responsible for handling of the election.)
  - f. Establishing a system of staggered election for officers and directors to be approved by the delegates or members and to be included in the association's bylaws.

2. **Finance Committee.** The committee is responsible for reviewing and monitoring the annual budget and other financial matters.
3. **Youth Committee.** The Youth Committee is elected by the Youth Representatives and responsible for:
  - a. Developing eligibility requirements for the Youth Committee, subject to approval of the board of directors.
  - b. Monitoring, promoting, reviewing and recommending youth programs conducted by the association.

### (Policy 3)

## Finance

The finance committee is responsible for reviewing and monitoring the annual budget and other financial matters.

1. **Income:** The source of revenue for the Association shall be local dues collected from membership fees, tournament expense money paid by the tournament entrants, interest income from bank accounts and/or such other projects that may be approved by the Board of Directors.

### 2. Expenditures:

- A. The Association Manager shall be paid a salary determined and set annually by the Board of Directors.
  - 1) The salary is based on \$3.00 per Tallahassee USBC membership count from “USBC Member Count and Comparison Report” from Winlabs. USBC counts all people who purchased a product that includes national membership between Aug. 1 and Jul. 31.
  - 2) The association manager will be paid, with board approval, upon completion of the annual yearbook of member averages from league completion of their winter and summer season.
  - 3) USBC associations that compensate an individual \$100 or more per year are required by the IRS to withhold Federal Income Tax, Medicare and Social Security, according to the individual’s Federal W-4 filing with the association. There are tax requirements with the IRS and possible requirements with state tax departments to file employer tax returns. The association is responsible to match the funds for Medicare and social security taxes withheld from salaries and remit payment to IRS within guidelines of current IRS regulations.
- B. Hotels–Travel –Meals: The association will pay traveling expenses and any meeting registration fees of the Delegates to attend official meetings and functions **when approved by the Board of Directors**. If delegates cannot attend functions as elected, and alternates are sent in place of, the following reimbursements apply for alternates. Alternates attending functions in addition to delegates will not receive any reimbursement unless it is their vehicle being used for travel for both them and the delegates.

- 1) Delegates will be reimbursed for lodging expenses turned over to the association manager, where overnight stays are necessary. This amount should not exceed \$120, unless cost of hosting hotel is greater, as long as the distance traveled is over 400 miles.
  - 2) Delegates will be reimbursed for travel at a rate of \$0.50 per mile, as measured from Capital Lanes, using MapQuest or Google Maps, for your own car. If other means of travel are required (airfare, train, bus or taxicab), reimbursement will need to be pre-approved by the Tallahassee board.
  - 3) \$25 per diem will be paid for food each full day.
- C. Other committee expenses, member expenses and board expenses will be reimbursed according to committee policy and procedures within budget amounts previously approved by board or according to a majority vote of those officers and directors present and voting, at a properly noticed meeting, when a quorum has been established.

#### **(Policy 4)**

#### **Awards**

1. The Tallahassee USBC shall award certain awards for bowling achievements and high score honors to its members.
2. The following awards shall be a single lifetime award for the first achievement within the Tallahassee USBC and shall be presented as an emblem to the bowler. While supplies last.
  - a. 200 games
  - b. 225 games
  - c. 250 games
  - d. 600 series
  - e. 650 series
  - f. 700 series
3. TUSBCA shall award a single lifetime award for the first achievement within the Tallahassee USBC of rolling a 700 scratch series. The bowler shall be presented an option to either a lightweight jacket/windbreaker, a plaque with maximum cost to be set by the TUSBCA Board of Directors, or a \$25 cash award. The dollar value maximum for these awards shall be reviewed annually and any changes recommended by the Tallahassee USBC board.
4. TUSBCA shall award a "Clean Sweep Certificate" to individual bowlers for rolling a three game series and making a strike or spare in each of the 30 frames. The certificate shall be awarded without limits to number as each "clean sweep" is rolled.

#### **(Policy 5)**

#### **Hall of Fame**

1. The purpose of the Hall of Fame Committee is to recognize members of the TUSBCA bowling family who have displayed outstanding ability in the sport of American Tenpins or have contributed meritorious service or sponsorship to the progress of bowling in the area served by the Tallahassee USBC Association.
2. The Hall of Fame shall be an official function of the Tallahassee USBC Association, and membership in the Tallahassee USBC Hall of Fame shall be recognized at the annual meeting.
3. The TUSBC Hall of Fame Committee shall be appointed by the President with the approval of the Board of Directors, and consist of the following:
  - a. Two members of the Board of Directors of the Tallahassee USBC Association.
  - b. One Past President from the Tallahassee USBC Association, Tallahassee Bowling Association, Tallahassee Women’s Bowling Association, or Tallahassee YABA.
  - c. One Hall of Fame or Life Membership members from the Tallahassee USBC Association, Tallahassee Bowling Association, Tallahassee Women’s Bowling Association, or Tallahassee YABA.
  - d. The Association President is an ex-officio member of the Hall of Fame Selection Committee.
4. Candidate Qualifications for Tallahassee USBC Hall of Fame:
  - a. A candidate must have been active in the Tallahassee USBC Association, Tallahassee Bowling Association, Tallahassee Women’s Bowling Association, or Tallahassee YABA for a minimum of six years to be considered for candidacy based on bowling ability.
  - b. A candidate must have been active the Tallahassee USBC Association, Tallahassee Bowling Association, Tallahassee Women’s Bowling Association, or Tallahassee YABA for a minimum of ten years to be considered for candidacy based on meritorious service or sponsorship.
  - c. A candidate must have demonstrated outstanding bowling ability or distinguished service to the sport.
5. Nominations:
  - a. Any member of the Tallahassee USBC Association may submit nominations, along with the nominee’s qualifications and achievements, to the Tallahassee USBC Association for referral to the Hall of Fame Committee. Nominations must be submitted for review by March 1 of each calendar year.
  - b. The Hall of Fame Committee is charged with reviewing candidates and providing a slate (or no slate) of nominations to the Board of Directors annually with the Committee’s recommendations by no later than April 1 of each calendar year. All nominations must be forwarded to the Tallahassee USBC Association Manager for placement on the Tallahassee

USBC Board of Directors meeting agenda. The Board of Directors meeting to consider Hall of Fame nominees must take place a minimum of 30 days prior to the annual meeting.

6. Nominees of the Tallahassee USBC Hall of Fame may be selected from living members or may be made posthumously.

7. Method of Selection:
  - a. The Tallahassee USBC Hall of Fame Committee shall review the candidates and select the Hall of fame nominees. An affirmative recommendation requires a minimum of a two-thirds vote of the Committee.
  - b. It will require two-thirds of the votes cast by the Board of Directors to induct a member into the Tallahassee USBC Hall of Fame.
8. Suitable awards shall be presented to persons inducted into the Hall of Fame, and these awards shall be presented at Tallahassee USBC Annual Meeting. In the case of posthumous awards, they should be presented to a family member of the deceased.
9. A quorum at all meetings of the Hall of Fame Committee shall be a majority of the committee members.
10. These procedures may be amended by the association Board of Directors by a two-thirds vote.
11. The expense of operating the Hall of Fame shall be borne by the Tallahassee USBC Association.
  - A. Inductee and one guest will be paid for by the TUSBC Association. Any additional guest will have to pay the expense determined by the board before the ceremony.
  - B. A letter of notification will be sent from the committee chairperson to be signed by the chairperson and TUSBC President.

**(Policy 7)**

**Lifetime Membership**

Is available to current active past presidents or if voted in at the annual meeting.

1. As of 2017, current Hall of Fame and Lifetime members will be grand fathered in and the association will continue to pay for entire dues (USBC and local).
2. Starting with the 2018/2019 season, anyone inducted in the HOF/Past president or Lifetime membership, the association will waive the local dues amount (currently \$12.00), but the person will be responsible for their national dues of \$15.00, or whatever they may be in the future.

3. For all TUSBC Hall of Famers, in order to have your membership fee paid, you must meet one of the following guidelines:
  - a. Bowl at least 21 games in a sanctioned league from the previous year
  - b. Bowl in at least one TUSBCA tournament for the current season
  - c. Volunteer to assist the association in any capacity needed.
4. It will be the responsibility of the Hall of Fame/Lifetime individual to complete a sanction card for the current season.

(Policy 8)

### **Reimbursement of Membership**

1. For volunteering your time to the Tallahassee USBC Association (TUSBC), your membership will be reimbursed at the end of the bowling season (July 31<sup>st</sup>), as long as you meet the following requirements.
  - a. Bowl at least in 21 games in a sanction league during that season.
  - b. Attend at least 75% of all board meetings.
  - c. Promote the sport of bowling.
  - d. Participate or volunteer at the association tournament.