

**Purpose:**

The purpose of this guide is to outline the functions and duties not covered by the Burlington Area USBC Association Bylaws, or the USBC Rule Book. This manual shall include all policies that are voted on and approved but cannot be part of the Local Bylaws.

**Mission Statement:**

The Burlington Area USBC Association, representing the national governing body, ensures integrity and protects the future of the sport, provides programs and services and enhances the bowling experience.

**Procedures:**

The following pages of the manual will outline the duties of the Officers, Standing Committees, and Committee Chairpersons. The Board of Directors can amend this manual at any time.

**Association Structure**

**Association Purpose:**

The purpose of the Association is to:

- 1) Provide equal opportunity for all in the sport of bowling without regard to race, religion, age, gender, disability, or national origin.
  - a) Create an inclusive environment for all our members.
    - i) Have an "US" mentality, not a men, women, or youth mentality.
    - ii) All awards and honors that were once men or women should be considered male and female as to include members who may bowl in league certified as men or mixed.
- 2) Promote the game of American Tenpins.
- 3) Conduct and support bowling competition.
- 4) Engage in other activities permitted by our organization classified as tax exempt under Section 501(c) (3) of the Internal Revenue Code.
- 5) Provide services and benefits to its members.
- 6) Enforce the playing rules.
- 7) Promote the growth of youth activities.
- 8) Maintain or increase membership.
- 9) Foster programs to increase bowling skills among its membership.
- 10) Provide a safe bowling environment for our association members.
  - a) All members of the Board of Directors, including the Officers and Association Manager must be RVP and Safe Sport Compliant.
    - i) Any member of the Board of Directors that is not compliant with RVP and Safe Sport shall be removed from their position if they are 60 days past compliance without a board vote.

- (1) The association manager or president shall inform the board of their compliance dates.

**Officers:**

**President:**

The president is the leader of this association. In essence, all his/her responsibilities are centered on the principles of overseeing association activities and providing guidance in helping the association meet its goals.

1) **Eligibility:**

- a) To be elected to the office of President of the Burlington Area USBC Association, the candidate shall have served at least one year on the Board of Directors.
- b) Be an active member of a certified league in this Association.
- c) Must not have a member of their immediate family concurrently serving as Association Manager.

2) **Term of Office:**

- a) The term of office is two years; a person can be elected to serve more than one consecutive term.

3) **Responsibility:**

- a) As chief executive officer of this association, it's the Presidents responsibility to lead the Board of directors and this Association towards constructive goals to provide the best possible service to our members, bowling leagues and bowling centers.

4) **Duties:**

- a) The President needs working knowledge of the Robert's Rules of Order, the Burlington Area USBC Association Bylaws, and policies and procedures of the Association.
- b) Presides at all meetings of the board of directors, and council of Delegates.
- c) Sign all checks for this Association drawn by the Association Manager or Financial Manager. They shall receive monthly bank statements of all Association accounts.
- d) Ensure the audit committee is doing quarterly audits.
- e) Assign all committee and appoints Vice Presidents as chairperson on each committee they serve on.
- f) Communicates with the Association Manager in preparation of meeting agenda.
- g) Can make board appointments to fill any vacancy with board approval.

**Vice Presidents:**

1) **Eligibility:**

- a) To be elected to the office of First Vice President and Second Vice President of the Burlington Area USBC Association, the candidates shall have served at least one year on the Board of Directors.

- b) Be an active member of a certified league in this Association.

**2) Term of Office:**

The term of office is two years; a person can be elected to serve more than one consecutive term.

**3) Responsibility:**

- a) The Vice Presidents shall be responsible for providing the best possible service to our members, bowling leagues, and bowling centers within their assigned area. They shall be responsible to the President and/or the Associations Board of Directors for the completion of all duties assigned to them or the directors under their supervision. They shall be familiar with the duties of the President and will run any meeting the President is absent from.

**4) Duties:**

- a) The Vice Presidents shall:
  - i) Be responsible for the conduct of the directors assigned to their committees.
  - ii) Shall serve as chairperson of any committee that the President appoints them to.
  - iii) Be expected to run for a higher office position if there is a vacancy.

**Association Manager**

**1) Eligibility:**

- a) To be eligible for nomination and appointment to this position of the Burlington Area USBC Association Manager and to continue to serve after being appointed, the candidate must have served as a member of the Board of Directors for a minimum of two years.
- b) Be an active member of a certified league in this Association.
- c) Not have a member of their immediate family concurrently serving as President.

**2) Term of Office:**

- a) There is no term limit as they are hired employees of the Association.
- b) They are subject to performance review once a year.

**3) Responsibility:**

- a) As the principal administrative officer of the Association, it is the responsibility of this position to ensure the administrative and accounting operation of this Association are completed in a timely and accurate manner, and to provide the best possible service to our members, bowling leagues, and bowling centers. The Association Manager will be paid and is considered an employee of the Association and is accountable to the Board of Directors and USBC Headquarters.

**4) Duties:**

- a) Per the Local Association they shall:
  - i) Perform the duties assigned by the President, Council of Delegates, and Board of Directors.
  - ii) Prepare an agenda for each meeting and furnish each board member with a copy of the minutes of each Board of Directors and Council of Delegates meetings. They

shall keep, for permanent records, an account of the proceedings of meetings of the board and council that shall always be available to and remain property of the association.

- iii) Conduct all correspondence of the association including notices to members of meetings of the Board of Directors and Council of Delegates. Shall prepare and provide written notification for each meeting called by the President. Notification will be provided to each member no later than 15 days prior to a meeting date and 30 days before the annual meeting date. This can be done in the form of an e-mail.
- iv) All league supplies will be distributed along with any paperwork that the Association Manager requires from each league. All activities date of the association that are known will be announced. Inform the league secretaries of the association of awards bowlers can earn.
- v) General Policies
  - (1) They shall process all membership applications using Win Labs.
  - (2) Shall process all league applications within 30 days.
  - (3) Process all membership awards in a timely manner.
  - (4) Handle all day-to-day operations of the association.
  - (5) Maintain the average book yearly of the association.
    - (a) Contains the names of all leagues in the association.
    - (b) Contains the names of all bowlers with 21 games, including total pin fall, number of games, and average.
    - (c) Contains the list of Board of Directors and committee assignments.
    - (d) Contains the list of all award winners earned in the association the previous season.
    - (e) Contains the annual awards list.
    - (f) Copies will be given to each Director, & bowling center(s); may be distributed electronically through the association website.
  - (6) Certify the delegates to the Iowa State Annual Meeting and to the USBC National Meeting.
  - (7) Taxes
    - (a) Prepares all needed tax forms as required by the federal and state governments.
    - (b) Is responsible for submitting all forms within the required time frame.
    - (c) Issues payments as required.
    - (d) Prepared forms as required by the state for Gambling License including sales tax.
- vi) Association Tournament.
  - (1) Shall serve as tournament manager for tournaments unless otherwise directed by the Board of Directors.
  - (2) Shall along with the President appoint committees needed for the tournament.
  - (3) Shall verify all averages, and results.

- (4) Shall with assistance of the Financial Manager and the President payout all prize winnings within 30 days after the tournament ends.
- (5) Buy suitable awards for the winners that will be given out at the Hall of Fame and Awards dinner.
- (6) Keep the results of all tournaments as association records.
- (7) Shall be compensated \$1 per line at the conclusion of each tournament.
  - (a) If they are running brackets, they shall be compensated for the cost of one entry per bracket.
  - (i) Example: \$5 bracket entry with 10 brackets. They will be paid \$50.
- vii) Hall of Fame Duties
  - (1) Shall designate a time for the Nominating Committee to meet.
  - (2) Shall mail out nomination packets to all members of the Nominating Committee.
    - (a) This shall include meeting times, nomination forms, and a list of those already nominated.
- viii) Compensation
  - (1) The salary of the Association Manager shall be \$1000 base salary and \$1.00 per certified bowler pending a positive performance review.
    - (a) Poor performance review will result in up to \$1.00 per certified bowler reduction from base salary and possible dismissal.
  - (2) The salary shall be paid at the end of the association year, or date dictated by the association president.
  - (3) Any withholding taxes are the responsibility of the individual.
- ix) **Web Master**
  - (1) Shall update the website and any social media accounts as dictated by the board of directors
  - (2) Is not responsible for any financial cost
    - (a) Must submit any invoice to the financial manager for reimbursement.

### **Financial Manager**

- 1) Shall be the sole financial officer of the association. Their name will be included on the financial accounts in the association name. They shall monitor all reserves and make recommendations to the Board of Directors.
  - a) The financial manager will be hired by the board of directors.
    - i) They must have served on the board of directors for at least one year prior to appointment.
    - ii) Shall have an annual review to be conducted by the performance review committee.
  - b) Deposits:
    - i) They shall be responsible for depositing all funds per bonding requirements.

- ii) They shall provide a detailed accounting of each deposit to the President.
  - c) Disbursements:
    - i) They shall be authorized to pay all debts per the approved budget in a timely manner.
    - ii) All disbursements must have two authorized signatures.
    - iii) They must provide a detailed list of all disbursements to the President.
  - d) Audit:
    - i) They must provide for the audit committee all records and information needed or requested.
    - ii) Supply the Board of Directors with a monthly financial statement.
      - (1) Such as bank statements, ledger, check book, etc.
  - e) Financial Statements:
    - i) They shall provide a financial statement to the President and Association Manager five day after receiving bank statement.
      - (1) This shall include any bank statements and a copy of each month's ledger. This will help the financial committee with a working budget.
- 2) **Compensation:**
- a) The salary of the financial manager shall be \$350.00 base salary per Association year
    - i) The salary shall be paid at the end of the association year, or date dictated by the association president.
  - b) Any withholding taxes is the responsibility of the individual.

### **Youth Coordinator**

1) **Duties:**

- a. Must be a member of the Burlington Area USBC Board of Directors.
- b. Shall inform all leagues of any local or state sponsored tournaments.
- c. Shall be the league official for any league at Kingpins.

2) **Compensation:**

- a. The salary of the financial manager shall be \$300.00 base salary per Association year
  - i. The salary shall be paid at the end of the association year, or date dictated by the association president.
- b. Any withholding taxes is the responsibility of the individual.

### **Board of Directors**

1) **Eligibility:**

- a) To be elected to the Burlington Area USBC Association Board of Directors, the candidate must be a regular member of a certified league in the Burlington Area USBC Association.

- b) League must be at least 20 weeks long
- c) Must be at least 18 years old
- 2) **Term of Office:**
  - a) Directors will be elected to two-year terms, unless they fill a vacant spot.
- 3) **Responsibilities:**
  - a) Attending meetings and actively participating in association affairs.
  - b) Enforce the Bylaws and all USBC rules.
  - c) Free to submit ideas, suggestions, etc. to the appropriate person.
  - d) Works with all board members for the progress and success of the Association.
  - e) Respects the confidentiality of the board.
  - f) Give assistance as required.
  - g) Serves on committees as appointed by the President or Association Manager.
  - h) Implementing USBC programs.
  - i) Notification should be given to the Association Manager in the event of a death of an immediate family member (spouse, children, or parent)
  - j) Approve the Budget of the Association.
  - k) Approve the rules for all tournaments.
  - l) Approve all tournament sites.
  - m) Work with league secretaries on days assigned as a house representative.
  - n) All board members shall hold themselves to a higher standard regarding any matter related to any other member of the board, members, leagues, and bowling centers.
- 4) **Attendance:**
  - a) Board members must attend all board meetings or scheduled committee meetings or tasks. Attendance is essential to provide services to our members. Repeated absences may expose the director to the risk of not satisfying the duty of care. Regular attendance at meetings of the board of directors is a basic requirement or director service. A director, appointed to serve on a committee of the board, is expected to regularly attend such committee meetings. If the board member is unable to attend any such meetings, the board member must contact the Association President or committee chairperson to inform them of the absence and provide reason. If a board member misses two scheduled meetings or events without being excused, they shall be removed with board approval.

### **Standing Committees**

- 1) Financial
- 2) Youth Bowling
- 3) Tournaments/Rules
- 4) Wellness and Memorial
- 5) Awards
- 6) Hall of Fame and Awards Dinner

- 7) Publicity/Fundraising
- 8) Nominating
- 9) Performance Review

### **Duties of Committees**

#### **1) Financial**

- a) Is responsible for reviewing and monitoring association financial matters.
  - i) **Audit:**
    - (1) Shall be responsible for the audit of the association's accounts to verify the correct amount is on deposit.
    - (2) Shall coordinate with the President, Association Manager, and Financial Manager to conduct quarterly audits of the account.
    - (3) The chairperson shall prepare an annual report for the Board of Directors.
  - ii) **Budget:**
    - (1) The primary function is to develop a yearly association budget for the Board of Directors for approval.
    - (2) Shall be concerned with the following:
      - (a) Membership dues
      - (b) Salaries
      - (c) Operating Expenses
      - (d) Special Activities
      - (e) Awards and Services
    - (3) Shall be updated monthly to be presented at board meetings.

#### **2) Youth Bowling:**

- a) Will support youth bowling in our association.
- b) Report back to the Board of Directors of youth bowling events.
- c) Must acquaint themselves with all USBC rules regarding youth bowling.

#### **3) Tournaments/Rules:**

- a) **Tournaments:**
  - i) Develop the Tournaments the association will run during the season.
  - ii) Determine the host center or how the host center will be determined for the event.
  - iii) Develop the rules and entry blank for the tournaments.
  - iv) Distribute the entry blanks to centers and leagues.
  - v) Promote the tournament through the leagues.
  - vi) Actively help with running the tournament.
  - vii) Develop a prize list for the President's approval. President will with assistance of the Financial Manager pay out the prize list.
- b) **Rules:**
  - i) Monitor the bylaws.
  - ii) Review proposed amendments.

- iii) Provide rules counseling.
- iv) Takes any problems to the Board of Directors for solutions.
- 4) **Wellness and Memorial:**
  - a) The function of this committee is to ensure the Burlington Area USBC helps members of our association in their time of need.
    - i) The committee is to be notified of deaths and hospitalizations of board members or spouses/family of the Burlington Area USBC Association.
    - ii) The committee is to be notified of deaths and hospitalization of Hall of Fame Members of the Burlington Area USBC Association.
    - iii) The committee is to be notified of deaths or hospitalization of proprietors or past proprietors of bowling center in the Burlington Area USBC Association.
    - iv) Condolences will be sent by card, flowers, and/or memorial fund.
    - v) Deaths of State or local members/family will be handled on a case-by-case basis.
    - vi) Card, flowers, or money, up to \$100 value, may be sent to member for hospital stay or death. This will be handled on a case-by-case basis.
    - vii) The committee may give up to \$100 to any fundraising efforts for any member of the communities the Burlington Area USBC operates in.
  - b) They shall inform the Iowa State USBC of any member, Hall of Fame member, or former member's death.
    - i) Communication shall be made via email at [memorial@iowabowl.com](mailto:memorial@iowabowl.com)
- 5) **Awards:**
  - a) Set cutoff date for consideration, no later than April 1.
  - b) Must distribute award forms to center and leagues for nomination purposes.
  - c) Must review all nominations and determine the winner of the award.
  - d) Must gather necessary information and records.
  - e) Must contact the winner and invite them to the awards dinner (free ticket).
  - f) Must contact the Association Manager with the winner's name so the award can be purchased.
- 6) **Hall of Fame Banquet:**
  - a) Decide on the date for the Awards Dinner.
  - b) Decide on a menu for the Awards Dinner.
  - c) Distribute tickets to Board members and centers.
  - d) Help set up the room for dinner, including any decorations the committee decides to have.
- 7) **Publicity/Fundraising:**
  - a) The function of this committee is to further the interest of the association through publicity.
  - b) It is the responsibility of this committee to see that all necessary information regarding association functions and business, such as the annual tournament, annual council of delegates meeting, etc. reaches the association membership through any means of communication possible.

- c) Shall assist in all fundraising raffles etc. as directed by the Board of Directors or the President.
- i) All taxes shall be withheld from the total amount collected. The remaining balance shall be split between the winner and the association rounded to the nearest dollar with the association receiving higher amount.

8) **Nominating:**

- a) They shall provide a slate of eligible and effective candidates for positions on the board.
- b) Run the election process at the annual meeting.
- c) Shall be comprised of 2-year directors.

9) **Performance Review**

- a) Shall be comprised of the President, Vice Presidents, and at least one other board member.
- b) Shall conduct an annual review of the Association Manager & Financial Manager.
- c) Shall conduct review and adjust salary of said positions accordingly.
- d) The board must approve adjustment to base salary by a majority vote at the annual meeting.
- e) President will determine the date of the review.

**Award Guidelines**

1) **Sponsor of the Year:**

- a) This award is an annual award given to a person, business or group that helps promote the sport of bowling in the Burlington Area.
- b) Individuals, businesses, or groups can be nominated for this award by anyone in the bowling membership.
- c) The committee will pick a winner and make sure they are notified of the time and date the award will be given out and present them with one free ticket to the event.
- d) The award will be presented at the Hall of Fame Dinner and Awards Banquet.

2) **Most Improved Bowler:**

- a) This award is an annual award given to one male and one female who improves their average the most pins from last year's final average to the cutoff date that the committee establishes for the present year.
- b) The committee will pick the winners and make sure they are notified of the time and date the award will be given out and present them with one free ticket to the event.
- c) The award will be presented at the Hall of Fame Dinner and Awards Banquet.

3) **Bowler of the Year:**

- a) This award will be presented annually to one male bowler, one female bowler, and at least one youth bowler.
- b) This award shall be determined by a committee consisting of:
  - i) Awards Committee
- c) The recipient of the Bowler of the Year Award must meet the following criteria:

- i) They must be a current member of the USBC and the Burlington Area USBC Association.
- ii) They must be a league member in any league that bowls entirely in the jurisdiction of the Burlington Area USBC Association in the current season.
- iii) They must have bowled a minimum of 66 games as of the cutoff date. They must be paying member of the league. All leagues that the bowler meets the criteria defined herein will be considered for the Bowler of the Year award.
- d) Selection criteria will pertain to the Male and Female Bowlers of the Year:
  - i) The cutoff date will be four weeks before the Hall of Fame Dinner or April 15th, whichever is sooner.
  - ii) All criteria defined herein shall pertain to the current bowling season through the cutoff date:
    - (1) League average as of the cutoff date.
    - (2) Performance during league.
    - (3) Participation and performance in tournaments.
    - (4) Final standings in all certified tournaments.
    - (5) Attitude and sportsmanship.
- e) Only the bowlers who have a qualifying average in the top five will be considered.
- f) Point system:
  - i) The bowlers will earn points based on the following:
    - (1) Performance during league
    - (2) Performance during tournaments
- 4) Performance during league:
  - a) Each bowler will earn points based on their performance in the league.
  - b) Only their highest average league will count towards the point total.
    - i) In the event where they bowl in multiple leagues and have the same average, their league where they earn the most points will be used.
  - c) The system used for calculating points for performance is as follows:
    - i) Men
      - (a) For each 225-249 game the bowler will earn one point.
      - (b) For each 250-274 game the bowler will earn two points.
      - (c) For each 275-299 game the bowler will earn three points.
      - (d) For each 300 game the bowler will earn five points.
      - (e) For each 650-699 series the bowler will earn one point.
      - (f) For each 700-749 series the bowler will earn two points.
      - (g) For each 750-799 series the bowler will earn three points.
      - (h) For each 800+ series the bowler will earn five points.
    - ii) Women
      - (a) For each 200-224 game the bowler will earn one point.
      - (b) For each 225-249 game the bowler will earn two points.
      - (c) For each 250-274 game the bowler will earn three points.
      - (d) For each 275-299 game the bowler will earn four points.

- (e) For each 300 game the bowler will earn five points.
  - (f) For each 600-649 series the bowler will earn one point.
  - (g) For each 650-699 series the bowler will earn two points.
  - (h) For each 700-749 series the bowler will earn three points.
  - (i) For each 750-799 series the bowler will earn four points.
  - (j) For each 800+ series the bowler will earn five points.
- 5) Performance during tournaments:
- a) Each bowler will earn points based on their performance in certified association tournaments.
    - i) No points will be awarded for their performance in any 9-Pin event. They will earn 5 points for participation in any such event.
  - b) Each bowler will earn points based on the top five of all certified association tournaments.
    - i) No points will be awarded for their finish in any 9-Pin event.
  - c) The system used for calculating points for performance is as follows:
    - i) Men
      - (a) For each 225-249 game the bowler will earn one point.
      - (b) For each 250-274 game the bowler will earn two points.
      - (c) For each 275-299 game the bowler will earn three points.
      - (d) For each 300 game the bowler will earn five points.
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      - (e) For each 300 game the bowler will earn five points.
      - (f) For each 600-649 series the bowler will earn one point.
      - (g) For each 650-699 series the bowler will earn two points.
      - (h) For each 700-749 series the bowler will earn three points.
      - (i) For each 750-799 series the bowler will earn four points.
      - (j) For each 800+ series the bowler will earn five points.
  - d) The system used for calculating points for finishing in the top five is as follows:
    - i) The winner(s) of each event will earn five points.
    - ii) The second-place finisher(s) of each event will earn four points.
    - iii) The third-place finisher(s) of each event will earn three points.
    - iv) The fourth-place finisher(s) of each event will earn two points.
    - v) The fifth-place finisher(s) of each event will earn one point.
  - e) The Bowler of the Year Award will be awarded to the bowler who earns the most points under this system.

- i) In the event of a tie, the committee will decide who the award will be presented to.
- 6) **Youth Bowler of the Year:**
  - i) This award will be presented to at least one youth bowler:
    - (1) The award may be presented to one boy youth bowler and one girl youth bowler if the committee decides to present multiple awards.
    - (2) If the committee feels that no youth bowler has qualifications to be awarded youth bowler of the year no award will be presented.
  - ii) The youth bowling committee will decide which bowler(s) will be presented with this award using the following:
    - (1) The youth bowler's average.
    - (2) The youth bowler's attendance.
      - (a) Must have participated in at least 2/3 of the season.
    - (3) The youth bowler's ability.
    - (4) The youth bowler's performance in all tournaments.
    - (5) The youth bowler's sportsmanship and attitude.
- 7) **Senior Bowler:**
  - a) The Senior Bowler Award is given to recognize a senior bowler who has never received recognition.
    - i) Qualifications
      - (1) Individuals must be a member of a league that competes entirely in the Burlington Area USBC Association.
      - (2) Must be 55 years of age or older.
      - (3) This season's accomplishments.
        - (a) Average of at least 66 games
        - (b) Tournaments
          - (i) Participation
          - (ii) Finishes
    - ii) League secretaries can nominate one male and one female senior bowler from their league to be considered for this award.
    - iii) The committee will pick a winner and make sure they are notified of the time and date the award will be given out and present them with one free ticket to the event.
    - iv) This award will be presented at the Hall of Fame and Awards Banquet.

### **All Star Teams**

1. Members must have at least 66 games to be considered.
2. Top 20 average meeting the game criteria.
  - a. 1<sup>st</sup> Team: 1-5
  - b. 2<sup>nd</sup> Team: 6-10
  - c. 3<sup>rd</sup> Team: 11-15
  - d. 4<sup>th</sup> Team: 16-20

- i. Any ties will be broken by total pin fall.

### **Hall of Fame**

1. The name of this organization shall be the Burlington Area USBC Association Hall of Fame.
2. The purpose of this organization is to perpetuate the exploits and deeds of past and present members of the Burlington Area USBC 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 in the Burlington, Iowa area.
3. This organization shall consist of both men & women.
  - a) It will include all members previously elected to the Burlington Area USBC Bowling Association Hall of Fame & Burlington Women's Bowling Association Hall of Fame.
4. Election into the Burlington Area USBC Hall of Fame will be dictated by the Burlington Area USBC Board of Directors with assistance from the Nominating Committee.
5. They shall serve the Hall of Fame in such a manner to ensure a living, active organization obliges to the purpose for which it was organized.
  - a) The Nominating Committee shall consist of:
    - i) Three Burlington Area USBC Board Members.
    - ii) Three Male Hall of Fame Members.
    - iii) Three Female Hall of Fame Members.
    - (1) The Nominating Committee will be appointed by the Association President.
      - (a) Each member of the committee will serve for a three-year term.
        - (i) Each year one Board member, male hall of fame member, and one female hall of fame member will be replaced on the committee.
          1. A member may serve consecutive terms.
      - (b) In the case of lack of volunteers, the Association President shall appoint members from the general membership.
    - b) The Burlington Area USBC Association President shall designate a member to act as chairperson of the Nominating Committee.
6. The Nominating Committee shall meet at a time designated by the Burlington Area USBC Association Manager. The chairperson shall report their actions to the Burlington Area USBC Association President and Association Manager in a timely manner.
  - a) The Association Manager shall mail out nomination packets and meeting times to all the members of the Nominating Committee.
  - b) The Association Manager shall set up meeting times for the Nominating Committees to meet.
  - c) The Nominating Committee must have their recommendation to the Association President and Association Manager prior to the first Monday of August.
7. All nominations to be considered must be submitted by April 1<sup>st</sup>.

### **Nominating Committee Procedures**

1. The Nominating Committee shall meet at least once.

## BURLINGTON AREA USBC ASSOCIATION OPERATION MANUAL

- a) At the meeting the committee shall go over names of the submitted candidates to determine if they meet the qualifications to be elected to the Burlington Area USBC Hall of Fame.
  - b) The committee will discuss each candidate's bowling resume and voice their opinions on each candidate.
  - c) At the conclusion of the meeting there will be a selection meeting. The selection meeting can take place immediately after the meeting or at another time. If there needs to be a second meeting to discuss candidates, the nominating committee shall inform the association manager that a second meeting is needed, and the association manager will schedule said meeting. After the meeting time is booked the nominating chairperson shall inform all committee members of the meeting time.
2. Selection Meeting shall be conducted at the conclusion of the meetings to discuss the potential candidates.
- a) There will be a secret ballot for all candidates.
  - b) A minimum of five members must vote at the selection meeting for an official vote.
  - c) No set number of candidates, living or posthumous, shall be considered for the Hall of Fame by the nominating committees annually.
  - d) The maximum number to be selected for board approval shall be four.
  - e) It takes a majority plus one vote to be selected by the Nominating Committee for board consideration.
    - i) If more than four candidates receive the necessary amount of vote, another ballot will be taken, and the four highest vote totals will be selected.
3. Criteria for Election into the Hall of Fame
- a) The criteria for election into the Burlington Area USBC Association Hall of Fame shall be as follows:
    - i) Must be at least 35 years of age.
    - ii) Must have bowled twenty years in the Burlington Area USBC Association.
      - (1) Leagues must be solely in the jurisdiction of the Burlington Area USBC.
      - (2) 15 years must be in adult leagues.
      - (3) The twenty-year rule will be waived for the posthumous category.
4. A point system will be used to determine eligibility.
- a) A nominee must receive 7 of the 15 points to be considered for nomination for the Hall of Fame.
    - i) 1 Point: Burlington Area USBC Annual tournament participation, scoring, and results
      - (1) Minimum of fifteen years of participation
      - (2) Must have one win in at least one event or have finished in the top 5 five times in any event.
    - ii) 1 Point: Burlington Area USBC tournament participation, scoring, and results
      - (1) Minimum of ten years of participation
      - (2) Must have one win in at least one event or have finished in the top 5 five times in any event.
    - iii) 1 Point: Iowa State tournament participation, scoring, and results
      - (1) Minimum of ten years of participation
      - (2) Must have one win in at least one event or have finished in the top 25 two times.
    - iv) 1 Point: Other certified tournament participation, scoring, and results
      - (1) Minimum of ten years of participation

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- (2) Must have one win in at least one event or have finished in the top 5 five times in any event.
- v) 2 Points: Five times in making first or second all-star team for the season in the Burlington Area USBC
- vi) 1 Point: High games and series
- vii) 2 Points: Local Association board service
  - (1) Minimum of two terms
- viii) 1 Point: Sponsorship league/team/tournaments
  - (1) Minimum of fifteen years
- ix) 1 Point: League service: President, Vice President, or Secretary/Treasurer
  - (1) Minimum ten years
- x) 1 Point: League Team Captain
  - (1) Minimum ten years
- xi) 1 Point: Sportsmanship
- xii) 1 Point: X-factor (other accomplishments)
- xiii) 1 Point: Bowler of the Year

### **Election into the Hall of Fame**

1. The Burlington Area USBC Association Board of Directors will have the final vote on who gets elected to the Hall of Fame.
2. The Nominating Committee shall give their selections of candidates to be considered for election to the Hall of Fame to the Association President and Association Manager prior to the first Monday of August.
3. The Nominating Committee shall also provide the information presented on all candidates that were considered.
4. The Board of Directors will have a separate ballot vote for each candidate submitted by the Nominating Committee, where two-thirds of the voting members must be obtained to be elected to the Hall of Fame.

### Annual Budget Guideline and Procedures

#### Travel Cost

Board members traveling for association business shall be compensated at rate of:

Monmouth: \$15

Mt Pleasant: \$15

All other mileage shall be \$0.20 per mile.

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1. Must be the driver

### Delegates to State Convention

The delegates who attend the state convention shall receive a portion of a fund of \$600 to assist with travel cost. A maximum of \$200 can go toward one person based on mileage, hotel, & food cost.

Delegates are encouraged to travel together and split hotel rooms.

### Hall of Fame and Awards Dinner

Meal tickets – Price will be based on fundraising efforts

The following award winners will receive one ticket:

- Sponsor of the Year

- Most Improved Average

- Male Bowler of the Year

- Female Bowler of the Year

- Youth Bowler(s) of the Year

- Senior Bowler of the Year

Each person being inducted into the Hall of Fame will receive 4 tickets.

In the case where an individual receives multiple tickets, they will only be allowed one qualifying category.

### Local Awards & Records

Any score bowled by a member of Burlington Area USBC that is turned into the association manager will be recognized by the association.

If the score is recorded out of the association in a certified USBC event, the score will be recognized by the association provided that the member is not a member of association where the scores were achieved.

Recognized awards:

- First Lifetime 600 Series

- First Lifetime 700 Series

- Each 300 Game

- Each 800 Series

- Each 11 in a row

- Each 750 Series

### Burlington Bowling Initiative

The Burlington Bowling Initiative was created to help bowlers in the Burlington Area with their bowling needs. Our interests include bowling instruction, developing new bowlers, retaining bowlers, providing scholarship information to bowlers, and helping bowlers with equipment issues.

The main purpose of this program is to help youth bowlers. Whether it is to obtain equipment through donations or create scholarship programs.

The Burlington Bowling Initiative will be managed by Charles J. Budzyn and Christopher Braun. The audit committee will act as an oversight of the program.

Any equipment that is purchased through this program will be property of the Burlington Area USBC and will be marked clearly with the association name when feasible.