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*The PRCUSBC (Peoria River City USBC) Mission is an organization established for the purpose of serving the Peoria Area bowling community and promoting the sport of bowling for all to enjoy. The association proudly serves the following Central Illinois communities:*

- *Eureka*
- *Lacon*
- *Minonk*
- *Morton*
- *Peoria*
- *Roanoke*
- *Washington*
- *Wyoming*

*The PRC also performs numerous functions throughout the year, such as Seniors Tournament, Mixed Couples Tournament, Lane Certification, Women's and Youth tournaments and distribution of bowling awards. It is with these in mind that the PRC continues to operate today.*

## **Chapter #1 Structure**

- The PRC will have a set of By-Laws that is submitted to USBC every year and approved by the local membership each year at the All Members meeting.
- PRC is a 501c3 organization which follows the guidelines of the IRS Tax structure (at a minimum to include 990 or 990EZ, 990-T, 1099, payroll) information.
- Taxes will be filled annually by the Association Manager.
- Full financial disclosure:
  - Minimum 2 audits, 1 being an outside accountant
  - Financial statements provided by AM every board meeting
- Has an established Strategic Planning Committee
  - Risk Management- In the case of the sudden loss of Association Manager the board will designate someone from the board to fill position until the

current manager can satisfy that position again or a new manager can be established through the application process.

- Each association is automatically bonded up to \$10,000.

Additional coverage can be obtained by written request through Win-Labs. Tournament manager is bonded if a board member or appointed by association manager.

No (2) family members or spouses can co-sign on withdrawals.

## **Chapter #2 Membership**

- The PRC being a fully merged association will only process USBC local and national dues through its association. The fee for Dues may not exceed those maximums established by the USBC delegates.
- Our national dues are \$10.00, State dues are \$2.00 and our local dues are \$7.00.
- The league dues will be collected by the league secretary on the first night of league bowling from all bowlers. The

league secretary will turn all information into the association manager who then in-turn will process the sanctioning through the Win-Labs program.

- All league sanctioning must be processed within 30 days after the league begins. Follow rule 102e of the USBC playing rules.
- The Association Manager will be responsible for those deposits of the monies into the bank within 1 week of processing.
- Current fall leagues sanctioning will run from August 1<sup>st</sup> through July 31<sup>st</sup> and will cover summer league bowling.
- Multiple league participation in 2 different associations can occur and the national level will be paid in only one assn. so then the PRC will only collect the local amount.
- Hall of Famers and Life Members will only pay National and State Dues. The PRC will pay the local dues for the current year (2019-2020). This will be reviewable for successive years.

## **Chapter #3 Board of Directors and Officers**

This chapter will explain the board structure, authorities, duties of board members, and topics associated with board eligibility, participation and responsibilities.

- PRC will have up to 20 directors, 4 youth directors and 1 association manager with a president and up to 3 vice Presidents with a sergeant of arms (opt.).
- The PRC will have a set of Directors and Officers of the association, as determined in the association's mandatory bylaws, which will constitute the board of directors.
- All directors will serve a 1, 2, or 3-year staggered term for their position.
- No individual may be elected to more than 1 voting position on the board.
- The board may have additional volunteers that are not appointed to the board.
- Applications must be filled out and submitted to the nominating committee for consideration to the board. All members must be 18 years of age or older.
- There will be (5) Youth Directors and must be 14 yrs. or older to be placed onto the youth committee. This

committee will hold their own meetings, but will bring back to board for approval via spokesperson.

- All directors must be approved by the membership at the annual all members meeting.
- Each director will be given 90-day probation period. After this period is completed the new director will be provided with an association shirt and name tag.
- Any abrupt dismissals or resignations from the board can be filled by the president with board approval. The Appointed director will only be appointed to complete the remainder of the outgoing director.
- All authorities and duties of the board will run in accordance to the USBC Policy Manual Chapter #4.
- The president and vice(s) will be voted on by the board at the organizational meeting of the board. This is the next meeting after the all members meeting. Those positions will be voted on in priority order.
- Association Manager Position will be a hired (employee) of the board. Once employed assoc. manger will be graded by the board and their performance will determine their

future with the board. The assoc. manager is recommended not to be a voting participant on the board.

- The compensation for the assoc. manager will be determined by the board of directors. The current association manager salary is \$4200 a year or \$350 per month.
- If assoc. manager is to resign or get let-go they will be compensated with 1-month payment.
- Each director & officers will be expected to read and sign the Association Leader Commitment form and Leadership Code of Ethics form.
- All files current and past will be held by the assoc. manager and filed as according to the USBC retention policy.
- If board member resigns within 180 days from position, he/she would be responsible for cost of shirt. The shirt, name tag, binder will be turned back in to association manager.
  
- All directors and officers will follow the USBC Policy Manual Chapter #4 and Chapter #3 of the Ops Manual.



The PRC believes in Diversity and supports the USBC standards of this will be an equal opportunity for all in the sport of bowling without regard to race, religion, age, gender, disability or national origin.

- The PRC Travel Policy states that business travels will be reimbursed with board approvals. Mileage will be reimbursed at the current governmental mileage costs, unless different cost is specified. All mileages will also be paid by the account for that function.

- **Email Policy**

Board members should reply to emails (requiring a response) relating to their work with the Peoria River City USBC within two business days from receiving.

Respond within one business day, if possible.

The “reply-all” button should be used when a group email is being used and your reply benefits the entire group.

Using reply-all is also important when discussions are taking place within groups/committee/board. This way everyone involved has access to the same information.

- Do not reply to all when:

Only the original sender needs to know your reply

Your comments will be crucial to know for the original and a few other recipients.

In this case, just hit reply and add the other recipients

Your message is as simple as “thanks” or “yes”.

- Communication involving derogatory or offensive language will be addressed by sergeant of arms and placed in your file by the Assoc. manager **(3rd) issue will be brought to the board for disciplinary action**, up to and including **removal**. Please keep in mind that appropriate language and grammar should always be used including Facebook and all social media.

## **Chapter #4 Meetings**

### **Policy:**

The association will have meetings scheduled by the president. There will be at minimum 6 meetings per year in addition to the All Members' meeting.

### **Purpose:**

To provide a workplace that our directors can discuss the current state of affairs of the bowling sport throughout the PRC market. Directors have the opportunity to work together to resolve any issues that may be present, while also looking for ways to provide future solutions to our members in the Peoria and tri-county areas.

- The board meetings will be held on the third Wednesday of each month (unless changed by the President).
- All meetings will be headed up by the President or VP in the absence of the President.
- No meetings will be held or called with less than (3) directors present.
- Parliamentary procedures (Robert's Rule of Order) shall govern the conduct of board members while conducting business at board meetings.
- All meetings will be recorded by the association manager and placed on file (forever). The AM will provide copies of those meetings to the directors at the following meeting.
- All meetings conducted will follow the USBC structure provided by the USBC Association Policy Chapter #8.

### **Chapter #5: Committees:**

The PRC will use the USBC Association Policy Manual as a guide to develop a set of parameters for each of its committees.

- The PRC has (2) standing mandatory committees: Financial (Audit) and Nominating Committees. Each of these committees will be created by the president and a chairperson for those committees will be chosen by that committee.
- The other (10)
  - Awards Committee
  - Hall of Fame
  - State IBA USBC
  - Lane Inspection
  - Legislative/Strategic Planning
  - Tournaments
  - Ways and Means
  - Yearbook/ Website/ Social Media

- Each year the committees will be chosen by the President. The chairperson maybe chosen to start that committee and asked to mentor a new speaker for that committee. So as to provide training for future leadership role for that director.

### **Financial Committee: Standing Committee**

- The financial committee will consist of a minimum (3) member(s) of the board. This committee will choose its own chairperson.
- The President will be present for the Audit process...

### **Responsibilities:**

- The PRC audit committee will conduct (2) audits of the financial records, reports and banking procedures per year. The audit committee will audit the PRC general fund, USBC transfer account, checkbooks, CD amounts, and tournament account quarterly.
- Along with a final year audit by an outside company or people not on the board with supervision from president or vice-president.

### **Procedures:**

- The committee chairman will organize his/her team request all books, statements and records be gathered and brought to a location where they can be audited for account justifications and accordance to the terms and agreements of the Bonding process within USBC Policy Manual Chapter 3 section I titled **“BONDING”**.
- Bank deposits will be filed with the statements.

- Insure adequate explanation for expenditures on reconciliations.
- Any discrepancies will be reported to the President by the chairperson immediately, **not** to be held for the next meeting.
- These findings will be reported to the board at the next meeting.
- The committee will complete a financial audit report at the annual all members meeting.

### **Nominating Committee: Standing Committee**

- This committee will consist of a chairperson picked by committee and at least (2) board members and at least 2 members not on the board.

### **Responsibilities:**

- The committee will accept and research resumes of new potential members that would like to join our board.
- The committee will be responsible for ensuring the execution of the nomination process, then to the board as well as each position (excluding Association Manager) re-elected for the new positions.
- The committee will perform an interview process of any questions developed by the committee, to be asked of the potential new member. Then brought back to the board to determine if the potential member is a good fit for the association.
- **OPTIONAL:** The committee will also conduct a Director of the Year search for the outstanding work performed by a director throughout the current year. (This work can include, time spent assisting tournament squads, fund raising, assisting other committees, etc). They will then present that director his/her award at the annual all members meeting.

### **Procedures:**

- Committee will collect the resume's and provide their findings and recommendations to the board for approval to be placed on the ballot for the all members meeting to be voted onto the board.
- If the individual is being considered for appointment, by the President, the nominating committee will research the resume and bring back their findings to the board on moving forward throughout the process.
- Any potential candidates will need to submit a resume to the board one month prior to the all members meeting in time for the committee reviewing process.
- Anyone up for re-election, who are on the committee, will not be able to participate in the nomination process
- During nominations portion of the Delegates meeting you must ask twice for nominations from the floor.
  - Are there any nominations from the floor (once)?
  - Are there any nominations from the floor (twice)?
  - If none: from the floor is closed and resume with ballot.
  - If there is some then we must give them 5 minutes to fill out application and present them to the delegation to except their name to the ballot. (2/3rds to add).

### **Awards Committee:**

- The entire board will be responsible handing out awards to our members at the houses and in association dress when possible.
- All awards need to be signed out at the board meetings and that director then becomes responsible for presenting that award (Not the Board).
- **The** Association Manager will provide a report on any new awards or pending issues and resolutions on outstanding awards.
- Awards will be presented by the directors in \*appropriate attire, if Bowling in that league they may wear association

bowling shirt. \* check director's attire in Chapter #4 pg10 for seasonal exception.

### **State IBA Meetings and Workshops**

- Committee made up of (2) members of the board.

### **Inspection Committee:**

- Each center will be inspected before August 1<sup>st</sup> (of the coming year) in accordance to the USBC Policy Manual.
- (Currently on hold by USBC) This committee will run a tape for the association annual tournament before the start of every week of the tournament
- Terms of office for lane inspection committee is 2 years.

### **Legislative Committee:**

- The committee will consist of (4) members all being board members.
- This committee will be responsible for **ALL** legislative changes, governing rules that are brought up to the board for recommendation. These requests will be handled in accordance with the USBC policy manual.
- If the request is a PRC policy/procedure, it must be brought to the PRC board for approval.
- All recommended Bylaw changes must be brought to committee for discussion and determination whether to bring it back to the board for discussion. The committee can deny any request after discussion and send it back to the proposer.
- Once a PRC by-law has been approved by the board it will be taken to the annual delegates meeting for approval. If approved then will go into effect as said time frame.
- The **PRC Operations Manual** will be the responsibility of the Legislative Committee.

### **Strategic Planning Committee:**

- The committee will consist of minimum (4) members.
- This committee is to set goals and plans for the future of the PRC and the Sport of Bowling.
- The committee reports on how the PRC delivers on those visions, missions, and growth of our membership.
- Work on retention of what the PRC already has built.

### **Ways and Means:**

- This committee will consist (2) persons and volunteers welcome.
- Responsibility: Grow revenue for the PRC from raffles, sales tables, 50/50 during tournaments.
- Committee will choose items for tables based on what tournament is running.
- Audits and inventories will be expected as well as report at the end of so-called event.

### **Tournament Committee:**

- This committee will consist of minimum (6) members. The chairperson is the associate manager, who can appoint a tour manager if needed.
- There must 2 persons who can work the tour programs, and 2 persons for brackets, 2-4 score runners and others to work our tournaments.
- Tour Manager is responsible for smaller tournaments (work schedules) to be issued. No more than 4 expected to be there unless you like to be present. Always appreciated.
- Tour Manager will buy pizza (2 larges max) per shift and drinks for workers and turn in receipt to association manager for reimbursement.



- While during State Tours, the board is to be expected to work at least (3) weekends. Assoc Mgr. will keep track on attendance form.

### **Responsibility:**

- The committee will be responsible for setting date, times, scores, posting results, prize list and payouts (30 days of closing event) for the association tournament.
- An assistant tournament manager is an option with committee approval.
- All tournament monies must deposit within **3 Business Days of the closing of each weekend event.**
- TM is responsible for tournament account and checkbook balancing. The TM is also to provide financial statement within 30 days of close of tournament.
- And at the completion of the tournament the designated tour manager will be given a check for \$1.00 per bowler up to \$250.00. Board Approval needed

### **Yearbook/ Website:**

- This committee will be made up of min (4) members.
- Website address: [www. HYPERLINK](http://www.greaterpeoriaba.com/)  
["http://www.greaterpeoriaba.com/"](http://www.greaterpeoriaba.com/) HYPERLINK  
["http://www.greaterpeoriaba.com/"peoria](http://www.greaterpeoriaba.com/) HYPERLINK  
["http://www.greaterpeoriaba.com/"rivercityusbc](http://www.greaterpeoriaba.com/) HYPERLINK  
["http://www.greaterpeoriaba.com/"](http://www.greaterpeoriaba.com/).com
- The website has many of the PRC functions live now and has become a great source of information for our local members and membership throughout our state.
- The yearbook has now been positioned onto the website.
- Other ways of communications will be through our local papers/radio stations, **Facebook, blogs, etc.** All expenditures must be pre-approved by the board.

- Each year an average book (bowler name, average, # of games, bowling center identification) will be created for each house and secretary within the PRC association market. (Start with 50 books)
- Website Manager- Paid \$15.00 per month for services on the web.
- Website will be paid by the Assn. MGR. Procurement card.

## **Chapter # 6 Delegates: National and State**

**These chapter details topics associated with delegates for national convention and are to be used in conjunction with those requirements listed in the by-laws.**

- The PRC may send the appropriate number of delegates and alternates to the National Convention and State Meetings.
- The purpose for sending our delegates is to ensure representation of our local association at the national level convention. The Delegates will return with information that will be used to educate our board and provide the current services to all of our members and strengthen our purpose as a board.
- The board will bring the names to the annual all members meeting of whom they are choosing to send to the national convention.
- Once approved by the members, the Association Manager will set up the travel arrangements for the delegates and the alternates. The arrangements will consist of round-trip travel to the national convention city and the lodging in the convention city. If air travel is not chosen, the association manager shall pay each delegate a mileage allowance equal to

the round-trip mileage from Peoria, IL to the convention city multiplied by the IRS approved mileage rate or the cost of airfare, whichever is less.

- The delegate will receive a per diem for their meal expenses to the (NAT) convention. This expense to the board will be \$50.00 per day for a maximum of 5 days with board approval.
- The board will send 3 directors each year and up to (3) approved delegates to (NAT Conv) chosen at All Members meeting, if not 3 members available, the board will open nominations to board members from the floor, approved by the delegates.
- The # of alternates will be determined by the board and receive a per diem.
- Each delegate/alt. will be responsible for attending at least 4 (Nat) seminars and expected to deliver a report back to the PRC board of directors and at the annual PRC All Members meeting on changes made to the USBC Rules, Specifications' or USBC By-laws.
- Each National By-Law or Policy change that is being proposed will be discussed at the PRC monthly meeting and given a direction in which the delegates are expected to vote.

10. For IBA work-shop we will ask for 12 delegates from the floor during the all members meeting.

## **Chapter #7 Awards**

**Purpose:** The PRC has a set of guidelines to follow with the new procedural changes from USBC governing the awards program. Local associations will have to fund the local awards going forward. USBC will only acknowledge a 1-time Lifetime achievement award for 300-800-900 games shot. Multiple awards will be awarded if the scores are achieved in a Sport League or Open Championship

**Policy:** The PRC will purchase their own awards going forward due to the change in the USBC policy dated 8-1-2014. This process is subject to policy review yearly

- The PRC will establish an awards program that is sustainable and budget conscience
- These awards will be priced out annually and brought to the delegation at the all members meetings so to inform bowlers these costs associated with the awards programs.
- The committee will actively pursue the best cost possible awards and look for ideas from the bowlers.
- The awards committee will report at the board meetings the frequency of awards distribution.
- If more awards need to be purchased it must come to the board first and fit into the budget
- Awards will be distributed by the association manager to the board members to take out to the houses and present to the bowler.
- If bowlers have specialized rings that are sent directly to them than the plaques will be handed out separately.
- If a bowler is no longer part of that league than the award will be mailed to them or delivered at another house, they bowl in.
- End of the season awards will be given to or sent to the bowlers or secretaries of those leagues to hand out. No longer carry year to year awards. End of season end of awards.

- Directors can present awards in shorts if in the summer but please have current PRC shirt on at the time. Otherwise normal dress code.

## **Chapter # 8 Association Tournament**

This chapter details the responsibilities of the board and tournament manager for holding an annual open tournament.

- The PRC has an established tournament manager position, with approval of the Association Manager and accepted by the board of directors.
- The annual open tournament will be handicap and open to all local card-carrying members.
- The tournament will be held for a minimum of (2) weeks at a predetermined location based upon a rotating schedule. No house shall hold the tournament (2) years in a row, unless all locations refuse and board approved.
- The tournament manager will be responsible for development and distribution of the tournament entry blank.
- An association tournament is certified by the USBC Headquarters every year. Additional tournaments must be filed according to the USBC procedures manual.
- The rules for the tournament will be governed by:
  - Article V of the mandatory association by-laws

- USBC Playing Rules book
- USBC Association Policy Manual
  
- The TM is required to submit to Headquarters a prize list or financial statement; however, the PRC is required to hold onto the final results for 1 year.
  
- To participate the member must be a local area bowler and have paid all local dues, is in good standing with the association.
  
- The TM must have payouts within 30 days of the close of the tournament unless Okayed by USBC Headquarters.
  
- The TM will be responsible for depositing all money(s) for the tournament weekly prior to tournament start date. Once tournament has begun deposits will be mandatory within 72 hours of the completion of the last squad of that given weekend.
  
- The TM is bonded under the USBC bylaws but helpers and assistants are **NOT** bonded....

# **Chapter #10 Hall of Fame Committee:**

## **Article 1: Purpose**

The purpose of the Peoria River City USBC Hall of Fame is to honor and recognize those women, men, youth who have contributed to the growth and welfare of the sport of bowling through either their bowling ability and/or their meritorious service to the bowlers of the Peoria area.

## **Article 2: Governance: Committee v/s Selection**

-The committee will be made up of 1 chairperson and 4 board directors.

-**Selection:** Chairperson-2 board members, and 4 outside the board. The chairperson will not vote, unless needed to break a tie.

- **Selection:** process for Board members of the committee will be by appointment of the current Association President and the 4 outside members will be chose by committee. All will serve a two-year term.
- The committee will meet as many times during the year as deemed necessary to ensure that all preparations are met for the next Hall of Fame Dinner and Awards Ceremony.

## **Article 3: Venue Selection:**

- The committee will begin a selection process to determine where the next year's ceremonies will be held and what the menu will consist of. This selection may be reserved for the following year as well.

- Only appointed members of the Committee are eligible to vote.
- Once the site is selected and the menu determined, the Board will announce the selection and menu at the All Members meeting to be held in March.

#### **Article 4: Schedule of Activities:**

- **January** - recap meeting with the HOF committee
- **February** - determine place of next event, menu & cost
- **March** - announce at all members meeting the location & cost
- **April** – select nominees for categories to vote on, hold vote, announce at board meeting and contact inductees
- **June** - Committee determines who inductees will be (brought to the board for approval)
- **November** - any last-minute additions to dinner list, second weekend host the event.
- **December**- follow up with committee on financials from banquet, discuss any issues, then take them to venue manager to correct for following yr.
- **January**- hold follow up meeting if necessary.

#### **Article 5: Break down of obligations:**

- Committee will submit order for rings to board for approval and forwarded to ASN. MGR for payment.



- Committee will order all flowers, program printing, banquet, music, inductee pictures, and any other costs associated with producing the banquet.
- Comp tickets will be issued to respective honorees, board will cover the Comp tickets, but the list of recipients will be approved by the board.