

POLICY AND PROCEDURE OF FINANCE COMMITTEE

POLICY: It shall be the policy of this Committee to act according to the provisions of Section VIII (A)(2) of the Chattanooga Area USBC Association Bylaws.

PROCEDURES:

1. **AUDIT COMMITTEE** - This Committee shall consist of a least 5 members
2. **APPOINTMENTS** - Committee members are appointed by the President of the Association with approval of the Board. The Committee will select it's own chairperson.
3. **TERM OF OFFICE** - Committee appointments are for a period of one year, to coincide with the fiscal year of the Association.
4. **VACANCIES** - The President may appoint replacements to fill vacancies with approval of the board.
5. **PURPOSE** - The purpose of this policy is to protect the Association and the Association Manager by the identification of proper or improper use of monies entrusted to them. Specifically, the Finance Committee shall:
 - a. Verify receipts for the amount and date of deposits.
 - b. Review disbursements through canceled checks and other supporting documentation to determine that all expenditures were proper.
 - c. Verify that all canceled checks bear the signatures of two (2) authorized co-signers.
 - d. Review the checkbook (register) to verify entries made and to reconcile the appropriate bank statements.
 - e. Review the Financial Statement prepared by the Association Manager to ensure it is a true representation of the Association's finances.
 - f. Insure that additional bonding has been applied for at USBC and coverage is in force if more than \$10,000 will be on hand at any time during the year.
 - g. Council with the Association Manager and other committees in any financial matters.
 - h. Check and see if the level of proposed spending is correct.
 - i. Check and see how the budget is different from previous years.
 - j. See if the planned expenditures are appropriate.
 - k. Recommend, if the board or delegates or members move for unbudgeted expenditures, if the expense is justified.
 - l. Adjust the budget if income isn't meeting expenses.
 - m. Prepare a budget to be submitted to the membership at the annual meeting.
6. **TOURNAMENTS:**
 - a. Verify total of tournament entries and account for all monies received for participation in all tournament events.
 - b. Verify total amount received for tournament expenses.
 - c. Make sure a final audit of the tournament records will be conducted within 60 days after the checks have been issued.

7. SPECIAL AUDITS - The Finance Committee shall conduct special audits under the following circumstances:
 - a. When a new President takes office.
 - b. When there is a change in the Association Manager.
 - c. When requested by the President.
 - d. When requested by the Board of Directors.
8. RETENTION:
 - a. Finance Committee shall make sure that bank statements are maintained at the board office for a minimum of three (3) years.
 - b. Shall make sure the canceled checks are filed in numerical sequence, including voided checks, and maintained in the board office for a minimum of three (3) years.

POLICY AND PROCEDURE OF AWARDS COMMITTEE

POLICY: Association awards, approved by the Board, shall be issued to those Association members who satisfy the requirements for the award.

PROCEDURES:

1. **AWARDS COMMITTEE** - This Committee shall consist of at least five (5) members with at least one (1) being appointed from the Youth Committee.
2. **APPOINTMENTS** - Committee members are appointed by the President of the Association with approval of the Board. The Committee will select it's own chairperson.
3. **TERM OF OFFICE** - Committee appointments are for a period of one year, beginning on August 1st and ending on July 31st.
4. **VACANCIES** - The President may appoint replacements to fill vacancies with approval of the Board.
5. **PURPOSE** - The purpose of this procedure is to insure the Association members receive the recognition with an award program that supplements those awards provided by the USBC. Specifically, the Awards Committee shall:
 - a. Recommend amendments to the Awards Program guidelines.
 - b. Prepare a budget on the Awards.
 - c. Keep an inventory on all awards on hand.
 - d. Present awards to league winners at annual awards banquet.

POLICY AND PROCEDURE OF BANQUET COMMITTEE

POLICY: To assist in preparation for the Annual Membership Meeting and Annual Awards Banquet.

PROCEDURES:

1. **BANQUET COMMITTEE** - This Committee shall consist of at least five (5) members.
APPOINTMENTS - Committee members are appointed by the President of the Association with approval of the Board. The Committee will select its own chairperson.
2. **TERM OF OFFICE** - Committee appointments are for a period of one year, beginning on August 1st and ending on July 31st.
3. **VACANCIES** - The President may appoint replacements to fill vacancies with approval of the Board.
4. **PURPOSE** - The purpose of this procedure is to insure the Association members have a place to receive the recognition of awards. Specifically, the Banquet Committee shall:
 - a. Determine Banquet Facility.
 - b. Determine Menu.
 - c. Assist with Membership Meeting

**POLICY AND PROCEDURE
OF
GRIEVANCE, SUSPENSION, AND REINSTATEMENT COMMITTEE**

POLICY: It is the policy of this Association to handle all league complaints.

PROCEDURES:

1. **GRIEVANCE AND REVIEW COMMITTEE** - This Committee shall consist of at least three (3) members.
2. **APPOINTMENTS** - Committee members are appointed by the President of the Association with approval of the Board. The Committee will select it's own chairperson.
3. **TERM OF OFFICE** - Committee appointments are made only when the need arises and ends when the matter has been resolved.
4. **PURPOSE** - The Grievance and Review Committee shall handle disputes and protests that occur when leagues cannot. Specifically, the Grievance and Review Committee shall:
 - a. Make sure league rules and applicable USBC rules are checked to possibly solve the problem.
 - b. Make sure the protest was filed within the time limits allowed.
 - c. Get a copy of the league board meeting minutes and league rules.
 - d. Let all concerned parties attend the meeting and express their views.
 - e. Make rule based decisions by majority vote.
 - f. Notify all concerned parties of the decision and rules on which it is based.
 - g. Report their decision at the next USBC board meeting.
 - h. All suspension and reinstatement issues will be conducted in accordance with the USBC Association Policy Manual

POLICY AND PROCEDURE OF HALL OF FAME

POLICY: There shall be created within this Association, a Hall of Fame.

PROCEDURE:

1. **HALL OF FAME COMMITTEE** - This Committee shall consist of at least three (3) members.
2. **APPOINTMENTS** - Committee members are appointed by the President of the Association with approval of the Board. The Committee will select its own chairperson.
3. **TERM OF APPOINTMENT** - Committee appointments are for a period of one year, beginning on August 1st and ending on July 31st.
4. **VACANCIES** - The President may appoint replacements to fill vacancies with approval of the Board.
5. **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 ten pins. Specifically, the Hall of Fame Committee shall:
 - a. Govern the selections to the Hall of Fame.
 - b. Ensure the Hall of Fame program is publicized throughout the jurisdictional area of this Association.
 - c. Review the Hall of Fame articles and regulations on an annual basis and report changes to the Board of Directors.
 - d. 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 to prove the information pertinent to qualify the candidate for such consideration.
 - e. Submit up to three (3) candidates for board approval.
 - f. Submit candidates to Membership for election into the Hall of Fame at least 60 days prior to award banquet.
 - g. Attend all meetings requested by the committee chairman.

POLICY AND PROCEDURES OF LEGISLATIVE COMMITTEE

POLICY: It shall be the policy of this Committee to assure guidance is provided to the Board and the membership on recommended amendments to the current bylaws.

PROCEDURES:

1. **LEGISLATIVE COMMITTEE** - This Committee shall consist of at least three (3) members as needed.
2. **APPOINTMENTS** - Committee members are appointed by the President of the Association with approval of the Board. The Committee will select it's own chairperson.
3. **TERM OF OFFICE** - Committee appointments are made only when need arises and ends after Annual Membership Meeting.
4. **VACANCIES** - The President may appoint replacements to fill vacancies with approval of the Board.
5. **PURPOSE** - The purpose of this procedure is to insure the Committee oversees the maintenance, use and currency of the bylaws. It also provides a method of evaluating and enacting bylaw submittals for changes to the bylaws. Specifically, the Legislative Committee shall:
 - a. Review the bylaws for deletions, additions and revisions to conform with the current USBC Bylaws.
 - b. Review all proposed amendments, received by the Association, and present their recommendations to the board.
 - c. Make sure proposed amendments are submitted at least 60 days before the annual meeting.
 - d. Distribute proposed amendments to the leagues to communicate to members and for posting in centers at least fifteen (15) days before the annual meeting.
 - e. Present, to the membership at the annual meeting, amendments and board recommendations for adoption or rejection, by the chairperson.

**POLICY AND PROCEDURE
OF
PUBLICITY AND MEMBESHIP COMMITTEE**

POLICY: It shall be the policy of this Committee to promote and improve membership and maintain membership retention by recommending programs to the Board of Directors for possible implementation.

PROCEDURE:

1. **PUBLICITY AND MEMBERSHIP COMMITTEE** - This Committee shall consist of at least five (5) members.
2. **APPOINTMENTS** - Committee members are appointed by the President of the Association with approval of the Board. The Committee will select it's own chairperson.
3. **TERM OF OFFICE** - Committee appointments are for a period of one year, beginning August 1st and ending on July 31st.
4. **VACANCIES** - The President may appoint replacements to fill vacancies with the approval of the Board.
5. **PURPOSE** - The purpose of this policy is to outline the Committee's area of responsibility and provide the necessary identification of local sources of contact. Specifically, the Committee shall:
 - a. Promote and assist any local tournaments within the jurisdiction of this Association.
 - b. Look into bringing future state and/or regional tournaments to Chattanooga.
 - c. Work with proprietors in promoting the sport of bowling and increasing membership.
 - d. Work with and give local media information, such as, awards, Association Tournaments, banquets, charity involvement, scholarships, workshops or other areas that are of interest to the membership and the public.
 - e. Work with local convention and visitors bureau in bringing tournaments to Chattanooga.
 - f. Look for ways and means to provide funds for specific projects.

**POLICY AND PROCEDURE
OF
BVL COMMITTEE**

POLICY: It shall be the policy of this Committee to organize and collect money from league members to support BVL.

PROCEDURE:

1. PUBLICITY AND MEMBERSHIP COMMITTEE - This Committee shall consist of at least five (5) members.
2. APPOINTMENTS - Committee members are appointed by the President of the Association with approval of the Board. The Committee will select it's own chairperson.
3. TERM OF OFFICE - Committee appointments are for a period of one year, beginning August 1st and ending on July 31st.
4. VACANCIES - The President may appoint replacements to fill vacancies with the approval of the Board.
5. PURPOSE - The purpose of this policy is collect and distribute BVL monies.

POLICY AND PROCEDURES OF TOURNAMENT COMMITTEE

POLICY: The association shall conduct three (3) annual championship tournaments (Open, Women, and Youth) It will also conduct tournaments as specified by the Board of Directors.

PROCEDURES:

1. **TOURNAMENT COMMITTEE** - This Committee shall consist of at least five (5) members with one coming from the Youth Committee
2. **APPOINTMENTS** - Committee members are appointed by the President of the Association with approval of the Board. The Committee will select it's own chairperson.
3. **TERM OF OFFICE** - Committee appointments are for a period of one year, beginning on August 1st and ending on July 31st.
4. **VACANCIES** - The President may appoint replacements to fill vacancies with approval of the Board.
5. **PURPOSE** - The purpose of this procedure is to outline the tasks and necessary actions to conduct successful tournaments. Specifically, the Tournament Committee shall:
 - a. Check with proprietor on facilities.
 - b. Recommend amendments to tournament rules.
 - c. Recommend amendments to USBC tournament guidelines.
 - d. Recommend ways, along with the Publicity and Membership Committee, to promote tournaments.
 - e. If necessary, operate and perform the duties of the tournament director.
 - f. Present tournament awards to winners at annual awards banquet.

POLICY AND PROCEDURE OF YEARBOOK COMMITTEE

POLICY: It shall be the policy of this Association to print an annual yearbook of official averages.

PROCEDURES:

1. **YEARBOOK COMMITTEE** - This Committee shall consist of at least five (5) members.
2. **APPOINTMENTS** - Committee members are appointed by the President of the Association with approval of the Board. The Committee will select it's own chairperson.
3. **TERM OF OFFICE** - Committee appointments are for a period of one year, beginning August 1st and ending on July 31st.
4. **VACANCIES** - The President may appoint replacements to fill vacancies with approval of the Board.
5. **PURPOSE** - The Yearbook Committee considers ways and means of publishing the annual yearbook. Specifically, the Yearbook Committee shall:
 - a. Assist in obtaining information to compile the averages of all association members.
 - b. Recommend any changes to the yearbook.
 - c. Establish ways of lowering the cost of the yearbook.
 - d. In addition to averages, the committee will decide the other content with approval of the Board.

POLICY AND PROCEDURE FOR BOARD MEETINGS

- 1. POLICY:** The Association shall hold meetings of the Board of Directors.
- 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. RESPONSIBILITY:** It is the responsibility of the President to preside at all Board meetings, ensuring a definite agenda is followed and the meeting is conducted in an orderly manner. It is the responsibility of Association Manager to notify Board members of meetings and to maintain a permanent record of such meetings. It is the responsibility of each Board member to ensure their active and positive participation at all meetings of this Association.
- 4. PROCEDURES:**
 - a. SCHEDULE OF MEETINGS:**
 - (1) The Board shall hold regular meetings as specified by the President.
 - (2) The Board shall also meet at the call of the President.
 - (3) The President shall also call a meeting of the Board whenever they are requested to do so by not less than three (3) members of the Board.
 - (4) The Association Manager shall give each Board member written notification of such meetings and at least seven (7) days in advance.
 - b. CONDUCT AT MEETINGS:**
 - (1) Parliamentary procedures shall govern the conduct of Board members while conducting business at Board meetings.
 - (2) A majority of assigned Board members shall constitute a quorum to transact business at Board meetings.
 - (3) Voting by mail or proxy (written or oral) shall not be allowed at any meeting of the Board members.
 - (4) The Association President shall preside at all Board meetings ensuring the meeting is conducted in an orderly manner and that parliamentary procedures are followed. In their absence, the 1st Vice President
 - (5) The Association Manager shall record the minutes of the meeting. They shall ensure that such are made a permanent record of the Association and shall ensure copies of such minutes are made available to Board members attending the next monthly meeting.
 - (6) Active and positive participation at all Board meetings is expected of each Board member. Such participation improves team work and morale and helps this Association achieve our goals and/or promotes our objectives.
 - (a) A Board member, who cannot attend a scheduled Board meeting, will notify the Association President 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 under the provisions of Article V(E)(3) of the Local Association By Laws.

**POLICY AND PROCEDURE
FOR
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 their personal conduct and their 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. CONDUCT CODE:** Board members shall:
 1. Present themselves in a professional manner at all times. Read and familiarize themselves with the USBC Playing Rules & Commonly Asked Questions, USBC Bylaws and Association Policy Manual and the policies and procedures manual.
 2. Set the example of good sportsmanship and fair play.
 3. Be courteous, cooperative, and provide prompt and helpful guidance to bowlers, bowling leagues, and bowling center management.
 4. Do not be meddlesome, too demanding, or argumentative.
 5. Not engage in any act or omission that might generate unfavorable comment or discredit upon yourself, this Association, the ABC, or the sport of bowling.
 6. 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 your inability to attend.
 - b. Attend all monthly meetings of this Association or advise the Association Manager of your inability to attend.
 - c. Attend all hearings conducted by the Association when so requested or advise the Association Manager of your inability to attend.
 - B. DRESS CODE:** A Board member shall:
 1. Be issued an Association shirt, an Association jacket, a pocket badge to be used for identification as a Board member of this Association.
 2. Wear an Association shirt while attending league meetings, while working Association Tournaments, while bowling on Association teams, while acting officially at social functions.
 - a. The pocket badge may be worn with the Association shirt or on a blazer.
 - b. 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.
 - c. The Association Blazer is to be worn at the Annual Membership meeting of the CABA and the Council of Delegates meeting of the TSBA. The Blazer can also be worn when attending any meeting or while acting officially at social functions.
 3. Ensure the Association shirt and blazer is neat and clean and is worn only with long trousers or skirt that are clean, presentable, and free of wear and tear.
 4. 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.

**POLICIES
OF THE
CHATTANOOGA AREA BOWLING ASSOCIATION**

1. When a member of the USBC passes away, the family will be sent a token of sympathy.
2. Any Board member who is a TSBA, TWBA, SBA, SBC, YABA Delegate will have one(1)night motel expense reimbursed to them as long as they have a receipt and they attend the Delegate meeting. The amount reimbursed will be the lower of host hotel rate or actual rate paid.
3. The CABA will conduct a league officers work shop each year before the new season starts.
4. The CABA will pay for a full page ad in the program book of the TSBA, TWBA, SBA, and the SBC.
5. The CABA will pay cost of transportation and up to two nights lodging for the delegates USBC convention. The amount reimbursed will be the lower of host hotel rate or actual rate paid.
6. The CABA will have monthly meetings. They will be open to all members. They will be held mostly on the last Sunday of the months with a starting time of 1 PM to 3 PM. The day may vary depending on tournaments and Holiday. The meeting will rotate between centers.
7. The CABA will conduct an annual Association Leaders Training Program for any USBC member who is interested in being on the Board of Directors. Any newly elected Directors must attend this program
8. The CABA will pay the entry fee(s) to all USBC (Open and Women's) City Tournament winners, to the next Tennessee State Tournaments. Event won is event paid. All events winner gets Team, Doubles, Singles, and All Events paid. The Youth bowler of the year will get entry paid to Youth Tournament
9. The CABA will sponsor one or more teams of Board members into the TSBA, TWBA, SBC, SBA and local tournament(s).
10. The CABA will pay the registration fee(s) to any USBC member who wishes to attend the Tennessee State Jamboree.
11. The CABA will pay the lane inspectors, who certify the lanes, from the certification fees paid to the Association from the bowling centers.
12. The CABA will provide any member a yearbook free of charge until supplies last.
13. All CABA board members must bowl in all association tournaments that they qualify for.
14. The CABA will hold the following Tournament.
 - a. Scotch Doubles – 3rd Sunday in October
 - b. Women's Championship – 1st three weekends in November
 - c. Men's Invitational – 1st three weekends in November
 - d. Youth Championship – last weekend in January, 1st in February
 - e. Open Championship – 3rd weekend in March for 3 weekends skipping Easter
 - f. Youth Bowler of the Year – 1st Sunday in May
15. The CABA will hold an Annual Membership Meeting the 2nd Sunday in April at 2pm
16. The CABA will hold an Annual Awards Banquet the 3rd Friday in May at 7pm