



## **CHAPTER 5 – COMMITTEES**

### **I. Mandatory Standing Committees**

- A. In order to accomplish the purpose of the Association, there shall be established mandatory standing committees as stated in the association bylaws.
  - 1. Nominating
  - 2. Finance and Budget
- B. In order to accomplish the purpose of the Association, there shall be established optional standing committees.
  - 1. Audit
  - 2. Legislative/Policy and Procedure
  - 3. Tournaments
  - 4. Ways and Means
  - 5. *Star of Tomorrow Awards*

### **II. Nominating Committee**

- A. It shall be the responsibility of this committee to prepare a list of candidates for all offices and directors to be filled and present the list to the Youth Representatives at the annual meeting, and to ensure that all credentials are in order for the election of Officers and Directors.
- B. Procedure
  - 1. To discharge its duties this committee shall:
    - a. Communicate with all local Association Managers and all State Association Board Members, identifying the offices to be filled at the annual meeting and requesting names of candidates for said offices.
    - b. Organize names by recommended office.
    - c. Prepare a covering letter to be sent to each annual meeting attendee. Forward this letter along with the lists of nominees and their resumes to the Association Manager for duplication and distribution.
    - d. Convene at the annual meeting, prior to the Youth Representatives meeting to develop the final list for presentation to the Youth Representatives.
    - e. Resumes should be retained on file in the Association Manager's office for all directors and officers, so when a candidate is nominated from the floor for a position their qualifications can be checked.
    - f. Resumes for candidates being nominated from the floor must be submitted to the committee chairperson prior to the start of the annual meeting as per the Association bylaws.
- C. Reporting
  - 1. In addition to the completion of the above work, the committee has a responsibility at the annual meeting prior to the actual voting. The committee chairperson shall:
    - a. Present the committees report to the Youth Representatives.
    - b. Ask the current President to yield the Chair and conduct the elections.
- D. Further Considerations
  - 1. Due to the unique nature of this committee and expertise required, certain guidelines are herein stated:
    - a. The committee shall consist of an uneven number of members.
    - b. A majority of those members present at any committee meeting shall constitute a quorum, and allow the committee to make recommendations.



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**III. Budget and Finance Committee**

- A. It shall be the responsibility of this committee to prepare a budget for the next fiscal year. It shall also be the responsibility of this committee to submit recommendations for changes in salaries, expense reimbursement, mileage reimbursement and any other policies that relate to the expenditure of Association funds for personnel.
- B. Procedure
  - 1. To discharge its duties the committee shall:
    - a. Anticipate possible increases in prior budgets that may result from inflation or expanded activity in a budget area.
    - b. Draw upon the Association Manager's reports and experience for adjustments to prior budget amounts.
    - c. Consult with the Tournament Director(s) regarding variations in numbers of entries from the previous year, which result in varying income.
    - d. Make conservative estimates by assuming 80% to 90% of the anticipated revenue will be realized.
    - e. Review existing salaries paid to officers and evaluate them in terms of changes in responsibilities, economic conditions and remuneration of officials in other associations.
    - f. Study reimbursement levels for expenses incurred, taking into consideration the length of time said levels have been in force and changing economic conditions.
    - g. Identify new areas of need for reimbursement of Association expenses.
- C. Reporting
  - 1. The results of this committee's work shall be delivered to the Association Manager in time for distribution at the annual meeting for Board approval.

**IV. Audit Committee**

- A. It shall be the responsibility of this committee to conduct an annual audit of the accounts of the Association Manager as soon after July 31, end of the fiscal year.
- B. Procedure
  - 1. To discharge its duties the committee shall:
    - a. Examine the financial reports of the Association Manager and reconcile them with the account information.
    - b. Reconcile cash statements with bank statements for every month of the period being audited.
    - c. Examine canceled checks and compare them with supporting vouchers and/or invoices.
    - d. Identify the sources and amounts of funds due the Association and verify their deposit through receipts and/or bank statements.
    - e. Conduct the annual audit in the Association Manager's home city, if at all possible.
- C. Reporting
  - 1. Upon completion of the periodic audit, the committee chairperson shall return to the Association Manager all records received from him/her for the audit operation. The chairperson shall then prepare a letter for the Association Manager, with a copy for the President, signed by all committee members, indicating the acceptance or rejection of the Association Manager's reports and operation. Should there be objections that would cause the rejection, they should be detailed in the letter and the committee's position clearly stated.



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**V. Legislative/Policy and Procedure**

- A. It shall be the responsibility of this committee to receive and create, study and evaluate proposals to introduce, amend or delete sections of this Manual and Bylaws and to present these proposals to the Board or Youth Representatives that are to be considered for acceptance or rejection.
- B. Procedure
  - 1. To discharge its duties this committee shall:
    - a. Consolidate those proposals that relate to the same Manual section(s) and obtain agreement with the submitters for the resulting unified proposal.
    - b. Edit proposals to conform to the style of the Manual writing without changing the meaning or intent.
    - c. Review reprinted changes to the Manual, after their approval by the Board or Youth Representatives, to verify that there are no errors. Other than mechanical or typographical errors, no such objections to reprinted changes can be reported unless based upon legislation passed at the previous meeting of the Youth Representatives.
- C. Reporting
  - 1. Upon completion of its analysis, the committee shall proceed according to the following:
    - a. Prepare amendments for publication by showing, the existing section's number and text, the proposed text, the submitters name and Association affiliation, and the reason(s) for the proposal.
    - b. Report the actions of the committee to the Board.
    - c. Present to the Youth Representatives the amendments as published above with each showing the action and recommendation of the Board. The committee chairperson shall make such presentation and conduct that portion of the Youth Representatives meeting relative to voting on the amendments.
- D. Further Considerations
  - 1. Due to the unique nature of this committee and expertise required, certain guidelines are herein stated:
    - a. To provide continuity in operation, the President shall consider naming one or more members of the previous committee to the current one.
    - b. Although a proposal may be edited and/or modified, the original document must be kept as part of the official records of the State Association.
    - c. The committee chairperson shall cooperate with the Association Manager as may be necessary to insure distribution of all proposals to be considered as specified in the bylaws of the Association.



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**VI. Tournaments Committee**

- A. It shall be the responsibility of this committee to receive, along with the Association Manager, all bids to host the annual tournaments (Championships and Pepsi Youth Championships) and thereafter to survey the facilities in the bidding associations and submit an objective and unbiased report thereon. The committee shall also review all policies governing rules, awards and procedures, evaluate the effectiveness of these tournament policies and recommend changes to the program for the forthcoming tournament. In effect, the committee shall review all aspects of the Tournaments and recommend revisions.
- B. Committee Membership
  - 1. The President shall appoint a committee including, but not necessarily limited to, the Tournament Directors, Association Manager, a representative from the area hosting the current events and a representative from the area hosting the next events.
- C. Procedure
  - 1. To discharge its duties this committee shall:
    - a. Request a copy from the Association Manager, of the tournaments rules, awards and policies, and a copy of the formal bids for each tournament.
    - b. Summarize the capacity and facilities of the establishments being considered.
    - c. Investigate the general ambience of the bidding city or area.
    - d. Make a visit *when deemed necessary*, with at least two members of the committee present, to those bowling centers and lodging facilities under consideration, recording all findings.
    - e. Consider the deletion or addition of any awards.
    - f. Review the tournament rules each year to make certain that they are current and in compliance with USBC rules and regulations, or with any changes made by the Board or Youth Representatives.
    - g. Examine entry blanks to confirm the presence of required information for tournament operation.
    - h. Remain aware of the need for simplicity of entry blanks.
    - i. Prepare an expenditure budget and forward it to the Budget and Finance committee chairperson for inclusion in the next seasons' budget.
    - j. Receive proposals for changes in tournament(s) format, rules, etc. and make recommendations thereon.
    - k. Generate within itself any changes deemed necessary for the betterment of the tournament(s).
- D. Reporting
  - 1. The results of the committees work on rules, awards and policies shall be submitted to the Association Manager for presentation to the Board at any meeting for their final approval.
  - 2. The results of the site selection committee work shall be reported to the Association Manager. Thereafter, the report shall be delivered to the Board and the Youth Representatives by either the committee chairperson or the Association Manager.
  - 3. If the results of the committee's analysis indicate that an unfavorable report may be submitted, the committee chairperson shall arrange an immediate meeting with the local Association Manager informing them of the unsatisfactory conditions, the objective being to resolve the identified shortcomings. If no solution can be formed then the chairperson shall inform the local association that a negative report will be given at the forthcoming Youth Representatives meeting.



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**VII. Ways and Means**

- A. It shall be the responsibility of the committee to decide what items are to be sold at the Youth Championship and Pepsi Championship tournaments with the goal of new items to be introduced on a biannual basis.
- B. Procedure -
  - 1. All clothing items to be considered for sale shall adhere to the current USBC Youth apparel guidelines.
  - 2. Items will be purchased in bulk for best pricing
  - 3. Each tournament will have available for purchase one item that is dated and carries the location and/or wording reflecting the appropriate tournament.
- C. Responsibilities of Chairperson
  - 1. Inventory all items
  - 2. Receive and verify all new purchases
  - 3. Store all items
  - 4. Divide and transport all items to each tournament
  - 5. Supply start-up funds to each house
  - 6. Collect proceeds at the end of each weekend
  - 7. Collect all remaining merchandise at the end of each tournament
  - 8. Complete post-tournament inventory and count event sale proceeds
  - 9. Report to President, Board Members and Association Manager the total proceeds from each event
  - 10. Remit funds for deposit to Association Manager for deposit in appropriate account
  - 11. Forward to Association Manager current inventory
  - 12. Schedule Board members to work the Souvenir table for each tournament weekend
  - 13. Supply quantities to order of items in need of replenishment to Association Manager so they may be ordered
  - 14. Keep master list of what items are available for sale at each house or with each District Director, disburse additional items as needed.
  - 15. Collect Proceeds and remaining inventory from each Director, confirm proceeds and verify remaining inventory
  - 16. Package any pre-ordered items in a bag with bowlers name, squad time and amount owed (if any).
- D. State Owned Property
  - 1. Storage Boxes - 7 Roughneck Medium tubs (grey)
  - 2. 3 Rubbermaid 21 gallon tubs
  - 3. 2 Blue money boxes
  - 4. Banner



## **CHAPTER 5 – COMMITTEES**

### **VIII. Star of tomorrow Awards**

- A. It shall be the responsibility of this committee to review, along with the Association Manager, to develop a Star of Tomorrow Awards Program, determine the winners of this award and make recommendations to the board of directors regarding the application form, selection process and all aspects regarding the program.
- B. Committee Membership
  - 1. Relatives, sponsors of, or any individual with intimate knowledge or direct contact with any applicant shall excuse themselves from serving on this committee as not to bias the decision making of the committee.
- C. Procedure
  - 1. To discharge its duties this committee shall:
    - a. Each committee member shall score each of the applicants based on the guidelines established for this award.
    - b. The committee shall then select as a group the recipients of this award.
    - c. Review the procedures, award application, and requirements for this award and make recommendations for changes to the board of directors.
- D. The results of the committee's work shall be forwarded to the Association Manager for presentation to the Board at the next meeting of the board.
  - 1. The presentation of the award to the recipients shall take place at the annual awards luncheon.