

# Policies and Procedures

## 1. Membership

*Ref. Art. I, IGBO Bylaws; Membership Sec. of IGBO Handbook*

### 1.1 Voting Members

- A. Each voting member shall be allowed one individual to represent the member at General Membership meetings. *(05/98)*
- B. No individual shall be restricted by an affiliation with a city, a league, a tournament or any other organization or association to be eligible to act as the representative or alternate of a voting member. *(05/98)*
- C. Each voting member must provide the name of the representative and the alternate representative.
  - 1. A League Member must submit annually, the IGBO League Renewal Form which shall contain the following: *(05/03)*
    - a. The league name;
    - b. The census information for the league;
    - c. The name of the authorized voting representative;
    - d. The name of the alternate representative;
    - e. The names of the league officers; and
    - f. Additional information as deemed necessary by IGBO.
  - 2. A Tournament Member must submit annually, the IGBO Tournament Renewal Form which shall contain the following:
    - a. The tournament name;
    - b. The participation information for the most recently held tournament;
    - c. The name of the authorized voting representative;
    - d. The name of the alternate representative;
    - e. The names of the tournament officers; and
    - f. Additional information as deemed necessary by IGBO. *(05/98)(05/01)*
  - 3. In addition, a Tournament Member must submit the following information to either the Board of Directors or the Tournament Average Database (TAD) Administrator within 30 days of the completion of the tournament:
    - a. A complete list of all participants including: *(11/16)*
      - 1) IGBO-TS ID; if an ID exists.
      - 2) First and last name;
      - 3) Address, city, and state;
      - 4) Day and month of birth (MM/DD);
      - 5) USBC or other organization number, if an organization ID number exists.
      - 6) Scratch total of all games bowled in the tournament, including any scratch roll-off scores (excluding non-standard event scores such as No-Tap); and
      - 7) Number of games bowled, including any scratch roll-off games (excluding non-standard event games such as no-tap).Tournament name;
    - b. Tournament dates;
    - c. Tournament Director(s) and contact information. *(05/01)*
- D. Interim appointments or elections of voting representatives shall be validated by the league's president or secretary, or by the tournament's director(s). *(05/98)*
- E. Any delegation of authority by the league's president or secretary or by the tournament's director(s) shall expire at the end of the IGBO fiscal year. *(05/98)*

### Prospective Voting Member

- A. Certification by USBC is not a requirement for acceptance into IGBO.
- B. The application of a prospective member shall be considered "pending" for a maximum of two (2) consecutive General Membership meetings. The first of the two (2) consecutive General Membership meetings will begin after sufficient time has been allowed for the IGBO Secretary to notify the pending member of the meeting at which its application will be presented for initiation and the pending applicant has sufficient time to arrange to be at said meeting.

- C. A prospective member must have a representative in attendance, unless specifically waived as provided in Article 1.2, IGBO Bylaws, at a General Membership meeting in order to be initiated into membership in IGBO.
- D. Pending members shall receive the following courtesies:
  - 1. A listing in the Directory.
  - 2. Participation in all General Membership meetings.
  - 3. Receipt of certain mailings, excluding;
    - a. The Directory.
    - b. The Financial Records of IGBO.
    - c. Other mailings deemed membership only.

### 1.3 Term of Membership

- A. Voting Members: Membership is effective on the date the membership application is approved at the Annual or Mid-Year General Membership meeting and expires on December 31 of the next calendar year. (05/17)
- B. Associate Members: Membership is effective on the date the membership application is approved at the Annual or Mid-Year General Membership meeting and expires on December 31 of the next calendar year. (05/17)
- C. Individual Members: For the purpose of verification, an Individual member is considered active if he/she is a participant contributing to any League member's normal playing strength as of the date of average verification.
  - 1. For Annual, a bowler is a member if he/she meets the criteria above as of December 31 of the previous year.
  - 2. For Mid-Year, a bowler is a member if he/she meets the criteria above on the final standing sheet of the previous season. Summer and/or current league standing sheets can be used if the aforementioned standing sheets are not applicable. (05/14)

1.4 Any member terminated for non-payment of annual dues may re-apply for new membership.

## 2. IGBO Board of Directors (“the Board”)

*-Ref. Art. II, III.7, IV & VII, IGBO Bylaws*

### 2.1 The Executive Board

- A. IGBO Tournament Account – The Executive Officers of IGBO shall determine the signatories for the account.
- B. Shall discuss and approve the Treasurer's choice of an Entry Coordinator. (05/04)  
*Ref. Sec. 2.2 (D)(1) IGBO P&P*

### 2.2 The Executive Officers

- A. President – Director One (1) *Ref. Art. III.1, IGBO Bylaws*
  - 1. Federation of Gay Games
    - a. Notify in writing the Federation Recording Secretary of the names of the Representative(s) and the Alternate Representative(s) in a timely manner.
      - 1) For the Representative(s) and Alternate Representative(s), within one month of the beginning of IGBO's fiscal year.
      - 2) For any changes of Representative(s) or Alternate(s), within two weeks of the Representative(s) or Alternate(s) appointment (05/03)
    - b. Shall ensure that if the Representative(s) or Alternate(s) cannot attend the meeting, that individual(s) be designated to attend the meeting.
      - 1) Shall notify in writing the Federation of the person(s) who shall be in attendance at the meeting.
      - 2) Notify in writing the individual(s) of IGBO's position relating to items on the agenda.
      - 3) Make sure that the individual(s) who will represent IGBO is aware that they will be speaking and voting on behalf of IGBO and not of themselves. (05/03)

- c. Has the authority to approve up to \$500.00 US of certain expenses for the person(s) attending the meeting(s). Anything over \$500.00 must be approved by a majority of the Executive Board. (05/03)
    - 1) This authority applies to one meeting per year.
    - 2) Should there be more than one meeting per year, the President must request approval from the Executive Board of IGBO prior to the expenditure being made.
    - 3) Notify in writing the individual(s) who will be representing IGBO of the procedure to request reimbursement for the meeting.
    - 4) Reimbursement shall be for the cost of airline fare, incidentals relating to the business at hand, which includes photocopies, phone calls, postage, etc.
    - 5) The President must approve all expense reimbursement requests prior to the request being submitted to the Treasurer for reimbursement.
  - d. Conduct an annual review of the continuing value to IGBO of remaining a member of the Federation of Gay Games.
    - 1) The review shall take place prior to the Mid-Year meeting of the Board.
    - 2) Shall notify the representatives at the Annual meeting either in writing or verbally at the Mid-Year General Membership meeting.
    - 3) Will request a vote be taken on continuation of Membership in the Federation and payment of any associated dues during the Mid-Year General Membership meeting.
      - a) A simple majority of the voting representatives in attendance at the meeting shall be required to approve continuation of membership.
- B. Vice President – Director Two (2) *Ref. Art.III.2, IGBO Bylaws*
- C. Secretary – Director Three (3) *Ref. Art. III.3, IGBO Bylaws*
- 1. The Secretary must verify the following before allowing a voting member to vote at an IGBO General Membership meeting:
    - a. That the voting member has paid all applicable fees. (05/98)
  - 2. Upon approval of an application for membership, the Secretary shall: (05/03)
    - a. Send a “Welcome” letter signed by the IGBO President to the applicant along with a courtesy copy to the Region Director.
    - b. Send the following to the applicant:
      - 1) A packet of IGBO Brochures that contain the Region Director’s name, address and phone number.
      - 2) An IGBO Handbook.
      - 3) Whatever promotional items IGBO has on hand at that time, such as a key chain, pen, pin, etc.
      - 4) Any advertising that we have at that time. (05/98)
      - 5) Access to an entry form for the next IGBO Tournament. (05/17)
  - 3. The Secretary shall be charged with, but not limited to, the performance or to oversee the performance of the following duties:
    - a. Maintenance of the most current information concerning the Membership in an approved database.
    - b. Preparation and distribution of updates, on a regular basis, of the information contained within the databases (i.e., Directory updates to members).
    - c. Maintenance and update of the IGBO Handbook on a regular basis, at least twice per year. (05/03)
    - d. Keeping an accurate record of the minutes of all General Membership and Board meetings. Copies of these minutes must be submitted to the Board within 60 days of the meeting or at the end of the term of office, whichever comes first.
    - e. Preparation and distribution, no less than thirty (30) days prior to any General Membership meeting, a package which shall contain information about the meeting. Specifically excluded from this package shall be any proposed bids to host future meetings. This information shall include but not be limited to:
      - 1) An agenda of the upcoming General Membership meeting.
      - 2) Copies of the minutes of the previous General Membership & Board meetings.
      - 3) Proposals for discussion or ratification at the General Membership meeting.
    - f. Preparation and distribution to each Associate member a valid current IGBO Membership card.

- g. Supply upon request, mailing labels for any class of membership to any member of the organization. Distribution of the mailing list to parties outside the organization must be approved by the Board prior to distribution.
  - h. Maintenance of correspondence files for the organization.
  - i. Serve as a member of the Contracts Committee.
  - j. Appoint and supervise the Recording Secretary, with the approval of the remaining Executive Directors.
  - k. Other duties as assigned by the President.
- D. Treasurer – Director Four (4) *Ref. Art. III.4, IGBO Bylaws; Sec 3.2 & Sec 4, IGBO P&P.*
- 1. IGBO Treasurer:
    - a. Shall approve the Host City committee choice for Entry Coordinator and present to the full Board for approval at the next Board meeting following site selection.
    - b. The Treasurer shall be responsible to the Board for the actions of the Entry Coordinator and as such shall notify the Entry Coordinator in writing of those duties that the Treasurer is delegating to that position above and beyond the responsibilities listed under the Entry Coordinator position in these Policies & Procedures.
    - c. The Treasurer shall notify the Tournament Account Committee and the Entry Coordinator in writing of the extent of the Entry Coordinator’s involvement with the Tournament that is above and beyond the duties of the Entry Coordinator.
    - d. This appointment can be revoked by the IGBO Treasurer, with consent of a majority of the Executive Board, without notice.
  - 2. Responsibilities pertinent to the IGBO Tournaments:
    - a. Prepare checks to the extent budgeted for in the Bid, based on the entry fee for:
      - 1) IGBO liabilities in regard to the tournament, i.e., lane fees, banquet expenses, etc.
      - 2) The Host Tournament Committee expenses.
    - b. Ensure that the final results of the tournament are obtained after the tournament is completed by the Host City.
    - c. Prepare the prize checks for the tournament winners and shall issue said checks within 30 days of the completion of the tournament unless a protest is filed with USBC.
    - d. Shall reconcile the tournament account with the Host City during the Tournament.
    - e. Shall notify the Entry Coordinator at least 40 days prior to the tournament and meeting if the Entry Coordinator is to be at that tournament and meeting for purposes of reconciling the Account.
    - f. Shall immediately notify the board of any situation, concerns, problems, etc. arising or discovered by the Entry Coordinator relating to the tournament.

### 2.3 The Board

- A. Changes to Policies & Procedures *Ref Art VI.10, IGBO Bylaws; Sec 7, IGBO P&P*
- B. IGBO Account – In the absence of an authorized signatory, a majority of the Board may approve one of the other Directors as a temporary signatory. If not revoked or replaced, this appointment will expire within 90 days of written appointment.
- C. Shall submit to the Bylaws Committee all correspondence not of a confidential nature, for their review for possible new P&P and/or Bylaws

#### Region Directors

*Ref. Art. III.5, III.6 & IV.3, IGBO Bylaws*

- A. Shall represent the following regions:
  - 1. Director Five (5) – North America Heartland: Indiana; Kentucky; Michigan; Ohio; Ontario, Quebec; and the Eastern Provinces of Canada.
  - 2. Director Six (6) – Pacific Northwest: Alaska; Idaho; Montana; Oregon; Washington; Wyoming; Alberta; British Columbia; Manitoba; Saskatchewan and the Northern Territories of Canada.
  - 3. Director Seven (7) – Northeast: Connecticut; Delaware; Maine; Massachusetts; New Hampshire; New Jersey; New York; Pennsylvania; Rhode Island, Vermont, and Europe. (05/17)
  - 4. Director Eight (8) – Southern: Alabama; Florida; Georgia; Mississippi; North Carolina and South Carolina.
  - 5. Director Nine (9) – Southwest / Pacific Nations: California; Hawaii; New Zealand and Australia.

6. Director Ten (10) – South Plains: Arkansas; Louisiana; Oklahoma and Texas.
7. Director Eleven (11) – Upper Mississippi Valley: Illinois; Iowa; Kansas; Minnesota; Missouri; Nebraska; North Dakota; South Dakota and Wisconsin.
8. Director Twelve (12) – Mid-Atlantic: District of Columbia; Maryland; Tennessee; Virginia and West Virginia.
9. Director Thirteen (13)-Rocky Mountain; Arizona; Colorado; Nevada; New Mexico and Utah. (5/11)

**B. Duties of the Regional Directors**

1. Must maintain regular contact with the IGBO representatives of League and Tournament Members, the league presidents and/or secretaries, the Associate and Lifetime Associate Members, and the Tournament Directors of the region. This includes, but is not limited to supplying all appropriate written material and information as defined in these Policies & Procedures. (05/98)
2. At least twice a year, shall submit updates on the Region, including minutes of any Regional meetings held, to be held, what is going on in IGBO based on the meetings of the Board, communications from the Board, and a brief comparison of the Bids received for the Annual or Mid-Year tournament site, etc. (05/17)
3. Inform the members of the region, as defined in Sec. 2.4 (B)(1) of the IGBO Policies & Procedures, of new members, potential new members, contacts for potential new members if in an area in which there exists a league or tournament, etc. (05/98)
4. Keep an ear open for hints of new leagues or tournaments forming, leagues or tournaments in the region that are not IGBO members currently, in order to send information to these leagues or tournaments about IGBO and give them a contact name for more information. (05/98)
5. Hold Regional meetings at different tournaments in the region.
  - a. Notify the IGBO members, as defined in Sec. 2.4 (B)(1) of the IGBO Policies & Procedures, of the meeting such as time, place and date. (05/98)
  - b. Request assistance from the tournament committee to make arrangements for the meeting.
  - c. Prepare an agenda for the meeting if possible.
  - d. Appoint a competent and non-biased recording secretary to take minutes of the meeting.
  - e. Prepare a final version of the minutes for distribution to the Board and to representatives of the region, as defined in Sec. 2.4 (B) (1) of the IGBO Policies & Procedures. (11/09)
6. Board Meetings
  - a. Attend the meetings of the Board.
  - b. Assist the executive officers when requested.
  - c. Present a written report on the Regional meetings (05/17)
  - d. Take notes for dissemination to the members of the region, as defined in Sec. 2.4 (B) (1) of the IGBO Policies & Procedures. (05/98)
7. Regional Caucuses
  - a. Discuss the Board meeting held that week briefly. Point out hot topics on the Agenda.
  - b. Field questions by the regional members in attendance.
  - c. Appoint a spokesperson to speak for the Region if there are topics pertinent to the Region, or concerns that are present in the Region.
8. Shall make every reasonable effort to attend IGBO-related functions.
9. Upon receipt of notification of an application for membership, shall send an Introductory and Welcome letter to the new applicant.
10. Must facilitate IGBO League and Tournament renewals. (05/17)
11. Must confirm receipt of membership dues from each IGBO League and Tournament member. Payments received by the Regional Director, must be forwarded to the Treasurer, with a copy to the Secretary, within 14 days of receipt. (05/17)

2.5 Director-at-Large, if Necessary

*Ref. Art III.6 & IV.2, IGBO Bylaws*

**3. Appointees**

3.1 **Recording Secretary**

*Ref. Art III.3.B, IGBO Bylaws*

3.2 **Entry Coordinator**

*Ref. Art. III.4, IGBO Bylaws; Sec. 2.2.D IGBO P&P*

- A. The Entry Coordinator for each host city shall be approved by the Board and assume office prior to entry forms being printed. (05/04)

- B. Upon receipt of written notification of appointment, the Entry Coordinator shall open a post office box and a checking account, if said checking account is authorized by the Executive Board, at a financial institution approved by the Executive Board, in the name of IGBO in his or her home city. For the checking account, statements shall be sent directly to the Treasurer.
- C. The Entry Coordinator shall notify the Host City for the Mid-Year General Membership meeting and Tournament and the Board on or before the first day of February of the address to which the Mid-Year Tournament entries will be mailed in order that the Tournament Entry form will contain the correct IGBO Tournament address.
- D. The Entry Coordinator shall
  - 1. Verify that the amount of the check(s) submitted with the tournament entry match the amount due for that entry.
  - 2. Copy the tournament entry and the check(s) received.
  - 3. Submit the original entry form and copy of the check(s) to the Tournament Committee.
  - 4. Retain a copy of the entry for audit purposes.
  - 5. Maintain a confidential database of tournament participants by tournament. Said database shall contain any and all information determined to be of use to IGBO and the Tournament Committee. Such data shall not be limited to but should include:
    - a. The gender of the individual.
    - b. The status of the individual, i.e., Representative, Alternate Representative, Associate, etc.
  - 6. The Entry Coordinator shall provide listings to the following:
    - a. The Secretary – The names of the Representatives, Alternate Representatives Associates, etc. who will be in attendance at the General membership meeting.
    - b. The Tournament Committee – A listing of all for whom money was received.
    - c. The IGBO Treasurer – A listing of all individuals who submitted applications and fund in order that the Treasurer can reconcile the checking account.
    - d. Additional listings as directed by the Treasurer upon authorization of the President.
  - 7. Deposit all checks into the IGBO Tournament account within 48 hours of receipt of the entry.
  - 8. On a weekly basis, prepare and submit to the Treasurer, an accounting of the deposits to the checking account, and if authorized, a listing of the checks issued and sent to the Treasurer for signing.
  - 9. Advise the Treasurer of any and all situations and problems encountered or discovered upon occurrence.
  - 10. Be responsible for the maintenance of any databases or documentation upon completion of the appointment.
  - 11. Be present and prepared to reconcile the Tournament Account if directed by the Treasurer.

**Representative(s) and Alternate Representative(s) to the Federation of Gay Games** (05/03)  
*Ref. Sec. 2.2 (A) (1), IGBO P&P*

- A. This appointment shall run from July 1 to June 30 of the following year.
- B. As the official representative of IGBO, the vote that is cast and any statements made will be on behalf of IGBO. As such, the Preamble to the IGBO Bylaws must always be kept in mind.
- C. Must determine how the President would cast a vote on IGBO's behalf on items being discussed at the meeting by:
  - 1. Receiving the written instructions from the IGBO President, relative to the agenda items should an agenda be received prior to the meeting.
  - 2. Contacting the IGBO President two weeks in advance of the meeting should no written instructions on how to cast IGBO's vote be received prior to that time.
- D. Should no agenda be received, or the President cannot be contacted, vote your conscience providing that you adhere to the goals of IGBO as is contained in the Preamble to the IGBO Bylaws.
- E. A "yes" vote cannot be cast on any matter at hand if the matter at hand is contrary to the goals of IGBO as contained in the Preamble to the IGBO Bylaws.
- F. For reimbursement of expenses, the President will provide the information regarding the procedures necessary to obtain reimbursement. All expenses must be submitted to the President for approval before they will be reimbursed.

- G. Must submit a written report to the President within 30 days after the meeting has occurred. Said report must include details about the meeting and must include all materials received.

3.4 **Archivist**

*Ref. Art III.1, IGBO Bylaws*

- A. This appointment shall run from July 1 to June 30 of the following year.
- B. Shall be responsible for maintaining:
  - 1. Hard copy of all minutes, General Ledgers, Tax Returns and pertinent financial information or records, to remain in compliance with non-profit regulations.
  - 2. Newsletters
  - 3. Historical awards and memorabilia
  - 4. Any other items as stated by the Board.
  - 5. Non-pertinent records may be scanned and stored electronically.
- C. Shall be responsible for submitting a proposed annual budget to the Treasurer.
- D. Shall be responsible for cataloging entire inventory of the archives.
- E. Storage facilities shall be approved by the President.
- F. All requests for archived material must be approved by the President. *(05/04)*

3.5 **Parliamentarian**

*Ref. Art. III.1, IGBO Bylaws*

- A. This appointment shall be for one General Membership meeting.
- B. Shall be responsible for the orderly conduct of business during the General Membership meeting.
- C. Shall be knowledgeable in the Bylaws and the P&P of IGBO along with generally accepted and practiced rules of parliamentary procedure.
- D. Shall monitor all time restrictions imposed by the Bylaws and the P&P of IGBO.

4. **Finances**

- 4.1 **The fiscal year** for IGBO and all members of IGBO shall be from July 1 through June 30 of the following year.

4.2 **Checking Accounts**

- A. IGBO Account
  - 1. A checking account shall be established in the name of IGBO at a bank acceptable to the IGBO Treasurer.
  - 2. The authorized signers of the checks will be two of the Executive Officers of IGBO.
- B. IGBO Tournament Account *Ref. Art. III.9 (G), IGBO Bylaws*
  - 1. A checking account for use by the Tournament Entry Coordinator for the IGBO Tournaments shall be established in the name of IGBO at a bank acceptable to the IGBO Tournament Treasurer.
  - 2. The authorized signers of the checks shall be any two of the authorized signatories.
- C. IGBO Quilt Account
  - 1. A checking account for use by the IGBO Quilt Committee.
  - 2. The authorized signer of the checks shall be the President or the Treasurer of IGBO along with one of the two authorized signatories of the local committee.
- D. IGBO On-line Banking Access: The President and Treasurer are the sole subscribers to secure on-line banking software for IGBO's accounts.

#### 4.3 Membership

*Ref. Art. I, IGBO Bylaws; Section I, IGBO P&P*

A. The annual membership dues schedule effective 07/01/04 is:

1. League membership dues shall be based on league playing strength.

<u>League Playing Strength</u>	<u>Dues</u>	
1 through 25	\$ 50 US	
26 through 50	\$ 75 US	
51 through 100	\$100 US	
101 through 150	\$125 US	
151 through 200	\$150 US	
201 through 250	\$175 US	
251 and greater	\$200 US	(05/04)

2. Tournament membership dues shall be based on:

- A basic membership dues payment of \$50 US; and
- A \$0.75 US per bowling participant submission to be calculated and submitted after completion of the Tournament Member's event.

3. Associate membership dues shall be \$25 US. (05/03)

4. Lifetime Associate Members shall be exempt from payment of dues.

*Ref. Section 8.2 (A), IGBO P&P*

5. Organization membership dues shall be \$250 US. (05/04)

B. Membership dues must be paid on or before December 31, except for the \$0.75 US per bowling participant submission for Tournament Members described in Sec. 2 (b) above. The \$0.75 US per bowling participant dues must be calculated and submitted by the Tournament Member within 30 days after the conclusion of its tournament event.

*Ref. Art I.7, IGBO Bylaws*

*Ref. Art. 2.4.B (11) IGBO P&P (05/98) (05/02)*

C. The December 31 deadline can be extended at the discretion of the Board.

D. Failure to pay the membership dues by the December 31 deadline shall be cause for termination of membership. Failure of a Tournament Member to submit its tournament results to TAD and/or pay the \$0.75 US per participant fee within 30 days after the conclusion of its tournament event shall be cause for termination of membership. (05/17)

- All members required to pay dues in arrears after the deadline will be notified in writing by the IGBO Treasurer and given a final deadline for submitting payment.
- Failure to meet the extended deadline will result in immediate termination of membership.
- All members, excluding Individual members, being terminated will be notified in writing by the IGBO President.
- Termination of membership will result in the loss of all privileges of membership as described in Article I.4, IGBO Bylaws.
- It is understood that IGBO is an inclusive organization and termination is a measure of last resort.

#### 4.4 IGBO Fees

A. The IGBO Bowler Fee for the Annual and Mid-Year Tournament shall be \$10.00 US per bowler. (11/14)

B. A Returned Check Fee of \$35.00 US shall be charged to the individual, business, etc. that submits a check to IGBO that turns out to be uncollectible, if appropriate.

#### 4.5 Funds

A. There shall be an IGBO Quilt Account Fund. (This is for making the Quilt Panels)

*Ref. Sec. 4.2 (C), IGBO P&P*

B. There shall be a separate IGBO Quilt Preservation Fund. (This is for maintenance and storage of the Quilt Panels).

4.6 **Forfeiture of Dues:** Dues of prospective members will be forfeited when they have not been initiated into IGBO after two (2) consecutive General Membership meetings.



#### 4.7 Fixed Expenses

- A. The cost of the permanent IGBO Fellowship Awards along with the engraving of the name(s) on the Traveling Trophy. *Ref. Sec. 8.1 (F)(1), IGBO P&P*
- B. The cost of the Permanent Tom Hack Award(s) along with the engraving of the name(s) on the permanent plaque will be paid for by IGBO.
- C. The cost of an ASL interpreter for the General Membership meeting if no one will donate their time to provide this service.

#### 4.8 Funding of IGBO

- A. Membership excluding membership dues and fees.
- B. Tournament donations excluding membership dues and non-member participation fee submissions. *(05/98)*
- C. Corporate Sponsorship
- D. Corporate Contracts
- E. In-Kind Donations

#### 4.9 Reimbursement

- A. Authorization not Required – Reasonable and Customary
  - 1. The degree to which expense reimbursement is authorized varies depending on the duties mandated by the position held and whether it is reasonable and customary in the performance of the duties.
    - a. Executive Office, e.g., President, Vice President, Secretary and Treasurer. These positions have a higher degree of responsibility than the other positions described. They also have:
      - 1) Discretionary spending powers.
      - 2) Authority to authorize expense reimbursement.
    - b. Region Directors have specific expenses that may be reimbursed. Region Directors do not have:
      - 1) Discretionary spending powers.
      - 2) Authority to authorize expenses reimbursement.
    - c. Members of committees or individuals assigned specific tasks will be notified of the specific instructions for the expense reimbursement by the President directly, or through the Chair of the committee who received the instructions from the President.
  - 2. Reasonable and customary expenses with will be reimbursed (Total allowed is whatever current year's budget allows per Region)
    - a. For travel related expenses to their own Regional Tournaments.
    - b. Copying costs.
    - c. Mailing costs *(05/11)*
- B. Authorization Required (NOTE: When in doubt about reimbursement, contact the President, who will determine if the expense should be authorized).
  - 1. Authorization is required before a task or project is begun:
    - a. If the expenses are above and beyond what is reasonable and customary in the performance of the duties or task assigned.
    - b. By all non-Board or committee members who have a task or project that is not assigned.
  - 2. Authorization will be determined based on the following:
    - a. A description of the project or task for which authorization is requested.
    - b. A cost estimate for the project must be obtained which must include but is not limited to:
      - 1) Copying costs
      - 2) Mailing costs
      - 3) Other costs that will be incurred in producing the final product.
    - c. Submit the proposed cost estimate to the President who will:
      - 1) Review the request and determine if it is necessary.
      - 2) Contact the Treasurer to:
        - a) Make sure there are monies available for the project.

- b) Insure that this expenditure will not interfere with the normal spending IGBO is bound to spend.
- 3) Send written approval or denial letters to:
  - a) The Treasurer.
  - b) The individual making the request.
  - c) The other members of the Board.
  - d) The Audit Committee

C. For Reimbursement

- 1. A completed Expense Reimbursement Form must be submitted to the Treasurer.
- 2. Documentary evidence must be submitted with the Expenses Reimbursement Form. This does not include the postage costs for mailing a mail piece for the normal rate of postage. Anything above a normal cost must be documented.
- 3. It is recommended that Expense Reimbursement Forms be submitted at least every three months.
- 4. The president shall be responsible to approve Expense Remittance Forms submitted by Executive Members for reimbursement; the Treasurer shall be responsible to approve all other Expense Remittance Forms submitted for reimbursement. Such approval shall be by written approval on the face of the Expense Remittance Form.

*Ref. Article III.4(A) IGBO Bylaws (05/07)*

**5. Elections and Voting**

*Ref. Art. IV & VI, IGBO Bylaws*

- 5.1 Candidates for an Executive Office and the Director-at-Large (when required) are to be given a maximum of three minutes to address the membership prior to voting. Following the presentations by all candidates for an office, a total of no more than ten minutes will be allocated for questions and answers of the candidates. Each candidate for office may prepare a single 8 ½ by 11 handout detailing his or her qualifications, experience, reasons for running, etc. to be handed out prior to the start of the General Membership meeting.
- 5.2 The representative of a voting member may designate a proxy to vote at a General Membership meeting. In order for the proxy to be allowed to vote:
  - A. The representative must complete the Proxy Designation Form.
  - B. This form must be turned into the Secretary, prior to the meeting, by the person who will be representing the voting member at that meeting. *(05/98)*
  - C. The person designated as a proxy cannot be a proxy for more than three (3) voting members, including the voting member he or she represents. *(05/98)*
  - D. The proxy authorization shall expire five (5) days after the meeting for which the authorization was issued.

5.3 Bids for the Tournament Site

*Ref. Art. VI.5, IGBO Bylaws*

**6. Tournaments, Bids, Rules and the Host Committee**

**6.1 Tournament Bids, General Information**

- A. Bid applications for the IGBO tournaments will be reviewed and approved in advance by the Bid Standards Committee and the Board. The Board shall present all acceptable bid applications to the Membership. The host for a tournament will be the bid application receiving the majority vote, including absentee votes as provided in the Bylaws, of the voting membership present (once a quorum has been established). *(05/98)*
- B. Any IGBO member desiring to present a bid application (which will be made available upon request) to the Membership must submit:
  - 1. To the board and the Bid Standards Committee:
    - a. Letter of Intent – indicating that they wish to present a bid.
    - b. Preliminary Bid Application – a completed bid application form providing all the required information as requested in the application.
    - c. Pre Formal bid Application – a revised bid application with any required changes as a result of any comments received the Bid Standards Committee.

2. Formal Bid Application – the formal bid application package shall be sent to the Board, the bid Standards Committee and all IGBO representatives prior to making a formal presentation to the Membership at the General Membership meeting where the formal bid application is to be voted upon.
- C. The bid application form shall be completed as instructed, filling in the information as requested on the form and attaching any of the required addenda and contracts.
- D. Within 30 days of receipt of the preliminary and pre formal bid application, the Board, through the Bid Standards Committee, shall notify the representative(s) of the Bid Committee of suggested revisions/deletions to the bid application received.
- E. The Tournament Committee selected to host an IGBO tournament shall sign a formal contract with IGBO agreeing to serve as its official agent for the event and to abide by all IGBO and USBC regulations regarding the event.

**6.2 Tournament Bids, Annual Tournament – Specifics.**

- A. The bid application to host the Annual IGBO Tournament shall be approved at the Annual General Membership meeting two (2) years in advance.
- B. Prior to the Annual General Membership meeting at which the Bid Application will be presented, the following must be postmarked on or before:
  1. Letter of Intent – November 15
  2. Preliminary Bid Application– January 5
  3. Pre Formal Bid Application – March 5
  4. Formal Bid Application – April 15 (05/14)

**6.3 Tournament Bids, Annual Tournament – Specifics.**

- A. The bid application to host the Mid-Year IGBO Tournament shall be approved at the Mid-Year General Membership meeting two (2) years in advance. (05/00)
- B. Prior to the Mid-Year General Membership meeting at which the bid application will be presented, the following must be postmarked on or before:
  1. Letter of Intent – May 31
  2. Preliminary Bid Application – July 3
  3. Pre Formal Bid Application – September 4
  4. Formal Bid Application – October 4 (05/14)
- C. As one of the events of the Mid-Year tournament, the host must include the IGBABE fundraiser. (05/94)

**6.4 Tournaments, General Information**

- A. Cash awards, per division, for optional scratch singles shall come from the optional moneys charged for this event. Each Tournament Committee shall establish the amount and distribution of said prize fund per division, and 100% if the monies paid per division shall be returned as cash awards to the winners in each division.
- B. Each IGBO Tournament Committee may, at its option include sidepots, brackets or other special competitions during the regular tournament events. One hundred percent (100%) of all monies collected for prize fund shall be returned to the bowlers immediately after the end of each special competition when a winner has been determined. [Note: Host tournament committees may elect to take a small percentage of monies collected for fundraising purposes: This is acceptable as long as it is posted at time of collecting monies, and bowlers are aware of the donation]. (11/09)
- C. Scratch Masters and Optional Scratch entry fees must be paid before the end of official registration and before the participant bowls his or her first ball.
- D. The Tournament Committee shall verify membership in IGBO. Non-members can participate in the tournament providing they fall under Moral Support Certification; otherwise they must submit an Associate Membership application and pay the appropriate fee prior to the General Membership Meeting. *Ref. Section 4.2.(B), IGBO P&P*

E. Banquet

1. Advertising on the banquet tables shall be allowed at the discretion of the Host Tournament Committee. Permission from the Host Tournament Committee must be obtained prior to placement of any advertising on the tables.
2. The President shall notify the Host City of the number of reserved tables needed for IGBO's use along with the number of persons per table.
3. There shall be a table(s) reserved for those individuals and their guest(s) with a hearing or vision impairment along with a seat(s) for the signer(s) and their guest(s). The number of seats needed to accommodate this group shall be determined by the entry forms and the Deaf and Disabled Bowlers Advisory.

F. The entry fee must cover the expenses of the guaranteed prize fund, lineage, IGBO donation and 80% of the banquet costs. The breakdown of fees must be shown on the entry form. (04/05)

G. Tournaments will be required to carry a dishonesty bond for the signers of their bank accounts. IGBO will purchase these bonds. (04/05)

6.5 **Tournament Rules**

A. IGBO Annual Tournament Rules – See Addendum A to Section VI of these P&P.

B. IGBO Mid-Year Tournament Rules – See Addendum B to Section VI of these P&P.

C. Duck pin, five pin, rubber band or candlepin averages cannot be used.

D. Averages from "Sports Condition" leagues (as defined by USBC) cannot be used. (05/03)

E. All additional tournament rules as deemed necessary by the Tournament Committee, which meet USBC standards, and have been approved by the Board.

*Ref. Art. III.9 (D), IGBO Bylaws; Sec. 7.2 (C), IGBO P&P*

F. All entering averages must be verifiable online using electronic league standings, or USBC, CTF or other national organization website. If electronic verification is unavailable, bowlers will provide current league standing sheets signed by their league president(s) or secretary(s). (05/17)

G. Average Adjustment – The average of any bowler may be adjusted by the IGBO Rules Committee. All bowlers affected by the adjustments must be notified of the adjustments prior to the first ball being thrown in any event. *Ref. Art. III.9 (F) IGBO Bylaws; Sec. 7.2 (F), IGBO P&P(11/09)*

6.6 **Tournament, Host Committee**

A. IGBO Liaison

1. Information you will receive pertinent to your position as Liaison:
  - a. Complete copy of the packet received by the Representatives.
  - b. Complete agenda of the Board meetings along with location.
  - c. Copies of all letters relevant to your duties described herein.
  - d. You will be notified of when to check with the Board if you are not on a pager to determine if something is needed.
2. Emergency Services – Names and Phone Numbers
  - a. Medical
  - b. Legal
  - c. Police
  - d. Fire
  - e. Ambulances
  - f. AIDS specific services
  - g. Others as deemed necessary.
3. Provide information as needed in the following areas
  - a. Drinking age
  - b. Driving under the influence
  - c. Seat belt usage
  - d. Traffic citations
  - e. Others as deemed necessary
4. Obtain and/or provide the following:
  - a. Staplers
  - b. Calculator

- c. Three hole punch
  - d. Note pads and pens
  - e. Nearest photocopy center and cost
  - f. Nearest FAX machine and cost
  - g. Facial tissue for the Quilt viewing
  - h. (Check with the host hotel(s) to determine if they will loan/give us any of these items during the tournament stay).
5. Quilt Viewing
- a. The Quilt Committee Chair Person will notify you of any/all arrangements made regarding the receipt and disposition of the IGBO Quilt Panels and the timing of visitation, etc. (04/05)
  - b. Room Set Up
  - c. Adequate room will be arranged for by the Host City in conjunction with the IGBO President.
  - d. Panels are to be arranged singly or in cluster of four (4) panels together with a four (4) foot walkway between the panels.
  - e. Responsible for the setup of the room and as such must know the location of the panels before and where to store them after the visitation.
  - f. Panels must be folded, boxed and moved to the storage area immediately after the visitation.
6. Availability
- a. Each morning, you will meet with the IGBO President.
  - b. Regular check-ins during the Board and General Membership meetings.
7. Additional Assignments
- a. Pickup and delivery
  - b. Copy assignments if necessary
  - c. Message delivery to the Board, etc.
8. Reimbursements *Ref. Sec. 4.9, IGBO P&P*
- a. Gasoline for errands
  - b. Other out-of-pocket costs in providing services that are provided in this position.

B. The IGBO Quilt Memorial Service shall be administered by the IGBO President.

## 7. Committee(s)

*Ref. Art. III.1, III.2, & III.9, IGBO Bylaws*

### 7.1 General Information for Committees

- A. All committees shall have a Chairperson to represent the Committee to the Board at all Board meetings and to make any and all presentations to the Membership at General Membership meetings when needed. The Chairperson, at his/her discretion, may designate another member of the committee to make the presentation. All committees requiring funding shall submit a proposed operating budget to the budget committee no later than January 1 of every year for the next fiscal year (which begins July 1 of the same year). (04/05)
- B. The Chairperson of the committee may:
- 1. Be designated in the Bylaws of IGBO, as is the case of the Tournament Account Committee, the President of IGBO is the Chair.
  - 2. Be designated in the Policy and Procedure of IGBO.
    - a. The Host Tournament Committee – the Tournament Director is the Chair
    - b. The Contracts Committee – the President of IGBO is the Chair.
  - 3. Be named by the IGBO President at his/her discretion.
  - 4. Be selected by the membership of the committee.
- C. When the Chair is to be selected by the membership of the committee, said selection shall be made on or before August 1, with written notification to the President within 15 days of the selection.
- D. The terms of office for the Chairperson:
- 1. Of an appointed committee shall begin on July 1 and continue for the duration of their appointment to the committee.
  - 2. For committees whose membership consists of the Board, shall begin on July 1 and be for a one-year term.

## A. Awards Committee: Tom Hack Service Award

1. Prior to the Mid-Year meeting of the Board, this Committee shall:
  - a. Request written nominations from the Awards Committee members that shall include a biography and brief description of the extraordinary service provided to IGBO that qualifies the individual for this award.
  - b. Add these names to the running list all additional nominations received from the prior year that have not exceeded the three year limit on standing nominations.
  - c. Provide a complete list of all nominees to every member of the Awards Committee, including biographies of all nominees.
2. At the Board meeting the Award Committee shall determine, if not completed in advance, when the Award Committee will meet to vote on the nominees.
3. At the meeting, voting on the nominees shall take place. The Chair shall:
  - a. State the names of all nominees to be voted on for each ballot.
    - 1) For the first round of voting, all nominees shall be on the ballot.
    - 2) For the second and each successive round of voting, the Chair shall divide the total number of nominees on the previous ballot, not to exceed 10, by 2 and shall round the result to the next highest whole number (e.g., if there are 7 nominees, the result of the division is 3.5 – the number of nominees that will move to the next round of voting will be 4).
    - 3) The recipient(s) will be declared after any number of votes are taken. If there is a substantial difference between the vote tally of the one (or two) highest point recipients and the next highest, the recipient(s) will be the individual(s) with the highest point total for that vote. (05/00)
  - b. Tally the votes for each round of voting.
  - c. Present the award(s) to the recipient(s) after making a short presentation regarding the qualifications for which the recipient was nominated.
  - d. Each Award Committee member has the opportunity to write a short presentation about the individual to whom the award will be presented.
  - e. The Chair of this committee will take into consideration all submitted presentations and develop the final presentation.
  - f. The Chair has the authority to request another committee member to make the presentation at the Mid-Year banquet.
4. Procedures for nomination
  - a. Each Award Committee member has the opportunity to nominate one person per year.
  - b. A currently seated Region Director cannot be nominated for the award.
  - c. A written description of the extraordinary service provided to IGBO, along with the name of the nominator and year of nomination that qualifies the individual for this award must be made when the individual is nominated. The nominator may be asked to update the written description from year to year if asked by the chair to do so. (05/00)
  - d. A running list of nominees along with the qualification for nomination shall be maintained from year to year.
    - 1) After three (3) years, the name will be dropped from the list.
    - 2) Those individuals dropped from the list can be re-nominated for the award.
5. Procedures for voting.
  - a. Each Award Committee member shall vote by secret ballot.
  - b. Each committee member shall assign a point value to each nominee he/she wants to vote for.
    - 1) The point values shall be from X to 1, with X being the highest and 1 being the lowest. X represents the number of nominees that are on the ballot. However, X can never be more than 10 (e.g., if there are 7 nominees, then the highest point value will be 7).
    - 2) A point value assigned to one of the nominees cannot be assigned to another nominee on the same ballot.
    - 3) For each successive ballot, the same procedures above shall apply.

- B. Bid Standards Committee *Ref. Art.III.9 (B), IGBO Bylaws*
1. Must send to any city submitting a letter of intent to bid, the minimum bid requirements as set by the Board, including but not limited to the Tournament Handbook and the IGBO Handbook. *(04/05)*
  2. Must insure that all bids meet the minimum requirements as set forth in the Tournament Handbook before they are certified and submitted to the General Membership. *(04/05)*
  3. Must review the hotel contract to insure there are no escalation clauses(s) for higher rates in the contract.
- C. Budget Committee *Ref. Art. III.9 (C), IGBO Bylaws*
- D. Contracts Committee *Ref. Art. III.9 (D), IGBO Bylaws*
1. The Contracts Committee shall create sample conditional contracts to be used by organizations bidding for the IGBO Tournaments. These contracts shall include, but not be limited to the host hotel, the bowling facilities, the host IGBO tournament committee and the facility for the IGBO meeting. *(05/90)*
  2. Approval of the contract(s) must be by the majority of the Contracts Committee.
- E. Tournament Committee(s) *Ref. Art. III.9 (E) & VII.4, IGBO Bylaws*
1. The Tournament Director shall act as the Chair of the committee.
  2. A cooperative effort must be made by and between the Tournament Committee, the IGBO Board, and individual(s) appointed by the IGBO Board or one of its officers and the following committee:
    - a. The Rules Committee *Ref. Art. III.9 (F), IGBO Bylaws*
    - b. The Entry Coordinator *Ref. Section 3.2 (A), IGBO P&P*
    - c. The Region Director for the region in which the Tournament is to be held.
    - d. -Ref. Art III.5, IGBO Bylaws
    - e. The Tournament Account Committee. *Ref. Art. III.9 (F), IGBO Bylaws*
  3. The entry form must contain, but is not limited to the following:
    - a. Gender (Male / Female)
    - b. Attending the General Membership meeting
    - c. Participant / Non Participant
    - d. Special accommodations needed. The host committee must forward all entries marked ASL to the Deaf and Disabled Bowlers Advisory Chair upon receipt. *(05/04)*
    - e. Secondary choice for shift times
    - f. Any additional information the Tournament Committee desires
    - g. Participant's birth month and day *(11/03)*
  4. The IGBO Tournament Committee of each IGBO tournament must provide to the Board a review of the tournament within 60 days after the tournament ends, or within 60 days of the resolution of any protests filed. The review should include, but may not be limited to the following:
    - a. Detailed financial statement
    - b. Fundraising review (how many events, how much money was raised, expenses, etc.)
    - c. Donations of material goods and their estimated market value.
    - d. Housing accommodations – number of private housing, hotel singles/doubles/triples.
    - e. Banquet attendance breakdown: bowlers, hosts, and guests.
    - f. Summary of any sponsorships
    - g. Local transportation costs and amount of use. *(11/09)*
  5. All prizes and final standings of the IGBO tournament must be published on the tournament website and sent to the IGBO Treasurer within 20 days after the close of the tournament barring any protests, so that checks may be mailed to the winners by the 30 day deadline.
  6. The Tournament Committee is responsible for posting a complete copy of the final standings and sending a copy to the Board within 30 days of the end of the tournament, barring any protests.

- F. Rules Committees *Ref. Art III.9 (E), IGBO Bylaws*
1. All members of the committee should be knowledgeable in the rules of both the tournament and also USBC.
  2. The Chief Tournament Officer of the IGBO Tournaments shall be the IGBO President (relating to rules and disputes).

- G. Tournament Account Committee *Ref. Art. III.9 (G), IGBO Bylaws*

### 7.3 Standing *Ref. Art. VIII, IGBO Bylaws*

- A. Audit Committee *Ref. Art. VIII.3, IGBO Bylaws*

- B. Bylaws Committee *Ref. Art. VIII.4, IGBO Bylaws*

1. The Chair of this committee shall:
  - a. Coordinate communications and the exchange of correspondence between committee members, the IGBO Board and the IGBO Secretary.
  - b. Arrange meetings of the committee as necessary.
  - c. Delegate responsibility among the committee members for conducting a semi-annual review of the Bylaws and the Policy and Procedures.
  - d. Delegate responsibility among the committee members for reviewing proposed Bylaws and/or Policy and Procedure changes.
  - e. Coordinate the preparation and submission of the committee's recommendation concerning proposed Bylaws and/or Policy and Procedure changes to the Board and/or the IGBO Secretary, within the time specified in the Bylaws for submitting items as agenda items for meetings of the Membership.
  - f. Acknowledge the receipt of the request for changes to the Bylaws or Policy and Procedures.
  - g. Review the requested change, and
    - 1) Propose the change if necessary; or
    - 2) Notify the person submitting the requested change of the recommendation.
  - h. Present the committee's recommendations for changes to the Bylaws or Policy and Procedures.
  - i. Notify the person submitting the request of the final action.
2. The members of this committee shall be responsible for:
  - a. Attending meetings of the committee as necessary.
  - b. Assisting in the semi-annual review of the Bylaws and the Policy & Procedures.
  - c. Assisting in the review of proposed Bylaws and/or Policy & Procedures changes and making requests for proposed changes.
  - d. Verifying the meaning, purpose and intent of the proposed changes(s) with the creator of the proposed change.
  - e. Review the packets of information provided to the Board, minutes of prior Board and General Membership meetings, etc. to determine if there is any Bylaw or Policy & Procedures items contained in said documents and preparing a request for inclusion and/or changes to the Bylaws and /or the Policy & Procedures.
  - f. Preparation of any forms deemed necessary to assist the Committee, the Board and the IGBO Secretary in reviewing and revising the Bylaws and/or Policy & Procedures documents; in presenting recommended changes the documents to the Membership; and in receiving recommended changes from the Membership.
  - g. Monitoring the minutes of meetings and adoptions of Bylaws and/or Policy & Procedures to insure that the approved changes are accurately incorporated into the appropriate document.
3. The committee shall develop and revise as necessary, a standard form:
  - a. To be used by the IGBO Secretary, the Board and the membership to present proposed changes to the Bylaws and/or Policy & Procedures documents for review by the committee;
  - b. To be used by the Committee for indicating its recommendations to the Board after reviewing the proposed changes, and
  - c. To be used by the Board and the IGBO Secretary for presenting the Committee's recommendations and final wording of proposed changes to the Bylaws to the Membership as an agenda item for meeting of the Membership.



C. Deaf and Disabled Bowlers Advisory Committee

1. General Information about this committee

- a. This committee is charged with the responsibility of working with the Host Tournament Committee in providing knowledge and assistance to ensure that individuals who have a disability are provided accommodations in order for them to enjoy and participate in the meeting(s), tournament, banquet, fundraisers, etc.
- b. This committee shall be made up of those individuals who are knowledgeable in the needs of individuals with a specific disability (e.g., hearing impairment, vision impairment, physical impairments, etc.).
- c. When hosted in the United States, insure that the terms of the Americans with Disabilities Act (ADA) are complied with. When not in the United States, the ADA will be a guideline for service, whenever practical.
- d. The committee should:
  - 1) Contact the Host Tournament Committee to make them aware of the needs of those disabled individuals who may be at the tournament at least three months prior to the publication of the tournament entry form.
  - 2) Request the Host Tournament Committee to plan for the needs of the disabled, etc.
  - 3) Provide the Host Tournament Committee with the knowledge of how to provide services to those individuals and to notify them of contacts in their own city if necessary.
  - 4) Act as a contact for the Tournament Committee from the meeting at which they won the bid through the tournament and meetings, etc. to assist them with their planning and implementation.
- e. The Chair is required to contact those bowlers who have designated the need for ASL services on the entry form, to verify the need for an ASL interpreter. (04/05)

2. Specifics for the Deaf/Hearing Impaired:

- a. Host hotel must have TDD's and should have close captioned televisions.
  - 1) TDD's (Telecommunications devices of the Deaf) allow the use of telephones by the deaf.
  - 2) Close captioned TV's allow the deaf person to watch TV and understand what is being said via printed words on the screen.
- b. Interpreters for the Deaf/Hearing Impaired:
  - 1) Interpreters can be obtained by contacting:
    - a) The local Deafness Agency
    - b) Interpreters must know the American Sign Language (ASL) and if possible be certified in the use.
  - 2) Basics for the Tournament Committee:
    - a) Make contact at least two (2) weeks in advance.
    - b) Notify that they will be interpreting for the deaf gay/lesbian community.
    - c) If the event will exceed two (2) hours, at least two (2) interpreters are preferred.
    - d) Interpreters must be visible to the deaf/hearing impaired.
    - e) Fees paid for interpreters must be negotiated.

D. Fellowship Award Committee

*Ref. Art VIII.6, IGBO Bylaws; Section 8.1, IGBO P&P*

1. General Procedures

- a. Notification of Nominations for the Fellowship Award
  - 1) All IGBO Representatives and Alternates must be notified that nominations are being accepted for this award. (Must make certain that they know how important they are in this process).
  - 2) Must publish this information in the IGBO Newsletter the issue prior to the close of nominations. (11/09)
  - 3) Must announce the acceptance of nominations at the Mid-Year General Membership meeting.
- b. Notification provided in (a)(1) & (2) above shall consist of:
  - 1) The Nomination Form
  - 2) A listing of the previous Award recipients.
  - 3) A listing of the members of the Fellowship Award Committee
  - 4) The procedures for making a nomination *Ref. Section 8.1(D), IGBO P&P*

- c. The Chair of this committee is responsible for:
  - 1) Distributing a copy of each Nomination Form(s) to each member of this committee no later than May 10.
  - 2) Must arrange a meeting of this committee during the Annual Tournament week, for the purpose of evaluating and voting on the nominee(s) and notify the committee of the time and place of said meeting no later than May 10.
  - 3) Investigating the nominee(s) to verify their qualifications for purposes of evaluating the nominee(s). The Chair may assign each member the task of investigating the nominee(s).
  - 4) Presenting the Award to the recipient(s) at the Annual banquet, along with a brief statement of the recipient's qualifications for receiving this Award.
- d. Members of the committee must:
  - 1) Present the information they have discovered about the nominee(s) as provided in (c)(3) above at the committee meeting.
  - 2) Evaluate each nominee based on the information provided in the investigation and vote on the nominee(s). Each nomination will be reviewed on an individual basis.
- 2. Voting Procedures
  - a. The voting procedure will be clearly defined by the Chair of the committee, which includes, but (is) not limited to the voting count and the selections process. The committee will ensure the process and procedures are clear and vote to approve or modify the process before any discussion of the nominees takes place. (5/06)
  - b. Each member can vote for no more than two (2) nominees on each ballot.
  - c. A point system will be used with three (3) points being awarded to their first choice and one (1) point awarded to their second choice.
  - d. After each vote, the points will be tabulated.
  - e. After the first vote, no more than three (3) nominees who received the most votes will proceed to the final round of voting.
  - f. If there is a tie for one of the top three positions, the membership must re-vote using these procedures until the tie is broken.
  - g. For the final vote, the members will vote on only the top three (3) point recipients from the previous vote, using the procedures 2(a), (b), (c) and (d) above.
  - h. Since the committee can chose no more than two (2) recipients per year, in case of a tie the members must re-vote on the final three nominees until such time as the tie has been broken using the procedures in 2(g) above. Ref. Section 8.1(C), IGBO P&P.

E. Fundraising Committee

*Ref. Art. VIII.7, IGBO Bylaws*

- 1. The purpose of this committee is to:
  - a. Engineer and implement fundraising strategies to promote IGBO to the membership
  - b. Provide funds for the HOST Committees on IGBO's behalf
  - c. Administer fundraising events
- 2. This committee will consist of at least one individual appointed by the President and additional members appointed by the President as needed.
- 3. Committee responsibilities include, but are not limited to administering fundraising events including advertising the fundraising activity, supervising the event and furnishing the results to all involved parties.
- 4. The Chair of the committee shall coordinate:
  - a. Multi-City Raffle
  - b. Mail-In Tournament
  - c. Consistent administration and accountability in the organization, promotion and payouts of the events
- 5. Committee members shall be charged with the assisting in running the fundraising events as needed (11/04)

F. Marketing, Sponsorship and Research Committee

*Ref. Art. VIII.8, IGBO Bylaws*

G. Membership Committee

*Ref. Art. VIII.9, IGBO Bylaws*

- 1. What constitutes membership
- 2. Membership enhancements
- 3. Administers the following IGBO Awards Program (as set forth in 8.2.D – 8.2.G)
  - a. IGBO 300 Game Award;

- b. End-of-Season League Championship Award;
  - c. Most Improved League Bowler Awards;
  - d. IGBO Membership Recognition Award. (05/01)
- H. Member Tournament Director's Committee (11/01)
- 1. The purpose of the committee is to provide:
    - a. A forum for communication among the directors of IGBO member tournaments.
    - b. Communication and feedback between the tournament directors of IGBO member tournaments and the IGBO Executive Board.
  - 2. The committee shall consist of the IGBO member tournament directors or alternates as designed by individual tournaments.
  - 3. The chairperson shall:
    - a. Make sure an IGBO member tournament's directors meeting is scheduled at each IGBO Annual and Mid-Year Tournament.
    - b. Make reports to the IGBO Board and the General Membership Meetings or designate an alternate to make reports.
- I. Women's Outreach Committee *Section Deleted (05/15)*

## 8. Awards

### 8.1 IGBO Fellowship Award *Ref. Art. VIII.6, IGBO Bylaws; Sections 7.1 (A) & (B) and &.7.3 (D), IGBO P&P*

- A. The IGBO Fellowship Award is the highest honor that can be given by IGBO. It is presented to those individuals whose character and actions demonstrate outstanding dedication to the IGBO principles of unity, fellowship and communication.
- B. The IGBO Fellowship Award will be irrevocably bestowed. (05/91)
- C. There shall be no more than two (2) Awards issued annually.
- D. Except in rare and exceptional circumstances, this award will only be presented at the Annual Tournament banquet. In these circumstances, the name will be mentioned at the Annual Tournament banquet, but the Award will be presented later.
- E. Procedures for Nomination
  - 1. Any IGBO member, including members of the IGBO Fellowship Committee, has the right to enter a name in nomination. Current IGBO Executives are ineligible for nomination
  - 2. Previous Award recipients and the members of the Fellowship Award Committee are not eligible for nomination.
  - 3. Nominations for the Award shall be submitted on the nomination form.
    - a. All information requested must be supplied.
    - b. Must be in writing
    - c. Anonymous nominations will not be accepted.
    - d. The nomination form must be signed with a readable signature.
    - e. The nomination form(s) must be postmarked no later than November 30. Any form(s) received with a postmark that is later than November 30 will not be considered. (11/09)
  - 4. Add these nominations to the list of all nominations received from prior years that have not exceeded the three-year limit on standing nominations. Those individuals dropped from the list after a three-year period can be re-nominated for the award. (05/07)  
*Ref. Sec. 8.1(E.4), IGBO P&P*
- F. Benefits of receiving this Award.
  - 1. Trophies
    - a. A permanent IGBO Fellowship Award trophy shall be engraved with the names of all recipients. This trophy shall be displayed at every General Membership meeting of IGBO.
    - b. Each recipient shall be presented with a permanent award.
  - 2. Each recipient shall automatically become a Lifetime Associate Member of IGBO. (05/94)  
*Ref. Sec. 8.2 (A), IGBO P&P*

## 8.2 Other Awards

*-Ref. Art. III.9, IGBO Bylaws*

### A. Lifetime Associate Member

*Ref. Art. I.3 (B) IGBO Bylaws; Section 4.3 (A)(3)(a), IGBO P&P*

1. The Lifetime Associate Member Award is awarded as a “Thank you” to an individual for their service efforts that are deemed to be of great value, on behalf of IGBO. (The Award is most often bestowed on long-time Representatives, Board or Committee members, but is not limited to an individual in one of these positions).
2. Nominations for this Award
  - a. Any IGBO member can nominate a person for this award.
  - b. Nominations can be made at any time during the year. This includes a General Membership meeting.
  - c. Nominations must include the name and the service provided to IGBO.
    - 1) A non-Board member must provide the information in writing.
    - 2) A Board member must make a statement at the meeting of the Board.
    - 3) The nominees are:
      - a) Reviewed and voted upon by the Board during their meeting.
      - b) After approval by the Board, the names are presented to the Membership for approval by those in attendance at that General Membership meeting.
    - 4) Benefits of receiving this Award are:
      - a) It is irrevocably bestowed.
      - b) The Associate Membership fee will be waived for the lifetime of the recipient.

### B. Tom Hack Service Award

*Ref. Sec. 9.2 (D), IGBO P&P  
Ref. Sec. 4.7 (B), IGBO P&P -complete rev. (05/01)*

1. Prior to the Awards Committee meeting at the Mid-Year Board Meeting, the Awards Committee Chair shall:
  - a. Request written nominations from the Awards Committee members that shall include a biography and brief description of the extraordinary service provided to IGBO that qualifies the individual for this award. The written nominations shall be dated and signed by the nominators.
  - b. Add these nominations to the list of all nominations received from prior years that have not exceeded the three-year limit on standing nominations.
  - c. Provide a complete list of all nominees to every member of the Awards Committee including biographies of all nominees.
2. At the Mid-Year Board Meeting, an Awards Committee meeting shall be added to the agenda for the purpose of reviewing all nominations and voting to determine the recipient(s) of the Tom Hack Service Award.
3. At the Awards Committee meeting (or prior to), each Awards Committee member shall be permitted to nominate one person per year. A current seated Regional Director cannot be nominated for the award. Those individuals dropped from the list after a three-year period can be re-nominated for the award.
4. At the Awards Committee meeting, the Chair shall:
  - a. State the names of all qualified nominees.
  - b. Read the biographies and brief descriptions of each nominee, exclusive of the name of the nominator.
  - c. Execute the voting procedure as follows:
    - 1) Each Awards Committee member shall vote by secret ballot.
    - 2) The Chair shall determine the total number of nominees.
    - 3) For each round of voting, every committee member shall, in writing, assign a point value to each nominee, with 1 being the lowest, and X being the highest. X represents the total number of nominees for that particular round of voting (i.e.: if there are nine nominees, the highest point value shall be nine). A point value assigned to one nominee cannot be assigned to another nominee during the same round of voting.
    - 4) After each vote, the Chair shall collect and tally the written votes by the committee members, by adding all of the assigned point values for each nominee. Once each nominee’s points have been tallied, all of the nominees shall be listed in order, with the nominee having the highest points tally on the top, down to the nominee having the lowest point tally on the bottom. The Chair shall then divide the list of nominees

in half (rounding up to the nearest whole number if an odd number of nominees exist before the division).

- 5) Successive rounds of voting shall continue, to narrow the field of nominees and produce an eventual recipient (or recipients) of the Tom Hack Service Award. The recipient(s) may be declared after ANY number of votes has been taken, if there is a substantial difference between the vote tally of one (or two) highest point recipients and the next higher. The recipient(s) will be the individual(s) with the highest point totals for that vote. The Chair has the authority to declare up to two persons the eventual recipients of the award.
  5. At the IGBO Mid-Year banquet, the Chair shall present the Tom Hack Service Award(s) to the recipient(s) after making a short presentation about the qualifications for which the recipient was nominated. Every Committee Member has the opportunity to request the Chair to add additional information to the presentation about the individual to whom the award will be presented. The Chair will take into consideration all submitted information and develop the final presentation. The Chair also has the authority to designate another committee member to make the final presentation at the Mid-Year banquet.
  6. Following the presentation of the award(s), the Chair shall be responsible for insuring that an article about the award presentation be submitted to the editor of the IGBO Newsletter for inclusion in the next scheduled issue.
  7. Each recipient shall automatically become a Lifetime Associate Member of IGBO. (05/07)  
*Ref. Sec. 8.2(B.7), IGBO P&P*
- C. 300 Game/800 Series Award (05/11)
1. Administered by the Membership Committee.
  2. Given to an IGBO Member who bowls a Perfect Game (in a regular game format) or an 800 series during regular league or tournament play in any IGBO member league or tournament. An individual who applies for Associate membership and pays the associated fees is considered a presumptive member in good standing and is eligible for this award. (05/17)
    - a. Only one 300 Game and one 800 Series Award may be received during any fiscal year.
    - b. An IGBO 300 Game/800 Series Award Application must be completed online and submitted to the chairperson of the Membership Committee, or their designee, within 30 days of the date the game or series was bowled.
- D. End-of-Season League Championship Award (05/01)
1. Administered by the Membership Committee.
  2. Given to each member of the 1st Place Team of an IGBO member league and each member of the 2nd Place Team, i.e. Runner Up.
    - a. Number of awards provided annually for each member league will be determined by the most recent League Census information on file with the IGBO Secretary.
    - b. Additional awards may be requested as necessary. Requests must be made to the chairperson of the Membership Committee, or their designee.
  3. A cost for additional awards will be the responsibility of the requesting league.
- E. Most Improved League Bowler Award (05/01)
1. Administered by the Membership Committee.
  2. Provided to each member league to be awarded to the Male and Female bowlers who they determine have obtained Most Improved Bowler status.
    - a. Two awards shall be provided for each member league annually.
    - b. Additional awards may be requested as necessary.
      - 1) Requests must be made to the chairperson of the Membership Committee, or their designee.
      - 2) Any cost for additional awards will be the responsibility of the requesting league.
- F. IGBO Membership Recognition Award (05/01)
1. Administered by the Membership Committee
  2. Perpetual Plaque
    - a. Shall recognize member leagues and tournaments for lengths of continuous membership and support of the organization.
    - b. Shall be on display during every Annual and Mid-Year Tournament.

**9. Policy and Procedure for League or Tournament Member Use of IGBO’s Non-Profit Status and Tax ID**

- 9.1. Purpose. This policy outlines procedures and requirements for member leagues and tournaments that wish to use IGBO’s non-profit status to receive donations. The purpose of this policy is to protect IGBO’s financial and tax-exempt status.
- 9.2. Policy.
  - A. The tax-exempt status may only be used to receive cash donations. The tax-exempt status may not be used to receive tax-deductible donations of merchandise or services, because of concerns about proper valuation of such donations and potential liability for payment.
  - B. A member may request documentation of its IGBO membership to receive discounted or donated merchandise or services. If approved by the IGBO Executive Board, the Treasurer will provide a letter of affiliation on IGBO letterhead.
- 9.3. Requesting approval. The steps for requesting approval to use IGBO’s tax-exempt status are listed in the table below.

Step	Who	What
1	Member	Submits a written request for use of the 501(c)(3) to the IGBO Treasurer. This request must contain: <ol style="list-style-type: none"> <li>1. Information about the potential donor or sponsor, including name; type of business, address, and point of contact;</li> <li>2. The approximate start and end dates for the receipt of donations, including a disbursement schedule if one is negotiated; and</li> <li>3. A point of contact for the member, including name, phone number, and email address. This point of contact must keep information related to the non-profit designation secure and may not use it for any other solicitation.</li> </ol>
2	Treasurer	Contacts the company and sends the 501(c)(3) documentation.
3	Donor	Completes and sends to the Treasurer any documentation required.
4	Treasurer	Reviews the documentations, reviews and approves the member’s point of contact, and informs the member that it may accept donations, following the process outlined in this P&P.

- 9.4. Making and processing donations. The steps for making, receiving, and disbursing donations are listed in the table below

Step	Who	What
1	Donor	Makes donation in a check payable to “IGBO.”
2	Donor or Member	Sends the check to the IGBO Treasurer.
3	Treasurer	Receives the check, prepares a sales receipt, and records the donation. Rule: 95% of the donation is credited to the member; the remaining 5% is credited to IGBO as an unrestricted credits the donation to the member. Exception: The full donation (100%) is credited to an IGBO Annual or Mid-Year Tournament.
4	Treasurer	After the donor’s check clears, issues (1) a check to the member; and (2) an acknowledgment letter to the donor. For a series of donations, disbursement and acknowledgement may be periodic (e.g., annual or biannual) rather than immediate.

**10. Amendments to the Policy and Procedures (P&P)**

*Ref. Art. VI.10, IGBO Bylaws*

- 10.1 Anyone can propose changes to the Policy and Procedures document using the appropriate form or a facsimile as approved by the Board.
- 10.2 Proposed Policy and Procedures changes should be sent to the Board for inclusion in the agenda for a Board meeting.

- 10.3 The Board shall discuss any proposed Policy and Procedures changes at the Board meeting or by phone and present the results of the discussion to the Bylaws Committee for research and recommendation relating to the proposed Policy and Procedures change(s) requested.
- 10.4 After the Bylaws Committee has reviewed the proposal(s), it shall be returned to the Board along with the committee's recommendation, for review, discussion and action.
- 10.5 A majority of the sitting Board must approve the proposed Policy and Procedures in a meeting of the Board.
- 10.6 The approved Policy and Procedures must then be presented to the Membership, at the General Membership meeting immediately following the approval by the Board, as New Business.