

IGBO COMMITTEES

There are three kinds of IGBO committees: Administrative, Standing and *Ad-Hoc*. Following is an overview of the responsibilities of the Administrative and Standing Committees. *A hoc* Committees are appointed by the President to complete a specific assignment. Examples of IGBO *ad hoc* Committees are: Bylaws Review Committee, which undertook a two-year assignment to review and rewrite IGBO's Bylaws; the Quilt Project, aimed at creating a master list of IGBO bowlers who have died of AIDS and to oversee creation of a series of IGBO panels for the Names Project's Quilt; and the Association Concerns Committee, which was created as a result of the voting structure change approved at the 1990 Annual meeting and aimed at developing equitable solutions to voting issues.

Administrative Committees

These committees are established by the IGBO Bylaws to assist the Board in fulfilling its responsibilities to the membership.

- A. **Awards Committee** – Composed of IGBO Directors 5 – 11. It has the authority and responsibility to nominate and select the recipients of the Tom Hack Service Award. This award is given to individuals who have demonstrated outstanding support of the IGBO organization, its members, or the Board of Directors. The committee may select up to two individuals each year, and the recipient(s) are announced during IGBO's Mid-Year tournament.
- B. **Bid Standards Committee (BSC)** – Five members are appointed by the IGBO President with the Board's approval. All committee members must have served as directors of either past IGBO tournaments (Annual or Mid-Year) or an IGBO-affiliated or member tournament.

The major duty of the committee is to assist all organizations bidding to host an Annual or Mid-Year meeting/tournament in preparing a bid that meets the requirements of IGBO, USBC and the needs of the bowlers.

The BSC is required to review all bids to ensure that they meet established guidelines and minimum standards and to recommend all qualified bids to the Board for its review. The BSC may only recommend information and/or changes to the Tournament Bid Committees. It cannot legislate or require changes. Only the Board may require a bid committee to make changes in its bid package prior to submission to the membership. However, if a Tournament Committee refused to make suggested BSC changes, the BSC may recommend to the Board that the Tournament Committee's bid not be accepted by the Membership.

[A copy of existing guidelines used to review bids is included in the section entitled "Annual/Mid-Year"].

- C. **Contracts Committee** – Composed of IGBO Directors 1-4 – the Executive Officers. Its primary responsibility is to review and approve all contracts and written legal obligations of IGBO. The IGBO President must sign all of the approved IGBO contracts following approval by at least three of the four Executive Officers.

The contracts include the IGBO contract required to be signed by Tournament Committees awarded the bid to host an Annual or Mid-Year meeting/tournament. Other contracts to be submitted to the Contracts Committee include the hotel and bowling house contracts negotiated by the host organization of the Annual and Mid-Year meeting/tournament and all other contracts associated with the event over an amount agreed to by the Executive Officers and host Tournament Committee.

[See section entitled "Annual/Mid-Year" for copies of the IGBO and bowling house contracts.]

- D. **IGBO Tournament Committees (Annual and Mid-Year)** – This committee is composed of members of the communities awarded bids to host one of the two official annual meetings of IGBO. The committees

are directly responsible to the IGBO Board in administering the meeting/tournament. They are charged with carrying out the commitments presented in the bid packages and approved by the REGULAR members.

The Tournament Committee is required to sign a contract with IGBO agreeing to abide by rules and regulations established by IGBO.

The Tournament Committee is required to keep the Board informed about its activities, including providing minutes of all meetings and regular financial reports.

IGBO encourages each Tournament Committee to organize and implement an Annual or Mid-Year meeting/tournament with the support of its local community.

It is the responsibility of the Tournament Committee to support and promote IGBO's ideals of UNITY, COMMUNICATION and FELLOWSHIP as it prepares the event the membership has awarded it. This includes producing an event that responds to the needs of ALL bowlers visiting their city – NOT just for their community.

The IGBO Regional Director representing the region in which an Annual or Mid-Year meeting is taking place shall serve as advisor to the Tournament Committee and liaison to the Board. The Director is an *ex-officio* member of the Tournament Committee and is to be advised of all committee activities.

- E. **Rules Committee** – Composed of IGBO Directors 5 - 13. The committee must select its own chairperson annually. It has the full authority of the Board to arbitrate any dispute involving tournament and/or USBC rules arising between any bowler and the IGBO Tournament Committee during the tournament. Procedures for appealing any decision to this committee are defined in Policies and Procedures.

Standing Committees

These committees are appointed on an annual basis to oversee specific functions and programs as defined in the IGBO Bylaws. The President appoints committee members except for the **Site Selection Committee**.

- A. **Audit Committee** – This committee operates independently of the Board to review and certify all financial records prior to the Annual and Mid-Year meetings. The committee is charged with reporting its findings to the membership and to recommend changes in the accounting procedures to improve the system and to ensure its integrity.

Three committee members are appointed by the President. The chairperson organizes the audit in cooperation with the IGBO Treasurer. Committee members are expected to have a professional background in finances.

- B. **Bylaws Committee** – The committee's ongoing function is to review existing Bylaws to determine their continuing applicability for IGBO; evaluate all changes submitted by the membership; recommend action to the Board; and work with the IGBO Secretary to ensure that proposed Bylaws changes are included on the Annual or Mid-Year meeting agenda. The committee consists of five members appointed by the President.

- C. **Deaf and Disabled Bowlers Advisory Committee** – The committee is responsible for working with the Host Tournament Committee to provide knowledge and assistance in the area of accommodating individuals who may have special needs while in attendance. This committee consists of individuals who have an understanding of the Americans with Disabilities Act (ADA) and rules for compliance.

- D. **Federal Compliance Committee** – This committee was approved as a standing committee in 1996. Its primary task is to ensure the activities and services provided by the organization comport with the requirements placed on 501(c)(3) organization by the U. S. Internal Revenue Service. This task is particularly important during IGBO first five-year term as a non-profit organization.

The committee will work to achieve similar status in other countries, should such a comparable designation be beneficial to the Membership.

- E. **Fellowship Award Committee** – This committee is responsible for selecting the annual recipients for IGBO's highest honor: The Fellowship Award. This award seeks to honor individuals within IGBO who excel in living and promoting IGBO's ideals of UNITY, COMMUNICATION and FELLOWSHIP on a local, regional and/or international level.

Beginning in 1988, the IGBO Board encouraged the committee to implement a formal nomination process aimed at getting grassroots input into the selection process. Prior to this change, the award was selected by the IGBO Executive Officers. The nominating process involves soliciting nominees from any individual belonging to an IGBO member league. All nominations must be accompanied by a written explanation of why the person is being nominated. The committee does follow-up research on each nominee to verify information submitted and to learn as much as possible about the merits of the nomination.

The five committee members meet prior to the annual awards banquet to make their selection. Balloting is done in secret. The committee may name a maximum of two individuals each year. The winner(s) are announced at the annual awards banquet, and the winners are presented with individual Fellowship Awards. Their names are inscribed on the permanent Fellowship Award trophy.

- F. **Fundraising Committee** - This committee will consist of at least one individual as appointed by the President. It is primarily responsible for administering the activities of fundraising, such the Multi-City raffle and the Mail –In Tournament. It is also responsible for advertising the events as well as furnishing the results and accountability for the payouts of the events.

- G. **Marketing, Sponsorship and Research Committee** – This committee began as an *ad hoc* committee appointed by IGBO President **Ron Keel** in 1987 and became an official standing committee in 1988. Its mandate is to develop and implement marketing programs to promote IGBO to the membership and to the public. It also is charged with developing and implementing fundraising strategies for IGBO. The five committee members are appointed by the President.

In 1996, the committee was re-activated after a period of inactivity, and was given the task of administering the multi-city raffles and multi-city mail-in tournaments, which have become a consistent fund-raising activity for IGBO. The proceeds from these events are used to support fund-raising efforts of tournament committees hosting IGBO Annual and Mid-Year events. The committee was established to provide consistent administration and accountability in the organization, promotion and payouts of these events.

- H. **Site Selection Committee** – This committee consists of the entire voting membership. Its primary task is to review all bids presented to it for the Annual and Mid-Year meetings/tournament and vote on the selection by secret ballot at the meetings. A majority vote is required for selection.
- I. **Tournament Forum** – The purpose of this committee is to provide a forum for communication among directors of our member tournaments and others who may have hopes of running future tournaments. In addition to discussions throughout the year, this committee leads a Tournament Workshop at our Annual and Mid-Year events.
- J. **Women’s Outreach Committee** – Effective July 1, 2015, this committee has been eliminated, and their responsibilities have been rolled into the outreach duties of the Membership Committee.