

ROCHESTER HISTORICAL BOWLING SOCIETY

CONSTITUTION

AND

BY-LAWS

2010 – 2011 SEASON

The Rochester Historical Bowling Society will also be known as RHBS throughout this document. Unless otherwise specified by this RHBS Constitution, all rules and regulations of this bowling league shall conform to the current playing rules as published by the United States Bowling Congress (USBC).

## **EXECUTIVE BOARD**

The Executive Board shall consist of the President, Vice President, Secretary, Treasurer, Statistician, Social Director, and IGBO Representative. The Executive Board, by majority vote, shall oversee all major league decisions including mediation of USBC disputes, approval of presidential appointments to the Board, removal of Board members, approval of banquet theme/location, approval of prize distribution, interpretation of the RHBS constitution, etc. In the event that a member holds multiple positions, he/she receives a single vote in all decisions.

## **PRESIDENT**

The President of the league is responsible for the general direction taken by, and the decisions made for, the league. The President will act as liaison in all matters concerning the league. Specifically:

- Insuring the application of league rules in accordance with USBC rules
- Chairing Executive Board meetings
- Nomination and voting in of the International Gay Bowling Organization (IGBO) representative
- Appointing league members to Nominating and Prize Committees and any other ad hoc committees as necessary
- Overseeing the operation and performance of the Nominating Committee for the election of the Executive Board and the Prize Committee
- Appointing nominees to fill any Board vacancies
- Directing/overseeing the financial operations of the league to conform to USBC bonding rules, including monthly approval of bank statements
- Initiating lane contract negotiations with final contract approval by two-thirds (2/3)-majority vote of the Executive Board

## **VICE PRESIDENT**

The Vice President is responsible to serve all duties of the President in the event of the President's absence, resignation, or removal. Responsibilities also include:

- Assisting in the direction of functions such as statistics, fund raising, and social events
- Serving as RHBS liaison to the community
- Appointing and overseeing the Snow Emergency Network in case of cancellation of bowling, and serving as contact for the Lanes
- Overseeing the orientation and induction of new members or new substitutes into the league
- Assisting in the interpretation of the league rules

## **SECRETARY**

The Secretary is responsible for all league documentation, record keeping, and assisting the President in coordinating Executive Board functions. Specifically:

- Taking minutes at all league meetings
- Arranging for USBC sanctioning of all RHBS members and substitutes
- Providing USBC with final league averages
- Insuring compliance with all USBC requirements
- Coordinating payment of all sanction fees with the RHBS Treasurer
- Maintaining registration lists for all league members
- Assisting in the notification of league members in the event of the cancellation of bowling
- Assisting in the interpretation of the league rules
- Serving as primary RHBS contact for all external communications
- Distributing all USBC information to league members
- Obtaining and distributing all USBC awards earned by RHBS members
- Oversees all yearly start-up activities, such as advertising, mailing, collecting registration forms, fees, constructing teams, etc.

## **TREASURER**

The Treasurer is responsible and accountable for all league finances. Specifically:

- Establishing/maintaining bank account under the name Rochester Historical Bowling Society (RHBS)
- Insuring that the signatures of TWO officers appear on every check written on the RHBS account
- Maintaining financial records in such a manner that financial reports/audits may be easily furnished to the Board
- Appointing a Board representative as co-signer who serves as acting Treasurer in the Treasurer's absence
- Collecting weekly bowling dues from team captains and paying bowling fees to the Lanes Management
- Depositing all league funds within one week of receipt
- Providing the League President with the monthly bank statement for review
- Providing each team with a statement showing all income and disbursements (including detailed prize distribution with a list of recipients) within 21 days of the final day of bowling within a season
- Relinquishing all financial records to the newly elected Treasurer by the first day of June

## **STATISTICIAN**

The Statistician is responsible for maintaining all league statistics in accordance with USBC rules. Specifically:

- Providing the schedule for the league's yearly calendar
- Calculating bowler handicaps
- Maintaining statistics as necessary for verification for tournaments
- Maintaining weekly statistics for league members and team standings
- Providing statistics weekly to league members
- Notifying the League Secretary of any members earning USBC or league awards
- Compiling final statistics for the year-end banquet

## **SOCIAL DIRECTOR**

The Social Director is responsible for the coordination of social events throughout the bowling season as determined by the league's Executive Board. Specifically:

- Providing a calendar at the beginning of each season with proposed Social activities
- Arranging for the annual awards banquet
- Appointing any committees necessary to assist in all social events
- Overseeing banquet attendance process
- Overseeing the execution of any RHBS related fundraising activities
- Arranging special events as directed by the Board

## **IGBO REPRESENTATIVE**

The International Gay Bowling Organization (IGBO) Representative is required to channel all information regarding IGBO activities to the Executive Board and to provide information as required to IGBO regarding league activities. A league representative may be designated by the President as an alternate IGBO Representative to perform these duties in the absence of the IGBO Representative. Specifically:

- Attending IGBO meetings or making arrangements for league input to IGBO activities whenever possible
- Disseminating IGBO information to the league members
- Coordinating payment of annual IGBO dues with the RHBS Treasurer
- Forwarding final RHBS statistics to IGBO at the end of each bowling season

## **TEAM CAPTAINS**

Each team must designate a Captain who is willing to accept the responsibility for the actions of the team and perform the following duties:

- Bowling fees are to be collected by the Captain each night of play and recorded on the team envelope. It is the Captain's responsibility to see that **ALL** fees are paid each night of play. In the case of an absent bowler, the Captain is to insure that his/her fees are current by the next week of bowling. Each bowler must have paid for the evening's bowling to be able to bowl in competition that night unless other arrangements have been agreed to.
- Weekly bowling fees are to be collected and given to the Treasurer (or designated officer) by the end of the **FIRST** game.
- Team Captains are to insure the league Secretary has current information for all team members.
- Team Captains insure all team registration sheets are updated and current.
- Captains insure all substitute bowlers have paid their sanction fees before the second night they bowl.
- Insure the statistics sheet is properly completed at the end of each game and that it is turned into the Statistician at the end of nightly play (after having been signed by **BOTH** team captains).
- Notify the team in the event that an officer of the league has canceled a night's bowling. If there is a question as to the possibility of a cancellation, the Captain is responsible to contact the Lanes and obtain verification.
- Insure all team members are conducting themselves in an acceptable manner in accordance with established rules of bowling etiquette. The Captain is responsible to request ejection of any team member who is not abiding by these guidelines.
- A Captain can refuse to accept an opposing team's substitute if it can be cited that the substitute is not qualified to bowl. Objections to a sub's bowling must be brought to the attention of the President or Vice President prior to bowling and verified by the Secretary. If refusal of a sub is verified, the Captain can opt to use an absentee (blind) score, but this cannot be based on the average or handicap of the potential substitute.
- Arrangements to bowl an opposing team on any night other than an official league night is the responsibility of the Team Captain. All such matches **MUST** be bowled prior to the scheduled night and the league Statistician and one other officer **MUST** be notified of such arrangements prior to the match occurring.

## LEAGUE RULES, POLICIES, AND PROCEDURES

- All bowlers are expected to be present at the lanes and ready to bowl by 7:15pm each night of play.
- If a bowler arrives late, he/she may bowl in the game underway providing play has not exceeded the fifth frame. If play is beyond the fifth frame, the bowler may only participate in any succeeding games. The missing bowler's absentee score (blind) should be used. If a bowler arrives late and did not notify the Captain and a substitute bowler has commenced bowling, it is the Captain's decision to allow the late bowler to bowl providing play has not exceeded 5 frames. Once beyond the fifth frame, any substitute must complete that game.
- There is an annual sanction fee for each league bowler, which **MUST** be paid by the second week of play. It is the responsibility of the league Secretary to insure that all bowlers and substitutes are sanctioned in accordance with USBC rules. A bowler cannot bowl in competition unless duly sanctioned. If anyone has bowled and has not been sanctioned by the end of their second week of play, their score will not be used in that night's results. A blind score will be substituted.
- All substitutes must be sanctioned through RHBS or another league in our region, and have an established average through RHBS by Week 23 or the week prior to the third position round. Anyone not meeting these criteria will not be allowed to bowl after this time.
- A substitute will **NOT** be eligible to bowl on a position night.
- Additionally pre-bowling on a position night will also not be allowed.
- There will be an annual general league meeting held at the beginning of each bowling season to be attended by all League Officers, Team Captains and members. This is to allow each team to receive information as to league rules, procedures, and operation. Should all team members not be able to attend, a representative should be designated for the team. It is the attendee's responsibility to insure that the team is made aware of any information imparted at the meeting. Additional league meetings may be scheduled at the discretion of the Executive Board.
- Three regulation games will be bowled per bowler for each night of league competition. There will be eight (8) points awarded per nightly play, composed of two (2) points per game and two (2) points for total pins. In the event of a tie, each team will receive one (1) point.
- On the first night a person bowls, within the first 7 weeks of the season, a "book average" will be used for handicap calculation for anyone who bowled at least 21 games in RHBS the previous year (regular bowlers only—substitutes will establish a new average). A book average is the bowler's ending average from the previous RHBS season. Those without a "book average" will have their handicap determined at the end of the evening's bowling. After week 7, any new bowler, regular or sub, will need to establish a new average.
- The team with the most points at the end of the season shall be the league champion. In the event of a tie, USBC Playoff rules will be followed. Awarding the higher position to the team with higher total pins will break any tie (other than for league champion).
- Handicaps will be computed on the basis of **90%** of the difference between **225** points and the bowler's average at the beginning of each night of league play. A bowler with an average of **225** or above will be assigned a **negative** handicap. USBC methodology will be used in the actual handicap calculation.
- A "legal lineup" consists of at least **TWO** (2) regular members from a team. If fewer than two are present, the team will receive **ZERO** (0) points for the evening, regardless of any substitute bowlers being used. All absent bowlers will receive the "Absentee" score of "average minus 10 pins, plus handicap". Any substitutes bowling for the team will receive their full score. The opposing team must still outscore the 'defaulting' team's game and/or series totals in order to receive any points.

## **LEAGUE RULES, POLICIES, AND PROCEDURES (continued)**

- To be eligible to win prize money at the end of the season's play, a bowler must be sanctioned, registered in the league, an official team member, and have bowled a minimum of 21 weeks of play in the current season. It is up to the Executive Board to determine the dispensing of team position prize money when there are members who have not bowled a complete season. This can be a member who has started after the season has begun or who has left the league before the season has finished.
- Scores for individual handicap game and series end of season prizes will be based on the prior RHBS season's book average, until a 21 game average for the current season has been established. If a prior RHBS book average is not available, a 21 game average for the current season needs to be established to calculate individual award scores. Scores for team handicap game and series end of season prizes will be calculated with the completion of Week 7.
- A single position on any one team **cannot** be "split" between more than one individual. Teams will be limited to four regular members. Anyone not listed as a regular member on the team's roster is considered a substitute bowler.
- If a bowler leaves a team, the team is responsible for the lineage fee for the vacated position. The Team Captain must notify the league Secretary or Statistician of the vacancy. Every effort should be made by the team to fill the vacancy as quickly as possible to avoid incurring this cost. If the team cannot find a replacement, the League Officers will attempt to fill the position. Until such time, a "vacancy" score and handicap must be used for the unfilled position. The payment of the vacant lineage fee will be reviewed on an individual basis, if the position has not been filled within a reasonable time and all efforts have been made to fill it.
- A bowler/team is eligible to win only **ONE** prize per scratch/handicap category...i.e. One "game" prize, one "series" prize, etc. If qualifying for the same prize in the scratch and handicap categories, the award with the greater dollar amount will take precedence. If the prize amounts are of equal value, the scratch prize will take precedence.
- The composition of the league as to the number of teams, number of team members, and the scheduling of league play, including the number of position nights per season, are at the discretion of the Executive Board at the beginning of each season.
- Substitute bowlers will be allowed to bowl with **ANY** team. If a sub is used in any game beyond the fifth frame, the sub must finish that game. If the regular bowler arrives and decides to bowl in his/her regular slot, the sub can bowl with another team providing bowling starts prior to the fifth frame of any given game.
- Substitutes are **NOT** eligible for end-of-season prizes. Should a substitute bowler become a permanent member on any team, any scores bowled prior to this will not qualify for individual high game or series end of season prizes.
- Election of the Executive Board must be complete prior to the end of the bowling season to provide for a smooth transition between seasons. May 31 marks the close of the fiscal year. The new Board commences on the first day of the new fiscal year, June 1.
- Nominations for league officers shall be open for at least two (2) weeks and secured at least two (2) weeks prior to the end of the bowling season. Each nominee must be a sanctioned bowler willing to commit and serve. A Nominating Committee shall be appointed by the league President and will be responsible to secure eligible nominees and submit a slate of candidates to the President for the purpose of general election. The President shall oversee the operation of the Nominating Committee.

## **LEAGUE RULES, POLICIES, AND PROCEDURES (continued)**

- Ballots shall be submitted to the general membership for a vote at least two (2) weeks prior to season's end. Team Captains are to ensure that all eligible members vote. The Nominating Committee will compile, tabulate, and submit the results to the current President for review by the Executive Board. A minimum two-thirds (2/3) vote by the membership is required for a legal vote.
- The Nominating Committee is responsible for all balloting, which will be held by secret vote. No nominee may serve on the committee. In the event of a tie, a re-vote for that position should be held. In the event of a second tie, the current President shall vote to break the tie. If the vote involves the current President, the current Vice President shall vote to break the tie. If both are involved, the current Secretary shall vote to break the tie.
- In the event of a resignation from the Board, the current President shall appoint a replacement with approval of the Executive Board. The appointee shall fill the office for the remainder of the current season. If the vacated position is that of the President, the current Vice President assumes the office and subsequently appoints a replacement for Vice President.
- An officer can be removed for just cause by a two-thirds (2/3)-majority vote of the Executive Board, providing discussion and debate is held on such actions. The open position will be treated as a resignation (see above).
- The RHBS Sportsmanship Award will be determined by a vote from the executive board. The winner of the award will be announced at the end-of-season banquet by one of the league's officers.
- The Executive Board positions of Treasurer, Statistician and Secretary will receive an annual stipend for their services. The amounts will be approved annually by (2/3)-majority vote of the Executive Board. Compensation for the IGBO Representative will be the entry fees for the annual, mid-year and the two regional meeting tournaments when they are not hosted by the local GREAT tournament. If a meeting is not attended, no compensation will be given for that individual tournament entry fee.