

ROCHESTER HISTORICAL BOWLING SOCIETY
CONSTITUTION
AND
BY-LAWS

2018 – 2019 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 following seven members: the President, Vice President, Secretary, Treasurer, Statistician (if elected), Social Director, and IGBO Representative. In the absence of a statistician or when the secretary/treasurer is combined, an at larger member(s) will be added to maintain seven members. Volunteers will be asked to fill these positions and appointed to the board. The Executive Board, by majority vote, shall oversee all major league decisions including appointing at large members, mediation of USBC disputes, approval of presidential appointments to the Board, removal of Board members, interpretation of the RHBS constitution, etc. If a member holds multiple positions, he/she receives a single vote in all decisions.

Results of all voting on league matters should be made public, not just the final outcomes, to the entire league by posting the results at the lanes.

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
- 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 and 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.
- USBC Rule 102d. In the absence of the President, the vice president shall perform the duties of the president.

Responsibilities also include:

- Assisting in the direction of functions such as statistics, fund raising, and social events
- 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 and maintaining a 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 and 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 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
- Maintaining an accounting of weekly 50/50 and Progressive jackpot monies received and disbursed.
- Prepare a budget to present to the Board and league membership for approval within 5 weeks after the season starts.

STATISTICIAN

No election of a Statistician will be held if the league desires to have league statistics maintained by the Bowling establishment, otherwise 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 at a suitable location.
- Appointing any committee 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 arrange 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
- 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.

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 Team Captain each week payment is due. It is the Captain's responsibility to see that ALL fees are paid timely. In the case of an absent bowler, the Captain is to ensure that his/her fees are current by the next week of bowling. Each bowler's fees must be current unless other arrangements have been agreed to.
- If payment is to be made 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 ensure the league Secretary has current information for all team members.
- Team Captains are to ensure all team registration sheets are updated and current.
- Team Captains are to ensure all substitute bowlers have completed a sanction card and paid their sanction fees before they bowl.
- Team Captains are to ensure the score sheet is properly completed at the end of each game and that it is turned into the Statistician, if elected. If no Statistician is elected, score sheets are to be turned into the Bowling establishment at the end of nightly play (after having been signed by BOTH team captains).
- Team Captains are to notify their team if an officer of the league has canceled '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.
- Team Captains are to ensure 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.
- Team Captains are responsible to ensure their team members are ready to bowl when it is their turn ensuring play is not unnecessarily delayed.
- 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. The captain MUST notify the President and Treasurer of such arrangements prior to the match occurring.
- A vacancy score of 120 will be used for any team that has an incomplete roster. Handicap for that position will be based on the vacancy score of 120.

GENERAL 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 first week of play. It is the responsibility of the league Secretary to ensure 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.
- 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 ensure 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, a "book average" will be used for purposes of handicap calculation for anyone who bowled at least 21 games in RHBS the previous year. A book average is the bowler's ending average from the previous RHBS season. New bowlers to the league will use their highest book average from the previous season in any non sport league with at least 21 games bowled. Those without a "book average" will have their handicap determined at the end of the evening's bowling.
- 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 highest total pins without handicap will break any tie (other than for league champion).
- Handicaps will be computed based on 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 equal to 100% of the difference between their average and 225. 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.
- 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. Rosters are established week 1 of league play. Only rostered bowlers will be IGBO members.

- 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.

WITHDRAWAL FROM THE LEAGUE

When a bowler or Team desires to leave the league USBC rule 114 will be invoked.

USBC Rule 114a. Procedure for Withdrawing

Members of a league may withdraw from the league during the season.

1. If a team or individual must withdraw the following procedure is to be followed:

a. Two weeks notice must be given along with sufficient cause for resigning.

1.)A team shall give notice to the league president and secretary.

2.)A member resigning from a team shall give notice to the captain and the league president and secretary.

b. The resigning member(s) must pay league fees for two weeks if the bowler is not replaced within that period.

2. If proper notice and sufficient cause is not given, all franchise, prize and any other money for which the team or individual may have been eligible will be forfeited, unless the league board determines otherwise. In addition, the member(s) shall be subject to suspension of USBC membership

- Every effort should be made by the team to fill the vacancy as quickly as possible. 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.

SUBSTITUTE BOWLERS

- All substitutes must be sanctioned through RHBS or another league, 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.
- 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 cannot bowl in place of a non-paying position on a team (i.e. a vacant position).

PAYMENT OF LEAGUE FEES

No bowler can be more than two weeks late with any scheduled payment of league fees. If payment is not made by three weeks after the scheduled payment was due they will be notified by 2 league officers of the arrears situation. If fees are not made by the following week their position on the team will be vacated.

PRIZES & AWARDS

- 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.
- If league determines that individual prizes will be awarded for the season scores for individual handicap game and series 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. End of season prize for team handicap game\series and scratch game\series will be calculated with the completion of Week 7.
- 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.
- 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.
- The RHBS Sportsmanship Award will be determined by a vote of the entire board. The winner of the award will be announced at the end-of-season banquet by one of the league's officers. The members at large will be responsible to solicit the league members for nominations of the award.

ELECTIONS

- **USBC Rule 102 – League Officers**

USBC rule 102a, item 5 states that two members of an immediate family cannot serve as president and treasurer or secretary-treasurer of the same league or cosign for withdrawals from a league account.

USBC rules commonly asked question 102/3 defines members of an immediate family to include mothers, daughters, sisters, wives, husbands, sons, brothers, fathers, step sisters, step brothers, step mothers, step fathers and in-laws. Same gender spouses are considered immediate family. For purposes of RHBS we will consider two members who are a couple or once were a couple to also be considered immediate family.

USBC rule 102b. Vacancies in Office- A vacancy in any office shall be filled by the board of directors.

- Election of the Executive Board must be completed 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 general election. The President shall oversee the operation of the Nominating Committee.

- 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).