

Policies and Procedures

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1. Membership

1.1 Voting Members

- A. Each voting member must provide the name of the representative and the alternate representative.
- B. Each voting member must annually submit the IGBO Renewal Form.
- C. Tournament Members must also 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. TAD Link: <http://tad.igbo.org>

1.2 Presumptive Voting Member

- A. Certification by USBC is not a requirement for acceptance into IGBO.
- B. Presumptive members shall be voted in at the next General Membership Meeting and will receive full voting privileges upon acceptance.
- C. Presumptive members shall qualify for current membership benefits. ([CLICK HERE to view IGBO Benefits](#)).

1.3 Terms of Membership and Association

- A. The standard renewal period begins September 1 and ends October 31.
- B. League and Tournament Members: Membership begins January 1 and expires on December 31 of that year.
- C. Direct Association is effective on the date the application is submitted and expires 12 months later.
- D. League Associates: For verification, a league associate is considered active if they are a participant contributing to any League member’s normal playing strength as of the date of average verification.
- E. Any member who does not renew their membership may re-apply for new membership. Upon approval of new membership, the league or tournament will

begin at year one for the purposes of [7.3\(E\)\(3\)\(d\) IGBO Membership Recognition](#).

- F. All member tournaments must require that bowlers entering their tournament be a bowler on an IGBO League or an Associate Member of IGBO.

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

2.1 The Executive Officers

A. President – Director One (1)

1. Oversees the day-to-day operations of IGBO.
2. Appoints all committees and chairs along with the Board of Directors.
3. Is an ex-officio member of all standing committees.
4. Chair of the Contracts Committee.
5. Conducts all board meetings as well as the General Membership Meeting.
6. Appoints parliamentarian for the General Membership Meeting.
7. All duties that are customarily tasked to the president of a Non-Profit 501(c)(3) organization.

B. Vice President – Director Two (2)

1. Is the ex-officio member of every committee. All committees must submit meeting minutes to the Vice President.
2. Serve as a member of the Contracts Committee.
3. In any instance that the president is not available, the Vice President will act in the place of the President.
4. The Vice President oversees all official communications regarding the organization.
5. All duties that are customarily tasked to the vice president of a Non-Profit 501(c)(3) organization.

C. Secretary – Director Three (3). The Secretary shall be charged with, but not limited to, the performance, or to oversee the performance, of the following duties:

1. Maintaining the most current information concerning the Membership in an approved database.
2. Facilitating all renewals for member leagues and tournaments in a timely manner.
3. Preparing and distributing of updates, on a regular basis, of the information contained within the databases (i.e., Directory updates to members).
4. Maintaining and updating the IGBO Handbook after each General Membership Meeting.

5. 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.
 6. Preparing and distributing, no less than thirty (30) days prior to any General Membership meeting, a package which shall contain information about the meeting including but not limited to:
 - a. An agenda of the upcoming General Membership meeting.
 - b. Copies of the minutes of the previous General Membership & Board meetings.
 - c. Proposals for discussion or ratification at the General Membership meeting.
 7. Verifying the eligibility of a voting member to vote at an IGBO General Membership meeting including:
 - a. That the voting member has paid all applicable fees.
 - b. That all annual renewal information has been submitted.
 8. Maintaining correspondence files for the organization.
 9. Serves as a member of the Contracts Committee.
 10. Maintaining Federal Compliance with regard to renewing IGBO Trademarks.
 11. Appoints and Supervises the Recording Secretary, with the approval of the remaining Executive Directors.
 12. All duties that are customarily tasked to the secretary of a Non-Profit 501(c)(3) organization.
- D. Treasurer – Director Four (4). The Treasurer has the responsibilities typical of the financial officer of a nonprofit organization. Accordingly, the Treasurer is charged with performing or overseeing the duties that include:
1. Maintaining financial systems and records to provide continuity and transparency.
 2. Preparing and executing a budget, in coordination with IGBO officers and committees.
 3. Establishing and maintaining bank, online commerce, and financial accounts.
 4. Establishing and maintaining financial controls.
 5. Preparing and distributing financial statements and reports.
 6. Preparing and submitting documents for tax, compliance, and audit purposes.
 7. Ensuring timely receipt, disbursement, and accounting of funds, such as
 - a. Membership dues;

- b. Fundraising income and expenses;
 - c. Tournament entries, payments, and payouts; and
 - d. Donations and sponsorships.
8. Reviewing and approving expenses and payments, ensuring consistency with budgets, procedures, and IGBO mission and activities.
 9. Ensuring compliance with laws and regulations related to use of funds, financial reporting, and tax obligations and exemptions.
 10. Conducting activities and oversight related to IGBO conferences and tournaments, such as
 - a. Assist host committees in financial matters;
 - b. Collect and verify entry and registration payments;
 - c. Pay conference and tournament expenses; and
 - d. Allocate and reconcile income and expenses.
 11. Supporting the activities of IGBO committees such as Fundraising, Federal Compliance, Audit, and Contracts.
 12. Identifying and taking other actions, as needed, to protect the financial interests and integrity of IGBO.
 13. All duties that are customarily tasked to the treasurer of a Non-Profit 501(c)(3) organization.

2.2 Regional Directors

A. Shall represent the following:

1. Director Five (5) – North America Heartland: Illinois; Indiana; Kentucky; Michigan; Ohio; Wisconsin; and Ontario, Quebec, New Brunswick, Prince Edward Island, and Newfoundland, Canada.
2. Director Six (6) - Rocky Mountain; Arizona; Colorado; Idaho; Montana; Nevada; New Mexico; Utah; Wyoming and Alberta, Canada.
3. Director Seven (7) – Northeast America/Europe: Connecticut; Delaware; Maine; Massachusetts; Maryland; New Hampshire; New Jersey; New York; Pennsylvania; Rhode Island; Vermont; Virginia; West Virginia; and Europe.
4. Director Eight (8) – Southern: Alabama; Florida; Georgia; Mississippi; North Carolina; South Carolina; and Tennessee.
5. Director Nine (9) – West Coast/Pacific Nations: California; Hawaii; Oregon; Washington; British Columbia, Canada; Australia; and New Zealand.
6. Director Ten (10) – Central Plains: Arkansas; Iowa; Kansas; Louisiana; Minnesota; Missouri; North Dakota; Nebraska; South Dakota; Oklahoma and Texas.

7. Director 11 (11) – Director at Large: Associate members, life-time members, and special projects.

B. Duties of the Regional Directors

1. Shall 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:
 - a. Supplying all appropriate written material and information as defined in these Policies & Procedures.
 - b. Informing the members of the region of new members, potential new members, contacts for potential new members if in an area in which there exists a league or tournament, etc.
 - c. Encouraging IGBO representatives to attend IGBO Tournament and Conferences.
2. Shall submit updates, at least twice a year, 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 IGBO Tournament and Conference.
3. Shall hold regional meetings in person or electronic means, (i.e., Zoom, social media, or email) with any updates or changes to IGBO that affect leagues, tournaments and/or their associates.
4. Shall attend Board Meetings including:
 - a. Assisting the executive officers when requested.
 - b. Presenting a written report on the regional meetings.
 - c. Taking notes for dissemination to the members of the region.
5. Shall hold Regional Caucuses at General Membership meetings to:
 - a. Discuss the board meeting held that week briefly.
 - b. Point out hot topics on the agenda.
 - c. Field questions by the regional members in attendance.
6. Shall make every reasonable effort to attend IGBO-related functions.
7. Shall work in conjunction with the Secretary:
 - a. to make sure renewals are completed by renewal deadline, and
 - b. to ensure that all proxies and absentee ballots are received by their individual deadlines pertaining to the IGBO Tournament and Conference.

C. Duties of the Director-at-large:

1. Establish and maintain communication channels for all associate and lifetime members.
2. Represent the Associate and Lifetime membership at meetings of the Board.
3. Share tournament representation with the other officers.

3. Appointees. Unless otherwise noted, all appointments are made by the President.

3.1 Recording Secretary *Ref. Art III.3.B, IGBO Bylaws*

- A. This appointment will be made by the Secretary.
- B. This appointment shall serve for a term of one General Membership meeting.
- C. The Recording Secretary shall:
 1. report to the Secretary,
 2. attend and record the minutes of the General Membership meeting, and
 3. prepare and deliver a draft of the transcribed minutes to the Secretary within 15 days of the meeting date.

3.2 Representative(s) or liaison(s) to organizations where IGBO requires representation.

- A. This appointment shall run from July 1 to June 30 of the following year.
- B. An official representative of IGBO responsibilities include:
 1. Acting in a manner consistent with the interests, mission, vision, and values of IGBO.
 2. Voting, to the extent practical, consistent with any direction provided by the IGBO Executive Board or membership.
 3. Keeping the IGBO Executive Board and membership informed of matters and events that affect IGBO, such as the organization's meeting schedule, agenda, votes, and actions that might affect IGBO events or members.
- C. The President may require a written report for any meeting or vote for with the representative attends or casts.

3.3 **Historian**

- A. This appointment shall run from July 1 to June 30 of the following year.
- B. Shall be responsible for maintaining:
 1. A digital 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.
- 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.

3.4 **Parliamentarian**

- 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 IGBO Accounts

- A. Checking and savings accounts shall be established in the name of IGBO at a bank acceptable to the IGBO Treasurer.
- B. The authorized signers of the checks will be at least two of the Executive Officers of IGBO.
- C. IGBO Online Banking Access: The President and Treasurer are the sole subscribers to secure online banking software for IGBO's accounts.

4.3 Membership Dues

- A. The annual membership dues schedule effective 07/01/2023 is:
 - 1. League membership dues shall be based on league members. A fee of \$3.00 will be charged per rostered member of each league at the time of renewal.
 - 2. Tournament membership dues shall be based on a number of bowlers.
 - a. A fee of \$2.00 will be charged per tournament bowler at the previous year's tournament.
 - b. New tournaments will pay \$50.00 to join IGBO and will pay the renewal fee at the next renewal period.
 - 3. Associate dues shall be \$25.00 US.
 - 4. Lifetime Associates shall be exempt from payment of dues.
 - 5. Organization membership dues shall be \$250.00 US.
- B. Membership dues must be paid on or before October 31.
- C. The October 31 deadline can be extended at the discretion of the Board.

- D. Failure of a League Member to pay the membership dues by the October 31 deadline may be cause for failure to receive awards and other membership benefits.
1. All members paying dues in arrears after the deadline will be notified in writing by the IGBO Treasurer and given a final deadline for submitting payment.
 2. Termination of membership will result in the loss of all privileges of membership.
 3. 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 Tournament and Conference shall be \$10.00 US per bowler.
- 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 Funding of IGBO

- A. League, tournament, and individual donations excluding membership dues and fees.
- B. Corporate Sponsorship.
- C. Corporate Contracts.
- D. In-Kind Donations.

4.6 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. Regional Directors have specific expenses that may be reimbursed. Regional 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 within current allocated budget will be reimbursed.
- 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 outside the committee's established budget or normal and customary expenses.
 - b. By all non-board or committee members who have a task or project that has not been 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 printing, copying, mailing, and 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 request.
 - b) Ensure that this expenditure will not interfere with current spending obligations.
 - 3) Send approval or denial to:
 - a) The Treasurer,
 - b) The individual making the request, and
 - c) The other members of the Board.
- 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 treasurer shall process Expense Reimbursement Forms submitted by the entire Board of Directors, except for the Treasurer, which shall be

processed by the President. All approvals shall be by written approval on the face of the Expense Reimbursement Form.

5. Elections and Representation of Members

- 5.1 Election of a member of the Executive Board. A candidate for a position on the executive board shall:
- A. Provide a written statement (a maximum of 500 words or one printed 8.5" x11" page) summarizing their experience, qualifications, and reason(s) for running. The statement may be sent electronically to the secretary up to 45 days before the GMM for inclusion in the representative information package or distributed in hard copy onsite; and
 - B. Will be allowed up to three minutes to address the membership before voting. After the candidates' presentations, up to 10 minutes will be allowed for questions and answers.
- 5.2 Representation by proxy. A member may designate a proxy to vote at a General Membership meeting, as follows:
- A. The member must submit to the Secretary, a Proxy Designation Form before the opening of the meeting. If a proxy is not named or the designated proxy is absent, the proxy is assigned by the Regional Director to a representative from that region, if available.
 - B. An individual may represent no more than three (3) members as either representative or proxy.
 - C. A proxy authorization expires upon adjournment of the meeting for which the proxy was issued.
- 5.3 Voting.
- A. The President and/or Secretary will appoint a team of people to assist with ballot collection and vote counting for votes held during the General Membership Meeting.
 - B. Absentee voting is authorized only for site selection for an IGBO Tournament and Conference.
 - C. An absentee vote must be submitted to the Secretary at least 10 days before the general membership meeting.
 - D. An absentee vote is counted only if the member is not represented in person at the meeting.

6. IGBO Tournament and Conference Bids

6.1 Tournament Bids, General Information

- A. Bid applications for the IGBO tournaments will be reviewed and approved in advance by the Bid Process and Support 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).

- B. Tournament dates must fall within the last three weeks in May.
- C. 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 Process and Support 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 due to any comments received the Bid Process and Support Committee.
 - 2. Formal Bid Application – the formal bid application package shall be sent to the Board, the Bid Process and Support 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.
- D. 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.
- E. Within 30 days of receipt of the preliminary and pre formal bid application, the Board, through the Bid Process and Support Committee, shall notify the representative(s) of the Bid Committee of suggested revisions/deletions to the bid application received.
- F. 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 and Conference Bids

- A. The bid application to host the IGBO Tournament and Conference shall be approved at the General Membership Meeting two (2) years in advance.
- B. Prior to the 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

6.3 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% of 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 side pots, 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].
- 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.
- 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.
- G. Tournaments will be required to carry a dishonesty bond for the signers of their bank accounts. IGBO will purchase these bonds.

6.4 Tournament Rules

- A. IGBO Tournament Rules – See Addendum A – [IGBO Annual Tournament Rules](#).
- B. Duck pin, five pin, rubber band, or candlepin averages cannot be used.
- C. Averages from “Sports Condition” leagues (as defined by USBC) cannot be used.

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

6.5 Tournament, Host Committee

A. IGBO Liaison

1. Information provided to the 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.
2. Liaison shall provide information on Emergency Services as listed below including Names and Phone Numbers:
 - a. Medical,
 - b. Legal Police,
 - c. Fire,
 - d. Ambulances,
 - e. AIDS specific services, and
 - f. Others as deemed necessary.
3. Liaison shall provide information as needed in the following areas:
 - a. Drinking age,
 - b. Driving under the influence,
 - c. Seat belt usage,
 - d. Traffic citations, and
 - e. Others as deemed necessary.
4. Liaison shall obtain and/or provide the following: (Check with the host hotel(s) to determine if they will loan/give us any of these items during the tournament stay.)
 - 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, and
 - g. Facial tissue for the Quilt viewing.
5. Quilt Viewing
- a. The Quilt Committee Chairperson will notify liaison of any/all arrangements made regarding the receipt and disposition of the IGBO Quilt Panels and the timing of visitation, etc.
 - b. Room Set Up Adequate room will be arranged for by the Host City in conjunction with the IGBO President.
 - c. Panels are to be arranged singly or in cluster of four (4) panels together with a four (4) foot walkway between the panels.
 - d. Liaison is 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.
 - e. Panels must be boxed and moved to the storage area immediately after the visitation.
6. Availability
- a. Each morning, liaison will meet with the IGBO President.
 - b. Liaison will make regular check-ins during the Board and General Membership meetings.
7. Additional Assignments
- a. Pickup and delivery of supplies.
 - b. Copy assignments, if necessary.
 - c. Message delivery to the Board, etc.
8. Reimbursements
- 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. Committees

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 all presentations to the Membership at General Membership meetings when needed. The Chairperson, at their 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).

- B. The Chairperson of the committee may be:
 - 1. Designated in the Bylaws of IGBO,
 - 2. Designated in the Policy and Procedure of IGBO,
 - 3. Named by the IGBO President at their discretion, or
 - 4. 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 February 1, with written notification to the President.
- D. The terms of office for the Chairperson:
 - 1. Of an appointed committee shall begin on January 1 and continue until December 31 of the same year.
 - 2. For committees whose membership consists of the Board, shall begin on January 1 and continue until December 31 of the same year.

7.2 Policies and Procedures Established Committees

- A. The Tom Hack Awards Committee consists of the Regional Directors.
- B. Bid Process and Support Committee
 - 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.
 - 2. Must ensure that all bids meet the minimum requirements as set forth in the Tournament Handbook before they are certified and submitted to the General Membership.
- C. Budget Committee
- D. Contracts Committee
 - 1. Contracts shall include, but not be limited to the host hotel, bowling facilities, and sponsorship and merchandising agreements.
 - 2. Approval of the contract(s) must be by the majority of the Contracts Committee.
- E. Federation of Gay Games Committee
 - 1. Notify in writing the Federation Recording Secretary of the names of the Representative(s) and the Alternate Representative(s) in a timely manner.
 - a. For the Representative(s) and Alternate Representative(s), within one month of the beginning of IGBO's fiscal year.
 - b. For any changes of Representative(s) or Alternate(s), within two weeks of the Representative(s) or Alternate(s) appointment.

2. Shall ensure that if the Representative(s) or Alternate(s) cannot attend the meeting, that individual(s) be designated to attend the meeting.
 - a. Shall notify in writing the Federation of the person(s) who shall attend the meeting.
 - b. Notify in writing the individual(s) of IGBO's position relating to items on the agenda.
 - c. 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.
3. 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.
 - a. This authority applies to one meeting per year.
 - b. 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.
 - c. Notify in writing the individual(s) who will be representing IGBO of the procedure to request reimbursement for the meeting.
 - d. Reimbursement shall be for the cost of airline fare, incidentals relating to the business at hand, which includes photocopies, phone calls, postage, etc.
 - e. The President must approve all expense reimbursement requests prior to the request being submitted to the Treasurer for reimbursement.
4. Conduct an annual review of the continuing value to IGBO of remaining a member of the Federation of Gay Games.
 - a. The review shall take place prior to the Mid-Year meeting of the Board.
 - b. Shall notify the representatives at the Annual meeting either in writing or verbally at the Mid-Year General Membership meeting.
 - c. 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.
 - d. A simple majority of the voting representatives in attendance at the meeting shall be required to approve continuation of membership.

F. Marketing, Sponsorship and Research Committee

G. Tournament and Conference Committee(s)

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:

- a. The Rules Committee, and
 - b. The Regional Director for the region in which the Tournament is to be held.
3. 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. Detailed financial statement,
 - e. Fundraising review (how many events, how much money was raised, expenses, etc.),
 - f. Donations of material goods and their estimated market value,
 - g. Housing accommodations – number of private housings, hotel singles/doubles/triples,
 - h. Banquet attendance breakdown: bowlers, hosts, and guests,
 - i. Summary of any sponsorships, and
 - j. Local transportation costs and amount of use.
4. 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.
5. 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.
6. Rules Committee
- a. The rules committee acts in an advisory capacity and is comprised of all Regional Directors.
 - b. All members of the committee should be knowledgeable in the rules of both the tournament and USBC.
 - c. The Tournament director shall act as the Chief Tournament Officer of the IGBO Tournament and shall make all final decisions as to rules and disputes.

7.3 Bylaws Established Committees

A. Audit Committee

B. Bylaws Committee

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.
 - 1) Review the requested change, and
 - 2) Propose the change if necessary; or
 - 3) Notify the person submitting the requested change of the recommendation.
 - 4) Present the committee's recommendations for changes to the Bylaws or Policy and Procedures.
 - 5) 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. Reviewing 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. Preparing 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 ensure 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. Fellowship Award Committee (see Section 8 – [Awards](#) for procedures)
- D. Fundraising Committee
 - 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, and
 - 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 Tournaments, and
 - c. Consistent administration and accountability in the organization, promotion, and payouts of the events.
 - 5. Committee members shall be charged with the assisting in, and running the fundraising events as needed.
- E. Membership Committee

1. Provides recommendations for growth of diversity, equity, and inclusion of membership.
2. Generate ideas that would improve the value of IGBO Membership.
3. Administers the following IGBO Programs:
 - a. 300 Game/800 Series Award
 - 1) 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.
 - 2) Only one 300 Game and one 800 Series Award may be received during any fiscal year.
 - 3) 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.
 - b. End-of-Season League Championship Award
 - 1) 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.
 - 2) A cost for additional awards will be the responsibility of the requesting league.
 - c. Most Improved League Bowler Award
 - 1) Provided to each member league to be awarded to two 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.
 - 2) Requests must be made to the chairperson of the Membership Committee, or their designee.
 - 3) Any cost for additional awards will be the responsibility of the requesting league.
 - d. IGBO Membership Recognition

- 1) Shall recognize member leagues and tournaments for lengths of continuous membership and support of the organization.
 - 2) Shall be on display during every Annual Tournament and Conference.
 - e. [Individual Recognition Awards](#) (Pins).
 4. Provides resources for Deaf and Disabled Bowlers
 - a. IGBO will follow all state and federal laws regarding compliance of the Americans with Disabilities Act (ADA).
 - b. If necessary or requested, IGBO will provide and pay for American Sign Language (ASL) interpreters for General Membership Meetings and the Awards Banquet.
- F. Member Tournament Director's Committee
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 Tournament and Conference.
 - b. Make reports to the IGBO Board and the General Membership Meetings or designate an alternate to make reports.

8. Awards

8.1 IGBO Fellowship Award

- A. The IGBO Fellowship Award is one of the highest honors 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.
- 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. 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.
 - 3) Must announce the acceptance of nominations at the Mid-Year General Membership meeting.
 - 4) Notification provided in (a)(1) & (2) above shall consist of:
 - a) The Nomination Form
 - b) A listing of the previous Award recipients.
 - c) A listing of the members of the Fellowship Award Committee
 - d) The procedures for making a nomination
 - b. 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.
 - c. 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.

4. 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.
 - b. 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. 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.
 - f. 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.

F. Benefits of receiving this Award.

1. Trophy
 - 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.

8.2 Tom Hack Service Award

A. Prior to the Annual Tournament and Conference meeting of the Board, this Committee shall:

1. 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.
2. 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.
3. Provide a complete list of all nominees to every member of the Awards Committee, including biographies of all nominees.

- B. 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.
- C. At the meeting, voting on the nominees shall take place. The Chair shall:
 - 1. State the names of all nominees to be voted on for each ballot.
 - a. For the first round of voting, all nominees shall be on the ballot.
 - b. 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).
 - c. 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.
 - 2. Tally the votes for each round of voting.
 - 3. Present the award(s) to the recipient(s) after making a short presentation regarding the qualifications for which the recipient was nominated.
 - 4. Each Award Committee member has the opportunity to write a short presentation about the individual to whom the award will be presented.
 - 5. The Chair of this committee will take into consideration all submitted presentations and develop the final presentation.
 - 6. The Chair has the authority to request another committee member to make the presentation at the Annual Tournament and Conference banquet.
- D. Procedures for nomination
 - 1. Each Award Committee member may nominate one person per year.
 - 2. A currently seated member of the Board of Directors cannot be nominated for the award.
 - 3. 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.
- E. 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. Those individuals dropped from the list can be re-nominated for the award.
 - 2. 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.

8.3 Other Awards

A. Lifetime Associate Member

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 optionally, 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 fee will be waived for the lifetime of the recipient.

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 as follows.

A. The requesting Member submits a written request for use of the 501(c)(3) to the IGBO Treasurer. This request must contain: Information about the potential donor or sponsor, including name; type of business, address, and point of contact; The approximate start and end dates for the receipt of donations, including a disbursement schedule if one is negotiated; and A point of contact for the member, including name, phone number, and email address.

B. The treasurer contacts the company and sends the 501(c)(3) documentation.

C. The Donor completes and sends to the Treasurer any documentation required.

D. Treasurer reviews the documentations, 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 as follows:

A. The Donor makes donation in a check payable to "IGBO."

B. The Donor or Member sends the check to the IGBO Treasurer.

C. The Treasurer receives the check, prepares a sales receipt, and records the donation.

1. Rule: 95% of the donation is credited to the member; the remaining 5% is credited to IGBO as an unrestricted donation.

2. Exception: The full donation (100%) is credited to an IGBO Tournament or Conference

D. The treasurer, after the donor's check clears, issues:

1. a check to the member; and

2. an acknowledgment letter to the donor.

E. 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)

- 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.

Revision History

| Date Requested | Date Approved | Section | Change |
|----------------|---------------|---------|---|
| 10/23/2022 | | All | Complete overhaul of entire document completed to bring the document up to current times, refine procedures, clarify terms, accompany newly approved bylaws, and reduce wordiness. |
| 3/27/2023 | 3/27/2022 | 1.1(C) | Added link to TAD. |
| 6/22/2023 | | 2.2(A) | Updated the regional directors due to the re-districting. |
| 6/22/2023 | | 4.3(A) | Updated fees based on new fee structure. |
| 6/22/2023 | | 8.2(A) | Updated Tom Hack award to reflect nominations to be submitted prior to Annual Tournament and Conference and removed verbiage about Mid-Year Tournament which has been discontinued. |
| 7/1/2024 | 7/1/2024 | 2.2 | Added verbiage related to the addition of a Director at large. |
| | | | |