

Sarasota-Manatee County Women's Bowling Hall of Fame

Policy & Procedures

I – Purpose

The purpose of the Sarasota-Manatee County Women's Bowling Hall of Fame is to honor those who have demonstrated superior performance and/or meritorious service while promoting the game of American Tenpins in the Sarasota-Manatee County Bowling Association.

II – Organization

A. This committee is an official function of the Sarasota-Manatee County Bowling Association. It is comprised of ladies who have gained the designation of Hall of Fame members.

B. The committee will have the following officers to be elected for a two-year term of office:

| | |
|--------------------|--------------------------------|
| President.... | Elected on even number years * |
| Vice President.... | Elected on odd number years * |
| Secretary... | Elected on even number years |
| Treasurer... | Elected on odd number years |

* A maximum of two (2) consecutive terms in the same officer capacity can be served.

III – Officer Duties

A. President

- Presides over meetings
- Appoints committee chairs
- Presents new inductees to public at the bowling center
- Distributes nominee information to current membership to allow adequate time for evaluation to voting
- Review/verify monthly bank statement

B. Vice President

- Assumes duties of president in her absence
- Assists the president, as needed

C. Secretary

- Takes minutes of each meeting and presents them at the next meeting. They can be e-mailed to those members with a computer. Paper copies should be given to individuals who need/want them other than via e-mail.
- Prepares any correspondence (thank you letters, meeting notifications, etc.) as needed for the president and individual committees.
- Verifies eligibility of voting (active vs inactive members)

D. Treasurer

- Makes deposits in a timely manner
- Maintains all financial records. Information is to be given to the SMCBA association manager on a yearly basis.
- Prepares detailed financial report to be given to HOF members at meeting.
- Reimburses members for approved expenses.
- Prepares required checks to be given to the President for signature.
- Provides files for quarterly audits that must be conducted and scheduled by the president.

IV – Meetings / Functions

- A. A minimum of three (3) meetings and two (2) functions will take place each calendar year.
January annual meeting (city tournament and nominee voting)
Spring (Hall of Fame banquet to induct new members)
May (officer elections)
August (event planning meeting)
October (breast cancer tournament)
- B. A quorum of 50% of active members is required to conduct a meeting.
- C. Subject to a quorum being present, absentee votes (for officer elections and nominee selection) will be accepted from active members.
- D. The meetings will be held at a central location whenever possible.
- E. The meeting dates will try to alternate between Saturday and Sunday to accommodate more members.

V –Active/Inactive Designations

- A. Active—You attended at least three (3) meetings and/or functions in the calendar year.
- B. Inactive—You have not met the above requirement. However, missing scheduled meetings for work obligations or other legitimate reasons does NOT make you inactive. Please notify the President or Secretary if you cannot attend a meeting and provide the reason.

* To reinstate active membership requires you to resume participation in scheduled meetings and/or functions.

VI – Membership

- A. Superior Performance.
- B. Meritorious Service

A candidate must have an outstanding record in bowling, evident sportsmanship or must have given meritorious service to the game.

A candidate must be or have been active as an adult in the former women's bowling associations (SWBA, BWBA or SMWSBA) or the merged Sarasota-Manatee County Bowling Association for a minimum of ten (10) years.

Formal nominations will be accepted only through the Sarasota-Manatee County Women's Bowling Hall of Fame. Said nominations for any year must be presented to a Hall of Fame officer by December 15th annually.

Applications will be held by the committee for a period of one (1) year. Thereafter, they must be resubmitted. Selections of members for the Sarasota-Manatee County Women's Bowling Hall of Fame may be from living members or may be made for a member posthumously.

- A maximum of five (5) new inductees is allowed per year. They can all be from one category or a combination of both.
- A person IS allowed to be inducted for both categories if the induction criteria have been met. If a person is voted in for both categories in the same year it will count as two (2) inductee spots

VII – Voting Procedure

- A. Only active members of the Sarasota-Manatee County Women's Bowling Hall of Fame are allowed to vote. They may submit a sealed proxy vote for officer elections and nominee selection. The sealed proxy vote must be submitted to an officer of the Sarasota-Manatee County Women's Bowling Hall of Fame at least one week prior to the scheduled voting date.
- B. Voting will be done by secret ballot.
- C. The following guidelines are to be followed:
- 1-Election of Officers.....majority vote required
 - 2-Nominee Selection.....two-thirds (2/3) of eligible votes

VIII – Miscellaneous Items

- A. Suitable awards shall be made to those persons elected to the Sarasota-Manatee County Women's Bowling Hall of Fame at a ceremony held following their election.
- B. The costs and expenses of operating the Hall of Fame shall be borne by the Sarasota-Manatee County Women's Bowling Hall of Fame.
- C. These Policies and Procedures may be amended and committee actions taken by two-thirds (2/3) affirmative vote of the active members present at the annual meeting of the Sarasota-Manatee County Women's Bowling Hall of Fame.