



KNIGHTS OF COLUMBUS
WISCONSIN STATE COUNCIL
POLICY MANUAL

**Wisconsin Knights of Columbus
State Bowling Committee
Structure and Guidelines**

**ARTICLE I
Objects**

The object of this Committee shall be:

1. To encourage good fellowship among Members and promote the game of bowling in all Knights of Columbus councils.
2. To provide uniform rules and regulations.
3. To hold, conduct and manage an Annual State Knights of Columbus Tournament and determine the qualifications of bowlers participating therein.

**ARTICLE II
Management**

Section 1. The State Tournament shall be managed by the State Bowling Committee consisting of eight (8) members, structured as follows:

1. Five (5) Brother Knights, one representing each of the five Dioceses, all elected by the captains of the bowling teams participating.
2. One (1) State Officer appointed by the State Deputy.
3. One (1) Chairman appointed by the State Deputy, as recommended by the committee.
4. One (1) Secretary/Treasurer, (Non-voting) appointed by the State Deputy, as recommended by the committee.

Section 2. The Committee shall have final control and disposition of all matters pertaining to the annual State Bowling Tournament.

**ARTICLE III
Financial Remuneration**

1. Each Bowling Committee member shall be allowed, lodging and meals per state guidelines for attendance at scheduled meetings or assignments.
2. Secretary's compensation shall be determined by the Bowling Committee and the State Officers.

3. State Convention representative shall receive the same per diem as any State Convention delegate.
4. Committee member(s) shall submit to the State Deputy on a “Wisconsin State Council Expense Report” form supported by proper receipts for expenses. The State Deputy and the State Treasurer will then approve or adjust payment, and submit the Expense Report to the Secretary/Treasurer of the Bowling Committee for payment.

ARTICLE IV

Nominations

Section 1. Member of the committee shall be appointed for a term of one (1) year. Councils Represented by one or more bowling team(s) in the last tournament shall be entitled to propose a candidate for appointment to the State Bowling Committee. The State Bowling Committee will appoint a Policy Committee to select a qualified member ballot of nominees from the list of proposed candidates.

Section 2. Each Council entitled to representation on the committee may send the name of its candidate to the Secretary/Treasurer no later than September 15th to be placed on the official ballot.

Section 3. The Host Tournament Secretary shall have printed a ballot of the nominees as adopted by the Committee and each team captain shall be entitled to vote for not more than five (5) of the nominees appearing on the ballot. The voting will take place by the Team Captains during the Annual State Bowling Tournament.

Section 4. The Host Tournament Secretary shall count the ballots and results of the election tabulated and announced at the Spring Meeting of the Committee, held following the close of the tournament. A list of the committee members shall be submitted to the State Deputy for his approval, at which time the State Deputy shall appoint a Committee Chairman, Secretary/Treasurer and State Officer.

Section 5. In the event a committee member has to be replaced, (due to death, resignation or other circumstance) the Grand Knight of his council shall submit a resume for a replacement within 45 days to the State Bowling Chairman. This nomination plus the name of person with the next highest number of votes within the Diocese that has the vacancy in the last election shall be submitted to the State Deputy for his appointment.

Section 6. Any one (1) unexcused absence by a Committeeman in one (1) year period shall terminate his term of office, and ARTICLE IV Section 5 shall abide.

ARTICLE V

Selection of Tournament Site

Section 1. Any subordinate council may present a bid for the tournament. Notice must be in writing, signed by the Grand Knight of the council and forwarded to the Secretary/Treasurer of the State Council Bowling Committee prior to September 15th. It is understood that all applicants are for tournament sites two (2) years in advance of date presented.

Section 2. Each council shall appear before the Committee to present its case as to the advantages of its respective Council for holding such tournament. They shall be heard alphabetically according to cities.

Section 3. The Committee shall at the Fall Meeting, decide by a majority vote where the next Annual Tournament shall be held.

ARTICLE VI
Pin Committee

The Chairman of the Wisconsin Knights of Columbus State Bowling Committee at the Fall Meeting shall appoint a two (2) man advisory committee to check facilities and accommodations of the city that has been awarded the tournament two (2) years hence. The committee is to report back at the Tournament opening Meeting for acceptance or rejection of said award.

ARTICLE VII
Committee Responsibility

Section 1. The Committee shall audit all bills and order the Secretary/Treasurer to submit them to the State Deputy on a “Wisconsin State Council Expense Report” form supported by proper documentation. The State Deputy and State Treasurer will approve them or adjust the payment and submit the Expense Report to the Secretary/Treasurer of the Bowling Committee for payment.

Section 2. The Committee shall adopt the rules and regulations as promulgated by the United States Bowling Congress.

ARTICLE VIII
Meetings

The Committee shall hold a minimum of three (3) meetings annually. One in the fall, one at the start of the Bowling Tournament, and one in the spring. Meetings, dates and sites shall be established and agreed upon with the State Officers and the Bowling Committee. Notification of any special meetings shall be made thirty (30) days prior to the scheduled meeting.

ARTICLE IX
Alterations and Amendments

These guidelines may be altered or amended at a Committee Meeting after submission in writing and approved by two-thirds vote of the members attending, but subject to approval by the State Officers. All changes are to be in compliance with the United States Bowling Congress Regulations.

ARTICLE X
Order of Business

Section 1. Robert’s Rules of Order – Newly Revised shall govern all meetings of the Committee.

Section 2. The regular order of business at all meetings shall be as follows:

1. Call to order
2. Prayer
3. Roll call of Committee members
4. Reading of minutes of previous meeting
5. Report of Committees and Treasurer's Report
6. Reading of Bills and communications
7. Unfinished business
8. New business
9. Report on selection of city for next tournament
10. Prayer
11. Adjournment

ARTICLE XI

Purpose

Section 1. The United States Bowling Congress must certify all lanes on which Tournament games are bowled as being regulation.

Section 2. Bowlers in the State Tournament shall consist of teams, doubles, and singles events. Substitutes will be allowed in the team, doubles and singles events. If a duly scheduled entrant becomes incapacitated or can give satisfactory reason for being unable to participate in the event in which he is scheduled, he will have the privilege to name a member not scheduled to take his place.

Section 3. The entry fee of all State Tournaments shall be set by the Committee.

Section 4. Entries close as stated on entry form, and approved by the State Committee, and no entry will be accepted after such date. After an entry has been received and filed, the entry fee in no case shall be refunded but will be retained in the prize fund.

Section 5. A bowling fee, tournament expense and prize money as decided by the Committee, for each event, shall be included in the entry fee.

Section 6. A schedule book shall be printed after approval of the State Bowling Committee and distributed to the captain of each team entered in the tournament.

Section 7. The subordinate Councils are to comply with the Rules and the Committee's instruction regarding tournament matters.

Section 8. The Committee shall arrange to have the Host Tournament Secretary and Treasurer bonded to the sum designated by the State Bowling Committee at the Fall Meeting for a term of one (1) year commencing November 1st. The bond is to be made out in the name of the Wisconsin State Council, Knights of Columbus, and the premiums are to be paid by the Wisconsin Knights of Columbus State Bowling Committee.

Section 9. All ordinary expenses of the Committee are to be paid out of the funds of the Committee.

Section 10. The Host Tournament Secretary shall attend the meeting of the Committee held in the Spring following the close of the Tournament and deliver a complete report of the Tournament, a record of all games bowled, and results of winners in the various events.

Section 11. The Host Tournament Secretary shall mail one report of the Tournament to the Captain of each team entered, 2 weeks after the Spring Meeting of the Bowling Committee, if requested. All bowlers' scores should be posted to the State KC website following the Tournament.

Section 12. A quorum shall consist of a majority of the members of the Committee.

Section 13. Proxies will be allowed at any meeting of the Committee only on presentation of credentials signed by the Grand Knight of the council concerned, and with the approval of the State Deputy.

Section 14. The awards, if any, in addition to money, to winners of various events shall be furnished by, and out of, the funds of the Wisconsin Knights of Columbus Bowling Committee.

Section 15. The Wisconsin Knights of Columbus State Bowling Committee shall file with the State Deputy, not later than sixty (60) days after the close of the Annual Tournament, a complete financial report of the operations of the Annual Tournament. This report is also to be submitted to the State Financial Review Committee for review and approval.

Section 16. All vital records including entry blanks must be turned over to the Secretary/Treasurer of the Wisconsin Knights of Columbus State Bowling Committee at the Spring Meeting. These records must be retained for a minimum of one year.

Section 17. Tournament host Council Chairman and IT person must be present for prior, present, and future years meetings in order to follow how tournament is run and assist next host council with any issues. Not attending will result in the reduction of escrow held by State Committee.