

Chicago
Metropolitan
Sports
Association

Policy and Procedure Manual
(Rules & Regulations)

September 1998

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ADVERTISING

Policy: To advertise in any community publication, regardless of its political stance, our personal preference or reader preference, based solely on advertising rates and community readership, as well as mutual support. Advertising in special publications, (Pride Parade Booklet, Other Groups, Outside Tournaments,) shall be approved on an individual basis.

Procedure: Yearly budget dictates dollar amount spent per publication. All ads must be authorized and approved by the board or its designated officer(s).

ATHLETIC PROGRAMMING

Team Registration/Sign-up & Sponsorship

Policy: Registration (sign-up) for “team” oriented programs already in existence, where space and/or structure have dictated limitations, will be held on a priority basis. “Team” is defined to mean a majority of those members who participated in the previous season. A team NAME does not constitute a “team” if that majority participation is not present. Registration for newly developed programs will be on a first-come, first-served basis. Each sport’s “majority participation” is defined:

A majority, all from the same team, who have participated in N amount of games the previous season, in the same league in which they wish to currently participate.

When registration is held on a first-come, first-served basis, sponsorship fees are needed to “hold” slots.

Self-sponsored teams are required to pay a sponsorship fee, up front, for either first-come, first-served registration or priority registration in order to “hold” slots.

When registration is held on a priority basis the word of previously accountable business people will “hold” a team’s slot.

Procedure: Registration/sign-up for programs are held at designated dates, times and places. All registration is publicized in community media and may, in addition, be publicized through a mailing. A director, officer or Board authorized delegate(s) must oversee registration.

Intra-Program Scheduling

Policy: Chicago MSA Officials defined to mean: “Secretaries/Treasurers;” “Commissioners;” “Coordinators;” “Directors’;”) will under no circumstances institute any SPECIAL Intra-Program/Intra-League scheduling, out of the ordinary, (defined to mean those days which are widely acknowledged as “days off”: “New Years Day/Weekend;” “Memorial Day/Weekend;” “Independence Day/Weekend;” “Labor Day/Weekend;” “Thanksgiving Day/Weekend;” “Christmas Day/Weekend;” for the convenience of any party) defined to mean “Individuals;” “Groups;” “Teams;” etc.), at the expense, inconvenience or detriment, of a Program, any leagues/divisions within a Program, or any other Party competing in a Program. Any such Party, wishing or needing, any particular “day(s) off” will have to receive, from the Individuals/Groups/Teams on the schedule against whom it has been slated to compete, “permission to reschedule,” before any program/league/division scheduling alteration may be permitted.

THIS POLICY IS NOT APPLICABLE TO ANY OVER-ALL SOCIAL/ATHLETIC ACTIVITY RESCHEDULING WHEREIN ANY SUCH PREVIOUSLY-PRINTED SCHEDULE FOR AN ACTIVITY HAS BEEN AFFECTED BY ACTS OF GOD/NATURE, UNPERCEIVED TIME CONSTRAINTS, OR ANY CHANGE OF THE CONSTITUENTS WITHIN A DIVISION/LEAGUE/PROGRAM, FORESEEN OR UNFORESEEN.

PROCEDURE:

Where “permission to reschedule” has been obtained by the party wishing to alter the program/league/division sequence of competition, the Party which requested the rescheduling will have the SOLE AND COMPLETE responsibility, after discussion and agreement of ALL concerned, of arranging the place and time of the rescheduled competition, as well as seeing to the proper and approved “officiating” (where needed,) and additionally, solely provide for any monetary requirements, (if applicable,) associated with the obtaining of an alternate time, place, and official, AND finally, have such rescheduled competition completed within the time frame and guidelines set by the League Official(s) in charge.

Forfeiture Of The Right To Compete

Policy: When a team, (defined to mean any number within the participation guidelines set forth by each program/league/division,) has “forfeited” the program/league/division allotment of games/appearances, said team will not forfeit out of the program/league/division, but will only forfeit its right to participate in play which traditionally determines a Championship Winner or any Qualifying Tournament Winner.

Procedure: Where a team, (defined above), has “forfeited” the limited number of games/appearances set forth by each program/league/division, and those remaining players express a sincere desire to complete the season, the Official(s) in charge of the program/league/division, will first, determine the viability of the “remaining players” (defined to mean those who have demonstrated a true desire to participate as shown through attendance tracking), and then secondly, determine how many players may be added to the existing remaining player-roster to enable the team to complete the regular season. Any wins/losses achieved by this “continuing team” will stand as valid and official within the program/league/division of participation.

BOWLING

Officers

Policy: The Board appoints its Secretaries and Vice Presidents. Corporate President and Treasurer serve as league officials in said designated offices.

Procedure: At each year’s end, the bowling committee makes suggestions to the board for approval.

Secretary Fee

Policy: Chicago MSA Bowling league secretaries are volunteer positions. No fee is paid to any individual for overseeing a Chicago MSA bowling league. The Data Processing department is responsible for the league record service, responsible to each league secretary. A fee is charged by the Organization for league record service at a cost of \$5 per bowler.

Procedure: Recaps are left for pickup and processed each week. Recaps and standings sheets are returned to the bowling alley in time for the next week's bowling date. Each league pays its record service fee at the end of the season.

Treasurer Fee

Policy: All expenditures from Chicago MSA bowling league accounts are handled through the Corporate Treasurer. No fees are paid. General banking is also conducted through the Corporate Treasurer's office.

Procedure: All BOWLING fees (sponsor fees, registration fees, weekly prize fund moneys,) collected during the season, are filtered through Marigold Arcade which then issues a check to a Chicago MSA bowling league account. Checks are picked up each week with recaps and directed to the Treasurer for deposit.

COMMITTEE FORMATION & PERFORMANCE

Policy: That all committees represent the Chicago MSA Name, its board of directors and its members. That all committees are formed under the direction and authority of the Board or its delegated representative, who is **ULTIMATELY** responsible and accountable for any and all committee duties and actions. And as prescribed in the Bylaws of the Chicago MSA, all Corporate Officers are subordinate to any and all committee-persons and shall have authority, collectively, or individually subordinate within its own ranks, to halt or overrule any decisions or actions by a committee deemed detrimental to the Chicago MSA name or its membership.

Procedure: Committee formation is discussed and approved at the Board meeting(s), which precede any event/program.

Officer Overrule of a Committee

Policy: When a committee or its representative(s) is/are overruled by an officer, a meeting may be called of the participants, i.e. captains/managers, when then the "topic" which was overruled shall be discussed. If the topic being discussed is then voted upon and that vote is in "opposition" of the Officer who initiated the overrule, the vote of the participants/ reps will stand.

Procedure: A meeting to vote is scheduled as soon as possible, on sight if need be, and that vote shall be by simple majority rule. Subsequent to the activity in question, the topic of debate (rules, regulations, committee performance, etc) shall be reviewed by the Board of Directors at the next scheduled meeting.

CORPORATE BUSINESS REVIEW

Policy: The Board may select a five-member Committee to review the Corporate Business Records of the preceding year during March of any current year. The Committee may review all NON-CONFIDENTIAL information pertaining to the administrative³ workings of the preceding year. Additionally, as allowed for by the non-for-profit corporation's act of the State of Illinois, any member may review the Corporate Business Records for any PROPER purpose at any REASONABLE time.

Procedure: Once the review Committee has been selected, a Board representative will coordinate a mutually convenient time during the month for the review to take place. After the review has been completed the committee will be required to prepare a statement to the board which will contain its opinions and recommendations. When any individual member requests any review of the Corporate Business Records, the Board of Directors will:

- A. determine if said member is currently in good standing,
- B. determine if said member has a PROPER purpose
- C. determine when would be a REASONABLE and mutually convenient time for a designated Board Member to meet at the principal office with said member,
- D. Determine, by requesting verifiable photo identification, that the individual claiming to be a member is in fact a member of Chicago MSA, and in possession of a valid Chicago MSA ID CARD, and has provided true and representative information to Chicago MSA, and, when an individual requested to have his/her agent or attorney present for the review, the Board of Directors will select an agent or attorney, who will represent the interest of the Board and its Membership At Large. The agent or attorney chosen to represent the Board may or may not be from the Association's Legal Committee. All applicable fees, incurred by the Board, in the effort to protect the interest of the Membership At Large during said review, will be charged to the individual member requesting that his/her agent or attorney to be present for the review. Those predetermined charges must be paid, in advance, to the Chicago MSA Legal Committee before the review begins. Such payment must be in the form of cash, cashier's check or money order.

CORPORATE EXPENDITURES

Policy: All moneys paid out for service or goods in the operation of Chicago MSA business are to be in the form of a check, requisitioned during a Board meeting or with approval of the President or Vice President who then assumes responsibility for the expenditure. Upon approval of a designated Officer or his/her agent, expenditures may be “out-of-pocket.”

Procedure: Upon approval of an expenditure a Chicago MSA check is issued, or when expenditures are authorized as “out-of-pocket” reimbursements are only issued upon presentation of receipt(s).

ELECTIONS/NOMINATIONS

Board Nominations

Policy: All individuals with a demonstrated commitment to the goals of the organization, wishing to be nominated for a vacated Board seat, must be members of Chicago MSA on a date set by the Board. Nominations meeting is scheduled, generally on the Tuesday preceding Memorial Day celebrated. Anyone wishing to run in the general election must be nominated and seconded at the nominations meeting, and must be present to accept said nomination. All candidates to the Board must have been active members of Chicago MSA, in good standing, for a continuous period of one (1) calendar year immediately preceding the date of the scheduled nominations meeting. No nominations are accepted after the nominations meeting is adjourned.

Procedure: The nomination date is set and disseminated to the members in a mailing in early May, and media release the “reading week” prior to the date.

Board Elections

Policy: The general election is held the later part of June preceding Pride Parade weekend. All those wishing to vote in the election must be members of Chicago MSA on a date designated by the Board. All those, then members, must be present at an election site, and at a prescribed time, to determine a quorum as ordered by the Corporate Bylaws. Voting is then held under the guidelines set forth in the Bylaws, and the procedure designed by the Board of Directors, until all seats are filled.

Procedure: Members are asked to be at the election site absolutely no later than 7 pm on the date publicized. The doors to the election site are closed. A roll is taken by member attendance shown on a sign-in sheet. Member names are verified as to due date. Once a legitimate quorum has been determined the election proceeds. Members are informed of the number of votes needed to elect. Board seats vacated by term are announced. Candidates are then introduced by a number draw (1 through n) and allowed to speak on their own behalf. Questions from the floor are permitted. After the candidates have been presented, ballots are handed to MEMBERS ONLY. (Several non-members generally attend the election.) Ballots list candidates in alphabetical order. Members are then to vote for as many candidates as they wish up to the amount of vacated Board seats. Those ballots containing more votes than there are allowable vacancies are not counted. Only Directors not seeking re-election may count ballots. Usually an additional Association member is asked to supervise the count. Election is announced for each candidate as it is achieved. When total election is not achieved on the first ballot, the lowest vote getter is dropped, and the members are asked to vote again from amongst the remaining candidates. This process is continued until all seats are filled. Election is conferred by a simple majority as set forth in the Bylaws. When the number of nominees is equal to the number of vacated board seats, all candidates must achieve a simple majority of the quorum. If the candidate does not achieve a simple majority, the board will then accept new nominations from the membership present and from amongst its own ranks at its next regularly scheduled meeting, from which an appointment will be made. Election count is not offered at election night, but must be provided if demanded by the membership. Ballots are kept indefinitely on file.

Officer Nominations

Policy: A “reverse” nominations ballot is prepared by the President which indicates the office(s) NOT being sought by a director.

Procedure: President confers with each Director to determine the composition of the ballot.

Policy: As prescribed in the Bylaws.

Procedure: Election is held at the July meeting. A director not seeking an office counts the ballots. Where all Directors seek office the Chairman shall confer election as prescribed in the Bylaws.

GOOD WILL

General Membership

Policy: Where members are injured or hospitalized, or where a member has lost an immediate family member, a phone call should be made or card should be sent from the “closest” Director conveying the concerns/sympathy of the Board.

Procedure: Director acts on his own, but informs the Board of his actions. Funding provided.

Sponsors

Policy: Where sponsors are injured or hospitalized, a phone call, card or flowers should be sent from the Board, and followed up by the director who is closest to the situation. A dollar amount to be pre-set by the Board.

Procedure: A designated officer will authorize the expenditure on behalf of the Board when a regular meeting is not near. Funding provided.

Business Associates

Policy: Where business associates, (bowling proprietor, park manager, beer company reps; people with whom Chicago MSA has a current or on-going business relationship,) are injured or hospitalized, a phone call, or card or flowers should be sent from the Board, and followed up the Director who is closest to the situation. A dollar amount is pre-set by the Board.

Procedure: A designated officer will authorize the expenditure on behalf of the Board when a regular meeting is not near. Funding provided.

Policy: All mailings are in-house for the benefit of the membership. Under no circumstances shall Chicago MSA membership names, addresses or phone numbers be released to the public or community media. Chicago MSA will not perform any mailings for outside organizations since it may be viewed as unauthorized usage of member-provided information.

Procedure: Mass mailings are performed by the data processing department. Labels are provided for Director-headed committees doing specialized mailings. Postage funding provided by Treasurer or by authority of a specified Officer.

MEETINGS

Monthly Board Meetings

Policy: All monthly meetings are private. Members/outside groups may attend a monthly meeting, address the Board on any topic. Non-board members are to be first on the agenda, and must leave before discussion of other agenda topics proceeds. Meetings are held on the first Tuesday of the month unless previously agreed to by the board.

Procedure: Non-members are placed on the agenda by advance notice through a current Board Director, speaking on their behalf, preferably one meeting in advance.

Open Meetings

Policy: Any non-Board meeting is an open meeting. Any topics, under new business, may be discussed at any meeting. Reports may be given at the request of those members in attendance. Discussions can not lead to a vote which alters rules, regulations, policy, procedure, bylaws or articles without the notice of the membership which may be affected by a vote.

Procedure: At the conclusion of regular business, the chairperson will call for “any new business.”

Policy: At the discretion of the Board, a parliamentarian will be appointed by the Directors in Office and present at any OPEN meeting where a parliamentarian is needed or requested.

Procedure: The Board, under advisement, will vote a parliamentarian to serve in said capacity, for a period of time determined and stated by the Board, through a simple majority rule of those Directors present to vote.

MEMBERSHIP

Acceptance Into Membership

Policy: The Board of Directors is responsible for approving all potential individuals wishing to become members of Chicago MSA, and for approving all renewals of existing members wishing to rejoin the membership, which has charged the Board of Directors to serve as its agent in the controlling and governing the overall function of the Corporation.

Procedure: ON INITIAL APPLICATION INTO Chicago MSA the Board will assume that all potential individuals will come into the Association with the spirit of GOOD WILL, and will so approve such individual's application UNLESS a member of the Board challenges such application and setting forth the reasons for concern, wherein the Board, after discussion, will vote on the issue of the new-member application. ON RENEWAL APPLICATION INTO Chicago MSA the Board, at its November meeting of each year, will review its files on existing members to research any complaints, conflicts of interest, criticisms lodged against action or intent, as well as any suspensions imposed during the year, on any member, and based on that review, determine if such member in question has shown himself/herself to be contrary to the spirit of SPORTSMANSHIP, GOOD WILL and FRIENDSHIP upon which the Chicago MSA was founded and operates. If the board concludes that accepting such a member back into the Association would not be to the well being of the Corporation or its Members, the Board will not accept any renewal from said individual.

Policy: complete records of the membership containing name, address, phone numbers and interests, will be kept **STRICTLY CONFIDENTIAL** and will only be available on a “need to know” basis as determined by the officers. Membership Data Records will be maintained at a confidential location.

Procedure: On a “need to know” basis, a Director or Program Coordinator requests and is issued a list comprised of name, gender and Chicago MSA ID #, for the specific reason of verifying membership good standing. The list given will be as finite as possible. Other non-personal data may be encoded on the list to aid in the upkeep of the general membership database.

League Participation

Policy: All individuals must be members, in good standing, of Chicago MSA prior to participating in any league activity. Participation is defined to mean any “athletic role” indigenous to, or traditionally considered to be “part of,” a sports team. Membership is applied for, and if accepted, obtained by an individual who:

- A. pays annual dues as set by the Board and,
- B. fills out a Chicago MSA **APPLICATION AND RESPONSIBILITY AND RELEASE AGREEMENT**, providing Chicago MSA with true and representative data on himself/herself, and then sets forth his/her true and legally binding name in signature.

Any Board Member, Officer or Program Coordinator, in the conduct of his/her duties, may request legal identification from any member, at any time, for any Chicago MSA-related reason, in addition to the Chicago MSA ID CARD. A director in charge of an event may use his/her discretion as to the immediacy of a dues payment as it affects participation, **BUT NO ONE MAY ENGAGE IN ANY Chicago MSA ACTIVITY WITHOUT HAVING SIGNED A LIABILITY WAIVER.**

Procedure: Each “Committee” is charged with the collection of dues and applications as it pertains to his/her sport/event. Money collected must be accompanied by a “deposit form” indicating from whom the dues have been received. Some indication should be given, on the application, as to “new,” “renewal,” “information change.” All dues are to be directed to the Corporate Treasurer, who will note the manner of dues payment and then direct all applications to the data processing department.

Non-League Participation

Policy: Individuals may participate in Chicago MSA non-league activities where such activity/event seeks to draw participation from cities, states or countries outside the “Chicagoland” area, without being a dues-paying member (those activities/events being that of a Chicago MSA annually-sponsored activity or a Chicago MSA-hosted National/International/International Event.) Notwithstanding, any non-member participant, in any Chicago MSA related programming, MUST SIGN with his/her legally-binding name, all required liability waivers (Chicago MSA or other), and apply for participation by filling out any entry form, and pay all applicable fees associated with the non-league activity.

Procedure: “Committees” in charge of such events are responsible to seeing that all paperwork has been properly filled out and all fees are paid. All liability waivers and entries should be kept on file until such time when “action against” would be prohibited by any “statutes of limitation.” These waivers and entries will be kept safe and guarded as directed by the Officers.

Complimentary Dues

Policy: Complimentary dues are available to individuals who:

- A. have performed volunteer services for the association that are viewed by the Board as “above and beyond the call” of average membership assistance, or
 - B. have been diagnosed with AIDS/ARC, and who have informed a Board Member that the condition exists.
- NO BOARD MEMBER MAY EVER RECEIVE COMPLIMENTARY DUES WHILE SERVING IN OFFICE.**

Procedure: Directors submit names to the Board for approval. Member is informed Membership records reflect action.

Policy: An individual's membership in Chicago MSA may be SUSPENDED by an Officer at any time, for cause, or by any Program/League/Division Coordinator acting within the guidelines set forth in the rules and regulations of the Chicago MSA activity of which he/she is in charge. An individual's membership may only be REVOKED by the Board.

Procedure: On SUSPENSIONS the Officers will advise the Board of what members have been suspended and for what reason(s). On REVOCATION any Director shall put before the Board a proposal for the revocation of a member, citing cause and evidence. That evidence may be first-hand observation, either by the director seeking the member revocation, or by a deposition presented to the Board, from a Committee-person, witnessing said cause. The Board will review the evidence and may question anyone connected with the proceedings should it be necessary. Any member whose membership is challenged will be notified of the charges and will, if he/she so chooses, will be allowed to, within a specified time period, present a defense to the Board. The Board votes and the member is informed of the decision.

Sexual Orientation

Policy: Chicago MSA is a gay and lesbian Organization serving the men and women of the ChicagoLand area. While Chicago MSA does not discriminate on the basis of sexual orientation, Chicago MSA does, however, discourage organizers of teams participating in Chicago MSA activities from "stacking" with non-gays with the express intention of "winning." Chicago MSA does not support non-gay participation at the expense of gay/lesbian participation. Chicago MSA relies on the integrity of its managers/captains/coaches to determine the justification for a non-gay participant.

Procedure: where flagrant actions indicate that a non-supportive straight player is not conforming to the principles and purposes of Chicago MSA, he/she is dealt with accordingly by the Officers and/or the Board. Those who cannot be guided are asked to leave.

Policy: In any sport where it is mandatory that Chicago MSA be represented at annual or semi-annual meetings of a national organization, Chicago MSA will budget into the respective sports fees a designated sum of money which will ASSIST the Organization's elected or appointed national representative with his/her expenses. Representatives need not accept assistance.

Procedure: The Board will determine needed fees as required, based on its own research of available transportation and accommodations. Representatives are to submit an expense report relevant to transportation and lodging for appropriate reimbursement where applicable.