

CHECKLIST FOR MERGING ASSOCIATIONS

(Complete the following)

* Does not apply to Affiliate associations.

STEP 1: Transition Committee

- All associations pursuing merger appoint an equal number of representatives to attend the Transition Committee meeting.
- Choose a chairperson and recording secretary.
- Chairperson schedules additional joint representative meetings as necessary.
- Determine merger time frame and discuss allocation of funds.
- Discuss/select association name. Contact USBC Headquarters for name change approval.
- Review current programs, services and operations to determine which ones will be continued under the new association.
- Discuss and confirm all bowling centers to be included in the new association. Contact USBC Headquarters with any questions.
- Determine a suggested budget, incorporating all fund allocations, for recommendation to the new board.
- Determine which Employer Identification Number, from the existing associations, the new association will use. **DO NOT APPLY FOR A NEW EIN.**
- Prepare merged bylaws (8/1/17 version) for adoption at the organizational meeting. (Send to your Regional Manager or associationsservices@bowl.com for preliminary approval.)
- Appoint Nominating Committee members (board and non-board members, with the exception of potential candidates). The Nominating Committee Chairperson should not be a candidate for the new board.
- Solicit nominations for new board members.
- Determine the date of the new association's organizational meeting.
- STATES ONLY: Create delegate structure for the Organizational Meeting (See Transition Committee document)
- Notify each Association Manager to send notice for the organizational meeting. (Minimum of 15 days in advance)
- Schedule a time for each current association to conduct a final audit.

STEP 2: Organizational Meeting

- All members present from the previous associations vote and approve proposed bylaws.
 - o STATES ONLY: Only elected delegates are eligible to vote
- Conduct elections to form new board of directors.
 - o Affiliate associations – officers are chosen by the elected board members.

STEP 3: New Association Board of Directors (After Organizational Meeting but before August 1st)

- Appoint/select an Association Manager.
 - o Affiliate associations - elect officers.
- Determine which bank account the new association will use, or set up a new bank account, if necessary.
 - o Allocate funds as determined by the previous boards.
 - o Assure any and all funds have been turned over to the new association.
- *Complete or change Articles of Merger for Secretary of State.
- Schedule a time for each previous association to conduct a final audit.
- Former associations must finish processing of all summer league averages and upload a backup of their WinLABS database to USBC Headquarters in order to merge the databases.

STEP 4: Complete Charter Paperwork

- Complete and submit the following forms to USBC Headquarters:
 - o Charter Application for Merging Associations.
 - o Association Merger Agreement.
 - o Electronic Funds Transfer form - with the appropriate bank account information.
 - o Federal Group Exemption Request form. Must use one of the merging association's Employer Identification Number. **DO NOT APPLY FOR A NEW EIN.**
 - o Approved bylaws

