



CHAPTER ONE: Chapter Structure

Chapter Purpose

The purposes of this Chapter are defined in the Youth Leaders Chapter Bylaws.

Fiscal Year

The fiscal year for all Chapters is August 1 through July 31.

CHAPTER TWO: Membership

1. Membership is comprised of individuals, at least 12 years of age, who hold a USBC youth membership.
 2. Membership is in effect from August 1 through July 31.
 3. There are no dues required to become a Youth Leaders member.
 4. Upon completion and submission of a Youth Leaders membership application to the local Youth Leaders Chapter, an individual also becomes a member of the state Youth Leaders Chapter (where one exists).
 5. If an individual is interested in applying for Youth Leaders membership and no local Chapter exists within the individual's jurisdiction, the individual may apply for Youth Leaders membership in another Chapter.
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CHAPTER THREE: Board of Directors

Structure

The Chapter's Board of Directors is defined in the state or local Chapter's bylaws. If membership exceeds 10 by July 31, the local Chapter's directors shall be elected.

NOTE:

It is the recommendation of USBC that smaller Youth Leaders Chapters consider all Youth Leaders as members of the Board.

No individual may be elected or appointed to more than one voting position on the board. The Youth Leaders Manager is considered a non-voting ex officio member of the board. The Chapter Manager shall not serve concurrently as an officer; however, the Chapter Manager may be elected as a director.

Authority and Duties

The management and governance of the Chapter is vested in the board.

The board's duties in addition to those listed in the bylaws include, but are not limited to:

1. Establishing a procedure for the handling of funds which includes:
 - a. Designating a board member and Adult Advisor to sign for requests for withdrawals. All requests must have two signatures. Two members of an immediate family cannot co-sign for requests. Immediate family members include: mother, daughter, sister, wife, husband, son, brother, father, stepsister, step mother, etc. In-laws are not considered immediate family. Even though members of an immediate family are not residing in the same household, it would not be permissible for them to act as signatories on Chapter accounts.
 - b. Ensuring all funds are deposited within 7 days of receipt either with the association's financial institution or provided to a member of the association's board of directors, as determined by the local association.
 - c. Authorizing all expenditures.
 - d. Ensuring the president verifies the Chapter accounts monthly.
 - e. Ensuring all state and local requirements for fund raising are met.
 - f. Ensuring appropriate IRS Forms are filed.
2. Ensuring a yearly audit is performed.
3. Establishing a procedure for retention of records, which must include the financial records.
4. Overseeing the transfer of Chapter records and property to the:
 - a. Successors to a position, no later than the first day of their term.
 - b. Board within two weeks from the date of vacancy.
5. Providing recognition and other services as determined by USBC.
6. Implementing USBC programs.
7. Approving use of membership records.
8. The board shall have the power to render final decisions on all protests and disputes within the Chapter unless appealed to USBC.
9. Providing other reports as required by USBC or the state chapter.



Eligibility

A candidate for the board must be:

1. A USBC member.
2. A Youth Leader in good standing of the Chapter at the time of election and throughout their term of office.
3. A minimum age of 12, unless state laws mandate a specific age.
4. Elected or appointed without regard to race, color, religion, gender, disability, national origin, or age, other than the minimum age.
5. Reasonably representative of the membership constituency.
6. The Youth Leaders Manager is not eligible to serve concurrently as an officer.

Elections

1. Board members remain in office until their successors take office.
2. Each office shall be voted on separately and consecutively beginning with the highest office to be filled.
3. Mail, absentee, and proxy voting are not permitted.
4. Nominations from the floor will be accepted.

Bonding

Youth Leaders funds will not automatically be bonded. For bond coverage to apply, funds must be either deposited in the corresponding USBC association's account or provided to a member of the association's board of directors, as determined by the association. The Youth Leaders Manager must ensure he/she is given a written receipt when funds are turned over for deposit.

OFFICERS

President and Vice President

1. Elected by majority vote by the Youth Leaders.
2. Authority and duties as described in the bylaws.

Youth Leaders Manager

1. Is elected by and accountable to the board and USBC.
2. Acts as the ex officio non-voting secretary/treasurer of the board.
3. Must be a minimum age of 12, unless state laws mandate a specific age.

Authority and Duties

The Youth Leader Manager, in addition to those listed in the bylaws, include, but are not limited to:

1. Reporting
 - a. To the board on a regular basis (reporting via mail or email is allowed).
 - b. To USBC headquarters as requested.
 - c. To the Youth Leaders at any annual/membership meeting and as needed.
 - d. A written year-end report of Chapter activities to the respective USBC state or local association.
 - e. Financial reports, in writing, at any board and annual/membership meeting.
 - f. A written, audited, year-end financial report to the board.
2. Financial

Maintaining a ledger for tracking the following financial activities:

- a. Receiving and issuing a receipt for all funds paid to the Chapter within 10 days.
- b. Depositing all funds, within 7 days of receipt. Funds may be deposited with the association's financial institution or provided to a member of the association's board of directors, as determined by the local association. The Youth Leaders Manager must receive a written receipt when funds are turned over for deposit.
- c. Ensuring all requests for withdrawals have two signatures (an Adult Advisor must be one of the signatories).
- d. Ensuring the president verifies the Chapter accounts monthly.
- e. Ensuring all required IRS Forms are filed.
- f. Providing all information requested for the Chapter audits.
- g. Establishing a procedure for retention of records, including the financial records, to be approved by the board.
- h. Providing a report of financial transactions as requested by the board or USBC.
- i. Paying all bills authorized by the board.

3. Other

- a. Providing a Youth Leaders Chapter membership application to eligible youth (Local).
- b. Printing and distributing a Youth Leaders membership card within 20 days of receipt of an application (Local).



- c. Upon completion and submission of a Youth Leaders membership application to the local chapter, an individual also becomes a member of the state Youth Leaders chapter.
- d. Receiving, compiling, and filing committee reports.
- e. Submitting the Chapter's delegates/youth delegates/alternates credentials to the state association (if applicable), within the specified formats and dates.
- f. Providing membership records and submitting to the respective local association in a format specified by USBC within 20 days of receipt.
- g. Applying for any applicable awards.
- h. Other duties as prescribed by the board, the bylaws, and in the *Youth Leaders Policy Manual*.

Expenses

Legitimate business expenses can be reimbursed, with board approval. Such expenses must be documented, including receipts.

CHAPTER FOUR: Meetings

Annual Meeting

Youth Leaders Chapters are required to hold one annual meeting. A regular state or local Chapter's membership meeting must be held:

1. If called by the president.
2. If requested, in writing within 15 days of meeting date, by a majority of the board.
3. To elect delegates/youth delegates to the state association's annual meeting (if applicable).

Board Meetings

USBC State Youth Leaders Chapters are required to hold at least one board meeting per year. Local Chapters are required to hold two. A board meeting must also be called with the written request of a majority of the board, within 15 days of the meeting date.

Meeting Notice

Meeting notice shall be forwarded as defined in the appropriate bylaws.

Responsibilities - Annual/Membership Meeting

Youth Leaders, at least 12 years of age, unless state laws mandate a specific age, shall:

1. Elect the officers and directors of the board, with the exception of the Youth Leaders Manager.
2. Elect delegates and alternates to the state association's annual meeting (if applicable).

Action

As outlined in USBC's bylaws:

1. Majority vote, by ballot, to elect board members.
 - a. One candidate. A voice vote may be taken.
 - b. Two candidates. If a majority vote is not reached on the first ballot, balloting continues until a candidate receives a majority vote.
 - c. Three or more candidates. If a majority vote is not reached on the first ballot, the candidate receiving the lowest total is dropped. Balloting continues until a candidate receives a majority vote.
2. Plurality vote to elect delegates/alternates to the USBC state association's annual meeting (if applicable).
 - a. A plurality vote is the largest number of votes cast for a given candidate. The candidate(s) receiving the most votes is elected by a plurality vote.
3. Absentee and proxy voting are not allowed.

Voice and Vote

1. All members, including the Youths Leaders Manager, are entitled to voice and vote at the Chapter membership meeting.
2. All board members, including the Youth Leaders Manager, are entitled to voice at board meetings.
3. All board of directors members, with the exception of the Youth Leaders Manager, are entitled to vote at board meetings.

Credentials

Credentials are forwarded to the state association as required in the USBC State Association bylaws (if applicable).



CHAPTER FIVE: Committees

Every Youth Leaders Chapter is required to have a finance committee as a standing committee. Other committees can be established, with board approval.

Finance Committee

1. Composed of at least two Youth Leaders members.
2. Appointed by the president with board approval.
3. Includes one Adult Advisor.
4. Selects its own chairperson.
5. Meets at least once a year.

Responsibilities

1. Creates, reviews, and monitors the budget and other financial matters.
2. Ensures a yearly audit is completed by their respective USBC Association.

CHAPTER SIX: Chapter Tournaments

USBC Youth Leaders Chapters are not required to host a Chapter championship tournament, although it is recommended. Any Chapter tournament must comply with all USBC requirements as detailed in the USBC bylaws and USBC rules. Applications for any awards earned during a Chapter tournament must be submitted within 7 days of the accomplishment.

CHAPTER SEVEN: Recognition

USBC Youth Leaders Chapters should:

1. Solicit input and submit names of individuals deserving national, state and/or local recognition (e.g., Youth Ambassador of the Year).
2. Provide USBC Headquarters with appropriate information, as requested.
3. Develop and maintain programs for recognition of performance, contributions, and participation.

CHAPTER EIGHT: IRS and Tax Information

All USBC Youth Leaders Chapters are required to comply with national, state, and local governmental laws.

CHAPTER NINE: Other Chapter Require-

Scholarships/SMART

All scholarships must be handled by SMART following the procedures in Rule 100c or Rule 309 in the *USBC Playing Rules Book*.

Training

Youth Leaders Chapters:

1. Should support national programs through sharing and communicating information, endorsement of the use of USBC programs, and, if possible, by attendance at and implementation of the programs.