



# Bylaws for State USBC Youth Leaders Chapter

The following document is the mandatory form of bylaws to be adopted by each State USBC Youth Leaders Chapter and is to be used in conjunction with the *Youth Leaders Policy Manual*.

The Chapter must abide by state laws and may adopt additional provisions provided they do not conflict with the mandatory bylaws or state laws. The appropriate provision of state law takes precedence over the bylaws.

## ARTICLE I – NAME

This Chapter shall be known as the \_\_\_\_\_ (name of the state) USBC Youth Leaders Chapter.

## ARTICLE II – PURPOSE

The purposes of this Chapter include, but are not limited to:

1. Partnering with USBC through its respective local and state USBC associations in fulfilling and furthering its objectives in promoting youth bowling.
2. Creating a desire in the youth and developing the skills necessary to become the next generation of local, state and national leaders.
3. Lead by example, showing the values of sportsmanship and good citizenship.
4. Educating youth on the ideals of amateurism as outlined in the USBC Eligibility Rule 400.
5. Developing student coaches who can promote youth bowling through membership drives, conducting training programs and instituting projects to further growth and interest in the game of American Ten Pins.
6. Fostering interest in and candidates for the USBC national scholarships.

## ARTICLE III – MEMBERSHIP

**Section A.** The Chapter shall be comprised of USBC Youth Leaders registered within the state's jurisdiction.

**Section B.** Youth Leader membership is in effect from August 1 to July 31.

**Section C.** Any USBC member under suspension shall be ineligible to serve as a Youth Leader.



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## ARTICLE IV – BOARD OF DIRECTORS - MANAGEMENT

### Section A. Board Composition, Authority and Duties

The management and governance of the Chapter is vested in the board of directors. The Youth Leaders determine the number of directors. The number of directors is \_\_\_\_\_.

The board shall not engage in any acts constituting a conflict of interest. The board's duties include but are not limited to:

1. Enforcing the bylaws.
2. Election of the Youth Leaders Manger.
3. Developing and conducting programs to promote youth involvement in the sport.
4. Complying with the *Youth Leaders Policy Manual*.
5. Providing education, training, evaluations, recognition and other services as determined by USBC.
6. Implementing USBC programs.

Two adult advisors (if possible, one male and one female) must be involved. The advisors are appointed either by the USBC Youth Association President (with board approval) or the merged Association Youth Committee Chair (with Youth Committee approval) and the Youth Leaders board. These advisors shall be notified of all scheduled meetings of the Youth Leaders Chapter and shall have voice but no vote in the proceedings.

**Either the USBC Youth President or merged Association Youth Committee Chair and the Association Manager shall also be notified, and are entitled to attend all scheduled meetings with voice but no vote.**

### Section B. Eligibility Requirements

A candidate for the board must be:

1. A USBC Youth member.
2. A Youth Leader Chapter member in good standing at the time of election and throughout their term of office.
3. 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 and be reasonably representative of the membership constituency.

### Section C. Election of Directors for Chapters with 10 or more members

Directors are elected by majority vote\* unless plurality vote\*\* is adopted by the members of the Youth Leader Chapter. Directors whose positions are subject to election are elected by \_\_\_\_\_ (majority or plurality) of the Youth Leaders present and voting at the annual meeting, to serve for a term of one year, beginning August 1. Nominations will come from the floor. Voting will be by ballot if there is more than one nominee for each position.



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## ARTICLE V – OFFICERS

### Section A.

The officers of this Chapter shall include a President, Vice President and a Youth Leaders Manager. (The Chapter determines if more than one Vice President or a Sergeant-at-arms is necessary and defines their duties and responsibilities to be placed in the Chapter's operations manual.)

No individual may be elected or appointed to more than one voting position on the board. The Youth Leaders Manager is considered to be 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.

### Section B.

The President, Vice President and Sergeant-at-arms shall be elected by majority vote\* of the Youth Leaders, present and voting at the annual meeting, to serve for a term of one year, beginning on August 1. Nominations will come from the floor. Voting will be by ballot if there is more than one nominee for each position.

The Youth Leaders Manager shall be elected by and accountable to the board.

### Section C.

An officer can be removed from office prior to the expiration of their term, for just cause, by a two-thirds (2/3) vote of the board. In the case of a vacancy the president, with board approval, shall appoint a replacement to fill the unexpired term. In case of a vacancy in the office of President, the Vice-President shall assume the office and then appoint a new Vice President, with board approval.

*\*If a majority vote is not reached on the first ballot, the candidate receiving the lowest vote total is dropped and balloting continues until a candidate receives a majority vote.*

*\*\*A plurality vote is the largest number of votes cast for a given candidate. The candidate(s) receiving the most votes is (are) elected.*

## ARTICLE VI – OFFICERS' DUTIES

### Section A. Duties of the President.

The president shall:

1. Preside at all Youth Leaders meetings.
2. Appoint, at a minimum, the Finance Committee with board approval. (Other suggested committees are, but not limited to, Membership, Special Projects and Tournament.)
3. Personally verify the ledger balance monthly.
4. Arrange for an annual audit by the respective association and provide for at least two signatures on withdrawal requests, one of which must be an adult advisor. The second one must be either the other adult advisor or a designated officer or director of the Youth Leaders Board providing they are a minimum of 18 years of age to satisfy bonding requirements.



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**Section B. Duties of the Vice President.**

The Vice President shall preside at all meetings in the absence of the President and perform duties as prescribed by the Chapter or requested by the President.

**Section C. Duties of the Youth Leaders Manager.**

The Manager's duties include, but are not limited to:

1. Handling all Chapter correspondence.
2. Notification of all meetings to:
  - a. State Youth Leaders Board
  - b. Local Youth Leaders Managers
  - c. Adult Advisors
  - d. State Association Manager
  - e. State Youth Association President or merged association Youth Committee Chair
3. Maintaining a permanent record and approved minutes of all meetings. These records are the property of the Youth Leaders Chapter.
4. Receiving, recording and providing a receipt for any funds and property donated or paid to the Youth Leaders Chapter.
5. Depositing all funds, within 7 days of receipt. Funds should be deposited in the USBC State or Local Association's bank account or provided to a member of the Associations Board of Directors, as determined by the Local Association.
6. Keeping a ledger of all receipts and disbursements.
7. Ensuring the required two signatures, one of which must be an adult advisor, is obtained prior to any request for a withdrawal of Youth Leaders funds.
8. Providing a current, written financial report at all meetings, to include all activity since the last report was given.
9. Providing a complete, year end financial report, to be filed for audit.

**Section D. Duties of Adult Advisors.**

The Adult Advisors duties include:

1. Attending all Chapter meetings, minimum of one at each meeting.
2. Providing guidance. May not make decisions.
3. Signing requests for withdrawals of funds.
4. Acting as the liaison between the USBC Association and the Youth Leaders Chapter and provide reports as requested.

## **ARTICLE VII – MEETINGS**

**Section A. Annual/Membership Meeting**

1. Annual Meeting will be held, for election of the board, prior to August 1.
2. Membership meetings may be held at other times throughout the year.
3. All Youth Leaders are entitled to attend with voice and vote.



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4. At least one Adult Advisor, who has no vote, must be present. All Adult Advisors, the State or Local Association Manager, State or Local Youth Association President or the State or Local Merged Association Youth Committee Chair are also entitled to attend, with voice but no vote.
  5. Agenda must include, at a minimum: Elections, Financial Report, Amendments to the Bylaws, Committee Reports.
  6. Meeting notice must be in writing and shall be forwarded at least 15 days prior to the meeting as defined in Article VI, Section C, Item 2.

#### **Section B. Board Meeting**

1. The board shall meet at least twice per year.
2. Board meetings are open to all Youth Leaders members with voice. Only officers and directors are allowed to vote on items brought before the board.
3. At least one Adult Advisor, who has no vote, must be present. All Adult Advisors, the State or Local Association Manager, State or Local youth association president or the merged association Youth Committee Chair are also entitled to attend, with voice but no vote.
4. Meeting notice must be in writing and shall be forwarded to the board, adult advisors, State or Local Association Manager, State or Local youth association President or the State or Local merged association Youth Committee Chair, at least 15 days prior to the meeting.

#### **Section C. Quorum**

1. \_\_\_\_\_ members and one Adult Advisor constitute a quorum for transaction of business at any membership meeting.
2. \_\_\_\_\_ board members and one Adult Advisor constitute a quorum for the transaction of business at any board meeting.

#### **Section D. Action**

A majority of votes cast by those members present and voting, at a properly noticed meeting, when a quorum is present, is required to take action, unless otherwise provided by law or these bylaws.

### **ARTICLE VIII – COMMITTEES**

The Chapter shall have the following standing committees:

#### **Section A. Finance**

1. Appointed by the president with board approval.
2. Creates, reviews and monitors the budget and other financial matters.

***\*If a majority vote is not reached on the first ballot, the candidate receiving the lowest vote total is dropped and balloting continues until a candidate receives a majority vote.***