

TENNESSEE STATE USBC YOUTH ASSOCIATION YOUTH LEADERS BYLAWS

Article I

Name

This Chapter shall be known as the Tennessee 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. Educating youth and fostering, by example, the values of sportsmanship and good citizenship.
4. Upholding the ideals of amateurism as outlined in the USBC Eligibility Rule (Rule 400).
5. Fostering interest in and candidates for the USBC national scholarship programs.

Article III

Membership

Section A. The State Chapter shall be comprised of USBC Youth Leaders registered in Local Youth Leaders Chapters within the state's jurisdiction.

Section B. 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.

Section D. Each member shall be entitled to one vote on any question at any membership meeting.

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 3.

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

1. Enforcing the Bylaws.
2. Electing the Youth Leaders Manager
3. Developing and conducting programs to promote youth involvement in the sport
4. Complying with the USBC Youth Leaders Policy Manual
5. Providing education, training, evaluations, recognition and other services as determined by USBC
6. Implementing USBC programs
7. Appointing the nominating committee

There shall be two adult USBC state board members, acting as advisors, appointed by the state USBC Youth President. The advisors shall be notified of all scheduled meetings of the Youth Leaders and shall have voice but no vote in the proceedings.

The USBC Youth President and the Association Manager shall also be notified, and are entitled to attend all scheduled meetings with voice but no vote.

Section B. Election of Directors

Directors whose positions are subject to election are elected by majority vote* of the Youth Leaders present and voting at the annual meeting, to serve for a term of one year, beginning August 1, from:

1. A slate provided by the Nominating Committee.
2. Nominations from the floor. Qualifications must be submitted to the Nominating Committee.

Voting will be by ballot if there is more than one nominee for each position.

**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.*

Article V Officers

Section A. The officers of this Chapter shall include a President, Vice President and a Youth Leaders Manager. 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.

Section B. The President and Vice President 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, from:

1. A slate provided by the Nominating Committee.
2. Nominations from the floor. Qualifications must be submitted to the Nominating Committee.

Voting will be by ballot if there is more than one nominee for each position.

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

**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.*

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 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.

Article VI Officers' Duties

Section A. Duties of the President.

1. Preside at all Youth Leader meetings.
2. Appoint, at a minimum, the Finance Committee.
3. Personally verify the account 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.

Section B. Duties of the Vice President.

The Vice President shall preside at all meetings in 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

1. Handling all Chapter correspondence.
2. Notify of all meetings to:
 - a. State Youth Leaders Board
 - b. Local Youth Leaders Manager
 - c. Adult Advisors
 - d. State Association Manager
 - e. State Youth Association President
3. Maintaining a permanent record and approved minutes of all meetings.
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.
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 Youth Leaders Chapter and provide reports as requested.

Article VII Meetings

Section A. Annual 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.
4. At least one Adult Advisor, who has no vote, must be present. The State Chapter Adult Advisors, the State Association Manager, state youth association are also entitled to attend, with voice but no vote.
5. Agenda must include, at a minimum: Elections, Financial Report, Adoption of proposed Bylaws, Committee Reports.
6. Meeting notices must be in writing and shall be forwarded at least 15 days prior to the meeting as defined in Article VI.

Section B. Board Meeting

1. The board shall meet at least once per year.
2. Board meetings are open to all youth leaders with voice, no vote.
3. At least one Adult Advisor, who has no vote, must be present. The State Chapter Adult Advisors, the State Association Manager and state youth association president are 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 Association Manager, state youth association president at least 15 days prior to the meeting.

Section C. Special meetings may be called by the President and also must be called on written request of a majority of the board.

Section D.

1. 3 members and one adult advisor constitute a quorum for transaction of business at any membership meeting.
2. 12 members and one adult advisor constitute a quorum for transaction of business at any board meeting.

Section E. 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. Nominating

1. Appointed by the board
2. Reviews candidates and prepares the slate for election at the annual meeting.

Section B. Finance

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

Amended July 14, 2012

Amended Nov 17, 2012

Approved November 23, 2013

