

First Coast USBC Youth Leaders Chapter Bylaws

ARTICLE I – NAME

This Chapter shall be known as the First Coast 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 members bowling in certified USBC leagues. Members shall be 12 years of age or older as of August 1 of the current season.

Section B. An individual applying for Youth Leader membership must complete an application provided by the Chapter.

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

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

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.

1. If membership is more than 15, directors must be selected by election. The number of elected directors is 48. The Youth Leaders will determine the number of directors.
2. If membership is 15 or less, all Youth Leaders members will serve as directors.

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 Manager.
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 USBBC.
6. Implementing USBBC programs.
7. Approving use of membership records.

Two adult advisors (if possible, one male and one female) must be involved. The advisors are appointed by 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.

The 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 USBBC 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 15 or more members

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. Nominations will come from the floor. Qualifications must be submitted before elections commence, in writing or verbally. Voting will be by ballot if there is more than one nominee for each position.

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 Leader 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.

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.

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. Youth Leaders Board
 - b. Youth Leaders
 - c. Adult Advisors
 - d. Local Association Manager
 - e. 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. Maintaining a current membership list, to include names and addresses and to provide a copy of this list to the USBC State and Local Youth or Merged Association Manager.
5. Receiving, recording and providing a receipt for any funds and property donated or paid to the Youth Leaders Chapter.
6. Depositing all funds, within 7 days of receipt. Funds should be deposited in the Local Association's bank account or provided to a member of the Associations Board of Directors, as determined by the Local Association.
7. Keeping a ledger of all receipts and disbursements.
8. 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.
9. Providing a current, written financial report at all meetings, to include all activity since the last report was given.
10. 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.
4. At least one Adult Advisor, who has no vote, must be present. All Adult Advisors, the Local Association Manager, and 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.
7. Special meetings may be called by the President and must also be called on written request of a majority of the board.

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 Local Association Manager, and Local 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, Local Association Manager, and Local merged association Youth Committee Chair, at least 15 days prior to the meeting.
5. Special meetings may be called by the president and must also be called on written request of the majority of the board.

Section C. Quorum

1. **8** members and one Adult Advisor constitute a quorum for transaction of business at any membership meeting.
2. **8** 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.**

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Youth Leader of the Year

To recognize the efforts of its members, the First Coast USBC Youth Leaders Chapter selects a “Youth Leader of the Year”, awarded annually at the Coaches Memorial Awards Ceremony. At the beginning of each season (August), the Youth Leaders Advisors compile a written summary of each member’s attendance at meetings, leadership qualities, efforts to promote youth bowling, and volunteer efforts at tournaments for the prior season. Advisors are encouraged to obtain feedback from tournament directors regarding the quality of volunteer efforts of the Youth Leaders members.

The award qualification summaries are to be presented to the First Coast USBC Youth Committee Chair by October 15; The Youth Committee Chair will promptly re-distribute the summaries to voting members and

conduct voting on the award by November 30. The 5 Youth Directors on the First Coast USBC Board, along with the two Youth Leaders Advisors, are eligible to cast votes on the award. The Youth Leaders Advisors are responsible for purchasing the award plaque using funds from the Youth Leaders account.

Code of Conduct / Dress Code

Youth Leaders members are expected to maintain a higher standard of professionalism during bowling leagues, tournaments, awards ceremonies and meetings. Youth Leaders are required to wear the Youth Leader shirt (currently Red with black lettering) or appropriate collared / bowling shirt with lanyard, and tournament-appropriate black or khaki pants / shorts / skirts for all official functions (meetings, when volunteering at tournaments, etc.).

Suggested Meeting Timeline:

ANNUAL/MEMBERSHIP – May

GENERAL – August, October, January, March