

# Greater Dayton USBC Youth Leaders Policy Manual

## Chapter One: Chapter Structure

### Chapter Purpose

The purposes of this chapter are defined as:

1. Partnering with the Greater Dayton USBC association 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. (See USBC Playing Rule 400.)
5. Creating in youth a desire for physical fitness, mental alertness and morally sound behavior.
6. 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.
7. Fostering interesting in and candidate for the USBC national scholarship programs

### Membership

**Section A.** The Chapter shall be comprised of Greater Dayton USBC youth members bowling in certified USBC leagues. Members shall be twelve (12) years of age or older as of August 1 of the current season.

**Section B.** Membership is in effect from October 15 to July 31.

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

**Section D.** An individual applying for membership must complete an application provided by the Chapter.

## Chapter Two: Membership

1. Membership is comprised of individuals, at least 12 years of age, who hold a valid Greater Dayton USBC youth membership.
2. Membership is in effect from October 15 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 Greater Dayton Youth Leaders Chapter, a selection committee comprised of at least three Greater Dayton USBC Youth Directors will review applications and notify Youth Leaders of their acceptance.

## 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 15 by October 15, the local Chapter's directors shall be elected. If there are fewer than 15 members, all Youth Leaders will be considered board directors. The Board of Directors will consist of a President, Vice-President and Youth Leaders Manager, and Directors (2).

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 unless also 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 withdrawals of Youth Leader funds from the association account. All requests must have two signatures and be presented to the Greater Dayton USBC Association Manager for withdrawal.
  - b. Depositing all funds within 7 days of receipt with the Greater Dayton USBC Association Manager.
  - c. Authorizing all expenditures.
  - d. Ensuring all state and local requirements for fundraising are met.
  - e. Ensuring appropriate reports are submitted to the Greater Dayton USBC Board.
2. Establishing a procedure for retention of records which must include the financial records.
3. Overseeing the transfer of Chapter records and property to the:
  - a. Successor to a position, no later than the first day of their term.
  - b. Board within two weeks from the date of vacancy.
4. Providing recognition and other services as determined by USBC.

5. Implementing USBC programs.
6. Approving use of membership records.
7. The board shall have the power to render final decisions on all protests and disputes within the Chapter unless appealed to USBC.
8. Providing other reports as required by USBC or the state Chapter.

### **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.

### **Fund Management**

Funds must be deposited with the Greater Dayton USBC Association Manager. The Youth Leaders Manager must ensure he/she is given a written receipt when funds are turned over for deposit.

## **Chapter Four: Officers**

### **President and Vice President**

1. Elected by majority vote of the Youth Leaders members.
2. Authority and duties as described in the Chapter's bylaws.

### **Youth Leaders Manager**

1. Is elected by and accountable to the board and Greater Dayton USBC.
2. Acts as secretary/treasurer of the board.
3. Must be a minimum age of 14.

### **President Authority and Duties**

1. Preside at all Youth Leader meetings.
2. Provide a monthly Youth Leader activity report to the Greater Dayton USBC Youth Committee.

### **Vice-President Authority and Duties**

1. Attend all Youth Leader meetings
2. Preside at all Youth Leader meetings in the absence of the President.

### **Youth Leader Manager Authority and Duties**

In addition to those listed in the bylaws, include, but are not limited to:

1. Reporting

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- a. To the board on a regular basis (reporting via e-mail is allowed).
  - b. To USBC National as required.
  - c. To the Youth Leaders members 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.
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 with the Greater Dayton USBC Association Manager.
  - 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. Establishing a procedure for retention of records, including the financial records, to be approved by the board.
  - f. Providing a report of financial transactions as requested by the board or USBC.
3. Other
- a. Providing a Youth Leader Chapter membership application to eligible youth (Local Chapters).
  - b. Printing and distributing a Youth Leaders membership card within 20 days of receipt of an approved application.
  - c. Receiving, compiling and filing committee reports.
  - d. Providing membership records and submitting to the Greater Dayton USBC local association within 20 days of receipt.
  - e. Applying for any applicable awards.
4. Expenses  
Legitimate business expenses can be reimbursed, with board approval. Such expenses must be documented, including receipts.

### **Youth Leader Adult Advisor**

1. Appointed by Greater Dayton USBC Board of Directors.
2. Attend all Greater Dayton USBC Youth Leader meetings.
3. Provide guidance to Youth Leaders, but may not make decisions
4. Sign requests for withdrawal of funds
5. Act as the liaison between Greater Dayton USBC Board of Directors and provide reports as required.

## **Chapter Five: Meetings**

### **Monthly Meeting**

The Greater Dayton Youth Leaders are required to hold at least one monthly meeting. Special Greater



Dayton Youth Leader Chapter membership meetings must be held:

1. If called by the president.
2. If requested, in writing, by a majority of the board.

### **Board Meetings**

USBC State Youth Leaders Chapters are required to hold at least one board meeting per month. Special meetings must be called with the written request of majority of the board.

### **Meeting Notice**

Meeting notice shall be forwarded by Youth Leader Manager.

### **Responsibilities – Monthly/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 Leader Manager at the first scheduled monthly meeting.
2. Attend all scheduled Youth Leader meetings

### **Action**

1. Majority vote, by ballot, to elect officers.
  - 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. Absentee and proxy voting are not allowed.

*\*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.*

### **Voice and Vote**

1. All members, including the Youth Leader Manager, are entitled to voice and vote at the Chapter membership meeting.
2. All board members, including the Youth Leader Manager, are entitled to voice at board meetings.

## Chapter Six: Committees

The Greater Dayton USBC Youth Leaders Chapter is required to have a finance and a nominating committee. Additional committees may be formed at the discretion of the Youth Leaders board.

### Finance Committee

1. Composed of at least two Youth Leader members.
2. Appointed by the president with board approval.
3. Includes one Adult Advisor.
4. Selects its own chairperson.
5. Meets at least once per month.
6. Responsibilities:
  - a. Creates, reviews and monitors the budget and other financial matters.
  - b. Ensures a yearly audit is completed by their respective USBC association.

### Nominating Committee

1. Appointed by the board of directors.
2. Prepares applications for open positions.
3. Prepares the slate for elections.

## Chapter Seven: IRS and Tax Information

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

## Chapter Eight: Other Chapter Requirements

### Scholarships/SMART

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