
Chapter Nine: Committees

This chapter details the requirements of the standing committees.

Every state and local association is required to have a finance committee. In addition, every state and local merged association is required to have a Youth Committee.

Association committees, with the exception of the Youth Committee, may be comprised of both members and non-members. Non-members serve with voice, but no vote.

Section A. Finance Committee

1. Composed of at least three members of the board, including the chair.
2. Appointed by the president with board approval.
3. Is responsible for:
 - a. Reviewing and monitoring the budget prepared by the association manager and approved by the board, if applicable.
 - b. Ensuring a yearly review of financial documents is completed. May be handled by a committee or an outside auditor. (Quarterly reviews are suggested.)

Section B. Youth Committee (Merged Only)

1. **Composition**
 - a. At least three members.
 - b. Committee selects its own chair.
2. **Eligibility.** All committee members must be members of USBC and at least 14 years of age, unless state laws mandate a different age.
3. **Election Process to Committee**
 - a. Qualifications must be submitted, in writing, to the Youth Committee as follows:
 - 1) At least 24 hours prior to the opening of the annual meeting for the state.
 - 2) As determined by the Youth Committee for the local association annual meeting.
 - b. Committee members, whose positions are subject to election at the association's annual meeting, are elected:
 - 1) By majority vote (unless plurality vote is adopted) of:
 - a) Youth delegates and officers and directors who hold youth membership. (State)
 - b) Youth representatives and officers and directors who hold youth membership. (Local)
 - 2) From:
 - a) A slate.
 - b) Nominations from the floor. Nominations may only be made by a youth delegate/youth representative or Youth Committee member.

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

4. **Responsibilities**
 - a. Determining the size of Youth Committee.
 - b. Developing any additional eligibility requirements for:

- 1) Candidates to the Youth Committee, to be approved by the youth delegates (State) or youth representatives. (Local)
- 2) At least 20% of the board members, to be approved by the delegates/youth delegates (State) or members/youth representatives (Local), and to be included in the association's bylaws.
- 3) Candidates for election as youth delegates to the state annual meeting, to be approved by the members/youth representatives (Local), and to be included in the association's bylaws. Any adopted eligibility requirements shall be placed at the end of Article IX, Section C, Item 2 of the merged local bylaws.
- c. Establishes procedures for soliciting nominations/resumes and develops the slate for the Youth Committee. This process may change depending on the direction from Youth Committee.
- d. Ensuring there are no more than three proprietors, as defined in the association bylaws, on the board at any time.
- e. Monitoring, promoting, reviewing and recommending youth programs and services conducted by the association.
- f. Reporting to the board.
- g. Chair appoints two adult association board members at least 18 years of age, as adult advisors to the Youth Leaders Chapter (if there is a chapter in the jurisdiction) with approval of the Youth Committee and the Youth Leaders' board.
5. **Vacancies.** Vacancies on the Youth Committee are filled by the Youth Committee.
6. **Removal.** To remove a member of the Youth Committee, Removal From Office Procedures must be followed as outlined in the *Suspension and Reinstatement Procedures*.

Section C. Other Committees

1. The president may establish other committees, with board approval, as needed.
2. The president appoints the chair of committees.
3. The President has the authority to remove committee members from president appointed committees.
4. Other committees may be, but are not limited to:
 - * Audit
 - * Awards
 - * Education/Training
 - * Events
 - * Lane Certification
 - * Membership
 - * Public Relations
 - * Scholarship
 - * Strategic Planning
 - * Tournament
- * Nominating