

CHECKLIST FOR MERGING ASSOCIATIONS

(Complete the following)

* Does not apply to Affiliate associations.

All Associations

- Conduct a board/affiliate council meeting(s) to discuss merging and allocation of funds (if applicable).
- *Incorporated association - members vote to approve merging at a membership meeting.
- Non-incorporated association - council votes to approve merging.
- All associations pursuing a merger appoint an equal number of representatives to attend the joint representative meeting.

Joint Representative Meeting

- Choose a chairperson and recording secretary.
- Determine merger time frame and completion date.
- Discuss/select association name. Contact USBC Headquarters for name change approval.
- Discuss and resolve jurisdictional crossovers, if any. Contact USBC Headquarters for approval of changes to jurisdictional boundaries.
- Review current programs, services and operations to determine which ones will be maintained under the new association.
- Schedule a time for each current association to conduct a final audit.
- Determine which Employer Identification Number, from the merging associations, the new association will use. **DO NOT APPLY FOR A NEW EIN.**
- Determine a suggested budget, incorporating all fund allocations, for recommendation to the new board.
- Determine the date of the new association's organizational meeting.
- Notify each Association Manager to send notice for the organizational meeting.
- *Prepare merged bylaws for adoption at the organizational meeting.
- Appoint Nominating Committee members (board and non-board members, with the exception of potential candidates) from merging associations.
- Chairperson schedules additional joint representative meetings as necessary.

Organizational Meeting

- *Vote on merged bylaws.
- *Adult members elect officers/directors (adult delegates/adult alternates to state and delegates/alternates to national, if applicable).
- *Youth Reps elect officers, Youth Committee and 20% of the total number of board members (youth delegates/youth alternates to state and delegate/alternates to national, if applicable).
- Affiliate association members - determine the amount of local dues, the size of the council and elect the council. Do not elect the officers.

New Association Board/Affiliate Council

- *Complete or change Articles of Merger for Secretary of State.
- Affiliate council - elect officers.
- Appoint/select an Association Manager.
- Determine which bank account the new association will use or set up a new bank account.
- Allocate funds as determined by the previous boards.
- Assure any and all funds have been turned over to the new association.

Apply For Charter With USBC - Complete and forward the following forms to USBC Headquarters:

- Charter Application for Merging Associations.
- *Newly adopted state or local merged association bylaws.
- *Copy of the Articles of Incorporation or Articles of Merger.
- Federal Group Exemption Request form. Must use one of the merging association's Employer Identification Numbers. **DO NOT APPLY FOR A NEW EIN.**
- Electronic Funds Transfer form - with the appropriate bank account information.
- Association Merger Agreement.