



United States Women's
Curling Association

BYLAWS

STANDING RULES & POLICIES

Revised March 11, 2024

Previous Revision: September 17, 2023

**BYLAWS OF THE
UNITED STATES WOMEN'S CURLING ASSOCIATION
(AN ILLINOIS NOT FOR PROFIT CORPORATION)**
(An organization affiliated with the United States Curling Association)



Article 1 – Name

The name of this association shall be the United States Women's Curling Association, hereafter referred to as the USWCA.

Article II – Incorporation

For the purposes of incorporation, the officers shall constitute the Board of Directors of the Corporation.

Article III – Purpose

Section 1.

The USWCA has been formed to promote and conserve the best interests of the game of curling throughout the United States. It exists to cultivate friendly relations among its member clubs; to promote international friendships; to preserve the traditions and literature of the game; to sponsor the USWCA National Women's Bonspiel and the USWCA Senior Women's Bonspiel; and to provide Regulations for the game of curling for all events sponsored by the USWCA, in accordance with current WCF Rules of Play except where noted in Bonspiel Procedure Manuals.

Section 2.

The USWCA will be limited to charitable and educational purposes within the meaning of Section 501 (c) (3) of the Internal Revenue Code.

Article IV – Membership

Section 1.

The USWCA shall be composed of member clubs, Members-at-Large and Associate Members.

Section 2. Membership

- (a) Membership shall be open to any regularly organized curling club in the United States. Such a club must be an organized group which includes a minimum of twenty (20) women curlers.
 - (1) Such a club must be an organized group, which manages its own affairs through officers and/or committees.
 - (2) Such a club shall operate continuously at one ice rink but need not control the rink where it curls.
 - (3) Member clubs are entitled to all privileges of the USWCA as outlined by the individual Events and Tours rules and procedures.
- (b) Women members, who are included in the Member Club's payment of the annual per capita dues, are entitled to all privileges of the USWCA as outlined by the individual Events and Tours rules and procedures.



- (c) Membership shall be open to women who shall be referred to as Members-at-Large.
 - (1) A Member-at-Large shall be a former member of the USWCA who has no local USWCA club to join or who has retired from curling.
 - (2) Members-at-Large are entitled to limited privileges as outlined in the Membership Committee guidelines.
- (d) Membership shall be open to men who shall be referred to as Associate Members.
 - (1) Associate Members shall be members in good standing of a Member Club and included in the payment of the annual per capita dues.
 - (2) Associate Members may not serve on the Board of Directors.
 - (3) Associate Members are entitled to limited privileges as outlined in the Membership Committee guidelines.
- (e) Acceptance of membership in the USWCA shall bind each individual club and its individual members to uphold all provisions of the Bylaws and to accept and enforce all Rules and Regulations and decisions of the Board of Directors acting within its jurisdiction.
- (f) Any current member club or new applicant club which cannot fulfill the requirements in terms of availability of ice or minimum number of women members, but wishes to retain or gain membership in the USWCA may:
 - (1) Apply for an inactive membership upon payment of club dues. Such a club has no voting or participation privileges; or
 - (2) Apply for an active membership upon payment of annual dues (see Section 4. Dues). Such a club shall have full voting privileges and its member participation privileges are as outlined by the individual Events and Tours rules and procedures.
 - (3) Both inactive and active clubs not meeting the twenty-member minimum requirement will be contacted annually by the Membership Committee.
- (g) Any member club, individual club member, Member-at-Large or Associate Member failing to uphold the standards or purposes of these Bylaws may be suspended by a two-thirds (2/3) vote of all voting members of the Board of Directors, provided due notice of the charge against it/her was given and an opportunity to be heard in its/her own defense was provided.
 - (1) Any suspended member (club, individual, Member-at-Large or Associate Member) shall be eligible for re-instatement after a waiting period of two years from the date of suspension and shall upon application fulfill all the requirements of a new member applicant.
 - (2) The suspended member (as outlined above) shall be liable for any delinquent dues accumulated prior to the date of suspension and may not be re-instated until these are paid.
- (h) Any member club wishing to resign from the USWCA shall submit the resignation in



writing to the Membership Chair who shall present it to the Executive Council for action. Any member club having resigned from the USWCA shall be eligible for reinstatement upon completion of an application and fulfillment of all requirements of a new member applicant.

- (i) Any member club forfeiting membership because of delinquency of dues shall be eligible for reinstatement upon completion of an application and payment of a reinstatement fee. This application would be subject to approval by the Membership Committee. The annual reinstatement fee for clubs shall be fixed by a two-thirds (2/3) vote of the Board of Directors.
- (j) Membership shall be automatically continuous unless interrupted by written resignation, forfeiture due to delinquency, or suspension.

Section 3. Application

A club may send its application for membership on forms provided by the USWCA to the Membership Committee. A copy of the club Bylaws or method of operation must also be enclosed with the application. The Membership Committee, after consultation with the President, is empowered to grant membership to qualified Clubs.

Section 4. Dues

- (a) The annual dues for membership shall be fixed by a two-thirds (2/3) vote of the Board of Directors and paid to the USWCA Comptroller by January 15th. Annual dues shall consist of "club" and "per capita" dues.
- (b) A new member club shall submit the annual dues at the time of application.
- (c) Per capita dues for a new member joining a club in good standing may be sent to the USWCA Comptroller any time up to April first of that fiscal year.

Section 5. Delinquency

A member club shall be deemed delinquent when payment of its dues has not been received by the USWCA Comptroller by January 15th. Said club shall be notified immediately by the USWCA Comptroller of its status. Any member club in delinquent status shall be denied representation at any meeting of the USWCA and its members shall be ineligible to enter any USWCA sponsored events. The Membership Committee shall work with delinquent clubs between January 15th and April 30th to assist with resolution of issues leading to delinquency. Any member club failing to be removed from delinquent status by payment of dues by April 30th will be considered in forfeit status and said club shall be notified immediately by the Membership Committee of its status and reinstatement requirements (see Article IV. Membership, Section 2 Membership, Paragraph i).



Article V – Officers

Section 1. Officers

- (a) The Officers of the USWCA shall be a President, a First Vice-President, a Second Vice-President, a Secretary, all of whom shall be elected at the Winter Meeting of the Board of Directors to serve for one year, a Treasurer, who shall be elected to serve for two years and shall not serve more than two consecutive terms, and a Comptroller, who shall be elected to serve for two years and shall not serve more than two consecutive terms. All terms of office shall coincide with the fiscal year.
- (b) As of September 1, 1980, all officers shall be citizens of the United States of America.
- (c) All officers shall serve until their successors are elected and qualified.

Section 2. President

- (a) The President shall be the principal executive officer of the USWCA and shall supervise all its business and affairs.
- (b) She shall preside at all meetings of the Executive Council and Board of Directors. She shall prepare an agenda to be enclosed in the Secretary's notice of said meetings.
- (c) Subject to Provisions of Article VIII hereof, the President shall appoint the Chairs of the Standing Committees and their membership except for the USWCA/USCA Liaison and the Nominating Committee Chair.
- (d) She may make additions to the membership of existing Standing Committees as she deems necessary, except for the USWCA/USCA Liaison and the Nominating Committee.
- (e) She shall act as spokesperson for the USWCA.
- (f) She shall exercise a vote in the event of a tie.
- (g) She shall be an ex-officio member of all committees except for the Nominating Committee.
- (h) She shall be responsible for overseeing the Communications Committee, the Bylaws Committee, the Rules Committee, and the Reference Committee and shall serve on the Governance Committee.

Section 3. Vice Presidents

- (a) The First Vice-President shall perform the duties of the President in her temporary absence or inability to serve and so acting shall have all the rights and powers of the President. The First Vice-President shall be the President Designate. [In the event of a resignation or permanent inability of the President to perform her duties, refer to the USWCA Standing Rules.]
 - (1) She shall be responsible for the education and training of the Representatives.
 - (2) She shall arrange for meetings of the Representatives at the time of the USWCA Board meetings and draw up agendas for said meetings.



- (3) She shall serve on the Governance Committee.
 - (4) She shall serve on and be responsible for overseeing the Membership Committee.
 - (5) She shall be responsible for overseeing the Representative Liaisons Committee.
 - (6) She shall report to the President.
- (b) The Second Vice-President shall perform the duties of the First Vice-President in her temporary absence or inability to serve and so acting shall have all the rights and powers of the First Vice President. The Second Vice-President shall be the First Vice-president Designate. [In the event of a resignation or permanent inability of the First-Vice President or the Second Vice-President to perform her duties, refer to the USWCA Standing Rules.]
- (1) She shall be responsible for overseeing the following committees: Five & Under Bonspiel, Junior Bonspiel, Senior Bonspiel, National Bonspiel, All-American, Circuit, Friendship Tour (In/Out), Scot Tour (In/Out), Pins and Trophies.
 - (2) She shall be responsible for all correspondence concerning future sites of the USWCA National Women's Bonspiel, and the USWCA Senior Women's Bonspiel.
 - (3) She shall serve on the Governance Committee.
 - (4) She shall report to the President.

Section 4. Secretary

- (a) The Secretary shall keep a record of the affairs of the USWCA and full and correct minutes of the Executive Council and Board of Directors' meetings. Copies of said minutes shall be sent to the officers and members of the Executive Council within sixty (60) days following the meetings. Copies of the minutes of the Board of Directors' Fall and Winter Meetings shall be sent to the Representatives and committee members within sixty (60) following the meetings.
- (b) All such minutes and records shall be open for inspection by any member at any reasonable time.
- (c) She shall keep a correct roll of the member clubs and their officers. She shall compile a roster listing the officers and committees of the USWCA and the officers and Representatives of the member clubs. She is responsible for the distribution of these rosters to each member club and to all officers and committee members of the USWCA.
- (d) Working with the immediate Past President, she shall keep current contact information for all Past Presidents and be responsible for the distribution to them of the rosters outlined in (c) above.
- (e) The report of the Nominating Committee will be incorporated in the minutes of the Fall Meeting; and if the slate has not been announced by the Fall Meeting, the Secretary shall mail and transmit electronically notices of the nominations to the officers,



Executive Council members and Representatives at a later date, but no later than thirty (30) days prior to the Board of Directors Winter Meeting so member clubs shall be able to vote via Proxy if necessary.

- (f) Upon presentation of the report of the Nominating Committee by the Board of Directors, she shall be instructed to read the slate of nominees and call for a motion of acceptance at the Winter Meeting of the Board of Directors. Nominations may be made from the floor.
- (g) She shall serve on the Communications Committee.
- (h) She shall report to the President.

Section 5. Treasurer

- (a) The Treasurer shall be responsible for the financial oversight of the USWCA.
- (b) She is responsible for overseeing all USWCA investment and bank accounts.
- (c) She shall forecast and manage the cash-flow needs of the organization to meet ongoing organizational requirements.
- (d) She shall develop and maintain policies and procedures to ensure control over all funds and accounts.
- (e) She shall be Chair of the Finance Committee.
- (f) She shall prepare the annual budget and present it for approval to the Board of Directors at the Winter Meeting.
- (g) She shall work with the organization's Certified Public Accountant to prepare annual financial statements as well as Federal and State tax returns.
- (h) If the Comptroller is unable to perform her duties, the Treasurer shall be responsible for assuming Comptroller's duties as needed.
- (i) She shall work on special financial projects as directed by the Executive Council and/or the Board of Directors.
- (j) She shall give bond by a responsible surety company for faithful discharge of her duties in such sum as may be required by the Board of Directors. The cost of such surety bond shall be assumed by the USWCA.
- (k) She shall be a member of the following Standing Committees: Financial Stewardship, Promotional Sales, Communications and Governance.
- (l) The Treasurer shall report to the President.

Section 6. Comptroller

- (a) The Comptroller shall keep the accounts of the USWCA and shall make payments upon orders of the President, the Treasurer or the Chair of any Standing Committee or Ad Hoc Committee of the Board of Directors contracting the debt or charged with the duty.



- (b) She shall render a statement of accounts at each meeting of the Board of Directors.
- (c) She shall file a Certificate of Condition with the Illinois Board of Incorporation annually.
- (d) She shall pay the dues of the Royal Caledonian Club annually.
- (e) She shall be responsible for invoicing all member clubs for annual and per capita dues and following up through January 15th to collect payment and inform delinquent clubs of their status.
- (f) She shall maintain a roster of the member clubs, to include the names of the individual members of each club and the membership count.
- (g) She shall provide the Membership Committee with discrepancies from previous years upon receipt of annual and per capita dues.
- (h) She shall be responsible for determining eligibility requirements (club affiliation and paid dues) of participants in USWCA competitions and tours.
- (i) Her accounts shall be subject to an annual Financial Review conducted by a qualified independent party.
- (j) She shall give bond by a responsible surety company for faithful discharge of her duties in such sum as may be required by the Board of Directors. The cost of such surety bond shall be assumed by the USWCA.
- (k) She shall be a member of the following Standing Committees: Finance, Financial Stewardship, Membership, Promotional Sales, and the Circuit Committee.
- (l) She shall report to the Treasurer.

Article VI - Executive Council

Section 1. Executive Council

The Executive Council shall be the six (6) elected officers (President, First Vice-President, Second Vice-President, Secretary, Treasurer and Comptroller) and the Chairs of the Standing Committees. (See USWCA Standing Rules: Executive Council – Voting.)

Section 2. Powers and Duties

- (a) The Executive Council shall constitute the administrative body of the Board of Directors and shall execute the business of the Board at any time that the Board is not in session.
- (b) The Executive Council shall act as the Selection Committee of no more than three nominees for the position of USWCA/USCA Liaison.
- (c) Actions (decisions) of the Executive Council shall be reviewed by the Board of Directors.

Article VII - Board of Directors

Section 1. Board of Directors

- (a) The Board of Directors shall consist of the six (6) elected officers, the Chair of each Standing Committee, and one Representative of each member club. (See USWCA Standing Rules: Board of Directors – Voting.)



- (b) A Representative to the Board of Directors shall be appointed or elected by each member club. The Representative is the liaison between the USWCA and her member club.
- (1) She shall be responsible for reporting all business of the USWCA to her club.
 - (2) She shall forward her name and the names of her club's officers to the Secretary of the USWCA.
 - (3) She shall provide a list of the dues-paying members of her club to the Comptroller of the USWCA.
 - (4) She shall be responsible for the national fund-raising for curling in her club.
 - (5) If a Representative cannot attend a called meeting of the Board of Directors, her club may send a duly appointed or elected alternate, registered with the Secretary, or may vote by proxy. (See Article XI: Section 5 – Proxies and Standing Rules: 3/Proxies and 4/Alternates.)

Section 2. Powers and Duties

- (a) The Board of Directors shall have the entire control and management of the affairs, property, and policies of the USWCA subject to provisions of the Bylaws. Action may be taken by the USWCA at the Fall Meeting of the Board of Directors, the Winter Meeting of the Board of Directors and at any Special Meeting of the Board of Directors.
- (b) The Board of Directors may delegate many of its powers or duties to a committee composed of one or more of its own members.
- (c) The Board of Directors may fill any vacancy caused by the unexpired term of office of the President, First Vice-President, Second-Vice President, Treasurer, Comptroller or the USWCA/USCA Liaison. If such an appointment must be made before a duly convened meeting of the Board of Directors can be held, the Executive Council is empowered to act under Article VI - Executive Council, Section 2, Powers and Duties (a). (See Standing rule 5 – Election Procedures for USWCA Officers and Standing Rule 6 – Election Procedure for USWCA/USCA Liaison.)
- (d) The Board of Directors may make and/or alter any Rule or Regulation consistent with these Bylaws.
- (e) The Board of Directors may propose a Member-at-Large, whose privileges and responsibilities shall be determined by the USWCA Membership Committee. A Member-at-Large shall be a former USWCA club member, not currently associated with any USWCA curling club or retired from curling. Applications for Member-at-Large status shall be received and reviewed, and upon consultation with the President, approved by the Membership Committee.



Article VIII - Standing Committees

Section 1. All-American Committee

- (a) There shall be an All-American Event Chair who shall have responsibility for all aspects of the All-American Event under the sponsorship of the USWCA.
- (b) Any changes to format must have prior approval of the Board of Directors.
- (c) The Chair shall report to the Second Vice-President.

Section 2. USWCA National Women's Bonspiel Procedure Committee

- (a) The National Women's Bonspiel Procedure Committee shall consist of at least six (6) members: The Chair, the USWCA National Women's Bonspiel On-Site Chair and four (4) coordinators, one from each of the four (4) regions (East, Central, Wisconsin, West).
- (b) The National Women's Bonspiel Procedure Chair and the four (4) Region Coordinators shall be appointed by the President. The host club shall appoint the USWCA National Women's Bonspiel On-site Chair.
- (c) It shall be the duty of the National Women's Bonspiel Procedure Chair to send "letters-of-intent" to the Representatives; the Representatives shall complete and return to the Region Coordinators those "letters-of-intent" indicating whether their clubs intend to participate in the USWCA National Women's Bonspiel.
- (d) It shall be the duty of the On-site National Women's Bonspiel Chair to appoint her own committee as defined in the National Women's Bonspiel Procedure Manual. These committees shall have complete charge and responsibility for the USWCA National Women's Bonspiel, subject to the Rules and Regulations of the USWCA.
- (e) The Chair shall report to the Second Vice-President.

Section 3. USWCA Senior Women's Bonspiel Procedure Committee

- (a) The Senior Women's Bonspiel Procedure Committee shall consist of at least five (5) members: The Chair, one member from each of the other three (3) regions and the Senior Women's Bonspiel On-Site Chair.
- (b) The Senior Women's Bonspiel Procedure Committee Chair and the other three (3) regional members shall be appointed by the President. The Senior Women's Bonspiel On-Site Chair shall be appointed by the host club.
- (c) It shall be the duty of the Senior Women's Bonspiel Procedure Chair to send "letters-of-intent" to Representatives to complete and return, indicating whether their clubs intend to participate in the USWCA Senior Women's Bonspiel.
- (d) It shall be the duty of the Senior Women's Bonspiel Procedure Committee to receive the "letters-of-intent" and allocate the places in the USWCA Senior Women's Bonspiel.
- (e) It shall be the duty of the Senior Women's Bonspiel On-Site Chair to appoint her own committees. These committees shall have complete charge and responsibility for the USWCA Senior Women's Bonspiel, subject to the Rules and Regulations of the USWCA.



- (f) The Chair shall report to the Second Vice-President.

Section 4. Finance Committee

- (a) There shall be a Finance Committee consisting of at least four (4) members: the Treasurer as Chair, the Comptroller, the Chair of Financial Stewardship and preferably two (2) other past USWCA Treasurers and/or Comptrollers.
- (b) The Committee shall be responsible for the oversight of the USWCA's finances including:
 - (1) Review of the proposed annual budget before submission to the Board of Directors.
 - (2) Review the USWCA's Reserve(s) on an annual basis.
 - (3) Review all contracts to be executed on behalf of the USWCA.
 - (4) Determine the annual funding for the Gifts and Grants Committee.
 - (5) Determine the annual funding required to support the future incoming Scot and Friendship Tours.
 - (6) Determine the financial viability of new committees, projects, events, and programs and make a recommendation to the Governance Committee.
 - (7) Manage the USWCA's funds to maximize returns.
- (c) The Committee shall serve in an advisory capacity to the Treasurer and Comptroller.
- (d) As Chair, the Treasurer shall report to the President.

Section 5. Bylaws Committee

- (a) There shall be a Bylaws Committee consisting of at least (4) members: one of which shall be a past President, and one shall be the Parliamentarian.
- (b) The Committee is responsible for seeing that the Bylaws, Standing Rules and Policies serve the needs and purposes of the USWCA.
- (c) The Chair shall serve on the Governance Committee.
- (d) The Chair shall report to the President.

Section 6. Nominating Committee

- (a) There shall be a Nominating Committee of six (6) members of member clubs, no two from any one club. The Chair and two (2) members shall be from the region from which the Second Vice-President is to be elected and the remaining three (3) to represent each of the other three (3) regions. The Chair shall be the immediate Past President. The remaining five (5) members shall be appointed by the President after consultation with the immediate Past President as well as the incoming 1st and 2nd Vice-Presidents. The President shall fill any vacancy on this committee, selecting from the region in which the vacancy occurs.



- (b) No Nominating Committee member shall be named to the slate.
- (c) The committee shall nominate officers for the ensuing year and report the slate to the Board of Directors at the Fall Meeting.
- (d) If the slate is not ready by the Fall Meeting, the Nominating Committee must report the finalized slate of officers to the Secretary of the USWCA no later than six (6) weeks prior to the Board of Directors Winter Meeting for election at said meeting.
- (e) The USWCA has divided the country into four (4) regions to give equal representation. The regions are Wisconsin, East, Central, and West. The nominees for President, First Vice-President, and Second Vice-President shall be elected for a term of one (1) year and shall be from different regions using the above rotation. The Secretary shall be selected by the incoming President and elected for a term of one (1) year and shall be from the same region as the President. The Treasurer and Comptroller shall be elected for terms of two (2) years, using professional criteria determined by the Governance Committee. Their terms of office are to coincide with the fiscal year after their election at the Board of Directors Winter Meeting every two (2) years.
- (f) The Nominating Committee shall solicit and receive the nominations for the position of USWCA/USCA Liaison. (See Article VI, Section 2(b), and Election Procedure in Standing Rules.)

Section 7. Pins and Trophies Committee

- (a) There shall be a Pins and Trophies Committee consisting of at least five (5) members, a Chair and one member from each of the four (4) Regions.
- (b) The Committee shall be responsible for all trophies, pins and awards pursuant to all USWCA-sponsored bonspiels and events as well as such other trophies and awards placed under their jurisdiction by the Board of Directors.
- (c) Inventories of all trophies, pins and awards are the responsibility of the Chair until called upon for dispersal at bonspiels and events.
- (d) The Chair shall be responsible for the inventory of the Past-President pins and the USWCA Eight-End (8-End) pins.
- (e) The Chair and the Committee shall maintain an up-to-date collection of all current member club pins and all other USWCA sanctioned pins.
- (f) The Chair shall report to the Second Vice-President.

Section 8. Reference Committee

- (a) There shall be a Reference Committee consisting of at least five members – a Chair and one member from each of the four regions.
- (b) The Committee shall be responsible for maintaining the following:
 - a. The archives of the USWCA as outlined in the procedure manual.
 - b. An up-to-date reference of all archived items available to members upon request.



- (c) The Chair shall report to the President.

Section 9. Rules Committee

- (a) There shall be a Rules Committee consisting of at least seven (7) members – a Chair, one member from each of the four (4) regions, one from the host club of the USWCA National Women's Bonspiel, and one from the host club of the USWCA Senior Women's Bonspiel. The latter two (2) listed will serve to coordinate umpires and timers at their respective events.
- (b) All committee members will serve to interpret and enforce the Rules and Regulations of the USWCA.
- (c) The Chair shall serve on the Governance Committee.
- (d) The Chair shall report to the President.

Section 10. National Liaisons

- (a) The USWCA and USCA shall each appoint a liaison to participate in the other's meetings to enhance the effectiveness of both organizations.
- (b) The USWCA/USCA Liaison shall serve a three-year (3) term and will be limited to two (2) consecutive terms.
- (c) The Board of Directors shall elect the USWCA/USCA Liaison at the Board of Directors Winter Meeting. (See Election Procedure in Standing Rules)
- (d) Any female USWCA member will be eligible as a nominee provided she meets the criteria included in the USWCA/USCA Liaison Conflict of Interest Policy. She shall not serve as a USWCA officer or as another voting member of the USWCA Executive Council, or as another Director of the USCA during her term as USWCA/USCA Liaison.
- (e) It shall be the duty of the Liaison to represent the USWCA as a Director on the Board of the USCA and on the USCA Executive Committee. At these meetings she shall report on the activities of the USWCA and shall report on USCA activities at the meetings of the USWCA.
- (f) She shall serve until her successor has been elected by the USWCA Board of Directors.
- (g) It shall be the duty of the USCA/USWCA Liaison to represent the USCA as a voting member on the USWCA Executive Council and as a voting member at the USWCA Fall and Winter Board of Directors Meetings regardless of the gender or club affiliation of the USCA/USWCA Liaison. At these meetings, she/he shall report on the activities of the USCA as they pertain to the USWCA.
- (h) The USCA/USWCA Liaison shall not serve as Chair of a Standing or Ad Hoc Committee.
- (i) The USWCA/USCA Liaison shall report to the USWCA President.



Section 11. Communications Committee

- (a) There shall be a Communications Committee consisting of the Chair, the Treasurer, the Chair of the Membership Committee, the Secretary, the Webmaster, the Chair of the Representative Liaisons Committee, and a minimum of four (4) members of the USWCA, one from each of the four (4) regions.
- (b) The Committee shall actively promote the USWCA and its role in curling throughout the United States.
- (c) It shall be the duty of the committee to provide materials to enable the Club Representatives to carry out the mission, aims and accomplishments of the USWCA.
- (d) It shall be the duty of the committee to determine and propose its annual budget.
- (e) The committee shall manage its activities within the limits set by the USWCA Board.
- (f) The Chair shall serve on the Membership and the Representative Liaisons Committees.
- (g) A member of the Communications Committee shall serve on the Promotional Sales Committee and act as a liaison between the two committees.
- (h) The Chair shall report to the President.

Section 12. Membership Committee

- (a) There shall be a Membership Committee consisting of a minimum of nine (9) members of the USWCA: The Chair, the First Vice-President, the Comptroller, the Chair of the Communications Committee, one representative from each of the four (4) Regions and one representative from an arena club.
- (b) The Committee shall be responsible for membership applications and all correspondence with possible applicants.
- (c) The Committee shall actively recruit curling clubs to be members of the USWCA.
- (d) The Committee shall follow up with clubs in delinquent status between January 15th and April 30th to assist with issues leading to delinquency. The Committee shall inform clubs who have not resolved delinquency issues as of April 30th of their membership forfeiture and reinstatement requirements.
- (e) The Committee shall follow up with member clubs that have discrepancies in annual and per capital dues as identified by the Comptroller.
- (f) The Committee shall help member clubs maintain and recruit new curlers.
- (g) The Committee shall provide an annual recommendation to the Board of Directors of the proposed reinstatement fee.
- (h) The Committee shall, after consultation with the President, approve all qualified Club and Member-at-Large membership applications.
- (i) The Chair shall serve on the Communication and Representative Liaisons Committees.
- (j) The Chair shall report to the First Vice-President.



Section 13. Five Year and Under Bonspiel Procedure Committee

- (a) There shall be a Five Year and Under Bonspiel Procedure Committee consisting of at least five (5) members: The Chair, and at least one member from each of the four (4) Regions.
- (b) The Committee shall be responsible for locating host sites in each of the four (4) Regions and assisting with the organization of the annual bonspiels: The Five Year and Under Women's Challenge and the USWCA Five Year and Under Open Bonspiel.
- (c) A Region has the option of hosting one or more of the bonspiels.
- (d) Participants in these bonspiels must meet the eligibility guidelines set forth by the committee and must have had five (5) or fewer years of total curling experience.
- (e) The Chair shall report to the Second Vice-President.

Section 14. Senior Women's Friendship Tour Committee

There shall be a Senior Women's Friendship Committee consisting of two subcommittees: (1) The Senior Women's Friendship Subcommittee Incoming to the United States and (2) The Senior Women's Friendship Tour Subcommittee Outgoing to Canada. The tours are held every three (3) years with alternating host countries.

- (a) The Friendship Tour Subcommittee – Incoming shall consist of at least six (6) members: The Chair, two members from the region of the incoming tour, and at least one member from each of the other three (3) Regions.
 - (1) The Friendship Tour Subcommittee – Incoming Chair and the other five (5) members shall be appointed by the President. The Tour Coordinator and other special Chairs shall be named by the subcommittee as needed.
 - (2) The Chair shall have been a member of the most recent outgoing Friendship Tour Team.
 - (3) At least one member shall have been on a previous Incoming Friendship Tour committee.
 - (4) The Chair is appointed the year following the outgoing Friendship Tour and her term ends in the year of the incoming Friendship Tour.
 - (5) It shall be the duty of this subcommittee to organize a tour composed of sixteen (16) Senior Canadian women curlers in the United States.
- (b) The Friendship Tour Subcommittee – Outgoing shall consist of at least five (5) members: The Chair, and at least one member from each of the four (4) Regions.
 - (1) The Friendship Tour Subcommittee – Outgoing Chair and the other four (4) members shall be appointed by the President. The Tour Coordinator and other special members shall be named by the subcommittee as needed.
 - (2) The Chair shall have been a member of the most recent outgoing Friendship Tour Team.
 - (3) The Chair is appointed the year following the incoming Friendship Tour and her



term ends in the year of the outgoing Friendship Tour.

- (4) It shall be the duty of this subcommittee to organize a tour to Canada by sixteen (16) senior USWCA members.
- (c) The Chairs shall report to the Second Vice-President.

Section 15. Promotional Sales Committee

- (a) There shall be a Promotional Sales Committee consisting of the Chair, the Treasurer, the Comptroller, a member of the Communications Committee and a minimum of four (4) members, one from each of the four (4) Regions.
- (b) The Committee shall raise funds by selling curling-theme merchandise to promote the USWCA.
- (c) The Committee shall manage their own activities within the limits set by the USWCA Board of Directors.
- (d) The Committee shall manage their own financial affairs and annually give the USWCA Treasurer a full accounting.
- (e) A non-Chair member of this Committee shall serve on the USWCA Gifts and Grants Committee.
- (f) The Chair shall report to the Treasurer.

Section 16. Representative Liaisons Committee

- (a) There shall be a Representative Liaisons Committee consisting of the Chair, the Chair of the Membership Committee, the Chair of the Communications Committee, at least one Liaison from each of the four (4) Regions, and at least one Liaison for the USWCA arena clubs. The Liaisons shall be current or former USWCA Club Representatives and the Chair shall be a current or former Liaison.
- (b) The Liaisons shall provide personal communication to each of their club representatives as directed by the Chair, who shall provide each Liaison with a list of duties.
- (c) The Committee shall work closely with the Second Vice-President in obtaining sites for the USWCA events.
- (d) The Liaisons shall work closely with the Membership Committee.
- (e) The Chair shall serve on the Communications Committee.
- (f) The Chair shall report to the First Vice-President.

Section 17. USWCA Gifts and Grants Committee

- (a) There shall be a USWCA Gifts and Grants Committee consisting of the Chair, non-Chair representatives from the Junior Bonspiel Committee, the Promotional Sales Committee and the Financial Stewardship Committee as well as one representative from each of the four (4) Regions and at least one representative for the USWCA arena clubs.



- (b) The Committee exists to develop, improve, promote, and sustain women and junior curling with financial assistance.
- (c) The Committee is responsible for developing guidelines and procedures that include an application process, deadline(s), and a criteria-based vetting process.
- (d) The Committee is responsible for the promotion of its purpose and funding decisions to the general curling public.
- (e) Fund recommendations and disbursements shall be in accordance with Committee guidelines and procedures.
- (f) The Committee shall make recommendations annually concerning the use of monies realized above and beyond those needed by the USWCA to fund its Operations, named Funds and Reserve. The recommendations will be reviewed and approved by the President, Treasurer and Comptroller as a "group" and ratified by the Board of Directors at their next regularly scheduled meeting.
- (g) The Chair reports to and receives the annual amount of funding available from the Treasurer.

Section 18. USWCA Junior Bonspiel Procedure Committee

- (a) The USWCA Junior Bonspiel Procedure Committee shall consist of at least four (4) members: The Chair, and one member from each of the other three (3) Regions not represented by the Procedure Committee Chair.
- (b) The Committee shall be responsible for locating host sites in each of the three (3) territories and assist in the organization of the Junior Bonspiels.
- (c) Each host site will appoint a USWCA Junior Bonspiel On-Site Chair, who will report to the Chair of the Procedure Committee. It is the duty of the On-Site Chair to appoint his/her own committee as defined in the Junior Bonspiel Procedure Manual. The committees shall have complete charge and responsibility for the USWCA Junior Bonspiel at their club, subject to the Rules and Regulations of the USWCA.
- (d) The Junior Bonspiel Committee shall provide a traveling trophy and event pins to each host site.
- (e) A non-chair member of this Committee shall serve on the USWCA Gifts and Grants Committee.
- (f) The Chair shall report to the Second Vice-President.

Section 19. Scot Tour Committee

There shall be a Scot Tour Committee consisting of two subcommittees: (1) The Scot Tour Subcommittee – Incoming to the United States and (2) The Scot Tour Subcommittee – Outgoing to Scotland. The tours are held every five (5) years with alternating host countries.

- (a) The Scot Tour Subcommittee – Incoming shall consist of at least nine (9) members: The



Chair and two members from each of the four (4) regions with no two from the same club.

- (1) The Scot Tour Subcommittee - Incoming Chair and the other eight (8) members shall be appointed by the President. The subcommittee treasurer and recording secretary shall be named by the subcommittee along with other special members as needed.
 - (i) The Chair shall have been a member of the most recent outgoing Scot Tour Team.
 - (ii) Four (4) of the members, each from a different region, shall have been a member of the most recent outgoing Scot Tour.
 - (iii) Four (4) of the members, each from a different region, shall never have participated in any outgoing Scot Tour.
 - (iv) The Chair is appointed the year following the outgoing Scot Tour and her term ends after the Fall Board Meeting in the year following the incoming Scot Tour.
- (2) It shall be the duty of this subcommittee to organize a tour in the United States for twenty (20) Scottish women curlers.
- (b) The Scot Tour Subcommittee – Outgoing shall consist of at least nine (9) members: The Chair and two members from each of the four (4) regions with no two from the same club.
 - (1) The Scot Tour Subcommittee - Outgoing Chair and the other eight (8) members shall be appointed by the President. The subcommittee treasurer and recording secretary shall be named by the subcommittee along with other special members as needed.
 - (i) The Chair shall have been a member of the most recent outgoing Scot Tour Team.
 - (ii) Four (4) of the members, each from a different region, shall have been a member of the most recent outgoing Scot Tour.
 - (iii) Four (4) of the members, each from a different region, shall never have participated in any outgoing Scot Tour.
 - (iv) The Chair is appointed the year following the incoming Scot Tour. The Chair's term begins following the Fall Board Meeting of that year and ends in the year of the outgoing Scot Tour.
 - (2) It shall be the duty of this subcommittee to organize a tour to Scotland for twenty (20) USWCA women curlers.
- (c) The Chairs report to the Second Vice-President.



Section 20. Financial Stewardship Committee

- (a) There shall be a Financial Stewardship Committee consisting of at least seven (7) members: The Chair, the Treasurer, the Comptroller and four (4) members, one from each of the four (4) Regions.
- (b) The Committee shall be responsible for:
 - (1) The development, execution, and oversight of long-term plans to improve the financial health of the USWCA.
 - (2) All fundraising efforts (except for those of the Promotional Sales Committee) to support the financial goals of the USWCA.
- (c) A non-Chair member of the Committee shall serve on the USWCA Gifts and Grants Committee.
- (d) The Chair shall serve on the Finance Committee.
- (e) The Chair shall report to the Treasurer.

Section 21. Governance Committee

- (a) There shall be a Governance Committee consisting of at least seven (7) members: The Chair, the President, the First Vice-President, the Second Vice-President, the Treasurer, the Chair of the Bylaws Committee, the Chair of the Rules Committee, and the immediate Past President.
- (b) The Committee is responsible for developing and executing new and/or current USWCA governance practices as well as facilitating the evaluation and furtherance of the Strategic Plan as it relates to the needs and purposes of the USWCA.
- (c) The Committee's role is to:
 - (1) Work collaboratively with the Executive Council to create an Environment which advances the mission of the USWCA.
 - (2) Advise the Board of Directors on matters pertaining to governance practices.
 - (3) Recommend policies or changes for strengthening the USWCA.
- (d) The Committee is responsible for the evaluation of all proposed Ad Hoc Committees, new Standing Committees, new programs and new events prior to their formation. After the new entity is vetted and with a recommendation from the Finance Committee, the Committee shall make a recommendation to the President and Executive Council to ensure that the entity meets the needs and purposes of the USWCA, and any financial obligation of the entity can be sustained by the USWCA.
- (e) The Committee is responsible for overseeing the dissolution of Ad Hoc and Standing Committees. Governance shall make a recommendation to the President and Executive Council that the dissolution meets the needs and purposes of the USWCA. Final approval for dissolution rests with the Board of Directors.
- (f) The Chair shall report to the President.



Section 22. USWCA Circuit Committee

- (a) There shall be a USWCA Circuit Committee consisting of the Chair, an assistant to the Chair, a Publicity Coordinator, at least four (4) Regional Coordinators from each of the four (4) regions and the Comptroller.
- (b) The Committee will be responsible for running the USWCA Circuit in accordance with their Procedure Manual including:
 - (1) Gathering of sponsors, bonspiels and participants.
 - (2) Calculation of and distribution of the prize money to event winners.
 - (3) Administration of the Circuit – including record keeping and communications with participating bonspiels and participants.
- (c) The Chair reports to the Second Vice President.

Section 23. USWCA Super Senior Women's Bonspiel Procedure Committee

- (a) There shall be a USWCA Super Senior Women's Bonspiel Procedure Committee consisting of at least six members – a Chair, one member from each of the four regions, and the Super Senior Women's Bonspiel On-Site Chair.
- (b) The Committee shall be responsible for maintenance and implementation of the Super Senior Women's Bonspiel procedure manual and Bonspiel rules and regulations.
- (c) The Chair shall report to the Second Vice-President.

Article IX - Operational Limitations

Notwithstanding any other provisions of these Articles, the USWCA shall carry on no activities that are not permitted:

- (a) by an association exempt from Federal income tax under Section 501(c)(3) of the Internal Revenue Code of 1954 (or the corresponding provisions of any future United States Internal Revenue Law); or
- (b) by an association, contribution to which are deductible under Section 170(c)(2) of the Internal Revenue Code of 1954 (or the corresponding provisions of any future United States Internal Revenue Law).

Section 1. Legislative or Political Activities

No substantial part of the activities of the USWCA shall be the carrying on of propaganda or otherwise attempting to influence legislation and the USWCA shall not participate in or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office.

Section 2. Inurement of Income

No dividend shall be paid and no part of the income of the USWCA shall be



distributed to its members, directors or officers. The USWCA may, however, pay compensation in a reasonable amount to members, directors or officers for services rendered and may confer benefits upon members in conformity with its purposes.

Section 3. Dissolution Clause

Upon the dissolution of the USWCA, the Board of Directors shall, after paying or making provisions for payment of all of the liabilities of the USWCA, dispose of all the assets of the USWCA exclusively for the purposes of the USWCA in such manner, or to such organization or organizations organized and operated exclusively for charitable, education, religious or scientific purposes as shall at the time qualify as an exempt organization or organizations under Section 501(c)(3) of the Internal Revenue Code of 1954 (or the corresponding provisions of any future United States Internal Revenue Law), as the Board of Directors shall determine. Any of such assets not so disposed of shall be disposed of by the Circuit Court of the county in which the principal office of the USWCA is then located, exclusively for such purposes or to such organization or organizations as said court shall determine which are organized and operated exclusively for such purposes.

Article X – Indemnification

Section 1. Indemnification Generally

The USWCA hereby declares that any person who serves at its request as an officer, employee, member of the Executive Council, member or agent of the Board of Directors, Chair or member of any committee of the USWCA or as an elected or appointed official of the USWCA in any capacity shall be deemed its agent for the purposes of this Article and shall be indemnified by or on behalf of the USWCA against expenses (including attorney's fees), judgments, fines and amounts paid in settlement actually and reasonable incurred by such person who was or is a party or threatened to be made a party to any threatened, pending or completed action, suit or proceeding, whether civil, criminal, administrative or investigative (other than an action by or in the right of the USWCA) by reason of such service, provided such person acted in good faith and in a manner he or she reasonably believed to be in and not opposed to the best interest of the USWCA and with respect to any criminal action or proceeding had no reasonable cause to believe his or her conduct was unlawful.

Section 2. Determination by Court in Criminal Action

No indemnification shall be made in respect of any criminal action or proceeding as to which a person covered by Section 1 of this Article shall have been adjudged to be guilty, unless and only to the extent that the court in which such action or proceeding



was brought shall determine upon application that, despite the adjudication of guilt, in view of all the circumstances of the case, such person is entitled to indemnity for such expenses or fines which the court shall deem proper.

Section 3. Determination by Court in Civil Action

No indemnification shall be made in respect of any claims, issue or matter as to which a person covered by Section 1 of this Article shall have been adjudged to be liable for negligence or misconduct in the performance of his or her duty to the USWCA, unless and only to the extent that the court in which such action or suit was brought shall determine upon application that, despite the adjudication of liability, but in view of all the circumstances of the case, such person is fairly and reasonably entitled to indemnity for such expenses which the court shall deem proper.

Section 4. Survival of Indemnification

The indemnification provided under Section 1 of this Article shall continue as to a person who has ceased to serve in the capacity designated with respect to actions in his or her official capacity while serving as such and shall inure to the benefit of his or her heirs, executors and administrators.

Article XI – Meetings

Section 1. Board Meetings

There shall be a minimum of two (2) meetings of the Board of Directors each year.

- (a) A Fall Meeting shall be held each year at a time and place designated by the President for the transaction of all necessary business.
- (b) A Winter Meeting at the time and place of the USWCA National Bonspiel for the transaction of all necessary business and the election of Officers.

Section 2. Special Meetings

- (a) Special meetings of the USWCA may be called by the President or by a quorum of the Board of Directors, or upon written request of twenty (20) or more of the member clubs with a minimum of four (4) clubs from each region making the request. All such meetings shall be duly constituted.
- (b) The Board of Directors shall meet at the call of the President, or by quorum of the Board of Directors, or upon written request of twenty (20) or more of the member clubs with a minimum of four (4) clubs from each region making the request. All such meetings shall be duly constituted.
- (c) The Executive Council shall meet at the call of the President. All such meetings shall be duly constituted.



Section 3. Notice of Meetings

At least thirty (30) day notice of the time and place of any USWCA or Board of Directors meeting shall be via mail or electronic communications to each member of the Board of Directors. The notice of a Special Meeting shall also state the object thereof and no other business shall be transacted.

Section 4. Proxies

Proxies may be voted at all meetings of the Board of Directors. Proxies should be directed to a voting member of the Board of Directors, and the Club Representative must register the proxy via mail or electronic transmission with the USWCA Secretary at least 48 hours prior to any duly called meeting. (See Standing Rules 3. Proxies.)

Section 5. Quorum

Two-thirds (2/3) of the voting members of the Board of Directors shall constitute a quorum at any meeting. Proxies may be counted towards the two-thirds (2/3) provided a minimum of twenty-five percent (25%) of the voting members are present.

Section 6. Electronic Meetings

Under extraordinary circumstances as determined by the President after consultation with the Executive Council, the Fall Meeting and/or the Winter Meeting may be held electronically with the same quorum requirements as in-person meetings.

Article XII - Fiscal Year

The fiscal year shall be from May 1 to April 30.

Article XIII - Amendments

These Bylaws may be amended and/or revised at the Fall or Winter Meeting of the Board of Directors by a two-thirds (2/3) vote of all member clubs provided written notice of the proposed amendment(s) or revision(s) shall have been mailed or communicated electronically to all member clubs at least thirty (30) days prior to the meeting.

Article XIV - Parliamentary Authority

The rules contained in Robert's Rules of Order, newly revised, shall govern the United States Women's Curling Association, herein referred to as the USWCA.

Article XV - Powers and Prerogatives

The USWCA shall receive all its prerogatives and powers from its member clubs. It shall be the supreme authority to decide all questions among the member clubs and make rules for



the government of all curling games, Rules of Play and Regulations governing the USWCA sponsored events.



USWCA STANDING RULES

1. Executive Council - Voting Privileges:

All officers and Standing Committee Chairs are entitled to vote at any duly constituted meeting of the Executive Council. No member shall have more than one vote unless she carries a proxy of another voting member of the Executive Council, which has been registered with the Secretary.

2. Board of Directors - Voting Privileges:

- (a) The six (6) elected officers, the Chair of each Standing Committee and one Representative of each member club are entitled to one vote at any duly constituted meeting of the Board of Directors.
- (b) An Officer or a Standing Committee Chair who is also serving as her club Representative is entitled to two (2) votes.
- (c) The Treasurer, who serves as Chair of the Finance Committee because of her office, is entitled to only one vote for holding these two positions.

3. Proxies:

- (a) If an Officer or Club Representative is unable to attend a Board of Directors meeting and an Alternate has not been registered with the Secretary to replace her (see Section 4/Alternates below), she may submit her proxy to a voting member of said meeting to be voted, and she must also send a copy of the proxy to the Secretary. Copies must be transmitted to the Secretary via mail or electronic format to arrive at least 48 hours prior to the meeting to be registered.
- (b) If a Club Representative does not have a voting member to whom she can submit her proxy, it may be submitted directly to the Secretary via mail or electronic format to arrive at least 48 hours prior to any duly called meeting. The Secretary will vote all the proxies she holds as a block with the majority vote at the meeting unless clear instructions have been given on the proxy as to how the Club Representative wants her vote to be cast.
- (c) If a Club Representative, Officer or Standing Committee Chair has to leave a Board of Directors meeting before the end of business, she must fill out a Proxy form and submit it to the Secretary before she leaves - the 48-hour timeline does not apply.
- (d) Proxies should provide information on such items as amendments to the Bylaws, election of USWCA/USCA Liaison, or major Policy statements to be voted on at a called meeting. Voting preference should be indicated on the proxy.



4. Alternates:

An appointed or elected female Alternate for a Club Representative may attend the Board of Directors meetings in an official capacity and have all the same voting privileges as the named Club Representative provided the following criteria are met:

- (1) She must be from the same club as the Club Representative
- (2) She must be appointed/elected by the Club Representative or an officer from the same club.
- (3) The Alternate must be registered in writing with the Secretary at least 48-hours prior to a called meeting.
- (4) The Club Representative cannot submit a proxy if an Alternate has been designated.

5. Acting Standing Committee Chairs:

A Standing Committee Chair, who is unable to attend in-person a called meeting, must appoint an Acting Committee Chair.

- (1) Such appointment shall require the approval of the President and be registered in writing with the Secretary at least 48-hours prior to said called meeting unless extraordinary circumstances require a shorter notification.
- (2) The Acting Committee Chair will assume the voting and stipend privileges of the named Chair with the exception of being able to carry the proxies of other voting members not in attendance unless the Acting Chair is also a Representative, in which case she may carry proxies.
- (3) The Committee meeting shall be run by the Acting Chair, who will also represent the Committee at the Executive Council and who shall participate in and present the Committee's report at the Board of Directors meeting.
- (4) The Chair may attend meetings virtually but has no vote.

6. Election Procedures for USWCA Officers:

- (a) The Bylaws list the official procedure in the temporary absence of the President, First Vice-President, Second Vice-President, and Comptroller. The permanent replacement of the President as First Vice-President, Second Vice-President, Treasurer and Comptroller is covered below in Subsections (b), (c), (d), (e) and (f).
- (b) If the President resigns or is permanently unable to perform her duties after the Fall Meeting, the First Vice-President shall become Acting President and continue her duties as First Vice-President. If a resignation or permanent inability to perform occurs between May 1st and the Fall Meeting, first the Nominating Committee shall recommend that the out-going President remain in office for the upcoming term. If she declines, the Committee shall reconvene and ultimately nominate an active Past



President, when possible from the same region as the resigning President, to serve out the term.

- (c) If the First Vice-President resigns or is permanently unable to perform her duties after the Fall Meeting, the Second Vice-President shall become Acting First Vice-President and continue her duties as Second Vice-President. If a resignation or permanent inability to perform occurs between May 1st and the Fall Meeting, the Nominating Committee shall reconvene and nominate a previously eligible candidate, when possible from the same region as the First Vice-President, to serve out the term.
- (d) If the Second Vice-President resigns or is permanently unable to perform her duties at any time during her term, the Nominating Committee shall reconvene and nominate a previously eligible candidate, when possible from the same region as the Second Vice-President, to serve out the term.
- (e) If the Treasurer or Comptroller resigns or is permanently unable to perform her duties, the Nominating Committee shall reconvene and nominate a previously eligible candidate to serve out the term.
- (f) If no previously eligible candidate exists, the Nominating Committee must solicit new candidates from the general membership, using the rotation schedule when relevant, and recommend one for a vote.
- (g) The nominations/recommendations detailed in (b) (c) (d) (e and (f)) above originate with the Nominating Committee and are communicated in a timely manner to the Executive Council for a vote (via phone or electronic method) with ratification of the vote by the Board of Directors occurring at their next regularly scheduled meeting. (See Article VII BOD/Section 2 (c) Powers and Duties.)

7. Election Procedure for USWCA/USCA Liaison.

- (a) The Nominating Committee shall solicit nominees from the general membership for this position. If there is more than one nominee, the Executive Council will screen and select no more than three (3) nominees to be voted on by the Board of Directors at their Winter Meeting. A simple majority vote will serve to elect. All voting shall be by written ballot unless there is only one candidate. USWCA/USCA Liaison's term(s) of office will be tracked and reported annually at the Winter Meetings.
- (b) It shall be the duty of the Executive Council to obtain and review signed USWCA/USCA Liaison Conflict of Interest Disclosure Statements from all Liaison nominees prior to the vote at the Winter Meeting of the Board of Directors.
- (c) If the Liaison resigns or is permanently unable to perform her duties, the Nominating Committee shall reconvene and nominate a previously eligible candidate to serve out the term. If no previously eligible candidate exists, the Nominating Committee must solicit new candidates from the general membership and recommend one for a vote (See Article VII BOD/section 2(c) Powers and Duties).



8. Election Procedure for Parliamentarian

The First Vice-President, in consultation with the Second Vice-President, shall select a Parliamentarian to be placed on the ballot as a non-officer, non-voting position at the Board of Directors Winter Meeting immediately preceding the Parliamentarian's two-year term. The Parliamentarian may serve more than one term and the terms need not be in succession. If the Parliamentarian is also a Club Representative or other voting member of the USWCA, she must resign the voting position(s) due to the non-voting nature of the office.

If the Parliamentarian resigns or is permanently unable to perform her duties at any time during her term, the Officers shall convene (via phone or electronic method) and select a replacement to serve out the term.

9. Replacement Procedure for Secretary

If the Secretary resigns or is permanently unable to perform her duties at any time during her term, the President, in consultation with the other Officers, shall select a replacement to serve out the term. (See Article VIII/Section 6(d) Nominating Committee for selection of Secretary.)

10. Nominations from the Floor

At the Winter Meeting of the Board of Directors, nominations may be made from the floor provided the nominee meets the eligibility requirements and is present to give consent or has given prior written consent to the Nominating Committee.

- a. After reading the published Slate, the Secretary will call for nominations from the floor.
- b. Floor nominations are allowed for the following positions: President, 1st Vice President and 2nd Vice President. Floor nominations are also allowed for the following positions provided prior required term(s) have been completed: Treasurer and Comptroller.
- c. Floor nominations do not need a second.
- d. When floor nominations occur, voting will be conducted via written ballot.

[Note: The Secretary will vote the proxies she holds with the majority unless specific instructions have been given in writing on a proxy to vote otherwise.]



USWCA POLICIES

1. In 1990, the USWCA became an Affiliated Body of the USCA. The USCA defines an affiliated body as a national body that:
 - a. Represents curling across the country; and
 - b. Has been in operation for at least 10 years and
 - c. Is a 501(c)(3) Tax Exempt Nonprofit Organization.

Each affiliated body shall elect one director. The affiliated body elected director shall serve a 3-year term expiring April 30. The affiliated body director shall be a member of the USCA Executive Committee.

2. The fiscal policy of the USWCA shall include a reserve fund approximately equal to the amount needed to operate the USWCA for a period of one (1) year; the USWCA shall maintain restricted funds to cover expenses incurred in staging the incoming Scot Tour curling event which occurs once every 10 years and the Incoming Friendship Tour, which occurs every six (6) years; the USWCA shall make an annual attempt to donate monies in excess of its restricted and reserve funds to charitable causes using recommendations from the Gifts and Grants Committee and approval from the Board of Directors.
3. The USWCA shall provide a travel stipend up to \$250 for officers and the USWCA/USCA Liaison and a travel stipend up to \$200 for Standing Committee Chairs, Ad Hoc Committee Chairs and the Parliamentarian to cover a portion of economy-class airfare, train fare or car mileage. No stipend should exceed the actual travel expense amount. All other expenses incurred may be deducted on an individual's income tax return (to the extent allowable by IRS or state regulations).
4. In the spirit of friendship, caring and concern that curling generates, the USWCA President can send flowers at USWCA expense to those Past Presidents, Officers, and Committee Chairs who are unfortunate enough to be hospitalized for serious health issues.
5. A duplicate set of minutes of all the USWCA Executive Council and the Board of Directors meetings, as well as a duplicate set of rosters are to be stored in a secured location.
6. The United States Women's Curling Association's full name and all present or future designs of pins and logos are the property of, and for the exclusive use of, the USWCA organization. Members of the USWCA clubs wishing to use any of these designs in appropriate ways must first obtain USWCA approval. Permission to use the USWCA designs can be obtained by contacting the Chair of the Promotional Sales Committee.



7. The USWCA has the exclusive rights to sell merchandise at USWCA events; the host club shall be extended the same privileges. Any vendor other than the Host club must receive advance permission from the Promotional Sales Committee Chair and return an agreed upon percentage of gross sales to the USWCA Treasurer.
8. The election of USWCA officers and the appointment of members of the Standing Committees are determined by regional representation [four (4) regions: East, Central, Wisconsin and West (See Article VIII, Section 6(d)].
9. Officers and Standing or Ad Hoc Committee Chairs shall present to the Board of Directors for a vote any special projects or programs requiring expenditures which exceed 25% of their annual operating budget (excluding meeting travel) prior to initiating said project or program.
10. Monetary donations and in-kind contributions to the USWCA may be made to any USWCA designated funds and programs or directly to the organization itself. Unconditional monetary donations are managed by the Comptroller and included in the USWCA financial reports presented at the Fall and Winter Meetings. Acceptance by the USWCA of conditional monetary donations and in-kind contributions must be approved in advance by the President, Treasurer and Chair of the Financial Stewardship Committee. Upon approval, in-kind contributions become the sole property of the USWCA and the physical location of said contributions is determined by the President, Treasurer and Chair of the Financial Stewardship Committee. Any decision(s) made concerning acceptance of conditional monetary donations and in-kind contributions shall be reviewed by the Executive Council at their next scheduled meeting and presented by the Treasurer to the Board of Directors for ratification at their next scheduled meeting.
11. There shall be a Parliamentarian, who must be well versed in Robert's Rules of Order and familiar with the USWCA Bylaws, Standing Rules and Policies. She must attend all Executive Council and Board of Directors' meetings of the USWCA as an impartial overseer; and due to the nature of her position, the Parliamentarian holds no voting privileges at any of the USWCA's meetings.
12. All changes to a Standing or Ad Hoc Committee's written and/or in-practice procedures and guidelines (including but not limited to event timing and scope, allocation process, policies, rules, regulations), beyond what constitutes "housekeeping" changes (e.g., spelling, punctuation, grammar, formatting), requires approval by the Executive Council and Board of Directors prior to any such changes being made. If a Motion is made by a Committee



that requires a change to another Committee's written and/or in-practice procedures and guidelines and the Motion is approved by the Board of Directors, the affected Committee(s) does not have to obtain Executive Council and Board of Directors approval to change its procedures and guidelines. During their next scheduled report to the Board of Directors, the affected Committee(s) are required to inform the Board of any changes.

13. When a member club's annual and per capita dues are submitted to the Comptroller and discrepancies are noticed from previous years' payments (e.g., significant drop in per capita dues as a result of payment of per capita dues solely for women members intending to participate in USWCA events or tours, or other significant discrepancies), the club shall be referred to the Membership Committee for follow-up to discern if the club is having issues requiring USWCA assistance or if roster and payment adjustments are required.
14. The Membership Committee shall review the regional distribution of clubs/membership annually at the Fall Meeting. If any two regions (East, Central, Wisconsin, West) differ by 20% or more of the women eligible for USWCA events/tours as documented by the Comptroller from annual per-capita dues, the discrepancy shall be referred to the Governance Committee (working with the Membership Committee) for possible reassignment of clubs to other regions.
15. Standing Committee Chairs shall be appointed for three-year terms with the ability to hold a second three-year term if approved by the President. If a Chair resigns or needs to be replaced, a new Chair will be appointed and begin her own three-year term. If a Chair resigns or needs to be replaced during the USWCA fiscal year ("year"), a new Chair will be appointed to finish out the year. However, the new Chair's three-year term will not start until the beginning of the next year. Chair terms will be tracked by the Governance Committee.
[Exceptions to this policy: Nominating Committee, Scot Tour Incoming and Outgoing Committees, Friendship Tour Incoming and Outgoing Committees, and the USWCA/USCA Liaison.]