



United States Women's
Curling Association

Standing Rules

As of March 11, 2024



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, Treasurer and Comptroller. The permanent replacement of the President, 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.
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.



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.

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.]