



# BYLAWS

## FOR LOCAL BOXING COMMITTEES

(Revised 2021)

*NOTE: The contents of these Bylaws are mandatory in its entirety for all LBCs. Exceptions are permissible only if court rulings or state regulatory agencies require deviation. For those items not addressed in these Bylaws, the National Bylaws prevail.*

**USA Boxing, Inc.**  
USA Boxing, Adirondack Association, Inc.  
Local Boxing Committee (LBC)

### SECTION I

#### OBJECTIVES, BOUNDARIES, JURISDICTION

**101    OBJECTIVES** - The objectives shall be to foster, develop, promote, and coordinate recreational and competitive amateur boxing opportunities for all member athletes and supportive participants, and to supervise boxing matters as may properly come within its purview and shall be consistent with those of the USA Boxing Bylaws.

*NOTE: It is intended that the LBC shall have and continue to have the status of an organization which is exempt from federal income taxation under section 501(c) (3) of the Internal Revenue Code. If the LBC has that status, whether obtained on its own or under USA Boxing's umbrella, contributions, bequests and gifts are deductible for federal income, estate and gift tax purposes under sections 170(c)(2) and 2055(a)(2) thereof, respectively. The Bylaws shall be construed, and all powers and activities of the LBC shall be limited accordingly. Notwithstanding any provision of these Bylaws, the LBC shall not carry on any activities not permitted by an organization having such status. If incorporated, the Articles of Incorporation of the LBC shall also affect the purposes of this clause.*

**102    NAME AND BOUNDARIES** - The geographic boundaries and name designation of the LBC shall be set forth by USA Boxing. The name of this LBC shall be designated as follows: "USA Boxing, \_\_\_\_\_ Association." If incorporated, the LBC's name may include the abbreviation "Inc."

**103    JURISDICTION** - The LBC has jurisdiction over the sport of amateur boxing as has been delegated to it by USA Boxing.

**104    FINANCIAL RESPONSIBILITIES** - Any income derived from an event requiring a USA Boxing sanction must be used for further promotion of amateur boxing, for an approved charity (status as 501(c)3, not for-profit entity) or for the general welfare of the LBC or USA Boxing as a whole.



## **SECTION II MEMBERSHIP**

### **201 TYPES** - The membership shall consist of the following:

- (1) MEMBER CLUBS - For an organization to qualify to register for a club membership, that club or organization must have the same objectives as stated in 101. Member clubs include:
  - (a) Those boxing organizations which have joined and are in good standing as members of the LBC and who have athletes and/or non-athletes registered to represent said organization in the sport of amateur boxing.
  - (b) Those organizations which conduct a program in amateur boxing or are composed of persons joined together in support of some aspect of amateur boxing.
  - (c) Each member club shall designate a club contact, a club administrator, and a club representative, all of whom must be registered, non-athlete members. The same person may serve in all three capacities. The club representative is the individual who may vote on LBC issues and in LBC elections on behalf of the club.
- (2) INDIVIDUAL MEMBERS
  - (a) Amateur boxers, coaches, officials, and other individuals interested in the purposes and programs of the LBC, may join USA Boxing. Any member may attend meetings of the LBC with voice but not vote.
  - (b) Membership is valid when all application requirements have been met.

## **SECTION III MANAGEMENT**

### **301 LBC BOARD OF DIRECTORS**

- (1) MEMBERS - The LBC Board of Directors shall consist of the LBC officers and at least three (3) athletes, all of whom must be registered members. LBC officers are President, Vice-President, Treasurer, Secretary, Registration Chair, and Chief of Officials.
- (2) DUTIES AND POWERS - The Board of Directors shall act for the LBC, and LBC Board of Governors, during the interval between its meetings, except that it cannot amend these Bylaws. The Board shall have the power and it shall be its duty to:
  - (a) Establish and lend direction on programs and policies (not in conflict with these bylaws)
  - (b) Prepare and review the annual budget
  - (c) Ensure the LBC operates in accordance with USA Boxing LBC Financial Policies
  - (d) Call regular or special meetings of LBC Board of Directors and Board of Governors

### **302 BOARD OF GOVERNORS**

- (1) MEMBERS - The LBC Board of Governors shall consist of a representative from each qualified club plus members of the LBC Board of Directors. For a club to be a qualified member of the Board of Governors, the club must:
  - (a) be a current, registered club and have been a registered club of the LBC for at least nine (9) out of the previous twelve (12) months.
  - (b) have minimum of five (5) registered and attached member boxers



- (c) have a club representative listed on the club profile page in USA Boxing's membership database, who is a current, non-athlete member in good standing with the LBC and USA Boxing. The club representative is a Voting Member of the Board of Governors.
- (2) DUTIES AND POWERS – The management of the business affairs of the LBC is the responsibility of the Board of Governors. In addition to the duties and powers prescribed in the Rules of USA Boxing or in these Bylaws, the LBC Board of Governors shall have the power, and it shall be its duty to:
  - (a) Elect the Board of Directors in an election year as outlined in Sections 401 and 403
  - (b) Review and adopt the annual budget of the LBC

## SECTION IV OFFICERS

- 401 TITLES** – The elected officers are President, Vice-President, Treasurer, Secretary, Chief of Officials, and Registration Chair. The President, Vice-President, Treasurer, and Secretary shall be elected by the Board of Governors. The Chief of Officials shall be elected by the Board of Governors, plus the registered and certified officials in the LBC. The Registration Chair shall be elected by the LBC's Board of Directors. Any officer may hold more than one board position except that the president shall not also be the treasurer. If possible, the president should not hold any other position.
- 402 ELIGIBILITY** – Only current members of USA Boxing and the LBC are eligible to hold office. All members of the Board of Directors must have a valid email address and be able to communicate via email, as well as be able to access and use the membership database.
  - (1) The President, Vice President, Secretary, Treasurer, and Registration Chair shall:
    - (a) Be eighteen (18) years of age or older.
    - (b) Have been a registered, non-athlete member for at least two (2) consecutive years immediately prior to the election.
    - (c) Not have been suspended by USA Boxing for any reason within the last five (5) years, unless an error was made on the background screening and has since been cleared.
    - (d) Not have a record of a felony criminal conviction. If a member/candidate is found to have a felony criminal conviction and is therefore ineligible to serve on the Board of Directors, they may appeal this decision to the USA Boxing Judicial Committee which may decide to waive the restriction in the best interests of boxing.
    - (e) Not have been removed from the Board of Directors either by a Board of Governor's petition or by the USA Boxing national office within the last five (5) years.
  - (2) The Chief of Officials shall:
    - (a) Be eighteen (18) years of age or older.
    - (b) Have been a registered, non-athlete member for at least two (2) consecutive years immediately prior to the election.
    - (c) Have been a certified official for at least twenty-four (24) months immediately prior to the election.



- (d) Not have been suspended by USA Boxing for any reason, within the last five (5) years, unless an error was made on the background screening and has since been cleared.
- (e) Not have been removed from the Board of Directors either by a Board of Governor's petition or by the USA Boxing national office within the last five (5) years.

(3) The Athlete Representative shall:

- (a) Be eighteen (18) years of age or older.
- (b) Have been a registered athlete in the LBC for at least sixty (60) days. Exceptions may be made for USIBA or NCBA athletes who want to serve on the Board of the LBC in their geographic area.

## **403 QUADRENNIAL BOARD OF DIRECTOR ELECTIONS**

- (1) **NOTIFICATION**
  - (a) For the main LBC Board of Director elections that are conducted every four years, an email notice of elections will be sent to each voting member a minimum of 60 days prior to elections, and then again 30 days prior.
  - (b) Candidates who want to run for a position on the Board of Directors MUST submit their name and desired position to USA Boxing a minimum of 30 days prior to election.
  - (c) Candidates will be announced via email to all eligible voters a minimum of fourteen (14) days prior to elections and posted on USA Boxing's website.
- (2) **ELIGIBLE VOTERS**

The Board of Governors as described in Section 302 of these bylaws shall vote for President, Vice President, Treasurer, and Secretary. The Board of Governors and qualified Officials, as defined in 403 (2) (c) below, shall vote for the Chief of Officials. Qualified athletes, as defined in section 403 (2) (d) below, shall vote for the Athlete Representatives. The newly elected Board of Directors shall vote for the Registration Chair, in a separate election held after the new Board of Directors is in place as described in the LBC Voting Procedures document.

  - (a) **Board of Governors: Clubs**

For a club to be eligible to vote in the Board of Director's elections as described in Section 401 of these bylaws, they must:

    - (i) Be registered at the time of the election and have been a registered club of the LBC for at least nine (9) out of the previous twelve (12) months.
    - (ii) Have minimum of five (5) registered and attached member boxers.
    - (iii) Have a club representative listed on the club profile page in USA Boxing's membership database, who is a non-athlete member in good standing with the LBC and USA Boxing.
  - (b) **Board of Governors: Board of Directors**

Each member of the Board of Directors shall have one vote as described in Section 401 of these bylaws.
  - (c) **Officials**

For an official to be able to vote for the Chief of Officials, they must have been a registered non-athlete with an official's certification for at least six (6) consecutive months immediately prior to the election.
  - (d) **Athletes: Athletes** must be at least 18 years of age and have been a registered athlete for at least sixty (60) consecutive days immediately prior to the election.
  - (e) No eligible voting member may cast more than one (1) vote.



(f) Eligible voters must vote online according to USA Boxing's LBC Voting Procedures.

**404 TERM OF OFFICE** – Each officer serves a four-year (4) term and may be elected to the same office without restriction for any number of terms. New officer terms are effective the first of January upon completion of the election.

**405 DUTIES** – The duties of the directors are hereafter set forth. These duties are not all inclusive.

- (1) **PRESIDENT** – The President calls meetings as mandated in these Bylaws and when and where deemed necessary, presides at all meetings, and appoints committee chairperson for committees as may be necessary to fulfill the duties and responsibilities of the LBC, with advice and consent of the Board of Directors. He/she shall be an ex-officio member of all committees. The President is responsible to see that certification opportunities for officials and coaches in the LBC are provided on a regular basis. The President is also responsible for general oversight of the LBC and to ensure as best that he/she can that USA Boxing rules and bylaws are being followed and the LBC Board of Directors as a whole is in compliance, particularly when it comes to financial responsibilities.
- (2) **VICE-PRESIDENT** – In the event that the President is unable to serve, the Vice-President shall act on his/her behalf until the President is able to serve, or if the President is unable to return, until the end of the term. He/she shall be an ex-officio member of all committees.
- (3) **SECRETARY** – The Secretary is responsible for taking meeting minutes, sending official correspondence, issuing meeting notices and submitting copies of the minutes to the Board of Governors and to the National Office.
- (4) **TREASURER** – The Treasurer receives all monies and pays all bills approved by the LBC Board of Directors. The Treasurer is responsible for maintaining all financial records, including bank records, and for making timely reports to the LBC Board of Governors. The Treasurer, in conjunction with the President, is responsible for submitting financial reports as requested by USA Boxing's National Office. The Treasurer shall also send, either quarterly or biannually to all registered members, a financial report showing revenue (income) and expenses.
- (5) **REGISTRATION CHAIR** - The Registration Chair is responsible for providing assistance to members with regard to the online registration process for individual memberships, club memberships, and sanctions. He/she shall issue passbooks and maintain member files in accordance with the LBC's policy. The Registration Chair is often the main contact for members who have questions regarding membership and sanctioned events. The Registration Chair may appoint Deputy Registrars.
- (6) **CHIEF OF OFFICIALS** - The Chief of Officials (COO) is responsible for overseeing officiating in the LBC. The COO, or their designee, will serve as the Official in Charge (OIC) of sanctioned events within the LBC. The COO is the main point of contact for registered officials in their LBC and is responsible for assisting where they can in the training and development of new officials, making sure that enough officials' clinics are held to serve their members. The COO is expected to stay up to date with USA Boxing rules and rule changes and to pass this information along to the officials in his/her LBC. It is also the responsibility of the COO, along with the rest of the BOD, to recruit new officials. The COO may divide the LBC into sub-districts and assign sub-district Chiefs of Officials with the recommendation of the president and approval by the LBC Board of Directors.



(7) **ATHLETE REPRESENTATIVES** – The Athlete Representative's duty is to present any issues or concerns of the athlete members of their LBC to the Board of Directors/Board of Governors. Athlete Representatives are also expected to attend Board of Director and Board of Governors' meetings.

**406 VACANCIES** – In the event that a member of the Board of Directors, other than the President and the Athlete Representative(s), is unable or unwilling to serve, the Board of Directors shall appoint a member of the LBC to fill that position until the end of the term.

If the President is unable to serve, the Vice President shall perform the duties of the President until the President is able to resume his/her duties. If the President is unable to serve the remainder of his/her term, or resigns his/her position, the Vice President shall serve as the President for the remainder of the term.

If an Athlete Representative is unable to serve out his or her term, that vacancy must be filled in the same manner as the position was elected in the first place; meaning an election must be held.

**407 REMOVAL OF A BOARD MEMBER** – Any elected member of the Board of Directors, including Registration Chairs, may be removed:

- (1) By the USA Boxing National Office for material failure to perform job duties satisfactorily as described in Section 405 of these Bylaws and as determined by the USA Boxing National Office; if they are suspended by USA Boxing for a Code of Conduct violation; if they allow their USA Boxing membership to lapse for longer than one month.
- (2) Or by a vote of three-quarters (3/4) of the members of the Board of Governors by the following process:
  - (a) **PETITIONER** - A member of the LBC Board of Governors must submit to USA Boxing a board member removal petition consisting of the rationale for recall, and names of a minimum of 3/4 of the voting members (qualified clubs) of the LBC who favor the recall. The recall petition shall not be initiated nor submitted for consideration until after February 1 of each year.
  - (b) **NEW ELECTION** - Once the petition has been accepted and validated, a new election will occur, as specified in USA Boxing's LBC Voting Procedures.

## SECTION V MEETINGS

**501 ANNUAL MEETING** – Each LBC shall have an annual meeting to which all current members are invited. A typical annual meeting will consist of approving the budget for the following year, reviewing financial statements, discussing policies and procedures, committee reports, and any general concerns of the LBC members. The scheduling of this meeting is up to the LBC Board of Directors but is typically held in the 4<sup>th</sup> quarter of the year. Annual meetings may be conducted electronically via teleconference or a video conference.

**502 SPECIAL MEETING** – Should the president fail to call regular meetings, or should special meetings be required, meetings may be called upon the request of any three (3) members of the Board of Directors or by petition of fifty percent (50%) of the registered clubs.



## **503 NOTICES**

- (1) Not less than fifteen (15) days' notice must be given by the secretary for any annual or special meetings of the LBC Board of Governors or Board of Directors.
- (2) The notice of a meeting shall contain the time, date, site, and agenda. For special meetings, the purpose of such meetings shall be given.
- (3) The notice of the annual meeting shall be sent to the email address on file for all current members of the LBC. Meeting notices shall also be posted on the LBC's website and/or Facebook page (if applicable).

## **504 ORDER OF BUSINESS** – At all meetings of the LBC Board of Governors or Board of Directors the following is the order of business:

- (1) Roll Call
- (2) Reading, correction, and adoption of minutes
- (3) Reports of Officers
- (4) Reports of Committees
- (5) Unfinished Business
- (6) New Business
- (7) Topics for Discussion
- (8) Adjournment

## **505 QUORUM** – A quorum at all meetings shall consist of at least one-third (1/3) of the membership who are eligible to vote. If any meeting does not have a quorum, the Chair may either postpone the meeting for a later date, or decide to conduct the meeting, handling all LBC business except those matters requiring a vote.

## **506 RULES OF ORDER** – At all meetings, the current edition of Robert's Rules of Order, newly revised, are the procedural rules.

## **SECTION VI** **COMMITTEES**

## **601 COMMITTEES** – The President, with the advice and consent of the LBC Board of Directors, may establish committees when it becomes necessary to conduct the business of the LBC, such as Finance, Junior Olympic, Registration, Officials, Coaches, Tournament Planning, and Judicial (appointed per USA Boxing Grievance and Complaint Policy).

## **602 CHAIRPERSONS**

- (1) The duties of the chair of each committee are as follows:
  - (a) Presides at all meetings of the committee,
  - (b) Sees that all duties and responsibilities of the committee or sub-committee in his/her charge are properly and promptly carried out,
  - (c) Appoints such sub-committees as may be necessary to fulfill the duties and responsibilities of the committee,
  - (d) Communicates with the committee members to keep them fully informed,
  - (e) Keeps the LBC President and Secretary informed of committee actions and recommendations,
  - (f) Forwards reports or minutes of all meetings to the President and Secretary,
  - (g) Performs such specific duties as outlined in LBC policy.



**603 MEMBERSHIP** – Members of all committees shall be appointed by the President with the advice and consent of the committee chairperson.

## **SECTION VII CONDITIONS OF COMPETITION**

**701 GENERAL** – The conditions of competition in any USA Boxing event, and the rules governing it, shall be those established by USA Boxing.

## **SECTION VIII DUES AND FEES**

**801 CLUB** – Every active member club joins the LBC and USA Boxing by submitting an online application and by paying an annual fee established by the LBC and USA Boxing. Memberships are for the calendar year January 1 to December 31.

**802 ATHLETE AND NON-ATHLETE REGISTRATION** – Each athlete and non-athlete member joins the LBC and USA Boxing by applying online and paying an annual fee established by the LBC and USA Boxing. Memberships are for the calendar year January 1 to December 31.

**803 SANCTION FEES** – Each applicant for sanction shall submit such fees and documents as required by the LBC and USA Boxing.

**804 ADDITIONAL FEES**

- (1) Background Screening - All non-athlete members are required to pass a criminal background screening every year. This fee is set by USA Boxing and the company enlisted to perform the screenings.
- (2) Lost Passbook - LBCs may charge a replacement fee for lost passbooks, not to exceed \$50.

## **SECTION IX REPORT AND REMITTANCE**

**901 GENERAL** – The LBC shall make reports and remittances to USA Boxing as specified by the USA Boxing Board of Directors. The LBC President, Vice-President, Secretary, and Treasurer are responsible for reports and remittances.

**902 MEETING NOTICES** – The Secretary shall forward to USA Boxing copies of all annual and other Board of Governor's meeting notices issued by the LBC at the time of such issue.

**903 MINUTES** – The Secretary of the LBC shall, within thirty (30) days after each meeting of the LBC Board of Governors, provide a copy of the minutes of said meeting to USA Boxing.

**904 ANNUAL REPORTS** – The treasurer shall forward to USA Boxing a copy of the Board of Governors approved up-coming year's budget and annual meeting minutes within thirty (30) days following the annual meeting. No later than March 15, the treasurer shall forward the Income Statement (via spreadsheet/form provided by USA Boxing or a standard software program compilation) and copies of all bank statement for all accounts held in the LBC's name. If it is determined a 990 or 990EZ must be prepared, the LBC will also need to provide a Balance Sheet and Year End Reporting Form (provided by USA Boxing). If an LBC chooses to



hire its own CPA, either a copy of Form 990, 990N, 990EZ or a copy of the filed IRS extension must be provided by May 31. If an extension is filed, the tax return shall be provided to USA Boxing within 15 days of receipt and no later than November 30 of the year following the tax year.

**905 LBC MUST REMAIN IN GOOD STANDING** - In the event that USA Boxing determines in the exercise of its discretion that the LBC is not fulfilling its responsibilities as the LBC for USA Boxing, USA Boxing may impose such temporary restrictions, requirements, or changes as it deems necessary to restore the LBC to good standing. In the event the LBC disagrees with the measures imposed by USA Boxing, it shall allow the measures to be imposed but shall have the right to appeal the measures either to the Judicial Committee or to an arbitrator in a proceeding administered by the American Arbitration Association.

## **SECTION X HEARINGS, APPEALS, AND ATHLETES' RIGHTS**

**1001 BILL OF RIGHTS** – The LBC shall respect and protect the right of every individual who is eligible to participate if selected (or attempt to qualify for selection to participate) as an athlete, coach, or official, representing the United States in any international amateur athletic competition, so long as such competition is conducted in compliance with national and applicable international requirements.

## **SECTION XI MISCELLANEOUS**

**1101 FISCAL YEAR** – The fiscal year of the LBC shall follow the traditional calendar year, January 1 to December 31.

**1102 CONTACT INFORMATION** – All LBCs must submit a mailing address and email address for use by USA Boxing.

**1103 SAVINGS CLAUSE:** Failure of literal or complete compliance with the provisions of the Constitution and Bylaws in respect to dates and times of notice, or the sending or receipt of the same, or errors in phraseology of notice of proposals which, in the judgment of the members at meeting held, do not cause substantial injury to the rights of members, shall not invalidate the actions or proceedings of the members at any meeting.

**1104 DISSOLUTION** - Upon dissolution, the net assets of the LBC will not inure to the benefit of any private individual or corporation, but will be distributed to USA Boxing, Inc. to be used exclusively for educational or charitable purposes, or, if USA Boxing is not in existence, or is not then a corporation which is exempt under 501(c)(3) of the Internal Revenue Code and to which contributions, bequests and gifts are deductible under sections 170(c)(2), 2055(a)(2) and 2522(a)(2) thereof, such assets shall be distributed to such a corporation, to be used exclusively for educational or charitable purposes.

