

# Bylaws

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## World Cube Association

# 1. Name

The name of this corporation is World Cube Association (“WCA”).

## **2. Membership**

### **2.1 Eligibility for Membership**

Application for membership, as defined in Section 5056 of the California Nonprofit Public Benefit Corporation Law, as amended (the “Nonprofit Corporation Law”), shall be open to any person. Membership is granted after completion and receipt of a membership application and annual dues. All memberships shall be granted upon a recommendation of a member and a majority vote of the board, or a majority vote of members at a properly announced meeting. Membership is non-transferrable.

### **2.2 Annual Dues**

The amount required for annual dues shall be \$0 each year, unless changed by a majority vote of the members at a properly announced meeting. Continued membership is contingent upon being up-to-date on membership dues.

### **2.3 Rights of Members**

Each member shall be eligible to appoint in writing one voting representative to cast the member’s vote in WCA elections.

### **2.4 Resignation and Termination**

Any member may resign by filing a written resignation with the secretary. Resignation shall not relieve a member of unpaid dues, or other charges previously accrued. A member can have their membership terminated by a majority vote of the membership.

### **2.5 Non-voting Membership**

The board shall have the authority to establish and define non-voting categories of membership.

### **2.6 Annual Meetings**

An annual meeting of the members shall take place in the month of October, the specific date, time, and location of which will be designated by the chair. At the annual meeting the members shall elect directors and officers, receive reports on the activities of the association, and determine the direction of the association for the coming year.

### **2.7 Special Meetings**

Special meetings may be called by the Chair, the Vice-Chair, or a simple majority of the Board of Directors. A petition signed by five percent of voting members may also call a special meeting.

## **2.8 Notice of Meetings**

Printed notice of each meeting shall be given to each voting member, by mail or electronic correspondence, not less than two weeks prior to the meeting.

## **2.9 Quorum**

The members present at any properly announced meeting shall constitute a quorum if they are at least 1/3 of the total number of members.

## **2.10 Voting**

All issues to be voted on shall be decided by a simple majority of those present at the meeting in which the vote takes place.

## 3. Board of Directors

### 3.1 Powers

Subject to the provisions of the Nonprofit Corporation Law, Articles of Incorporation, and these Bylaws, the WCA's activities and affairs shall be conducted, and all corporate powers shall be exercised, by or under the direction of the Board of Directors of the WCA (the "WCA Board" or "Board").

### 3.2 Number of Directors

The number of authorized directors of the WCA shall be not less than **three (3)** nor more than **seven (7)** with the exact number of authorized directors to be fixed by resolution of the Board from time to time.

### 3.3 Qualification of Directors

No more than forty-nine percent (49%) of the directors serving on the Board may be interested persons, as defined in Section 5227 of the Nonprofit Corporation Law. However, any violation of this Section 3.3 shall not affect the validity or enforceability of any transaction entered into by the WCA.

### 3.4 Election and Term of Office

New directors and current directors shall be elected or re-elected to **two (2)** year terms by the voting representatives of members at the annual meeting. A Board Advisory Committee shall be responsible for recommending a set of election procedures to the Board. Directors will be elected by a plurality vote of members present at the annual meeting. Directors may also be elected in accordance with an online election, if and only if the procedures for the online election have been recommended to the Board by a Board Advisory Committee and approved by the Board at least two (2) weeks in advance of the election.

A director may not serve for more than **three (3)** consecutive terms. However, a director may be elected to the Board to serve for any number of additional terms so long as there is at least a one-year break between sets of **three (3)** consecutive terms. An in-office director shall hold office until a successor has been elected and duly qualified or until that director's earlier resignation or removal in accordance with these Bylaws.

### 3.5 Vacancies

A vacancy or vacancies on the Board shall exist in the event that the actual number of directors is less than the authorized number for any reason. In addition, the Board may declare by resolution a vacancy in the office of any director who has been declared of unsound mind by an order of court,

convicted of a felony, or found by final order or judgment of any court to have breached a duty under Article 3 of Chapter 2 of the Nonprofit Corporation Law.

### **3.6 Resignation**

Except as provided below, any director may resign at any time by giving written notice to the Chair, the Executive Director, or the Secretary (as each are defined in Section 6.1). The resignation shall take effect upon receipt of notice or at any later time specified in the notice. Unless otherwise specified in the notice, the resignation need not be accepted to be effective. If a director's resignation is effective at a later time, the Board may elect a successor to take office as of the date when the resignation becomes effective. Except on notice to the Attorney General of California, no director may resign if the WCA would be left without a duly elected director or directors.

### **3.7 Removal**

A director may be removed from office at any time, with or without cause, by a vote of a majority of directors then in office, or a vote of a majority of members at a properly announced meeting, provided that a quorum is present. No reduction in the authorized number of directors shall have the effect of removing any director before that director's term of office expires unless the reduction also provides for the removal of that specified director in accordance with these Bylaws and the Nonprofit Corporation Law.

### **3.8 Filling Vacancies**

Vacancies on the Board may be filled, at a regular or special meeting of the Board, by approval of the Board or, if the number of directors then in office is less than a quorum, by (i) the unanimous written consent of the directors then in office, (ii) the affirmative vote of a majority of directors then in office at a meeting held with notice in accordance with Section 4.4 or waiver of notice in accordance with Section 4.6, or (iii) a sole remaining director. A director elected to fill an existing vacancy shall hold office for the unexpired portion of the term, or until his or her death, resignation, or removal from office.

### **3.9 Compensation and Reimbursement**

Directors shall not receive any compensation for their services as directors. The Board may authorize the advancement or reimbursement to a director of actual reasonable expenses incurred in carrying out his or her duties as a director.

### **3.10 Conflict of Interest Policy**

Whenever a director or officer has a financial or personal interest in any matter coming before the Board, the Board shall ensure that:

1. The interest of such officer or director is fully disclosed to the Board.

2. No interested officer or director may vote or lobby on the matter or be counted in determining the existence of a quorum at the meeting of the Board at which such matter is voted upon.
3. Any transaction in which a director or officer has a financial or personal interest shall be duly approved by members of the Board not so interested or connected as being in the best interests of the organization.
4. The minutes of meetings at which such votes are taken shall record such disclosure, abstention, and rationale for approval.

## **4. Board Meetings**

### **4.1 Regular Meetings**

Regular meetings of the Board shall be held at such dates, times, and places as determined by the Board. Each year, the Board shall hold at least one meeting the agenda for which includes filling vacancies on the Board, if any, arising from expiration of terms.

### **4.2 Special Meetings**

Special meetings of the Board, for any purpose, may be called at any time by the Chair, the Vice-Chair, the Executive Director, the Secretary, or any two directors. The meeting shall be held at a place within California as designated by the person or persons calling the meeting, and in the absence of such designation, at the principal office of the WCA.

### **4.3 Telephone and Electronic Meetings**

Any meeting may be held by conference telephone, electronic video screen, or similar communication equipment, as long as all directors participating in the meeting can hear one another. All such directors shall be deemed to be present in person at such a meeting.

### **4.4 Notice**

Regular meetings may be held without notice if the date, time, and place of the regular meetings are fixed by action of the Board. Notice of the date, time, and place of a special meeting, or of a regular meeting if not designated by the Board, shall be given to each director by one of the following methods: (a) upon four (4) days' notice if by first-class mail; or (b) forty-eight (48) hours before the meeting if (i) by personal delivery of written notice; (ii) by telephone, whether directly to the director, to a person at the director's office who would reasonably be expected to communicate that notice promptly to the director, or by voice-messaging system; (iii) by facsimile transmission; or (iv) by e-mail. All such notices shall be given or sent to the director's address, e-mail address, or telephone number as shown on the records of the WCA. The notice shall state the date and time of the meeting, and the place if other than the principal office of the WCA. It need not specify the purpose of the meeting.

### **4.5 Voting**

Each director present and voting at a meeting shall have one vote on each matter presented to the Board for action at that meeting. No director may vote at any meeting by proxy.

### **4.6 Waiver of Notice**



Notice of a meeting need not be given to any director who signs a waiver of notice, a written consent to the holding of the meeting, or an approval of the minutes of the meeting, whether before or after the meeting, or attends the meeting without protesting the lack of notice, either before or at the commencement of the meeting. The waiver of notice or consent need not specify the purpose of the meeting. All such waivers, consents, and approvals shall be filed with the corporate records or made a part of the minutes of the meetings.

## **4.7 Quorum**

A majority of the total number of directors then in office (but no fewer than three directors or one-fifth of the authorized number of directors, whichever is greater) shall constitute a quorum. An action taken or decision made by a majority of the directors present at a duly held meeting at which a quorum is present shall be the act of the Board, except as provided by Section 5211 of the Nonprofit Corporation Law or as elsewhere provided in these Bylaws. The Board shall transact no business at any meeting at which a quorum is not present. The directors at a duly held meeting at which a quorum is initially present may continue to transact business, despite the departure of directors, if any action taken or decision made is approved by at least a majority of the required quorum for that meeting.

## **4.8 Adjournment**

A majority of the directors present, whether or not a quorum is present, may adjourn any meeting to another time and place. Notice of adjournment to another time or place need not be given unless the original meeting is adjourned for more than twenty-four (24) hours, in which case notice shall be given, before the time of the adjourned meeting, to the directors who were not present at the time of the adjournment.

## **4.9 Minutes**

The Board shall keep minutes of each meeting, which shall be kept and filed with the corporate records.

## **4.10 Action Without a Meeting**

Any action that the Board is required or permitted to take may be taken without a meeting if all directors, individually or collectively, consent in writing to the action; provided that the consent of any "interested director" as defined in Section 5233 of the Nonprofit Corporation Law shall not be required for approval of that transaction. Such action by written consent shall have the same force and effect as a unanimous vote of the directors. All such consents shall be filed with the minutes of the proceedings of the Board.

## **5. Committees**

### **5.1 Board Committees**

The Board may, by resolution of a majority of directors then in office, provided that a quorum is present, create and appoint members to, one (1) or more committees ("Board Committees"), each consisting of two (2) or more directors, to serve at the pleasure of the Board. The Board shall create an audit committee if required by the California Nonprofit Integrity Act of 2004 (the "Nonprofit Integrity Act"). Only directors may serve on any Board Committee. The Board may appoint one (1) or more directors as alternate members of any such Board Committee, who may replace any absent Board Committee member at any meeting of the Board Committee. Any such Board Committee, to the extent provided in the Board resolution, shall have all the authority of the Board, subject to the limitations set out in Section 5212 of the Nonprofit Corporation Law. The Board may, at any time, revoke or modify any or all of the authority so delegated to a Board Committee.

### **5.2 Action of Board Committees**

Except as may be contemplated by resolution of the Board or as the context may require, meetings and actions of Board Committees shall be governed by, held, and taken in accordance with the provisions of these Bylaws concerning meetings and other Board actions. Each Board Committee shall keep minutes of each meeting, which shall be kept and filed with the corporate records.

### **5.3 Advisory Committees**

The Board may create and appoint individuals to one (1) or more advisory committees ("Advisory Committees"), each consisting of two (2) or more directors, non-directors, or a combination of directors and non-directors. Advisory Committees may not exercise the authority of the Board to make decisions on behalf of the WCA. Advisory Committees shall be restricted to making recommendations to the Board or Board Committees and implementing Board or Board Committee decisions and policies under the supervision and control of the Board or Board Committee. The Board may, at any time, revoke or modify any or all of the responsibilities assigned to the Advisory Committee.

### **5.4 Advisory Council**

The Board may create and appoint individuals to one (1) or more advisory councils or similar bodies (each, an "Advisory Council"), consisting of persons who are not officers or directors of the WCA, with such responsibilities as determined by the Board. Any such Advisory Council shall act only in an advisory capacity to the Board, shall have no legal authority to act for the WCA, and shall clearly be held out as an "advisory council." The Board may, at any time, revoke or modify any or all of the responsibilities assigned to the Advisory Council.

## **6. Officers**

### **6.1 Officers**

The officers of the WCA shall be a chair of the Board (the “Chair”), a chief executive officer who shall be called the executive director (the “Executive Director”), a secretary (the “Secretary”), a treasurer (the “Treasurer”), any number of vice-chairs (each a “Vice-Chair”), and such other officers as the Board may determine. The Chair must be a director. The same individual may hold any number of offices, except that neither the Secretary nor the Treasurer may serve concurrently as either the Executive Director or the Chair.

### **6.2 Election and Term**

The officers of the WCA shall be elected by the Board at any time for a two-year term and shall serve at the pleasure of the Board, subject to the rights, if any, of any officer under any contract of employment.

### **6.3 Resignation**

Any officer may resign at any time by giving written notice to the Chair, the Executive Director, or the Secretary. The resignation shall take effect upon receipt of notice or at any later time specified in the notice. Unless otherwise specified in the notice, the resignation need not be accepted to be effective. Any resignation shall be without prejudice to the rights, if any, of the WCA under any contract to which the officer is a party.

### **6.4 Removal**

Any officer may be removed with or without cause by the Board or by any officer on whom the Board may confer that power of removal, without prejudice to any rights of an officer under any contract of employment.

### **6.5 Vacancies**

A vacancy in any office for any reason shall be filled in the manner prescribed in these Bylaws for regular appointments to that office.

### **6.6 Chair**

The Chair shall preside at all meetings of the Board, if present, and shall exercise and perform such other powers and duties as the Board or these Bylaws may prescribe.

## **6.7 Vice-Chair**

The Vice-Chair shall have such powers and perform such duties as the Board or these Bylaws may prescribe. In the absence of the Chair, a Vice-Chair selected by the Board shall preside at Board meetings.

## **6.8 Executive Director**

The Executive Director shall be the general manager and chief executive officer of the WCA as contemplated by Section 5213 of the Nonprofit Corporation Law and shall supervise, direct, and control the WCA's activities and affairs. The Executive Director shall have such other powers and duties as the Board or these Bylaws may prescribe. Unless otherwise directed by the Board or relevant Board Committee, or unless the Board determines to meet in an executive session, the Executive Director may attend all Board and Board Committee meetings.

## **6.9 Secretary**

The Secretary shall supervise the maintenance of the WCA's Articles of Incorporation, Bylaws, and minutes and records of the proceedings of the Board and its committees, and the giving of notices as may be proper or necessary. The Secretary shall have such other powers and duties as the Board or these Bylaws may prescribe.

## **6.10 Treasurer**

The Treasurer shall be the chief financial officer of the WCA as contemplated by Section 5213 of the Nonprofit Corporation Law and shall supervise the charge and custody of all funds of the WCA, the deposit of such funds in the manner determined by the Board, and the keeping and maintaining of adequate and correct accounts of the WCA's properties and business transactions, and shall render reports and accountings as required by law, these Bylaws, or by the Board. The Treasurer shall have such other powers and duties as the Board or these Bylaws may prescribe.

## **6.11 Compensation Review Policy**

The Board shall take such actions to approve officer compensation as may be required by the Nonprofit Integrity Act and other applicable law, and adopt a policy that sets forth guidelines for the determination, review, and approval of the compensation of its officers and key employees, in accordance with applicable law.

# **7. Indemnification and Insurance**

## **7.1 Definitions**

For purposes of this Section 7, “Agent” means any person who is or was a director, officer, employee, or other agent of the WCA, or is or was serving at the request of the WCA as a director, officer, employee, or other agent of another foreign or domestic corporation, partnership, joint venture, trust, or other enterprise, or was a director, officer, employee, or agent of a predecessor corporation of the WCA or another enterprise at the request of such predecessor corporation; “Proceeding” means any threatened, pending, or completed action or proceeding, whether civil, criminal, administrative, or investigative; and “Expenses” includes, without limitation, attorneys’ fees and any expenses incurred in establishing a right to indemnification under Section 7.2.

## **7.2 Right of Indemnity**

To the fullest extent permitted by law and as provided by these Bylaws, the WCA may indemnify any person who was or is a party or is threatened to be made a party by reason of the fact that such person is or was an Agent of the WCA, against all Expenses, judgments, fines, settlements, and other amounts actually and reasonably incurred in connection with the Proceeding.

## **7.3 Approval of Indemnity**

On written request to the Board by any Agent seeking indemnification, to the extent that the Agent has been successful on the merits, the Board shall promptly authorize indemnification in accordance with Section 5238(d) of the Nonprofit Corporation Law. Otherwise, the Board shall promptly determine, by a majority vote of a quorum consisting of directors who are not parties to the Proceeding, whether the applicable standard of conduct set forth in Section 5238(b) or Section 5238(c) of the Nonprofit Corporation Law has been met and, if so, may authorize indemnification.

## **7.4 Advancement of Expenses**

The Board may authorize the advance of Expenses incurred by or on behalf of an Agent in defending any Proceeding, before final disposition of the Proceeding, if (i) the Board finds that the requested advances are reasonable in amount under the circumstances, and (ii) the Agent submits a written undertaking to repay the advance unless it is ultimately determined that the Agent is entitled to be indemnified by the WCA for those Expenses.

## **7.5 Insurance**

The WCA shall have the right to purchase and maintain insurance on behalf of any Agent against any liability asserted against or incurred by the Agent in such capacity or arising out of the Agent’s status as such, whether or not the WCA would have the power to indemnify the Agent against such

liability under this Section 7, provided, that the WCA shall not have the power to purchase and maintain such insurance to indemnify any Agent of the WCA for a violation of Section 5233 of the Nonprofit Corporation Law.

## **8. Records, Reports, and Communications**

### **8.1 Inspection by Directors**

Every director shall have the right at any reasonable time to inspect the WCA's books, records, documents, and physical properties. The inspection may be made in person or by the director's agent or attorney. The right of inspection includes the right to copy and make extracts.

### **8.2 Financial Reporting**

The WCA shall produce and distribute the financial and other reports required by the Nonprofit Corporation Law, including, without limitation, the annual report required by Section 6321 and the statement of transactions or indemnification required by Section 6322, and if required, shall produce and make publicly available the financial statements required by the Nonprofit Integrity Act.

### **8.3 Fiscal Year**

The fiscal year of the WCA shall begin on January 1 and end on December 31 each year, unless otherwise determined by the Board.

### **8.4 Electronic Transmissions**

Unless otherwise provided in these Bylaws, and subject to any guidelines and procedures that the Board may adopt from time to time, the terms "written" and "in writing" as used in these Bylaws (including, without limitation, the written consents contemplated by Section 4.10) include any form of recorded message in the English language capable of comprehension by ordinary visual means, and may include electronic transmissions, such as facsimile or e-mail; provided that (i) the WCA has obtained a valid written consent from the recipient to the use of such means of communication; (ii) for electronic transmissions to the WCA, the WCA has in effect reasonable measures to verify that the sender is the individual purporting to have sent such transmission; and (iii) the transmission creates a record that can be retained, retrieved, reviewed, and rendered into clearly legible, tangible form.

## **9. Gifts, Grants, and Contracts**

### **9.1 Gifts**

The Board or its designee may accept on behalf of the WCA any contribution, gift, bequest, or device for the charitable purposes of the WCA. Any officer or director who receives any contribution, gift, bequest, or device from any entity the WCA engages with in the past, present, or future shall be considered an interested party for the purposes of the Conflict of Interest policy (3.10).

### **9.2 Grants**

The Board shall exercise itself, or delegate, subject to its supervision, control over grants, contributions, and other financial assistance provided by the WCA, including, without limitation, those made in connection with fiscal sponsorship relationships.

### **9.3 Deposits**

All funds of the WCA shall be deposited to the credit of the WCA in such banks, trust companies, or other depositories or agency organizations as the Board may authorize.

### **9.4 Contracts**

The Board may authorize any officer(s) or agent(s), in the name of and on behalf of the WCA, to enter into any contract or execute any instrument. Any such authority may be general or confined to specific instances, or otherwise limited. In the absence of any action by the Board to the contrary, the Chair, the Executive Director, and the Treasurer are each authorized to execute such instruments on behalf of the corporation.

### **9.5 Payment of Money**

Except as otherwise specifically determined by resolution of the Board, or as otherwise required by law, checks, drafts, promissory notes, orders for the payment of money, and other evidence of indebtedness of the WCA may be signed by each of the Chair, the Executive Director, or the Treasurer.



# **10. Office**

## **10.1 Principal Office**

The principal office of the WCA for the transaction of its business shall be located at:

5042 Wilshire Blvd #43206  
Los Angeles, CA 90036  
United States of America

or in such other place as may be specified by resolution of the Board.

## **10.2 Other Offices**

The WCA may also have branch or subordinate offices at other places, within or outside California, as the Board may determine.

# 11. Emergency Provisions

In anticipation of or during an emergency, as defined in Section 5140(n)(5) of the Nonprofit Corporation Law, the WCA may take any of the actions set out in Section 5140(n) of the Nonprofit Corporation Law.

## **12. Amendment**

Except as otherwise provided by law, these Bylaws may be amended or repealed and new bylaws adopted by approval of the Board, or by a supermajority ( $\frac{2}{3}$ ) vote of the membership at a properly announced meeting.