

# **CONSTITUTION AND BYLAWS OF BOWLS USA**

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## **PREAMBLE**

Bowls USA shall consist of officers, council, and members. Only elected councilors or their duly appointed proxies or alternates have voting rights. Bowls USA shall be governed first by the Articles of Consolidation (filed 7 June 2001 in the State of Washington), then by Bowls USA Constitution and Bylaws.

The Constitution and Bylaws shall govern jurisdiction; territorial divisions; membership, including member qualifications and dues; qualifications and duties of officers; number, duties, and qualifications of councilors; and committees, including their establishment, appointment, personnel, and duties.

## **CONSTITUTION**

### **ARTICLE I – Name**

The controlling body for the game of lawn bowls in the United States of America shall be called Bowls USA, a non-profit corporation in the State of Washington.

### **ARTICLE II – Purpose**

The purpose of Bowls USA is to promote, foster and govern the game of bowls, and in furtherance of that objective it shall:

1. Establish, alter, and revise the laws and rules governing the game. International bowling rules will be used where/whenever possible.
2. Establish rules and specifications governing bowls, shoes and other equipment used in playing the game.
3. Promote the game to individuals and lawn bowling clubs and assist in establishing additional clubs.
4. Develop coaching programs.

5. Make available information relating to the construction and maintenance of lawn bowling greens.
6. Authorize tournaments, including the U.S. Open and the National Championships.
7. Control all official tours and matches by and with foreign bowls teams visiting the United States.
8. Control and manage official overseas and international tours and matches in which Bowls USA is represented and establish procedures for selecting players for such events.
9. May review and adjudicate all matters and disputes; decide appeals from decisions made within a Division.
10. Establish rules, conditions and regulations for such bodies that may apply and be affiliated with Bowls USA.
11. Cooperate with and maintain membership in international bowls organizations, select and provide Bowls USA representation therein and abide by any ruling affecting Bowls USA.

### **ARTICLE III – Jurisdiction**

The territorial authority of Bowls USA is the United States of America and its territories, possessions, and trust possessions. (Bylaws Section 1)

### **ARTICLE IV – Membership**

Neither membership in nor services provided by the organization will be denied to anyone based on race, color, religion, national origin, physical or mental handicap, age (except in age-restricted communities), sex, or sexual preference. (Bylaws Section 2)

### **ARTICLE V – Dues**

The funds to continue the activities of Bowls USA shall be obtained from annual dues received from each Division and other sources as authorized by Bowls USA. (Bylaws Section 3)

### **ARTICLE VI – Controlling Body**

The business and affairs of Bowls USA shall be conducted by the President, 1st and 2nd Vice Presidents, Secretary, Treasurer, Immediate Past President, and the Council, which is made up of one male and one female from each of the seven Divisions. All officers and members of the

Council shall be citizens of the United States of America. The Council shall formulate rules, policies, and regulations consistent with the provisions of this Constitution.

The primary responsibility of each Councilor shall be to present the position of his/her Division and after consideration of all the arguments, discussions and factors involved, to make such decisions and cast such votes as will be his/her final considered opinion, to best serve and further the interests of Bowls USA as a whole.

Any member of Bowls USA has the privilege of attending any meeting of the Council. However, those attending members shall remain silent unless specifically requested to speak by the presiding Officer. The Council may declare a meeting closed to discuss a specific subject by an affirmative vote of at least two-thirds (2/3) of the elected Councilors present.

#### **ARTICLE VII – Officers**

A. The Council shall, at the annual meeting, elect for two-year terms a President, a 1st Vice President, and a 2nd Vice President. Council experience is not a requirement to be elected to the offices of President and/or 1st or 2nd Vice President; such Council experience, however, is highly recommended.

B. At each annual meeting the Secretary and Treasurer shall be elected by the Council from either within or without the membership of the Council. The Secretary and Treasurer do not have voting privileges unless they are also Councilors of one of the Divisions.

C. No individual may serve more than two consecutive full terms as President or 1st or 2nd Vice President.

D. Council members elected to the Presidency shall, upon taking office, no longer serve as Councilor and their Division shall select a replacement.

E. All elected officers shall take office thirty (30) days following their election.

F. In the event of the resignation, death, or inability of the President to serve, the 1st Vice President shall become President. In the event of the resignation, death, or inability to serve of either Vice President, the Nominating Committee will provide candidates for consideration with a vote by the Councilors.

G. The President of Bowls USA shall, upon completion of their term of office, become known as the Immediate Past President (IPP) and shall be entitled to attend all Council meetings and participate in the deliberations, but shall not have voting privileges. The IPP may serve as a Councilor with all the rights and privileges of that position.

H. All officers shall serve without compensation except as otherwise authorized by the Council.

#### **ARTICLE VIII – Committees**

The general rules and duties for standing committees and other appointed positions are detailed in the Bylaws.

## **ARTICLE IX – Meetings**

A. The annual meeting of the Council shall be not less than two (2) days prior to the U.S. Open Tournament, but in no event after December 1. Other meetings of the Council may be held at the call of the President or, in case of the incapacity of the President, a Vice President, or one-third (1/3) of the Councilors, provided in any case that fourteen (14) days' notice is given.

Two-thirds (2/3) of the voting members shall constitute a quorum at any meeting of the Council.

B. Electronic Meetings: Executive Committee, Council, and Standing committees may hold meetings in which some or all members attend by electronic means if simultaneous aural communications among all participating members are at least equivalent to those of meetings held in one room and the requirements in Bowls USA's parliamentary authority, governing documents, and policies are met.

## **ARTICLE X – Rights and Powers**

A. No Division shall take any action that infringes upon the rights and powers of Bowls USA as specified in the Constitution.

B. Rights and powers not specifically reserved for Bowls USA in the Constitution may be exercised by the Divisions.

C. Actions taken by the Divisions need not be uniform among Divisions.

D. Among the powers specifically delegated to the Divisions are control of:

1. The procedures and requirements to become an affiliated club.
2. The sponsorship, control, regulations and governance of leagues, tournaments and matches at the divisional level.
3. The regulations and control of local rounds and matches and of unofficial visits by foreign bowlers.
4. Levy of dues to support the Division activities and functions.

## **ARTICLE XI – Amendments**

The Constitution and/or Bylaws may be amended at any annual meeting by the affirmative vote of at least two thirds (2/3) of the Councilors. Written notice of any such proposed amendments to be voted on shall be provided to members of the Council at least thirty (30) days prior to the meeting at which the proposed amendment will be considered. Proposed amendments must be submitted to the Constitution and Bylaws Committee for review prior to being submitted to the Council.

## **ARTICLE XII – Suspensions**

Failure of any Division to comply with the provisions of this Constitution may require action as follows: The Council shall have the responsibility and the authority, after consideration of the facts and, if need be, the examination of witnesses and any relevant documentary evidence, to recommend the suspension in whole or in part, or termination of the membership of any Division. Such recommendation shall be voted upon by the other Divisions. If all other Divisions uphold the Council's recommendation, that recommendation shall be binding. If a Club is suspended by a Division, the Club and its members are automatically suspended from Bowls USA and will remain suspended until the Club is restored to membership in that Division.

## **ARTICLE XIII – Political Activity**

Bowls USA shall not engage in any political or lobbying activity of any kind involving legislation, campaigns for public office, support of public initiatives, or publication of any materials supporting any such activities.

## **ARTICLE XIV – Dissolution**

If Bowls USA should be dissolved for any reason, the remaining assets after resolution of outstanding indebtedness shall pass to an IRS Section 501(c) (3) qualified charitable organization selected by Bowls USA Council.

## **BYLAWS**

### **Section 1 – Divisions**

The territory under the authority of Bowls USA is, for administrative purposes, divided into Divisions as follows:

1. CENTRAL DIVISION: Ohio, Kentucky, Indiana, Illinois, Michigan, Wisconsin, Minnesota, North Dakota, South Dakota, Iowa, Missouri, Kansas, Nebraska, and West Virginia.

2. NORTHEAST DIVISION: Maine, New Hampshire, Vermont, Massachusetts, Rhode Island, Connecticut, New York, New Jersey, Pennsylvania, Maryland, Delaware, Virginia, and the District of Columbia.

3. NORTHWEST DIVISION: Alaska, Washington, Oregon, Idaho, Montana, and Wyoming.

4. PACIFIC INTER-MOUNTAIN DIVISION: Hawaii, that part of Nevada south of the Oregon/Idaho border to the south boundary of Douglas, Lyon, Churchill, Landers, Eureka and White Pine Counties, and that part of Northern California south of the Oregon border to the southern boundary of Monterey, Kings, Tulare, and Inyo Counties.

5. SOUTH CENTRAL DIVISION: Arizona, Colorado, Nevada north of the Arizona and California border to the northern boundary of Mineral, Nye and Lincoln Counties, Utah, New Mexico, Texas, Oklahoma, Louisiana, and Arkansas.

6. SOUTHEAST DIVISION: North Carolina, South Carolina, Georgia, Alabama, Florida, Mississippi, and Tennessee.

7. SOUTHWEST DIVISION: California from the Mexican border to the northern boundary of San Luis Obispo, Kern, and San Bernardino Counties.

### **Section 2 – Membership**

A. Membership shall be open to all regularly organized lawn bowling clubs, resorts and other organizations and their members, which play the game of bowls on level greens of their own, or on which they are authorized to play, in accordance with the rules of Bowls USA.

B. Each affiliated club in the 50 states of the United States shall by reason of its membership in one of the established Divisions be a member of Bowls USA.

C. Each affiliated club active member shall, by reason of their membership in one of the affiliated clubs, be a member of Bowls USA upon the payment of dues to BUSA by their affiliated club treasurer.

D. Members in good standing of any club in the territories of American Samoa, Guam, Puerto Rico, trust territories of the Pacific and Virgin Islands are entitled to membership "At Large" in Bowls USA but shall choose to affiliate with a Division.

### **Section 3 – Dues**

Bowls USA dues from all affiliated clubs, based on a rate per capita of active members, shall be remitted annually by the Divisions to Bowls USA.

The rate per capita of Bowls USA dues shall be established by the Council at its annual meeting. Any change from the current year shall become effective, with respect to dues payable by each Division, on and after December 31 of the following year, provided notice of change has been mailed to Division Secretaries as soon as practical after the change is approved.

Any member who belongs to more than one club shall choose a home club and division; only the home club need pay Bowls USA dues for such members.

### **Section 4 – Meetings**

A. The Council shall conduct the business of Bowls USA consistent with the provisions of the Constitution and Bylaws. On all other points, the latest edition of “Robert’s Rules of Order, Newly Revised” shall be the Council guide on procedures.

B. At all meetings, an elected Councilor may be represented by proxy or by a duly authorized alternate.

C. If a Division or a Councilor submits a matter for consideration by the Council as an emergency matter, the President shall determine if it is, in fact, an emergency matter. If it is so determined, the Council will act on it in a manner similar to that of a special meeting called for that purpose provided it is discussed with each available Councilor by any means appropriate. Minutes of such deliberations and discussions must be kept and the action taken confirmed at the next formal meeting.

### **Section 5 – Voting**

Only Councilors, their proxies, or duly authorized alternates shall have voting privileges. Each Councilor will have the following number of votes:

Divisions with up to 1000 members – 1 vote per Councilor

Divisions with between 1001 and 2500 members – 2 votes per Councilor

Divisions with over 2501 members – 3 votes per Councilor

When voting on National Team Selectors and on issues pertaining to the National Team selection process, female councilors shall abstain from voting on men’s team selection issues and male councilors shall abstain from voting on women’s team selection issues. If a Councilor has been given a proxy for the Councilor of the opposite gender, she/he may vote that proxy on designated issues.

In the case of a tie vote, the President or presiding officer shall cast one vote to break such tie.

**Section 6 – Committees**

A. Bowls USA shall establish Standing Committees, the personnel of which may come from within or without the Council. Standing Committees may include but are not limited to:

Constitution/Bylaws	Nominating
Grant	North American Challenge (as needed)
Hall of Fame	Parliamentarian
Historian	Rules
Coaching, Marketing, Branding and Communication	Sponsorship and Advertising
Membership	Umpiring
Merchandising (optional)	United States Open
National Championships	Website
National Team Selection	

B. The Council, or the President, may appoint special committees as may be required from time to time.

C. The duties of the Standing and Special Committees shall be such as are appropriate to their assignments or as may be determined by the Council or President.

D. In the absence of specific authority from the Council to act, the duty of each committee is to advise and recommend to the Council.

E. Each year, the President shall appoint a Nominating Committee comprised of one Councilor from each Division, one of whom is appointed Chair, who are responsible for the preparation of a slate of proposed officers. This list must be submitted to the Secretary in sufficient time for the Secretary to distribute copies to the Councilors and to the Secretaries of each Division at least thirty (30) days prior to the annual meeting. In proposing members for office, the Nominating Committee shall, to the best of its ability, endeavor to rotate the Divisions from which nominees are chosen and shall ensure that nominees for President and the two Vice Presidents are members of different Divisions.

**Section 7 – Duties of Officers/Councilors**

A. The President represents- Bowls USA and is an advocate for lawn bowls. The President is the chief spokesperson for Bowls USA. The President shall preside at meetings of the Council with no voting privilege except to cast a tie-breaking vote on any matter before the Council.

The President shall act as an ex-officio member of all committees except the Nominating and National Team Selection committees.

B. In the absence of the President, the 1st Vice President performs the duties of the President's office. In the absence of the President and/or the 1st Vice President, the 2nd Vice President shall perform the duties of those offices.

C. The 1st Vice President, in conjunction with the 2nd Vice President, has oversight for setting of policy for content of the website.

D. The Immediate Past President shall serve with the Council in an advisory capacity with no voting privilege. Upon succession of the next retiring President, the current Immediate Past President's Council membership shall cease.

E. The Secretary will keep a record of all business transacted and shall submit a report of the activities of Bowls USA when requested by the Council. The Secretary will:

1. Maintain a current roster of the Council, Committee Chairs, Committee Members and Division Officers with addresses, email, and telephone numbers, and shall distribute said roster to all Officers, Councilors, International Delegates, Division Secretaries, and to all Committee Chairs.
2. Keep the Constitution, Bylaws, Policies and Procedures current and provide copies to all Officers and Councilors.
3. Handle correspondence at the direction of the President and/or the Council.

F. The Treasurer shall keep Bowls USA's financial accounts and receive membership dues from the Divisions.

1. The funds of Bowls USA shall be kept in an FDIC bank of the Treasurer's choice.
2. All checks shall be signed by the Treasurer or by the President or by a Vice President when necessary.
3. All accounts and sub-accounts under the responsibility of the Bowls USA National Treasurer shall include two approved signatories.

G. All outgoing officers shall forward records and general funds to the new officers no later than thirty (30) days following their election.

### **Section 8 – Executive Committee**

A. The six officers of Bowls USA shall comprise the Executive Committee.

B. Between Annual Council meetings, the Executive Committee will conduct the day-to-day business and affairs of Bowls USA.

C. The Executive Committee is authorized to make expenditures not exceeding \$10,000.

D. The Executive Committee shall meet bimonthly or more often as needed.

### **Section 9 – Competitions**

A. All competitions in which Bowls USA trophies are awarded shall be conducted under the authority of the Council, directly or by delegation of such authority.

B. Any participant in the National Championships must be a citizen of the United States who qualifies to play under the rules established by Bowls USA and by the player's Division.

C. A participant in the US Open must be a member of Bowls USA or a member of a recognized affiliate of the World Bowls.

### **Section 10 – Selection of Members to Represent Bowls USA**

The National Team Selectors shall follow the Selection of US Teams for International Events Policies and Procedures as approved by the Council.

### **Section 11 – Anti-Doping Regulations**

The Bowls USA shall comply with and observe the statutes and any determination, resolution or policy that may be made or passed by the World Bowls Board pertaining to Anti-Doping Regulations.