

Northwest Division of Bowls USA

Constitution and Bylaws

Revised and Approved June 2023

CONSTITUTION

Article I – Name

This organization shall be known as the **Northwest Division of Bowls USA**, hereinafter, referred to as “**the Northwest Division**” or “**NWD**”.

Article II – Jurisdiction

This organization is affiliated with Bowls USA, the controlling body for the game of Bowls in the United States of America, a non-profit corporation registered in the State of Washington.

The territorial jurisdiction of the Northwest Division (NWD) is, as determined by Bowls USA, the states of Washington, Oregon, Idaho, Montana, Wyoming, and Alaska.

Article III - Purpose

The purpose of the (NWD) is to promote, foster, and govern the game of Bowls at the division level. In furtherance of that objective, the NWD shall:

1. Prescribe procedures and requirements for regional Club affiliation within the NWD.
2. Encourage individuals to participate in both recreational and competitive levels in their expressed and identified gender category.
3. Guide the recruitment and training of new lawn bowlers by instructing and working with the clubs in the NWD.
4. Develop and maintain a coaching program for the NWD.
5. Assist in the formation of Bowls Clubs in the NWD and help to preserve and grow existing clubs.
6. Support as many division tournaments as seem appropriate each year, but must include:
 - a. A Playdowns tournament to determine the men and women who will represent the NWD in the Bowls USA National Championships.
 - b. A NWD Open that shall be open to all Bowls USA and World Bowls affiliated members.
7. Prescribe rules and regulations governing the games and tournaments at the Division level.
8. Collect division and national dues, the latter to be recorded and sent to the Bowls USA Treasurer.
9. Provide financial travel expense assistance to individual NWD members participating in the National Championships.
10. Embrace the *Laws of the Sport of Bowls* making sure that current copies of the laws are made available to all members of the NWD.
11. Train and recommend certification of Umpires for the Sport of Bowls.
12. Publicize and promote the game of bowls to the community at large and publicize the activities of Bowls in the Northwest to the clubs and members in the NWD.
13. Encourage and assist local tours, visits, and matches with bowls clubs outside of the NWD including international bowls clubs.

Article IV – Membership & Dues

1. Membership in the NWD is open to both clubs and individuals.
2. Neither membership in, nor services provided by, the NWD will be denied to anyone based on race, ethnicity, religion, national origin, physical or mental ability, age (except in age-restricted communities), gender, gender identity, or sexual preference.
3. Bowls clubs, public, semi-public and private, located in the territory of the NWD must affiliate with Bowls USA through the NWD in order to enjoy the benefits and share in the responsibility for maintaining the sport of bowls-at the club, division, national, and international levels. Clubs affiliate by paying divisional and national dues for all their participating members.
4. Clubs do not have to pay national dues for members who have designated another Bowls USA club as their “home club.” Bowlers choosing to belong to two (2) or more clubs should declare in writing to the treasurer of each club which club is their “home club.”
5. By definition a NWD affiliated club is one that annually pays national and division dues for each one of its active members. However, in cases of new clubs or established clubs that have lost affiliation and are trying to become a 100% Bowls USA club, the NWD may grant temporary affiliation status if such action might help those clubs eventually achieve full compliance with the definition.
6. NWD annual club dues will remain the same until changed by a majority vote at a NWD meeting.
7. Bowls USA dues are set by Bowls USA and are submitted by the Treasurer of the NWD in accordance with a schedule determined by Bowls USA.
8. The fiscal year is January 1 to December 31.
9. Three (3) kinds of division memberships are available to lawn bowlers in the Northwest Division:
 - a. Membership through a club affiliated with the NWD.
 - b. Associate membership for bowlers who are members of a club within a Division of Bowls USA other than the NWD.
 - c. Membership-at-Large for bowlers who are members in good standing, of any lawn bowling club in the territories of American Samoa, Guam, Puerto Rico, trust territories of the Pacific and Virgin Islands.

Article V – Officers

1. Officers of the NWD shall be President, Vice President, Secretary and Treasurer. All officers must be fully paid members of the NWD and Bowls USA or their office will be declared vacant.
2. At the annual meeting, the President, Vice President and Treasurer shall be elected by the NWD Board for a two (2) year term effective on the day following the election.
3. All members of the Board except the officers may vote in the elections. The presiding President shall vote only in the event of a tie vote.
4. The Secretary is appointed by the incoming President.
5. No individual may serve more than two consecutive full terms as President or Vice President.
6. If the President or Vice President has served two consecutive full terms, then the individual may not be reelected until they have been out of the presidency or vice presidency at least one (1) two-year term.
7. Council members elected to the Presidency shall, upon taking office, no longer serve as Councilor.
8. In the event of the resignation, death or inability of the President to serve, the Vice President shall become President. If the Vice President is unable or unwilling to succeed, the Secretary

shall succeed until the Board has filled the vacancies. The nominating committee will provide candidates for consideration for vacancies for a vote by the Board.

9. In the event of the resignation, death or inability to serve of the Vice President, the nominating committee will provide candidates for consideration for a vote by the Board.
10. All officers shall serve without compensation except as otherwise authorized by the Board.
11. The duties of officers are defined in Article IV of the bylaws.

Article VI – Councilors

1. The NWD will elect two (2) councilors to the Bowls USA National Council, each of a separate expressed and identified gender category. They will be elected to two (2) year terms, one councilor to be elected every one (1) year effective January 1st.
2. Councilors and alternates shall be from different clubs.
3. If the Nominating Committee is unable to recruit candidates meeting these criteria, a slate of candidates that includes nominees from the same club or the same expressed and identified gender can be passed by a majority vote.
4. National Councilors and alternates may be reelected.
5. The duties of the Councilors are defined in Article V of the bylaws.

Article VII - Board

1. The Board shall consist of the above-named officers, two (2) delegates (each of a separate expressed and identified gender) chosen from each affiliated club, plus two (2) elected Councilors (each of a separate expressed and identified gender). Each affiliated club shall advise in writing the names of the delegates elected and the calendar term of office.
2. The Board shall have the duties and authority as defined in Article IV of the By-laws.

Article VIII – Division Dues

The funds to carry on the activities of the NWD and pay National dues shall be raised primarily by payment of annual dues from each affiliated club and each member listed in its membership roster. Annual dues shall be as defined in Article VII of the By-laws.

Article IX– Meetings

The Annual Meeting of the NWD should be held at least 30 days prior to the annual Council Meeting. The Spring Meeting will be held at a convenient date in April, May or June of each calendar year. . Should this date fall between Good Friday and Easter the meeting will occur one week earlier. Special Board Meetings as deemed necessary shall constitute the power and authority for the NWD between regular NWD Meetings. A quorum for regular and special meetings is defined in Article VIII of the bylaws.

In general, for purposes of order, Robert’s Rules of Order shall prevail.

Article X- Fiscal Year

The fiscal year for the NWD shall begin on January 1st of each year.

Article XI – Committees

The general rules and duties for standing committees and other appointed positions are detailed in Article XII of the By-laws.

Article XII – Amendments

This constitution may be amended at any regular meeting at which a quorum is present, by an affirmative vote of two-thirds of the members of the Board then present. Written notice of any proposed constitutional amendment shall be provided to the delegates of all affiliated Clubs or other organizations at least thirty (30) days prior to the meeting at which the amendment will be considered.

BYLAWS

ARTICLE I - Purpose

The purpose of these bylaws is to implement the authority and directives established by the constitution. The NWD may adopt such bylaws as necessary for the accomplishment of its purpose of incorporation or organization. Whenever in these Bylaws the term “in writing” or “written notice” or “by mail” or similar terms are used for the purpose of communicating information, it is understood that the use of “Email” or “US Postal mail” or “Hand distribution” all with addresses clearly identified, are all equally permissible means of communications of material. Posting of said information on any Public or Social Website is not an acceptable means of such communication.

ARTICLE II - Membership

1. Membership in the NWD shall be open to all regularly organized Bowls Clubs and other organizations within its jurisdictional area that play the game of Bowls in accordance with the rules of Bowls USA. Each affiliated club active member shall, by reason of his or her membership in one of the NWD’s affiliated clubs, be a member of the NWD and hence, Bowls USA.
2. Any such bowls group desiring membership in the NWD shall make written application to the NWD’s Secretary wherein it (1) shall agree to be bound by the Constitution, Bylaws and General Tournament Rules of the NWD and by the decision of the NWD’s Board; (2) shall include a list of its officers and members, together with the name of its organization and (3) shall submit the proper membership dues as specified below in “dues”, Article VI.
3. Members in good standing, of any bowls club in the territories of American Samoa, Guam, Puerto Rico, trust territories of the Pacific and Virgin Islands are entitled to membership “At Large” by choosing to affiliate with a club of the NWD.
4. The Board shall pass upon, and accept or reject, all applications of membership in the NWD.
5. Member clubs shall have the responsibility for assuring that their individual members conduct themselves in an exemplary manner. Rude behavior, profanity, or lack of consideration for other members shall not be tolerated. A member of an affiliated club may

make a written charge of gross misconduct by a member of any affiliated club in the NWD. Such written charge shall be directed to the President of the club of the offending member and a copy sent to the President of the NWD. Member clubs are expected to investigate and take appropriate disciplinary action within 60 days of the complaint.

6. When misconduct occurs during any game, meeting, or other event for which the NWD is responsible, the President will appoint a Disciplinary Committee of not fewer than 4 members who will investigate based on Bowls USA Disciplinary Policy.

ARTICLE III - Elections

1. The President shall, prior to July 30th, appoint a Nominating Committee of mixed expressed and identified gender. The committee shall consist of four members, each member from a different affiliated club. Current officers are not eligible to serve on the Nominating Committee. Duties are defined in article XII of the By-laws.
2. The Board shall, at the second semi-annual meeting of the year, elect a President, Vice-President, and Treasurer. The officers shall serve a two-year term (or until a successor is elected).
3. All members of the Board except the officers may vote in the elections. The President shall vote only in the event of a tie vote.
4. No person shall be nominated for any office of the NWD without such person's consent.
5. The President and Vice President shall be elected from different clubs, and preferably of the opposite expressed and identified gender. If the Nominating Committee is unable to recruit candidates meeting these criteria, a slate of candidates that includes nominees from the same club or the same expressed and identified gender can be passed by a majority vote.
6. All officers shall take office on the day after election and shall hold office until the completion of the term or election of their respective successor.

ARTICLE IV - Duties

1. President – The President shall:
 - a. Preside at all meetings of the NWD and shall perform such other duties usually undertaken by a presiding officer and shall be an ex-officio member of all committees.
 - b. Sign all checks from the NWD in excess of \$500.00 in conjunction with the Treasurer. Bowls USA dues may be paid without the President's signature.
 - c. Appoint the Secretary, the chair of all Committees and shall fill any vacancies thereon. The committees shall include Financial Review, Greens, Tournament (Games), Nominating Committee and others as necessary.
2. Vice President – If the President is absent from a meeting, the order of precedence shall be Vice-President and then Secretary. The Vice President shall accept duties as delegated by the President.
3. Secretary – The Secretary shall:
 - a. Attend all meetings of the Board, record the minutes, and send copies of said minutes promptly after the meetings to the members of the Board.
 - b. Mail notices of the Board meetings to the Officers, Bowls USA, Division Councilors and the delegates of all clubs.
 - c. Assist the President with correspondence.
 - d. Secure records of all the NWD run tournaments from the Tournament Director.
 - e. Keep a permanent record of trophies and other awards.

- f. Report to the Board the activities of the NWD, including tournament winners, awards and inter-club activities of note occurring since the last meeting.
 - g. Annually report the NWD participants in the U.S. Championships tournament as required by the U.S. Championship committee chairman.
4. Treasurer – The Treasurer shall:
- a. During the month of January inform each affiliated Club, through its President, that the Club and individual member dues shall be submitted to the NWD as stipulated in Article VII below.
 - b. Keep a record of the NWD members and their affiliated Club.
 - c. Collect all monies owing the NWD from all sources, giving proper credit when so collected.
 - d. Deposit all monies collected into such bank depository as the NWD has selected.
 - e. Sign all checks drawn on the bank. Checks in an amount in excess of \$500.00, except for dues, shall be signed by the President in conjunction with the Treasurer.
 - f. At the semi-annual meetings, the Treasurer shall render a detailed written report on the financial condition of the NWD.
 - g. On demand of the Financial Review Committee, surrender all books, vouchers and other records needed for auditing purposes.

ARTICLE V - Councilors

1. The Board shall, at the annual meeting, elect Councilors, one each year, to serve a two-year term (or until a successor is elected) as representatives of the NWD on the Bowls USA National Council. The two (2) Councilors shall each be of a separate expressed and identified gender category and whenever possible from different clubs. Anyone from the NWD can be assigned a proxy and attend a Council meeting if an elected Councilor is unable to attend.
2. If the Nominating Committee is unable to recruit candidates meeting these criteria, a slate of candidates that includes nominees from the same club or the same expressed and identified gender can be passed by a majority vote.
3. Duties of the National Councilors:
 - a. Serve on the NWD Board.
 - b. Attend all Bowls USA meetings and provide a written report to the NWD Board members on items discussed at the Bowls USA meetings (includes quarterly conferences.)
 - c. The primary responsibility of each Councilor shall be to present the position of their affiliated division and after due consideration of all the arguments, discussions and factors involved, to make such decisions and cast such votes as will be their final considered opinion, to best serve and further the NWD as a whole.
 - d. Represent the interests of the NWD at meetings of Bowls USA. If directed by the NWD Board, the Councilor will vote on issues as instructed. If additional votes are taken as a result of amendments or negotiations, Councilors will cast their vote consistent with their best judgment.
 - e. Councilors participate in national committees looking for ways to grow and improve Bowls USA.
 - f. The National Councilors shall serve as liaisons with Bowls USA Chairpersons in facilitating Bowls USA events (e.g., National Championships) that are hosted in the NWD if requested.

ARTICLE VI - Board

1. The business and affairs of the NWD shall be conducted by the Board, composed of:
 - a. Two delegates, each of a separate expressed and identified gender category, whenever possible, chosen by each affiliated Club or other organization;
 - b. The officers of the NWD; and
 - c. Two elected Councilors to the Bowls USA National Council.
2. The term of office for delegates from each affiliated club shall be for any period desired by the club but not less than the time until the adjournment of the next NWD Meeting of any type, regular or special.
 - a. The club shall advise the NWD in writing of names of their delegates before every meeting of the NWD.
 - b. A delegate shall not be an officer of the NWD.
 - c. If a club does not advise the names of its delegates for the next NWD Meeting, regular or special, then the most recently named delegates for that club will be recognized as the club's Delegates for that Meeting.

ARTICLE VII - Dues

1. The annual NWD dues for each affiliated Club or other organization shall be ten dollars (\$10.00). Additionally, each Club pays per capita the NWD dues of five dollars (\$5.00) and Bowls USA dues of twenty-five dollars (\$25.00) for each active member listed on its membership roll. An active member is defined as any voting member who pays dues to a bowls club or other organization and/or bowls in any games or event(s) of the club or other organization.
2. The NWD dues shall be paid to the NWD Treasurer by June 1st of each year. Per Capita dues for any prior Club members not previously reported and for new Club members joining after June 1st shall be paid to the NWD by June 15. The Treasurer shall forward the appropriate dues to Bowls USA by June 15 as per the Bowls USA schedule. An affiliated Club may, at any time, submit per capita dues payments for persons added to their membership roll from time to time. The Treasurer shall promptly forward the appropriate portion of such payment to Bowls USA.
3. With the annual payment of dues by June 1st, both club and per capita, each affiliated Club or other organization shall send a list of the names of the active members on its membership roll to the Treasurer. The list shall be in a format specified by Bowls USA and shall include the complete mailing address of each member listed and other information specified in the required format. Clubs may update their membership roll at any time and shall send that additional list information to the Treasurer in the format proscribed along with the additional per capita dues payments described in paragraph 2 above. The Treasurer shall promptly update the affiliated Club's List as maintained by the NWD and forward all additional membership roll list information to Bowls USA. The Membership Roll Lists described in this paragraph are the basis for entry qualification in Division and Bowls USA Tournaments and the most recently updated Lists shall be made available to the Directors of such events. Entrants for NWD Playdowns must be active members whose NWD dues are fully paid to their NWD home club no later than 2 weeks prior to the playdowns, and must have a physical residence in the NWD beginning January 1 of the year of the Playdowns.
4. Any affiliated Club or other organization failing to pay its dues as hereinabove set forth, within 30 days after being notified by the Secretary of the NWD of its delinquency, shall immediately forfeit all rights and privileges of membership, including qualification of all of

its members for entry in NWD and Bowls USA tournaments, until all payments in arrears shall have been paid, and shall be subject to suspension by a majority vote of the Board of the NWD. Such delinquency shall include the failure to provide sufficient funds to cover both club dues and per capita dues for the number of persons listed on the submitted membership roll List.

5. Individuals may hold membership in more than one club, but only one club need include such individuals on their membership roll list for purposes of Bowls USA membership. This club shall be designated as their "home club", as stipulated by Bowls USA.

ARTICLE VIII - Quorum

1. A quorum at any meeting shall consist of a majority of club delegates represented in the division including proxies.
2. Should only 50% of the Clubs be represented a quorum shall be declared if the represented clubs comprise a majority of the NWD Bowls USA active members.

ARTICLE IX - Meetings

1. The Board may change the date of any regular meeting when extenuating circumstances warrant. The President may change the date of the regular meetings with the concurrence of the Vice President and a plurality of the Board members replying by mail or phone. In the case of extreme emergency, (e.g., severe storms or floods), the President, with the concurrence of two other officers (i.e., Vice President, Treasurer) may postpone any meeting indefinitely or to a specific date.
2. The President of the NWD may call a special meeting any time (and must be called by the President upon the majority vote of the Board, or under written request of a majority of the affiliated Clubs or other organizations). The Secretary of the NWD shall give at least seven (7) days written notice of any such special meeting to all affiliated Clubs and other organizations.
3. Regular and special meetings may be held by electronic means (e.g., virtual GoToMeetings, Zoom) if simultaneous aural communications among all participating members are, at least, equivalent to those of meetings held in one room.
4. Only members of the Board shall be entitled to vote at any regular or special meetings of the NWD. Individual members in good standing of any affiliated Club or organization may attend any meeting of the NWD as spectators or advisors.
5. A proxy may be designated in writing by the President of an affiliated Club or other organization for a delegate unable to attend any meeting of the NWD. Any other delegate, officer, or councilor may carry and vote this proxy. Any delegate, officer, or councilor may carry and vote the proxy of only one individual.
6. The President of the NWD or other presiding officer shall only vote in the event of a tie vote.
7. In general, for purposes of order, Roberts Rules of Order newly revised, shall prevail.

ARTICLE X - Mail/Email Vote

1. If the President of two affiliated Clubs or other organizations decide that a matter has arisen requiring urgent action by the NWD prior to the next designated meeting date, and that a special meeting is not necessary, they may notify the President and Secretary of the NWD. The President shall direct the Secretary to promptly conduct a "mail or email vote" as follows:
2. The Secretary shall advise the Board members defined above, in writing, of the urgent action, including pro and con statements and a ballot for the mail or email vote. Ballots shall be returned within ten (10) days of the ballot mailing/emailing date. The NWD President's vote shall have the same force and effect as if cast at any regular or special meeting of the NWD.

ARTICLE XI - Vacancies

1. At any regular meeting or special meeting of the NWD, any office may be declared vacant by a majority vote of those present whereupon a new officer shall be elected in the manner provided for in Article III above.
2. In the event of the President's resignation, or inability to serve, the Vice-President shall succeed to that office; if the Vice-President is unable or unwilling to succeed, the Secretary shall succeed. Any vacancies thereafter remaining shall be filled by the Board at the regular or special meeting in the manner provided for in Article III above.
3. The nominating committee will provide candidates for consideration for vacancies for a vote by the Board.

ARTICLE XII - Standing Committees

The President shall appoint the following standing committees:

1. Games and Tournament: The Tournament Committee shall have full control in conducting all tournaments and games under the control of the NWD. They shall arrange for the necessary umpires and/or scorers when required. A member of this Committee, acting as the secretary for the same, shall keep a record of all meetings and all records listing the result of the tournament or games. A copy of the tournaments and games records shall be provided to the NWD Secretary.
2. Should circumstances require, an individual or a committee may be appointed to assist and advise on any matters relating to a team of the NWD or the National Team.
3. Nominations: The Nominations Committee shall consist of 4 persons (2 of each of a separate expressed and identified gender category), whose responsibility shall be to present a slate of candidates for the positions of President, Vice-President, Treasurer, Councilors and Alternate Councilors. The committee shall present the slate to the Board members at least thirty (30) days prior to the annual meeting.
4. Financial Review: The Financial Review Committee shall conduct review of the Treasurer's records upon request of the NWD officers.
5. The Northwest Division Head Umpire: The NWD President recommends the Head Umpire to the National Umpire-in-Chief for appointment. The Northwest Division Head Umpire will

maintain a core of umpires by recruiting and testing the NWD candidates and certifying the same to the National Umpire-in-Chief.

6. Special Committees: as may be named from time to time by the Board.
7. Travel Fund: The Treasurer of the NWD is designated as the Custodian of the NWD Travel Fund for National Championships and World Bowls events. The Treasurer shall administer the fund, making disbursements to the NWD participants in the annual National Championships and World Bowls events in the amounts as determined from time to time by the Board. The Treasurer shall deposit all contributions received and report annually the status of the Fund.
8. Notification of all such appointments shall be sent to each club or other organization.
9. The term of all such appointments shall expire with the President's term of office.
10. The Standing Committee Chairpersons shall provide copies of their reports to the NWD Secretary at all regular meetings. Committee reports will be provided at special meetings when deemed appropriate by the presiding officer.

ARTICLE XIII - Amendments

1. These Bylaws may be amended at any regular meeting, by the affirmative vote of the majority members of the Board then present.
2. Written notice of any proposed Bylaws amendment shall be given to the Delegates of all affiliated Clubs or other organizations at least thirty (30) days prior to the meeting at which the Amendment will be considered.

ARTICLE XIV – Discipline

1. The Board is authorized to investigate complaints and allegations against an affiliated club or individual member of the NWD for extreme violations of the *Laws of the Sport of Bowls*, of this document, and of the general rules of behavior expected of lawn bowlers.
2. If the complaint seems justified, the President will appoint a Disciplinary Committee of not fewer than 4 members who will investigate based on Bowls USA Disciplinary Policy.

ARTICLE XV – Suspensions

Failure of any affiliated club to comply with the provisions of this Constitution and Bylaws may require action as follows:

1. The Board shall have the responsibility and the authority, after due 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 affiliated club.
2. Such recommendation shall be voted upon by the other affiliated clubs. If all other affiliated clubs uphold the Board's recommendation, that recommendation shall be binding.
3. If a Club is suspended by the NWD, the Club and its members are automatically suspended from **Bowls USA** and will remain suspended until the Club is restored to membership in the

NWD. The Division Secretary should immediately notify the Bowls USA Secretary of a club's suspension.

ARTICLE XVI – Political Activity

NWD 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.