

Northwest Division of

BowlsUSA

Bylaws

Revised May 28, 2016

ARTICLE I Purpose

The purpose of these bylaws is to implement the authority and directives established by the constitution. The Division 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 identifies, 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 Northwest Division shall be open to all regularly organized Lawn Bowling Clubs and other organizations within its jurisdictional area that play the game of Lawn Bowls in accordance with the rules of the BowlsUSA. Individuals are members of the Division and BowlsUSA only by virtue of being named on the Club’s Membership Roll. Individual and/or “At Large” membership is not permitted in accordance with BowlsUSA Constitution and Bylaws.
2. Any such bowling group desiring membership in the northwest Division shall make written application to the Division’s Secretary wherein it (1) shall agree to be bound by the Constitution, Bylaws and General Tournament Rules of the Northwest Division and by the decision of the Division’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. The Board shall pass upon, and accept or reject, all applications of membership in the Northwest Division.

4. 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 Northwest Division. 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 Northwest Division. Member clubs are expected to investigate and take appropriate disciplinary action with-in 60 days of the complaint.
5. When misconduct occurs during any game, meeting, or other event for which the Northwest Division is responsible, the Board of Directors shall review the charge as stipulated by GENERAL TOURNAMENT RULES.

ARTICLE III Elections

1. The President shall, prior to July 30th, appoint a nominating committee of mixed gender. The committee shall consist of four members, each from different Clubs. 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 annual meeting, 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 tie vote.
4. No person shall be nominated for any office of the Northwest Division without such person's consent.
5. The President and Vice President shall be elected from different clubs, and preferably of the opposite 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 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 – shall preside at all meetings of the Northwest Division and shall perform such other duties usually undertaken by a presiding officer and shall be

an ex-officio member of all committees. The president shall sign all Northwest Division checks in excess of \$250.00 in conjunction with the Treasurer. BowlsUSA dues may be paid without the President's signature. The president shall 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 – 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. Mail notices of the Board meetings to the officers, BowlsUSA Division Councilors and the Presidents of all affiliated Clubs. Assist the President with correspondence. Secure records of all Division run tournaments from the Tournament Director. Keep a permanent record of trophies and other awards. Report to the Board the activities of the Northwest Division, including tournament winners, awards and inter-club activities of note occurring since the last meeting. The secretary shall annually report the Division participants in the U.S. Championships tournament as required by the U.S. Championship committee chairman.
4. Treasurer – during the month of January inform each affiliated club, through its President, that the Club and individual member dues shall be submitted to the Division as stipulated in Article VII below. Keep a record of the Division members and their affiliated Club. Collect all monies owing the Division from all sources, giving proper credit when so collected. The Treasurer shall deposit all monies collected into such bank depository as the Treasurer may select. The Treasurer shall sign all checks drawn on the bank. When the check amount is in excess of \$250.00, except o dues, the President shall sign in conjunction with the Treasurer. At the annual meeting, the Treasurer shall render a detailed written report on the condition of the Division. The Treasurer shall, 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 and Alternate Councilors, one each year, to serve a two-year term (or until a successor is elected) as representatives of the Northwest Division on the BowlsUSA Council. The Councilors and alternates shall be of opposite gender and whenever possible from different clubs. The Alternate Councilors shall attend the BowlsUSA meeting if the elected Councilors are unable to attend. The Alternate Councilors may perform other duties as directed by the Councilors.

2. The Councilors first vote will be as directed by the Board on all items, which have been presented to the Board at the annual meeting. If additional votes are taken as a result of amendments or negotiations, Councilors will cast their vote consistent with their best judgment.

ARTICLE VI Board

The business and affairs of the Northwest Division shall be conducted by the Board, composed of two delegates, one of each gender, chosen by each affiliated Club or other organization; the officers of the Northwest Division and two elected Councilors to the BowlsUSA. 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 Division Meeting of any type, regular or special. The Club shall advise the Division in writing of names of their Delegates before every Division Meeting. A delegate shall not be a division officer or councilor. If a Club does not advise the names of its Delegates for the next Division 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 Northwest Division dues for each affiliated Club or other organization shall be ten dollars (\$10.00). Additionally, each club pays per capita NW division dues of twenty dollars (\$20.00) and BowlsUSA dues of twenty dollars (\$20.00) for each active member listed on its membership roll. An active member is defined as any voting member who pays dues to a lawn bowling Club or other organization and/or bowls in any games or event(s) of the Club or other organization.
2. The Northwest Division dues shall be paid to the Northwest Division Treasurer by April 1st of each year. Per Capita dues for any old Club members not previously reported and for new Club members joining after April 1st shall be paid to the Northwest Division by June 15, September 1 and December 15. The Treasurer shall forward the appropriate dues to the BowlsUSA by April 1, October 1 and January 1 of each calendar year. A Member 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 so the BowlsUSA.
3. With the annual payment of dues by April 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 computer format specified by the BowlsUSA 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 anytime 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 Club's List as maintained by the Division and forward all additional membership roll list information to the BowlsUSA. The Membership Roll Lists described in this paragraph are the basis for entry qualification in Division and BowlsUSA Tournaments and the most recently updated Lists shall be made available to the Directors of such events. Entrants for Northwest Division Play Downs must be active members whose Northwest Division dues are fully paid to their Northwest Division home club by the first Saturday of May of the current year.

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 Northwest Division of its delinquency, shall immediately forfeit all rights and privileges of membership, including qualification of all of its members for entry in Division and BowlsUSA 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 Northwest Division. 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 BowlsUSA membership. This one Club shall be designated as their home Club, as stipulated by BowlsUSA.

ARTICLE VIII Quorum

A quorum at any meeting shall consist of ten (10) members of the Board, provided that delegates represent a majority of the clubs. Should only 50% of the Clubs be represented a quorum shall be declared if the represented Clubs comprise a majority of the NW BowlsUSA 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 Northwest Division 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 Northwest Division 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) 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 Northwest Division meeting. Individual members in good standing of any affiliated Club or organization may attend any Northwest Division meeting 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 Northwest Division. 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 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 Vote

If the President of two affiliated Clubs or other organizations decide that a matter has arisen requiring urgent action by the northwest Division prior to the next designated meeting date, and that a special meeting is not necessary, they may notify the President and Secretary of the Northwest Division. The President shall direct the Secretary to promptly conduct a “mail vote” as follows:

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 vote. Ballots shall be returned within ten (10) days of the ballot mailing date. The President’s vote shall have the same force and effect as if cast at any regular or special meeting of the Northwest Division.

ARTICLE XI Vacancies

1. At any regular meeting or special meeting of the Northwest Division, 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.

ARTICLE XII Standing Committees

The President shall appoint the following standing committees:

1. Games and Tournament: Chairman shall have full control in conducting all tournaments and games under the control of the Division. 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 Secretary.
2. Should circumstances require, an individual or a committee may be appointed to assist and advise on any matters relating to a Division or National Team.
3. Nominations: The Nominations Committee shall consist of 4 persons (2 of each gender), 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 Division officers.
5. Division Chief Umpire: The Division President recommends the Chief Umpire to the BowlsUSA Chief Umpire for appointment. The Division Chief Umpire will maintain a core of umpires by recruiting and testing Division candidates, and certifying the same to BowlsUSA Chief Umpire.
6. Special Committees: as may be named from time to time by the Board.
7. Travel Fund: The Travel Fund Committee shall consist of the Custodians of the Northwest Division US Championships Travel Fund. They shall administer the fund, making disbursements to the Northwest Division participants in the annual US Championships in the amounts as determined from time to time by the Board of Directors. They shall deposit all contributions received and report annually the status of the Fund. The Custodians may be replaced from time to time by the Board of Directors but shall not have any specific time limit on their term of service.
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 Chairmen shall provide copies of their reports to the Division Secretary at all regular meetings. Committee reports will be provided at special meetings when deemed appropriate by the presiding officer.

11. All committee Chairman shall submit a budget for anticipated fund expenditures to the Treasurer at least thirty (30) days prior to the annual meeting for inclusion in the annual division budget proposal. In an emergency, fund expenditure(s) exceeding the prior approved amount shall require approval by the President and the Treasurer prior to expenditure of any additional funds.

ARTICLE XIII Amendments

1. These Bylaws may be amended ay 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 President of all affiliated Clubs or other organizations at least thirty (30) days prior to the meeting at which the Amendment will be considered.

Adopted as Amended on August 14, 2010

s/George M. Poor

George M Poor, President

These Amended Bylaws, as amended by 5 proposed amendments approved unanimously at the Northwest Division Annual Meeting on August 14, 2010, a quorum being present, incorporate all approved amendments to the Northwest Division Bylaws.

s/Lucy Hart

Lucy Hart, Secretary

Adopted as Amended on August 13, 2011

s/Howard Syder

Howard Syder, President

Article II Membership and Article VII Dues were amended as approved unanimously at the Northwest Division Annual Meeting on August 13, 2011, a quorum being present; incorporate the approved Article amendments to the Northwest Division Bylaws.

s/Debbie Tupper

Debbie Tupper, Secretary

As the National organization has changed their name, change all occurrences in the Bylaws and Tournament Rules of “United States Lawn Bowl Association” or “USLBA” to “BowlsUSA”. Amended as approved unanimously at the Northwest Division Annual Meeting on May 17, 2014, a quorum being present; incorporate the approved Article amendments to the Northwest Division Bylaws.

s/Michael Werth

Michael Werth, Secretary

Article VII Dues were amended as approved unanimously at the Northwest Division Annual Meeting on May 14, 2016, a quorum being present; incorporate the approved Article amendments to the Northwest Division Bylaws.

s/Michael Werth

Michael Werth, Secretary

Article IX Meetings allowing electronic meetings and Article VII Dues as pertains to play down eligibility were amended as approved unanimously by an email vote of the Board of the Northwest Division Annual Meeting on May 28, 2016, incorporate the approved Article amendments to the Northwest Division Bylaws.

s/Michael Werth

Michael Werth, Secretary

Article IX 1. Typo.

s/Michael Werth
