



PIMD Constitution

2015

**CONSTITUTION
PACIFIC INTER-MOUNTAIN DIVISION
BOWLS USA**

Adopted March 3, 2001
Amended December 1, 2001
Amended June 1, 2013
Amended Dec 6, 2014

Article I NAME

This Association shall be known as the Pacific Inter-Mountain Division (PIMD) of the Bowls USA and shall hereinafter be referred to as the PIMD.

Article II TERRITORY

The territory of the PIMD shall include that part of California extending from the Oregon border to the southern boundary of the counties of Monterey, Kings, Tulare, and Inyo; and, that part of Nevada extending from the Oregon and Idaho borders to the southern boundary of the counties of Douglas, Lyon, Churchill, Landers, Eureka and White Pine.

Article III OBJECTIVES

The objectives of the PIMD shall be to act in the best interest of its member clubs in accordance with the principles, laws and programs of Bowls USA; to foster and promote the game of lawn bowls within its territory; to hold tournaments, and promote friendly games; to act as host in conducting the National Open Tournament, the U.S. Singles and Pairs Championships, and international tournaments including The North American Challenge as approved by the PIMD's Executive Board and as assigned by Bowls USA. It is the intent of the PIMD to operate in a gender neutral and non-discriminatory format.

Article IV MEMBERSHIP

Section 1 Eligibility

Membership in the PIMD shall be open to all organized lawn bowling clubs, within the Territory and, upon request, Bowls USA Clubs within "at large" territories, that play the game of lawn bowls on greens in accordance with the laws of Bowls USA and the PIMD. The PIMD allows individual bowlers in any of its member clubs the option to not join Bowls USA, and strongly encourages each club to maximize Bowls USA membership. Some member clubs, by virtue of provisions of their constitutions and/or bylaws, may establish themselves as 100% Bowls USA membership organizations, with no option.

Section 2 Application for Club Membership

Application for club membership shall be made in writing to the Secretary of the PIMD giving the location of the club, names and addresses of its officers, a complete list of its members and the location of its green(s). The annual dues for the first year shall be remitted with the application. Thereupon the Secretary shall submit such application to the Executive Board and if all requirements are fulfilled, the Executive Board shall instruct the Secretary to issue a certificate of membership. Should the application fail to meet the above requirements or fail to be approved by the Executive Board, the Secretary shall notify the applicant club and refund any monies received.

Article IV MEMBERSHIP (cont'd)

Section 3 Lists of Membership

Each member club shall file with the Treasurer, prior to March 1 of each year a list of officers and a list of home club bowling members with addresses, telephone numbers and email addresses, if applicable. The list shall also identify those members who have opted to become members to join Bowls USA. Each member club shall file with the Treasurer prior to July 20 of each year, a supplemental list, of home club bowling members who join between the date of the primary list and July 1. Further supplemental lists may be filed, with dues payment, after July 20 for new members who join later in the year. These Lists can be sent in the mail or conveyed in an electronic form such as an email attachment. All future references to "Electronic Form" in this Constitution will imply by email communication.

Section 4 Dues

The total annual PIMD and Bowls USA dues for each club will be based on the number of home club bowling members shown on the lists required in Section 3. Clubs that become delinquent shall be warned of their delinquency and forfeit all rights and privileges until such arrears have been paid. Members of a club in arrears shall be ineligible to play in any division or national tournament as a representative from such club.

The per capita rate of annual dues shall be established at the Annual meeting. Dues payments shall accompany both the primary and supplemental lists of members submitted to the Treasurer as indicated in Section 3 above. If the primary dues payment is not received by March 1 from any club, such club is considered delinquent. A Club that becomes delinquent shall be warned of their delinquency by USPS mail or conveyed in an electronic form by the Treasurer and that it shall forfeit all rights and privileges of membership until such arrears have been paid. Individual active bowlers may only be primary members of one PIMD club (designated the "home" club) for the purpose of Bowls USA division and national dues assessment.

Section 5 Suspension

Any club violating the Constitution and By-Laws of the PIMD of Bowls USA - which willfully continues such violation after notification by the Secretary may be suspended and membership terminated by a two-thirds vote of the total voting membership of the Executive Board. Voting will proceed as described in Article VI, Section 5 of this document. Such action by the Executive Board shall be preceded by due investigation and hearing initiated by the President who may appoint a committee for this purpose. This proposed suspension by the Executive Board shall be preceded by notice to all member clubs not less than 30 days prior to the meeting of the Executive Board for such purpose. Reinstatement of a suspended Club shall proceed in accordance with Article IV, Section 2

Article V OFFICERS

Section 1 Officers

The officers of The PIMD shall be a President, Vice-President, Secretary, Treasurer and Councilors of each gender. The President and Vice-President shall not be members of the same club. The officers shall be elected as provided and shall hold office until their successors are duly elected. The President may not hold office for more than two consecutive years.

Section 2 Duties

The President is the Executive Officer and shall preside at all meetings of the PIMD and will be an ex-officio member of all committees except the nominating committee. The President will be responsible for seeing that all orders of the Executive Board are put into effect and that the duties of all other officers and various committees are properly performed. The President can only vote to break a tie.

The Vice-President shall assume and perform the duties of the President in the absence or disability of the President and shall also function as parliamentarian and as a member of the budget committee.

The Secretary shall keep all records of the PIMD, including the minutes of all meetings, and shall conduct all correspondence. The Secretary shall send notice of all meetings and other matters pertaining to the PIMD to the member clubs and/or individuals concerned.

The Treasurer will serve without bond. The Treasurer shall receive the annual dues and the rosters of the home club members and forward to the Bowls USA Treasurer the names of members and the annual national dues for each member, collect entry fees of all tournaments and revenues from other sources and deposit them in the account of the PIMD. The Treasurer shall pay all budgeted expenses on written request with supporting documentation. Unusual expenses in excess of \$100.00 upon presentation in writing and supporting documentation to the Treasurer shall be paid only after approval by the majority of the Executive Board or Executive committee. Majority approval can be provided by regular mail or electronically, to the Treasurer outside of an assigned meeting of the Board. At the first quarterly meeting of the year a budget will be submitted for the current year. A statement of receipts and expenditures for each quarter will be prepared for each quarterly meeting of the Executive Board. All Officers, the Tournament Chairperson, the Publicity Chairperson, the two Councilors and the Trustees of the Special Funds shall be reimbursed for expenses incurred for photocopying, postage, telephone calls and reasonable supplies provided that systematic records, including dates, items and amounts, accompanied by supporting documents are submitted to the division Treasurer. The two Bowls USA Councilors shall be reimbursed for travel and/or lodging expenses incurred while representing the division at the Bowls USA annual council meeting in an amount previously determined by the Executive Board.

Article VI EXECUTIVE BOARD

Section 1 Executive Board

There shall be an Executive Board consisting of the Officers, the Immediate Past President, the two Councilors representing the PIMD on the Bowls USA Council, and two representatives, preferably one female and one male, from clubs within The PIMD.

Section 2 Representatives

Each member club shall have two representatives on the Executive Board.

Each representative will have the following number of votes:

- A. Clubs with up to 50 home club bowling members – 1 vote per representative
- B. Clubs with between 51 & 100 such members – 2 votes per representative
- C. Clubs with between 101 & 150 such members – 3 votes per representative
- D. Clubs with over 150 such members – 4 votes per representative

The number of home club bowling members shall be determined each year in accordance with the membership provisions in Article IV. Such representatives shall be selected in any manner suitable to the member club. In addition, each club shall select a tournament representative to be responsible for keeping club members informed regarding PIMD tournaments. These representatives will not have a vote except on tournament matters, but will be expected to attend quarterly meetings. The names, addresses, telephone numbers, and email address of these representatives shall be provided in writing or in electronic form to the Secretary by January 15.

Section 3 Powers and Responsibilities

- A.** The Executive Board shall approve a Nominating Committee, a Tournament Committee, establish the entry fees, the hospitality reimbursement fees, and a system of play as well as other matters pertaining to Division Tournaments; establish the amount of the annual dues required for Division membership; fill vacancies occurring for offices of the PIMD, except the Presidency, and in general conduct all business for the PIMD. With the Board's approval, The President shall appoint a Club member to fill any vacancy on the Board for any uncompleted term. Such a vacancy may occur if a Board member misses two (2) consecutive meetings without a reasonable excuse. In this case it shall be deemed that the member has in effect resigned. In the event the President is unable to complete his or her term, the Vice-President shall become President. Should the Vice-President be unwilling or unable to assume this post, the normal election process will be followed to fill the office of the President.
- B.** The Executive Board shall decide any dispute or question which may arise among or between affiliated clubs as to the meaning or interpretation of laws of the game or any point of the Constitution not covered by the same, or any matter of practice, policy or complaint provided that such dispute, point or question be submitted in writing or in electronic form to the Secretary by the party or parties of interest with a request for a decision. The President thereupon shall call a special meeting. Parties may be heard for each side and evidence submitted may be either written or oral. The decision of the Executive Board shall be final, subject only to the right of appeal to the Council of Bowls USA. The two Councilors on the Executive Board shall both convey the same position/message and shall vote on any issue in the same way, while representing The Division at the Bowls USA Council. The Division position on any issue taken to the Bowls USA Council shall be determined by vote of the Executive Board at a regularly scheduled or special meeting.

Section 4 Quorum

A majority of the voting members of the Executive Board will constitute a quorum for transaction of business at all meetings; if less than a quorum is present they may adjourn, postpone and reschedule the meeting.

Section 5 Voting

The President may vote only to cast the deciding ballot in the event of a tie. Voting may be by roll call, voice, a show of hands, or written ballot. A written proxy, naming the designated Representative(s) absent and naming the replacement Representative(s) along with its date of effectiveness, signed by the designated Representative(s) or the President of the Club will be required to participate in voting. The replacement Representative must be from the same club as the absent Representative. Proxies can be sent in the mail to the Secretary 5 days prior to the meeting or hand carried to the meeting and delivered to the Secretary the day of the meeting. In all matters before the Executive Board, a majority vote of the qualified voters present shall be sufficient to decide the issue unless otherwise stated in this document.

Section 6 Meetings

Quarterly general meetings shall be scheduled. Special meetings may be called by the President, at the request of at least four members of the board or upon a written or electronic form, request of not less than two member clubs. Notice of all meetings including the agenda shall be mailed to each member club at least 14 days in advance of the scheduled meeting. The annual meeting shall be held on the first Saturday of December at such time and place as the Executive Board may designate. Regularly scheduled Executive Board meetings shall be open to all members of affiliated clubs, but only qualified voters may vote or comment.

Annual Meeting Agenda

1. Call to Order
2. Roll call of Officers and Representatives
3. Minutes of last quarterly and any special meetings.
4. Communications
5. Report of the President
6. Report of the Secretary
7. Report of the Treasurer
8. Report of the Tournament Committee
9. Report of any Special committees
10. Report of the Councilors
11. Old Business
12. Report of the Nominating Committee
13. Election and Installation of Officers
14. Seating of the Executive board
15. New Business
16. Adjournment

Notice of special meetings shall be mailed or in electronic form to each member of the Executive Board at least 30 days prior to such meeting, together with information as to the reason for the meeting. No other business but that set forth in the notice shall be transacted at any special meeting.

Section 7 Tournament Scheduling Meeting

The annual Tournament Scheduling meeting shall be held in the months of January or early February at such time and place as the Tournament Committee decides. This meeting requires the attendance of the tournament representative from each member club, the division Tournament Committee. They shall decide on dates and location for Division Tournaments to be held that year.

Article VII EXECUTIVE COMMITTEE

There shall be a PIMD Executive Committee consisting of the elected officers President, Vice President, Secretary and Treasurer. The Immediate Past President shall be an ex-officio member of the Committee. This Executive Committee, shall be empowered to act in an emergency on behalf of the PIMD, reporting its action as soon as possible to the Board.

Article VIII COMMITTEES

Section 1 Tournament

There shall be a two member Tournament Committee appointed by the President and subject to the approval of the Executive Board. Consulting with one another, they will share the duties of conducting all PIMD tournaments. If needed the Executive Board may appoint a special tournament committee to be in charge of local or special events. All tournaments shall be conducted in accordance with established laws as approved by the Executive Board.

Section 2 Auditing

There shall be an Auditing Committee appointed by the President consisting of two non-office holding members, who shall audit the records of the Treasurer, and Trustees of any special funds at the end of each year and report thereon at the quarterly meeting following the annual meeting.

Section 3 Nominating

There shall be a Nominating Committee of three members appointed by the President, at least two of whom have held elected office in the PIMD. It is the duty of this committee to prepare a list of proposed Officers and in even numbered years a representative of the PIMD to the Council of Bowls USA. The Councilors of the Bowls USA Council shall serve a term of two years with a female being elected in even numbered years and a male in odd numbered years. Councilors may serve more than one consecutive term. This list shall be submitted to the Secretary in sufficient time for the Secretary to notify in writing or electronic form, each affiliated club not less than thirty days prior to the Annual Meeting. In proposing members for office, the nominating committee to the best of its ability shall endeavor to rotate the clubs from which members are chosen and shall ensure that nominees for President and Vice-President be members of different clubs. Nominations may be made from the floor under the same requirement of differing club membership.

Section 4 Publicity

The Publicity Committee Chairperson will be appointed by the President. The Chairperson shall be responsible for publicity concerning the PIMD on the Bowls USA website, other publications or other media.

Section 5 Budget

This committee which shall consist of the President, Vice-President, Immediate Past President and Treasurer shall meet early in the new term of office to prepare a budget to be submitted at the first quarterly meeting.

Section 6 Membership

The Membership Committee Chairperson will be appointed by the President. The Committee is responsible for all activities concerning the recruitment and retention of members within the Division. Specifically, the Committee will advise the Clubs, coordinate and publicize membership drives, provide development and instructional materials, and supervise efforts to secure new greens and the formation of new clubs. The Committee will provide an annual report and a budget for the approval of the Executive Board in writing or electronic form, prior to the 2nd Quarterly Meeting.

Section 7 Special committees

The President may appoint special committees as deemed desirable.

Article IX RULES OF PROCEDURE

On all points of order Robert's Rules of Order (latest edition) shall prevail unless otherwise provided for in this constitution or standing rules.

Article X FISCAL RESPONSIBILITY

Section 1 Fiscal Year

The fiscal year of the PIMD will be the calendar year.

Section 2 Bank Accounts

Bank accounts of the PIMD shall have on record the signatures of the President, Vice-President, Secretary and Treasurer. One authorized signature will be required to withdraw funds not exceeding \$1000.

Article XI AMENDMENTS

The Constitution and By-Laws of the PIMD may be amended by a majority vote of the Executive Board at any meeting provided that the proposed amendment or amendments shall have been approved by a member club or appointed committee and submitted to the Secretary at least thirty days prior to consideration by the Executive Board. The Secretary upon request of such proposed change, shall send in the mail or electronic form, a copy of the proposal to each member club or appointed committee at least fourteen days prior to consideration by the Executive Board. The Executive Board may also initiate amendments but final consideration by the Executive Board will be not less than fourteen days after the Secretary has provided each club or group with written or electronic form, information as to the proposed changes.

Article XII DISSOLUTION

In the event of dissolution of the PIMD, the assets shall be distributed among the member clubs in proportion to their dues payments for the current year and previous year.