

CONSTITUTION AND BYLAWS
CENTRAL DIVISION
BOWLS USA

CONSTITUTION

- Article I NAME
This organization shall be known as the Central Division of Bowls USA, hereafter referred to as the "Division."
- Article II OBJECTIVES
- 2.01 To foster and promote the game of Lawn Bowls in the geographic territory assigned to the Division by Bowls USA.
- 2.02 To govern and adjudicate all problems and disputes within the geographic territory assigned to the Division by Bowls USA.
- 2.03 To organize, control, and support leagues, tournaments, matches, and other events at the divisional level.
- Article III MEMBERSHIP
- 3.01 Any duly organized lawn bowls club or other organization located within the geographic territory of the Division may apply for membership in the Division.
- 3.02 Individuals not living within 100 miles of an affiliated club may apply for membership as "at large" members.
- 3.03 "At large" membership is contingent upon payment of divisional and national dues and agreement to accept the authority of the Division and Bowls USA as detailed in the constitutions and bylaws of the governing bodies and their official actions.
- Article IV OFFICERS
- 4.01 The officers of the Division shall be a President, Vice President and Secretary-Treasurer.
- 4.02 The President, Vice President and Secretary-Treasurer shall normally be elected for terms of two (2) years in accordance with the rules set forth in the Bylaws. All newly elected officers shall take office at the conclusion of the meeting at which they are elected.
- Article V COUNCILORS
- 5.01 Two (2) Councilors, one male and one female, shall be elected for terms of one (1) year and will be the Division's representatives to Bowls USA. All councilors shall take office immediately upon election.
- Article VI DIVISION DUES
- 6.01 The funds to carry on the activities of the Division and to pay dues to Bowls USA shall be raised by payment of annual dues from each affiliated club and "at large" member.
- 6.02 The amount and formula for determining annual dues shall be made annually, according to provisions detailed in the Bylaws.
- Article VII MEETINGS
- 7.01 The Annual Meeting shall normally be convened in conjunction with the Division Open tournament scheduled for that year.
- 7.02 The voting members at the Annual Meeting shall consist of the officers, councilors and authorized delegates from the affiliated clubs within the Division.
- 7.03 Any member of the Division has the privilege of attending the Annual Meeting. Non-

CONSTITUTION AND BYLAWS
CENTRAL DIVISION
BOWLS USA

voting members will have voice on matters before the Annual Meeting at the discretion of the presiding officer.

7.04 Executive Board meetings as deemed necessary shall constitute the continuing authority for the Division between annual meetings.

7.05 All business shall be conducted consistent with the provisions of the Constitution and Bylaws. On all other points, Robert's Rules of Order, latest edition shall prevail.

Article VIII FISCAL YEAR

8.01 The fiscal year for the Division shall begin on January 1 and end December 31 of each year.

Article IX COMMITTEES

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

Article X AMENDMENTS

10.01 Any proposed amendment to this Constitution or Bylaws must fulfill the following:

- It must be completely worded in a form suitable for presentation to the Annual Meeting, clearly identified by reference to the section involved and accompanied by a concise statement giving the reasons for proposing an amendment.
- It must be presented as an official recommendation from an affiliated club or from the Executive board and signed by the President of the sponsoring organization.
- It must reach the Division Secretary-Treasurer not less than sixty (60) days before the annual meeting.

10.02 Notice to the clubs: the Division Secretary-Treasurer shall reproduce the amendment and accompanying statements exactly as received and send one copy by first class mail or e-mail to the secretary of each affiliated club not less than thirty (30) days prior to the Annual Meeting.

10.03 The Constitution may be amended by a two-thirds vote represented by the Executive Board members and seated delegates attending a duly constituted Annual Meeting.

10.04 The Bylaws may be amended by a majority vote represented by the Executive Board members and seated delegates attending a duly constituted Annual Meeting. Voting shall be by secret ballot.

CONSTITUTION AND BYLAWS
CENTRAL DIVISION
BOWLS USA

BYLAWS

1.0 ANNUAL MEETING

1.1 Representation

- 1.1.1 Each club affiliated with the Division shall be permitted one male and one female delegate provided the club has at least 10 dues paying members in the Central Division.
- 1.1.2 Clubs may not select from their membership any delegates who hold office in the Division or another division within Bowls USA.
- 1.1.3 Each delegate must be a full, dues paying member of the club represented. Each affiliated club must submit the names of delegates, and alternates if applicable, to the Secretary-Treasurer prior to the Annual Meeting. A delegate must be physically present to cast a vote.
- 1.1.4 The officers and councilors shall represent the Division and shall have one vote per person, except the Chairperson who may vote only in the event of a tie. An officer or councilor holding multiple positions in the Division shall have one vote per person. (see also 1.6)

1.2 Organization. The Chairperson and Secretary-Treasurer of the Annual Meeting shall be the Division President and the Division Secretary-Treasurer respectively. If the Division President cannot act, the Chairperson shall be the Division Vice President. If the Division Secretary-Treasurer cannot act, the Chairperson shall appoint a secretary pro tem.

1.3 Roll Call. The Secretary-Treasurer shall call the roll by announcing the names of each officer, councilor and authorized delegate. If an officer, councilor or authorized delegate is not present, those votes cannot be cast.

1.4 Quorum. The quorum necessary for a duly constituted Annual Meeting shall be a majority of the total number of authorized delegates present and the total number of officers and councilors.

1.5 Agenda. The official agenda for the Annual Meeting shall be as follows:

- 1.5.1 Meeting called to order
- 1.5.2 Roll call
- 1.5.3 Reading of minutes from preceding meeting
- 1.5.4 Business held over from previous meetings
- 1.5.5 Correspondence not introducing new business
- 1.5.6 Report of Secretary-Treasurer
- 1.5.7 Report of President
- 1.5.8 Report of Committees (other than Nominating)
- 1.5.9 Report of Councilors to Bowls USA
- 1.5.10 Recommendations of the Executive Board including, but not limited to, the level of division dues, date and venue for the next annual Division Open tournament and Division Playdowns tournament.
- 1.5.11 New business
- 1.5.12 Report of Nominating Committee and Election of Officers and Councilors
- 1.5.13 Motion to adjourn

1.6 Voting

- 1.6.1 Duly authorized delegates, councilors and officers shall be permitted to introduce motions and vote on questions. Any proposal must be covered by a

CONSTITUTION AND BYLAWS
CENTRAL DIVISION
BOWLS USA

motion and a second before it can be discussed and acted on.

- 1.6.2 All voting shall be by a show of hands or by secret ballot at the discretion of the Chairperson, except that a secret ballot shall be mandatory when voting to amend the Constitution and/or Bylaws, and whenever there is a contest for an elective office.
- 1.6.3 If a tie vote exists, the Chairperson may cast the deciding vote.

2.0 ELECTION OF OFFICERS

2.1 Nominating Committee

- 2.1.1 The Nominating Committee shall consist of co-chairpersons (one male, one female) appointed by the President with the approval of the Executive Board and up to two more members appointed by the co-chairpersons.
 - 2.1.2 The Nominating Committee shall submit biannually the names of candidates for President, Vice President and Secretary-Treasurer to the Executive Board.
 - 2.1.3 The Nominating Committee shall submit to the Executive Board yearly the name of one male and one female candidate to serve as Councilors to Bowls USA
 - 2.1.4 All candidates for office must be current Division and Bowls USA members.
 - 2.1.5 Members who hold office in another division are not eligible for election.
 - 2.1.6 The candidates whose names are submitted shall have specifically approved having their names presented and shall have agreed to serve a full term if elected.
- 2.2 Notice to Affiliated Clubs. The approved selections of the Nominating Committee, signed by the co-chairpersons, shall be forwarded to the Secretary-Treasurer in sufficient time to permit mailing by first class post or e-mail, one copy of the proposed slate to each affiliated Division club, the Division officers and councilors, no later than fifteen (15) days prior to the Annual Meeting.
- 2.3 Nominations from the floor. After receiving the report of the Nominating Committee at the Annual Meeting, the Chairperson shall call for nominations from the floor. Each nomination from the floor must be seconded by a delegate or Executive Board member before it can be recognized as valid. Each candidate nominated from the floor shall have specifically approved, or if present, shall approve having his/her name presented and shall have agreed to serve a full term.

3.0 EXECUTIVE BOARD

- 3.1 Membership. The Executive Board shall consist of the President, Vice President, Secretary-Treasurer, the two Councilors and the immediate past President.
- 3.2 Authority. As part of the continuing authority granted to the Executive Board in the Constitution, the Board shall have the authority to:
 - 3.2.1 Fill all vacancies occurring within its ranks for a term to extend until the next Annual Meeting.
 - 3.2.2 Appoint a correspondent to the Bowls USA newsletter and respond to requests from Bowls USA for a Division representative to serve on Bowls USA committees.
 - 3.2.3 Establish the rules and regulations for handling all financial matters of the Division including budgeting and auditing of all accounts.

CONSTITUTION AND BYLAWS
CENTRAL DIVISION
BOWLS USA

- 3.2.4 Recommend amount and/or formula for establishing Division dues for adoption at the Annual Meeting.
- 3.2.5 Determine the amount of financial assistance provided to Councilors who attend the Bowls USA Annual Meeting of the Council
- 3.2.6 Adjudicate problems and disputes which arise within the Division and are referred to it for settlement, subject only to the conditions set forth in the Constitution of Bowls USA.
- 3.2.7 Rule on admission of clubs seeking affiliation with the Division.
- 3.2.8 Review and make recommendations on complaints against an affiliated club and make appropriate recommendations at the next Annual Meeting as necessary.
- 3.2.9 Recommend location and dates for the following year's Annual Meeting.
- 3.2.10 Establish and maintain guidelines for the conduct of the Division Open Tournament and the Division Playdowns, including dates, venue, format, entry fees, and the appointment of tournament directors and Playdowns coordinators.
- 3.2.11 Conduct any other business deemed necessary for the welfare and advancement of the Division.
- 3.3 Organization. The President (or Vice President in the absence of the President) and the Secretary-Treasurer shall act as chairperson and secretary respectively of the Executive Board. When the Secretary-Treasurer cannot act, the chairperson shall appoint a secretary pro tem from among the Executive Board members in attendance.
- 3.4 Voting
 - 3.4.1 Each member of the Executive Board in attendance shall have one (1) vote on all matters, except the chairperson who may cast a vote only in the case of a tie vote.
 - 3.4.2 If a matter comes to the attention of the chairperson, and is of such a nature that immediate action is required by the Executive Board, the Board can be polled by mail, fax or e-mail. Any action taken must be approved by mail, fax or e-mail response. Actions taken should be noted in the minutes of the next regular Executive Board meeting. The Secretary-Treasurer shall inform all clubs as soon as possible of such action.
 - 3.4.3 All actions of the Executive Board shall be reported to the next Annual Meeting.
- 3.5 Quorum. The quorum for an Executive Board meeting shall be the chairperson plus a majority of the other members of the Executive Board.

4.0 MEETINGS

- 4.1 Meetings of the Executive Board may be requested at any time by the President or any two officers or councilors. Meetings can be conducted by phone, fax or e-mail.

5.0 PRESIDENT

5.1 Responsibility

- 5.1.1 The President shall represent the Division in the interim between meetings of the Executive Board within the framework of such rules and decisions as shall have been established by the Annual Meeting and/or the Executive Board.

CONSTITUTION AND BYLAWS
CENTRAL DIVISION
BOWLS USA

- 5.1.2 Chair meetings of the Executive Board and the Division's Annual Meeting.
- 5.1.3 Appoint an auditor to review the financial records of the Division kept by the Secretary-Treasurer.

6.0 SECRETARY-TREASURER

6.1 Responsibility

- 6.1.1 The Secretary-Treasurer shall maintain all records, both historical and current for the Division. These shall include:
 - 6.1.1.1 Accurate minutes of all Annual and Executive Board meetings.
 - 6.1.1.2 Results of all tournaments and events sponsored by the Division.
 - 6.1.1.3 Holder and location of all trophies owned by the Division.
 - 6.1.1.4 Complete list, including current addresses of all members of the Executive Board, officers of clubs within the Division, and all individual members of the Division.
- 6.1.2 The Secretary-Treasurer shall be responsible for all monies received and disbursed by the Division.
 - 6.1.2.1 An accurate account of receipts and sources of income.
 - 6.1.2.2 The handling of all disbursements in exact accordance with the rules established by the Executive Board and keeping an accurate record of all authorities for disbursements and amounts disbursed.
 - 6.1.2.3 Present all financial records for the Division to an auditor appointed by the President not later than sixty (60) days after the close of each fiscal year.
- 6.1.3 Other duties
 - 6.1.3.1 Submit the minutes of the Annual Meeting to the Executive Board and to each club within the Division.
 - 6.1.3.2 Submit an audited financial statement to the Executive Board and to each club within the Division.
 - 6.1.3.3 Send out request forms for dues to clubs in the Division in a timely manner.
 - 6.1.3.4 Send out entry forms for the Division Open and Division Playdowns.
 - 6.1.3.5 Submit national dues and a list of members to the Treasurer of Bowls USA.
 - 6.1.3.6 Maintain an official copy of this Constitution and Bylaws, with all amendments. Distribute copies of these documents as required.
 - 6.1.3.7 Maintain master copies of Guidelines for Division Open and Playdowns and distribute copies as required.

7.0 ACTINGPRESIDENT

- 7.1 Whenever the President is unable to carry out the duties of the office, the Vice President shall immediately become the Acting President until notified that the President is able to resume the office.
- 7.2 Whenever both the President and Vice President are unable to carry out the duties of the office, the Secretary-Treasurer shall become Acting President until notified by the President or Vice President that one or the other of these officers is in a position to resume their responsibilities.

CONSTITUTION AND BYLAWS
CENTRAL DIVISION
BOWLS USA

7.3 The term President under these rules applies to the person elected at the previous Annual Meeting or, in case of the death or resignation of this person, to the person elected by the Executive Board to serve as President until the next Annual Meeting.

8.0 DIVISION DUES

8.1 Dues to the Division shall be established on a per capita basis including the per capita dues payable to Bowls USA. Dues shall be paid by each affiliated club for all full or 'active' members of the club except members who have declared a 'home club' in another division and who pay national and division dues through that club. "At large" members shall pay the same dues directly to the Secretary-Treasurer.

8.2 Dues shall be payable before June 15 of each year. Dues received by clubs after this date shall be submitted to the Secretary-Treasurer by September 1.

9.0 COMMITTEES

9.1 The following standing committees or appointed positions will be maintained:

- 9.1.1 Membership
- 9.1.2 Instruction and Coaching
- 9.1.3 Head Division Umpire (in collaboration with the National Umpire in Chief of Bowls USA)
- 9.1.4 Assistant Head Division Umpire
- 9.1.5 Playdowns Coordinator (men)
- 9.1.6 Playdowns Coordinator (women)
- 9.1.7 Tournament Directors (may be delegated to a host club)
- 9.1.8 Nominating Committee

10.0 PLAYDOWNS

10.1 Games to determine the Division representatives to the Bowls USA National Championships shall be known as the Playdowns. The Playdowns coordinators shall run the Playdowns in accordance with the Division guidelines for conducting the Playdowns at a time and place authorized by the Executive Board.

11.0 DISSOLUTION OF GROUP

11.1 If the Central Division is dissolved, all funds held in accounts by the Division shall be remitted to affiliated clubs within the Central Division on a per capita basis.

12.0 PARLIAMENTARY AUTHORITY

12.1 Robert's Rules of Order, latest edition, shall be the parliamentary authority in cases not covered by this document.