

**CONSTITUTION  
PACIFIC INTER-MOUNTAIN DIVISION  
UNITED STATES LAWN BOWLS ASSOCIATION**

Adopted March 3, 2001  
Amended December 1, 2001

Article I                    NAME

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

Article II                  TERRITORY

The territory of This Division shall include that part of California extending from the Oregon border to the southern boundary of the counties of Monterey, Kings, Tulare, and Inyo; 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; and the states of Utah and Colorado.

Article III                OBJECTIVES

The objectives of This Division shall be to act at all times in accordance with the principles, rules and programs of USLBA; 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 This Division's Executive Board and as assigned by USLBA. It is the intent of This Division to operate in a gender neutral and non-discriminatory format.

Article IV                MEMBERSHIP

Section 1      Eligibility

Membership shall be open to all organized lawn bowling clubs which play the game of lawn bowls on greens on which they are authorized to play in accordance with the rules of USLBA and This Division.

Section 2      Application for Club Membership

Application for club membership shall be made in writing to the Secretary of This Division 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.

### Section 3 Lists of Membership

Each member club shall file with the Treasurer, prior to March 1 of each year a list in triplicate of officers and members with addresses and telephone numbers. Each member club shall file with the Treasurer prior to July 20 of each year, a supplemental list in triplicate, of members who join between the date of the primary list and July 1.

### Section 4 Dues

The total annual dues for each club will be based on the number of 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. No member of a club in arrears shall be eligible to play in any division 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 Membership Chairman in Section 3 above. If the primary dues payment is not received by March 1 from any club, such club is considered delinquent.

Clubs that become delinquent shall be warned of their delinquency and that they may forfeit all rights and privileges of membership until such arrears have been paid.

Club members who belong to more than one club in This Division need only pay division and national dues in one club which shall be designated the "home" club.

### Section 5 Suspension

Any club violating the Constitution and By-Laws of This Division of USLBA and 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. 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. Action 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.

## Article V OFFICERS

### Section 1 Officers

The officers of This Division shall be a President, Vice-President, Secretary, Treasurer and a Councilor 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 This Division 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 This Division, including the minutes of all meetings, and shall conduct all correspondence. The Secretary shall send notice of all meetings and other matters pertaining to This Division 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 members and forward to the USLBA 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 This Division. 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 shall be paid only after approval by the Executive Board or Executive committee. 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 Chairmen, the Publicity Chairman, 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 USLBA Councilors shall be reimbursed for travel and/or lodging expenses incurred while representing the division at the USLBA annual council meeting in an amount to be 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 This Division on the USLBA Council, and two representatives, preferably one female and one male, from each member club.

### Section 2 Representatives

Each member club shall have two representatives on the Executive Board. 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 to the Secretary by January 15.

### Section 3 Powers and Responsibilities

The Executive Board shall approve a Nominating Committee, a Tournament Committee, establish the entry fees, the hospitality reimbursement fees, and system of play as well as other matters pertaining to tournaments held under the auspices of This Division; establish the amount of the annual dues; fill vacancies occurring for offices of This Division, except the Presidency, and in general conduct all business for This Division.

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 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 USLBA.

### 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, a show of hands, voice, or secret ballot. A written proxy signed by the designated representative or President of the club will be required to participate in voting. 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 written request of not less than two member clubs. Notice of all meetings including the agenda shall be mailed to each member club at least 30 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 will vote.

### 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 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 meeting shall be held in the months of December or January 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 and the division officers. They shall decide on dates and location for tournaments to be held that year.

## Article VII EXECUTIVE COMMITTEE

There shall be a PIMD Executive Committee consisting of the elected officers of the Executive Board. The Immediate Past President shall be an ex-officio member of the Committee. Such committee is authorized to exercise the powers of the Executive Board between meetings of the Executive Board when in the judgment of the President, timely action is essential in order to serve the best interests of This Division.

## 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, one member will conduct men's tournaments and another will conduct women's 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 rules and regulations 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 division. It is the duty of this committee to prepare a list of proposed Officers and in even numbered years a representative of this Division to the Council of USLBA. The Councilors of the USLBA 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 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

There shall be a publicity chairman appointed by the president. The chairman shall be responsible for publicity concerning This Division in Bowls Magazine, 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 Chairman 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.

### Section 7 Special committees

The President may appoint special committees as deemed desirable.

## Article IX DIVISION REVIEW BOARD

Two Division Review Boards (one for men and one for women) are established in accordance with the provisions of USLBA Policy and Procedures for the appointment of United States Lawn Bowling Teams in International Events. The purposes of the Boards are to represent PIMD and to assist USLBA in the determination of the annual composition of the Lawn Bowls Team(s) which represent the United States of America in International competition.

The Review Boards shall each consist of a chairman with a four year term and three assistants whose terms shall also be four years. These four year terms shall be staggered, one person selected each year. The chair of these boards will represent the division during the National Review and Selection process.

## Article X 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 XI FISCAL

### Section 1 Fiscal Year

The fiscal year of This Division will be the calendar year.

### Section 2 Bank Accounts

Bank accounts of This Division shall have on record the signatures of the President, Vice-President, Secretary and Treasurer. One authorized signature will be required to withdraw funds.

## Article XII AMENDMENTS

The Constitution and By-Laws of This Division 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 sixty days prior to consideration by the Executive Board. The Secretary upon request of such proposed change, shall send a copy of the proposal to each member club or appointed committee at least thirty 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 thirty days after the Secretary has provided each club or group with written information as to the proposed changes.

## Article XIII DISSOLUTION

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