



PIMD AGENDA

NEW LOCATION: Oakland Lawn Bowling Club
Clubhouse, 660 Bellevue in Lakeside Park
Saturday, June 15, 2019 – 9:30 a.m.

- | | | | |
|-----|--|---------------|----------|
| 1. | Call to order | | 9:30 am |
| 2. | Pledge of Allegiance | | 9:30 am |
| 3. | Roll call | <i>Action</i> | 9:35 am |
| 4. | Approval of previous minutes (attached) | <i>Action</i> | 9:40 am |
| 5. | Club news (2 minutes each) | | 10:05 am |
| 6. | President's report | | 10:10 am |
| | Acceptance of Treasurer's Resignation | | |
| 7. | Vice President's report | | 10:15 am |
| 8. | Secretary's report | | 10:20 am |
| 9. | Treasurer's report (Financials attached) | | 10:25 am |
| 10. | BUSA Councilor's report | | 10:30 am |
| 11. | Committee reports | | 10:40 am |
| | 2019 Nationals – Robb Pawlak | | |
| | 5 Minute Break | | |
| | Coaching and Training – Frank Matyskiela | | 11:05 am |
| | Website – Mike Coiner | | 11:10 am |
| | Tournaments – Bud Birkenseer | | 11:15 am |
| | Grants Committee – Susan Bigham | | 11:20 am |
| 12. | Unfinished business | | 11:25 am |
| | Constitution Amendment (attached) | <i>Action</i> | 11:25 am |
| 13. | Final words – Adjournment Motion | <i>Action</i> | 11:30 am |

***Those that are prepared, may attend a Memorial Service in honor of
Howard Mackey at the Berkeley Lawn Bowling Club from 1pm – 6pm***

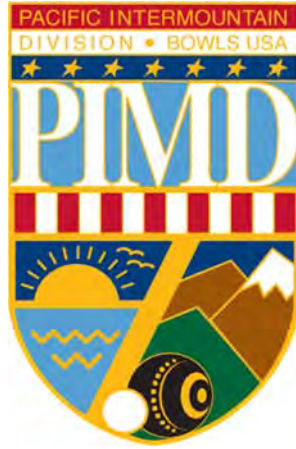
PIMD CONSTITUTION AMENDMENT

Please note that there was one change made throughout the document: the term "Constitution & Bylaws" has been edited to read "Constitution". Also, the cover page has "USLBA" added to it since all of our banking is still performed under PIMD of USLBA.

This notice is being provided more than 30 days before the next PIMD Meeting scheduled for June 15, 2019. Please post in your respective clubhouse.

Zarka Popovic

PIMD President
May 10, 2019



CONSTITUTION
PACIFIC INTER-MOUNTAIN DIVISION
BOWLS USA (USLBA)

CONSTITUTION
PACIFIC INTER-MOUNTAIN DIVISION, BOWLS USA
Adopted March 3, 2001
Amended December 1, 2001
Amended June 1, 2013
Amended Dec 6, 2014
Amended March 4, 2017
Amended February 2, 2019

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 committee and as assigned by Bowls USA. It is the intent of the PIMD to operate in a gender neutral, non-discriminatory and accessible fashion.

Article IV MEMBERSHIP

Section IV-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 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 IV-2 Application for Club Membership

Application for club membership shall be made, in writing or email, 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 board and if all requirements are fulfilled, the board shall instruct the secretary to send confirmation of

membership. Should the application fail to meet the above requirements or fail to be approved by the board, the secretary shall notify the applicant club and refund monies received.

Section IV-3 Lists of Membership

Each member club shall file with the treasurer, prior to March 1st 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 (if an option of the club). Each member club shall file with the treasurer prior to July 20th of each year, a supplemental list, of home club bowling members who join between the date of the primary list and July 1st. Further supplemental lists may be filed, with dues payment, after July 20th for new members who join later in the year. These lists can be sent via United States Postal Service (“USPS”) or conveyed in an electronic form (“email”) attachment.

Section IV-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 IV-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 IV-3. If the primary dues payment is not received by March 1st from any club, such club is considered delinquent. A club that becomes delinquent shall be warned of their delinquency, by the treasurer via USPS or email, 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 their “home” club) for the purpose of Bowls USA division and national dues assessment.

Section IV-5 Suspension

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

Article V OFFICERS

Section V-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. In the event that an officer cannot complete their term or no one stands for election, then one of the other office holders may complete the term holding dual offices.

Section V-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 board is put into effect and that the duties of officers and 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 meetings, and shall conduct 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 treasurer of Bowls USA the roster and the annual national dues for each Bowls USA member. The treasurer shall collect entry fees of all tournaments and revenues from other sources and deposit them in the PIMD account(s). The treasurer shall pay all budgeted expenses upon written request with supporting documentation. Unbudgeted expenses may be paid after supporting documentation has been provided and with approval by the majority of the executive committee. Unbudgeted expenses of more than five hundred dollars (\$500.00) must be approved by a majority of the board. Reimbursements may be submitted by USPS or email to the treasurer, outside of an assigned meeting of the board, for previously budgeted items and shall be paid in a prompt manner.

At the first meeting of the year, a budget will be submitted for the current year and adopted by the board. A statement of receipts and expenditures for each quarter will be prepared for each meeting of the board. Officers, the tournament chairperson, the publicity chairperson, the two councilors and trustees of special funds shall be reimbursed for expenses incurred for photocopying, postage, telephone calls, meals and reasonable supplies provided that systematic records, including dates, items and amounts, accompanied by supporting documents are submitted to the treasurer. The two Bowls USA Councilors shall be reimbursed for travel and/or lodging expenses incurred while representing PIMD at the Bowls USA annual council meeting in an amount previously budgeted and determined by the board.

Article VI BOARD

Section VI-1 Board

There shall be a 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 member clubs.

Section VI-2 Representatives

Each member club shall have two representatives on the board. Each representative will have the following number of votes based on their dues paying membership size:

Clubs with up to 50 home club members – 1 vote

Clubs with from 51 to 100 home club members – 2 votes

Clubs with from 101 to 150 home club members – 3 votes

Clubs with over 150 home club members – 4 votes

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.

Each club shall select a tournament representative to be responsible for keeping club members informed of PIMD tournaments. These representatives will not have a vote except on tournament matters and are expected to participate in tournament committee meetings. Names, addresses, telephone numbers, and email addresses of club tournament representatives shall be provided by each club via the USPS or email to the secretary by December 31st.

Section VI-3 Powers and Responsibilities

The board shall 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 that the president is unable to complete his or her term, then 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.

The 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, or any matter of practice, policy or complaint provided that such dispute, point or question be submitted in writing via the USPS or by email 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 board shall be final, subject only to the right of appeal to the council of Bowls USA. The PIMD position on any issue taken to the Bowls USA Council shall be determined by vote of the board at a regularly scheduled or special meeting. The two councilors on the board shall both convey the same position/message and shall vote on any issue the same way, while representing the PIMD at the Bowls USA Council.

Section VI-4 Quorum

A majority of the voting members of the 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 VI-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 or emailed 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 by USPS or email to the secretary

five (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 board, a majority vote of the qualified voters present shall be sufficient to decide the issue unless otherwise stated in this document.

Section VI-6 Meetings

At least three (3) general meetings, to include the annual meeting, shall be scheduled per year. Notice of all general meetings, including the agenda, shall be emailed to each member club at least fourteen (14) days in advance of the scheduled meeting and may require thirty (30) day notice. The annual meeting shall be held on the first Saturday of December at such time and place as the board may designate. Regularly scheduled board meetings shall be open to all members of affiliated clubs, but only qualified voters may vote or comment on action items.

Annual Meeting Agenda shall include:

1. Call to Order
2. Roll call of the officers and representatives
3. Minutes of last meeting and any special meetings.
4. Communications and comments by any general members present
5. President's report
6. Secretary's report
7. Treasurer's report
8. Tournament's report
9. Special committee report
10. Councilor's report
11. Old business
12. Nomination's report
13. Election and installation of officers
14. Seating of the new officers
15. New business
16. Adjournment

Special meetings held in person or electronically may be called by the president or at the request of at least four members of the board, or upon a written or email, request of not less than two member clubs. Notice of special meetings shall be emailed to each member of the board at least thirty (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 VI-7 Tournament Scheduling Forum

The annual tournament scheduling forum shall be conducted as soon after the current season as practical but no later than January 15th of the new schedule year. This forum may be conducted by email or in person at a designated place and time, and requires the participation of a tournament representative from each member club. The forum shall decide on dates and location for division tournaments to be held in the forthcoming year.

Article VII EXECUTIVE COMMITTEE

There shall be an executive committee of the PIMD consisting of the elected officers, president, vice-president, secretary and treasurer. The immediate past-president shall be an ex-officio member of the committee. The executive committee shall be empowered to act in emergencies and on discipline issues on behalf of the PIMD. In these cases it shall report its actions as soon as possible to the board.

Article VIII COMMITTEES

Section VIII-1 Tournament

There shall be a tournament committee composed of at least two members appointed by the president. Consulting with each other they will determine how to share the duties of conducting PIMD tournaments. If needed, the president may appoint a special tournament committee to be in charge of local or special events. Tournaments shall be conducted in accordance with the Bowls USA Laws of the Sport of Bowls (“LOTSOB”) and the PIMD Tournament Rules and Regulations (“TRR”).

Section VIII-2 Auditing

There shall be an auditing committee appointed by the president consisting of one or more 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 meeting following the annual meeting.

Section VIII-3 Nominating

There shall be a nominating committee of three members appointed by the president, at least two of which 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 email each affiliated club not less than thirty (30) 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 VIII-4 Publicity and Website

The publicity committee chairperson shall be appointed by the president. The chairperson shall be responsible for publicity concerning the PIMD on the Bowls USA website, other publications or media. This committee includes members to design and maintain a PIMD website which shall include at minimum a list of tournaments, clubs, rules and regulations, history of the PIMD and Hall of Fame recipients.

Section VIII-5 Budget

This committee shall consist of the president, vice-president, immediate past president and treasurer and shall meet early in the new term of office to prepare a budget to be submitted at the first meeting.

Section VIII-6 Membership

The membership committee chairperson shall be appointed by the president. The committee is responsible for all activities concerning the recruitment and retention of members. Specifically, the committee will advise 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 a budget for the approval of the executive board by email prior to the first meeting.

Section VIII-7 Discipline Committee

There shall be a discipline committee consisting of two or more members appointed by the president. It will be called to action whenever the president or executive committee identifies a disciplinary infraction.

- a) PIMD bowlers, both members and those from outside of the PIMD, shall abide by the Code of Conduct defined in Section III of the TRR.
- b) Complaints against a division member's or tournament participant's behavior, if it appears to describe a violation of the Code of Conduct, shall be made to any board member who, in turn, shall report the alleged violation to the president. The president will refer the matter to the discipline committee chairperson for action.
- c) The president shall inform the reported individual that the matter has been referred to the discipline committee as soon as possible. Led by the chairperson, the committee shall investigate the incident and may schedule and conduct hearing(s). The reported individual may respond in writing/email or in person to the chairperson regarding the allegations.
- d) At the conclusion of that hearing/investigation, the discipline committee shall report its findings/recommendations to the executive committee stating whether the allegation(s) are or are not substantiated; whether or not they feel that further action would contribute to the greater good of the division; and which, if any, of the four categories of actions should be implemented.
- e) The four categories of possible divisional disciplinary actions are:
 - i. Warning;
 - ii. Probation with specified term;
 - iii. Temporary suspension of PIMD privileges for specified term; and,
 - iv. Termination of PIMD privileges.
- f) Decisions regarding the recommended actions shall be made by the executive committee and documented by the secretary. Copies of this report shall be distributed to the concerned parties – complaining member(s), reported individual(s), and in the division files.
- g) The disciplined individual then has ten (10) days in which to appeal the finding(s) and disciplinary action in writing/email to the secretary. During an appeal period, the action determined by the executive committee will be temporarily stayed.
- h) If after ten (10) days from delivery no appeal has been filed in writing/email with the secretary by the disciplined individual, the executive committee's decision will stand. The action, if any, shall go into effect immediately upon the close of the appeal period. This result shall be documented in the next board meeting minutes.
- i) If within ten (10) days the disciplined individual does file an appeal, the board will consider his verbal and/or written testimony at its next regular or special meeting and make a final decision by majority vote, assuming a quorum is present. The penalty period, if any, will commence forthwith. If the decision is termination (iv), that decision may be appealed,

again, at the annual meeting, and the majority vote of the board present or proxies will resolve the appeal regarding the member's termination and qualification for PIMD/ Bowls USA membership for subsequent years.

Section VIII-8 Hall of Fame Committee

There shall be a Hall of Fame committee consisting of four or more members appointed by the president. The following are the procedures for nomination, election and induction into the PIMD Hall of Fame. This recognition does not duplicate national recognition. It is to honor those PIMD members who have demonstrated noteworthy dedication to the goals and activities of the PIMD, and those that exhibit good sportsmanship and leadership while representing the PIMD in national and international competitions. These individuals have contributed to the fabric of the PIMD and have created the foundation for successful bowlers and clubs.

To nominate a PIMD member any member club or individual member may submit a one-page letter/email to the secretary describing why the nominee is worthy of recognition. Members may nominate themselves. The nomination letter/email must not just be an exhaustive list of accomplishments but has to speak to the character of the nominee and outline the types of service to the PIMD. Nominees should fulfill at least two of the criteria:

- Recognition of faithful service as exemplified in the elected and/or appointed offices and/or committees within a member club or the PIMD;
- Growing PIMD club membership and supporting bowlers with coaching, team building and vet-novice events;
- Marketing lawn bowls throughout the PIMD and introducing members of the public to the sport on an on-going basis; and,
- Competitive bowling achievements at the club, divisional, national and/or international level while exhibiting leadership, stellar comportsment and crediting the PIMD for initial opportunities and coaching.

Nominations are accepted on a rolling basis through the calendar year but must be submitted prior to September 15th or consideration.

Awards are announced at the Closing Day tournament. Nominees are selected by a majority of the committee members. Selected awardees are not made public prior to the award. Nominees not selected may be re-nominated in future years. There may be years when no nominee is selected for an award.

Section VIII-9 Grant Committee

There shall be a grant committee of no less than three members appointed by the president to review rolling grant applications for award by the PIMD. Each year the board will set a budget and endeavor to set aside funds for grants to clubs. Grants will be reviewed for compatibility with the guidelines and criteria and funds may be awarded with a simple majority of the committee members. If a grant is submitted from one of the committee member's home club then that member will abstain from voting on that application.

Section VIII-10 Special Committees

The president may appoint special committees as deemed necessary.

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 any standing rules.

Article X FISCAL RESPONSIBILITY

Section X-1 Fiscal Year

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

Section X-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 budgeted funds not exceeding five thousand dollars (\$5,000). Two signatures will be required for amounts greater except that only one signature will be required for dues payments to Bowls USA.

Article XI AMENDMENTS

The Constitution of the PIMD may be amended by a majority vote of the board at any meeting provided that the proposed revised Constitution amendments(s) have been submitted to the board via email at least thirty (30) days prior to a meeting along with a synopsis of the proposed changes.

Member clubs or an ad hoc constitution committee may submit proposed amendments to the secretary to agendaize for a future meeting.

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.