



# Southeast Division of Bowls USA

## CONSTITUTION AND BYLAWS

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### ARTICLE I - AFFILIATION AND JURISDICTION

- 1) This organization is affiliated with Bowls USA, the controlling body for the game of lawn bowls in the United States of America, a non-profit corporation registered in the State of Washington. The organization represents men and women lawn bowlers who hold membership in the seven (7) southeastern states of Florida, Georgia, South Carolina, North Carolina, Tennessee, Alabama and Mississippi.
- 2) This organization shall be known as the Southeast Division of Bowls USA, hereafter referred to as the Southeast Division or SED.

## ARTICLE II – PURPOSE

- 1) Guide the recruitment and training of new lawn bowlers by instructing and working with the clubs in the SED.
- 2) Support as many division tournaments as seem appropriate each year, but must include:
  - a) A Playdowns tournament to determine the men and women who will represent the Southeast Division in the Bowls USA National Championships.
  - b) A Southeast Division Open consisting of a men’s tournament and women’s tournament. This shall be open to all Bowls USA and World Bowls affiliated members. The Division Open may be administered separately or as a single tournament with men and women even if it is held at more than one venue.
- 3) Participate in every way possible in the creation of new clubs, and help to preserve and grow existing clubs.
- 4) Collect division and national dues, the latter to be recorded and sent to the Bowls USA Treasurer.
- 5) Embrace the *Laws of the Sport of Bowls* making sure that current copies of the laws are made available to all members of the SED.
- 6) Publicize and promote the game of bowls to the community at large and publicize the activities of lawn bowling in the Southeast to the clubs and members in the SED.

## ARTICLE III – MEMBERSHIP & DUES

- 1) Membership in the Southeast Division is open to both clubs and individuals.
- 2) Lawn bowling clubs, public, semi-public and private, located in the territory of the SED must affiliate with Bowls USA through the Southeast Division in order to enjoy the benefits and share in the responsibility for maintaining the sport of lawn bowling at the club, division, national and international levels. Clubs affiliate by paying divisional and national dues for all their participating lawn bowling members,
- 3) Clubs do not have to pay national dues for members who have designated another Bowls USA club as their “home club.” Bowlers choosing to belong to two (2) or more clubs should declare in writing to the treasurer of each club which club is their “home club.”
- 4) By definition, an SED affiliated club is one that annually pays national and division dues for each one of its active lawn bowling members. However, in cases of new clubs or established clubs that have lost affiliation and are trying to become a 100% Bowls USA club, the SED may grant temporary affiliation status if such action might help those clubs eventually achieve full compliance with the definition.
- 5) Southeast Division annual club dues will remain the same until changed by a majority vote at a meeting prior to the Annual Meeting.
- 6) Bowls USA dues are set by Bowls USA and are submitted by the Treasurer of the Southeast Division in accordance with a schedule determined by Bowls USA.

- 7) The fiscal year is January 1 to December 31.
- 8) Three (3) kinds of division memberships are available to lawn bowlers in the Southeast:
  - a) Membership through a club affiliated with the Southeast Division.
  - b) Membership-at-Large for bowlers who live more than 50 miles from an affiliated club.
  - c) Membership via special application to the SED Executive Board.

## ARTICLE IV – OFFICERS AND DUTIES

1. Officers of the SED shall be President, Vice President, Secretary and Treasurer. All officers must be fully-paid members of the Southeast Division and Bowls USA or their office will be declared vacant.
2. The President and Vice President shall be elected for a two (2) year term effective January 1<sup>st</sup>. They should be opposite gender, and the presidency should alternate between a man and a woman. The President and Vice President may not be reelected until they have been out of the presidency or vice presidency at least one (1) two-year term.
3. The Secretary and Treasurer shall be elected for two-year terms effective January 1<sup>st</sup> and may be reelected. One (1) person may be elected to do both jobs under the title of Secretary-Treasurer.
- 4) Duties of the President:
  - a) Leads, represents and supervises all lawn bowling activities in all matters sponsored by and under the jurisdiction of the SED.
  - b) The President may not hold other elected offices in the SED except as Alternate Councilor.
  - c) Presides over regular and special meetings of the SED and its Executive Board. The President votes only to break a tie.
  - d) In an emergency situation, the President may poll the Executive Board via email or telephone conference.
  - e) The President sets the date/time/place to hold the Annual Meeting (held in November or December) and regular or special meetings.
  - f) Appoints all standing and special committees, except the Financial Review Committee.
  - g) The President appoints a Nominating Committee at least three (3) months prior to the Annual Meeting. The appointed Nominating Committee shall consist of at least three (3) members, the majority of whom are not members of the Executive Board.
  - h) Ensures that the SED National Councilors attend Bowls USA meetings. If a National Councilor cannot attend, the President should ensure an Alternate Councilor attends or arrange to have a proxy provided.
  - i) President should attend all Bowls USA quarterly telephone or electronic meetings.

5. Duties of the Vice President:

- a) Assists and works with the President and in the absence of the President, performs the duties of that office.
- b) The Vice President must be willing to become President after completing term as Vice President.
- c) May not hold other elected offices in the SED except as Alternate Councilor.
- d) Attends regular and special meetings of the SED and its Executive Board.
- e) Assists appointed committees when necessary or appointed by the President.

6. Duties of the Secretary:

- a) Is responsible for taking minutes of SED meetings.
- b) Sends out notice with a proposed agenda for the Annual Meeting. A notice must be sent thirty (30) days in advance to Executive Board members and Club Delegates.
- c) Handles correspondence required in the name of the SED. Files any official documents as needed and stores all essential records.
- d) A notebook shall be maintained by the Secretary that should contain:
  - i) Southeast Division Constitution and Bylaws
  - ii) Southeast Division Policy and Procedures
  - iii) Bowls USA Constitution and Bylaws
  - iv) Bowls USA Policies and Procedures
  - v) Minutes of the past four (4) years (should include Treasurer Reports, Councilor Reports, Tournament Reports, etc.)
  - vi) List of Division Officers/Councilors/At-Large Executive Members and other key Division individuals (e.g., umpire, webmaster)
- e) Immediately following the Annual Meeting In November or December, mail out dues notices to each club. At the same time request a current list of officers and delegates.
- f) Coordinate with the Treasurer of the SED, the membership roster and update as needed. The Secretary will provide roster and updates to the Bowls USA Secretary and Bowls USA Treasurer.
- g) Maintain and update, as needed, a listing of SED clubs to include names, telephone numbers and email addresses of Club Officers and Club Delegates.
- h) By January 1<sup>st</sup>, email to Bowls USA Secretary current names and email addresses of SED Officers, National Councilors, Alternate National Councilors and Executive Board members.

7) Duties of the Treasurer:

- a) Is responsible for the safekeeping of all division funds and shall collect all monies due the division, pay all bills and keep the financial records.
  - b) After coordinating with the Secretary, the Treasurer forwards national dues to the Bowls USA Treasurer.
  - c) Shall draft an annual budget for review at the Annual Meeting.
  - d) Prepare financial reports to be presented at the Annual Meeting or as requested by the Executive Board.
  - e) Submit a year-end financial report (e.g., Profit & Loss and Balance sheets) to Bowls USA. The fiscal year for the SED is January 1 to December 31.
  - f) Prepare and make available financial information needed for a Financial Review every two (2) years.
- 8) The President, Vice President, Secretary and Treasurer may not hold other elected offices in the Southeast Division except for SED Alternate National Councilor.
- 9) All outgoing Officers and National Councilors shall forward records to the newly elected officeholder no later than January 31 following the end of their term.

## ARTICLE V – NATIONAL COUNCILORS

- 1) The SED will elect two (2) representatives to the Bowls USA National Council, one man and one woman. They will be elected to four (4) year terms, one councilor to be elected every two (2) years effective January 1<sup>st</sup>. Two (2) alternates will also be named, one from each gender.
- 2) National Councilors and alternates may be reelected.
- 3) Duties of the National Councilors:
- a) Serve on the SED Executive Board and vote at all meetings.
  - b) Attend all Bowls USA meetings and provide a written report to the SED Executive Board members on items discussed at the Bowls USA meetings (includes quarterly telephone conferences.)
  - c) The principal job of the National Councilor is to represent the interests of the Southeast Division at meetings of Bowls USA. If directed by the SED Executive Board, the National Councilor will vote on issues as instructed. Where there is no clear mandate from the SED, the Councilors are free to exercise independent judgment.
  - d) Councilors participate in national committees looking for ways to grow and improve Bowls USA
  - e) The National Councilors shall serve as liaisons with Bowls USA Chairpersons in facilitating Bowls USA events (e.g., US Open, National Championships) that are hosted in the SED if requested.

## ARTICLE VI – EXECUTIVE BOARD

1. The Executive Board is made up of the President, who presides; the Vice President; the Immediate Past President; the two (2) SED National Councilors; the Secretary and the Treasurer (or the Secretary-Treasurer), and eight (8) elected At-Large Board members.
2. Four (4) of the elected At-Large members should be male and four (4) should be female. All eight (8) of the At-Large members should be from different clubs whenever possible. The At-Large members will be elected at the Annual Meeting to serve staggered two-year terms effective January 1<sup>st</sup> and may be reelected. A majority of the 14- or 15-member Executive Board shall constitute a quorum.
3. All Executive Board members are voting members, except the President, who votes only to break ties.
4. All members of the Executive Board must be fully-paid members of the Southeast Division and Bowls USA or their office will be declared vacant
5. Duties of the Executive Board:
  - a) Attend the Annual Meeting (held in November or December).
  - b) Participate and/or attend regular or special meetings as needed.
  - c) Recommend names of SED members to serve:
    - i. On the Financial Review Committee
    - ii. Fill vacancies for Officers, National Councilors, Alternate National Councilors and At-Large Executive Board members
    - iii. As Tournament Managers (e.g., East Coast Challenge, SED Men and Women's Opens, SED Playdowns)
  - d) Set dates, entry fees, prizes (if any) and special rules for tournaments.
- 6) In an emergency situation, the President may poll the Executive Board in lieu of a special meeting or may conduct a telephone conference meeting or by email ensuring all responses and actions are recorded and reported to the Executive Board.

## ARTICLE VII – CLUB DELEGATES

- 1) Club Delegates are appointed or elected by each SED club (one man and one woman from each club).
- 2) Club Delegates should attend the Southeast Division Annual Meeting and vote on any issues of the SED.
- 3) Duties of Club Delegates:
  - a) Serve as liaison between the Executive Board and their club.
  - b) Report to their club issues discussed and voted on at the Annual Meeting.
  - c) Provide copy of the Southeast Division Annual Meeting minutes and minutes of special meetings.
  - d) Share any other pertinent SED information as deemed appropriate with their club.

## ARTICLE VIII – ANNUAL MEETING

- 1) The Annual Meeting will be held in November or December, at a date and place in the SED to be set by the President.
- 2) The Secretary shall mail out notices of the Annual Meeting 30 days in advance to the Executive Board and Club Delegates.
- 3) The meeting is open to all SED affiliated lawn bowlers, but only Executive Board members and Club Delegates may vote.
- 4) Each affiliated club should designate two (2) Club Delegates, one man and one woman, except clubs made up of only one (1) gender may send only one (1) delegate. All delegates must be fully-paid members of the Southeast Division and Bowls USA.
- 5) The Annual Meeting:
  - a) Shall elect Officers, National Councilors, Alternate Councilors and At-Large Executive Board members as provided in this Constitution and Bylaws.
  - b) Hear reports from the President, Vice President, Secretary, Treasurer, National Councilors, Southeast Division Head Umpire and special committees.
  - c) Discuss and make decisions on all matters pertaining to lawn bowling, particularly in the SED.
- 6) A quorum of 15 voting members shall be required to constitute an Annual Meeting.

## ARTICLE IX – SPECIAL MEETINGS OF THE MEMBERSHIP

- 1) Special meetings may be called by the President or by petition to the Secretary signed by at least seven (7) Executive Board members or ten (10) SED voting members.
- 2) The Secretary shall mail out a notice to all voting members at least 20 days in advance of the special meeting providing the date, time, location and purpose of the meeting.
- 3) A quorum of 15 voting members shall be required to constitute a Special Meeting of the voting members.
- 4) A two-thirds majority of the voting members present shall be required to pass a motion at a Special Meeting of the voting members.

## ARTICLE X – COMMITTEES

- 1) The SED shall have the following standing committee, to be appointed by the President: Division Editor to Bowls USA digital newsletter and any other committees as deemed necessary. (Note: the Head Division Umpire is appointed by the National Umpire In Chief of Bowls USA.)
- 2) Special committees may be appointed for short-term projects by the President or the Executive Board.
- 3) A Nominating Committee of at least three (3) SED members, the majority of whom are not members of the Executive Board, shall be appointed by the President at least three (3) months prior to the Annual Meeting at which elections are to be held. This committee will recruit a slate to be recommended for election at the Annual Meeting.

## ARTICLE XI – DISCIPLINE

- 1) The Executive Board is authorized to investigate complaints and allegations against an affiliated club or individual member of the SED for extreme violations of the *Laws of the Sport of Bowls*, of this document, and of the general rules of behavior expected of lawn bowlers. If the complaint seems justified, the Executive Board may recommend at an Annual Meeting that action up to and including suspension be taken against the offending club or individual. After due process has been given to all involved, a two-thirds vote of Executive Board members and Club Delegates present is required to effect whatever disciplinary action the Executive Board recommends.

## ARTICLE XII – AMENDMENTS

- 1) A two-thirds vote of the Executive Board members and Club Delegates present at an Annual Meeting, for which 30 days notice of proposed changes has been given, is required to amend this Constitution and Bylaw. A copy of the proposed changes shall be included with the Annual Meeting notices.



## ARTICLE XIII – PROCEDURES

- 1) The Executive Board members should conduct the business of the SED consistent with the provisions of this Constitution and these Bylaws. On all other points, *Roberts Rules of Order* (latest edition) shall prevail.

## ARTICLE XIV – DISSOLUTION

- 1) In the event of dissolution, the residual assets of the organization will be turned over to BOWLS USA to be held in escrow to turn over to any successor organization that would be formed for the territory of the Southeast Division.
- 2) If no such organization exists, or will exist, the residual assets will be returned to the SED lawn bowling clubs on a per capita basis and according to the official membership roster of the year this action is taken.

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