

South Central Division
of
Bowls USA

Bylaws

ARTICLE I - Name

This organization shall be known as the South Central Division of Bowls USA, hereinafter referred to as **The Division** and/or **SCD**.

ARTICLE II – Purpose

In all ways, promote, foster, and advance the sport of Lawn Bowls in the states of Arizona, Arkansas, Colorado, Louisiana, New Mexico, Oklahoma, Texas, Utah, and that part of Nevada, north of the Arizona and California borders to the northern county lines of Mineral, Nye, and Lincoln counties.

To arrange, control, supervise, and support tournaments and other events held in The Division, as deemed necessary.

To encourage compliance with the “Laws of the Sport of Bowls” as published by Bowls USA and World Bowls. When called upon, interpret questions of law and practice.

To consider and adjudicate all matters referred to it by its member clubs.

ARTICLE III – Membership

Section 1. Clubs

Membership shall be open to a duly organized lawn bowling club, or an affiliated club within a closed community/resort or other organization, which is located within the territorial limits of The Division. Each club must meet the following criteria:

- A. Agrees to accept the authority of The Division and Bowls USA.
- B. Has its own Officers and Directors.
- C. Owns or is authorized through its resort/political organization to use a lawn bowling green.
- D. Agrees to participate in the programs and activities of The Division.
- E. Will make greens available for Division tournaments as requested.
- F. Accepts inactive bowlers interested in promoting the sport.
- G. Has at least one Bowls USA member in good standing.
- H. Designates a member(s) to be responsible for communication to and from The Division, for the collection/forwarding of dues to The Division, and to represent the club at Board of Directors meetings.

Section 2. *Members*

- A. Individuals are members of the SCD, and Bowls USA only by virtue of being named on SCD's Membership Roll and timely payment of dues.
- B. Individual and/or "At Large" membership is not permitted in accordance with the Bowls USA Constitution and Bylaws.
- C. Individuals may hold membership in more than one club, but only one club need include such individuals on their membership roll for purposes of BUSA membership. This one club shall be designated as their Home Club, as stipulated by Bowls USA.

Section 3. *Residency*

Any player visiting or residing in the South-Central Division area for more than 31 days must join Bowls USA and the SCD to participate in BUSA sanctioned SCD tournaments. Shorter term visitors must be Bowls USA members or members of a World Bowls affiliate.

ARTICLE IV – Dues

Section 1. The funds to carry on the actions of The Division shall be:

- A. set by the Board of Directors prior to November 1 for the following year.
- B. raised by payment of annual dues from each affiliated club and its members.
- C. raised by allocating a portion of SCD tournament entry fees.
- D. raised with fundraisers approved by the Board of Directors.

Section 2. *Annual Dues*

- A. Division dues for members are set at the annual meeting.
- B. Bowls USA dues are set forth by Bowls USA Bylaws.

Section 3. *Dues Payment Dates*

- A. Annual dues of The Division and Bowls USA are due to The Division Treasurer on or before January 1.
- B. The Division Treasurer shall submit the Bowls USA dues to Bowls USA Treasurer as follows:
 - 1) Dues paid between January 1 and June 30 to The Division Treasurer shall be submitted to the Bowls USA Treasurer by July 15.
 - 2) Dues paid between July 1 and October 30 to The Division Treasurer shall be submitted to the Bowls USA Treasurer by October 31.
 - 3) Dues paid on or after October 30 will be applied to the following year.

Section 4. The fiscal year shall be from January 1 through December 31.

Section 5. The membership year shall be from January 1 through December 31.

ARTICLE V – Officers, Councilors, Nominations and Elections

Section 1. The Officers of The Division shall be the President, Vice-President, Secretary and Treasurer. The President, Vice-President, Secretary and Treasurer will serve a one-year term.

Section 2. Two Councilors, one of each gender, and two alternates, one of each gender, shall be elected for a one-year term. The elected Councilors can be re-elected upon completion of their terms.

Section 3. *The Nominating Committee*

A. Members

- 1) Consist of three members appointed by the President prior to September 30, with the approval of the Executive Committee.
- 2) Current office holders are not eligible to serve on the nominating committee.
- 3) Alternates shall be appointed, as necessary.

B. Nominate for office Division members who do not hold any office in another Bowls USA Division or any other World Bowls affiliate.

C. Submit the names of candidates to the Board of Directors for:

- 1) President, Vice-President, Secretary and Treasurer and
- 2) the names of one male and one female to serve as Councilors of Bowls USA.

D. All candidates for officers and councilors must be current Bowls USA and Division members whose names have been submitted to the nominating committee, and consent to serve, if elected. All candidates shall be citizens or permanent lawful residents (Green Card holders under The Immigration and Nationality Act), of the United States of America.

E. The Nominating Committee reports to the Board of Directors the slate of officers and councilors at least 45 days prior to the annual meeting.

F. The Secretary shall send the list of nominees to the members at least 30 days prior to the annual meeting.

G. Shall confirm in writing, prior to, or by announcement at the annual meeting that the men's and women's tournament directors have agreed to remain in the position for the following fiscal year.

H. Nominations may be made from the floor provided consent to serve has been obtained.

Section 4. *Election*

A. Officers and Councilors shall be elected at the annual meeting and serve for a one-year term or until their successors are elected.

B. A majority of the votes cast for eligible candidates shall constitute an election.

C. Officers shall assume their duties at the close of the annual meeting.

D. Election shall be by ballot, unless there is only one nominee for an office, the vote may be taken by voice.

E. The president shall appoint two tellers when there is a vote by ballot.

- F. No person may serve more than three one-year terms in a five-year period as President or Vice-President.
- G. Vacancies – All vacancies, except the office of the President, shall be filled for the unexpired term by the Board of Directors. A member filling a vacancy for six months or longer shall be deemed to have served a full term.

Section 5. Duties of Officers

A. The President shall:

- 1) preside at all Executive Committee, Board of Directors, and Membership meetings;
- 2) represent The Division between meetings of the board within the framework of such rules and decisions as shall have been established by the annual meeting and the Board of Directors;
- 3) be responsible for the performance of duties of all officers and committees;
- 4) arrange dates and venues for all Executive Committee, Board of Directors, and membership meetings in consultation with the Executive Committee and
- 5) serve as an ex-officio member of all committees except the nominating and audit committees.

B. The Vice-President shall serve as assistant to the President, and in the absence or inability of the President to serve, shall perform the duties of that office.

C. The Secretary shall:

- 1) record and keep all the minutes of the Executive Committee, Board of Directors and membership meetings;
- 2) send out all meeting notices as directed by the Executive Committee;
- 3) be responsible for and the source of all correspondence, e-mails or any business pertaining to, or affecting, The Division;
- 4) maintain an official copy of the bylaws, standing and special rules and policy and procedures;
- 5) provide each member with a copy of the membership meeting minutes;
- 6) provide the Executive Committee a copy of the minutes of all meetings;
- 7) send out notices of the membership meetings to all members of The Division as directed by the Executive Committee and
- 8) receive an updated membership list from the treasurer.

D. The Treasurer shall:

- 1) be custodian of all funds except the tournament committee;
- 2) keep an itemized accounting of all receipts and disbursements;
- 3) disburse monies up to the adopted budget amounts. The Executive Committee must approve any requests over the budgeted amounts;
- 4) present all Division financial records for audit no later than 30 days after the close of the fiscal year;
- 5) present a proposed budget to the Board of Directors prior to the annual meeting;
- 6) submit dues for green fees to the appropriate source;

- 7) submit to Bowls USA Treasurer the Bowls USA dues and a list of The Division members;
- 8) maintain a membership file which shall include name, postal addresses, e-mail addresses, and telephone numbers, of all members of The Division for three years;
- 9) send out requests for dues and information concerning officers and members at such times as directed by the Board of Directors, but no later than December 1 of each year and
- 10) maintain the financial records for seven years.

E. The Councilors shall:

- 1) attend all meetings of Bowls USA;
- 2) represent the views of The Division at Bowls USA meetings;
- 3) vote in accordance with the views of The Division;
- 4) serve on the Executive Committee and represent the views of Bowls USA to The Division;
- 5) In the absence of a clear voting directive from The Division for a vote at a Bowls USA council meeting, the Councilor has a duty to vote in good faith for the best interests of The Division without regard to their own personal interests.
- 6) alternate Councilors shall be subject to all the same conditions required of the Councilors when representing an absent councilor and
- 7) Councilors, if unable to attend Bowls USA meetings, must notify The Division Secretary to notify the Bowls USA Secretary of a Division Proxy.

Section 6. *Duties of the Executive Committee*

A. The Executive Committee shall consist of the President, Vice-President, Secretary, Treasurer and Councilors.

B. Duties

- 1) Be authorized to approve the minutes of the membership meetings.
- 2) Establish and maintain guidelines for the division events and the division playdowns including format and entry fees.
- 3) Review and approve funding for Memorial Fund grants.
- 4) Review and approve inductees into the Ring of Honor.

ARTICLE VI - Meetings

Section 1. *Membership Meetings*

The special, general, and annual meetings are referred to as membership meetings. Membership meetings may be held by electronic means (e.g. virtual GoToMeetings) if simultaneous aural communications among all participants are, at least, equivalent to those of meetings held in one room.

Section 2. *Special Meetings*

May be called by the President, Executive Committee or five members of the Board of Directors, provided that the Secretary shall send notice to the members at least ten days prior to the date of the meeting. Notices may be provided by electronic mail, telephone, or postal mail and shall include only the specific items of business to be considered at the meeting.

Section 3. *General Meetings*

- A. A general meeting shall be held in the first quarter of the year and another meeting held in the last quarter of the year.
- B. The general meeting of The Division held in the first quarter shall be known as the Annual Meeting.
- C. The time and date to be set by the Executive Committee.
- D. The Annual Meeting shall consist of reports of officers, chairperson, election of the officers, councilors, adoption of the budget and any other business.

Section 4. A quorum for the membership meetings shall be fifteen (15) members of the total number of Division members for the current year with two elected Division officers present.

Section 5. *Chairing the Meeting*

In the absence of the President and Vice-President, the senior Councilor shall chair the meeting. In the absence of the President, Vice-President and senior Councilor, the Secretary will call for nominations for the chair from the floor.

Section 6. - *Executive Committee Meetings*

- A. The executive committee meetings shall be subject to the call of any member of the Executive Committee.
- B. Notice shall be given by electronic mail, postal mail, or telephone at least seven days prior to the meeting date, unless emergency business needs to be conducted.
- C. The Executive Committee shall have the power to act in emergencies and ratify the action at the following Board of Directors meeting.

Article VII – Board of Directors

Section 1. Composition

- A. The Board of Directors shall consist of the President, Vice-President, Secretary, Treasurer, two Councilors, Immediate Past President, Chairperson of committees and club affiliate delegates.
- B. The Board of Directors will serve in their capacity without remuneration and will not directly or indirectly receive any profit from their position, provided that they may be paid reasonable expenses incurred by them in the performance of their duties.
- C. Conflict of Interest: any Director or committee member who has an interest, or may be perceived as having an interest, within The Division will disclose fully and promptly the nature of the interest to the Board and will refrain from voting, speaking in debate, or influencing the decision on such issue.
- D. Delegate Representation
 - 1) Each delegate must be a current member of their club and The Division.
 - 2) The affiliated club must submit the names of their delegates to the Secretary prior to the Board of Directors meeting.
 - 3) A delegate shall not be a division officer.
 - 4) There shall be one affiliated delegate from each lawn bowling club of South-Central Division.

Section 2. The Board of Directors shall:

- A. establish the rules and regulations for handling all financial matters;
- B. establish Division dues for the following year;
- C. resolve all disputes when arisen within The Division;
- D. rule on admission of clubs seeking affiliation within The Division;
- E. recommend dates and venues for a National Open when held in The Division;
- F. remove an officer, chairperson or member for actions not in the best interest of The Division with a 2/3 vote of the entire members of the Board of Directors;
- G. conduct any and all other business deemed necessary;
- H. each Board of Director member in attendance shall have one vote and
- I. actions of the Board of Directors shall be noted at the next general meeting.

Section 3. Meetings

- A. Meetings shall be at the call of the President or any four members of the Board of Directors.
- B. A least a seven days' notice must be given
- C. Quorum - A quorum of the Board of Directors meeting shall be two Division officers and four Board of Director members.

ARTICLE VIII - Committees

Section 1. *Composition*

There shall be the following standing committees: Audit, Budget/finance, Marketing/promotion, Membership, Memorial fund, Nominating, Men's tournament, Women's tournament, Ring of Honor, Umpire/rules, and Website.

Section 2. *Rules*

- A. The President nominates the chairperson of each committee with the approval of the Executive Committee.
- B. The Chairperson of each committee shall represent their committees when reporting at the membership meetings or when requested to the Board of Directors.
- C. The President with the approval of the Executive Committee may create special committees.
- D. The Chairperson of each standing and special committees are to report to the Board of Directors for approval on actions to be taken that are proposed by the committee members, and be responsible to the President between meetings of the Board of Directors.
- E. The Executive Committee approves all members on the committees.

Section 3. *Standing Committees*

- A. Audit Committee shall:
 - 1) examine the financial records maintained by The Division Treasurer and the tournament committees and
 - 2) submit the results of the review in writing to the Board of Directors for approval.
- B. Budget/Finance Committee shall:
 - 1) consist of three members, Chairperson, a member of The Division and Division Treasurer;
 - 2) present a budget at the annual meeting for adoption and
 - 3) review the financial records quarterly and make recommendations for adjustments of the budget if needed to the Board of Directors.
- C. Marketing/Promotion Committee shall:
 - 1) endeavor to enhance the image and make the public more aware of lawn bowling;
 - 2) when practical arrange for media coverage of all Division activities and
 - 3) write and arrange for publication in local news media items of general interest to membership and the public.
- D. Membership Committee shall:
 - 1) be responsible for assisting clubs in gaining affiliation and
 - 2) act as a clearinghouse for information helpful to clubs wishing to increase membership.
 - 3) assist in maintaining a membership list of the division.
- E. The Memorial Fund Committee shall review all grant applications and make funding recommendations to the Executive Committee.

F...The Men's and Women's Tournament Committee

The Tournament Directors shall be for the management of the events and are responsible for having the tournament results posted on the Division website in a timely manner.

G. Nominating Committee shall:

- 1) submit a slate of officers and councilors at the annual meeting and
- 2) confirm that the tournament directors will return to serve the following fiscal year.

H. Coaching Committee shall:

- 1) coordinate club coach training and certification clinics in the division;
- 2) coordinate advanced training programs for all bowlers;
- 3) attend Bowls USA Coaching committee meetings.

I. Umpires/Rules Committee shall:

- 1) interpret The Laws of the Sport of Bowls in response to questions from affiliated clubs or members and
- 2) be responsible for the training and qualification of umpires.

J. The Website Committee shall keep the website current.

K. Ring of Honor Committee shall review all nominations for election to the Ring of Honor and make recommendations for selection to the Executive Committee.

Article IX - Tournaments

Section 1. *Tournament Committee*

- A. Consist of a Men's Tournament Director and a Women's Tournament Director who may appoint with the approval of the executive committee assistant directors and committee members as required for the events.
- B. The assistant directors will be responsible for the management of the events for which they have been appointed.
- C. The latest version of the Tournament Book should be used as a guideline for all information regarding the running of each event.
- D. Recommend entry fees, system of play and all other policy matters pertaining to all tournaments held under the auspices of the Division and present such matters to the Executive Board for final approval.
- E. Determine a final schedule of tournaments by April 1st with the schedule covering the 12 months beginning October 1st.
- F. Be responsible for all entry fees received.
- G. Submit green fees for events to the treasurer in a timely manner when appropriate.
- H. Keep an accurate record of all monies received and disbursed.
- I. Present all financial records for audit at least 30 days before the Annual General Meeting.
- J. Maintain and supply records of all Division Tournament results to the secretary and webmaster before May 1st each year or at the completion of each event by email or hard copy.
- K. Enforce all the playing rules set up by the Tournament Committee and shall determine the proper action for the following:
 - 1) Inclement weather
 - 2) Withdrawal without cause
 - 3) Legality of all tournament entries
 - 4) Legality of all playdown entries
 - 5) Violation of the SC Division Code of Conduct
 - 6) All other related matters.

Section 2. *Tournament Play*

A. Code of Conduct, Players shall:

- 1) Not harass, verbally or physically abuse any player or official.
- 2) Refrain from loud, profane, indecent or abusive language at all times on or off the green.
- 3) Not compromise the safety of other players when playing weighted shots by informing the adjacent rinks.
- 4) Smoke in designated areas only.
- 5) Not consume alcoholic beverages during the course of a tournament game

B. Infraction

- 1) First offense. - Verbal warning. Explain Code of Conduct. On file for one year.
- 2) Second offense within one year of the original verbal warning for the first offense - loss of game. Follow up with a warning letter. On file for one year.
- 3) Third offense within one year of the original verbal warning for the first offense – Loss of game and suspension for one year. Follow up with a suspension letter. On file for one year.
- 4) A first suspension will be effective for one year from the original date of the suspension letter.

C. Infraction(s) within 5 years after reinstatement from suspension.

- 1) First offense – Verbal warning. Follow up with a warning letter. On file for one year.
- 2) Second offense – Loss of game. Send a suspension letter with a suspension for five years. On file for five years.
- 3) A second suspension will be effective for five years from the original date of the second offense suspension letter.

D. Infraction Penalties (Responsibilities)

- 1) A non-playing umpire shall determine and administer warnings and loss of game penalties.
- 2) For events with no non-playing umpire the Tournament Director for the event shall determine and administer all penalties.
- 3) Infractions may be determined by the direct observation of the non-playing umpire or Tournament Director, or upon complaint of another tournament entrant made to the non-playing umpire or the Tournament Director if there is no non-playing umpire. In the event the infraction is based upon a complaint not witnessed by the non-playing umpire or Tournament Director, the non-playing umpire or the Tournament Director shall seek to determine what occurred from the complainant, the alleged offender, and any witnesses he or she shall determine to have relevant information.
- 4) The Division Secretary will be provided details of all infractions. The Secretary shall maintain an Infraction File which shall contain a record of such infractions, verbal warnings, warning letters, suspensions, and the dates of expiration of any suspensions and additional infraction periods for each player disciplined. The Tournament Director for the tournament in which the infraction was assessed shall

promptly notify the Division Secretary of such infraction and penalty at the completion of the tournament.

- 5) The Division Secretary shall create warning letters (Section 2 B.2 and C.1.) or suspension letter (Section 2 B.3 and C.2) and send by registered mail within 10 days from the completion of the event if a second or third offense infraction occurs during a tournament.
- 6) The Tournament Committee and Division Secretary will review tournament entrants against the Infraction File and provide relevant information to the Tournament Director and designated Umpires.

E. Infraction Penalties (Appeal Process)

- 1) Players wishing to appeal a warning letter have 5 days upon receipt of the registered letter to submit detailed reasons to the Division Secretary for their appeal. The secretary will present the appeal letter for the Executive Committee to review.
- 2) Players wishing to appeal a suspension letter have 5 days upon receipt of the registered letter to submit detailed reasons for their appeal to the Division Secretary who will submit the appeal letter for Executive Committee to review.
- 3) The SCD Executive Committee will review all appeals with due diligence at the first available scheduled Executive Committee Meeting after the receipt of an appeal letter. The original decision may be affirmed, reversed, or modified. This decision of the Executive Committee is final and cannot be modified or reversed.

ARTICLE X – Memorial Fund and Grant Program

The SCD Memorial Fund allows individuals or corporations to make financial contributions to further the sport of lawn bowls in the South Central Division.

The Grant Program provides monies from the SCD Memorial Fund to promote club development and to assist in recruiting new members. Grant funds may be used for projects that are intended to attract new members or to improve the playing experience of the club.

Memorial Fund Contribution Process:

1. Donors/Contributors complete the 'SCD Memorial Fund Contribution Form' (SCDform-1) and mail it to the Division Secretary.
2. The Division Secretary acknowledges receipt and forwards the information to the Division Treasurer.
3. The Division Treasurer deposits funds. If the contribution is to a specific club, then these funds will be transferred to that clubs' account.

Grant Program Guidelines:

1. All SCD member clubs within the division are eligible for grants.
2. The three-member Grant Committee shall review all grant applications for merit.

3. Grants should be unique, not for regular or reoccurring expenses.
4. The Grant maximum is \$500.00
5. Grants may be used for projects that are intended to attract new members such as advertising, signage, Open Houses, pamphlets, and flyers, etc.
6. Grants may be used for equipment to improve the playing experience of the club such as mats, bowls gatherers, score frames, training bowls, etc.
7. Grant money will not be provided for food, refreshments, or prize money.
8. Grant recipients must submit a follow-up report on the success of the project to the Grant Committee. Non-receipt of a follow-up report will disqualify the club from receiving further grants.

Grant Program Process:

1. Grant applicants must fully complete the SCD Memorial Fund Grant Application (SCDform-2) and be mailed to the Division Secretary.
2. The Division Secretary acknowledges receipt and forwards the information to the SCD Memorial Fund Grant Committee.
3. The Grant Committee reviews the application and makes recommendations to the SCD Executive Committee.
4. The SCD Executive Committee reviews the recommendations and announces the grants.
5. The Division Treasurer disburses the grant funds to recipient clubs.

Article XI – Ring of Honor

The Ring of Honor is intended to recognize outstanding lawn bowling achievements and off-the-green contributions by club members within the SCD. US citizenship is not required. This award shall not duplicate Bowls USA Hall of Fame nor Presidents' Awards. Lawn bowling achievements at the Club and Divisional level and contributions by officers, monitors, volunteers, coaches, umpires, donors, and greenskeepers should be considered.

Nomination, Election, and Induction:

1. Identify at club level strong candidates according to the above guidelines. Evaluate these candidates based on their success, contribution, character, sportsmanship on and off the green, responsibilities, years of service, etc.
2. Each club may nominate no more than 2 candidates each year. Those candidates should be noted at the business meeting of the club acknowledging their achievements.
3. Submit nominating information to the SCD Executive Committee prior to the Annual General Meeting.
4. Following the AGM the clubs will be notified of the inductees receiving this award. A special name tag signifying the Ring of Honor, a picture published on the SCD website, and a certificate stating this accomplishment will be awarded at a time designated by the SCD.

5. The SCD Secretary will record this information in the minutes of the AGM and ensure that the website is kept current.
6. The number of inductees may be up to 4 per year. If an unusual occurrence demands, more than 4 may be increased per the SCD Executive Committee.
7. The certificate will include the SCD logo, recipient's name, club, and date, with signatures of the President and Secretary of the SCD. The wording on the certificate will state: "In recognition of your many contributions to the sport of lawn bowls. They are greatly appreciated."

ARTICLE XII - Parliamentarian

The Parliamentarian shall serve in an advisory capacity to the President and the Board of Directors and upon request to a committee or individual.

ARTICLE XIII – Parliamentarian Authority

The rules contained in the current edition of *Robert's Rules of Order, Newly Revised* shall govern The Division in all cases to which they are applicable, and in which they are not inconsistent with these bylaws and any special rules of order the Division may adopt.

ARTICLE XIV - Amendments

The Bylaws of The Division may be amended by a majority vote at any membership meeting provided that the proposed amendment(s) are submitted to the Secretary at least 60 days before the meeting at which it will be voted upon. The Secretary shall send copies of the proposal to all members at least 30 days prior to the meeting.

ARTICLE XV – Dissolution

In the event of dissolution of The Division, the assets shall be liquidated and distributed per the decision of the Board of Directors. None of the funds shall inure to the benefit of individuals.

Amended: 1/10/05; 2/13/14; 2/24/14; 12/23/24 revised 12/12/14