

SOUTHWEST WOMEN'S DIVISION U.S.L.B.A.
CONSTITUTION AND BYLAWS
(Updated through January 13, 2007)

NAME

- A. This organization shall be known as the Southwest Women's Division of the United States Lawn Bowls Association, and in this Constitution shall be known as "This Division".

JURISDICTION

- A. The territory of This Division shall include that part of Southern California north of the Mexican border to the Northern county lines of San Luis Obispo, Kern and San Bernardino Counties.

OBJECTIVES

- A. The object of This Division shall be to promote, foster, and safeguard the game of lawn bowls among women, under such rules and regulations as This Division may adopt; to arrange and supervise Division games, tournaments, and social functions; and to arbitrate differences referred to it by affiliated clubs or individual members.

HEADQUARTERS

- A. The headquarters mailing address of This Division shall be that of the current SWW Division Secretary. (4-17-98)

MEMBERSHIP

- A. 1. The membership of This Division shall be open to any woman bowler and/or non-bowler who is a member in good standing of any club within the territory of the Southwest Women's Division of the United States Lawn Bowls Association.
2. All women bowlers desiring to participate in any Southwest Women's Division event (except the Southwest Open) including Ladies Days, must be a member of the Southwest Women's Division or any other Lawn Bowling National Organization. (04-26-02)
3. Annual Southwest Women's Division dues shall be paid by the affiliated club for every active and associate female member of that club. (04-26-02)
4. An active female member is defined as any female whose name is entered on a club's membership roll, who pays dues to that home club and/or who plays the game of bowls in any scheduled games, visitations and events of that club.
5. Delinquent clubs shall forfeit all rights and privileges of membership and no female members may participate in any division tournament.
- B. Applications of new members shall be sent to the Membership Chairman (6 copies) giving names, addresses, phone numbers, and club affiliations; to be accompanied by the prevailing amount of the first year's dues.

OFFICERS AND DUTIES

- A. The officers of This Division shall be President, Vice-President, Secretary, and Treasurer. The office of Secretary and Treasurer may be combined. Each officer (except the President who votes only in a tie) shall have one vote.
- B. The officers shall be elected as hereafter provided and shall hold office until their successors are installed. The President is not to serve more than two (2) consecutive (one-year) terms.
- C. The President shall preside at all General, Special and Executive Committee meetings. The President shall not have a vote on any question before the meeting, but should there be a tie, she may exercise a deciding vote. She shall be ex- officio, a member of all committees except the Nominating Committee.
- D. In the absence of the President, the Vice-President shall assume the duties of the President. The Vice-President is in charge of welfare and courtesies, and keeps a record of tournament winners and the location of perpetual trophies. (4-17-98)
- E. The Secretary shall keep a record of all meetings of This Division and be responsible for correspondence as requested by the President and/or Council. (10-9-93)
- F. The treasurer shall keep an accurate account of all monies received and expended for the year, and present a written report of same at the meetings. She shall submit her books for auditing upon order of the Executive Committee. The Treasurer shall present a proposed budget for the following year fourteen (14) days prior to the Annual Meeting (January) to each member of the Delegate Assembly. Final approval of the budget shall take place at the Annual Meeting (January). The Treasurer shall pay all bills that are within the perimeters of the adopted budget and any other expenditures voted on and passed at a general meeting. Special or unusual bills not covered by the foregoing shall only be paid with the approval of the President. (10-9-93)
- G. Immediate Past President: A member who has served as President of This Division shall, at the completion of her term as President, be known as the Immediate Past President, and shall be considered a member of the Executive Committee.
- H. The Division Councilor shall serve on the National Council not more than two (2) consecutive two-year terms. (1-13-2007)
- I. Any vacancy shall be filled by appointment by the President until the next annual election.

NOMINATING COMMITTEE

- A. The Nominating Committee Chairperson shall be appointed by the President. The Chairperson will select two other members to serve on her committee. It is recommended that these two members be from Districts other than the Chairperson's.
- B. The Nominating Committee will prepare a slate of proposed officers and a Councilor to represent This Division on the USLBA council. This slate shall be submitted by the Secretary of This Division to each affiliated club not less than thirty (30) days before the Division Fall meeting. Other nominations may be made from the floor by Delegates at the Fall meeting provided consent to run has been obtained from the nominee. (4-17-98)

ELECTIONS

- A. Election of Officers will be at the Division Fall meeting. Installation of Elected Officers will be at the Annual Meeting. Immediately after installation, Officers and Presidential appointees will assume their duties (4-17-98)

EXECUTIVE COMMITTEE AND DUTIES

- A. The Executive Committee shall consist of the elected officers and the immediate Past President.
- B. The Executive Committee shall serve as consultant to the President.
- C. The Executive Committee may by a two-thirds (2/3) vote declare an office vacant if an incumbent fails to perform her duties.
- D. The Executive Committee is empowered to make decision on emergency matters presented to them if adequate time is not available for a Special Meeting to be called, provided matter has been discussed with delegate(s) of each affiliated Club, by telephone, e-mail, fax or mail. Action taken by Executive Committee must be approved in writing by e-mail, fax or mail by a majority of Assembly Delegates. Minutes of Delegate discussions must be kept, and the action taken by Executive Committee confirmed at next Delegate Assembly Meeting. (01-12-02)

DELEGATE ASSEMBLY AND DUTIES

- A. The Delegate Assembly shall consist of:
- The Executive Committee
 - The Delegates
 - Standing Committee Chairmen
 - Councilor
- B. The Delegate Assembly shall conduct the business of This Division.
- C. The Delegate Assembly shall be empowered to adjudicate any disputes or questions that may arise among or between affiliated clubs as to meaning and interpretation of the Laws of the Game, or of any matter of practice, policy, or complaint provided that such dispute, point or question shall be submitted in writing to the Secretary of This Division by the party or parties of interest with a request for adjudication. The President shall thereupon call a special meeting of the Delegate Assembly or postpone consideration of the matter until the next regular meeting of the Assembly. Parties may be heard on each side and evidence either written or oral may be submitted. The decision of the Delegate Assembly shall be subject only to a right of appeal to the National Council of the USLBA.

HONORARY MEMBERS

- A. A Delegate shall have the power to recommend to the Assembly as Honorary Life Members of This Division those whose services have been of a particularly outstanding nature in the promotion of the game of bowls. Those so honored are no longer required to pay Division dues but shall retain full voting privileges in the Delegate Assembly if elected as an Officer, Delegate or Councilor to the National Council of the U.S.L.B.A., or appointed as Chair of a Standing Committee. This does not affect payment of U.S.L.B.A. (1-13-2007).

DELEGATES

- A. Each member club shall have the right to be represented by two (2) Delegates at any Delegate Assembly meeting. If a delegate is unable to attend, representation may be made by a written proxy to another member of her club.
- B. Delegates from member clubs shall be chosen by the Southwest Women's Division USLBA members of their respective clubs and written notice of their appointments shall be deposited with the Secretary of the Division at or before any meeting.

MEETINGS

- A. The Delegate Assembly shall meet three (3) times a year – January, Spring and Fall, the January meeting being designated as the Annual one. The January meeting is to be held on the same date as that of the Men's Southwest Division of the USLBA meeting, if possible. (1-11-03).
- B. Special meetings of This Division may be called at any time by the President or by three (3) members of the Delegate Assembly. Fourteen (14) days written notice of said meeting shall be given to all members of the Delegate Assembly, stating its purpose. No business other than that stated in the notice shall be conducted at such a meeting.
- C. Fifteen (15) voting members of the Delegate Assembly shall constitute a quorum to transact the business of the Division. (1-13-2007)
- D. Any matter not covered by this Constitution and By-Laws shall be governed by Robert's Rules of Order, Revised.

COMMITTEES

- A. This Division shall maintain standing committees appointed by the President. The following are suggested:
 - (1) Social
 - (2) Publicity
 - (3) Historian
 - (4) Games –Ladies Day
 - (5) Membership
 - (6) Tournament
 - (7) Parliamentarian
 - (8) Review & Selection
 - (9) Umpire
 - (10) Silent Auction (4-17-98)
- B. The qualifications for the Review and Selection Committee Chairman shall be the same as those set by the National Organization.
- C. Committee Chairpersons' appointments expire with the President's term of office. (10-9-93)

DUES

- A. The Annual Dues shall be such sum as may be determined by the Delegate Assembly and said dues shall be payable in advance to the Membership Chairman of This Division before March 1st of each year. (04-26-02)
- B. Proposed increase/decrease to current established dues shall be presented in writing fourteen

(14) days prior to meeting for delegate Assembly vote. If an increase/decrease is proposed at a regular meeting, a vote is to be taken at the next scheduled meeting. Increase/decrease shall be effective January 1 of the following year. (04-26-02)

- C. Members failing to remit, as provided above, before March 1st, shall automatically forfeit all rights and privileges of membership until all arrears have been paid. (04-26-02)

RULES OF PLAY

- A. All Tournaments or Games held under the auspices of This Division shall be governed by the rules of the United States Lawn Bowls Association or such rules as This Division shall adopt for said games.
- B. Proposed change (s) to entry fee for Southwest Women's Division tournaments shall be submitted in writing fourteen (14) days prior to meeting for Delegate Assembly vote. (Added 10-2-97)
- C. Bona fide members of the Southwest Women's Division or other National Lawn Bowling Organization are eligible to participate in all games or open tournaments of This Division. Trophies are to remain in the Southwest Women's Division. (04-26-02)

AMENDMENTS

- A. Amendments to these By-Laws may be made at the Annual Meeting or a Special Meeting by a two-thirds (2/3) vote of the Delegates Assembly. (04-26-02)
- B. Dues notice and the text of any proposed amendments must be mailed by the Secretary to each member of the Delegate Assembly thirty (30) days prior to said meeting. (04-26-02)

DRESS CODE

The Dress Code for Divisional Tournaments is described in the Tournament Book. Any change in the Dress Code requires a majority vote at any Divisional Meeting. (1-13-2007).