



# Bylaws



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# **Santa Clara Valley Darts Association – Bylaws**

## **Article I. Name**

The name of this non-profit organization shall be the **SANTA CLARA VALLEY DARTS ASSOCIATION**. The **SANTA CLARA VALLEY DARTS ASSOCIATION** is a member in good standing with the American Darts Organization.

## **Article II. Definitions**

- Section 1.** Whenever the initials "SCVDA" are used in these Bylaws, they shall mean **SANTA CLARA VALLEY DARTS ASSOCIATION**.
- Section 2.** Whenever the word "Association" is used in these Bylaws, it shall mean the **SANTA CLARA VALLEY DARTS ASSOCIATION**.
- Section 3.** Whenever the word "Board" is used in these Bylaws, it shall mean that body described in Article VIII, Section 1.
- Section 4.** Whenever the term "Member" is used in these Bylaws, it shall mean a person who has obtained membership in the Association by paying League dues and participating as an active member on a League team.
- Section 5.** Whenever the terms "season" or "competition schedule" are used in these Bylaws, they shall refer to one playing period in the league. There shall be a minimum of two (2) and a maximum of three (3) seasons scheduled per fiscal year.
- Section 6.** As used in these Bylaws, the masculine gender shall be deemed to include feminine, or neuter, and the singular or plural number, whenever the context so indicates or implies.
- Section 7.** The Association fiscal year is 1 January through 31 December.

## **Article III. Objectives**

- Section 1.** The objectives of the Association are as follows:
- A.** Promote the game of darts in the Santa Clara Valley of the San Francisco Bay Area;
  - B.** Coordinate the activities, tournaments and functions of the affiliated teams and members;
  - C.** Sanction open tournaments within the area;
  - D.** Establish friendly relationships with similar organizations throughout the Bay Area;
  - E.** Promote inter-league competitions between representatives of the Association and representatives of similar organizations in the Bay Area.
  - F.** Establish Association rules of play and regulations utilized during Association sponsored competitions and Association sanctioned competitions.

## **Article IV. Membership**

- Section 1.** Membership shall be of two types and open to any person who evidences interest in Darts as a sport. The two types of membership are the individual and the sponsoring memberships.

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- Section 2.** Individual Memberships: Members shall be those persons who are bona-fide dart playing members of a team, and who are legally old enough to use the facilities of sponsoring establishments which have alcoholic beverage licenses. Members under the age of 21 can play in establishments they can legally patronize, however they should not expect special privileges for Association sponsored tournaments and are allowed membership provided they understand the restrictions placed on them as a result of their age. Members under the age of 18 must have a parental consent form signed and turned into the Board.
- Section 3.** Sponsoring Membership: Hereinafter called a sponsor, shall be that person, organization, corporation, or business that sponsors one or more teams.
- Section 4.** Memberships shall become effective upon receipt by the league of the appropriate dues.
- Section 5.** All memberships are subject to approval by the Secretary, whose decisions are subject to review by the Board of Directors.
- Section 6.** All sponsoring Pubs are subject to approval by the Secretary, whose decisions are subject to review by the Board of Directors.

### **Article V. Dues and Fees**

- Section 1.** Membership dues and fees shall be established, and may be revised, by a two-thirds (2/3) majority vote of the Board Members, and shall be payable seasonally.
- Section 2.** Membership fees shall be applicable for one (1) season at a time.
- Section 3.** *Individual Membership dues:* The seasonal membership dues for an Individual Member is twenty dollars (\$20). Board Members are exempt from seasonal membership dues for any season during which they are actively a member of the Board.
- Section 4.** Dues shall be paid before the completion of each league schedule. Each team captain shall be responsible to ensure all dues owed by his team are paid on time, except as provided for in Section 5. Members joining after the start of team competition must pay their dues within seven (7) days of joining a team.
- Section 5.** Some sponsoring establishments pay the membership dues for their teams. Teams homed in one of the establishments should not pay membership dues directly: the Treasurer will invoice the sponsoring establishment, some time after midseason, for both the Sponsorship fees and the Membership dues for their teams.
- Section 6.** Any member in arrears on payment of dues shall be ineligible to participate in competition.
- Section 7.** Any sponsor in arrears on payment of dues for a team shall render that sponsor ineligible to participate in Association sponsored events, or to sponsor teams in the next season.
- Section 8.** *Sponsorship fees:* Sponsoring establishments will be charged a seasonal fee based on the number of teams being sponsored, per the rate schedule listed here:

1 <sup>st</sup> two teams	\$25 per team
any additional teams	\$10 per team

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## **Article VI. Disciplinary Action**

### **Section 1.** Perspective

- A.** Categorically, and without restriction, the Association reserves the right to censure, fine, suspend or expel (terminate) any Member or Officer who willfully creates disharmony, behaves in a manner prejudicial to order and discipline or tarnishes the image of the sport of Darts.
- B.** No Player, Official, Sponsor nor Spectator needs to tolerate harassment, belligerency, defamation, or poor sportsmanship from any Association member.

### **Section 2.** Membership suspension or termination:

- A.** Memberships may be suspended or terminated by a two-thirds (2/3) majority vote of the Board for just cause or bad conduct.
- B.** Any sponsor or member who has defaulted on payment of dues or fees in a prior season shall be refused membership until such dues have been paid.
- C.** Any individual, organization or establishment refused membership in the Association by the league may appeal the decision. Such appeal must be in writing to the Board within five (5) days of notification of refusal and the meeting must convene within seven (7) days of receipt of the appeal. The decision of the Board shall be final.

### **Section 3.** Procedure

- A.** The Secretary will prepare a list of charges based on verbal and/or written documentation or observation.
- B.** The Secretary will prepare, within 20 days of item A, a letter to the member informing him of the intent of the Association to take disciplinary action and requesting him to submit his side of the issue.
- C.** Upon receipt of the statement of the member (or 20 days after notification to the member, whichever comes first) the Secretary will send copies of all documentation to each Board Member, asking for individual votes on recommended action. Disciplinary action requires a two-thirds (2/3) majority vote of the Board.
- D.** The Board's decision in such a matter may be appealed by the member concerned, to a Special Committee composed of at least five (5) Board Members and Captains, drawn by lot. Such appeals must be in writing and have been received by the President, via registered mail, no later than fourteen (14) days after the Board's ruling. The Secretary shall notify, by mail, the selected Board Members within ten (10) days of receipt of the appeal and forward to each, copies of complete correspondence.
- E.** The Board Members will be instructed to vote pro or con after consideration within ten (10) days of receipt. Their decision is final and binding on the Association.
- F.** The Secretary will advise the President of the decision who, in turn, will formally notify the member.
- G.** All Individual statistics may, as a result of disciplinary action, be disallowed.

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## Article VII. Association Officers

- Section 1.** The elected officers of the Association shall be the President, Vice President, Secretary, Treasurer, and Competition Secretary.
- A. *President:*** The President shall be the Executive officer of the Association. He shall act as Chairman of the Board of Directors and as presiding officer at any general membership meetings. He shall be responsible for the proper operation of the Association, and guide its operations according to the Bylaws, Rules of Play and other Association guidelines. He shall be the official spokesman for the Association. He will at all times be responsive to the needs and desires of the general membership with regard to the sport of darts, and he will ensure that all other officers meet their charged responsibilities.
- B. *Vice President:*** The Vice President will coordinate the activities of the committees and ensure that work assigned to committees is completed in a timely fashion. The Vice President shall become familiar with all aspects of the President's job and be willing and able to assist the President in all aspects of the performance of his duties. In the absence of the President, the Vice President will assume all responsibilities of the President.
- C. *Treasurer:*** The Treasurer shall collect all dues and fees owing to the Association. He shall receive all Association funds and maintain them in a bank or depository approved by the Board of Directors. He will maintain a minimum balance of \$500.00 in the treasury at all times. He will maintain an accurate account of all monies collected and disbursed with a supporting file of bills and invoices. He shall submit a financial report within 45 days of the end of each competition schedule. He shall be responsible for all other money matters concerning the Association, bill payment, money collections, tax statements, etc. He shall ensure that the Association funds are not disbursed unless signed by two (2) Officers of the Association, one of which must be the Treasurer.
- D. *Secretary:*** The Secretary shall keep the minutes at all Association meetings. These minutes shall be accurate and official record of business transacted. He shall be custodian of all Association records and shall cause other notices and information to be mailed as directed by the President. He shall be responsible to ensure the updating of the Association Bylaws as changes happen. He will be the seated Officer of the Elections committee and will see the elections are run correctly as set up in the Bylaws. The Secretary will prepare league schedules and compile and distribute the league standings weekly for each of the competition schedules.
- E. *Competition Secretary:*** The Competition Secretary shall be responsible for all aspects of league competition, including but not limited to: preparation of the division structure, running and planning playoffs and other competitions as may be created by the Association. He shall assist the league Secretary in preparation of weekly results and oversee all committee actions which fall under the jurisdiction of this office. The Competition Secretary will also act as the ADO Representative for the Association.
- Section 2.** When any Association Officer vacancy occurs it shall be filled in accordance with Section 4 of this Article. Such additions must be made no later than the Captains' meeting prior to the next scheduled season.
- Section 3.** Each Board Member shall be elected for a period of two (2) years and shall take office no later than the first Captains' meeting occurring after the date of election.
- Section 4.** Should a Association Officer resign or be removed from office during the interim between regular Captains' meetings, the Board shall be empowered to appoint an interim Officer to fill the vacancy until the next Captains' meeting, thereby allowing time for an election to be held to fill the position.



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**Section 5.** No board member shall hold office in another dart league concurrent with their SCVDA term of office.

### **Article VIII. Board of Directors**

**Section 1.** The Board of Directors shall consist of the five elected officers and the immediate past President who will serve the Board in a non-voting advisory position to ensure continuity between succeeding administrations.

**Section 2.** Any Association board member failing to execute his duties for two consecutive board meetings may be removed from office by the acting President of the Association.

**Section 3.** Any Association Board member may be removed from office for incompetence, misconduct, or general neglect of his responsibilities at any time during his term of office by the acting President of the league, or by a majority vote of the team captains of the league. The action will be started by the other members of the Board and a special captains' meeting will be held to vote on the removal. Any office vacated thereby shall be filled as set forth in Section 4 of Article VII. Any request for removal of an officer must be in writing and presented to the Board with the signature of the individual requesting removal and justification for the removal.

**Section 4.** NO VOTE PROVISIO: No Board member may vote on protests involving either himself or his team.

**Section 5.** Conflicts of Interest

- A.** A conflict of interest shall be deemed to exist whenever a member of the Board shall be materially involved with a sponsoring public establishment, either by ownership thereof, or being employed thereby. When a member is deemed to have a conflict of interest, said member shall in general not have a vote in any issue before the Board, which may be perceived as having any effect, positive or negative, on the business establishment with which he is associated.
- B.** Any person qualifying for a Conflict of Interest as per item A of this Section and Article may submit his ability to vote on an any issue before either the Board or the Board, pursuant to a vote by the Board or Board as per item C of this Section of this Article.
- C.** A simple majority of the Board shall constitute a Quorum in the event a person with a Conflict of Interest submits his ability to vote on any issue before the Board.
- D.** Any member of the league may protest the right of a person with a Conflict of Interest to vote in an issue in which that person's vote can effect the result of the vote of the Board.

### **Article IX. Membership Meetings**

**Section 1.** The President will be the presiding officer at the membership meetings for the league.

**Section 2.** There will be no less than one membership meeting each schedule. Time and place to be established by the President.

**Section 3.** Those entitled to vote at the membership meetings are the Board and each member of the League.

### **Article X. Committees**

**Section 1.** Committees shall be appointed by the President and ratified by a majority vote of the Board.

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- Section 2.** All elected officers serving on committees shall serve as ex-officio members of said committees after their term has expired.
- Section 3.** The standing committees are:
- A.** Rules Committee
  - B.** Tournament Committee
  - C.** Publicity Committee
- Section 4.** Membership of all committees shall end at the prerogative of the President or at the expiration of the term of office of the President.
- Section 5.** The standard order of business of all meetings of this Association shall be as follows:
- 1. Call to order
  - 2. Roll call
  - 3. Reading and approval of the minutes from the previous meeting.
  - 4. Reports of the Officers
  - 5. Unfinished business
  - 6. New Business
  - 7. Establish time and date for the next meeting
  - 8. Adjournment

### **Article XI. Elections**

- Section 1.** Elections for Association offices shall take place seasonally as needed.
- Section 2.** An acceptable candidate for an elected office must have been a member of the Association for one (1) year and have been an active member in the previous competition schedule, and never been removed from office or any appointed position in the Association.
- Section 3.** Candidates for elected office shall be nominated at the Captains' meeting of the league and submitted to the Board of Directors for inclusion on the official ballot.
- Section 4.** The Association General Secretary shall call for candidates for all appropriate existing Association positions no sooner than forty-five (45) days prior to the scheduled date for the next Captains' meeting. Those qualified persons wishing to place themselves in contention for Association Office or Offices shall notify the Association Secretary in writing (by either electronic or postal mail), or by phone, no later than twenty (20) days prior to the date of that Captains' meeting. Date of postmark shall be the determining factor in the case of notification by mail.
- Section 5.** All Elections for Association Officer positions shall be effected by secret ballot. It shall be the responsibility of the Association Secretary to call for candidates and construct such a ballot. The Secretary shall mail enough ballots for each team, along with a self-addressed stamped envelope for returning the ballots, to each team Captain. The envelope will be labeled "Ballots Only" and contain a place to enter the team name for the purposes of validating the count of ballots returned. The team Captain shall then have responsibility for distributing the ballots to each team member and returning the ballots by postal mail in the provided envelope, and writing the team name on the outside.

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- Section 6.** Ballots will be opened and counted at a public meeting, place and time to be determined by the President. As envelopes are opened, the ballots shall be placed face down (to preserve the “secret” aspect of the balloting), the number of ballots is counted and the count compared to the number of members for that team. If the number of ballots is equal to, or less than, the number of members on the team, the ballots will be added face down to a single pool of all ballots. If the number of ballots exceeds the number of members of the team, the ballots shall be shuffled, and one of the Association members will randomly draw enough ballots from the stack to bring the count down to match team membership. The withdrawn ballot shall be destroyed, and not counted. Once the ballots have all been added to the pool, they will be shuffled, then drawn from the pool and the votes counted to determine the results of the election.
- Section 7.** A candidate receiving a simple majority of the votes returned shall be considered elected.
- Section 8.** In the event that there are zero nominations, or only one nomination (who is the incumbent), for any office, the incumbent will remain in office for another term.
- Section 9.** No person, authorized to vote in an Election, may vote more than once per candidate.
- Section 10.** Association office vacancies shall be filled temporarily by the President, for a period not to exceed six (6) months.

### **Article XII. Amendments**

- Section 1.** Any amendments to these Bylaws may be proposed at any regular Board meeting. Amendments may be proposed at a regular Captains’ meeting to be adopted by a majority vote of those present at the following Captains’ meeting provided that the proposed amendment is submitted to the Board and receives the approval of the Board prior to being adopted.
- Section 2.** Any amendment not receiving approval of the Board shall require a two-thirds (2/3) majority vote of the voting members present at the next Captains’ meeting to be approved.
- Section 3.** All amendments to the Bylaws initiated at the Captain’s meetings shall become effective at the commencement of the following competition schedule, unless otherwise provided for and passed by a two-thirds majority vote of the voting membership at the Captains’ meeting at which said amendment was approved.

### **Article XIII. General Provisions**

- Section 1.** A competition schedule shall be that period of time that it takes each team in a division to play a minimum of one “home” game and one “away” game of darts with every other team in their division.
- Section 2.** A division shall have a minimum of four (4) and a maximum of eight (8) teams in each division. The divisions shall be A (advanced), B (high-intermediate), and C (intermediate-novice), or as determined by the Board.
- Section 3.** A team shall consist of a minimum of four (4) players who are in good standing with the Association and said teams shall be sponsored by an establishment in good standing with the Association.
- Section 4.** All meetings shall be open to any member of the Association. Any member in good standing with the Association may speak and make motions at said meetings.
- Section 5.** Decisions of the Board may be overruled by a majority vote of the voting members present at a Captains’ meeting except as otherwise specified in the Bylaws.

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**Section 6.** Each team shall have a Captain and said Captain shall hold office during the competition schedule. Each Captain is responsible for the information contained in the Bylaws, Rules of Play, the weekly result sheets published by the Secretary, the conduct of his team, and disbursement of information to his team members.

**Section 7.** These Bylaws shall be reviewed annually by the Board.

### **Article XIV. Bylaws Changes**

**Section 8.** The Bylaws contained within are subject to revision by the **SCVDA** Board.