

# **CENTRAL VIRGINIA DART ASSOCIATION, INC.**

## **BY-LAWS**

### **ARTICLE I - NAME**

THE NAME OF THE ORGANIZATION SHALL BE CENTRAL VIRGINIA DART ASSOCIATION, INC.

### **ARTICLE II - DEFINITIONS**

**SECTION 1 -** WHENEVER THE INITIALS "CVDA" ARE USED IN THESE BY-LAWS, THEY SHALL MEAN CENTRAL VIRGINIA DART ASSOCIATION, INC.

**SECTION 2 -** WHENEVER THE WORD "BOARD" IS USED IN THESE BY-LAWS, IT SHALL MEAN THAT BODY DESCRIBED IN ARTICLE VI, SECTION I.

**SECTION 3 -** WHENEVER THE TERM "OFFICER" OR "SENIOR BOARD MEMBER" IS USED IN THESE BY-LAWS, IT SHALL MEAN IN THE FOLLOWING ORDER: PRESIDENT, VICE-PRESIDENT, SECRETARY, TREASURER, LEAGUE DIRECTOR.

**SECTION 4 -** WHENEVER THE WORD "MEMBER" IS USED IN THESE BY-LAWS, IT SHALL MEAN ANYONE WHO HAS OBTAINED MEMBERSHIP IN THE CVDA, IS CURRENT ON DUES, AND IS IN GOOD STANDING WITH THE CVDA.

**SECTION 5 -** WHENEVER THE WORD "REGION" IS USED IN THESE BY-LAWS, IT SHALL MEAN A SPECIFIED GEOGRAPHICAL AREA OF CENTRAL VIRGINIA.

### **ARTICLE III- OBJECTIVES**

**SECTION 1 -** THE OBJECTIVES OF THE CVDA ARE AS FOLLOWS:

- A) PROMOTE THE SPORT OF DARTS THROUGHOUT CENTRAL VIRGINIA;
- B) COORDINATE THE ACTIVITIES, TOURNAMENTS AND FUNCTIONS OF THE AFFILIATED LEAGUES, DART CLUBS, AND OTHER SIMILAR GROUPS;
- C) SANCTION AND ASSIST IN THE ESTABLISHMENT AND MAINTENANCE OF A LOCAL DARTING TOURNAMENT CALENDAR;
- D) ESTABLISH FRIENDLY RELATIONSHIPS WITH SIMILAR ORGANIZATIONS THROUGHOUT THE WORLD;
- E) ASSIST SPONSORING FIRMS IN ESTABLISHING LOCAL AND AREA DARTING TOURNAMENT COMPETITIONS;
- F) ESTABLISH CVDA RULES OF PLAY AND REGULATIONS UTILIZED DURING CVDA SPONSORED AND/OR SANCTIONED COMPETITIONS;
- G) IMPROVE THE CONDITIONS OF PLAY IN CVDA SPONSORED AND/OR SANCTIONED COMPETITIONS;
- H) SUPPORT AND FOSTER SOCIAL ACTIVITIES AND FELLOWSHIP INCIDENTAL TO DART PLAYING.
- I) SPONSOR FUNDING ACTIVITIES/EVENTS THROUGHOUT THE YEAR FOR LOCAL CHARITIES. (IE.-CHILDREN'S HOSPITAL)

**SECTION 2 -** THE CVDA SHALL BE A NON-PROFIT, NON-POLITICAL AND NON-SECTARIAN ORGANIZATION.

### **ARTICLE IV - MEMBERSHIP/SEASONAL FEES**

**SECTION 1 -** ANNUAL MEMBERSHIP AND/OR SEASONAL FEES SHALL BE ESTABLISHED, AND MAYBE REVISED, BY THE BOARD, AND SHALL BE PAYABLE WITH THE SUBMISSION OF A MEMBERSHIP APPLICATION.

**SECTION 2 -** A MEMBER SHALL BE CONSIDERED TO BE PROPERLY REGISTERED WHEN, WITHIN CURRENT POLICIES, THE APPLICANT'S APPLICATION FOR MEMBERSHIP WITH PROPER DUES PAID, HAS BEEN SUBMITTED VIA MAIL, IN PERSON OR CVDA DROP BOX, AND RECEIVED BY A CVDA OFFICIAL.

## **ARTICLE V - MEMBERSHIP**

- SECTION 1 -** MEMBERSHIP IS OPEN TO ANY PERSON WHO EVIDENCES INTEREST IN DARTS AS A SPORT.
- SECTION 2 -** ALL MEMBERSHIPS ARE SUBJECT TO APPROVAL BY THE BOARD.
- SECTION 3 -** A MEMBERSHIP MAY BE TERMINATED OR RESTRICTED BY A MAJORITY VOTE OF THE BOARD IF SUCH A MEMBER CREATES DISHARMONY OR BEHAVES IN A MANNER WHICH IS PREJUDICIAL TO ORDER AND DISCIPLINE. THE BOARD'S DECISION IN SUCH A MATTER MAY BE APPEALED BY THE MEMBER CONCERNED TO A COMMITTEE COMPRISED OF AT LEAST FIVE(5) UNASSOCIATED CAPTAINS DRAWN BY LOT, MAJORITY VOTE. SUCH APPEALS MUST BE IN WRITING AND HAVE BEEN RECEIVED BY THE SECRETARY, VIA REGISTERED MAIL, NO LATER THAN FOURTEEN DAYS AFTER THE BOARD'S RULING. THE SECRETARY SHALL NOTIFY, BY MAIL, THE SELECTED ASSOCIATED REPRESENTATIVES WITHIN TEN(10) DAYS OF RECEIPT OF THE APPEAL. THE SELECTED CAPTAINS MUST RESPOND WITHIN TWENTY-ONE DAYS WITH THEIR DECISION.

## **ARTICLE VI - THE BOARD**

- SECTION 1 -** THE BOARD SHALL BE COMPRISED OF A CHAIRMAN AND FOUR OTHER MEMBERS; THE PRESIDENT, VICE-PRESIDENT, SECRETARY, TREASURER, AND LEAGUE DIRECTOR. THE PRESIDENT SHALL SERVE AS CHAIRMAN.
- SECTION 2 -** WHEN A BOARD VACANCY OCCURS, IT SHALL BE FILLED TO BRING BOARD MEMBERSHIP UP TO THE REQUIRED TOTAL, AS ESTABLISHED IN SECTION 1 OF THIS ARTICLE. THE BOARD SHALL BE EMPOWERED TO APPOINT AN INTERIM BOARD MEMBER TO FILL THE VACANCY BY MAJORITY VOTE. SUCH ADDITIONS MUST BE MADE NO LATER THAN THIRTY(30) DAYS FOLLOWING THE CREATION OF THE VACANCY.
- SECTION 3 -** THE BOARD SHALL BE ELECTED FOR A PERIOD OF ONE(1) YEAR AND SHALL BE INDUCTED AND TAKE OFFICE AT THE FIRST GENERAL MEMBERSHIP/CAPTAIN'S MEETING OF THE CALENDAR YEAR.
- SECTION 4 -** A BOARD MEMBER AUTOMATICALLY RESIGNS WHEN, WITHOUT SUFFICIENT CAUSE HE/SHE FAILS TO APPEAR AT TWO(2) CONSECUTIVE BOARD MEETINGS IN ACCORDANCE WITH ARTICLE VII, SECTION I.
- SECTION 5-** BOARD MEMBERS RESIGNING, AS PER SECTION 4 OF THIS ARTICLE SHALL NOT BE PERMITTED TO RUN FOR THE BOARD AGAIN.
- SECTION 6-** ANY BOARD MEMBER(S) WHO VIOLATES ANY BY-LAW OR RULE OF PLAY AS ESTABLISHED BY THIS MEMBERSHIP SHALL, BY MAJORITY VOTE AT ANY MEMBERSHIP MEETING, BE REMOVED FROM OFFICE.
- SECTION 7-** ANY BOARD MEMBER WHO CONSISTENTLY FAILS TO PERFORM HIS/HER PRESCRIBED DUTIES MAY BE REMOVED FROM OFFICE, BY MAJORITY VOTE, AT ANY BOARD MEETING CALLED AS PER ARTICLE VII, SECTION I. THE BOARD'S DECISION IN SUCH A MATTER MAY BE APPEALED TO A COMMITTEE COMPRISED OF AT LEAST FIVE(5) UNASSOCIATED CAPTAINS DRAWN BY LOT IN THE MATTER DESCRIBED IN ARTICLE V, SECTION 3.

## **ARTICLE VII -BOARD DUTIES/QUORUM**

- SECTION 1-** THE BOARD MUST MEET AT LEAST ONCE EACH SEASON. THE MEETING DATE, TIME, AND LOCATION WILL BE DETERMINED BY THE CHAIRMAN. ATTENDANCE SHALL BE EXCUSED IF NOTICE OF THE MEETING IS RECEIVED AT LEAST TEN(10) DAYS PRIOR TO THE MEETING.
- SECTION 2-** BOARD MEETINGS SHALL HAVE NO TIME LIMIT. A MAXIMUM OF FIFTEEN(15) MINUTES MAY BE ALLOWED FOR THE PURPOSE OF COMPLETING A POINT UNDER DISCUSSION. THIS SECTION MAY BE WAIVED BY THE MAJORITY OF THE BOARD MEMBERS IN ATTENDANCE.
- SECTION 3-** THREE(3) BOARD MEMBERS IN ATTENDANCE SHALL CONSTITUTE A QUORUM. IN THE ABSENCE OF THE CHAIRMAN, THE SENIOR BOARD MEMBER SHALL ASSUME THE CHAIR.
- SECTION 4-** THE ORDER OF BUSINESS AND/OR PROCEDURE OF ANY MEETINGS, NOT COVERED IN THESE BY-LAWS, SHALL BE SUBJECT TO "ROBERT'S RULES OF ORDER REVISED."
- SECTION 5-** NO VOTE PROVISIO: NO BOARD MEMBER MAY VOTE ON A MATTER IN WHICH HE/SHE HAS A POTENTIAL CONFLICT OF INTEREST.

## **ARTICLE VIII - OFFICERS**

- SECTION 1-** PRESIDENT: THE PRESIDENT SHALL PRESIDE AT BOARD/GENERAL MEMBERSHIP/CAPTAINS MEETINGS. HE/SHE SHALL DECIDE ON ALL QUESTIONS OF ORDER, APPOINT ALL COMMITTEES UNLESS OTHERWISE ORDERED, AND HE/SHE SHALL BE AN EX-OFFICIO MEMBER OF ALL COMMITTEES. HE/SHE SHALL DIRECT THE ORGANIZATION SUBJECT TO CONTROL BY THE BOARD. THE PRESIDENT SHALL HAVE THE AUTHORITY TO APPOINT THE POSITIONS OF SERGEANT-AT-ARMS, HISTORIAN, AND PARLIAMENTARIAN.
- SECTION 2-** VICE-PRESIDENT: THE VICE-PRESIDENT SHALL ASSIST THE PRESIDENT IN MAINTAINING THE EFFICIENCY OF THE OPERATION, AND IN THE ABSENCE OF THE PRESIDENT, HE/SHE SHALL RESUME THE DUTIES NORMALLY PERFORMED BY THE PRESIDENT.
- SECTION 3-** SECRETARY: THE SECRETARY SHALL RECORD THE MINUTES OF ALL BOARD MEETINGS, NOTIFY ALL MEMBERS AND INDIVIDUAL MEMBERS OF THEIR ACCEPTANCE TO THE CVDA, NOTIFY PARTIES OF THEIR ELECTION TO THE BOARD, ISSUE NOTICES OF BOARD MEETINGS AND ELECTIONS, CONDUCT THE CORRESPONDENCE OF THE ORGANIZATION, PERFORM SUCH DUTIES AS MAY FROM TIME TO TIME BE IMPOSED UPON HIM/HER, AND AT THE EXPIRATION OF HIS/HER TERM OF OFFICE TURN OVER ALL PERTINENT BOOKS AND RECORDS TO HIS/HER SUCCESSOR IN COMPLIANCE WITH ARTICLE XIV - RETENTION OF RECORDS.
- SECTION 4-** TREASURER: THE TREASURER SHALL RECEIVE AND MAINTAIN SOLE CUSTODY OF ALL CVDA FUNDS AND SHALL PROMPTLY DEPOSIT ALL MONIES RECEIVED. HE/SHE SHALL KEEP CORRECT ACCOUNTS ACCORDING TO GENERALLY ACCEPTED ACCOUNTING PRINCIPLES AND PAY ALL ORDERS PROPERLY DRAWN UPON HIM/HER. HE/SHE SHALL BE BONDED TO THE AMOUNT OF TEN THOUSAND DOLLARS(\$10,000), SUBJECT TO AN INCREASE AT ANY TIME BY THE APPROVAL OF TWO-THIRDS(2/3) MAJORITY OF THE BOARD, AND THE ORGANIZATION SHALL PAY ALL EXPENSES OF BONDING FOR THE FAITHFUL DISCHARGE OF HIS/HER DUTIES. HE/SHE SHALL BE REQUIRED TO SUBMIT A TREASURER'S REPORT AT EACH GENERAL MEMBERSHIP MEETING/CAPTAINS MEETING. THE TREASURER SHALL SUBMIT THE BOOKS FOR AN ANNUAL AUDIT AT THE END OF EACH CALENDAR YEAR OR AS OTHERWISE DIRECTED. AN INDEPENDENT AUDITING FIRM OR AN AUDITING COMMITTEE WILL BE APPOINTED TO CONDUCT THE AUDIT REVIEW AND SUBMIT THEIR FINDINGS AT THE NEXT GENERAL MEMBERSHIP/CAPTAIN'S MEETING. THE TREASURER SHALL SERVE AS CHAIRMAN OF A STANDING FINANCE COMMITTEE, WHICH SHALL BE APPOINTED BY THE BOARD VIA MAJORITY VOTE.
- SECTION 5-** LEAGUE DIRECTOR: THE LEAGUE DIRECTOR SHALL BE RESPONSIBLE FOR ASSISTING NEW TEAMS AND COORDINATING THE ACTIVITIES OF THE AREA REPRESENTATIVES.
- SECTION 6-** ALL CHECKS ISSUED BY THE CVDA MUST BE CO-SIGNED BY TWO(2) OF THE FIVE(5) AUTHORIZED OFFICERS (PRESIDENT, VICE PRESIDENT, SECRETARY, TREASURER, LEAGUE DIRECTOR).

## **ARTICLE IX - ELECTIONS**

- SECTION 1-** NOMINATIONS FOR THE OFFICERS OF CVDA SHALL BE MADE AT THE LAST GENERAL MEMBERSHIP/CAPTAIN'S MEETING OF THE CALENDAR YEAR. ANY CVDA MEMBER IS ELIGIBLE TO RUN FOR OFFICE PROVIDED HE/SHE IS: A) NOMINATED BY A CVDA MEMBER. B) SECONDED BY ANY OTHER CVDA MEMBER. C) IS IN GOOD STANDING WITH THE CVDA D) NOT A SPONSOR, CONTRACTOR, OR SUPPLY VENDOR WHO DIRECTLY CONDUCTS BUSINESS WITH THE CVDA, TO AVOID A POSSIBLE CONFLICT OF INTEREST, THESE MEMBERS MAY NOT BE ELECTED OR APPOINTED TO SERVE AS A DIRECTOR OR OFFICIAL OF THE CVDA.
- SECTION 2-** ALL ELECTIONS SHALL BE EFFECTED BY SECRET BALLOT. THE BOARD WILL CONSTRUCT THE BALLOTS WITH THE NAMES OF ALL CANDIDATES THAT ACCEPTED A NOMINATION. VOTING WILL TAKE PLACE AT THE LAST CVDA CHAMPIONSHIP/AWARD CEREMONY OF THE YEAR BETWEEN 1:00PM AND 6:00PM. BALLOTS WILL BE DISTRIBUTED AT THE DOOR AT SIGN IN AND COMPLETED BALLOTS WILL BE PLACED IN A LOCKED DROP BOX. TABULATION OF SAID BALLOTS IS TO OCCUR THE MONDAY FOLLOWING THE CHAMPIONSHIP AT A PRE-DETERMINED SPONSOR LOCATION. MEMBERS WHO CANNOT MAKE IT TO THE VOTING LOCATION MAY REQUEST AN ABSENTEE BALLOT BY CONTACTING THE CVDA SECRETARY. A BALLOT WITH A RETURN STAMPED ENVELOPE TO THE CVDA POST OFFICE BOX WILL BE SENT WITHIN TEN DAYS OF THE REQUEST. ABSENTEE BALLOTS MUST BE POST MARKED BY DECEMBER 1ST.
- SECTION 3-** EACH MEMBER SHALL VOTE FOR ONE(1) PERSON FOR EACH OF THE FIVE(5) ELECTIVE OFFICES. A) ANY CANDIDATE RECEIVING AT LEAST FIFTY-ONE PERCENT(51%) OR MORE SHALL BE CONSIDERED ELECTED, OR B) SHOULD THE CONDITIONS UNDER A) NOT PREVAIL, THERE SHALL BE A RUNOFF BETWEEN THE TWO(2) CANDIDATES WHO HAD RECEIVED THE HIGHEST NUMBER OF VOTES ON THE FIRST BALLOT AT THE NEXT GENERAL MEMBERSHIP/CAPTAIN'S MEETING.
- SECTION 4-** THE BOARD SHALL APPOINT A COMMITTEE TO TABULATE ALL BALLOTS. THE CANDIDATES OR THEIR REPRESENTATIVES SHALL BE AFFORDED THE OPPORTUNITY TO BE PRESENT DURING THE COUNTING PROCESS.

## **ARTICLE X - GENERAL**

- SECTION 1-** ONLY THE GENERAL MEMBERSHIP CAN MAKE, AMEND, OR REPEAL ANY AND ALL BY-LAWS OF THE CVDA. A PETITION DETAILING THE DESIRED ALTERATIONS AND CONTAINING ONE HUNDRED(100) SIGNATURES OF REGISTERED CVDA MEMBERS SHALL BE REQUIRED TO BE SUBMITTED TO THE BOARD BEFORE SAID ALTERATIONS TO THE BY-LAWS WILL BE PLACED ON A BALLOT. THE BOARD SHALL BE DIRECTED UPON RECEIPT OF SUCH PETITION TO PRESENT SAID BALLOTS AT THE NEXT GENERAL MEMBERSHIP MEETING TO BE VOTED ON. A TWO-THIRDS MAJORITY OF THE RETURNED BALLOTS SHALL BE REQUIRED TO MAKE, ALTER, AMEND, OR REPEAL ANY AND ALL EXISTING BY-LAWS OF THE CVDA.

## **ARTICLE XI- CONTRACTS AND AGREEMENT**

- SECTION 1-** THE BOARD SHALL HAVE THE SOLE AUTHORITY TO ENTER INTO CONTRACTS AND AGREEMENTS, BY MAJORITY VOTE, WITH SPECIAL EMPHASIS ON ARTICLE VII - SECTION 5, IN THE NAME OF CVDA, SUCH CONTRACTS MUST BEAR THE SIGNATURE OF THE PRESIDENT IN ORDER TO MAKE THE CONTRACT OR AGREEMENT BINDING UPON THE CVDA.
- SECTION 2-** THE BOARD SHALL, VIA MAIL, REQUEST A MINIMUM OF THREE SEALED BIDS FOR ANY EXPENDITURE WHICH EXCEEDS FIVE HUNDRED DOLLARS(\$500.00).

## **ARTICLE XII - POLICY**

**SECTION 1-** POLICY CHANGES AND TEMPORARY RULINGS AS APPROVED BY A SIMPLE MAJORITY VOTE OF THE BOARD, AND GENERAL INFORMATION WILL BE IN THE FORM OF ANNOUNCEMENTS ISSUED BY THE CVDA SECRETARY. THESE POLICY CHANGES AND TEMPORARY RULINGS WILL BE CONSIDERED TO BE IN FORCE IMMEDIATELY UPON RECEIPT BY ALL BOARD MEMBERS, AREA REPS AND CAPTAINS.

## **ARTICLE XIII - REGIONS**

**SECTION 1-** CVDA WILL BE DIVIDED INTO REGIONS. FOR EACH REGION AN AREA REPRESENTATIVE SHALL BE APPOINTED BY THE BOARD, VIA MAJORITY VOTE.

## **ARTICLE XIV - RETENTION OF RECORDS**

**SECTION 1-** ALL RECORDS, BOOKS, CORRESPONDENCE, MAINTAINED BY THE BOARD SHALL BE RETAINED FOR A MINIMUM OF FIVE(5) YEARS. THE RECORDS, BOOKS, CORRESPONDENCE SHALL BE PLACED IN STORAGE, CO-LOCATED WITH THE EQUIPMENT OF THE CVDA. THE STORAGE SHALL BE ACCESSIBLE TO ANY MEMBER. THE PRESIDENT SHALL INSURE ALL RECORDS, BOOKS, CORRESPONDENCE ARE COMPLIED, LABELED, AND STORED IN ACCORDANCE WITH THIS ARTICLE YEARLY.

**SECTION 2-** ALL RECORDS, BOOKS, CORRESPONDENCE IN STORAGE AT THE END OF FIVE(5) YEARS SHALL BE PASSED TO THE HISTORIAN OF THE CVDA.

## **ARTICLE XV - MEMBERSHIP MEETING QUORUM**

**SECTION 1-** MEMBERSHIP MEETINGS MUST HAVE AT LEAST 10% OF THE MEMBERSHIP PRESENT IN ORDER TO ACCEPT AND VOTE ON ANY MOTIONS. A COUNT OF REGISTERED MEMBERS IS TO BE TAKEN AT THE BEGINNING OF EACH MEETING TO VERIFY A QUORUM IS PRESENT.

