

# **ALBURY - WODONGA DISTRICT DARTS ASSOCIATION. (Inc)**

## **BY - LAWS**

As adopted 2018 AGM

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## **BY - LAWS**

### **1.GLOSSARY**

#### **a.Definition of terms:**

- i.Conduct is for the purpose of this constitution and its playing rules is defined as follows: the personal behaviour and way in which an individual manages his or her self in any match, meeting or other Association gathering.**
- ii.Offensive will be defined as:** something said or done that disturbs or angers another.
- iii.Behaviour will be defined as:** something is done that disturbs or angers another.
- iv.Offensive language will be defined as:** use of profanity or vulgar language that disturbs or angers another.

### **2.PRELIMINARY**

This document is an extension of the AWDDA Modified Model Constitution and is intended to address the management and operating issues not fully covered by the Modified Model Constitution.

The Modified Model Constitution is a legally binding document and is the overriding control if any ambiguous or discrepancies are found in this document. Items from the November 2016 Constitution and not covered by the Modified Model Constitution have been included in these By-Laws to assist with the governance of the Association.

**No changes may be made to these By-Laws unless they are approved at an Annual General Meeting.**

### **3.Code of Conduct**

The Constitution, By-Laws and Rules of the Albury Wodonga District Darts Association must be adhered to at all times.

The Constitution and Rules of the Albury Wodonga District Darts Association provides an outline of the procedures to be followed in relation to the discipline and conduct expected of members.

The Association's Code of Conduct provides information on the behaviour expected in members dealings with fellow members. Reports of any violations of this Code will be taken seriously by the Committee of the Albury Wodonga District darts Association.

Members of the Albury Wodonga District Darts Association agree to :

- 1.Respect the rights, dignity and worth of other members.
- 2.Be fair, considerate and honest in all dealings with other members.
- 3.Act in a courteous manner at all times.
- 4.Not to use bullying behaviour that intimidates, offends, degrades, humiliates, undermines or threatens other members.
- 5.Not to use threatening or abusive language towards fellow members.
- 6.Not use violence of any form against fellow members.
- 7.Allow all members to participate in meetings and activities.
- 8.Refrain from any behaviour that may bring the Albury Wodonga District Darts Association into disrepute.
- 9.Conduct activities within the law at all times.
- 10.Understand the repercussions of a breach of this Code of Conduct.

Items 13 and 14 of the AWDDA Constitution outline the complaint process to be followed. A formal written complaint should refer to 13 and or 14 and list the Code/s that form the basis of the complaint, with specific examples of the violation.

### **4. Objectives of the AWDDA**

- a). To promote the game and playing of darts in the Albury-Wodonga District.
- b). District area is as follows – Albury 30km radius from the Albury Post Office.
- c). To administer control and manage the playing of darts and all tournaments, matches and competition, within the Association area and do all acts and deeds which the Association may consider beneficial to the playing of darts in the Albury/Wodonga District.
- d). To provide an environmentally safe area (free from smoking) for all games, tournaments, and competitions as per W.H. &S.

## **5. Committee Duty and Responsibilities :**

### a). The Committee

- i. Shall call and conduct all meetings and act on behalf of the Association in all matters.

### b). The President

- i. Shall preside at all Committee, Special, General and Delegates meetings.
- ii. He/She is to remain impartial and refrain from speaking for or against any motion that is before the meeting, while occupying the chair.
- iii. In event of a tied vote, the President has the deciding vote.

### c). The Vice President

- i. Shall occupy the chair at such meetings as may be decided by the President.
- ii. He/She shall assume full status as the President when the President is absent.
- iii. He/She shall be also responsible for any publicity of the Association or any other matters as delegated by the Committee.

### d). The Secretary

- i. He/She shall accurately and completely record all minutes of all meetings in the official minute's book. Such minutes are to be written up and available/ emailed within 14 days of the relevant meeting to the Delegates.
- ii. He/She is to compile and maintain a file on inwards and outwards correspondence of the Association.
- iii. He/She shall keep a copy of all Association players, location of all association trophies and equipment.
- iv. He/She is to maintain adequate stock of any stationery.
- v. He/She shall be also responsible for any publicity of the Association or any other matters as delegated by the Committee.

### e). The Treasurer

- i. He/She shall be responsible to receive, account for and bank in a timely manner all monies collect by the Association.
- ii. He/She is to maintain a file of all accounts paid by the Association.
- iii. He/She shall keep all the necessary ledger books, accounts and records, which may be called for at any time by a committee member or registered member.
- iv. He/She is to maintain a file of all registered Players.
- v. Arrange, in accordance with the rules of this Constitution, for the prompt payment of all debts/accounts due by the Association.
- vi. He/She shall arrange three (3) persons the Internal Auditor/Public Officer plus two (2) others the Treasurer, President or a committee person elected by the committee to sign all cheques.

- vii. He/she shall arrange for any money owing to the Association to be paid by cheque, money order or be electronically deposited into the Association Bank Account.
- viii. A cheque authorisation sheet is to be signed by the Internal Auditor/Public Officer and one (1) Committee Member prior to cheques being issued.
- ix. He /she shall, in conjunction with the Committee, prepare a budget at a Committee meeting held prior to the AGM each year. This is then to be presented to the membership for discussion/approval at the AGM. The budget should include, but not be limited to, any proposed expenditure & income for the following year.

f) The Internal Auditor

- i. Shall be responsible in conjunction with the Treasurer for all cheques and accounts.
- ii. He/She in the event of the absence of the Treasurer shall take over all the responsibilities for the Treasurer's accounts.
- iii. His/Her signature to be on all issued cheques and cheque butts after he/she has conducted internal audits as required.

g). The Match Director/Tournament Organiser

- i. Shall be responsible for all the organisation of all Association tournaments, matches and games.
- ii. He/She shall have control of all score sheets and best and fairest votes keep a copy of all Association Players and location of all trophies.
- iii. He/She shall be responsible for all A.W.D.D.A (Inc) equipment (eg Portable boards, Dartboards, Lights etc).
- iv. He/She shall be responsible for all publicity of the Association, in regard to competition play, tournaments or any other matters as delegated by the Committee.

h). Other Elected Committee Members

- i. Shall assist any of the Office Bearers mentioned above and organise Sub Committees as requested.

i). The Public Officer:

- i. This is an appointed position by the committee and not subject to election at an AGM. The public officer is automatically a signatory of the association but not necessarily of the association's bank or financial institution. The public officer position is not required to be a committee position.

- ii. The Public Officer shall act as the official contact for the association, including taking delivery of any documents served on the association and bringing them to the attention of the committee as soon as possible.
- iii. He/She shall be responsible for all public office duties on behalf of the Association or any other matters as delegated by the Committee.
- iv. He/she will be one of the authorised signatories.
- v. He/she shall notify NSW Fair Trading of any change in the association's official address within 28 days.
- vi. He/she must lodge an Annual Statement to NSW Fair Trading within 1 month of the association's annual general meeting. The statement is to include a summary of the year's financial transactions, plus the prescribed fee.
- vii. He/she shall collect all association documents from former committee members and deliver the documents to the new committee members.
- viii. He/she shall have custody of any documents as required by the Association.
- ix. He/she must return all association documents to an Executive Committee Member within 14 days, upon vacating office.

## **6 The Committee Powers**

The Committee shall at all times have the powers to:

- i. Accept such teams or clubs as it may deem fit for membership to the Association, and to nominate such groups, to divisions or grades, as it shall determine prior to the commencement of each season.
- ii. To make recommendations for changes to the rules, as it may see fit, for playing of the game of darts.
- iii. Perform any acts, incidental to the furtherance of its objectives, for the carrying out and enforcing of any rules made hereunder.
- iv. Appoint Sub Committees, as it may think fit and delegate any of its power to any Sub Committee.
- v. To deal with, in its discretion, any club, team or player found guilty of contravening the provisions hereof or any rules made hereunder.
- vi. To deal with as it deems fit a club, team or player found guilty of misconduct, offensive behaviour or offensive language in any match, meeting or other Association gathering.
- vii. To dismiss at its discretion, any member or any one of its Office Bearers, who neglect to do his/her duty or is absent from three (3) consecutive Association meetings without seeking leave or tendering an apology.
- viii. To fill any vacancy of the Office Bearers which may occur during the current term?
- ix. To ensure that all matches played under the auspices of the Association are played in a sporting manner.

- x. To appoint an independent tribunal to hear any matters arising such as disputes or appeals.
- xi. The committee shall be limited to spend an amount not exceeding \$500.00 on any purchase/Item without gaining approval from the membership if the amount has not been approved in the budget presented at the AGM for that year. (The Committee cannot break down into separate purchases to get around seeking the approval from the membership.)
- xii. Make recommendations for changes to the playing rules.

## **7 Annual General Meeting**

- a). The Annual General Meeting shall be held on the second Monday of November each year at which the business will be:
  - i. To confirm and accept the minutes of the last Annual General Meeting.
  - ii. To receive the annual President's report.
  - iii. To receive the annual Treasurer's report for the preceding financial year.
  - iv. To transact any special business which has to be given by notice in writing to the Secretary at least twenty eight (28) days prior to the Annual General Meeting?
  - v. The Treasurer's budget to be presented to the membership for discussion/ approval.
  - vi. Seek approval from members of all fees/fines for the coming year.
  - vii. To elect Life Members.
  - viii The President shall stand down the current Committee and appoint a chairperson from the floor; the Chairperson will then proceed with the election of a new Committee for the ensuing year.
- b). At least twenty one (21) days' notice shall be given thereof by the Secretary to each affiliated club Secretary/Captain in the Association.
- c). A quorum at the Annual General Meeting shall consist of, forty (40) members or 10% of financial members who are entitled to vote or whichever the lesser.
- d). Where a quorum is not present at the meeting, the meeting is to be adjourned and reconvened at such time and place as may be convenient provided, that at least fourteen (14) days' notice is given of such adjourned meeting.
- e). Voting for election of Office Bearers shall be by ballot, all other voting shall be by show of hands unless two or more members demand a ballot.
- f). No Constitution changes will be considered unless in writing to the Secretary at least twenty eight (28) days prior to the Annual General Meeting and then passed by the members present at the Annual General Meeting.
- g). Once the Annual General Meeting minutes are signed off by the authorised representatives, the minutes become official.

## **8 Special General Meeting**

- a). A special meeting may be called by:
  - i. A majority of the Committee, or not less than five (5) affiliated teams by notice in writing to the Secretary, such notice to specify the reason for the calling of such a meeting and the business to be transacted thereat.
  - ii. Any special meeting shall be convened by the Secretary within twenty one (21) days of receipt of such written request and at least fourteen (14) days' notice shall be given thereof by the Secretary to each affiliated member in the Association.
- b). Only business specified in the Notice calling the special meeting shall be transacted.
- c). A quorum at the special meeting shall consist of 40 or 10% of members entitled to vote or whichever the lesser.

## **9 Committee Meeting**

- a). The Committee shall meet prior to Delegates meetings and at such time and place as may be determined from time to time by the Executive.
- b). Any six (6) members of the Committee, three (3) of whom must hold executive positions, constitute a quorum to transact business of the Committee. No business shall be transacted unless a quorum is present.
- c). To set, at the October Committee meeting subject to approval from the ensuing Annual General Meeting, all fees/fines for the coming financial year.

## **10 Delegate Meeting**

- a). Delegates meetings shall be conducted on at least three (3) occasions during a playing season.
- b). Each team affiliated with the Association shall cause its Delegate to be present at any such meeting. Any team in default without apology or (in the opinion of the Committee, reasonable excuse) shall be fined (as determined by the Committee each year) and shall lose two (2) premiership points.
- c). A Team may apologise only once in any one (1) season without incurring a fine
- d). Any team failing to be represented at any two consecutive meetings shall be thereupon automatically suspended from the Association. A team may be accepted for re-affiliation upon payment of a fine (as determined by the Committee each year) together with written application to the Secretary.
- e). A quorum at a Delegates meeting shall consist of not less than 50% of affiliated teams.
- f). Any fines incurred shall be payable to the Treasurer within 28 days.
- g). The President cannot be a Delegate under any circumstances due to the President having the deciding vote in the event of a tied vote. No other Executive Committee member can be a delegate. Except when:
  - i). There are two (2) or more Executive Committee members from the same team and then one (1) can be the Delegate to sign the attendance sheet for the Delegates meetings. The Executive Committee Member/Delegate will have voting powers at any meetings.

## **11 Life Members**

- a). The Association may, at the Annual General Meeting, elect as a life member, who in the opinion of the Committee has rendered valuable services to the Association.
- b). Minimum Criteria for Life Membership shall be:
  - i. A person that has been an active member for fifteen (15) years or more.
  - ii. Has served on the Committee for five (5) years or more.
  - iii. Having fulfilled the above minimum requirements does not automatically entitle a person to Life Membership, they still need to be nominated by the committee and voted by the members at an Annual General Meeting.
- c). A Life Member shall have the privileges of Delegates except that they shall have no voting powers, (unless they are an appointed member of the Delegates Committee or Office Bearer) and shall be subject to the rules of the Association.
- d). Life Members may only be nominated by a current member.
- e). Life Members are to be exempt from all fees/monies to the Association and a letter of invitation is to be sent to each Life Member regarding all Association functions.
- f). No more than two (2) Life Members may be appointed at any one Annual General Meeting.

## **12 Senior Player**

Senior Player is recognition of years played with the AWDDA and not age of the person receiving the award.

- a. Members who have played with the AWDDA for at least 25 years shall be eligible for nomination as a Senior Player.
- b. Any nomination for Senior Player shall be passed or refused by the Committee and ratified by a majority of the members at the Annual General Meeting.
- c. A member honoured as a Senior Player shall be entitled to half price Membership renewal and half price for any AWDDA function.

## **13 Disputes**

- a. Any dispute arising out of a competition match, must be in writing and in the hands of the Secretary within 48 hours of the said match.
- b. Any dispute shall be heard by the Independent Tribunal as to the rules made hereunder.
- c. A member of the tribunal may not hear any dispute, which involves his/her team/club.

## 14 **Independent Tribunal**

- a. An Independent Tribunal hereinafter shall be called “The Tribunal”.
- b. The Tribunal shall consist of five (5) delegates (only one (1) Delegate coming from any team/Club) and one (1) office bearer.  
A member of the tribunal may not hear any dispute, which involves his/her team/club.
- c. The Tribunal at its discretion may deal with any player, team or club, reported for a breach or breaches of any rules or such other matters at the direction of the Association Committee. The Tribunal may meet after each Delegates meeting or otherwise as required by the Executive.
- d. Any player, team or club, who is the subject of a report, may continue until the subject of the relevant report has been finally determined.
- e. If a person, team/club does not appear at the Tribunal or does not send an advocate, or submit a written letter there will have no right of appeal and the decision of the Tribunal will be final.
- f. An appeal against any determination of the Tribunal may be made to Secretary within 48 hours of the determination, and such appeal is to be in writing accompanied by a fee, which may be refunded at the discretion of the Tribunal.
- g. Any such appeal will be reheard by the Tribunal, which shall whenever possible, consist of a different constituency from that which heard the original report and its finding shall be final and binding.
- h. The date of the hearing of any report or appeal shall be notified by the Secretary in writing to any player, team or club at least 48 hours prior to that hearing or appeal.
- i. All evidence given or tendered at any hearing or appeal may be either oral, in writing, visual, or audio recorded.
- j. A player/club brought before the Tribunal shall be entitled to have an advocate, witness or both.
- k. Matters for consideration for an independent tribunal regarding matters involving the conduct and behaviour of players at matches, meetings of other association gatherings, refer to Guide for AWDDA independent tribunal.
- l. Any Player found guilty of misconduct/behaviour will not be eligible for the Best or Fairest to the end of the current playing year.

### **Include in new Guide to tribunal (terms of reference for tribunal for all matters referred)**

- i. It should be noted that a reasonable person could be any person. However, for the purpose of this definition, the delegated panel must consider the actions of the reasonable person/complainant, prior to the alleged incident involving another player’s bad conduct or offensive behaviour.
- ii. The independent panel **MUST** take into consideration the level of intoxication, general demeanour and language of the complainant and alleged offending player

as well as others present at the time of the alleged incident to assist with any determination.

- iii. Consideration must be given in any determination of these matters as the location of association matches are generally held in public areas of licensed hotels and clubs. A complainant may inform the tribunal that another player's language was offensive in general however special consideration must be given to the levels of intoxication and language used by others that may be in the areas in which our matches are held to eliminate vexatious complaints by members against another.
- m. Any player who is found guilty of misconduct/behaviour will not be eligible for the Best Player award of that playing year.

## **15    Fees**

All fees will be set by the committee and ratified by the members at the AGM.

The Fees are:

New Player Registration (annual)	\$25.00
Player Renewal Registration (annual)	\$15.00
Senior Player Registration (annual)	\$7.50
Life Member Registration	\$0.00
Team Affiliation Fee (seasonal)	\$20.00
Team Match Fee (weekly)	\$18.00
Fines (maximum)	\$20.00
Presentation Night	TBA

## **16    Registrations**

- a). Any person wishing to play in any competition game must sign an appropriate registration form issued by the Association.
- b). New players may register on the night of competition providing they complete the registration form. Payment of the membership fee is to be made to the Treasurer of the AWDDA prior to the last game of the home and away season.
  - i. It is the captain's responsibility to have the form submitted with the score sheet within twenty four (24) hours after the match is played.
  - ii. If this is not adhered to the team shall forfeit all points on that night of play and thereafter until the form has been submitted.
- c). Membership renewal application forms are to be filled out by members each year and a fee is to be paid as determined by the committee to become financial member.
- d). Juniors (12 years and under eighteen 18 years) of age may play in hotels or clubs only in unrestricted areas and with the consent of the Publican or Establishment Management.

- e). A club shall notify the Treasurer if any of their members become unfinancial.
- f). Any person found guilty of falsifying any material relevant to the registration procedure shall be automatically suspended from the competition for two (2) years.
- g). Any player who has not re-registered for one (1) calendar year is deemed to be a new member.

**17 Affiliation Fees**

- a. Any club or team affiliated with the Association must, upon nomination pay an affiliation fee as determined at the Annual General Meeting.
- b. The payment of the affiliation fee to the treasurer shall be finalised prior to the completion of the last home and away game.
- c. In the event of default of payment, any club or team shall be automatically suspended and will lose all points obtained to that date.
- d. The Committee may at its discretion call for the payment of an additional fee, not to exceed thirty dollars (\$30.00), from any affiliated club or team in any one season.

**18 Team Fees**

- a. Any club or team affiliated with the Association must pay team fees as determined at the Annual General Meeting. Such team fees shall be payable as follows:
  - ii. Team fees to be paid either upfront.
  - iii. Prior to the completion of home/away games.
- b. Teams withdrawing from the competition are liable for the team fees or each player is liable for their portion of their team fees.
- c. Failure to comply with these rules:
  - i. Such teams will be ineligible for the finals.
  - ii. Individuals that are unfinancial to the team are ineligible to play in finals. Captain has to notify the Association Secretary.
  - iii. Any individual is ineligible to play for any team until their portion of outstanding fees is paid. (Outstanding fees divided by nominated players).
- d. Cash payments.
  - i. Cash can only be paid if the person paying cash can be written a receipt at the time of payment.
  - ii. No payments can be stapled to the sheets or nomination forms.
- e. Direct/Bank deposits.

Payments may be made directly to the AWDDA Bank Account, as long as the reason for deposit is stated on the bank transaction. An email detailing what the payment was for is to be sent to the AWDDA Treasurer.

N.B: Account details are located on invoices from the AWDDA or can be obtained from the AWDDA Treasurer.

## **19 Unregistered Players**

- a. Any team playing an unregistered player or players shall forfeit all match points scored during the match and the opposing team shall be awarded all match points.
- b. Any Captain believing a player on the opposing team to be unregistered may contact the Secretary or Treasurer within 24 hours, who shall investigate the matter.

## **20 Clearances**

- a. The Match Director/Tournament Organiser may accept a clearance from any player or players between clubs if that clearance is signed by the respective club secretaries. No player or players shall be granted a clearance while he/she is under financial obligation to the clearing club.
- b. Any application for clearance must be made to the Match Director/Tournament Organiser at least 24 hours prior to the match in which the player wishes to participate.
- c. Clearances will not be accepted by the Match Director /Tournament Organiser after the completion of 50% of the home/away games unless the clearance is to or from another Association.
- d. Any financial player who has previously registered with the Association and has not played competition for at least two (2) years shall be granted an automatic clearance by the Match Director/Tournament organiser as long as they have no monies owing to the Association or a club/team.
- e. Any team withdrawing after the commencement of the competition:
  - i. shall pay a fee (as determined by the committee each year)
  - ii. No player from such team will be eligible to play with any team within the Association for the duration of that season, until such fees are paid.
  - iii. If a player pays his/her portion of the fee, he/she may continue to play out that season.

## **21 Club Secretaries**

- a. All clubs/teams must appoint a club Secretary/Captain and submit his/her name to the Association Secretary at the nomination meetings.
- b. The Club Secretary/Captain shall receive all Association correspondence and be responsible for the signing of all clearances of all his/her club's players.

## **22 Correspondence**

- a. All correspondence shall be addressed to and issued from the registered office of the Association.
- b. No correspondence will be eligible to be read or discussed at any meeting, unless such correspondence, signed by the originator is in the hands of the Association Secretary at least fifteen (15) minutes prior to the scheduled time for commencement of that meeting.

## **23 Divisions & Teams**

- a. The Divisions and the number of teams per division are to be determined by the Match Director and the Committee after all entries for the competition have been received.
- b. All placements of teams are at the discretion of the Committee at all times.
- c. This to be binding at all times, no correspondence shall be entered into any time.

## **24 AWDDA (Inc) Property**

- a. Any club, team or member that has possession of any A.W.D.D.A (Inc) trophies or other property, shall be responsible for its safekeeping and in the event of damage/loss in any way whatsoever, shall be responsible for the reinstatement, repair or replace as may be determined by the A.W.D.D.A (Inc) Committee.
- b. Any club, team other Association or member using A.W.D.D.A (Inc) equipment will be charged a fee and deposit as determined by the Committee.
- c. In the event of loss or damage, the deposit will be forfeited and cost of replacement will be charged.

## **25 Trophies**

- a. The trophies, which are presented by the A.W.D.D.A (Inc), shall (wherever practical) be engraved and shall be purchased by the Match Director/Tournament Organiser upon such terms and from such suppliers as the Committee may in its absolute discretion think fit.

## **26 AWDDA (Inc) Colors**

- a. The official colours of the A.W.D.D.A (Inc) are green and gold.
- b. The A.W.D.D.A (Inc) badge is a green and gold dartboard and the A.W.D.D.A (Inc) border.

## **Amendments to the By-Laws**

<b>Date</b>	<b>Reference/Reason &amp; Change</b>	<b>Modified By</b>
04/02/2015	AGM2014 Added Senior Players & moved Promotion and relegation to Playing Rules	Bob Scarvell
10/11/2016	AGM2016 Removed (maximum of 5 to be elected from section 6 GB motion 1	Bob Scarvell
10/11/16	AGM2016 removed Fairest GB motion 3	Bob Scarvell
12/11/18	AGM2018 extended AWDDA boundary to 30 Km radius	Bob Scarvell