

## Darts British Columbia Association

### Bylaws

#### ARTICLE 1 – DEFINITIONS

- 1.1 "Darts BC" means Darts British Columbia Association
- 1.2 "Darts BC Entity" means a dart league or association with a minimum of 10 participants that has registered all its members as Darts BC members and accepts the responsibilities outlined below.
- Darts BC Entity Responsibilities:
- (a) To uphold the purposes and bylaws of Darts BC
  - (b) Have a liaison available, to act as a conduit between Darts BC and Darts BC entity
- 1.3 "Darts BC Member" means a member in good standing of Darts BC
- 1.4 "Director" means a member who has been elected to serve on the Darts BC Executive. This includes:
- (a) Provincial Director
  - (b) President
  - (c) Vice President
  - (d) Financial Director
  - (e) Membership Director
  - (f) Youth Director
  - (g) Webmaster
  - (h) Secretary
- 1.5 "Executive" means all elected Directors of Darts BC".
- 1.6 "Member in Good Standing" means all paid members of Darts BC considered in good standing, except a member:
- who has failed to pay his/her current annual membership fee to Darts BC;
  - who owes monies to Darts BC or the NDFC that are deemed overdue;
  - who has been suspended by the Executive for misconduct or actions deemed detrimental to Darts BC or NDFC; or
  - who has been suspended for a determined period by the appointed Disciplinary Committee for misconduct or actions deemed detrimental to Darts BC or NDFC.

- 1.7 "NDFC" means National Darts Federation of Canada
- 1.8 "Youth Program" means any person under the age of 19 registered as a Youth Member
- 1.9 "Zones" means areas of the Province of BC determined by geographical location.
- 1.10 "Zone / Disciplinary Representatives" means members appointed by the Executive to act as representatives for their determined Zone.

## **ARTICLE 2 – HEAD OFFICE**

- 2.1 The head office of Darts BC shall be at the home address of the current Secretary holding the position at the time or at such place therein as the Executive may determine from time to time.

## **ARTICLE 3 – MEMBERSHIP**

- 3.1 Any person who can handle a set of darts in a responsible manner may apply to Darts BC for membership. Such membership is to be granted subject to the approval of the Executive.
- 3.2 A league or association may register as a Darts BC Entity, for a per player fee, as will be determined by the Executive year to year. This distinction will earn all the league members Darts BC Membership status.
  - (a) Any league wanting to register as a Darts BC Entity must submit their full league roster in a suitable electronic or hard copy format and membership fees by the 30<sup>th</sup> of November each year.
  - (b) A roster must include, where available (for each league member):
    - (i) Full name
    - (ii) Full mailing address
    - (iii) Telephone number and
    - (iv) Email
  - (c) Darts BC Entities do not have to pay the membership fees for any players that are registered as Darts BC members with another Darts BC Entity or who have registered as independent members under 3.3 of this article.
  - (d) Each Darts BC Member will be responsible for ensuring that their membership fee, under a Darts BC Entity, is only paid once.
  - (e) No fees will be reimbursed for players whose Darts BC membership fee is paid by more than one Darts BC Entity.

- 3.3 A Darts BC Member may choose to register independently as a joint Darts BC/NDFC member.

For those not participating in the Adult Provincial Championships:

- (a) Darts BC and NDFC memberships can be paid at any time, throughout the year. Darts BC membership year is November 1<sup>st</sup> to October 31<sup>st</sup>. NDFC membership year is October 1<sup>st</sup> to September 30<sup>th</sup>
- (b) Darts BC ranking points are awarded from the date of membership. No ranking points will be awarded retroactively.

For those participating in the Adult Provincial Championships:

- (a) Darts BC and NDFC membership fees must be paid and cleared by noon the day of the commencement of the Adult Provincial Championships
- (b) Players who elect to register as a joint Darts BC/NDFC member will not be reimbursed for any membership fees, if they are also a member of a Darts BC Entity.

- 3.4 All Darts BC Members in Good Standing prior to the AGM:

- (a) shall have full voting privileges, each member having only one vote.
- (b) may be elected as a Director of Darts BC.
- (c) accept appointments by the Executive.

- 3.5 NDFC Rules regarding membership shall be adhered to through their guidance.

- 3.6 NDFC membership cards will be supplied accordingly to all paid members.

- 3.7 Darts BC Membership Director will supply all new members with a Darts BC Membership Number. Darts BC membership cards will be available on request.

- 3.8 The Executive to consider Darts BC membership for lifetime member nominees annually prior to each AGM.

#### **ARTICLE 4 –RESIGNATION OF DIRECTORS/REMOVAL OF DIRECTORS / TERMINATION OF MEMBERSHIP /**

- 4.1 A Director may advise the Executive of Darts BC, in writing of his / her intention to resign from Darts BC. However, the resignation of the Director does not free him / her of any liability owing to Darts BC prior to the date of such resignation; provided that such resignation shall be forfeiture by such Director of all rights to and claim upon Darts BC. All original documents and electronic data must be left with the remaining Directors. Failure to do so may result in disciplinary, or if necessary, legal action being taken by the Executive.

- 4.2 Grounds for removal of a Director includes being absent or failing to submit a required report for two consecutive meetings without a valid reason; or acting in a manner inconsistent with the aims, objectives and standards of the association.

- 4.3 The Disciplinary Committee may, by a majority vote, suspend or expel (for a specific time frame or permanently) any ordinary member or Director whose conduct or actions at any Darts BC events are deemed detrimental to Darts BC. The Disciplinary Committee shall consist of 3 Zone / Disciplinary Representatives and 2 Directors appointed by the Executive. These Directors shall be non-voting observers and shall advise or give evidence to the Disciplinary Committee when called upon. In the event one of these members are the subject of review for disciplinary action, the Executive shall appoint a Member in Good Standing of Darts BC to the Disciplinary Committee to replace him/her.
- (a) A player that has been suspended by Darts BC for not paying fees considered overdue will not be reinstated under any circumstance until those fees are paid.
  - (b) A player that has been suspended by Darts BC for any other reason than above shall abide by any conditions of the suspension. Upon the expiration of the suspension the Membership Director shall confirm, in writing, such expiration and re-instate said member to Member in Good Standing provided there are no other actions / suspensions pending or in place and the member has fulfilled all conditions required for the status of Member in Good Standing as per Article 1.3
  - (c) Any player suspended by Darts BC shall be denied participation in any Darts BC ranked tournament, unless the Executive requests, in writing, the suspension be upheld by its Darts BC Entities and /or by the NDFC. If said suspension is ratified, then the suspended player must abide by the rulings of Darts BC Entities and / or the NDFC. Suspensions ratified by other Darts BC Entities shall expire at the same time as the original Darts BC suspension. Suspensions ratified by the NDFC shall be pursuant to NDFC regulations with respect to NDFC ranked tournaments.

#### Guidelines to Disciplinary Actions

- Failure to complete Adult Provincial Championships except for extraordinary circumstances is a one (1) year suspension
- Failure to attend AGM as posted and required except for extraordinary circumstances is a one (1) year suspension
- Poor sportsmanship (verbal or physical) is a minimum three (3) months suspension
- Verbal abuse of other players, volunteers or Directors is a minimum three (3) months suspension
- Verbally threatening in an aggressive manner, is a minimum six (6) months suspension
- Physical altercations of any kind, is a minimum six (6) months suspension or damage to property of any kind, is a minimum six (6) months suspension and subject to venue pursuit of damage recovery
- Bullying and defaming an individual's character, is a minimum three (3) months suspension
- Theft is an automatic life suspension (expulsion) and potential legal action against said person

- 4.4 A member who has been expelled by the Disciplinary Committee shall:
- (a) be considered expelled until the first AGM after the date of expulsion;
  - (b) will have an opportunity to be heard at the AGM; and
  - (c) may be reinstated by a vote of the Membership
- 4.5 NDFC Rules shall be adhered to through their guidance. Failure by members to adhere to NDFC Rules will result in disciplinary action by both the NDFC and Darts BC.

#### **ARTICLE 5 – MEETINGS OF DARTS BC**

- 5.1 The AGM shall be held on the weekend of the Adult Provincial Championships. It shall be mandatory for all Darts BC Members participating in the Adult Provincial Championships to attend the-AGM. Failure to do so will result in disciplinary action as determined by the Guidelines to Disciplinary Actions.
- 5.2 The AGM of Darts BC shall:
- (a) Be designated for hearing and receiving the Directors annual reports and review of the financial statements
  - (b) Be held not more than fifteen (15) months after the date of incorporation
  - (c) Be held at least once every calendar year and not more than fifteen (15) months after the preceding AGM.
- 5.3 Every general meeting, other than an AGM, is an extraordinary meeting.
- 5.4 General meetings of Darts BC shall be held from time to time at such times and place as may be determined by the Executive.
- 5.5 A quorum for the transaction of business at the AGM or General meeting shall consist of not less than five (5%) percent of registered Darts BC members.
- 5.6 Any meeting for Darts BC or of the Executive may be adjourned to another time. Any business may be transacted that might have been transacted at the original meeting.
- 5.7 All Members in Good Standing shall have one vote.
- 5.8 Members in Good Standing who cannot attend the AGM, or any other General meeting of Darts BC, may cast one vote by proxy.
- 5.9 A proxy vote may be carried by a Member in Good Standing attending the AGM or other General Meeting.
- 5.10 Attending Member in Good Standing may only carry one proxy vote.
- 5.11 All proxy votes must be registered with the Executive no later than two (2) hours prior to the start of the AGM or any General Meetings.

- 5.12 To submit a proxy vote, a Darts BC Proxy Vote Form must be used. Proxy forms will state as to exactly what resolutions are to be voted on.
- 5.13 Proxy votes cannot be used as counting votes for elections of Directors unless the space provided is filled out accordingly showing the name of the person and Executive position the vote is intended for.

## ARTICLE 6 – DIRECTORS

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- 6.1 Subject to the Societies Act of BC and to these bylaws, the Executive shall exercise all the powers of Darts BC and shall manage the affairs of Darts BC. The Executive shall not receive any remuneration for their services but have the right to be reimbursed for expenses incurred in carrying out their duties.
- 6.2 Directors forming the Executive shall be eight (8) in number and may be changed from time to time by resolution at the AGM, which said resolution shall fix their term of office.
- 6.3 Directors must have their Darts BC and NDFC memberships paid by October 31<sup>st</sup> of each year.
- 6.4 Directors are to be voted in bi-annually and all Directors shall hold office until their successors are appointed or elected
- (a) Separate election shall be held for each Executive position to be filled.
  - (b) An election may be by acclamation, or by show of hands or secret ballot or as otherwise permitted by the Societies Act (i.e. electronic voting)
  - (c) If no successor is elected, the previously elected or appointed Director will be asked to continue in that position.
- 6.5 In the event of any Director resigning or ceasing to be a Director of Darts BC, the remaining Directors may appoint another Member in Good Standing to fill the vacant position until the next AGM of Darts BC.
- 6.6 Only Members in Good Standing shall be eligible to be elected or appointed as a Director of Darts BC.
- 6.7 A Director shall cease to hold his / her position on the Executive if he / she ceases to be a member of Darts BC or becomes a member “not in good standing”.
- 6.8 The Executive may meet from time to time for the dispatch of business, adjourn and otherwise regulate the meeting as they see fit. A Director may, at any time, requisition a meeting of the Executive.
- 6.9 A resolution, in writing, signed by two-thirds (2/3) majority of the Executive shall be valid and effectual, provided that all Directors have been duly notified, for all purposes as if it had been passed at a meeting of the Executive duly called and constituted.
- 6.10 The Executive may appoint a committee of Members in Good Standing to act on behalf of the Executive and within the guidelines of Darts BC to carry out duties determined by the Executive.

- 6.11 No Director shall have any greater voice, vote or authority in Darts BC than any other Director.
- 6.12 The Executive of Darts BC shall be as follows and carry a two (2) year term. Positions are up for election on even and odd years per below to ensure experienced Directors are in place each year.
- (a) Provincial Director – odd
  - (b) President – even
  - (c) Vice President – even
  - (d) Financial Director - odd
  - (e) Membership Director – even
  - (f) Youth Director – even
  - (g) Webmaster – odd
  - (h) Secretary – odd
- 6.13 The Provincial Director shall:
- (a) Submit a complete report of the operations and conditions of Darts BC to the members at the AGM each year
  - (b) Be the primary contact between the members and the NDFC
  - (c) Lead in the organization and logistics of sending players to represent Darts BC at the Adult National Championships
  - (d) Assume the lead role and work closely with the Executive regarding fundraising for Darts BC.
- 6.14 The President shall:
- (a) Assume all duties and responsibilities of the Provincial Director in the absence of the Provincial Director
  - (b) Act as Tournament and Ranking Officer of Darts BC and assume the following duties and responsibilities:
    - (i) forward all requests for Darts BC ranking shoots to the Executive for approval and respond back accordingly
    - (ii) follow and enforce the guidelines set forth in the Tournament Package set by the Executive
    - (iii) follow up on any results that have not been forwarded in a timely fashion
    - (iv) keep an accurate accounting of Darts BC members ranking points
    - (v) forward all tournament results and ranking point results to the Webmaster in a timely fashion.

6.15 The Vice President shall:

- (a) Assume all duties and responsibilities of the President in the absence of the President
- (b) Assist the President with all duties regarding Tournaments and Rankings
- (c) Provide guidance and assistance to tournament directors at Darts BC ranked tournaments
- (d) Perform such duties as may be assigned by the Executive Committee.
- (e) Be a permanent Sub-Committee Member of the Zone/Disciplinary Sub-Committee

6.16 The Financial Director shall:

- (a) Be responsible for any monies collected, dispersed or invested by Darts BC
- (b) Keep a true account of all monies collected, dispersed or invested by Darts BC
- (c) Keep receipts for all expenditures which have taken place
- (d) Keep a true account of all assets and liabilities of Darts BC
- (e) Prepare and distribute a financial report monthly to the Executive and make available to membership upon request
- (f) Be custodian of all financial books, papers and records of Darts BC
- (g) Assume the lead role and work closely with the Executive in efforts to get government funding for Darts BC
- (h) Provide a monthly backup of all electronic files to the Secretary no later than the 15<sup>th</sup> day of each month.

6.17 As Membership Director:

- (a) Prepare and complete a directory of all Darts BC Members (including youth players) with the following particulars:
  - (i) The full name, address, telephone number and email for each Darts BC Member (if available)
  - (ii) The date on which a Member is suspended or expelled as a member of Darts BC
  - (iii) The date on which a Member is re-instated as a Member in Good Standing of Darts BC
  - (iv) Collect and supply membership to the NDFC as per their guidelines



6.18 The Youth Director shall:

- (a) Be the primary contact between the Executive and the Youth membership
- (b) Be available to attend, or shall delegate another Member in Good Standing to attend the Youth Provincial Championships as the official representative of Darts BC
- (c) Travel with the youth and represent the province at the Youth National Championships

6.19 The Webmaster shall:

- (a) Be responsible for the setup, maintenance and updating of the website
- (b) Ensure that all information is posted on the website in a timely manner
- (c) Preserve all Darts BC historical facts and statistics
- (d) Ensure the Darts BC webpage is available and kept online
- (e) Be a permanent Sub-Committee Member of the Zone/Disciplinary Sub-Committee

6.20 The Secretary shall:

- (a) Record minutes of all Executive meetings and distribute copies as required to the Directors and membership as requested
- (b) Register and file all annual reports of Darts BC
- (c) Assist with any mailings (including emailing) and correspondence as required.

6.21 Darts BC shall also have the following appointed Committee Members in non-executive roles supporting Darts BC

- (a) Zone / Disciplinary Representatives
- (b) Entity Liaisons
- (c) Public Relations & Sponsorships

6.22 One Director shall travel with the Adult Provincial team to the Adult National Championships each year and will not be a participating member of the team. This representative will have supporting responsibilities to attend to at the Nationals. The executive will decide on an annual basis as to which Director is to take on such role.

6.23 All Darts BC Executive may be subject to a RCMP security clearance check.

## **ARTICLE 7 – NOMINATION AND ELECTION OF DIRECTORS**

- 7.11 All nomination and election of Directors will take place using a secure electronic voting system.
- 7.12 Nominations will start at the AGM, and run for a (2) week period. Once the (2) week nomination period has closed, the voting will commence and will be open for a (2) week period.
- 7.13 All members in good standing with voting rights will be sent an email along with the notice of the AGM, clearly outlining the procedures on how and where to submit their nominations and votes in advance.

## **ARTICLE 8 – FINANCIAL OBJECTIVES**

- 8.1 For carrying out the objectives of Darts BC, the Executive may suggest at an AGM or Special General Meeting of the membership and have it voted on – to borrow, raise or secure monies in such manner as they feel necessary.

## **ARTICLE 9 – EXPENDITURES**

- 9.1 Any extraordinary expenditure outside of the regular operation of Darts BC must be brought forward to the membership at the AGM or at a Special General Meeting and require a majority vote before reimbursement
- 9.2 Any expenditure greater than five hundred dollars (\$500.00) requires knowledge and approval from all Directors. This includes issuing of cheques and contractual agreements.
- 9.3 All issued cheques and contracts must be signed by two Directors.

## **ARTICLE 10 – AUDITORS**

- 10.1 If requested by a member at the completion of the Financial Director's term, or every two years, the Financial Director's ledger of accounts shall be audited by an independent auditor who is not a member of Darts BC.

## **ARTICLE 11 – BOOKS AND RECORDS**

- 11.1 The Executive shall see that all books and records of Darts BC required by the Societies Act or by an applicable statute or law are regularly and properly kept and submitted accordingly.
- 11.2 The fiscal year of Darts BC shall begin on the first day of July each year and end on the last day of June the following year.
- 11.3 Changeover meetings are mandatory for all outgoing and incoming Directors and must take place by July 1<sup>st</sup> each calendar year. All original documents and any electronic data, must be forwarded on to the new Director(s) taking on each position. Failure to do so may result in disciplinary, or if necessary, legal action being taken by the Executive.

## **ARTICLE 12 - ADULT PROVINCIAL LOCATION**

- 12.1 By December 1<sup>st</sup> of each year, the Provincial Director will advise the membership of the location and dates of the Adult Provincial Championships. The Lower Mainland will serve as host for two consecutive years. In the second year, the Executive will accept bids from any Dart BC Entity to host the Adult Provincial Championships in the third year. To qualify to host the Adult Provincial Championships, a Darts BC entity must be a league affiliate with Darts BC for a minimum of 3 years.
- 12.2 Applications for hosting the Adult Provincial Championships must be submitted to the Executive a minimum of 30 days prior to the AGM.

## **ARTICLE 13 – YOUTH PROGRAM**

- 13.1 Youth players aged 16 years and older are permitted to participate in Adult Tournaments provided the Tournament Director has made provision for their participation and their attendance and participation does not contravene any local bylaws or licensing regulations.
- 13.2 Any Youth players wishing to participate in the Adult Provincial Championships must have their Adult NDFC membership cards. As per NDFC rules if a player of youth eligibility is 19 years of age on the date of the first day of play during the National Adult Championships, that player shall choose whether to participate in the youth or adult program within their province. No member shall complete in both the adult and youth program in any given membership year.
- 13.4 Any adults involved with the Youth Program must be a Darts BC Member in Good Standing.
- 13.5 Chaperones to the Youth National Championships must have both Darts BC and NDFC Memberships.
- 13.6 All adults involved in the Youth Program require an RCMP security clearance check.

## **ARTICLE 14 – UNALTERABLE STATEMENTS IN ACCORDANCE WITH THE SOCIETY ACT**

- 14.1 The Society will take all measures within reason to apply for and obtain all such licenses and permits from Municipal, Provincial or other authority as may be required for the purposes of the Society;
- 14.2 Darts BC Association is a non-profit organization and is not be carried out for a profit or gain.
- 14.3 In the event of dissolution, the assets of the Society shall be paid to such a charitable organization that the Executive member shall determine, provided that the organization taking the assets shall be a charity in respect of which an income tax payer under the laws of Canada can claim an exemption for donations