

BY-LAWS

Howard County Dart Association

Revised: May 2012

ARTICLE I – NAME

Section 1: The name of the organization shall be the Howard County Dart Association, Inc.

ARTICLE II – DEFINITIONS

Section 1: HCDA – Howard County Dart Association, Inc.

Section 2: The offices described in Article VI, Section 1

Section 3: Director – Also referred to as Member at Large

Section 4: Senior Board Member – The most senior Board Member present in terms of continuous service.

Section 5: Neutral – A person not involved in the team, location or division under discussion.

Section 6: Schedule Division – All teams scheduled to compete against each other during the course of one season.

ARTICLE III – OBJECTIVE

Section 1: The objectives of the HCDA shall be to promote competitive darts and to coordinate the functions and activities of darts in Howard County, Maryland and the surrounding area To sanction league play according to the rules of play in effect and to establish friendly relationships with similar organizations.

Section 2: The HCDA shall be a non for non-profit, non-political, and non-sectarian organization.

ARTICLE IV – FEES

Section 1: Membership and team fees shall be established by two-thirds (2/3) majority of the full Board including the President. Membership and team fees may be changed up to 20% without approval of the General Membership. Any larger increase requires approval of 2/3 majority of the General Membership.

Section 2: The Board shall oversee the disbursement of all league moneys. Normal operating expenditures do not require explicit Board approval.

Section 3: Membership in the HCDA shall apply to the period established by the Board. An applicant shall be properly registered when, under current rules and policies, his/her written application and appropriate fee has been received by the Treasurer and approved by the Board.

Section 4: Membership fees shall be applicable each year. Teams that fail to submit the proper amount of membership on or before the announced registration deadline will not be scheduled for league play.

Section 5: Team fees shall be applicable each season. Teams that fail to submit these fees on or before the announced registration deadline will not be scheduled for league play.

ARTICLE V – MEMBERSHIP

Section 1: Membership is open to anyone who expresses interest in darts as a sport.

Section 2: All memberships are subject to approval by the Board. No membership shall be denied on the basis of age, sex, race, color or creed.

Section 3: Disciplinary Measures:

- A: A membership may be terminated or restricted by a majority opinion of the Board if such a member creates disharmony or behaves in a manner which is prejudicial to order and discipline.
- B: The Board's decision in such a matter may be appealed by the affected Member to an Appeals Committee comprised of at least five (5) neutral Captains drawn by lot. Such appeals must be in writing and must be received by the Secretary no later than seven (7) days after the Member is informed of the Board's ruling. The Secretary shall arrange for a location for the Appeal Committee Meeting and shall notify the five (5) neutral Captains who comprise it and all parties involved within three (3) days of receipt of appeal. The meeting must take place within ten (10) days of receipt of appeal.
- C: The Committee shall choose a chairperson and take statements from the affected member, party or parties bringing the original complaint, and a board representative. The affected member may ask additional persons to submit statements in their defense. Statements may be in person or in writing at the individual's option.
- D: The Appeal Committee shall decide to uphold or change the Board decision. They also have the right to determine any disciplinary or corrective action.
- E: The decision of the Appeal Committee is final.

Section 4: Colin Brook award winners receive a lifetime membership. Such membership shall carry with it any and all voting rights and privileges accorded to members in good standing.

ARTICLE VI – THE BOARD

Section 1: The Board shall be comprised of a President, Vice President, Secretary, Treasurer, and five (5) Directors.

Section 2: All Officers and Directors shall be elected in accordance with **Article X**.

Section 3: All Officers and Directors shall be elected to two-year terms and shall take office no later than thirty (30) days from date of election at a transition meeting consisting of current, outgoing and incoming Officers and Directors.

Section 4: No joint offices may be held by any HCDA member.

Section 5: Board Vacancy:

A. President:

1. Should the office of President become vacant, the Vice President shall assume the office. The office of Vice President will then be filled in accordance with **Article VI, Section 5, Paragraph B**.

B. Officers and Directors:

1. Board vacancies may be filled by the President provided that:
 - a. Applicants are solicited via written notice posted in each participating establishment or sent via e-mail to the current membership within 10 days of vacancy. Notice must include the position that is vacant and the date by which applications for intent must be received by the Secretary, within 21 days from the date the vacancy occurred.
 - b. Applications must be submitted to the Secretary. Applications submitted electronically directly from the applicant's device will be considered signed. Applications may also be hand delivered to the Secretary but must be personally signed by the applicant. An Officer is not eligible for a vacant officer position. A Director is not eligible for a vacant Director position.
 - c. The President will nominate two names from the list of applicants for the vacant position. The Board, by majority vote, will decide which name will be appointed to the vacant position. The appointment will be for the remaining term of the vacant position.
 - d. This section does not apply if vacancy was the result of a recall proceeding authorized under **Article XI**.
 - e. This section does not apply if there will be a general meeting within 45 days of the vacancy.

- Section 6:** A Board Member automatically resigns when, without cause, he/she fails to appear at three (3) consecutive board meetings, provided that such meetings are not scheduled within a 45 day period. Board and General Membership Meetings scheduled for the same night shall be considered one (1) meeting.
- Section 7:** Any Board Member who resigns under **Section 6** shall not be permitted to run for office in the subsequent election.
- Section 8:** No Director or Officer of the Corporation shall be liable to the Corporation or to its stockholders for money damages except,
- (1) To the extent that it is proved that such Director actually received an improper benefit or profit in money, property, or services actually received.
 - (2) To the extent that a judgment or other final adjudication adverse to such director or officer is entered in a proceeding based on a finding in the proceeding that such Directors or Officers action, or failure to act, was (a) the result of active and deliberate dishonesty, or (b) intentionally wrongful, willful, or malicious and, in each such case, was material to the cause of action adjudicated in the proceeding.

ARTICLE VII – BOARD DUTIES

- Section 1:** The Board must meet at least once every 45 days. The General Membership shall be notified of all regularly scheduled Board Meetings.
- Section 2:** Notice shall be given to each Board Member at least three (3) days prior to any Board Meeting. An agenda of the meeting set by the President shall accompany the notice.
- Section 3:** The presiding officer may call an emergency Board Meeting at any time. Notice must be given in accordance with **Article VII**. Reason for the meeting must be given in the notice. No other business may be discussed at the emergency meeting.
- Section 4:** Each Board Meeting shall have a time limit of two and one half hours from the time it is called to order. A maximum of fifteen minutes shall be allowed for the purpose of completing a point under discussion. This section may be waived by unanimous vote of the Officers and Directors in attendance.
- Section 5:** A quorum shall consist of five (5) Board members. In the absence of the President and Vice President, the senior Board Member shall preside. Failure to produce a quorum:

- a. Should three (3) consecutive Board Meetings, scheduled in accordance with Section 1 of this article fail to produce a Quorum, the Board shall be considered dissolved. It shall be the responsibility of those members who attend the second such meeting to arrange and call for an election meeting of the General Membership within thirty (30) days.
- b. Should a dissolution of the Board take place less than thirty (30) days prior to a seasons end, social event, or tournament, those Members in attendance shall take appropriate action to ensure the success and continuity of such an event or tournament.

ARTICLE VIII – DUTIES OF OFFICERS AND DIRECTORS:

Section 1: PRESIDENT:

The President shall preside at all meetings unless he/she is excused by virtue of the no-vote proviso. He/she may vote to make or break a tie. His/her signature must be one of the three valid signatures on the association's bank account(s). He/she shall decide all questions of order, appoint all committee chairpersons, and he/she may be an ex-officio member of all committees.

Section 2: VICE PRESIDENT:

The Vice President shall assist the President in maintaining the efficiency of the associations operations. In the absence of the President, he/she shall assume the duties normally performed by the President. His/her signature may be one of the three valid signatures on the Association's bank account(s). The Vice President also presides over the Protest Committee.

Section 3: SECRETARY:

The Secretary will record the minutes of all meetings, handle correspondence, keep files on all association business, distribute all meeting notices, and prepare all annual reports as required by Law. His/her signature can be one of the three valid signatures on the association's bank account(s). He/she shall distribute minutes to all Board Members within 10 days following a Board Meeting.

Section 4: TREASURER:

The Treasurer will have custody of all association funds and shall promptly deposit all moneys received by the association. He/she shall be responsible for the collection of fees and fines, and for the preparation and timely filing of any tax and/or financial statements required by law. He/she will be required to submit an itemized cash statement to the Board at each regularly scheduled Board Meeting. He/she shall also prepare a summarized quarterly report and provide an annual financial statement for the Membership. His/her signature will be one of the three valid signatures

on the association's bank account(s) provided that he/she is in accordance with **Article XIII, Section 2**. At the discretion of the Board, the Treasurer shall submit the Association's books for annual audit at the end of each calendar year. The Treasurer shall be bonded for an amount determined by two-thirds majority of the Board and shall maintain bond for the duration of his/her term. Cost of said bond shall be the responsibility of the league.

Section 5: DIRECTORS:

Sufficient Directors as required by **Article VI, Section 1** shall assist in the administration of association policy. In conjunction with the Officers, they shall be advisors to the various leagues during sanctioned play and shall perform such other duties as the board shall designate. A Director may be one of the three valid signatures on the association's bank account(s) starting with the senior Board Member in the case of **Article XIII, Section 2**.

Section 6: No-Vote Proviso:

Board Members will not vote on conflicts or protests that directly affect or involve his/her team or division unless reviewed and approved by a majority of Board Members. If this proviso deletes the Board below quorum level, it shall be the responsibility of the senior neutral Board Member to assemble the quorum from a list of neutral Captains.

ARTICLE IX – MEETINGS

Section 1: Board Meetings:

- A. Shall be comprised of Board Members and shall be subject to the Provisions set forth in **Article VIII, Section 1 and 2**.
- B. Shall be open to the General Membership if the location permits and if those members remain in order.
- C. If a Board Meeting scheduled in accordance with **Article VII** fails to produce a Quorum, the meeting must be rescheduled within 21 days. Notification must be given in accordance with **Article VII, Section 2**. If the second meeting fails to produce a quorum, it shall again be rescheduled within 21 days. Notification must be given in accordance with **Article VII, Section 2**. Should the third meeting fail to produce a quorum, the Board shall be considered dissolved. It shall be the responsibility of those members in attendance at the third meeting to arrange and call for an election meeting of the General Membership within thirty (30) days and to take appropriate action to ensure the success and continuity of the league until the aforementioned election. **Article X, Section 8** shall not apply to elections held due to conditions described in this Section.

Section 2: Protest Meetings:

- A. Shall be subject to the provisions set forth in the association rules currently in affect.

Section 3: Captains Meetings:

- A. Shall be comprised of a committee from the Board and the Captains or their authorized team representatives. The Captains Meeting will be called at the discretion of the Board.

Section 4: General Membership Meetings:

- A. Shall be held at least once a year for elections. Such a meeting must be announced by notice sent electronically to the membership and posted on the HCDA website at least thirty (30) days in advance.

Section 5: Recall Meetings:

- A. Shall be held subject to the provisions set forth in **Article XI**.

Section 6: Special Meetings of the General Membership:

- A. May be requested by any member for a specific purpose, provided that a petition witnessed by signatures of fifteen (15) percent of the current General Membership is submitted. The specific purpose **MUST** be stated in writing to the Secretary. No other business will be discussed or conducted at such a Meeting.
- B. Must be announced by the Board as to time and place no more than twenty (20) days from the date of the Secretary's receipt of the petition.
- C. Shall be held by a Committee that is comprised of Board Members and Captains or authorized representatives from each registered team.
- D. Voting shall be restricted to one Captain or authorized representative of each registered team. Interested members in good standing may attend such meetings and participate in the discussion.
- E. The No-Vote proviso described in **Article VIII, Section 6** shall apply to those Captains and authorized team representatives who attend such meetings.

Section 7: Unless otherwise specified, all Meetings shall be called at the discretion of the Board.

ARTICLE X – ELECTIONS

Section 1: Elections shall take place at a General Membership Meeting. Such meeting shall take place within thirty (30) days after the end of the Spring Season.

Section 2: All elections shall be conducted by secret ballot. It shall be the responsibility of the Secretary to construct the ballots.

Section 3: Elections for the office of President, Treasurer and three (3) Directors shall be held in odd years. Elections for the offices of Vice President, Secretary, and two (2) Directors shall be held in even years.

Section 4: Ballots shall be constructed for President, Vice President, Secretary and Treasurer. If more than two (2) candidates are nominated and run for any of these offices, any candidate who received more than 50 percent of the votes shall be considered elected. If not, there will be a run-off between the two (2) candidates who receive the highest number of votes on the first ballot.

Section 5: Candidates for Director shall run on one Ballot. The two, in even years, or three in odd years, candidates receiving the most votes will be considered elected.

Section 6: No member may cast multiple votes for any one candidate.

Section 7: Nominations:

- A. The Secretary shall call for candidates for all open positions between 50 and 60 days prior to the scheduled election date. The Secretary shall make a second call for candidates between 30 and 35 days prior to the election date.
- B. Nominations for all positions shall be accepted from the floor during the election meeting. Nominees under this subsection must be present at the election meeting and must accept the nomination in person in order to be eligible as a write in candidate.
- C. Any member who wishes to run for a Board position must submit an electronic application or hand written, signed application to the Secretary at least ten (10) days prior to the Election Meeting except for candidates nominated under **Article X, Section 7, Paragraph B.**
- D. A current Board Member may run for any open position without resigning his/her current position. Should he/she be elected to the new position, the President will fill the new vacancy for the remainder of the term in accordance with **Article VI, Section 5.** The Board Member will be considered resigned effective as of the date of the transition meeting at which he/she will assume the new office.

Section 8: Applicants for the office of President must have served at least one prior term on the Board or equivalent experience with the approval of the majority of the Board.

ARTICLE XI – RECALL OF BOARD MEMBERS

Section 1: Any Board Member may be recalled from the office by a two-thirds (2/3) majority vote of those present at a Special or General Membership Meeting. Any Board Member may be recalled by two-thirds (2/3) majority

of the full Board including the President. All Board positions must cast a vote to recall a Board Member. Members other than Board Members may institute recall proceedings under the provisions set forth in **Article IX, Section 6.**

Section 2: Any Board Member recalled by the Board may appeal under the provisions set forth in **Article IX, Section 6.** Such appeals must be in writing and must be received by the Secretary no later than 15 days after the Board's recall ruling.

Section 3: Recall voting shall be done by secret ballot.

Section 4: If recall takes place at a General or Special Meeting, the position will be replaced in accordance with **Article VI, Section 5, Paragraph B.** If the President is recalled, the office shall be assumed by the Vice President in accordance with **Article VI, Section 5, Paragraph A.**

Section 5: Any Board Member who is recalled shall not be eligible for office for a period of three (3) years from the date of recall.

Section 6: Should the President be recalled by the Board and he/she appeals under **Article XI, Section 2,** the President's duties of office shall be assumed by the Vice President from the date of petition until a final determination is made. The Senior Board Member in attendance shall temporarily assume the Vice -President's duties.

ARTICLE XII – EXPENSES, CONTRACTS AND AGREEMENTS

Section 1: Any Member shall be reimbursed for all legitimate expenses incurred on HCDA business. Mileage allowance up to the government allowance shall be determined by the Board, with the provision that travel to and from HCDA Meetings, including Board Meetings, is not subject to reimbursement.

Section 2: All expenses are subject to the approval of the Board at a scheduled Board Meeting.

Section 3: The Board shall have authority to enter into contracts and agreements in the name of HCDA.

ARTICLE XIII – GENERAL

Section 1: All checks and/or withdrawals greater than \$400.00 made by the HCDA must be cosigned by two of the three authorized signatories. All expenditures must be approved by the Board in advance.

Section 2: Only one member of a household or family may be an authorized signer on the HCDA bank accounts.

Section 3: These Bylaws may be amended by a two-thirds (2/3) majority of the members present at a meeting called for such amendment, provided notice of the meeting is given in accordance with **Article IX, Section 4**. In addition, announcement of such meeting shall be included on the official HCDA website.

Section 4: Persons other than dart establishment owners and managers who use a dart establishment as their home address will not be included in any mailing decreed by the Board.

Section 5: It is the responsibility of each HCDA Member to maintain current-valid contact information with the Secretary.

Section 6: Rules and Regulations to supplement these bylaws shall be devised for clarity and uniformity. Additions and changes to the rules shall be made by the Board.

ARTICLE XIV – POLICY

Section 1: Policy changes, temporary rulings and general information will be announced on the official HCDA website. These policies will be considered to be in force immediately. It is the responsibility of each member to read these announcements.

Section 2: The order of business and/or procedures of any meeting called or any subject not covered by the HCDA Bylaws, or noted in HCDA Board Minutes, shall be subject to “Robert’s Rules of Order Revised”.