



# **SASKATCHEWAN DARTS ASSOCIATION INC.**

## **BYLAWS**

**REVISED & DISTRIBUTED BY:**

**LAURIE KITZUL  
PRESIDENT**

**FEBRUARY 2011**

## TABLE OF CONTENTS

<b>B1</b>	<b>CONSTITUTION DEFINITION</b>	<b>1</b>
	GENERAL	1
<b>B2</b>	<b>MEMBERSHIP</b>	<b>1</b>
	FEES	1
	MEMBERSHIP CARDS	1
<b>B3</b>	<b>EXECUTION OPERATING COMMITTEE</b>	<b>1</b>
	GENERAL	1
	MEMBERS OF THE EXECUTIVE	1
<b>B4</b>	<b>EXECUTIVE DUTIES AND RESPONSIBILITIES</b>	<b>1</b>
<b>B5</b>	<b>FINANCIAL</b>	<b>2</b>
<b>B6</b>	<b>PROVINCIAL DIRECTOR</b>	<b>2</b>
<b>B7</b>	<b>REMOVAL OF A MEMBER</b>	<b>2</b>
<b>B8</b>	<b>CONDUCT INJURIOUS TO THE CHARTER OF THE ASSOCIATION</b>	<b>3</b>
<b>B9</b>	<b>APPEALS</b>	<b>3</b>
<b>B10</b>	<b>MEETINGS</b>	<b>4</b>
<b>B11</b>	<b>CONDUCTING A MEETING</b>	<b>4</b>
<b>B12</b>	<b>ANNUAL GENERAL MEETING</b>	<b>5</b>
<b>B13</b>	<b>VOTE OF NON-CONFIDENCE</b>	<b>5</b>
<b>B14</b>	<b>COMMITTEES</b>	<b>5</b>
<b>B15</b>	<b>ZONE COMMITTEES</b>	<b>5</b>
<b>B16</b>	<b>ESTABLISHMENT OF ZONES</b>	<b>6</b>
<b>B17</b>	<b>PROVINCIAL CHAMPIONSHIPS</b>	<b>6</b>
<b>B18</b>	<b>ZONE AND PROVINCIAL CHAMPIONSHIPS RULES</b>	<b>6</b>

<b>ANNEX A - PRESIDENT</b>	<b>8</b>
<b>ANNEX B – FIRST VICE PRESIDENT</b>	<b>9</b>
<b>ANNEX C – SECOND VICE PRESIDENT</b>	<b>10</b>
<b>ANNEX D – FINANCIAL DIRECTOR</b>	<b>11</b>
<b>ANNEX E - SECRETARY</b>	<b>12</b>
<b>ANNEX F – YOUTH DIRECTOR</b>	<b>13</b>
<b>ANNEX G – ZONE DIRECTOR</b>	<b>14</b>
<b>ANNEX H – IMMEDIATE PAST PRESIDENT</b>	<b>15</b>
<b>ANNEX I – PROVINCIAL DIRECTOR</b>	<b>16</b>
<b>ANNEX J – COMMITTEES &amp; SUB-COMMITTEES</b>	<b>17</b>
<b>ANNEX J1 – YOUTH PROGRAM COMMITTEE</b>	<b>18</b>
<b>ANNEX J2 – MEMBERSHIP COMMITTEE</b>	<b>19</b>
<b>ANNEX J3 – WAYS &amp; MEANS COMMITTEE</b>	<b>20</b>
<b>ANNEX J4 – TOURNAMENT COMMITTEE</b>	<b>21</b>
<b>ANNEX J5 – DISCIPLINE COMMITTEE</b>	<b>22</b>
<b>ANNEX K - AGENDA</b>	<b>23</b>
<b>ANNEX L – MEMBER AT LARGE</b>	<b>24</b>

## **B1. CONSTITUTION DEFINITION**

### **GENERAL**

- 1.1 The constitution of the Saskatchewan Darts Association Inc. (SDA) is a document which communicates the fundamental principles according to which the SDA is formed and governed. It defines the organization, purpose of operation and membership of the SDA in the constitution.
- 1.2 Detailed instructions are necessary to ensure that the SDA is operated and administered efficiently; such instructions are known as bylaws and are set forth hereafter.

### **PURPOSE**

- 1.3 To amplify the fundamental principles set forth in the constitution of the SDA in order to ensure that it is operated and administered without prejudice of color or rights.

## **B2. MEMBERSHIP**

### **FEES**

- 2.1 Membership fees shall be paid by each and every member as laid down by the Executive in conjunction with the NDFC.
- 2.2 Fees shall be approved by the general membership. These fees shall include an assessment as determined by the NDFC.

### **MEMBERSHIP CARDS**

- 2.3 Membership cards shall be dated from the first day of July to the last day of June of each calendar year regardless of date member has joined the SDA. Membership cards are distributed yearly and are valid until September 30th regardless of the date member joined.

## **B3. EXECUTIVE OPERATING COMMITTEE**

### **GENERAL**

- 3.1 The management of the business of the SDA shall be vested in the Executive Operating Committee, who shall be responsible for the arrangement of any business concerning the SDA on a provincial or national basis.

### **MEMBERS OF THE EXECUTIVE**

- 3.2 Any member of the Executive, who has missed three (3) consecutive meetings without a valid reason, shall show just cause to the remaining Executive why they should not be requested to resign from the Executive.
- 3.3 In the event that any officers position becomes vacant, the Executive may fill that position on an acting basis only, for the remainder of the elected term or until such an election may be arranged at the discretion of the Executive.
- 3.4 The Executive Operating Committee shall remain in office for a term of two (2) years from the time of the election, unless given a vote of non-confidence by the general membership in accordance with Bylaw 215.

## **B4. EXECUTIVE DUTIES AND RESPONSIBILITIES**

- 4.1 The duties and responsibilities of the Executive shall be set out in the attached annexes, under the direction of these bylaws.
  - a) President – Annex A
  - b) First Vice President – Annex B

- c) Second Vice President – Annex C
  - d) Financial Director– Annex D
  - e) Secretary – Annex E
  - f) Youth Director – Annex F
  - g) Member at Large – Annex L
  - h) Zone Director - Annex G
  - i) Immediate Past President – Annex H
- 4.2 Any duties not set out in Annexes will be assigned by President in accordance with Policy and Procedures Manual.

## **B5. FINANCIAL**

- 5.1 All funding to support the operation of the SDA will be through the sale of memberships, grants from Sask Sports Inc., and any other type of fundraising held over the year.
- 5.2 The Financial Director will be responsible to prepare a yearly budget that will be submitted to Sask Sports Inc. for the operation of the SDA.
- 5.3 The budget will cover the following areas:
- a) Administration
  - b) Capacity/Interaction
  - c) Participation – Athletes, Coaches and Officials
  - d) Excellence – Athletes, Coaches and Officials
- Any other areas that are not mentioned will be up to the Financial Director when the budget preparation is being done.
- 5.4 A financial report will be submitted to the general membership at the Annual General meeting along with a completed auditor's report.
- 5.5 The audit of the SDA books will be carried out by a bonded firm not associated with the SDA.

## **B6. PROVINCIAL DIRECTOR**

- 6.1 SDA shall check the credentials of any person who the SDA intends to submit as a potential Provincial Director for any conflict of interest that may impair or hamper their judgment when acting on behalf of the NDFC.
- 6.2 A person shall be declared to be in a position of conflict of interest if their primary livelihood is derived directly from involvement in the sale of darts and darts related supplies (retail or wholesale), darts promotional activities or darts oriented magazines and publications.
- 6.3 Once a conflict of interest is established, the association shall consider and choose another candidate for the position of Provincial Director from within the executive.
- 6.4 Any person found to have a conflict of interest during their term of office shall either:
- a) Voluntarily resign from their position, or
  - b) Be requested by the Board to vacate their position.
- They will however remain on the Executive in their elected position for the full term of office (see Annex I).

## **B7. REMOVAL OF A MEMBER**

- 7.1 The Executive may remove any member from the membership register, upon a complaint that is found to be true by the discipline committee.
- 7.2 A complaint that is received by the Executive Discipline Committee will be investigated. This may be referred to a discipline committee under the direction of the first vice president to the fullest authority and The discipline committee will then be decided recommend whether or not the member in question should be suspended or a loss of ranking points. The executive may remove any member from the membership register, upon a complaint that is found to be valid by the discipline committee.
- 7.3 Suspensions to a member can range from a short term suspension up to a life time suspension.
- 7.4 The executive shall also have the right to proceed with the complaint to the NDFC and have them uphold the suspension of the member from playing within the NDFC.
- 7.5 A member who plays or participates in a league outside the association and has been found guilty of conduct injurious to that league, may also be found guilty of conduct injurious to the character of the association also, as long as they are carded members of the association.
- 7.6 A member who has been suspended by the executive shall be notified by registered letter no later than seven (7) days after the executive meeting.
- 7.7 The member may participate in any NDFC tournament as a non-carded member of the association. Any ranking points earned will be recorded and so registered with the NDFC. These points that are earned will be accumulated and held on a yearly basis. A suspended member will not be allowed to participate in any NDFC-ranked tournaments that are controlled by Sask Darts or be allowed to play in any zone or provincial playoffs until the suspension is terminated. Once the member's suspension is terminated and has their membership renewed by the association, all points earned will be reinstated to the member. However a suspended member may play in any other NDFC-ranked tournament outside of the control of Sask Darts.
- 7.8 A member who holds ranking points within the province may be subject to a loss of ranking points as determined by the executive for any infraction found to be true by the discipline committee.
- 7.9 All infractions shall be covered by Sask Darts and/or the NDFC constitution, bylaws, rules and regulations.

## **B8. CONDUCT INJURIOUS TO THE CHARTER OF THE ASSOCIATION**

- 8.1 Any member who is found guilty of conduct injurious to the character of the association may be suspended in accordance to Bylaw 208.
- 8.2 Any conduct that does not show good sportsmanship or causes criminal charges to be brought within the means of the association as a carded member does not constitute a member in good standing.

## **B9. APPEALS**

- 9.1 Any member who has been suspended or has had ranking points taken away by the association has the right to appeal the suspension within fifteen (15) days of notice to the executive. The appeal must be submitted in writing to the president and/or secretary and it must explain the reasons for the appeal.

9.2 Upon receipt of the member's notice of appeal, a BOARD OF APPEAL will then be formed from outside that member's zone. This board will be chaired by a member of the executive and consist of 3 non-executive members appointed by the executive. The decision of this appeal board will be binding in the appeal.

## **B10. MEETINGS**

- 10.1 Executive, Committee or General meetings will be called by the President or the appointed chairman of the specific committee they chair, by either written or by direct notice.
- 10.2 They will advise their members of the date, time and place the meeting is to be held, with no less than one (1) month notice. Members will also be advised of what expenses will be covered.
- 10.3 The expenses incurred to attend meetings will include mileage, meals, and/or accommodations.

## **B11. CONDUCTING A MEETING**

- 11.1 A meeting will be conducted in accordance with Roberts Rules of Order and will proceed in the order set out by the agenda (see Annex K).
- 11.2 Meetings will be conducted in an orderly manner at all times; with only the business at hand to be conducted as pertaining to the SDA business at all levels.
- 11.3 Any member may speak on any matter placed before the SDA at a meeting, however, there will be a time limit of five (5) minutes for his/her deliberation. Once the member has spoken on that matter they will not speak a second time.
- 11.4 All views or comments will be addressed to the Chair and to no one else unless permission is given.
- 11.5 Any motions made from the floor will need to be a seconded before any discussion on that motion can begin.
- 11.6 Once a motion has been accepted there will be up to a maximum of thirty (30) minutes on the subject before it is voted upon by the membership.
- 11.7 Once the question has been called all the discussion on that motion will stop and a vote will be taken by the showing of hands or unless a member has requested a ballot.
- 11.8 Once a motion is either passed or defeated there will be no further discussion about the motion at the meeting.
- 11.9 If a motion has been defeated it cannot come before the membership for another three (3) months.
- 11.10 Each valid card holding member has the right to vote only once on each motion put before the meeting.
- 11.11 In the event of a tie vote, the President or Chair shall hold the tie breaking vote and the outcome will be final.

- 11.12 The election of officers to the Executive Operating Committee shall always be done by ballot voting.
- 11.13 Once the election is called at the meeting, the executive positions whose term has ended become vacant, therefore allowing all past executives the opportunity to be nominated or to nominate others for an Executive position.
- 11.14 The two (2) year terms of the Executive Operating Committee will alternate accordingly:
  - a) President, Second Vice President, Secretary
  - b) First Vice President, Financial Director, Youth Director, Member at Large

## **B12. ANNUAL GENERAL MEETING**

- 12.1 The Annual General meeting will be called in accordance with Item 9 of the constitution.
- 12.2 The Secretary shall take the minutes of the meeting and copies will be forwarded to members of the Executive and the Zone Directors. A copy of these minutes shall be made available to any member upon request.
- 12.3 A quorum must first be achieved as stated in Item 10 of the constitution before any SDA business can be transacted.

## **B13. VOTE OF NON-CONFIDENCE**

- 13.1 Fifty-five (55) percent or more of the general membership may call for a vote of non-confidence or eight (8) zones may also call for a vote of non-confidence.
- 13.2 If a vote of non-confidence is called by the members or zones, it shall be sent by registered letter to the President no later than one (1) month of the date that appears on the motion for non-confidence.
- 13.3 A General meeting will be called for by the President in accordance with Item 9 of the constitution and new executive member(s) elected.

## **B14. COMMITTEES**

- 14.1 All committees and sub-committees will be appointed by the Executive as they see fit (see Annex J).
- 14.2 All committees and sub-committees will be responsible to the Executive.
- 14.3 All committees and sub-committees will keep the Executive apprised of their activities and projects by submitting a written report to the Executive on a monthly regular basis.
- 14.4 The Executive may at any time remove any or all members from a committee and replace that member or whole committee with a new one.
- 14.5 All committees should keep a record of expenses and forward them to the Financial Director for SDA records. This will assist in the preparation of future budgeting for the SDA.
- 14.6 All committees and sub-committees will be chaired by a member of the Executive as appointed by the President of the SDA.

## **B15. ZONE COMMITTEES**

- 15.1 All zones will be controlled by a Zone Committee as stated in the constitution of the SDA.



- 15.2 All Zone Committees will be elected by the members in their zones at their annual meeting. No member who sits on the Executive may sit on a Zone Committee until their term has expired or they resign.

## **B16. ESTABLISHMENT OF ZONES**

- 16.1 Cities, town and or communities within which an active regular dart league/leagues have been established may be considered a zone.
- 16.2 Members who are residing within a zone or members living nearest to that zone shall compete in that zone. Communities without an established dart league shall be allowed to play in zone play-offs within the nearest zone to them.
- 16.3 Should there be any controversy regarding the nearest zone to that member, then a decision by the Executive will be final and adhered to.
- 16.4 The Executive may at any time re-divide the province if it is considered in the best interest of darts, and growth of the SDA.
- 16.5 Zone committees under the authority of the Executive are responsible for zone playoffs within their individual zones and to determine their zone representatives for the provincial playoffs.
- 16.6 Players are not allowed to represent a zone other than the one they reside or live nearest to.

## **B17. PROVINCIAL CHAMPIONSHIPS**

- 17.1 Zone quotas for representation into the provincial play-offs shall be as follows:
- a) Percentage of men and women in relation to the TOTAL ASSOCIATION MEMBERSHIP shall determine the number of men and women accepted into the provincial play-offs.
  - b) Percentage of men per zone in relationship to TOTAL ASSOCIATION MALE MEMBERSHIPS shall determine men quotas per zone.
  - c) Percentage of women per zone in relationship to TOTAL ASSOCIATION FEMALE MEMBERSHIPS shall determine women quotas per zone.
  - d) Quotas will be set by SDA Tournament Director no later than the first day of February of each calendar year.

The Executive has the right to change quotas as they see fit.

## **B18. ZONE AND PROVINCIAL CHAMPIONSHIPS RULES**

- 18.1 All rules and regulations pertaining to the provincial championships will also apply to the zone championships.
- 18.2 All rules and regulations applying to the NDFC shall be carried out at zone and provincial levels of play.
- 18.3 All rules and regulations will be laid out before play starts.
- 18.4 The Tournament Director for the event will have judgment over any complaint received by a member at time of play.
- 18.5 Any member who is in violation of any rule of the NDFC or of the rules laid down by the executive may forfeit their match or be disqualified from further play within the event.

- 18.6 The Executive reserves the right to seed players when deemed necessary.
- 18.7 Any matter not expressly covered by these bylaws or the NDFC playing rules shall be determined by the Executive whose decision shall be final and binding.

## **ANNEX — A**

### **DUTIES AND RESPONSIBILITIES OF THE PRESIDENT**

- A.1 The duties and responsibilities of the president shall be:
- a) To represent the province and provincial director to the National Darts Federation of Canada (see Annex I – Provincial Director).
  - b) To act as provincial director or to appoint another SDA member as provincial director (see Annex I – Provincial Director).
  - c) Responsible for the operation of the SDA through the Executive Operating Committee.
  - d) To sign all the minutes of the SDA.
  - e) To act as chairman at all meetings of the Saskatchewan Darts Association.
  - f) To hold the tie breaking vote on any motion at a meeting if called to do so.
  - g) To sit as head of the SDA for a term of two (2) years.
  - h) To have signing authority on SDA cheques.
  - i) To perform other duties as required by the constitution and bylaws of the SDA.

## **ANNEX — B**

### **DUTIES AND RESPONSIBILITIES OF THE FIRST VICE-PRESIDENT**

- B.1 The duties and responsibilities of the First Vice President shall be:
- a) To understudy the President of the SDA so that if required to do so, carry out the President's duties without any hesitation.
  - b) To attend all meetings as required by the President.
  - c) To attend all official functions/meetings of the SDA.
  - d) In the absence of the President, preside over all SDA business as required.
  - e) To have signing authority on SDA cheques as required by the President.
  - f) To hold office on the SDA Executive for a term of two (2) years.

## **ANNEX — C**

### **DUTIES AND RESPONSIBILITIES OF THE SECOND VICE-PRESIDENT**

- C.1 The duties and responsibilities of the second vice-president shall be:
- a) To assist the President of the SDA as required.
  - b) To sit as chairman on any committee as required by the President of the SDA.
  - c) To take over the duties of the First Vice President in their absence.
  - d) To attend all official functions/meetings of the SDA.
  - e) To have signing authority on SDA cheques as required by the President.
  - f) To hold office on the SDA Executive for a term of two (2) years.

## **ANNEX — D**

### **DUTIES AND RESPONSIBILITIES OF THE FINANCIAL DIRECTOR**

- D.1 The duties and responsibilities of the financial director shall be:
- a) To receive and keep an up to date account of all monies of the SDA.
  - b) To make a financial report available upon request of the President.
  - c) To pay into the bank account of the SDA all monies received.
  - d) To have signing authority on all SDA cheques.
  - e) To obtain a receipt of all payments made by the SDA.
  - f) To pay out all claims for travel, accommodation and any other expenses occurred by the SDA.
  - g) To prepare budgets as required by the SDA.
  - h) To represent the SDA within Sask Sports Inc.
  - i) To present financial statements to the annual general membership meetings and answer any questions thereafter.
  - j) To retain all records and receipts for the auditing committee.
  - k) To hold office on the SDA Executive for a term of two (2) years.

## **ANNEX — E**

### **DUTIES AND RESPONSIBILITIES OF THE SECRETARY**

- E.1 The duties and responsibilities of the secretary shall be:
- a) To attend all meetings and record all the minutes of the meetings.
  - b) To conduct all general correspondence of the SDA and to retain all copies of all incoming and out-going correspondence.
  - c) Forward a copy of all minutes to the Zone Chair and all the Executives members.
  - d) Update the constitution and bylaws as required.
  - e) To have signing authority on SDA cheques as required by the President.
  - f) To prepare the agenda and record the proceedings of the Annual General meeting.
  - g) To notify zone chairman of any upcoming meetings.
  - h) To ensure the safe custody of the Minute Book and also the Amendment Book.
  - i) To hold office on the SDA Executive for a term of two (2) years.

## **ANNEX — F**

### **DUTIES AND RESPONSIBILITIES OF THE YOUTH DIRECTOR**

- F.1 The duties and responsibilities of the youth director shall be:
- a) To represent all youth dart player members.
  - b) To coordinate youth tournament(s) and provincial playoffs
  - c) Represent SDA by travelling with youth team to national competition/championship.
  - d) Coordination of coaches and/or chaperones to travel with youth players.
  - e) To hold office on the SDA Executive for a term of two (2) years.



## **ANNEX — G**

### **DUTIES AND RESPONSIBILITIES OF THE ZONE DIRECTOR**

- G.1 The duties and responsibilities of the Zone Director are:
- a) To have the right to represent their zone at all executive meetings of the SDA.
  - b) To oversee all activities in their zone for the SDA.
  - c) To receive all copies of the minutes and notices of general membership meetings and to let their members know of all upcoming events.
  - d) To sit as chairman on any committee as appointed by the President of the SDA.

## **ANNEX — H**

### **DUTIES AND RESPONSIBILITIES OF THE IMMEDIATE PAST PRESIDENT**

- H.1 The duties and responsibilities of the Immediate Past President are:
- a) Immediate Past President is an ex-officio officer with voting rights.
  - b) Not to sit as chairman on any committees, however, may sit as a member of a committee.
  - c) To not have any signing authority within the SDA.
  - d) To attend meetings of the SDA as the Immediate Past President if they feel it to be a necessity.

## ANNEX -- I

### DUTIES AND RESPONSIBILITIES OF THE PROVINCIAL DIRECTOR

- I.1 The duties and responsibilities of the provincial director shall be as follows:
- a) To encourage national affiliation of all dart players in the province.
  - b) To be the liaison between the NDFC and the province in accordance with section 4.3 of the NDFC constitution.
  - c) To provide the NDFC with information on provincial activities.
  - d) To be an advisory member to all tournament activities or playoffs leading directly to the national championships.
  - e) To encourage enforcement of all the NDFC playing rules at all playoffs and/or championships leading directly to the national championships and also at all NDFC ranked or sanctioned tournaments held within the province.
  - f) To represent the NDFC at meetings with the provincial organizing committee of a national championship if said championships are to be held within the province.
  - g) To inform the NDFC of all suspensions imposed by the SDA Executive.
  - h) To submit an annual report to the NDFC in accordance with section 10.6 of the NDFC constitution with a copy of the report also being forwarded to the SDA Executive.
  - i) To attend all meetings of the NDFC as required and to have a vote on all matters at these meetings with the best interest of the province in mind.

## ANNEX -- J

### DUTIES AND RESPONSIBILITIES OF COMMITTEES AND SUB-COMMITTEES

BB asks – has there ever been standing committees or sub-committees? I think this entire section needs a HUGE overhaul. Executive needs to decide if we will keep standing committees and/or sub-committees. I have not made changes here.

May 2010 – BB asks – should have mention of the different assigned duties: i.e. webmaster; tournament director; membership; discipline; MAP grants

J.1 All functions of the SDA will be under the control of the Executive Operating Committee in consultation with all committees.

There will be two types of committees. They are:

- a) Standings committees
- b) Sub-committees

Standing Committees:

J.2 These will be chaired by a chairman selected from the Executive Operating Committee with zone representatives making up the balance of the committee.

Standings committees will be as follows:

- a) Youth program committee – annex-j1
- b) Membership committee – annex-j2
- c) Ways and means committee - annex-j3
- d) Tournament committee – annex-j4
- e) Discipline committee – annex-j5

Other committees may be added by the executive as they see fit.

Sub-committees:

J.3 All sub-committees will be appointed by the Executive as required for the effective operation of the SDA. Such committees will have a chairman as appointed by the President of SDA.

Sub-committees may be as follows:

- a) Rules committee
- b) Budget committee
- c) Appeals committee

J.4 The President of the SDA shall be “ex-officio” of all standing and sub-committees.

## **ANNEX – J1**

### **DUTIES AND RESPONSIBILITIES OF THE YOUTH PROGRAM COMMITTEE**

#### J1.1 Duties and responsibilities of the youth program committee:

- a) Prepare a youth program budget for the upcoming year and submit it to the Executive by April of every year.
- b) Set dates and venues for the youth provincials and attend youth provincials.
- c) Control and operate the inter-provincial youth challenge cup on a yearly basis.
- d) The chairman and another selected person shall chaperone the provincial youth team at the youth nations and be responsible for the team on and off the venue.
- e) The chairperson will represent the SDA at the youth nationals meeting keeping the best interest of the province in mind.
- f) Report to the Executive on a quarterly basis and also report to the annual general meeting.
- g) Develop, coordinate and implement a youth program in the province.
- h) To be a liaison with the zones in the establishment and continuation of a youth program.
- i) To be a liaison with external organizations in the recognition and promotion of the youth program.
- j) Sit on the youth program committee for a term of two (2) years.

## **ANNEX – J2**

### **DUTIES AND RESPONSIBILITIES OF THE MEMBERSHIP COMMITTEE**

J2.1 Duties and responsibilities of the membership committee are:

- a) Order membership cards from the NDFC national office and disperse the cards to all zones.
- b) To make sure all zones have a supply of blank membership cards, and if not, order more from the NDFC office.
- c) Collect all monies from the sale of membership cards from each zone and turn it over to the SDA Financial Director.
- d) Maintain a current membership file for all zones.
- e) Provide a membership report to the SDA on request and at each meeting.
- f) Inform the President and Executive of all matters pertaining to the membership.
- g) Set quotas for the provincial championships based on the memberships of each zone no later than the last day of February of each year.
- h) Sit on the membership committee for a term of two (2) years.

## **ANNEX – J3**

### **DUTIES AND RESPONSIBILITIES OF THE WAYS AND MEANS COMMITTEE**

- J3.1 Duties and responsibilities of the ways and means committee are to:
- a) Obtain necessary licenses and/or permits for the legal operations of any project.
  - b) To bring any project which commits the SDA to any financial obligation to the Executive for their approval.
  - c) Schedule dates for bingos and other fund raising events. Locate volunteers to assist with these events.
  - d) Prepare a monthly report on all activities and volunteers for the Executive meetings.
  - e) Prepare a monthly financial report for the Executive meetings and also a year-end report for the annual general meeting.
  - f) Sit on the ways and means committee for a term of two (2) years.

## **ANNEX – J4**

### **DUTIES AND RESPONSIBILITIES OF THE TOURNAMENT COMMITTEE**

J4.1 Duties and responsibilities of the tournament committee are:

- a) To control and organize the Sask Open Dart Classic by arranging for volunteers.
- b) Conduct the provincial championships in accordance to all rules and regulations of the SDA and NDFC.
- c) Submit returns to the NDFC office pertaining to any ranked tournament sponsored by the SDA.
- d) Select and verify provincial team to represent the province at the nationals, and other SDA supported national events. Teams for other ranked tournaments shall be selected from the most current ranking list.
- e) Make all travel, accommodation and registrations for provincial teams.
- f) Make monthly reports to the Executive and also a yearly report to the annual general meeting.
- g) Sit on the tournament committee for a term of two (2) years.



## **ANNEX – J5**

### **DUTIES AND RESPONSIBILITIES OF THE DISCIPLINE COMMITTEE**

J5.1 Duties and responsibilities of the discipline committee are to:

- a) Shall hear any disciplinary case brought before them by any member within the SDA within thirty (3) calendar days.
- b) Will investigate any complaint to its fullest and hear any witnesses it may feel would help contribute to their findings.
- c) Shall be guided by the rules and regulations of the association and those of the NDFC.
- d) Shall report to the Executive their findings along with any recommendations as to what type of discipline if any that should be handed down, whether it be a suspension or a loss of ranking points.
- e) To forward all findings and records to the Executive so they may file it with the membership committee.
- f) The discipline committee will not hear any appeals by a member who is appealing their suspension or loss of ranking points.
- g) The committee will make a monthly report to the Executive as well as a yearly report at the annual general meeting.
- h) Shall sit on the discipline committee for a term of two (2) years.

**ANNEX — K**  
**AGENDA OF MEETINGS**

K.1 The SDA will follow this agenda at all of its meetings:

- a) Call the meeting to order
- b) Read the last minutes
- c) Errors and omissions of the last minutes
- d) Adoption of the minutes
- e) Business arising from the minutes
- f) Financial statement
- g) Adoption of the financial statement
- h) Correspondence
- i) Tournament reports
- j) Youth report
- k) High performance reports
- l) Zone directors' chairman reports
- m) Old business
- n) Election of officers (if required)
- o) New business
- p) Notice of motions
- q) Adjournment

## **ANNEX -- GL**

### **MEMBER AT LARGE**

- L.1 Duties and responsibilities of the Member at Large are to:
- a) To sit as chairman on any committee as appointed by the President of the SDA.
  - b) To assist the SDA in any way possible to ensure the effective operation of the SDA.
  - c) To hold office on the SDA Executive for a term of two (2) years.

This constitution and bylaws for the Saskatchewan Darts Association Inc., in the province of Saskatchewan, are hereby accepted by the membership of the association and passed with a majority vote at a duly called meeting and agreed upon by the members of Saskatchewan Darts Association Inc.

DATED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 20 \_\_\_\_

IN THE CITY OF \_\_\_\_\_ IN THE PROVINCE OF

SASKATCHEWAN.

\_\_\_\_\_  
PRESIDENT

\_\_\_\_\_  
FIRST VICE PRESIDENT

\_\_\_\_\_  
SECRETARY

\_\_\_\_\_  
ZONE CHAIRPERSON

FOR \_\_\_\_\_