

# METRO EAST DART ASSOCIATION BY-LAWS

## ARTICLE I - NAME

The name of this association shall be the Metro East Dart Association.

## ARTICLE II - OBJECTIVE

The objective of the M.E.D.A. shall be to promote competitive darts and sanction League play according to the rules in effect as well as establish friendly relationships with similar organizations.

## ARTICLE III - MEMBERSHIP

**Section 1.** Membership is open to anyone who has an interest in darts as a sport. Full membership for anyone age 21 or over.

**Section 2.** A membership may be terminated by a majority opinion of the Board if such member creates disharmony or behaves in a manner prejudicial to order, discipline, or sportsmanship.

## ARTICLE IV - EXECUTIVE OFFICERS

**Section 1.** The Executive Board shall include the President, Vice-President/Special Event Coordinator, Secretary/Rules Chair, Treasurer, League Coordinator/Rules Chair and Statistician.

**Section 2.** The Executive Board shall be elected at the Summer Banquet. The League Coordinator/Rules Chair, Vice-President/Special Events Coordinator, and Secretary/Rules Chair shall be elected to a two-year term on odd number years. The President, Treasurer, and Statistician shall be elected to a two year term on even number years. All terms of office will commence on July 1st of the year elected.

**Section 3.** Whenever a vacancy occurs, the President shall fill the vacancy with an eligible member, provided a majority of the Board approves the appointment. Fill-ins for any elected position will serve only until the next election meeting.

**Section 4.** All contracts must be signed by two (2) Executive Board members. One signer of this contract must be a check signer.

**Section 5.** All members of the Executive board (and nominees) must possess a telephone for direct communication.

## ARTICLE V - DUTIES OF THE EXECUTIVE BOARD

**Section 1.** The Board must meet at least once a month, meeting date to be determined by the President.

**A.** The Executive Board will set a minimum number of meetings a board member must attend.

**B.** Any Board member that misses 3 meetings in one year, shall be cause for review. Any action by the Board must be agreed upon by a majority of the Board.

**Section 2.** A majority of the Board shall constitute a Quorum.

**Section 3.** The Board shall make decisions on all matters concerning the M.E.D.A.

**Section 4.** The Board shall change the rules of play to benefit the league when necessary.

**Section 5.** The Board shall interpret the By-Laws on appeals brought forth to the Board.

**Section 6.** The Board has the right to engage in contracts on the behalf of the M.E.D.A.

**Section 7.** Any "Board" as a whole shall remain in their respective positions until a new one is elected.

## **ARTICLE VI - DUTIES OF EXECUTIVE OFFICERS**

### **Section 1. President**

The President shall preside at all meetings. He/she may vote only to break a tie. In the event that a phone vote is required for a board decision, the President will contact all board members. In the case the President is not able to, he shall appoint another board member to do so. He/she shall be responsible for assisting the League Coordinator in sanctioning boards and or any other board member designated by the President. To appoint any chairpersons or committee as needed and whom will be responsible for obtaining at least three (3) estimates ordering trophies and booking the hall for the banquet with board approval. He/She shall use all reasonable means to promote and advance the objectives for which this organization is formed. His/her signature shall be one of the four valid signatures on the League bank account.

### **Section 2. Vice-President / Special Event Coordinator**

The Vice-President shall assist the President in maintaining the efficiency of operations, and in the absence of the President, he/she shall assume the duties normally performed by the President. His/her signature shall be one of the four valid signatures on the League bank account. The Vice-President is also in charge of membership cards.

#### **Special Event Coordinator**

**A.** The Special Events Coordinator shall be responsible, with Board approval, for securing locations for all M.E.D.A. tournaments.

**B.** The Special Events Coordinator shall supervise all aspects of such tournaments, maintaining accurate records and providing copies for all members.

**C.** The Special Events Coordinator shall have all tournament plans submitted for Board approval. The President shall delegate board members to assist Tournament Director in special events.

### **Section 3. Secretary / Rules Chair**

**A.** The Secretary shall accurately record the minutes of all meetings, handle correspondence, and give notice of all meetings of the association. His/her signature shall be one of the four valid signatures on the League bank account.

**B.** Upon vacating office, the Secretary shall turn over to his/her successor all books of records that were kept by him/her.

#### **Rules Chair**

The Rules Chair shall see that each team in the M.E.D.A. has a copy of the Official By-Laws and Rules. Before the start of league play, they shall review

the rules with the team captains and explain any changes of the rules.

**A.** In cases involving rules of play, they shall interpret the rules and explain any decisions to the captains involved.

**B.** In disputes not specifically covered by the Rules of Play, they shall make decisions and inform the captains and any other persons involved.

**C.** An appeal of a decision by the Rules Chair must be made in thirty (30) days to the Board and must be supported by a two-thirds majority of the Board.

#### **Section 4. Treasurer**

**A.** The Treasurer shall have custody of all M.E.D.A. funds and shall be responsible for the collection of fees and fines. He/she shall be required to submit a monthly itemized statement to the Board and prepare a summarized financial statement for the general membership meeting. His/her signature is one of the four valid signatures on the League bank account.

**B.** Upon vacating office, the Treasurer shall turn over to his/her successor all books of records that were kept by him/her.

#### **Section 5. League Coordinator / Rules Chair**

**A.** The League Coordinator shall be responsible for accepting team registration for the M.E.D.A. on the date set by the Board.

**B.** Assisted by the Board as a whole he/she shall have the responsibility of regulating teams to various divisions, drawing up the League schedule, and delivering copies of the schedules to all captains in time for the start of the season.

**C.** League Coordinator shall be responsible for notification of new players and dues sent in.

**D.** Upon vacating office, the League Coordinator shall turn over to his/her successor all books of records that were kept by him/her

##### **Rules Chair**

The Rules Chair shall see that each team in the M.E.D.A. has a copy of the Official By-Laws and Rules. Before the start of league play, they shall review the rules with the team captains and explain any changes of the rules.

**A.** In cases involving rules of play, they shall interpret the rules and explain any decisions to the captains involved.

**B.** In disputes not specifically covered by the Rules of Play, they shall make decisions and inform the captains and any other persons involved.

**C.** An appeal of a decision by the Rules Chair must be made in thirty (30) days to the Board and must be supported by a two-thirds majority of the Board.

#### **Section 6. Statistician**

**A.** The Statistician shall prepare and deliver to each team a copy of team standings and statistics on a weekly basis during the season. They may be delivered by e-mail or U.S. mail.

**B.** Prepare statistics for the Special Events Coordinator (when needed) for all special events.

C. Upon vacating his office, the Statistician shall turn over to his successor all books of record which he/she has kept.

## **ARTICLE VII - GENERAL MEETINGS**

**Section 1.** One General Membership meetings shall be held each year during the Spring season at times and location determined by the Board. This meeting shall also be for the nomination of electing officers. The locations of meetings shall be rotated as equally as possible. Also all membership meetings and league events are to be held on Wednesdays, with the exception for Board meetings.

**Section 2.** Notice of the General Membership meetings, time, place, and purpose shall be mailed by the Statistician at least two weeks prior to the meeting on the website and on each page of the weekly statistics report. Date, time, and place will also appear on the official schedule prepared by the League Coordinator and delivered to captains the season General Membership meeting occurs. The League Coordinator is responsible for communicating date, time, and place of General Membership meeting to captains at that season's Captains Meeting.

**Section 3.** QUORUM: Fifty percent of the Board plus all members present shall constitute a quorum for all General Membership meetings.

**A.** At the nomination meeting a run-off vote will be held to reduce the number of candidates to two (2) for each office if necessary.

**B.** All nominated candidates for an office will be allowed two minutes to state their qualifications and/or reasons for seeking said office.

## **ARTICLE VIII - ELECTIONS**

**Section 1.** Elections shall take place at the Banquet each year. Absentee ballots are not permitted; members must attend banquet to vote.

**Section 2.** All elections shall be by secret ballot.

**Section 3.** A majority of legal votes cast is necessary for election. If there is no majority on the first ballot, there will be a run-off between the top two candidates receiving the highest number of votes on the first ballot. In order for a vote to be legal on the first ballot, it must contain the name of a valid M.E.D.A. member. On subsequent ballots, one of the slated candidates must be named for a vote to be legal.

**Section 4.** Any office running unopposed does not require an election.

## **ARTICLE IX - EXPENSES**

**Section 1.** Any Board member with valid receipts is to be reimbursed for all legitimate expenses.

**Section 2.** All expenses are subject to approval of a majority of the Board in attendance at the Board meeting.

**Section 3.** All expenses over \$50.00 are to have at least three (3) estimates submitted for Board approval.

**ARTICLE X - AMENDMENTS**

The By-Laws may be amended, altered, and/or repealed by the affirmative vote of a quorum of members of the M.E.D.A. in attendance at a general meeting if notice of the proposed amendment, alteration, and/or repeal is contained in the notice of the meeting.

**ARTICLE XI - RULES OF ORDER**

All business at meetings of the METRO EAST DART ASSOCIATION shall be conducted in conformity with the provisions of "Robert's Rules of Order" in relation thereto.