

**Constitution
of
the
Manawatu Darts Association
Inc.**

The Manawatu Darts Association (Incorporated)
Objects , Constitution and Rules

Name

1. The Name of the Association shall be “THE MANAWATU DARTS ASSOCIATION INCORPORATED”
2. The office of the Association shall be at 324 Tremaine Avenue in the city of Palmerston North or such other place as the committee shall appoint.

COLOURS

3. The colours of the Association shall be Green and White.

OBJECTS

4. (a) To promote, organize, foster and manage the game of Darts in the Manawatu District and to contribute towards the advancement of the game throughout the Dominion of New Zealand.
- (b) To settle questions or disputes on any matter relating to Darts which may be submitted to the Association for its adjudication.
- (c) To purchase, lease, hire or by other means acquire any real or personal estate necessary or convenient for the purposes of the Association.
- (d) To sell, lease, exchange, mortgage, improve, manage, develop, or otherwise deal with all or any part of the real or personal estate of the Association, or in which the Association has , or may hereafter have, any interest.

- (e) To buy, sell, supply and deal in all kinds of apparatus and all kinds of provisions, liquid and solid, required or used by members of the Association or affiliated Clubs or other persons frequenting games for the time being under the control of the Association.
- (f) To lay out, construct and maintain grounds for Darts or other athletic sports or pastimes and to join with other bodies or Associations in doing so.
- (g) To construct, maintain and alter any houses, buildings or works, or works, of or required by the Association and to furnish and equip the same.
- (h) To hire and employ all classes of persons whose services may be deemed necessary for the purposes of the Association, and to pay to them salaries, wages, gratuities and pensions.
- (i) To invest the moneys of the Association not immediately required for any of its objects in such a manner as from time to time may be determined.
- (j) To borrow or raise money by mortgage or otherwise in such manner and upon such security as the Association shall think fit.
- (k) To promote, hold and manage inter club, inter provincial and all other dart matches, including matches played within the City of Palmerston North and elsewhere with the visiting teams from overseas, subject to the authority in every case where such exists of the New Zealand Darts Council.

- (l) To do all such other lawful things as are incidental or conducive to the attainment of the objects aforesaid or any of them.
- (m) To affiliate with the New Zealand Darts Council or any body formed for the protection or advancement of sports or pastimes.

CONSTITUTION

- 5 (a) The Association shall consist of :
- Patron
 - President
 - Immediate Past President
 - Vice President
 - Secretary
 - Assistant Secretary
 - Treasurer
- (b) All persons registered with the New Zealand Darts Council as members of the Manawatu Darts Association.
- (c) Such persons nominated and elected Life Members
- (I) Nomination and election of Life Members may take place at any Annual General Meeting.
- (d) All Honorary Members as may be elected by the Association or by delegates at a General meeting.
- (I) Honorary Members shall be chosen and recognized for their contributions and support of the Association.
 - (ii) Such recognition shall be in the form of complimentary membership for a full year.

- (e) All Associate Members, these being persons registered as Full Members of another Association. Such members will be required to pay an Associate Fee - (which will be the full membership fee less the required registration fee for the New Zealand Dart Council).

RESIGNATIONS

- 6 Any member of the Association may resign membership thereof by giving notice in writing duly signed and addressed to the Secretary of the Association. Such resignation shall become effective upon receipt of such notice by the Secretary, subject always to the payment of unpaid fees due to the Association.

MEETINGS

7. A General Meeting of the Association shall consist of the office bearers of the Association and the members of affiliated clubs, 15 to form a quorum.
8. The Annual General Meeting of the association shall be held in the second week in February in each year. 14 days notice of the time and place of the meeting shall be advertised as the Association shall from time to time direct, and similar notice shall be given to the Secretaries of all affiliated Clubs and to all office bearers of the Association. The regular business of the Annual General Meeting, which shall take precedence of all other business shall be:-

To receive the Association's Annual Report, the financial statements duly audited.
To elect office bearers.
To appoint an Auditor or Auditors.

The further business of the meeting shall be to consider and deal with any business of which notice of motion has been lodged by any Club with the Secretary at least (21) clear days before the date of the meeting and any matter the Association considers it desirable to bring before the meeting.

With the consent of three-fifths majority of the meeting business of which due notice has not been given, may be dealt with.

14 days notice shall be given of the business to be considered and dealt with at every Annual General Meeting to the Secretaries of all affiliated Clubs and to all Office Bearers of the Association and 15 members shall form a quorum at such meetings.

Team nominations are to be in the hands of the secretary seven (7) days prior to the A.G.M (Late entries will be accepted only if a position in an appropriate league is available.

9. A Special General Meeting may be called by the Association at any time, and shall be called upon receipt of an application to the Association and not less than fourteen days shall be sent to all office bearers and to the Secretary of each affiliated club and 15 members shall form a quorum at such meetings.
10. (a) All members of the Association shall be entitled to attend both General and Annual General meetings. Such members shall be:
 - (I) Full Members

- (ii) Life Members
- (iii) Honorary Members
- (iiii) Associate Members

(b) All members shall have speaking rights at General and Annual General Meetings.

(c) Full Members, Life Members and Honorary Members only, shall be entitled to vote and to stand for office at an Annual General Meeting.

11. Each member shall be entitled to one vote except the chairman, who shall have a casting vote, the voting on every question to be decided on the voices or at the request of any member, by a show of hands or ballot.
12. Any meeting of the Association may be adjourned from time to time.

OFFICERS

13. The Officers shall be a Patron, Immediate Past President, President, Vice President, Secretary and Assistant Secretary and Treasurer. All of whom (except the Immediate Past President) shall be proposed, seconded and elected by ballot at the Annual General Meeting and shall hold office until the next Annual Meeting when they shall retire, but shall be eligible for re-election. The officers shall be ex officio members of the Association.

ASSOCIATION

14. The Affairs of the Association shall be managed by the officers of the Association.

15.

POWERS OF ASSOCIATION

- (a) Generally to carry out the aims, objects and Rules of the Association and to arrange, control and manage all Association matches, and to make Rules therefor.
- (b) To control expenditure and to expend the funds of the Association and to incur such liabilities on behalf of the Association as it may deem necessary.
- (c) To classify teams and players.
- (d) To appoint Sub-Committees and receive and deal with their reports.
- (e) To consider and adjudicate on any apparent infringement of the Rules and By-laws of the Association, whether such infringement should become known to the committee by formal protest or otherwise and to impose such penalty for any infringement of the said rules or By-laws as it may think fit.
- (f) To inquire into the conduct of any player, member team or club, and if in its opinion such conduct is contrary to these Rules or any By-laws of the Association which may for the time being be in force, or prejudicial to the interests of darts to impose such penalty or take such other action as it thinks fit.
- (g) To summon witnesses to appear and give evidence at any inquiry held by the Committee or any person or persons appointed by it, and in the event of failure or refusal to attend, to impose such penalty as the Committee may consider necessary.

- (h) To make such By-laws as may from time to time be found necessary for the conduct of its business and the good government of the Association, such By-laws shall remain in force until amended or rescinded.
- (i) To appoint a Selector or Selection Committee for representative matches.
- (j) To call a General Meeting of the Association at any time.
- (k) To settle any question which may arise and which is not specially provided for in these Rules or the By-laws which may for the time being be in force.
- (l) Make and enforce Regulations for the attire of members when representing the Association.
- (m) To fill any casual vacancy which may occur among the office bearers or in the office of the Auditor.
- (n) That all Sub-committee members be appointed by the Committee at a General Meeting.

Such appointments shall include:

- (i) Catering Officer
- (ii) Publicity Officer
- (iii) Games Committee (consisting of 3 persons)

CONDUCT

16. The Secretary shall send to any player or club into whose conduct inquiry is to be made, a notice in writing giving full particulars of the complaint and the time and place of meeting,

when the matter will be investigated. Provided however that such notice of complaint shall provide at least fourteen (14) days notice for all parties prior to such hearing. The player or secretary so notified may attend such meetings with such evidence as he may think necessary. In the event of such player's address being unknown to the secretary or Association, the notice shall suffice if it be addressed to the Secretary of his Club. In the event of any inquiry as to the conduct of any player, notice shall be sent to the Secretary of his Club.

The Secretary and Association shall retain the power to suspend any member for willfully disobeying any of the rules of the Society and any member or Club shall have the right to appeal against any decision of the Association to expel or suspend any such member or Club from the Society.

ANNUAL COMPETITIONS

17. There shall be annual competitions by affiliated Clubs for the Championships of the Association which shall be conducted in accordance with such By-laws as may be made by the Association from time to time for that purpose.
18. (a) There shall be kept a register showing the full names and addresses of the playing members of each affiliated Club.

(b) It shall be the duty of each affiliated Club to apply in writing to the Secretary of the Association to have included in such register the names and addresses of its players.

(c) Application for registration of a player shall be made on the prescribed Registration Form or as determined

by the Association and shall be signed by the Player in respect of whom the application is made.

- (d) There shall be payable in respect of the application for the registration of each player as aforesaid such fee as may from time to time be fixed by the Association.

FINANCE

19. True accounts shall be kept of all moneys received and expended by the Association, and the matter in respect of which such receipt and expenditure takes place, and of the property, credits and liabilities of the Association and subject to all reasonable restrictions as to time and manner of inspecting the same that may be imposed by the regulations of the Association for the time being shall be open to the inspection of members. Once at least in every year the accounts of the Association shall be examined, and a Balance Sheet prepared and the correctness of the accounts and Balance Sheets ascertained by one or more auditor or auditors.
20. The financial year of the Association shall end of the 31st day of December in each year and the accounts shall be audited and certified by the Association's Auditor or Auditors and shall be submitted with a Report of the year's proceedings to the Annual General Meeting, of the Association.
21. All moneys of the Association shall be paid into such Bank or Banks as the Association may from time to time determine, to the credit of the Association, and all accounts shall be passed for payment by the Committee. All accounts shall be paid by cheque signed by the Chairman of the Committee and either the Secretary or Treasurer.

22. There shall be payable annually by affiliated Clubs before the 31st day of march in each year, such affiliation fees as the Association may from time to time decide.
23. There shall be payable by Clubs such other sums of money for rent of rooms, as the Association shall determine.
24. Any Club failing to pay such rent or other dues and remaining in default for seven days after notice has been given to such Club by the Association shall be posted and shall be deemed to be in default.
25. There shall be payable by Honorary Members such Annual Subscriptions as may be fixed by the Association from time to time.
26. The Treasurer shall submit to the Association a statement of the financial position once a month during the Darts Season, and at such other times as the Association may direct.

SECRETARY

27. The duties of the Secretary and Assistant Secretary shall be:
 - (a) To convene all meetings of the Association and of the Association, perform the whole of the clerical work of the Association, and carry our all directions given by the Association or the Association.
 - (b) Keep or records and minute books of the Association and its seal in his custody, also tables showing the result of the Association and the position of all Clubs taking part in the Competition matches.

- (c) Keep a record of the names and addresses of all office bearers and delegates.
- (d) Keep the register showing the names and addresses of all players belonging to each Club for reference purposes, and the Secretary of any affiliated Club, or his representative duly authorized, shall have access to such register at all reasonable hours.
- (e) Keep such further books and registers as the Association may from time to time determine.
- (f) Have control of all the records of the Association.
- (g) Keep a list of the Darts material and other property of the Association.
- (h) Draft the Annual Report, submit same to the Chairman of the Association, and to the Committee.
- (I) To notify Secretaries of affiliated Clubs of any decision of the Association effecting such Club or any member thereof.

TREASURER

28. The duties of the Honorary Treasurer shall be:
 - (a) To receive all moneys for and on behalf of the Association and to pay the same into such Bank or Banks as the Association may from time to time determine to the credit of an account in the name of "The Manawatu Darts Association Incorporated".

- (b) To pay all accounts or advances in manner prescribed by Rule 26 after the same have been passed for payment by the Association.
- (c) To prepare the Annual Accounts and Balance Sheets and submit same to the Chairman of the Association and to the Committee.

DEFAULTERS

- 29. (a) The Secretary of each Club shall forward to the Secretary of the Association, not later than the 31st October in each year, a list of members who are in default in payment of their subscriptions or other dues to the Club of which they are members. Such list shall give the full names and addresses of the defaulting members and the amount of the indebtedness of each.
- (b) The Secretary of the Association shall not later than 30th November in each year post to all affiliated Clubs a complete list of such defaulters and thereafter any payment on account of his indebtedness by any defaulter must be made through the Treasurer of the Association. A collection fee may be charged by the Association as the Association may decide.
- (c) No person who has been a member of a Club shall be admitted to membership in another Club unless he shall first produce a clearance certificate from the first named Club that he has paid all moneys due for subscriptions or otherwise.

PROTESTS

- 30. Any Club making a protest must forward it in writing, together with a fee of \$20 to the Secretary of the Association within three days of the cause thereof arising. The fee may be forfeited if the Committee consider the protest frivolous, but otherwise it will be refunded.

AFFILIATION

- 31. Each Club affiliated to the Association shall pay to the Association an Annual Affiliation Fee or such other sum as may be fixed at an Annual General Meeting of the Association.

Each affiliated Club shall be provided with a copy of the Rules of the Association and from time to time with any amendments made, and be bound thereby, and in case of any willful infringement thereof shall be liable to suspension or disqualification by the Association.

- 32. Application for affiliation to the Association by any new Club must be in the first instance made to the Association Committee accompanied by proof that such Club can enter and maintain not less than one team in the Association's competitions.

The Association may affiliate new Clubs to the Association by a vote of not less than three quarters of those members present and voting at a meeting at which the application is considered. If a three fourths majority is not obtainable by the members of the Association the application or applications shall be referred by the Association to the next Annual Meeting of the Association, or to a Special General Meeting called for the purpose of considering such application or applications.

33. Each Club before adopting colours must have such approved by the Association. Every Club shall register its colours with the Secretary of the Association. No Club shall use the Association's colours.
34. (a) The committee shall appoint the Selector(s) at a General Meeting from written nomination.
- (I) Such nominations shall be called at the Annual General Meeting and a closing date given.
- (b) The committee shall appoint a Representative Team (R/T) Manager at a General meeting.
- (c) The Selector(s) shall select players to practice for, and the teams to represent the association in, all representative matches.
- (d) The Selector(s) shall appoint a Captain for each representative team.
- (e) The R/T Manager shall be responsible for the conduct and control of the players for all representative matches.
- (f) If the R/T Manager is absent then responsibility shall fall on such person as delegated by the R/T Manager.
- (g) Any disciplinary measures necessary on the day of a representative match shall be the duty of R/T Manager or his replacement should he be absent).

- (i) Following such action a written report shall be submitted to the committed by the R/T Manager.

WINDING UP

35. A majority of the members present at a Special General Meeting convened for the purpose after seven clear days notice in writing to members any resolve that the Association be wound up. The resolution shall be confirmed at a subsequent General Meeting called together for that purpose and held not later than thirty days after the date on which the resolution so to be confirmed was passed.

If upon the winding up of the Association there remains after satisfaction of all debts and liabilities any property or funds whatsoever, the said property shall be disposed of in such manner as may be decided at a Special General Meeting convened for the purpose.

COMMON SEAL

36. The Association shall have a seal in the form of a circle bearing the registered name of the Association and the work "SEAL" and the same shall be used only in pursuance of a resolution of the Committee and in the presence of at least two members of the Committee and the Secretary all of whom shall affix their signatures to every document so sealed. The seal shall be kept in the safe custody of the Secretary or such other person as the Committee may from time to time determine.

ALTERATION OF RULES

37. (a) Rules of the Society may be altered, added to, or rescinded by resolution at any General Meeting, provided that:
- (i) Notice of any such alteration and the names of the proposer and seconded be given to the secretary of the Association at least twenty-one (21) days before the day fixed for the meeting, and...
 - (ii) Notice of such a proposal shall be sent by the secretary of the Association to the secretaries of all clubs and to the Officers of the Association at least fourteen (14) days before the day of the meeting.
- (b) No new rule or alteration of an existing rule that is passed at a General Meeting may be repealed before the next A.G.M except by a resolution carried by a least two-thirds of the delegates at a Special General Meeting of the Association.

DUTIES OF APPOINTED OFFICERS

Representative Team Managers Duties: (non playing position)

- to ensure all players representing the association are wearing the correct attire.
- to settle any disputes that may arise between players and / or captains in an amicable manner.
- to take disciplinary action against any player should that player willfully break the associations rules of conduct or bring the game of darts into disrepute (and submit a written report to the committee of such action.)
- to report any minor offences should it be deemed necessary.
- to assist team captains if so requested.

Selectors Duties:

- to select players to practise for, and the teams to represent, the Association in all representative matches.
- to select reserves for all such matches.

- to appoint a captain for each representative team they select
- to notify all players of their selection.

Captains Duties:

- to ensure their teams are at the appointed place, at the appointed time at the start of every match.
- to substitute the named reserve for any player, should that player not have arrived at least twenty minutes prior to the start of the game, (unless that player has given prior warning with a reasonable excuse as to why they will be late.)
- to place their players in the appropriate places on the match sheets.
- to administer the match sheets, or delegate to a non-player to do so.

Catering Officers Duties:

- to ensure food is supplied for all representative fixtures and association championships as required.
- to ensure that the kitchen facilities are left in a clean and hygienic condition after each such event.
- to arrange for volunteers to help with such events.

Publicity Officers Duties:

- to publish the results of the associations competitions, championships, and representative matches in the appropriate forums.
- to publish a newsletter giving results where appropriate and details of up-coming events, (such publication shall be monthly or as deemed necessary by the committee.)
- to advertise all association events as required by the committee (after authority to do so has been obtained.)

Fixtures (Games) Committees Duties:

- to furnish competition and championship rules to the committee for consideration and approval

- to select dates for such events - (ensuring that such dates are available and non-conflictive wherever possible.)
- to prepare and administer the draws for such events

Guidelines and Duties may be added to or altered after consultation between the Committee and the successful applicants.