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# A: ADMINISTRATION

## 1. EXECUTIVE

The Constitution states that the Executive consists of 8 Office Bearers nominated by Active Member/s. Duties of Office Bearers:

### 1.1 The President

The President shall:

- 1.1.1 Act as Darts Victoria representative
- 1.1.2 Preside at DV General Meetings.
- 1.1.3 Have the right to attend any Committee or Sub-Committee meetings.
- 1.1.4 Co-ordinate and oversee the activities of DV.
- 1.1.5 Be responsible for the efficient administration of DV.
- 1.1.6 Be responsible for the efficient and effective function of the Executive Committee.
- 1.1.7 Liaise with Active Members and Darts Australia on matters of policy and procedure.
- 1.1.8 Develop future policies and directions of the DV and advise the Executive accordingly.
- 1.1.9 Act as "Spokesman" for DV.
- 1.1.10 Liaise with Government, its Departments, Statutory Bodies, Instrumentality's and other relevant organisations and individuals, Sporting Organisations and other Sporting Bodies and Organisations to promote the objectives of DV.
- 1.1.11 Attend to specific correspondence from time to time.
- 1.1.12 May suspend the Vice President, Secretary, Treasurer or any other official of Darts Victoria from office summarily without notice for any cause for which summary dismissal is permitted, at any time during his/her term of office

### 1.2 The Vice -President

The Vice-President shall:

- 1.2.1 Act as the DV representative in the absence of the President.
- 1.2.2 Assume responsibility for the efficient administration of the DV in the absence of the President.
- 1.2.3 Preside at DV General Meetings in the absence of the President.
- 1.2.4 Assume functional responsibility for Strategic Planning.
- 1.2.5 Collect information, as and when required, to support the Strategic Plan and provide a consolidated report for the Active Members and the DV.
- 1.2.6 Examine information provided by the Active Members and evaluate progress against the Strategic Plan.
- 1.2.7 Assist the President by attending Committee or Sub-Committee meetings as directed.
- 1.2.8 Carry out other duties as directed by the President.

### 1.3 The Secretary

The Secretary shall:

- 1.3.1 Attend to all correspondence both inward and outward of a general and policy nature.
  - Circulate correspondence to Active Members as required.
  - Correspondence considered of an urgent nature to be circulated immediately.
  - Correspondence involving players' International performance to be circulated immediately and to include the President, Vice President and Team Captains and Managers.
- 1.3.2 Liaise with Active Members and Executive on matters of policy, procedure and administrative needs.
- 1.3.3 Cause all business transacted at General Meetings to be recorded accurately and distributed to Active Members and Executive.
- 1.3.4 Assist in the development of future policies and directions of the DV and advise Active Members as appropriate.
- 1.3.5 In the absence of the President and Vice President act as "Spokesman" for DV.
- 1.3.6 Distribute Victorian Rankings to active members prior to the 12<sup>th</sup> day of each month.
- 1.3.7 Distribute posters advertising each event no later than 21 days before the staging of that event.
- 1.3.8 Maintain a high level of consultation and liaison with Active Members.
- 1.3.9 Assist in the development of the Sport of Darts throughout Victoria.
- 1.3.10 Liaise with the Darts Australia and WDF Member countries as necessary.
- 1.3.11 Notify all Officers and Active Members of meeting times and distribute Agenda's, Reports and relevant documents in respect to such meetings in accordance with constitutional requirements.
- 1.3.12 Circulate the Executive reports to Active Members.
- 1.3.13 Carry out other duties as directed by the President.
- 1.3.14 The Executive at a special meeting called for the purpose may remove the Secretary from office summarily without notice for any cause for which summary dismissal is permitted.

#### **The Treasurer**

The Treasurer shall:

- 1.4.1 Be responsible for the DV's financial affairs and shall maintain accurate records of all Income and Expenditure, and Assets and Liabilities of the DV.
- 1.4.2 Provide a Monthly Statement of Income and Expenditure on a Cash Flow basis to each member of the Executive DV.
- 1.4.3 Ensure that the DV Visa card has sufficient cash available to cover representative expenses including player allowances and to avoid any potential embarrassments on tour.
- 1.4.4 Liaise with selected players regarding the purchase of a Victorian Uniform.
- 1.4.5 Provide financial reports which include a statement of income and expenditure on a cash flow basis, comparison to budget forecast etc, in readiness for presentation at each general meeting (Delegates meeting).

Each Active member to be entitled to a copy of the financial report.

- 1.4.6 Prior to the Annual General Meeting (Feb/March) provides Active Members with an Estimate of Revenue and Expenditure for the current calendar year and the next (2) two years of DV.
- 1.4.7 In conjunction with the Annual Budget table a statement of projected monthly income and expenditure for the year including residual funds projected in the bank for each calendar month.
- 1.4.8 Arrange an annual audit of DV financial transactions and provide reports to the Annual General Meeting.
  - A Balance Sheet.
  - Statement of Income and Expenditure
  - General Ledgers
  - Budget Performance Report of Income and Expenditure
  - Bank Statements and Reconciliation's
  - A detailed account of the DV Term Deposits.
  - A current Asset Register.
  - A current Depreciation Schedule.
- 1.4.9 Maintain an Imprest System of Petty Cash floats approved by the DV.
- 1.4.10 Carry out other duties as directed by the President.
- 1.4.11 The Executive at a special meeting called for the purpose may remove the Treasurer from office summarily without notice for any cause for which summary dismissal is permitted

#### **1.4 Men's Contest Director**

The Men's C.D shall:

- 1.5.1 Accept entries for (and confirm eligibility to participate) the State team qualifiers/selection prior to the agreed closing date.
- 1.5.2 Compile playing formats/draws for each round of the state team trials and compile and provide results including averages and wins during the Round Robin Stages. Final stage results to be ratified by State Team Manager or Captain prior to Team announcements.
- 1.5.3 Accept entries for (and confirm eligibility to participate) the Melbourne Cup/Fours and Champion Team Trophy.
- 1.5.4 Compile playing format/draws and score/result sheets for these events at least 7 days prior the each event taking place.
- 1.5.5 Compile and update Darts Victoria Ranking list on a monthly basis, updates to be completed on the last day of each calendar month.
- 1.5.6 Issue a copy of Darts Victoria. Ranking list to the Secretary of DV prior to the 3<sup>rd</sup> day of each month.
- 1.5.7 Liase with the Secretary of DV to develop Posters/flyers or other promotional material for each DV event. All Posters etc to be approved by the President prior to issue. All Posters/flyers etc to be received by the active members at least 21 days prior to the staging of the event.
- 1.5.8 Provide each active member who is hosting an event a set of playing rules for that event/s, a copy of the latest rankings for seeding purposes and where

needed draw/result and average sheets complete with comprehensive instructions on those events. Results to be forwarded to the Men's C.D. within 3 days of the event.

- 1.5.9 Provide the Secretary/President/State Team Captains and Managers with a copy of the results of each event within 3 days of the event taking place.
- 1.5.10 Present written reports at each Executive/General/AGM and/or special meetings. The President via the Executive may request additional reports/information as required; such reports are to be furnished without delay and with all expediency.
- 1.5.11 Maintain Grading databases for all Darts Victoria. players.
- 1.5.12 Carry out other duties as directed by the President.
- 1.5.13 The Executive at a special meeting called for the purpose may remove the Men's Contest Director from office summarily without notice for any cause for which summary dismissal is permitted

## 1.6 Ladies Contest Director

The Ladies CD Shall:

- 1.6.1 Accept entries for (and confirm eligibility to participate) the State team qualifiers/selection prior to the agreed closing date.
- 1.6.2 Compile playing formats/draws for each round of the state team trials and compile and provide results including averages and wins during the Round Robin Stages. Final stage results to be ratified by State Team Manager or Captain prior to Team announcements.
- 1.6.3 Accept entries for (and confirm eligibility to participate) the Oaks Plate/Fours and Champion Team Trophy.
- 1.6.4 Compile playing format/draws and score/result sheets for these events at least 7 days prior the each event taking place.
- 1.6.5 Compile and update the Darts Victoria Ranking list on a monthly basis, updates to be completed on the last day of each calendar month.
- 1.6.6 Issue a copy of the DV Ranking list to the Secretary of DV prior to the 3<sup>rd</sup> day of each month.
- 1.6.7 Liase with the Secretary of DV. To develop Posters/flyers or other promotional material for each DV. event. All Posters etc to be approved by the President prior to issue. All Posters/flyers etc to be received by the active members at least 21 days prior to the staging of the event.
- 1.6.8 Provide each active member who is hosting an event a set of playing rules for that event/s, a copy of the latest rankings for seeding purposes and where needed draw/result and average sheets complete with comprehensive instructions on those events. Results to be forwarded to the Ladies C.D. within 3 days of the event.

- 1.6.9 Provide the Secretary/President/State Team Captains and Managers with a copy of the results of each event within 3 days of the event taking place.
- 1.6.10 Present written reports at each Executive/General/AGM and/or special meetings. The President via the Executive may request additional reports/information as required; such reports are to be furnished without delay and with all expediency.
- 1.6.11 Maintain Grading databases for all DV players.
- 1.6.12 Carry out other duties as directed by the President.
- 1.6.13 The Executive at a special meeting called for the purpose may remove the Ladies Contest Director from office summarily without notice for any cause for which summary dismissal is permitted

### **Assistant Secretary**

The Assistant Secretary shall:

- 1.7.1 Assist the Secretary in the responsibilities of that position.
- 1.7.2 Carry out the duties of the Secretary in his/her absence
- 1.7.3 Record all business at Executive/General/AGM and/or special meetings as required.
- 1.7.4 Forward all minutes to the Secretary within 72 hours for general circulation.
- 1.7.5 Carry out other duties as directed by the President.
- 1.7.6 The Executive at a special meeting called for the purpose may remove the Assistant Secretary from office summarily without notice for any cause for which summary dismissal is permitted

### **Assistant Treasurer**

The Assistant Treasurer shall:

- 1.8.1 Assist the Treasurer in the responsibilities of that position.
- 1.8.2 Carry out the duties of the Treasurer in his/her absence
- 1.8.3 Carry out other duties as directed by the President.
- 1.8.4 The Executive at a special meeting called for the purpose may remove the Assistant Treasurer from office summarily without notice for any cause for which summary dismissal is permitted

## **2.0 FUNCTIONS and POWERS of the EXECUTIVE**

The Executive shall carry out functions and is empowered to act as specified in the Constitution, and as follows:

- 2.1 To establish Committees or co-opt assistance as required for the proper discharge of the DV's function.

- 2.2 Ensure that Terms of Reference, powers and time frames are clearly defined for all appointed committees.
- 2.3 Ensure that there is proper co-ordination of Committee activities and that terms of reference are followed.
- 2.4 Develop proposals and administer agreements for financial assistance, sponsorships and of any activity undertaken by DV.
- 2.5 Advise upon and carry out approved programs of publicity and education in respect of the DV and the sport in general.
- 2.6 Establish and review duty statements for all Office Bearers, Official and Officer positions.
- 2.7 The Executive, at a Special Meeting called for the purpose, may remove the President, Vice President, Secretary/Treasurer or any Official from office summarily without notice, for any cause for which summary dismissal is permitted.

### 3.0 EXECUTIVE

The Executive consists of the Office Bearers of Darts Victoria and constitutionally is empowered to manage the day to day affairs of DV and as follows:

- 3.1 The President of DV shall chair meetings.
- 3.2 The Executive shall meet, including by any means of electronic media hook-up on a six (6) weekly basis, but more frequently if necessary, to deal with the business arising.
- 3.3 The Secretary shall provide a facsimile or email agenda to Office Bearers prior to meetings.
- 3.4 At any meeting of the Executive 5 Office Bearers must be present to form a quorum.
- 3.5 Minutes of Executive meetings to be provided to active members prior to each general meeting (Delegates meetings).
- 3.6 At all meetings of the Executive the order of business shall be as follows:
  - Minutes of previous meeting/business arising/adoption
  - Financial Report and approving of all expenditure
  - Correspondence
  - Agenda Items held in abeyance
  - General Business
  - Reports.

### 4.0 ACTIVE MEMBERS

#### 4.1 Notification of Office Bearers and Officials

Each Active Member shall, before the first (1st.) day in February of each year, forward to DV a list of such Active Member's office bearers and officials for the year and should any change to the list occur, advise that change within twenty one (21) days.

#### 4.2 Delegates to General Meetings

- 4.2.1 The names of Delegates representing Active Members shall be notified to the Secretary, in writing and by the entry in the attendance book (Roll Call), prior to the General Meeting.



4.2.2 Each Active member must have two delegates in attendance at each general meeting (Delegates meeting).

4.2.3 Failure to provide the appropriate delegate without good reason may lead to a monetary fine being imposed upon the active member.

#### 4.3 Communication Contact and Address

Each Active Member shall advise DV before the first (1st) day in February of each year, of the Postal Address, Telephone Number and Facsimile Number and E-mail [if applicable] to which all official letters and communication for such Active Member from DV shall be directed. Changes to this list should be advised within twenty-one (21) days.

#### 4.4 Letters and Communications

Each Active Member shall be responsible to see that letters and communication from DV are punctually complied with, and shall furnish a reply within the time specified in the communication. If no time is so specified then within thirty (30) days from the day on which such communication was received.

#### 4.5 Failure to Reply to Official Communications

Any Active Member failing to comply with Bylaw 4.5 and reply within the aforesaid time shall be either deemed:

- To be in agreement with the contents of and/or actions outlined in such correspondence, and/or
- Be prepared to accept the ramifications, including penalty, which such failure to reply may invoke.

#### 4.6 Letters to Darts Victoria

4.6.1 All notifications from Active Members to DV shall be in writing on paper properly headed with the name of the Member, address and contact telephone numbers and facsimile and e-mail numbers if applicable.

### 5.0 FINANCE

#### 5.1 Chart of Accounts

DV shall maintain and report on its revenue and expenditure under a standard accounting Chart of Accounts, as approved by the Executive. Consultation with the Auditor appointed is mandatory.

#### 5.2 Interest on monies due

Failure to pay monies due to DV, apart from registration fees, by the prescribed time, shall attract an interest rate of 10% per month from the dates due, for every month or part thereof that the monies remain unpaid.

#### 5.3 Financial Assistance

Financial assistance may be offered to delegates, officials and representatives, on a case by case basis.

#### 5.4 **Petty Cash**

- 5.5.1 The amount of \$400.00 for petty cash shall be kept on the Imprest System.
- 5.5.2 Receipts must be obtained for all Petty Cash transactions. No reimbursement will be made without receipts.
- 5.5.3 Records of all transaction are to be entered on the approved DV Claim Form.
- 5.5.4 Claims are to be approved by the President and the Treasurer, and must at least be lodged in December prior to the end of the financial year.
- 5.5.5 Office Bearers holding Petty Cash will be held responsible for the security of the total float at all times.
- 5.5.6 In the event of a Petty Cash float not being utilised as initially intended the float, may either be reduced or cancelled by DV.
- 5.5.7 The Treasurer will attend to reimbursement claims promptly.

#### 6.0 **MEETINGS**

##### 6.1 **DV Meetings (A.G.M./EXECUTIVE /GENERAL (DELEGATE) AND/OR SPECIAL.**

- 6.1.1 All DV meetings are smoking and alcohol free.
- 6.1.2 No Delegates Meetings are to be held during the hours of play of any DV senior tournament.
- 6.1.3 All reports/submissions put to any meeting must be in writing.

##### 6.2 **Minutes of Meetings**

Any required amendment to the Minutes of meetings, by Active Members, shall be reported to the Secretary within two (2) weeks of receiving the minutes. The Executive shall be empowered to confirm the amendments after considering any such reports.

##### 6.3 **Annual General Meetings**

- 6.3.1 The Annual General Meeting will be held in a venue approved by the Executive.

#### 7.0 **DOCUMENT MANAGEMENT**

##### 7.1 **Format**

The documents of DV shall be issued as an electronic document, with each page suitably numbered and endorsed as to the date of the last amendment. DV documents are the:

- Constitution
- By-Laws
- Strategic Plan
- Policies
- Playing Rules
- Hosting Guidelines, and any other
- Regulatory Documents

## **7.2 Amendment of By-Laws and/or Policies**

7.2.1 By-Laws and Policies may be amended in whole or in part at a General Meeting by a simple majority resolution.

7.2.2 Notice of Motion to amend the By-Laws and/or Policies shall be in writing to the Secretary not less than Four (4) weeks prior to a General Meeting.

7.2.3 The Secretary shall circulate to the active members any Notices with the meeting Agenda and other associated papers to the active members, no less than Two (2) weeks prior to the meeting.

## **7.3 Distribution of Amendments**

7.3.1 Additions or amendments to DV documents shall be made on the electronic document and forwarded to each Active Member, within twenty one (21) days of the meeting,

7.3.2 Active Members shall be responsible for the application of DV's documents.

## **8.0 DARTS AUSTRALIA DELEGATES**

8.1 Delegates of Darts Victoria for the Darts Australia. Meetings shall be nominated by an active member at each A.G.M.

8.2 Should there be more than two nominations then DV's voting procedure shall be adopted.

8.3 Each Delegate must provide minutes from each Darts Australia. Meeting and compile a Delegates report.

8.4 Delegates must obtain confirmation and advice from the Executive prior to making decisions which have a direct impact on any active member of the Darts Victoria INC. ( Where achievable )

## **B VICTORIAN TEAM EVENTS**

### **1.0 PLAYER ELIGIBILITY**

Only registered Player Members shall be eligible to represent their active member at a DV Team event.

### **2.0 NAMING RIGHTS**

2.1 DV shall have the sole rights to the sale of naming rights to any DV team event.

2.2 DV may assign such naming rights to host Active Members.

### **4.0 SENIOR EVENTS**

4.1 Active Members shall organise the staging of Senior Team events (including 25 and under and other such categories decided by DV) in accordance with the SENIOR HOSTING GUIDELINES and PLAYING RULES as amended by DV from time to time.

## 5.0 JUNIOR EVENTS

- 5.1 Active Members shall organise the staging of Junior Events in accordance with the JUNIOR HOSTING GUIDELINES and PLAYING RULES as amended by DV from time to time.

# C VICTORIAN REPRESENTATION

## 1.0 PLAYER ELIGIBILITY

- 1.1 A Player shall be eligible to represent Victoria, if he or she is a registered Player Member of DV, and is not financially encumbered to DV or any Active Member.
- 1.2 All players selected in a Victorian Team are required to sign DV, “**Indemnity Agreement**”.
- 1.3 Any additional player nominated [not selected] by DV to participate in any overseas event will do so at their own expense.

## 2.0 VICTORIAN TEAM OFFICIALS

Officials of the Victorian Team are required to sign the Council “**Indemnity Agreement**”.

## 3.0 VICTORIAN TEAM CAPTAIN/MANAGERS

Victorian Team Manager shall:

- 3.1 Be responsible for the management and discipline of their respective Team.
- 3.2 Be responsible for arrangements regarding uniforms for the players.
- 3.3 Recommend, at DV expense, any replacement of uniforms due to fair wear and tear.
- 3.4 Liaise with the Secretary/Treasurer regarding travel and accommodation arrangements for the Victorian Team competing in Australian Championships.
- 3.5 Ensure that a dartboard for team practice is available when Victorian teams travel to the Australian Championships.
- 3.6 Forward results of the Australian Championships within fourteen (14) days to the Secretary
- 3.7 Submit a report [player results/statistics] to DV and in addition, if requested by the Chairperson of Selectors, attend the selector’s meeting to give a verbal report.
- 3.8 Report on representative player’s behavior.
- 3.9 Act in the position of delegate to the DA meeting, if deemed necessary due to financial reasons.
- 3.10 Furnish the Secretary with a list of the number of games each player has played at the Australian Championships each year.

## 4.0 OTHER TEAM SUPPORT PERSONNEL

- 4.1 All players and officials representing Victoria, who are taking spouses, partners or relations, are accountable for any debts incurred by them.
- 4.2 All costs for accommodation, airfares and official functions must be paid one month before date of departure (or as agreed in writing by the Treasurer) but definitely before the date of departure. Should payment not be made in the arranged time such player(s) or official(s) will be declared unfinancial.

## 5.0 VICTORIAN REPRESENTATIVE PLAYERS

5.1 Victorian Representative Players are, selected according to the selection process approved by DV.

5.2 Representative players are:

- Required to conduct themselves as an ambassador of Victoria and DV;
- Required to wear the official playing uniform that identifies them as Victorian;
- Required to sign a Code of Conduct and Liability Waiver agreement form.
- Required to wear the official dress uniform as required by the Team Manager or Executive.

## 6.0 VICTORIAN REPRESENTATIVE UNIFORMS

### 6.1 Uniforms

6.1.1 All uniforms are to be arranged and purchased through the treasurer as approved by the Executive.

6.1.2 The uniforms of DV shall be as determined from time to time by the Executive.

### 6.2 Life Members

Life Members are permitted to purchase a DV blazer.

### 6.3 Suitability of Dress

National Representative Teams shall wear appropriate clothing as approved by the Executive for official travelling, playing and representative occasions.

## D: COMPETITIONS

### 1.0 RULES

All DV sanctioned and approved events [including DV Ranked Events] shall be conducted under the WDF and DV Rules of Play.

### 2.0 PLAYERS

2.1 Any player competing in DV sanctioned or approved events shall be a registered Player Member of DV or registered with a Member of Darts Australia.

2.2 Active Members who do not comply with this By-Law will be directly responsible for any litigation or costs arising.

### 3.0 FINANCIAL CLAIM ON PLAYERS

3.1 If any Active Member lodges a claim with DV setting forth any outstanding financial obligation that a Player has with that Active Member, DV may prohibit that Player Member from competing in any competition organised by DV for such time as it sees fit.

- 3.2 DV shall give notice of prohibition in writing to the Secretary of the player's Active Member.
- 3.3 Such prohibition shall be lifted upon receipt of a clearance from the Active Member, by which the claim(s) have been lodged.

## **E: VICTORIAN RANKING**

### **1.0 RANKING AWARDS**

The top ranked men and ladies in the Council ranking system as at 30<sup>th</sup> November each year will be recognised with an appropriate award as approved by DV each year.

### **2.0 RANKING SYSTEM**

- 2.1 Ranking points may be accumulated from all Victorian tournaments in the previous twelve (12) monthly period, i.e., the ranking table would be continuous and reflect the last twelve (12) months performance.
- 2.2 Players may enter as many tournaments as they wish.
- 2.3 Ranking points shall be awarded to approved, ranked tournaments only.
- 2.4 Victorian ranking points will only be awarded to DV members.
- 2.5 In events where a non-member is permitted to play and finishes in a position that attracts ranking points the member player below that position shall not be elevated for point purposes.

### **3.0 CALENDAR**

The official DV Ranked Events Calendar for the following year is to be advised at the Annual General Meeting. Active Members shall notify the Secretary of their tournaments for the next year, twenty-one (21) days ***prior to this meeting.***

### **4.0 RANKING LISTINGS**

- 4.1 The Rankings listings shall be issued at the end of each calendar month to Active Members, President, Vice-President, Secretary, and Victorian Team Captains and Managers.

### **5.0 FORMS COMPLETION**

- 5.1 Claim forms for ranking points are to be completed by the hosting Active member and submitted to the Respective Contest Director together with a copy of the respective draw/result sheet.

## **F: JUDICIAL PROCEDURES**

### **1.0 PARTICIPATION CONFLICT**

No member of the Judicial Committee shall be allowed to adjudicate or deliberate upon any matter arising in respect of any game, event or occurrence in which that Active Member Representative has taken part.

## 2.0 JUDICIAL COMMITTEE RULES

### 2.1 Decision on Referrals

All reports or charges shall be referred to the Executive, which will decide whether to refer the matter to the Judicial Committee. The report or charge must be in writing.

### 2.2 Convene Meetings

If DV decides to refer the matter to the Judicial Committee, DV shall advise the Chairperson of the Judicial Committee, who shall convene a meeting. The hearing to be held within Fourteen (14) days following receipt of the charge or such other time as may be agreed to by the Executive.

### 2.3 Notification

The Chairperson of the Judicial Committee shall notify the Secretary who shall notify the person/s or representative/s of the Organisation or Member charged, and the person/s or representative/s of the Organisation or Member making the charge:

- Of the time and place of the hearing.
- The nature of the charge.
- That the parties may call upon witnesses to support their case.
- That the parties shall, be entitled to be represented, by an advocate only to prompt his/her client and not to cross-examine.
- That, under no circumstances shall, the advocate be a person who is or has been a member of the legal profession.
- That it is in their best interest to submit their defence, in writing, if they choose not to attend.
- That the charge may be heard in their absence if they fail to attend.

### 2.4 Delay or Failure to Appear

2.4.1 If a person or Member or Organisation charged fails to appear before the Judicial Committee at the appointed time without, in the opinion of the Judicial Committee, reasonable cause, that person or Member or Organisation shall be prohibited from competing in any activities, including competition organised by DV or events of Active Members or their Members until such time as the Member or person or Organisation appears before the Judicial Committee.

2.4.2 Except that the Judicial Committee may conduct the hearing in the defendant's absence and take into consideration any written submission lodged by the defendant.

### 2.5 Hearing Result

The Judicial Committee shall hear the charge at the appointed time and, shall advise the Executive to either:

2.5.1 Dismiss the charge; or

2.5.2 Impose upon the person, Member or Organisation against whom or which the charge was made a penalty being any of the following:

- a fine
- admonishment
- suspension
- disqualification
- a combination of the above.

### 2.6 Reporting of Result

The report by the Judicial Committee to the Executive shall be in writing, signed by the Chairperson and forwarded to DV within three (3) days of the conclusion of the Judicial

Committee hearing. The report shall include details of the grounds upon which the Judicial Committee's decision was based.

## 2.7 **Reporting to Persons Charged**

DV in writing, within three (3) days of the decision of the Judicial Committee hearing being received, shall forward advice of any penalty. The advice shall, where possible, be sent directly to the person involved, or if not possible via their Active Member. A copy of the advice shall also be forwarded to the Active Member.

## 2.8 **Confidentiality**

Any matter being the subject of consideration and/or decision by the Judicial Committee shall not be discussed with or conveyed to any person or persons other than members of the Judicial Committee considering the charge, except as expressly provided in these By-laws.

## 2.9 **Attendance at Hearings**

2.9.1 Present at the Judicial Committee hearing shall be the:

- Members of the Judicial Committee,
- Secretary of the Judicial Committee,
- Person or representative of the organisation making the charge ( the plaintiff ),
- Person or representative of the organisation charged (the defendant).

2.9.2 Where a defendant is a minor they may be accompanied by an adult member, from the same organisation of which the minor is a member.

2.9.3 Witnesses shall appear before the Committee as required.

2.9.4 Where the defendant has been advised of the date time and place of the hearing and chooses not to attend, the hearing may be heard in his/her absence.

## 2.10 **Hearing Sequence**

Where practical the sequence of the Judicial Committee hearing, shall be as follows:

2.10.1 The Chairperson of the Judicial Committee shall read the charge or charges to and ensure that the defendant understands the charge or charges.

2.10.2 The Judicial Committee (through the Chairperson) may question any person at the hearing at any time.

2.10.3 The plaintiff shall present the charge or charges and evidence supporting the charge or charges.

2.10.4 The defendant may ask questions of the person making the charge or charges, provided that the Chairperson of the Judicial Committee may rule any question out of order.

2.10.5 The defendant shall present his or her defence to the charge or charges.

2.10.6 The plaintiff may ask questions of the defendant, provided that the Chairperson of the Judicial Committee may rule any question out of order.

2.10.7 If deemed necessary by the Chairperson of the Judicial Committee, witnesses may be called successively to give evidence.

2.10.8 The plaintiff shall sum up his/her case.

2.10.9 The defendant shall sum up his/her case.

2.10.10 The Judicial Committee shall make its decision.



2.10.11 The Chairperson will then inform the persons concerned of the Judicial Committees decision and of any penalty.

## 2.11 **Witnesses**

Should only be permitted to be present at the hearing when they are giving evidence, and may be called more than once.

## 2.12 **Questions by Judicial Committee**

The members of the Judicial Committee may ask any person appearing before the Judicial Committee questions at any time that are, in the opinion of the Chairperson of the Judicial Committee, relevant to the case.

# 3.0 **JUDICIARY APPEALS COMMITTEE**

## 3.1 **Rules for Appeals to the Appeals Committee**

3.1.1 Any decision of the Judicial Committee is subject to appeal to the Appeal Committee.

3.1.2 Appeals shall be made in writing and shall be accompanied by a fee of \$50.00,

3.1.3 The appeal shall only be considered if it is in the hands of the Secretary within fourteen (14) days of the notice of the decision of the Judicial Committee. The Appeals Committee may refund the fee or part thereof if the appeal is successful.

## 3.2 **Reasons and Grounds**

The appeal shall set forth fully the reasons for the appeal, and the “new” grounds upon which the appeal is based.

## 3.3 **Convene Meeting**

Upon receipt of an appeal DV, shall immediately advise the Chairperson of the Appeal Committee, who shall convene a meeting of the eligible and available Committee members to hear such Appeal. The hearing to be held within Fourteen (14) days of receipt of the appeal or such other time as may be agreed to by the Executive.

## 3.4 **Hearing**

The Appeal Committee shall hear the appeal and the Chairperson shall advise the Council of the decision immediately. The Chairperson shall confirm the decision in writing within three (3) days of conclusion of the Appeal Committee hearing to either:

- uphold the finding and penalty imposed; or
- modify the finding and/or penalty imposed; or
- Dismiss the charge and any penalty.

## 3.5 **Reporting of Result**

The report to DV shall also set forth the grounds upon which the decision of the appeal to the Appeal Committee was based.

## 3.6 **Reporting to Persons Charged**

Advice of the results of the Appeal Committee hearing shall be forwarded by DV in writing, within three (3) days of the decision of the Appeal Committee hearing being forwarded to DV. The advice shall, where possible, be sent directly to the appellant person. A copy of the decision shall also be forwarded to their Active Member.

### 3.7 **Discretionary Evidence**

The Appeal Committee may, as its entire discretion, accept further oral or written evidence from any person.

## **G: MEMBERSHIP**

### 1.0 **FEES AND REGISTRATION**

#### 1.1 **Unpaid Fees**

1.1.1 Unfinancial Active Members shall not be allowed to compete or be involved in any activities of DV during the period that such fees remain unpaid.

1.1.2 Upon the subsequent paying of such fees DV shall cancel those restrictions imposed on the Active Members because of unpaid fees.

### 2.0 **PLAYER TRANSFERS, CLEARANCES and OBLIGATIONS**

2.1 Registered players of an Active Member and/or their Affiliated Associations are considered as part of that Active Member by such registration.

2.2 The Executive may require the Active Member to submit to DV a clearance from any previous Active Member of which the player has been a member, stating that the player has no outstanding financial obligations to that Active Member.

2.3 If such clearances are not forthcoming, the Executive may refuse the player's subsequent registration.

2.4 A player transferring from one Active Member to another must receive a clearance from his/her current Member.

2.5 A player transferring from another Darts Australia Member state Or Territory must receive a clearance from the State or Territory of which he/she is currently a Member.

### 4.0 **SUSPENDED and BANNED PLAYERS**

4.1 A Register of suspended players, is kept by DV and all Active Members are to be advised of the names of suspended players

4.2 In the event of a playing member being involved in any misdemeanor in another Active Member Area, the host Active Member is to advise the parent Active Member of the misdemeanor. Any subsequent disciplinary action shall be at the discretion of the State or Territory in which the misdemeanor occurred.

### 5.0 **AFFILIATE MEMBERS**

#### 5.1 **Affiliation Application**

On application for affiliation, the Affiliate Association(s) shall provide to DV the following information, where applicable:

- Current or projected numbers of Senior, Junior or combined Teams. If not a teams based organisation, then the number of members by the above age and gender categories.

- A list of Office Bearers and Officials, including each person's contact addresses and telephone/facsimile and e-mail numbers.
- A copy of the Constitution or proposed Constitution that must meet with the Council's approval before affiliate member status may be granted.

#### 5.2 **Initial Affiliation Fees**

Any new Affiliated Association applying for affiliation shall forward with its application the approved current affiliation fee.

#### 5.3 **Affiliation Acceptance**

An Affiliated Association shall be deemed an Affiliated Association when:

- DV has approved such affiliation at a properly constituted DV meeting and
- Notice of such approval has been forwarded to the C.E.O. of that Association in accordance with DV's Constitution.

From that point onwards the Affiliated Association shall become liable for all or any fees and subscriptions payable to DV under its Constitution or By-laws.

#### 5.4 **Affiliated Members to be supplied with Information.**

- Each Affiliated Member on joining DV shall be provided with a copy of DV's Constitution, By-laws and Policies.

## **H: MEETINGS**

### **1.0 EXHAUSTIVE BALLOTS**

#### **1.1 Initial Ballot**

Each member or delegate present and entitled to a vote shall write on his/her ballot paper the name of the candidate he or she most prefers. Such votes shall then be counted, and if any candidate receives an absolute majority of formal votes cast, such candidate shall be elected to office.

#### **1.2 Where No Absolute Majority**

If no candidate receives an absolute majority of formal votes cast as aforesaid, the candidate who receives the least number shall be eliminated, provided that if a candidate receives no votes, he or she, together with the candidate who receives the least number of votes, shall be eliminated.

#### **1.3 To Achieve Absolute Majority**

A further ballot or ballots shall then be conducted between the remaining candidates until one candidate receives an absolute majority of formal votes cast. Upon a candidate receiving an absolute majority of formal vote's cast such candidate shall be declared as elected to office.

#### **1.4 Special Ballot**

If, after a ballot has been conducted, two or more candidates receive an equal number of votes and it is necessary for one of them to be eliminated, then a special ballot shall be held in accordance with these By Laws to decide which Candidates shall be eliminated.

#### **1.5 Special Ballot Extension**

If, after a special ballot as aforesaid has been conducted between three or more candidates, no candidate has received a greater number of votes than the other candidates, then the Chairperson shall nominate one candidate who shall be eliminated. A further special ballot shall then be held between the remaining candidates to determine which of them shall be eliminated.

#### **1.6 Ballot Casting Vote**

If, on any ballot between two candidates such candidates receive an equal number of votes, then the Chairperson shall have a casting vote to decide the issue between such candidates.

#### **1.7 Interim Declaration of Voting Results**

At any time when it is necessary for a candidate to be eliminated, the Chairperson shall only declare the name of the candidate or candidates preferred and/or to be eliminated, and shall not disclose the number of votes received by any candidate.

#### **1.8 Final Declaration of Voting**

At the conclusion of voting the Chairperson shall declare the result of each ballot by stating the number of ballot papers issued with respect to each ballot, the number of formal votes cast in each ballot and the number of votes received by each candidate.

#### **1.9 Discretionary Waiver**

Notwithstanding anything in this rule to the contrary those present and entitled to vote at any meeting at which an election is to be held may, by unanimous resolution, waive the application of the foregoing provisions. They may then substitute, for that election only, such other method of voting as may be unanimously agreed upon.

### **2.0 STANDING ORDERS**

#### **2.1 Application**

The Standing Orders shall apply to the conduct of business of all Meetings and such Standing Orders are applicable.

2.1.1 The Chairperson shall maintain order and conduct the meeting in a proper and orderly manner.

2.1.2 The conduct of the procedure at meetings shall be at the discretion of the Chairperson in all cases and shall be determined in accordance with the Constitution. In the event of dispute, or where the Constitution is silent, or in cases not provided for. The matter shall be determined by the Chairperson of the meeting by reference to the latest edition of "The Law and Procedure at Meetings" by PE Joske which shall be available at all meetings. The interpretation of the Chairperson shall be followed.

2.1.3 The Chairperson of a meeting may at his or her discretion, permit discussion upon any matter not included in the agenda and/or summary of business including agendas and/or summaries of business previously forwarded.

#### **2.2 Chairperson**

The Chair shall be occupied at all meetings as set out in the Constitution and By Laws.

2.2.1 The Chairperson may vacate the Chair on a temporary basis at any time to:

- Defend a ruling from the Chair in the event of a motion of dissent against the Chair.
- Stand aside from a stated vested interest or, in the opinion of the meeting, a perceived vested interest. In such case a temporary Chairperson shall be appointed by the meeting to preside only for the duration of the resolution of the subject matter. Refer to Section 3.8.1.7

### 2.3 Suspension of Standing Orders

In the event that a matter of importance or urgency arises, sufficient that the resolution of such a matter is delayed by Standing Orders, there may be a motion to suspend Standing Orders to allow the matter to be resolved.

## 3.0 MEETING PROCEDURES

### 3.1 Withdrawal

No motion or amendment to a motion shall be withdrawn without the leave of the Chairperson and consent of the mover and seconder. Any motion or amendment to a motion already accepted by the Chair shall not be withdrawn except by the mover, and with the unanimous agreement of the meeting. No motion may be withdrawn while an amendment is before the meeting or after such an amendment has been adopted. The mover by a simple majority vote of the meeting may reword a motion or an amendment already accepted by the Chairperson.

### 3.2 Amendments

- 3.2.1 All amendments to any motion shall be relevant to the subject matter of the motion, or otherwise be disallowed by the Chairperson.
- 3.2.2 No second or subsequent amendment whether of an original motion or any amendment to a motion shall be received until the disposition of the previous amendment.
- 3.2.3 When an amendment has been tabled, discussion shall be confined to that amendment. No further amendment shall be proposed until the disposition of the latest amendment.
- 3.2.4 Any person participating in the debate with the exception of the proposer and seconder of the motion may move or second one amendment only to each motion, but such persons may speak to any amendment.
- 3.2.5 More than one amendment to a motion may be moved. Such amendments shall be considered one at a time, provided that notice of any subsequent amendment (s) have been given prior to the vote on the previous amendment being taken.
- 3.2.6 Should an amendment be defeated, the original motion becomes open to further amendment.
- 3.2.7 Should an amendment be carried, the amended motion then becomes the substantive motion.
- 3.2.8 A motion or amendment to a motion may be seconded pro forma to allow discussion to take place.

- 3.2.9 An amendment may not be moved after the substantive motion has been put to the vote.
- 3.2.10 Amendments may be moved to motions on notice, provided that such amendments are within the scope of the notice and can involve DV in no greater obligations than the notice specifies.
- 3.2.11 The proposer and seconder of a motion may vote:
- for an amendment to that motion;
  - against the motion

### 3.3 Discussion

- 3.3.1 Discussion shall only take place on a motion or amendment moved and seconded and, where required by the Constitution or at the request of the Chairperson, submitted in writing.
- 3.3.2 No speaker shall digress from the subject matter of the motion or amendment to the motion under discussion. Any person shall be called to order by the Chairperson.
- 3.3.3 No speaker shall speak a second time on the same motion or amendment to a motion unless the Chairperson so permits the speaker to explain, where the Chairperson decides the speaker may have been misrepresented or not understood.
- 3.3.4 A speaker moving a motion shall be held to have spoken thereon, but shall be entitled, in the case of an original motion only, to a right of reply immediately before the question is put.
- 3.3.5 A member or delegate merely seconding a motion shall not be held to have spoken thereon.
- 3.3.6 The Chairperson has the power to extend or curtail the length of the debate.
- 3.3.7 The seconder of a motion may reserve the right to speak until later in the debate.
- 3.3.8 If two or more speakers indicate a wish to speak, the Chairperson shall call on the first person observed, provided that:
- Speaker shall be requested to indicate their intention to support or oppose a motion or amendment to a motion.
  - The Chair shall allow speakers to alternately support and oppose the motion or amendment to a motion.
- 3.3.9 No discussion may take place on any motion or amendment to any motion after it has been put to the vote.
- 3.3.10 No discussion shall be allowed on any motion for adjournment of a meeting, or that the question be put.
- 3.3.11 All discussion shall be addressed to the Chair and any questions shall be asked through the Chair.

### 3.4 Right of Reply

- 3.4.1 In the event that a motion is opposed or an amendment moved, the proposer of a motion shall be entitled to the final right of reply before the vote is taken. Such a reply either addressing the motion or the first amendment shall not raise new material to support the motion, but shall be confined to a summary to support the argument as presented and to answer any points raised by the opposition.

- 3.4.2 The mover of an amendment shall not be entitled to a right of reply.
- 3.4.3 By calling for or allowing the right of reply, the Chairperson shall indicate that the debate is closed.

### **3.5 Point of Order**

- 3.5.1 Anyone wishing to raise a point of order shall do so at the time of the alleged irregularity, interrupting the speaker, if necessary.
- 3.5.2 If a point of order is raised, it shall be clear and concise.
- 3.5.3 The speaker holding the floor shall cease to speak until the member or delegate calling to order has been heard.
- 3.5.4 A speaker called to order shall remain silent until the question is decided unless permitted by the Chairperson to explain any pertinent point.
- 3.5.5 There shall be no discussion and the Chairperson shall rule upon the point of order raised.
- 3.5.6 A point of order shall take precedence over all other business with the exception of a call for a quorum.

### **3.6 Chairperson's Decision on Point of Order**

- 3.6.1 The Chairperson in deciding a point of order shall state the provision, rule or practice, which the Chairperson deems applicable.
- 3.6.2 The Chairperson's decision shall be final, unless a motion be moved and seconded that the ruling be disagreed with. Upon such motion being seconded, then the Chairperson shall immediately vacate the Chair and the business of the meeting shall be suspended until such motion of dissent be passed or defeated.

### **3.7 Dissent against the Ruling of the Chair**

- 3.7.1 A motion of dissent against a ruling by the Chair shall be made immediately following the declaration of such a ruling. A motion of dissent shall be requisite support of a simple majority of voters.
- 3.7.2 The Vice President shall assume the Chair, or in the absence of the Vice President, a deputy Chairperson shall be appointed by the meeting.
- 3.7.3 Such motion of dissent shall be debated only by the mover of the motion and the Chairperson in reply and shall thereupon be put to the vote. If such a motion is passed then the ruling of the meeting shall be substituted for that of the Chairperson.
- 3.7.4 The Chairperson shall then resume the Chair and the original matter shall be pursued.

### **3.8 Motions for Curtailment of Discussion**

- 3.8.1 Motion for the Closure of discussion or "that the question be now put"
  - 3.8.1.1 The Closure may be moved during the discussion of a motion or an amendment. Such motion may only be moved by a person who has not already spoken on the proposal whether such proposal be a motion or amendment to a motion.

- 3.8.1.2 The motion for Closure may interrupt a speaker, shall not be debated and shall be voted on immediately.
- 3.8.1.3 If the motion for Closure is defeated, the debate shall continue as before.
- 3.8.1.4 If the motion for is carried, the motion or amendment under discussion at the time of the Closure shall be put to the meeting immediately. In the case of a motion, the mover may now exert their right of reply; in the case of an amendment, the motion for Closure shall only apply to the amendment.
- 3.8.1.5 The motion "that the question be now put" may be moved any number of times during a debate.
- 3.8.1.6 The Chairperson may of their own volition, put the Closure, if in the opinion of the Chairperson, adequate discussion has taken place.
- 3.8.1.7 Motion " That the speaker be no longer heard" or "that the speaker be heard for a further limited period only".
  - 3.8.1.7.1 This motion requires only to be seconded and shall not be debated.
  - 3.8.1.7.2 In the event that the Chairperson considers that the speaker has had sufficient time to state his or her case, the motion shall be voted on immediately.

### 3.9 Adjournment

- 3.9.1 A member or delegate entitled to vote, who has not spoken to the motion or amendment on hand, may move an adjournment. Such a motion shall be open for debate, but may only be amended as to time and place for reconvening of the meeting.
- 3.9.2 A motion for adjournment shall take precedence over all other motions with the exception of a point of order.

### 3.10 Voting Protocol

- 3.10.1 Voting shall be by a show of hands except where a ballot has already been specified in the Constitution and for By-Laws.
- 3.10.2 Any person entitled to vote may, prior to a vote being taken, move a motion for a secret ballot. Such a motion shall be carried only by a simple majority of those present and entitled to vote.
- 3.10.3 Unless other provision has been specified in the Constitution and By-Laws, a motion or amendment shall be approved by a simple majority of those present and entitled to vote.
- 3.10.4 Any member or delegate entitled to vote or the Chairperson may request a recount of the vote. Such a request shall be made as soon as the result of the vote is announced.
- 3.10.5 Where an anomaly is detected in voting or counting of votes, another vote or ballot shall be taken. It is not incumbent on members or delegates entitled to vote, to vote the same way on both occasions. A vote may be reversed or an abstention registered or where there was a previous abstention a vote may be cast.
- 3.10.6 If any members or delegates entitled to vote, wishes votes to be declared, then a motion shall be made at the commencement of the meeting, a seconder is required, and such motion must be supported by at least 51% of those present and entitled to vote. A request in writing from any Active Member Secretary will be regarded as a motion made at the commencement of the meeting.



### **3.11 Rescission**

- 3.11.1 A resolution, once passed at a meeting cannot be erased by a further resolution negatively structured.
- 3.11.2 A resolution may be rescinded, not less than one month after the passing of such resolution. Notice of the intended rescission shall be given, sufficient for such an intention to be included in the notice convening the meeting at which the matter is to be addressed.
- 3.11.3 A resolution shall not be rescinded by less than a 75%majority, of those present and entitled to vote.

### **3.12 General Business**

At any meeting of DV, except where such a meeting is convened within the Constitution for a specific purpose, time for general business shall be allotted. Any member or delegate entitled to vote shall have the right to raise any matter, without prior notice, unless such notice is provided for in the Constitution or By-Laws.

### **3.13 Amendment to DV documents**

The substance of all motions, which amend DV documents, must be included in all DV document(s) within Thirty (30) days of the passing of the resolution.