

**BY-LAWS  
OF THE  
VENTURA COUNTY DART  
ASSOCIATION  
Revision Jan 2024**

**ARTICLE I NAME AND OFFICE**

**Section 1.** The name of the organization shall be **Ventura County Dart Association**. After certification, the name of the association shall not be changed without approval of the American Dart Organization and the Internal Revenue Service.

**Section 2.** The principal address/office of the Ventura County Dart Association shall be: **VCDA, PO Box 1921, Port Hueneme, CA 93044-1921.**

**ARTICLE II DEFINITIONS**

**Section 1.** Whenever the initials "VCDA" are used in these by-laws, this shall mean the **Ventura County Dart Association**.

**Section 2.** Whenever the initials "ADO" are used in these by-laws, this shall mean the American Dart Organization.

**Section 3.** Whenever the word "board" is used in these by-laws, this shall mean the described body in Article V, section 1 of these by-laws.

**Section 4.** Whenever the word "member" is used in these by-laws, this shall mean the entire body of the VCDA.

**Section 5.** Whenever the term "individual member" is used in these by-laws, it shall mean an individual who has obtained membership in the VCDA.

**Section 6.** As used in these By-Laws, the masculine shall be deemed to include feminine or neuter and the singular and plural number whenever the context so indicates or implies.

**Section 7.** The VCDA Fiscal Year is August 1<sup>st</sup> through July 31<sup>st</sup>.

**ARTICLE III PURPOSE**

**Section 1.** The purpose of the VCDA shall be to:

- Promote the sport of darts throughout the county of Ventura and neighboring cities and counties of southern California.
- Promote and support darting activities, tournaments, functions and assist other dart organizations or dart clubs in their darting activities in as much as a conflict of interest does not arise. (Conflict of interest: a VCDA member shall not be responsible for promoting, directing and/or running

any other dart organizations functions that are determined to be detrimental to the overall welfare of the VCDA).

- Maintain and increase interest in the sport of darts for members and non-members alike.
- Establish friendly relations with similar organizations and best represent Ventura County and the United States in the sport of darts through good sportsmanship.

**Section 2.** The VCDA shall be a non-profit, non-racist, non-sexist, non-political and non-sectarian organization.

**Section 3.** The VCDA stands firmly against the illegal use of drugs and maintains a strict drug- free policy.

**Section 4.** The VCDA does not promote the use of alcohol and stands firmly against the abuse of alcoholic beverages.

#### **ARTICLE IV MEMBERSHIP**

**Section 1.** Membership shall be open to any individual who evidences interest in darts. An individual member shall be properly registered when membership fees have been received by an authorized board member.

**Section 2.** The board shall set membership fees annually. Membership fees will be used to pay for the annual ADO membership fee with the remaining amount used for administrative fees.

- Treasurer will transfer \$5 per player out of team league fees and place into the designate administrative account. If a player is only in singles league, Treasurer will remove \$5 from the player fees and transfer to the designated administrative account. Members not in a league but want to be eligible for team substitution will be required to pay a \$5 membership fee.

**Section 3.** Membership fees are applicable for the fiscal year beginning August 1 and ending July 31. Additional members added after the first of the year will be free for that year.

**Section 4.** The board under appropriate circumstances may issue non-voting associate memberships and honorary memberships.

**Section 5.** Members shall comply with applicable laws as relates to minors and alcoholic beverage control as set by local government in the area of play and the state of California.

**Section 6.** Membership is non-transferable.

## **ARTICLE V THE BOARD**

- Section 1.** The voting board shall be composed of the president, vice president, treasurer, secretary, statistician, webmaster and two members at large.
- Section 2.** When any board vacancy occurs, (i.e. resignation, removal, etc.) with the exception of the position of President, it shall be filled by appointment of the board. Such replacements shall be made no later than thirty (30) days following the creation of the vacancy. Any one individual shall hold no joint offices.
- Section 3.** Each board member shall be elected for a period of two years.
- Section 4.** Should the president's office be vacated for any reason other than the end of term, Article VII, Duties of the Vice President, of these by-laws shall prevail.
- Section 5.** Repeated failure to perform assigned duties, the duties of elected office and any other behavior and/or actions detrimental to the VCDA shall be good cause for dismissal of any board member from office. The president shall issue warning to the board member; the board shall issue warning to the president. The warning shall be verbal on the first infraction and written on the second infraction. Infractions occurring after said verbal and written warnings shall be cause for immediate dismissal of said board member.
- Section 6.** An individual holding an active office on the VCDA board shall not hold any office in any other dart club/organization at the expense of his VCDA responsibilities.
- Section 7.** Board members in good standing may be elected to the same office for subsequent terms provided that the requirements set forth in article VI sections 1 through 3 are met.

## **ARTICLE VI ELECTIONS**

- Section 1.** Elections for VCDA board members shall take place once per year with a staggered system as follows:

<b><u>POSITION</u></b>	<b><u>ELECTION</u></b>	<b><u>TERM 2 years</u></b>
PRESIDENT	PRIOR TO	ODD YEARS
SECRETARY	FALL/WINTER	ODD YEARS
TREASURER	LEAGUE	ODD YEARS
VICE PRESIDENT		EVEN YEARS
STATISTICIAN		EVEN YEARS
WEBMASTER		EVEN YEARS
MEMBER AT LARGE		EVEN YEARS
MEMBER AT LARGE (SOCIAL MEDIA)		ODD YEARS

**Section 2.** Nominations shall be taken from the floor on the day of the general membership meeting. Nominees must be present to accept or decline nominations on that day. A member who wishes to be nominated by the chair, shall turn in a letter of intent for any office of his choice to the VCDA board of directors fourteen (14) days prior to the general meeting. When a letter is mailed, a confirming phone call must be made to any board member.

**Section 3.** Immediately after all nominations for an office are completed and accepted, the President will call for a vote from the floor. Each nominee will be voted on in order of nominations. The nominee receiving the majority vote of members present is elected to office.

## **ARTICLE VII DUTIES OF THE BOARD**

**President:**

The president shall oversee all aspects of VCDA functions along with presiding at all meetings unless excused by virtue of the no vote proviso. They may vote only to break a tie. Their signature will be one of the four valid signatures on the checking account.

**Vice-president:**

The vice-president shall assist the president in maintaining the efficiency of the operation, and in the absence, resignation or removal of the president they shall assume the duties normally performed by the president. They are also responsible for maintaining records of active, non-participating and honorary members of the VCDA, and for the organization and function of all VCDA sponsored tournaments and ADO tournaments; these duties may be assigned to a designee of the Vice-president. They shall be the VCDA representative to the ADO. Their signature will be one of the four valid signatures on the checking account.

**Treasurer:**

The treasurer will have custody of all VCDA funds and shall promptly deposit all monies received into a VCDA account. They shall be responsible for the collection of fees. They will be required to submit monthly an itemized cash statement to the board and prepare summarized semi-annual and annual financial statements for the membership. Their signature shall be one of the four valid signatures on the checking account.

**Secretary:**

The recording secretary will record the minutes of all meetings, handle correspondence and distribute all meeting minutes. Their signature shall be one of the four valid signatures on the checking account.

**Statistician:**

The Statistician will be responsible for collecting rosters prior to the start of league play, creating division schedules and maintaining weekly standings.

**Webmaster:**

The Webmaster is responsible for maintaining the VCDA website and coordinates with members and board members as to content. The Webmaster is a voting member of the board

**Member at Large:**

The Member at Large will assist the board with miscellaneous projects pertaining to activities of the league. The Member at Large is a voting member of the board.

**Member at Large (Social Media):**

The Member at Large (Social Media) will be responsible for all social media posts and content creation. This position will also assist the Secretary with correspondence from interested parties that want to join or align with VCDA goals and objectives. The Member at Large is a voting member of the board.

**ARTICLE VIII GENERAL**

**Section 1.**The board shall have no power to make, alter, amend and/or appeal any or all articles pertaining to the by-laws without a two-thirds (2/3) vote of the individual members present at a general meeting or an emergency membership meeting.

**Section 2.**The board shall have the right to propose amendments to the membership.

**Section 3.**Any provisions not covered in these by-laws shall be subject to “Robert’s Rules of Order revised”, insofar as such rules are not inconsistent or in conflict with these by- laws.

**Section 4.**No board member and/or individual member of the VCDA shall be personally liable for the debts, liabilities and/or obligations of the Ventura County Dart Association.

**ARTICLE IX DISSOLUTION**

Upon dissolution of the VCDA, all of the assets after payment of its debts shall be transferred or distributed to an organization or organizations that shall at that time qualify as an exempt organization under section 501c of the internal revenue code of 1954.

## ARTICLE X SEAL

The VCDA seal shall be as depicted on the cover of these by-laws. The VCDA seal shall be used on official correspondences, letterheads, notices and bulletins. This seal may not be used by any individual or organization, without the express written consent of the VCDA board of directors.

## ARTICLE XI DISMISSAL/SUSPENSION

Any member may be suspended for good cause as an individual from active participation in any affairs with the VCDA, provided that they are given notice of the proceedings against them and given the opportunity to be heard in their own defense. "Good cause" means any action and/or inaction detrimental to the VCDA. Any member may be suspended and/or dismissed from league play for reasons stated in the VCDA rules and regulations for league play. Dismissal and/or suspension from sanctioned tournaments shall be governed by ADO tournament rules.

## ARTICLE XII MEETINGS

**Section 1.** Board meetings: participation in such meetings shall be obligatory on board members, subject to the provisions set forth in article V section 5, of these by-laws.

- Open board meetings: any non-board member or individual may attend. They may join in discussion with the board with no power to vote. The President or vice- President reserves the right to expel any observer at their discretion.

**Section 2.** General membership meetings:

- General meetings: One meeting per year will be mandatory. General meetings must be announced by **email, text messaging, or any other form of notification as elected by each member at the beginning of the season**, and to all sponsoring establishments at least 14 days prior to said meeting date. Members may waive mail notice if they wish to receive notification by another method. A copy of the treasurer's financial report to be presented for acceptance at the general meeting is to be included in the direct email announcement. A notification of each office up for election at said meeting must also be included with email along with the date, the time, location and general nature of business to be transacted.
- Captain's meetings: such meetings shall be composed of a committee from the Board and the captain or an authorized member from each registered team. Such meetings will be held prior to the first night of play for each season and attendance is mandatory. Additional meetings may be scheduled as needed.

- Emergency meetings: emergency meetings shall be called by the president or in his absence or inability to act, the vice-president and shall be held at such time and place as may be ordered by the board.
- Quorum: a quorum shall be the simple majority of members present.
- Those members not on the board present at a general membership and/or emergency meeting shall constitute a quorum of the general membership.

**Section 3.** Meetings shall be presided over by the President or in their absence, by the vice-President and shall be governed by “Robert's Rules of Order, revised”, insofar as such rules not be inconsistent or in conflict with the VCDA by-laws.

### **ARTICLE XIII GENERAL**

**Section 1.** The by-laws shall be reviewed/updated by the President and the board of directors (subject to a quorum of the board) on an annual basis. The amendments proposed by the President and the board shall be presented to the general membership for a majority vote of the members present for final approval, as per article VIII section 1 of these by-laws.

**Section 2.** The VCDA shall assume no responsibility for any accidents and/or injuries on premises during any and all VCDA sponsored events held at any establishment.

**Section 3.** Any member may petition the board concerning any event or incident not specifically governed by these by-laws or the rules and regulations for league play. The member has the right to be heard on his own behalf, however, the decision is final and binding.

### **Article XIV FINANCIAL RULES**

**Section 1.** Type of account: the type of bank account used by the VCDA will be with an FDIC insured institution having multiple branches.

- Accounts
  - Primary- used for all administrative fees incurred, awards ceremonies, league owned products (dart boards, dart standards maintenance) and all other board approved purchases.
  - Marketing- Separate account used specifically for league payouts.
  - Savings- Maintain Non Profit financial standards.

**Section 2.** Authorized signatures: the checking account will require the signatures of any two of the following: president, vice-president, treasurer and secretary.

**Section 3.** Budget: the board shall annually forecast and adopt a budget. This budget will be reviewed and adjusted accordingly on a semi-annual basis.

**Section 4.** Payment authorization: it is the treasurer’s responsibility to disburse monies owed and maintain payment records. The president and/or the treasurer is authorized to pay, without board approval, expenses incurred up to \$150.00.

**Section 5.** Contracts: the board shall have the authority to enter into contracts and agreements in the name of the VCDA

**Section 6.** Reports: the treasurer shall provide a financial statement at the monthly board meetings as well as the regular general membership meetings as per article XII, section 2 of these by-laws.

**Section 7.****Audit: an audit shall be performed following the end of each Spring season.** A committee to consist of two members-at-large along with one of the account signatories (other than the treasurer), shall audit the financial records of the VCDA and report the results to the board at the end of fiscal year board meeting.

**Section 8.** Tax reporting: it shall be the responsibility of the recording and financial secretaries to determine and prepare any and all applicable tax forms. The necessary forms shall be submitted to the appropriate tax agency following board approval.

#### **ARTICLE XV STANDING RULES**

**League rules:** League play shall be governed by the most recent version of the VCDA “rules and regulations for league play”.

**Tournament rules:** Tournament rules shall be determined on an individual tournament basis by the director of tournament play and/or any applicable sanctioning body.

*Brett Chapin*

Board of Directors revision 18 February of 2025 approved.

Approved and adopted by the Board of Directors  
and the general membership