



Northern Colorado Dart Association

By-laws

Version 10.6; Ratified 02 January 2024

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ARTICLE I NAME

The name of the organization shall be **Northern Colorado Dart Association**.

ARTICLE II DEFINITIONS

Section 1: Whenever the initials NCDA, N.C.D.A or the words “Association” or “League” is/are used, they shall mean the Northern Colorado Dart Association [The NCDA in its entirety]

Section 2: Whenever the word “division” is used, it shall mean a portion of the league; i.e., Masters, AAA, A, etc.

Section 3: Whenever the word “Board” is used, it shall mean the officers and league representatives described in Article VI.

Section 4: Whenever the term “senior board member” is used, it shall mean the most senior board member in terms of continuous service on the board and present at a meeting, or if mentioned in context with a league, most senior board member in terms of continuous service on the board from that league.

Section 5: Whenever the word “neutral” is used, it shall mean a person not involved in the team, location, league, or division under discussion.

Section 6: Whenever the words “he, his, or him” are used, they are meant in the general sense and imply "he/she, his/hers, or him/her" as appropriate.

Section 7: Whenever “Articles” are referred to, they shall mean the articles in the current NCDA By-Laws.

Section 8: Whenever “Sponsor” is referred to, it shall mean an individual team’s home venue.

Section 9: Whenever “written notice/appeal/protest” is referred to, it shall mean correspondence via postal or e-mail.

Section 10: Whenever the word “day(s)” is used, it shall mean standard calendar business days [Monday - Friday; excluding generally accepted major holidays].

Section 11: Whenever “year” is referred to, it shall mean the two full seasons of play in a single calendar year; to include one Fall Season and one Spring Season. The League Year begins 01 July and ends 30 June. Any deviations will be noted.

ARTICLE III OBJECTIVES

Section 1: The NCDA shall promote competitive and recreational dart play, coordinate the functions and activities of darts, sanction association play according to the rules in effect, and establish cordial relationships with similar organizations.

Section 2: The NCDA shall be a non-profit, non-political, and non-sectarian organization.

ARTICLE IV FEES

Section 1: Sponsor and team fees shall be separately established for the upcoming year with all fees identical for each season of that year. Any additional social and tournament fees shall be established by the Board on an ‘as needed’ basis.

Section 2: Sponsor and team fees shall be recommended by the Board and proposed to all members at least 15 days prior to a General Meeting; fees can be established by a 2/3 majority vote of those members present at said General Meeting.

Section 3: Sponsor fee billing shall be facilitated by the Treasurer. Invoices will be sent, via physical mail, before the start of the season. Payment notice will be sent out, via email, to each team whose Sponsor fails to pay their fees by the season starting date. Such mailing will be accomplished within 14 days of the start of the season.

Section 4: Established Sponsor (team home venue) fees shall be applicable for each team for each season and should be paid prior to the start of the season; however, payment must be received by the end of the sixth scheduled week of the season in order to keep the Sponsors teams in good standing with the League.

Sponsors failing to pay established fees within the period of time stipulated above shall cause the unpaid team to be treated as a "FORFEIT" entry in all games in which that team plays. A team may become reinstated if their sponsor pays their dues at any point in the ongoing season; however, that team will not recover any points lost while they were in “FORFEIT” status. Individual members of these team(s) may not join other teams.

Section 5: A team shall be considered to be properly registered when, within current policies: 1.) Their registration has been received, recorded, and approved by the Board, and 2.) The appropriate team fee has been received and recorded by the Treasurer.

Teams must submit their fees prior to the end of that season's registration period; preferably at the time of registration. Teams failing to pay established fees, within the period of time stipulated, may not be granted access to the League for the season.

The Board will entertain legitimate mitigating circumstances concerning team dues; however, this must be brought to the Board's attention, by the Team's Captain, prior to the season's registration deadline. The Board will decide on a course of action as soon as possible after receiving the information from the Team's Captain.

Section 6: Teams who have failed to pay their dues and did not pay during the past season may not enter into the current season until their previously past dues are paid. This is in addition to the normal fees associated with the current season in which that team wishes to play.

Section 7: A team name change and/or sponsor change shall not establish that a different team has been formed so long as two or more members of a non-complying team are also members of the new team.

Section 8: Teams changing home locations during the course of a season (for reasons other than expulsion from or closing of the location) shall reimburse that sponsor at a pro rata rate per remaining home matches. Such reimbursement shall not exceed the total fee posted by the sponsor. Such teams shall not be permitted to continue play unless the Board has been advised by the affected sponsor that such reimbursement has been made.

Section 9: First Place teams in each Division, for the Regular Season and Play-offs, will have 50% of their team dues paid by the League for the next immediate season. The League will continue this practice for as long as the League is fiscally sound and doing so will not put an undue burden on league finances. The Board will notify league members, by the mid-point of any given season, if this practice will be suspended.

ARTICLE V MEMBERSHIP

Section 1: The NCDA operates as a Private Club where membership is open to anyone who displays interest in darts as a sport. Membership may not be restricted on the basis of age for

scheduled NCDA league matches except as prohibited by state law or at the discretion of any league Sponsor.

Section 2: Any team with minors [players under the age of 21] must declare the minor(s) to the Sponsor and receive the Sponsor's approval before the minor(s) will be permitted to throw a match on the Sponsor's premises.

Section 3: Any and all memberships [Individual, League, and/or team] are subject to approval by the Board. The Board may refuse membership to any individual or team they feel will be unable to uphold the standards and abide by the rules and by-laws of the NCDA or feel is attempting to create an imbalance of play. Furthermore, any individual found to have been convicted of any violent personal crime will be refused admission to the League.

Section 4: Individual membership may be suspended or restricted (probation) by a majority opinion of the Board if any member creates conflict or behaves in a manner which is detrimental to the order and rules of the league.

The Board's decision in such a matter will be provided to the member, by the League President, via e-mail or phone within two days.

The Board's decision may be appealed by the member concerned, to a committee comprised of at least five neutral Captains drawn by lot. If there are not five neutral captains available, for whatever reason, the Board will assemble five neutral NCDA members to serve as the committee.

Such appeals must be in writing and must be received by the President or Vice-President in writing no later than 10 days after the Board's ruling. Appeals not received in writing by the President or Vice-President within 10 days will be considered invalid. The officer contacted shall arrange for a location for such a meeting and notice shall be sent to the neutral Captains within three days of receipt of the appeal. No further appeals will be possible.

A member who has been suspended will not be permitted to shoot in any further matches or NCDA Sponsored Events. If appealed by the member concerned, that member may not shoot in any further matches until the appeal process is completed.

A member who has been restricted (put on probation) will be allowed to shoot in matches or NCDA Sponsored Events; however, further incidents may result in League suspension.

Membership suspension or restriction shall be for as long as the Board sees fit; but generally, no more than two years from the date of the Board's originating decision. Suspensions as a result of extreme, elicited, or illegal actions may result in longer or permanent suspension.

Section 5: The Board shall keep a running record of any/all individuals whose membership has been restricted and/or suspended, to include those on probation; with the terms of the individual's restriction, suspension, or probation. This list will be kept and maintained by the League's President.

Individuals clearing the terms of their restriction, suspension, or probation and have been approved for reinstatement in the League will be notified by the League President.

ARTICLE VI THE BOARD

Section 1: The Board shall be composed of the President, Vice-President, Treasurer, Secretary, Webmaster, League Representatives, the ADO Representative, and, at the discretion of the Proper Board, Statistician; in accordance with Article X.

Section 2: 'Proper Board' refers only to the President, Vice-President, Treasurer, and Secretary

Section 3: When a board vacancy occurs, sufficient additions shall be made in accordance with Article VI, Section 6, to bring board membership up to the required total. Such additions must be made no later than the next board meeting following the creation of the vacancy. No joint offices may be held with the exception of those noted in Article VIII..

Section 4: The Proper Board shall be elected for a period of one year. League Representatives shall be elected for the period of one season. Both shall take office immediately following the meeting at which they were elected or appointed as described in Article VI, Section 6. Statistician, Webmaster, and ADO Representative terms are defined in Article X; Sections 12 - 14.

Section 5: No more than one sponsor per division may serve on the Board. Exception: those board members becoming sponsors after the date of election shall be permitted to complete their term of office.

Section 6: Board vacancies, to complete the term, may be filled by the President by appointment provided: (a) the proposed board member was eligible for office at the preceding election, (b) a majority of the Board approves the appointment, (c) the names of all applicants are submitted to

the President, and (d) the vacancies in question were not the result of recall proceeding authorized under Article XIV.

Section 7: A board member automatically resigns when, without sufficient cause as determined by the President, he fails to appear at three consecutive meetings, provided such meetings are not scheduled within a period of 27 days or less. Board and General Meetings scheduled for the same day will be considered as one meeting.

Section 8: Board members resigning, as per Article VI, Section 7 shall not be permitted to run for office for one calendar year from the date of their resignation.

ARTICLE VII BOARD; DUTIES/QUORUM

Section 1: The Board will meet as deemed necessary, not to exceed 60 days between meetings. Meeting dates will be determined by the President. Attendance shall be excused if notice of the meeting is not received at least three days prior to the meeting.

Section 2: Board meetings shall have a time limit of three hours from the time the meeting is called to order. A maximum of 15 minutes may be allowed for the purpose of completing a point under discussion. This section may be waived by the unanimous vote of members in attendance.

Section 3: A Quorum shall consist of one-half of the total number of board members. In the absence of the President and Vice-President, the senior board member present shall assume the chair.

Section 4: Should three consecutive board meetings scheduled as per Article VII, Section 1 fail to produce a quorum, the Board shall be considered dissolved. It shall be the responsibility of those members attending the second such meeting to arrange and call for a General Meeting no later than seven days after the dissolution of the Board. This General Meeting shall be held within 30 days of the second meeting which caused the dissolution. Should the dissolution of the Board take place less than 30 days prior to the General Meeting at season's end; those members in attendance must take appropriate action to ensure the success and continuity of the meeting and League.

ARTICLE VIII DUTIES OF THE OFFICERS

Section 1: President: The President shall preside at all meetings unless excused. They may vote only to break a tie in their capacity as Association advisor. The President is empowered to and

shall act on behalf of the Association and to conduct and oversee the day-to-day Association business as they may see fit and as the Board shall deem reasonable; provided all such actions are presented to the Board at the next meeting. The President also will serve as the League Historian in charge of archives. Their signature will be one of the four valid signatures on the checking account.

Section 2: Vice-President: The Vice-President shall assist the President in maintaining the efficiency of the operation and, in the absence of the President, shall assume the duties normally performed by the President. Their signature will be one of the four valid signatures on the checking account.

Section 3: Should both the President and Vice-President take leave of office, the senior board member shall assume the duties of President with the provision that they hold a General Meeting within 30 days of their leaving office.

Section 4: Treasurer: The treasurer will have custody of all NCDA funds, be responsible for the collection of fees and fines, and shall promptly deposit all monies received. The treasurer will keep the books in an accountable order and available for the Board upon demand. They will present an itemized treasurer's report to the Board at each board meeting and to the members at the association general meeting at the close of each season of play. The Treasurer is also responsible for ensuring the League's taxes issues are handled and the Non-Profit status remains in good order. Their signature will be one of the four valid signatures on the checking account.

Section 5: Secretary: The secretary will record the minutes of all meetings, handle correspondence, maintain the NCDA file archive, and distribute all meeting notices. Their signature will be one of the four valid signatures on the checking account. This position is one of the permitted joint offices.

Section 6: League Representatives: Sufficient league representatives as required per Article X; Section 8, shall assist in administration of NCDA policy; in conjunction with the titled board members. They shall be advisors to the League members during sanctioned play, be available for member concerns, and solicit feedback from League members.

Section 7: ADO Representative: The ADO Representative shall serve as the liaison between the League and ADO (Regional Director). The ADO Rep will be responsible for ensuring all communication and information from the ADO is disbursed to the NCDA and association members. The ADO Rep will vote on behalf of the NCDA in elections for Regional Director. The full set of responsibilities is available on the ADO website, under [Forms & Rules](#). This is a non-voting advisory/liason position and is one of the permitted joint offices.

Section 8: Webmaster: The Webmaster shall operate and maintain the league website (nocodarts.org); serving as the focal point for NCDA news, registrations, updates, and postings. All relevant material shall be delivered to the Webmaster for inclusion on the website. This position is one of the permitted joint offices.

The Webmaster; in conjunction with the Board and/or Statistician, shall:

- 1) Maintain the association sponsor and member mailing lists.
- 2) Upon the authority of the President or Vice-President, publish the weekly statistics and announcements of general interest to the members and/or sponsors.

Section 9: Statistician: The Statistician shall be responsible for the compilation of weekly results. It is not necessary for the Statistician to be a voting board member or for the Board to employ a Statistician. This position is one of the permitted joint offices.

The Statistician; in conjunction with the Board and/or Webmaster, shall publish the weekly statistics and announcements of general interest to the members and/or sponsors and maintain the class of individuals in the league as per NCDA Rule 8. Other duties may be assigned at the discretion of the Board.

ARTICLE IX MEETINGS

Section 1: All meetings shall be conducted in accordance with Roberts Rules of Order.

Section 2: Unless otherwise specified, all meetings shall be called at the discretion of the Board.

Section 3: Board Meetings: Shall be comprised of board members and be subject to the provisions set forth in Article VII. Voting shall be restricted to board members. Participation by all NCDA members is welcomed and encouraged.

Section 4: Protest Meetings: Shall be subject to the provisions set forth in Rule 27.

Section 5: Captains' Meetings: Shall be comprised of:

- 1) One or more representatives from the NCDA Board of Directors.
- 2) The Captain, Co-Captain, or a team member designated by the Captain from each registered team.

Each team will have one vote only. Such meetings will be scheduled, as needed, at the discretion of the Board. Captains will be notified at least 10 days prior to the meeting. This meeting may be held in conjunction with a General Meeting and/or Board Meeting.

Section 6: Pre-Season Meetings: For seasoned, upper Division Captains [Masters, AA] attendance is optional; unless advised directly by the Board that their attendance is required. Captains that meet the following criteria are required to attend:

- 1) Any new Captains
- 2) Captains that have been out of the League for more than 3 consecutive seasons
- 3) All A Division and below Captains

Season materials (schedules, updates, etc.) will be delivered electronically and/or posted to the League Website. Sponsors' invoices will be mailed directly to the Sponsors.

Section 7: General Meetings: A minimum of one general meeting per season must be held within thirty-five (35) days of the last scheduled match of the regular season. Such meetings must be announced by e-mail to all sponsoring establishments and captains, and/or posted to the league website, at least fifteen (15) days prior to the meeting.

Section 8: Recall Appeal Meetings: Are held subject to the provisions set forth in Article XIV.

Section 9: Special Meetings: May be requested by any member for a specific purpose only. The specific purpose must be in writing and witnessed by the signatures of 25 members in good standing or 20% of the current membership, whichever is less.

No other business will be discussed at such a meeting. The Board must announce the time, place, and purpose for such a meeting no later than 20 days from the date of receipt of a valid petition by the President or Vice-President. The receiving officer shall notify those required to attend at least 15 days prior to the meeting. Such a meeting shall be comprised of a committee from the Board and the Captain, Co-Captain, or a team member designated by the captain from each registered team, and anyone involved in the specific purpose. Members in good standing may attend and participate in the discussion. Voting is restricted to one vote per team (Captain, Co-Captain, or team member designated by the Captain), from each registered team plus one vote for each present Board member. If a present Board member is also a Team Captain/representative, they are only entitled to one vote.

ARTICLE X ELECTIONS & APPOINTMENTS

Section 1: NCDA Proper Board elections shall take place at the General Meeting following the conclusion of the Spring Season; usually held in conjunction with that season's banquet. Said elections shall be the last item of new business on the agenda.

Section 2: League Representative Elections will be held prior to every season and shall be conducted as 'Division-centric'; meaning only members of a specific division will be eligible to vote for their representation [A Division members vote for A Division Reps, AA for AA, etc.]. Division membership will be based on the most recent season completed prior to the elections; with contingencies noted in Article X; Section 11.

Section 3: Only active NCDA members in good standing may vote. Each member may vote only once per titled office (President, Vice-President, Secretary, and Treasurer), per vacancy.

Section 4: The offices of the Proper Board (President, Vice-President, Secretary, and Treasurer) may not be held by a Sponsor.

Section 5: Voting format priority shall be 1) President, 2) Vice-President, 3) Treasurer, and 4) Secretary. Each of these elections will occur in this order, one at a time; thereby giving an individual who is not elected to a particular office an opportunity to run for a subsequent office.

Section 6: Candidates for all Board position openings shall be chosen from any nominations received up to, and including during, the NCDA General Meeting where elections are taking place. Nominees for elected positions, need to have either confirmed acceptance of their nomination or, if they choose, refuse the nomination before voting occurs. A non-response, from a candidate nominated at least three days prior to the day of elections, shall be considered an acceptance of their nomination; however, all subsequent nominees need to be present at the elections, so that they are able to accept or deny their nomination.

Section 7: Candidates for all titled officers [Proper Board] shall be selected by majority vote, relative to the number of members present. Vote may be taken by show of hands, roll-call, general consent (yeas and nays), or ballot-type. In the case of a tie, there shall be an immediate run-off vote for that position; held as a silent vote, where each eligible member votes only once by secret ballot. In the case of a subsequent tie, a coin flip shall determine the winner.

Section 8: League Representatives shall be elected & assigned on the basis of at least one Representative per five teams, per division. At a minimum, there needs to be one Representative for each division (regardless of the number of teams in any division); with a maximum of two Representatives for any division.

Section 9: Candidates for Representative openings will be chosen from any nominations received up to the deadline set by the Board; generally coinciding with the upcoming season's team registration deadline. All nominees need to have either confirmed acceptance of their nomination or, if they choose, refuse the nomination before voting occurs. A non-response shall be considered an acceptance of their nomination.

Section 10: Representative elections will be held on-line and results brought before the Division Captains, via e-mail; whereas each Division, via Captain's responses, will have the opportunity to accept or deny their Representatives. A non-response shall be considered an approval. League Representatives will not be officially ratified until they have received their respective Division Captains' approval for the upcoming season; with a majority required to either approve or deny their Representative(s). In the event of a tie, the Board will make the final decision.

Section 11: Contingency Scenarios

In the event any division does not have sufficient nominations to fill their respective Representative positions, the Board will request the previous Representative(s) continue serving throughout the upcoming season. If this is not feasible, for whatever reason, the Board reserves the right to appoint Representatives from anyone who volunteers their service.

League Representatives will not officially begin serving their position until the upcoming season's schedule is finalized. This is due to the possibility of a Representative, individually or with their team, moving to a different division after the election was held.

If an elected representative(s) is no longer in the division they were elected for and moving them to a new division would result in falling below the minimum number of representatives for a division, it will fall to the Board to nominate and gain approval for any required replacement(s); as to not fall below the minimum set forth in Article X; Section 8

If an elected representative(s) is no longer in the division they were elected for and moving them to a new division would result in exceeding the maximum number of representatives for a division, it will fall to the Board to re-nominate and gain approval for the Representatives for that particular division; as to not exceed the maximum set forth in Article X; Section 8.

If none of the aforementioned conditions occur, the Representatives voted in shall be ratified and assume their positions for the upcoming season.

Section 12: Newly elected individuals shall assume their duties immediately following the close of the meeting at which they are elected.

Prior years elected officers and league representatives shall remain in an advisory status and attend all meetings for 60 days following the election at the discretion of the newly elected officer who replaced them in their position. They shall not have voting privileges.

Section 13: The position of Webmaster is an appointed position. Any member of the League may apply for the position when vacant. Appointment is granted through the approval of the Proper Board and runs for a period of one year [01 January - 31 December]. The position requires reconfirmation by the Proper Board annually. Reconfirmation shall take place at the December Board Meeting; with the decision becoming effective 01 January.

Section 14: The position of ADO Representative is an appointed position. Any member of the League may apply for the position when vacant. Appointment is granted through the approval of the Proper Board and runs for a period of one year [01 January - 31 December]. The position requires reconfirmation by the Proper Board annually. Reconfirmation shall take place at the December Board Meeting; with the decision becoming effective 01 January.

Section 15: The position of Statistician, if used, is considered a paid position by the League and, at the discretion of the Proper Board, may be granted the same voting rights as other board members.

Any member of the League may apply for the position during the general meeting held at the end of each season. Appointment is granted through the approval of the Proper Board and paid at the rate set forth in Article XIII; Section 4. The position is held for an indefinite term; until the current Statistician resigns or is replaced by Proper Board action.

ARTICLE XI GENERAL

Section 1: Actions of association members during association functions are the responsibility of the individual. This specifically includes any inappropriate behavior or damage caused of any sort. The league will not be held responsible or liable for the actions of its individual members; to include during NCDA sponsored events.

ARTICLE XII CONTRACTS AND AGREEMENTS

Section 1: The Board shall have authority to enter into contracts and agreements in the name of the NCDA.

Section 2: The league mailing list shall be freely available to individuals within the league as long as the list is not used for business purposes or in any way that can be construed as being profitable to that individual.

Section 3: The Board will not have the authority to set a fee and sell the mailing list to businesses.

ARTICLE XIII EXPENSES

Section 1: Any member is to be reimbursed for all legitimate (as accepted by the Board) expenses incurred in the name of the NCDA.

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

Section 3: A predetermined expense allowance may be allotted for refreshments at all Board meetings.

Section 4: If the position is in use, the Statistician's fee will be fixed at a maximum amount equaling \$10.00 per each team registered in the League; for any given season. [Example: 15 teams x \$10 = \$150].

The Exception will be when the registered number of teams, for any given season, falls below a count that would reduce the fee to an amount below a single team's dues. In this case, the Statistician's fee shall equal the amount of a single team's dues. Modification of this fee requires Board approval in accordance with Article XIII; Sec. 2.

ARTICLE XIV RECALL OF BOARD MEMBERS

Section 1: Any board member may be recalled from office by a 2/3 majority of those present at a Board or Special meeting. Members other than board members may institute recall under the provision set forth in Article IX, Section 8: Special Meetings.

Section 2: Recall voting shall be done by secret ballot in a Board or Special Meeting. This meeting shall be open only to those required to present and/or respond to allegations and those required to vote on said allegations.

Section 3: Any board member recalled by the Board may appeal. Such appeals must be in writing and received by the President or Vice-President no later than 10 days after the Board's recall ruling. Appeals not received in writing by the President or Vice-President within ten days will be considered invalid.

Section 4: Should the President be recalled and appeal his case, his duties shall be assumed by the Vice-President from the date of petition until a final determination is made. In the absence of the Vice-President, the duties shall be assumed by the most senior board member.

Section 5: The President, Vice-President, or most senior board member shall call for and conduct a Recall Appeal Meeting within 10 days of receipt of the written appeal from a recalled board member. The sole purpose of this meeting will be to determine if the previous recall will be upheld. The decision shall be considered final and there can be no further appeals.

Section 6: Should recall take place and no valid appeal is received or should the recall be upheld (Article XIV, Section 5), an election to fill the created vacancy or vacancies will be held within thirty (30) days of the last action in the established recall procedures. If the President is recalled, the office shall be assumed by the Vice-President after which a new Vice-President shall be elected in accordance with Article XIV, Section 7. If the successful candidate is a board member, a subsequent ballot shall be held to fill the new board member vacancy except as covered in Article VI, Section 5. Should the vacancy be a League Representative, the replacement individual must have been a member of the recalled individual's division on the date of the general meeting at which the recalled individual was elected.

Section 7: This election shall be accomplished by a 2/3 majority of those board members present at a board meeting or a recall appeal meeting. This election shall be temporary until the next general meeting at which time it will be upheld by the members, or a new election held immediately as per Article X.

Section 8: Any board member who is recalled will not be eligible for office for a period of three years from the date of recall.

ARTICLE XV POLICY

Section 1: The Association By-laws and/or Rules may be amended by a Board Meeting, General Meeting (called subject to Article IX, Section 6), Captain's Meeting (called subject to Article IX, Section 5), or Special Meeting (called subject to Article IX, Section 8). A 2/3 majority of those League who are present at the meeting shall be required to amend the Association By-laws and/or Rules.

Section 2: Policy changes, temporary rulings, and general information may be announced on the NCDA website and/or disseminated via email or text. These policies will be considered to be in force immediately. It is ultimately the responsibility of the team Captains to read these announcements and ensure all of their team members are informed.