

# T.A.M.E. BY-LAWS

## November 2009

Duly adopted by the majority at the Special Members Meeting held on Monday, November 16, 2009, of which all members received more than 30-days notice.

### 1. GENERAL INFORMATION

#### 1.1 NAME OF ORGANIZATION

The name of the organization shall be the "TACTICS ASSOCIATION on MONDAYS in EDMONTON" hereinafter referred to as the T.A.M.E.

#### 1.2 PURPOSE OF ORGANIZATION

The purpose of T.A.M.E shall be to organize, promote, publicize, encourage the growth of the game of darts and increase the level of skill of participants through League Play, League Tournaments and Open Tournaments.

#### 1.3 BOARD OF DIRECTORS

The T.A.M.E. shall act through its Board of Directors hereinafter referred to as the Executive, which shall be comprised of the following:

POSITION	TERM	ELECTED YEAR
PRESIDENT	2 YEARS	EVEN YEARS
1st VICE PRESIDENT	2 YEARS	ODD YEARS
PAST PRESIDENT	PRESIDENT'S TERM	
TREASURER	2 YEARS	ODD YEARS
SECRETARY	2 YEARS	ODD YEARS
DRAWMASTER	2 YEARS	EVEN YEARS

1.3.1 In order to stand for nomination for a position, the individual must be a current member in good standing at the time of nomination, be present at the meeting or in his/her absence, have accepted the nomination in writing prior to the election and remain as a member in good standing throughout his term.

1.3.2 Unless otherwise stated, Executive Members shall be elected at the Annual General Meeting. Nominations will take place at the Annual General Meeting following the end of the season. Voting will take place by secret ballot.

1.3.3 Candidates for the position of President must have served a prior term on the Executive or in an executive position for any recognized sports league or governing body, a term to consist of a minimum of two (2) completed years. In the absence of a qualified candidate, other suitable qualifications may be considered.

1.3.4 Provided the Past President remains a member in good standing, the Past President shall become a full member of the Executive for the term(s) of the new President, in an advisory, non-voting capacity.

#### 1.4 BOARD OF DIRECTORS & REMUNERATION & BORROWING

1.4.1 Board of Directors, Executive Committee or Board, shall mean the Board of Directors of the Society.

1.4.2 No officer or member of the Society shall receive any remuneration for his services.

1.4.3 Expenses incurred by any duly appointed officer shall be paid by the Society if prior authorization is given by the Executive. All expenses shall be supported by receipt and shall not exceed the designated amount.

1.4.4 The Executive shall, subject to the By-Laws or directions given by majority vote at any meeting properly called and constituted, have full control and management of the affairs of the Society and shall have the power to borrow excepting the issuance of debentures as it sees fit for the purpose of carrying out the Society's objectives.

1.4.5 The Executive shall have the right to remove an individual from Office, by majority vote of the Executive for non-performance of duties as described herein. Any officer who is removed from Office shall not be permitted to run for election in any Office of the Society until one calendar year has elapsed from the date of removal and is approved by majority vote of the Executive.

1.4.6 The person removed from office shall be advised of same by signature mail. Within 30 days of the receipt of notification, that person has the right to appeal.

1.4.7 In the event of a mid-term vacancy, the Executive shall have the power to fill such vacancy, until that position can be filled by election at the next Annual General Meeting, to serve the remainder of the term.

## **1.5 DUTIES OF THE EXECUTIVE**

### **1.5.1 PRESIDENT**

**DUTIES:** The President shall preside at all meetings. The President shall be bondable and act as a signing officer on behalf of the Society.

**QUALIFICATIONS:** Must be able to handle and organize people, must be able to communicate with other dart Leagues and must be able to spend a considerable amount of time on League matters. It is also desirable that the President be able to attend certain of the League functions during working hours. The President must also have sound knowledge of bookkeeping, Tournament draws, League draws and General Club Rules and Procedures.

### **1.5.2 1st VICE PRESIDENT**

**DUTIES:** The 1st Vice President shall assist the President in maintaining the efficiency of the League Operations and in the absence of the President shall assume the duties of the President. The First Vice President may be asked to act as a signing officer of the Society.

**QUALIFICATIONS:** Shall be as laid out for the President.

### **1.5.3 TREASURER**

**DUTIES:** The Treasurer shall receive all T.A.M.E. funds and ensure that these funds are promptly paid into the T.A.M.E. bank account; be responsible for the collection of all monies belonging to the T.A.M.E. from membership dues, raffles, tournament fees or any other source; report to the President when issues arise pertaining to the collection of outstanding fees; be responsible for any outgoing payments from the T.A.M.E. bank account approved by the Executive, obtain all receipts for payments made and act in the capacity of signing officer for the Society The Treasurer shall keep a full and current account of all financial transactions, and will periodically issue statements of the same, when required.

**QUALIFICATIONS:** Must be bondable and have knowledge of standard bookkeeping.

#### **1.5.4 SECRETARY**

**DUTIES:** The Secretary will duly record and keep minutes of all meetings, and handle all correspondence and communications from the League. The Secretary shall send out all notices of meetings and functions, be responsible along with the Treasurer for obtaining and keeping up to date a mailing list and phone numbers of all members and ensuring the proper distribution of Membership Cards.

**QUALIFICATIONS:** The Secretary should have the knowledge of standard office procedures, be able to type and have time to do the job correctly and be able to work in conjunction with the President.

#### **1.5.5 DRAWMASTER**

**DUTIES:** The Drawmaster shall be responsible for recording the scores and tabulating the League standings; ensure that a copy of all results and League standings are placed in the T.A.M.E. file; supply results and standings to the Team Captains; ensure results are posted on the T.A.M.E. website in a timely manner; be involved in the organization of all T.A.M.E. functions, including League play, Playoffs and Tournaments; and assist in resolving disputes or discrepancies. The Drawmaster may be asked to act as a signing officer of the Society.

**QUALIFICATIONS:** Knowledge of League and Tournament draws, a liking for keeping records and figures and the ability to communicate with others and enough spare time to do the job thoroughly.

#### **1.6 EXECUTIVE MEETINGS**

1.6.1 During the active season, the Executive may meet as required to conduct the business of the Society. A quorum for such meetings shall be three.

1.6.2 Decisions made by the Executive shall be by majority vote with the President only entitled to vote in the event of a tie.

An Executive Member may be removed from office if he is absent from three consecutive meetings without just cause.

#### **1.7 ANNUAL GENERAL MEETING**

The Annual General Meeting of the T.A.M.E. shall be held on twenty-one (21) days notice pursuant to section 1.13 at the conclusion of the Winter Season or during the Special Events Weekend, at a convenient time and place, as designated by the President. Motions shall be passed by a majority of the members present.

#### **1.8 SPECIAL MEETINGS**

A Special Meeting may be called by any T.A.M.E. member in good standing by filing details of business along with thirty (30) signatures of members in good standing, thirty (30) days in advance of such a meeting. It shall be the responsibility of the member calling the meeting to effect notice on all team Captains twenty-one (21) days prior to such a meeting. Motions shall be passed by a majority of the members present.

#### **1.9 OTHER MEETINGS**

General Meetings, Registration Meetings, and all other meetings shall be called as and when required, and members of the League shall be notified fourteen (14) days in advance.

## **1.10 MEETINGS IN GENERAL**

### **1.10.1 QUORUM**

A quorum for any general or special meeting shall consist of no less than twenty-five (25) members in good standing of the T.A.M.E.

### **1.11 BY-LAW CHANGES**

The articles in the Bylaws shall only be rescinded, altered, or added to by "Special Resolution" at an Annual General Meeting or a Special Meeting call for that purpose, where members have been provided with 30 days notice.

### **1.12 RULES OF PLAY CHANGES**

Rules of play changes must be presented in writing to the Executive thirty (30) days prior to any Captains' meeting. Any changes to the rules of play shall be adopted at a Captains' meeting.

### **1.13 NOTICE**

Notice of all General and Special meetings shall be deemed good and sufficient to all members by providing written notice to all Captains twenty-one (21) days in advance by prepaid regular mail or by giving verbal notice at any general, special or Captain's meeting.

## **2. FINANCIAL**

### **2.1 TAME BANK ACCOUNTS**

T.A.M.E. shall operate a General Account to which all League funds must be deposited. The Executive, at their discretion, may then place those funds in long term secure investments such as Term Deposits and Guaranteed Investment Certificates.

### **2.2 SIGNING AUTHORITY**

All accounts and investments referred to above shall be in T.A.M.E.'s name and require two signatures, one of which must be that of the Treasurer.

### **2.3 AUDITING**

The books, accounts and records of the Secretary and the Treasurer shall be audited at least once each year by a duly qualified accountant or by two members of the Society appointed for that purpose at the Annual Meeting. A complete and proper statement of the standing of the books for the previous year shall be submitted by such auditor at the Annual Meeting of the Society. The fiscal year of the Society in each year shall commence September 1.

#### **2.3.1 INSPECTION**

The books and records of the Society may be inspected by any member of the Society at the Annual Meeting or at anytime upon giving reasonable notice and arranging a time satisfactory to the officer or officers having charge of the same. Each member of the Executive shall at all times have access to such book and records.

### **3. OPERATIONS**

#### **3.1 MEMBERSHIP**

3.1.1 The membership term shall be from September 1 until August 31 annually. Applications for membership may be accepted from any male/female over the age of eighteen (18). Upon acceptance, and upon payment of the sum of the Annual Fee delivered to the Treasurer, the applicant will become a Registered Player and member of the T.A.M.E. and will be entitled to vote at all general and special meetings referred. Any member shall remain a member in good standing until the end of the membership term, unless altered by suspension or expulsion. Fully paid members shall be issued a Membership Card and receive all privileges and rights of the T.A.M.E.

3.1.2 No refunds or transfers of membership will be allowed.

#### **3.1.3 RESIGNATIONS**

Any fully paid member may resign from the Society by providing notice in writing of that intention to the Executive. Should the Individual wish to play in the League for the remainder of the season, he shall resign from the League, and apply for new membership. The Executive Committee, acting judicially, shall determine whether such a resigning member shall be granted new membership.

#### **3.1.4 REMOVAL OF PLAYERS**

In the event that a player does not attend League matches when required or requested to do so without a valid reason, the Captain or Assistant Captain as the case may be, may formally request that the Executive remove the Individual from his roster. Following removal, the Individual would be considered as though he had resigned from the team and would not be allowed to play until the following season.

#### **3.1.5 RIGHT TO REFUSE MEMBERSHIP**

The Executive Officers Committee has the right to refuse membership.

#### **3.2 LEAGUE FORMAT**

The league format shall be in accordance with the T.A.M.E. Rules of Play.

#### **3.3 CAPTAINS & ASSISTANT CAPTAINS**

Each team must have a Captain and Assistant Captain.

**DUTIES:** Attend meetings or appoint representative from his team to attend in his absence and disseminate information to their team members, as provided by the Executive. The Captain and Co-Captain are responsible for the conduct of his team, accuracy of the score sheet, submitting the score sheet, submitting results, collecting and remitting member fees and to keep his team informed of play dates, place of play and ensuring that his team turns out for matches. If a Captain disregards his duties to a point where he creates disharmony or impedes the established procedure of the League, the Executive shall have the authority to remove the Captain and request the team to designate another captain.

#### **3.4 DISCIPLINE**

##### **3.4.1 GENERAL**

In accordance with Section 1.2 above, any behaviour which brings the game of darts into disrepute or impedes the progress of orderly play, will not be tolerated. Disciplinary action will be taken against any player guilty of objectionable behaviour and without limiting the generality of the foregoing, such behaviour may consist of excessive barracking, loud or obscene language, excessive intoxication and intentional distraction during a game or match in progress.

### **3.4.2 DISCIPLINE COMMITTEE**

The Executive shall appoint a Discipline Committee consisting of two members of the current elected Executive and three Members in good standing from the General Membership of the League from a pool of volunteers. The Discipline Committee shall adjudicate by way of hearing complaints of Registered Players made pursuant to section 3.4.1 above. No member of the Discipline Committee shall be directly involved with any dispute for which they have been asked to adjudicate. In the event that such is the case, an alternate Executive Member or League Member as the case may be, shall be appointed for the purposes of adjudicating at that hearing.

### **3.4.3 COMPLAINTS**

Any Registered Player may file a complaint with the Executive Committee pursuant to section 3.4.1. by outlining in writing, a brief statement of the facts on which they intend to rely along with an application fee of \$5.00.

### **3.4.4 SANCTIONS**

The Disciplinary Committee may impose such sanctions on any player found to offend section 3.4.1. above as they see fit in the circumstances and such decision shall be final and without appeal.

### **3.4.5 DISCIPLINARY PROCEDURES**

All disciplinary matters shall be conducted in accordance with the Society's Disciplinary Procedures. In the absence of such procedures, the Society shall use the Darts Alberta Policy on Disciplinary Proceedings.