

**THE CLEVELAND DARTER CLUB**  
**BY-LAWS**

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Approved at 9/25/96 Meeting of Board of Directors

Bylaws Chairperson: Robert Damsel

**ARTICLE I NAME**

**Section 1** - The name of the organization shall be the Cleveland Darter Club, Inc.; hereinafter referred to as the "Club" or "C.D.C.", a non-profit organization incorporated with the State of Ohio.

The C.D.C. shall be a non-profit, non-political and non-sectarian organization whose objective shall be to promote competitive darts and establish friendly relationships with similar organizations.

**ARTICLE II REFERENCES AND DEFINITIONS**

**Section 1** - "C.D.C. Governing Documents" shall refer to: the C.D.C. Bylaws; League Rules; and written policies governing Standing Committees, Club Officers and Club employees.

**Section 2** - Whenever the term "In good standing" is used, it shall refer to a C.D.C. Member who has met all criteria in these Articles and any/all Amendments or Resolutions.

**Section 3** - Whenever the initials "B.O.D." are used, they shall mean the total number of Board of Directors as determined in these articles.

**Section 4** - Whenever the term "Seated" is used it shall refer to the total number of B.O.D. members holding office at the time of issue.

**Section 5** - A "Poll" is a reasonable attempt to offer all eligible individuals the opportunity to vote on a motion or issue.

**Section 6** - "Board Approval" shall be defined as a majority of the Board members in attendance at a meeting, or a majority of the seated Board polled individually.

**Section 7** - Individuals holding "ex-officio status" on committees or Boards shall be granted the same rights as a regular Member but not required to attend meetings and not counted in determining a quorum.

**Section 8** - Whenever the term "reasonable" is used it shall refer to being suitable under the circumstances; neither immoderate nor excessive as described in Black's Law Dictionary, 6th Edition.

**Section 9** - The term "Affiliate Member" refers to a non-voting institution, and does not convey the same rights granted an Individual Member.

REFERENCES AND DEFINITIONS

**Section 10** - The term "General Membership" shall encompass all Members and all Affiliate Members "in good standing".

**Section 11** - Should an issue arise that is not clearly delineated by these bylaws, such issue shall be resolved through the implementation of the provisions of the Ohio Revised Code, Chapter 1702 "non-profit corporations" as a primary reference. Secondary references, as determined by the B.O.D. shall include but not be limited to the following; in order of precedence, Black's Law Dictionary, 6th Edition by The Publisher's Editorial Staff, West Publishing Co.; How To Run A Meeting by Mary A. DeVries, Penguin Publishing, 1994; Committees & Boards by Alice N. Pohl, NTC Business Books, 1990.

**ARTICLE III POWERS OF ADMINISTRATION**

**Section 1** - The Membership is the highest authority of the C.D.C. and shall meet at least twice each year. The Membership is solely responsible for changes in by-laws, in accordance with Article IX - Governing Documents.

**Section 2** - Between the General Membership Meetings, the highest authority shall be the Board of Directors, which shall meet at least once a month. The B.O.D. shall set general policy and oversee all expenses.

**Section 3** - Between the B.O.D. Meetings the administrative authority of the C.D.C. shall be vested in the President of the C.D.C., subject to the approval of the Board of Directors.

**Section 4** - The B.O.D. shall employ an office staff sufficient to accomplish the objectives of the C.D.C. and achieve the goals of the B.O.D.. Wages/salaries and benefits for full-time, part-time and temporary help shall be set by the B.O.D..

A) The C.D.C. Office staff shall be composed of, but not limited to the following positions:

1) An Executive Director, who, under the direction of the Club President, shall oversee and be responsible for office operations and policy implementation. The Executive Director shall assist the B.O.D. in the formulation of programs to further the objectives of the C.D.C..

2) A full-time secretary, who shall work regular, posted office hours and be responsible for Club correspondence, files, records, and whatever other duties may be assigned to this position.

POWERS OF ADMINISTRATION

3) At the request of the Executive Director the President may, with Board approval, engage part-time help for a period not exceeding 4 weeks.

4) Temporary, non-recurring, help may be engaged by the Club President for up to a two-week period without prior Board approval.

B) No skilled/professional, "consulting" agency, nor any persons or person whose hourly earnings exceed those of the Club Secretary, shall be engaged without contract and prior B.O.D. approval, except in a time-sensitive emergency.

**ARTICLE IV MEMBERSHIP**

**Section 1** - Membership is open to anyone who evidences interest in darts as a sport.

**Section 2** - Prospective Members must complete and sign the liability and disclaimer on the current C.D.C. Membership Application Form.

**Section 3** - All Memberships are subject to approval by the B.O.D.

**Section 4** - It is the responsibility of C.D.C. Members to inform the C.D.C. Office of address changes.

**Section 5** - The Cleveland Darter Club shall maintain a permanent record of those individuals who have been awarded a "Lifetime Membership" for their sportsmanship, loyalty and dedication to the C.D.C. and the sport of darts.

**Section 6** - A Membership may be terminated or restricted by a majority opinion of the B.O.D. if said Member creates disharmony or behaves in a manner which is disruptive to order or discipline. The B.O.D.'s decision in such a matter may be appealed by the Member concerned to an Arbitration Committee comprised of at least five (5) C.D.C., non-B.O.D., Members drawn by lot. Such appeals must be in writing and have been received at the C.D.C. Office, "Attention: Recording Secretary" no later than seven (7) days after notification of the Board's ruling. Upon receipt of appeal, rights of Membership shall be reinstated to the appealing Member until the arbitration meeting can be held. The Recording Secretary shall arrange a location for an arbitration meeting and notice shall be sent to the Arbitration Committee within twenty-one (21) days after receipt of the appeal. The meeting must take place within thirty (30) days after receipt of the appeal. No further appeals shall be reviewed.

MEMBERSHIP

\*\*\* See Grievance Arbitration Procedure Form G2 for procedures. \*\*\*

**Section 7** - The C.D.C. Office shall maintain a permanent file of Members restricted, terminated or barred from C.D.C. Membership, B.O.D. Office, or from assuming duties of League Captain. This file shall be for verification purposes by Membership Chairperson, League Presidents, Elections Chairperson and President. Members wishing to review this file shall have to submit in writing their reasons for review. The C.D.C. President or B.O.D. shall rule on the request.

**ARTICLE V FEES**

**Section 1** - All Club and League fees, prize monies and payouts, including but not limited to: Membership, Team, Social, Tournaments and Raffle shall be established by the B.O.D..

**Section 2** - Membership fees are applicable for the period of May 1 of any year, through April 30th of the following year. Memberships shall not be prorated and shall expire April 30th each year.

**Section 3** - An applicant shall be considered properly registered when, within current policies, Membership forms have been signed and appropriate fees have been received by the C.D.C. Office.

**Section 4** - Yearly Membership fees shall be reimbursed for any C.D.C. Member who actively engages his duties as a member of the Board Of Directors. Reimbursement shall be by request after completing six (6) months on the B.O.D.. The B.O.D. is authorized to waive yearly Membership fees for non-B.O.D. Members who provide the C.D.C. with professional or other skilled services valued in excess of such fees.

**ARTICLE VI THE B.O.D.  
ELIGIBILITY AND ELECTIONS**

**Section 1** - To be eligible for election to the B.O.D., an interested party must be a C.D.C. Member whose Membership is not restricted by Article IV, Section 7. Candidates must be Members "in Good Standing", be bondable, and have completed the required "candidate resume" for publication to the electorate. The candidate must be readily available by phone and have transportation to fulfill the duties of office.

## Bylaws of The Cleveland Darter Club

### THE B.O.D. ELIGIBILITY AND ELECTIONS

- A) Contracted, full-time, or part-time employees of the C.D.C. are not eligible to sit on the B.O.D. nor are the immediate family members of full-time employees eligible.
- B) Board members, Officers and/or Committee Chairpersons of other dart organizations may be subject to review for purposes of determining whether a conflict exists between their position with such other dart organizations and the interests of the C.D.C..

**Section 2** - General Elections: The President with B.O.D. approval shall appoint C.D.C. Members to the positions of Chairperson and Vice-Chairperson of the Election Committee no later than the December B.O.D. meeting. The Chairperson shall by the January B.O.D. meeting determine the total number of vacancies in order to seat a full Board of Directors for the following year. The top vote-recipients shall fill the vacancies. It shall be the Chairperson's responsibility to ensure a secret ballot election within the following guidelines:

1. Notify General Membership in a reasonable manner of the nomination petition deadline and procedures.
2. Ensure the availability of: nomination petitions and candidate resumes during the month of January, allowing a minimum of fifteen (15) days for circulation.
3. Receipts shall be tendered for these completed forms when brought to the Election Chairperson or the C.D.C. office during regular office hours.
4. Verify all completed forms and inform candidates and the B.O.D. of eligibility as outlined in **Article VI, Section I**.
5. Conduct elections before April 30th.
6. Count and verify the returns. The returns shall be counted by the Chairperson and Vice-Chairperson separately and the results verified by same.
7. In the event of a tie, the winner shall be determined by a secret ballot vote of the Board of Directors at the May B.O.D. Meeting.
8. Publish the results after the May B.O.D. Meeting.

THE B.O.D. ELIGIBILITY AND ELECTIONS

**Section 3** - The B.O.D. shall consist of eleven (11) Members elected by a vote of the C.D.C. Membership.

**Section 4** - Each odd-numbered year six (6) Members with the most votes shall be elected to the B.O.D. for two (2) year terms, commencing with the June B.O.D. Meeting of the year in which they are elected. Each even-numbered year, five (5) Members with the most votes shall be elected to the B.O.D. for two (2) year terms, commencing with the June B.O.D. Meeting of the year they are elected and expiring at the seating of the Board two years hence.

Should more than six (6) seats be available in odd-numbered years or more than five (5) seats be available in even-numbered years, top vote-recipients shall be seated to two-year terms with the remaining seats being filled for a one-year term by the next highest vote-recipient.

**Section 5** - The B.O.D. shall include a President, Vice-President, Recording Secretary, and Treasurer elected by secret ballot. There shall be seven (7) additional members.

**Section 6** - Participation at the June B.O.D. Meeting is mandatory. The B.O.D. members shall, at the June B.O.D. Meeting elect a C.D.C. President from their midst for a one (1) year term. All B.O.D. members must vote for Club Officers either in person, or in the case of an emergency, by phone or written proxy on an abstention-free ballot.

- A. Nominees for President and Treasurer must have a minimum of one (1) year Board experience before taking office.
- . A majority of votes shall determine the winner in any election.
- C. In an election with more than two candidates, if no nominee receives a majority, the lowest vote-recipient shall be eliminated and another vote taken. If no one receives a majority, this procedure is repeated until only two nominees are left and one finally receives a majority of the votes.

**Section 7** - The B.O.D. shall then elect the following officers for a one (1) year term: Vice-President, Recording Secretary and Treasurer.

**Section 8** - If, in the election of the above named positions with the exception of the President, no one accepts

THE B.O.D. ELIGIBILITY AND ELECTIONS

nomination for said positions, the President shall assign those duties to a member of the Board Of Directors who shall fill the position on an " Acting " basis.

**Section 9** - If a B.O.D. vacancy occurs between elections, the President shall, with the approval of the majority of the seated B.O.D., appoint a C.D.C. Member to the B.O.D. to fill the position until the next election is conducted.

**Section 10** - If the President fails to fill a B.O.D. vacancy within one month, any B.O.D. member may submit nominee(s) for consideration.

**Section 11 - Attendance At Meetings**

**Section 11.A.** - A B.O.D. member automatically resigns when, he fails to attend two (2) consecutive B.O.D. Meetings without just cause (as determined by secret ballot of the B.O.D.), or has three (3) un-excused absences from monthly B.O.D. meetings or General Meetings in one B.O.D. year (June B.O.D. Meeting to expiration of term). To be considered for an excused absence a B.O.D. member must inform the President or the C.D.C. Office two (2) days in advance of said meeting. Absences due to emergencies may be excused by the President at the next meeting.

**Section 11.B.** - Board members shall not be considered "in attendance" if they absent themselves during a meeting without majority approval or are considered excessively late by a majority of the Board.

**Section 11.C.** - A Member resigning from the B.O.D., for any reason, shall be ineligible to hold or run for office for a period of three (3) years after such resignation. A person may appeal to the B.O.D., in writing, asking for permission to be seated on or be elected to the B.O.D. before their three (3) year period expires. To pass, the appeal needs a two-thirds majority of the seated B.O.D. members.

**Section 11.D.** - An elected but yet unseated B.O.D. member automatically resigns through non-participation at the June meeting.

**ARTICLE VII B.O.D. MEETINGS/QUORUM**

**Section 1 - General Meetings**

**Section 1.A.** - A General Meeting must occur at least twice each Membership year. No more than eight (8) calendar

B.O.D. MEETINGS/QUORUM

months shall expire between meetings. Unless otherwise specified, any vote shall be decided by a majority vote of

all the voting C.D.C. Members in attendance or their proxies.

**Section 1.B.** - Eight (8) B.O.D. members and/or 100 C.D.C. Members or their proxies shall constitute a quorum at a General Membership meeting. Proxy holders must be C.D.C. Members in Good Standing. Each proxy holder shall be limited to a maximum voting power of one-percent of the C.D.C. Membership at the time of the meeting.

**Section 1.C.** - All unfinished business from the previous General Meeting, all Board activity subsequent to that Meeting and all proposed actions of the B.O.D. shall be open for discussion at a General Membership Meeting. The

Membership may, with a simple majority vote, overrule any decision made by the B.O.D. or direct the B.O.D. to take any action that the Membership deems advisable.

**Section 1.D.** - B.O.D. members shall not be disenfranchised from voting in matters to be decided by the General Membership.

## **Section 2 - Monthly Meetings**

**Section 2.A.** - The B.O.D. shall meet at least once a month, on a regular schedule (e.g. 1<sup>st</sup> Wednesday of each month). Meeting date to be determined by the President. Meeting date, time and place must be published at least 10 days prior to the meeting to allow interested Members to attend. A reasonable attempt shall be made to inform the Membership of a change in time, date, or location of monthly meetings, including a notice left at the former location. Whenever possible, advancing a meeting date or time shall be avoided.

**Section 2.B.** - B.O.D. members and Committee Chairpersons should submit reports one (1) week in advance of B.O.D. Meetings in order to have their reports reviewed for necessary discussion. All matters to be discussed must be submitted to the C.D.C. Office by 6:00 PM of the date of the meeting in order to be included to the agenda.

**Section 2.C.** - Six (6) B.O.D. members in attendance shall constitute a quorum at B.O.D. monthly meetings.

**Section 2.D.** - In the absence of the President, the Meeting shall be Chaired by the Vice-President, Recording Secretary, or Treasurer in that order.

**Section 2.E.** - B.O.D. Meetings: Shall be open to any current C.D.C. Member and their guest who shall be subject to the provisions set forth in these Articles.

## B.O.D. MEETINGS/QUORUM

**Section 3 - Agenda:** All Meetings shall proceed according to the following agenda (whenever possible). The priority of

business may be changed by a 2/3 majority of the B.O.D. members in attendance.

**Section 3.A., Agenda**

1. Roll Call of Officers
2. Reading and approval of the previous minutes.
3. President's Report
4. Financial Report
5. Committee Reports
6. Communications and announcements
7. Unfinished Business
8. New Business
9. Adjournment

**Section 4.A., Reports** - All reports shall be written and shall contain the following: All findings, to include a detailed explanation of issues resolved or any plans implemented or intended including but not limited to any intended changes in fees, structure, or goals.

**Section 4.B.** - All reports presented at a B.O.D. meeting shall be subject to discussion and shall require a simple majority vote of acceptance before being entered into the B.O.D. Minutes.

**Section 4.C.** - All reports at a General Membership Meeting shall be subject to discussion and be entered into the minutes. At monthly meetings, motions shall be made by a B.O.D. member and seconded before any discussion or action is taken.

**Section 5** - Special B.O.D. Meetings may be called by a majority of the seated Board of Directors. A reasonable attempt must be made to contact all B.O.D. members.

**Section 6 - Recall Meetings:** such meetings shall be conducted and held subject to the provisions set forth in **ARTICLE XII, Section 2 and Section 3.**

**Section 7 - Special General Meetings**

A petition for a Special General Meeting must bear the signatures and accompanying C.D.C. identification numbers of

B.O.D. MEETINGS/QUORUM

100 Current C.D.C. Members. This petition must state a "specific issue" to be discussed and propose a resolution to be voted on, it must further designate a committee of ten (10) Current C.D.C. Members ("petition-sponsors") to

represent the petitioners in any further action. The petition must be presented at a B.O.D. meeting by a committee representing the petition-sponsors. Said committee shall be no less than three nor more than seven of the petition sponsors whose names appear on said petition. Said committee shall have sole power to withdraw or amend its petition subsequent to the B.O.D. monthly meeting.

Should the issue in the petition not be resolved to the satisfaction of the petitioning committee and the 100 signatures are found to be valid, the B.O.D. must honor the request for a special general meeting. Within 30 days of the B.O.D. meeting at which the petition was presented, the B.O.D. shall determine a reasonable time, date, and location for the Special General Membership meeting in a facility adequate to accommodate twice the number of valid signatures on the petition. A reasonable attempt shall then be made by the B.O.D. to notify the General Membership of this meeting. Said meeting shall be held no less than five (5) days and no more than fifteen (15) days after notification of the General Membership.

Twenty-five percent (25%) of those Members petitioning for said meeting, or one-hundred (100) Members, shall constitute a quorum. Should a quorum not be present or should the Membership in attendance at said meeting vote against the proposed resolution, another request for a General Meeting concerning this issue shall not be honored for a period of one (1) calendar year. Motions pertaining to the "specific issue" shall be passed by a simple majority of C.D.C. Members in attendance. No other business shall be discussed at such a meeting.

Responsibility for compliance of the above-mentioned procedure shall rest with the Recording-Secretary..

**Section 8** - Consumption of alcoholic beverages by B.O.D. members or committee chairpersons is prohibited during B.O.D. or General Meetings. Any person attending a meeting in an intoxicated state shall be dismissed from that meeting. Disruptive behavior is subject to further action by the B.O.D..

## **ARTICLE VIII DUTIES OF OFFICERS AND COMMITTEES**

**Section 1** - The prime obligation of the B.O.D. shall be to regulate the funds necessary to operate The Cleveland Darter Club within the objectives and policies specified. The B.O.D. shall exercise a general supervision of the affairs of the C.D.C., control and manage it's properties and effects, and shall be responsible for the coordination and sanctioning of all Club activities. Board members shall

attend meetings prepared to discuss written reports from committees on which they are seated.

**Section 2** - The President shall preside and vote at all B.O.D. Meetings. He shall appoint all committee Chairpersons and shall be an ex-officio member of all committees. The President shall deliver a report at all General Meetings. His signature shall be one of the valid signatures on both checking and savings accounts. The maintenance of the B.O.D. Office is under the President's jurisdiction pursuant to Article III, Section 4.

**Section 3** - Vice-President; shall assist the President in the performance of his duties. In the absence of the President he shall assume the duties normally performed by the President. In the event the President resigns or is recalled, the Vice-President shall, at the earliest convenient time, convene the B.O.D. and conduct a meeting to elect a new President. (The Vice-President shall be one of the valid signatures on both the checking and savings accounts.)

**Section 4** - Recording Secretary: shall be responsible to record the minutes of all meetings, distribute copies to all members of the B.O.D., and have the same available for the Membership; handle all correspondence and distribute all meeting notices. It shall be the responsibility of the Recording Secretary to assure that the Membership is informed of darting activities and C.D.C. business matters including but not limited to the time, date, and place of B.O.D. and General Membership Meetings. The Recording Secretary shall submit all minutes to the President, in writing, twenty-one (21) days following all meetings. His signature shall be one of the valid signatures on the checking and saving accounts.

**Section 5** - Treasurer; shall ensure the custody of all C.D.C. funds and shall promptly deposit all moneys received. He shall be required to submit, in writing a monthly report of all C.D.C. moneys. Reports must be submitted to B.O.D. for review seven (7) days in advance of B.O.D. Meetings except when approved by the President. The monthly financial report must contain a numerical check listing showing all

#### DUTIES OF OFFICERS AND COMMITTEES

checks issued for the given month including payee, amount and brief description of reason for the check. Copies of said report must be given to all C.D.C. Board of Directors and an up-to-date accounting made available for distribution at regular General Meetings. The Treasurer, at the direction of the B.O.D. shall submit the books for an audit review at the end of each fiscal year which runs from May 1 through April 30th. Audit review shall take place within sixty (60) days of the close of the fiscal year. His

signature shall be one of four (4) valid signatures on the checking and savings accounts.

**Section 6** - The President shall appoint Standing Committee Chairpersons subject to a majority B.O.D. approval. These Chairpersons shall serve a term expiring at the June meeting, and shall be responsible for the direction and completion of duties assigned for those Committees. Chairpersons who are non-B.O.D. members shall hold ex-officio status on the B.O.D. in matters directly related to their committee. All Committees are under B.O.D. regulation, and shall be governed by the "C.D.C. Governing Documents". Standing Committees include:

1. Budget
2. Bylaws
3. Engineering
4. Concessions
5. Sanctioning
6. Darthead/Bullette
7. Quad City
8. Tournament Trails
9. Foley Fund
10. Charity
11. Distinguished Darter
12. Grievance Committee
13. Monday League
14. Tuesday League
15. Thursday League
16. Elections
17. Membership

DUTIES OF OFFICERS AND COMMITTEES

**Section 7 Committees** - Each committee shall consist of two or more people and shall determine quorums and agendas individually. A reasonable attempt shall be made to notify all committee members of an impending meeting. Each Committee Chairperson shall, after consulting with their Committee, report all findings in their Committee Report. Committee Chairperson shall be prepared to answer questions relating to their committee at General Membership Meetings.

Only written minority views from within a committee shall be accepted at a B.O.D. meeting.

**Section 7.A.1.** - The Budget Committee shall consist of no less than five (5) members, including but not limited to: duties of officers and committees

C.D.C. President, C.D.C. Treasurer, Tuesday League Director, and Monday League Director. The C.D.C. Executive Director shall be named as an ex-officio member of the Budget Committee.

**Section 7.A.2.** - The Budget Committee is responsible for preparing the budget of the C.D.C.. The budget should be based on the maximum needs of the overall program. In order to arrive at a fair and workable budget, the committee should review the estimated and actual expenses for at least two preceding years; examine and analyze the Club's financial policies; receive full information on the financial requirements of the year's projected activities from each officer and committee chair; and include all program plans that require expenditures. This committee shall deliver a report, in conjunction with the Treasurer's report, at all General Meetings.

**Section 7.B.** - By Laws; This committee shall: Review and report to the B.O.D. on all proposed By-Laws changes; shall be made aware of proposed changes to any document covered under Article IX of the By-Laws, and make a written recommendation to the best of their knowledge on each proposed amendment to be presented to the General Membership.

The chairperson of this committee, if not a B.O.D. member, shall be an ex-officio member of the C.D.C. Board of Directors in all matters concerning the interpretation, modification, revision or alteration of The Club's "Governing Documents" which require B.O.D. approval.

**Section 7.C.** - League Directors; shall be responsible for the supervision of all activities in their League. Their duties shall include but are not limited to the following League activities: Scheduling, rules interpretation and

#### DUTIES OF OFFICERS AND COMMITTEES

grievances. Directors shall supervise the following: Summer League Picnic, handicapping, Add-A-Players, final results, trophies, payouts, League Tournaments etc. Directors shall deliver reports and be prepared to answer League-related questions at all General Meetings.

**Section 7.D.** - C.D.C. Tournament Director; shall be responsible for efficient operation of Extravaganza, Rock-N-Roll and other non-league tournaments.

**Section 7.E.** - The Membership Chairperson shall at each B.O.D. Meeting announce as part of their report, the number of new Memberships or renewals that have been received for that month. The Membership chairperson shall ensure a cross-check of C.D.C. Membership applications with files of past Members barred, restricted or terminated in accordance with Article IV, Section 7. By accepting the report, the B.O.D. approves those Memberships.

**Section 7.F.** - The Grievance Committee shall consist of three (3) but no more than five (5) B.O.D Members. This committee shall rule on all league-related Grievance appeals. League is defined as scheduled competition and associated tournaments. No less than three (3) members of this committee shall rule on a Grievance. A majority of those Members in attendance shall be necessary to overturn the League Director's decision.

**Section 7.G.** - Election; the Elections chairperson shall be responsible for conducting a yearly election for the B.O.D. in accordance with Article VI Section 2. The Chairperson shall supervise the printing of and verify the use of all proxies in accordance with Article VII Section 1.

**Section 8** - Each officer or committee Chairperson shall be responsible for maintaining and updating that portion of the C.D.C. Governing Documents covering their duties.

## ARTICLE IX GOVERNING DOCUMENTS

**Section 1** - All Leagues, Standing Committees, Club Officers and full-time employees shall be governed by written policies kept and maintained in the Club Office under the direction of the Club President.

**Section 2, Modification and Revision** - The C.D.C. Bylaws, League Rules, and written policies governing Standing Committees, Club Officers or employees, henceforth referred to as "C.D.C. Governing Documents" shall be amended only in conformity with the following procedures.

### GOVERNING DOCUMENTS

- A. The General Membership is solely responsible for changes in the By-laws.
- B. A proposed revision, alteration or amendment to the By-Laws, by the Board of Directors shall be forwarded to the General Membership for ratification by a simple majority vote of the

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Membership at a General Meeting or by a poll of the General Membership.

- C. A proposed revision, alteration or amendment to the "C.D.C. Governing Documents" made "from the floor" at a General Membership Meeting must be approved by a simple majority vote at said meeting before ratification is completed by another simple majority vote of approval from the Membership at the next General Membership Meeting, or by a poll of the General Membership.
- D. Proposed amendments to the above mentioned "Governing Documents" shall be presented to the appropriate governing committee. Said committee, having had at least 15 days to consider the proposed amendment, shall report its recommendation to the B.O.D. at its next scheduled meeting.
- E. Proposed amendments offered to enhance these "Governing Documents" other than the by-laws, through clarifying or unifying specific passages or to include/record a decision which addresses a previously unresolved issue, may be passed with committee approval and a simple majority of the B.O.D. in attendance.
- F. Any proposed amendment to revise, alter or modify existing "Governing Documents" other than the by-laws, or any proposed amendment not receiving appropriate committee recommendation shall be passed by a vote of "majority plus 1" of the seated Board.
- G. Article IX and Article XI, Section 3 cannot be altered, amended, or revised without prior approval of the General Membership in two (2) consecutive votes by a poll of the General Membership or at a General Meeting with a minimum of three (3) months between votes.

### GOVERNING DOCUMENTS

**Section 3** - Decisions regarding the application or interpretation of sections within the C.D.C. Governing Documents shall be made by the B.O.D. member or committee Chairperson responsible for that area. These decisions may be overturned by a majority vote of the seated B.O.D..

**Section 4 - Notification:**

- A. Board-accepted proposed amendments to the By-laws shall be reported in writing to the Membership in a reasonable manner and shall be held in abeyance subject to their majority approval. Notification shall be made at least ten (10) days before a General Membership vote.
- B. Changes in League Rules shall become effective after a session and shall be highlighted or in some manner specially noted for distribution before the next session.
- C. A reasonable attempt shall be made to notify all effected parties in a timely manner of amendments to written policies other than Bylaws or League Rules.
- D. All amendments to, or significant changes in, written policy, excluding those concerning employees, shall be distributed semi-annually to the Membership in a general publication.
- E. It is the responsibility of C.D.C. Members to read and acquaint themselves with the written policies and announcements governing participation in Club activities.

**ARTICLE X      CONTRACTS AND AGREEMENTS**

**Section 1** - The B.O.D. shall have the sole authority to enter into contracts and agreements in the name of the C.D.C.. Such contracts must bear the signature of the President or if the Presidency is vacant, that of the Vice-President when serving pursuant to Article IX, Section 2, in order to make them binding on the C.D.C..

**ARTICLE XI      FINANCE**

**Section 1** - All checks issued by the C.D.C. must be co-signed by two of the authorized B.O.D. members, and must be approved by the majority of the Members present at a B.O.D. Meeting. All signatures (President, Vice-President, Recording Secretary, Treasurer) for the checking and savings accounts shall be bonded.

**Section 2** - Standing Committees, Leagues and Extravaganza shall each be permitted to spend in excess of four-thousand dollars (\$4,000.00) for their annually budgeted expenses as presented and accepted at two consecutive B.O.D. Meetings.

**Section 2.A.** - All committees must present their budgets for the Special Budget Meeting that shall be held in September.

**Section 3** - The President or B.O.D. shall neither make any purchase nor enter into any agreement whose expenditure would exceed four-thousand dollars (\$4,000.00) or incur an additional budgeted expense in excess of six-hundred dollars (\$600.00) per month without first having the approval of a majority of the Members at a General Meeting or a Membership poll for that specific purpose. In either case a majority of those voting shall prevail.

**Section 4** - All expense reports must be approved at a B.O.D. Meeting. All expenses are subject to approval of a majority vote of the B.O.D. members present at any B.O.D. Meeting. Any expenses not approved must be reimbursed prior to the next B.O.D. Meeting or action may be taken to remove that B.O.D. member.

**Section 5** - Any Member, under the direction of the B.O.D., is to be reimbursed for all legitimate expenses incurred in the name of the B.O.D..

**Section 5.A.** - B.O.D. members shall not be paid for performing B.O.D. functions, except for the reimbursement of their Membership fees, as detailed above, **Article V, Section 4.**

## ARTICLE XII RECALL OF B.O.D. MEMBERS

**Section 1.1** - A B.O.D. member can be recalled by a 2/3 majority vote of the seated B.O.D. members.

**Section 1.2** - A standing committee chairperson or B.O.D. officer may be removed from that position and remain on the Board for failure to perform their assigned duties or for

### RECALL OF B.O.D. MEMBERS

non-compliance with C.D.C. Governing Documents. This action requires a majority-plus-one vote of the seated B.O.D..

**Section 2** - Any B.O.D. member or committee Chairperson recalled, by the B.O.D. , may appeal the Recall. Such appeals must be in writing and be received by the Recording Secretary no later than fifteen (15) days after notification of the Recall ruling. A B.O.D. Meeting shall be held within 21 days of receipt of written appeal. If, at this meeting the Recall is upheld by a majority vote of the B.O.D., a second appeal to the General Membership can be made at the

next regularly scheduled General Meeting. If the Recall is not upheld the appealing B.O.D. member shall be immediately reinstated to their former office. The decision by the General Membership at this Meeting is final.

**Section 3** - A motion to recall a B.O.D. member or committee Chairperson may be made at a monthly or general meeting. A 100-signature petition of Members in good standing, or a petition signed by a majority of C.D.C. Members affected by a specific committee Chairperson shall also institute recall proceedings. If the B.O.D. member cited in a petition is not recalled by the B.O.D., a Special General Membership Meeting shall be called in accordance with the applicable passages of **ARTICLE VII**. Twenty-five percent (25%) of those signing the Petition or one-hundred (100) Members shall constitute a quorum. To pass, the Recall needs a 2/3 majority vote of those C.D.C. Members present at the Recall Meeting. The decision by the General Membership at this Meeting is final. (See **ARTICLE III, Section 1**)

**Section 4** - The B.O.D. member cited in the recall motion shall not preside at the recall meeting nor "chair" that portion of a monthly meeting when the recall motion is discussed or voted on. The cited B.O.D. member shall retain all rights as a B.O.D. member, including the right to vote, during these proceedings.

**Section 5** - Recall vote shall be done by secret ballot.

**Section 6** - Should the President be recalled and appeal his case, his duties shall be assumed by the Vice-President until a final determination is made. In the absence of the Vice-President, the duties shall be assumed by the Recording Secretary (See **Article VIII, Section 4**)

**Section 7** - For any other elected office the President shall, with the approval of the B.O.D., appoint an interim functionary until a final determination is made.

**Section 8** - Any B.O.D. member, whose Recall is upheld or not appealed, shall not be eligible for the B.O.D. for a period of three (3) years from date of Recall. This provision shall be strictly enforced.

### **ARTICLE XIII CODE OF CONDUCT AND OBLIGATIONS OF THE BOARD OF DIRECTORS**

**Section 1** - While acting in their official capacity, the C.D.C. Board of Directors, Officers and Members shall not be liable to the Members of the Club for the negligence or actions of others.

**Section 2** - It shall be the obligation of the C.D.C. Board of Directors:

## Bylaws of The Cleveland Darter Club

- A. To conduct themselves at all times so as not to bring reproach upon the C.D.C. Board of Directors, individual members of the Board, or the C.D.C. as a group.
- B. To respect the honor and integrity of all Members, expecting to be held to a higher standard of conduct.
- C. To be specially aware of their actions or utterances in or around the sport of Darts. Specifically, but not exclusively, in or at: Affiliated premises, sanctioned C.D.C. events, all tournaments or league play, or in any circumstance where the individual may appear to represent a view of The Cleveland Darter Club Board of Directors. This under penalty of Recall as outlined in **Article XII**.
- D. In the event a Board member alleges complaint or cause for regress against another C.D.C. Member or Board member, the same shall first present any complaint or charge to that member or the C.D.C. Board of Directors, before indulging in any open conversation or action involving the other member.
- E. Shall not use the name, mailing list or official insignia of the C.D.C. for other than strictly Club purposes, without the authorization of the majority of the seated B.O.D. confirmed in writing and signed by a majority of the seated B.O.D..

### CODE OF CONDUCT AND OBLIGATIONS OF THE BOARD OF DIRECTORS

- F. Members of the B.O.D. shall answer all questions relating to the C.D.C. in a diplomatic manner, or direct and assist the questioner in acquiring the information.

**Section 3** - Members of the C.D.C. Board of Directors are prohibited from using the name, mailing list or official insignia of the C.D.C. for the purpose of endorsing candidates for public office or political issues, or for any purpose other than strictly Club business, without the authorization of the majority of the seated B.O.D. confirmed in writing.

**Section 4** - Members of the Board shall not allow the disbursement of any funds, moneys, items or articles belonging to the Club, without the written authorization of the B.O.D.

**Section 5** - Any violation of this article, the Bylaws, League Rules or written policies of the C.D.C. shall subject said member to Recall as outlined in **ARTICLE XII**.

## **RESOLUTIONS**

1. Motion made and passed by the General Membership on September 10, 1989: The Cleveland Dart Extravaganza is a yearly event that shall exist as long as the C.D.C. exists.
2. Motion made and passed by the Board of Directors on October 2, 1996: Resolution 1 is understood to guarantee a primarily steel-tip darts tournament called "The Cleveland Dart Extravaganza".

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(Membership) - **ARTICLE IV, Section 4**