

Capital City Men's Dart Association

Constitution & By-Laws

Historical Information:

BC Registry Services –

League Summary

Name of League: Capital City Men's Dart Association

Incorporation Date: 06 September 1991

Last Annual Report Filed: 2025

Last Annual General Meeting: May 22, 2025

Number of Directors: 5

Capital City Men's Dart Association

Constitution & By-Laws

Dated: May 22, 2025

CONSTITUTION

1. The name of the League is “Capital City Men’s Dart Association”
2. The purposes of the League are:
 - A. to establish, maintain and regulate the game of darts.
 - B. to do all things necessary to promote sportsmanship, fellowship, and interest in the game of darts.
 - C. to adopt a code of ethics and standards of conduct to which all members shall be required to conform.
 - D. to encourage the enactment of laws that would be beneficial to the League and protect the interest of the public; and
 - E. to make grants and donations out of income or surplus funds of the League for establishment or support of an educational, charitable or benevolent institution, whether related to or calculated to promote the purpose of the League.

Capital City Men’s Dart Association

Constitution & By-Laws

BY-LAWS

Here is set forth, in numbered clauses, the by-laws providing for the matters concerning the:

CAPITAL CITY MEN'S DART ASSOCIATION

BY-LAWS INDEX

ARTICLE ONE – DEFINITIONS

PAGE 4

ARTICLE TWO – MEMBERSHIP

PART A – QUALIFICATIONS

PAGE 5

PART B – APPLICATIONS

PAGE 5

PART C – FEES PAYABLE

PAGE 6

PART D – PRIVILEGES AND OBLIGATIONS

PAGE 7

PART E – CONDITIONS UNDER WHICH MEMBERSHIP

PAGE 7

SHALL CEASE

ARTICLE THREE – DIRECTORS

PART A – BOARD OF DIRECTORS

PAGE 9

PART B – DUTIES AND POWERS

PAGE 10

PART C – ACCOUNTS

PAGE 12

ARTICLE FOUR – ELECTION OF DIRECTORS
PAGE 13

ARTICLE FIVE – MEETINGS
PAGE 15

ARTICLE SIX - GRIEVANCES
PAGE 17

ARTICLE SEVEN – GENERAL
PAGE 19

Annex A – Rules of Play

Capital City Men's Dart Association Constitution & By-Laws

ARTICLE ONE – DEFINITIONS

Section 1

Capital City Men's Dart Association shall hereinafter be referred to as the League or CCMDA.

Section 2

The word "Directors" shall mean the Board of Directors, or Executive, of the Capital City Men's

Dart Association.

Section 3

"The area served by the League" shall refer to venues within the Great Victoria Area and shall not be referred to as where a member resides. A member does not need to be a resident of the Greater Victoria Area.

Section 4

"Special resolution" means a resolution passed in general meeting by a majority of not less than 75% of the votes of those members of the league who, being entitled to do so, vote in person or, where proxies are allowed, by proxy of which such notice as the by-laws provided and not being less than 14 days' notice specifying the intention to propose the resolution as a special resolution has been given.

Capital City Men's Dart Association Constitution & By-Laws

ARTICLE TWO – MEMBERSHIP

PART A – QUALIFICATIONS

Section 1 – Classes of Membership

There shall be one class of membership in the League: namely, voting members.

Section 2 – Voting Member

Every individual who has paid his current dues and is in good standing as set out in Part a, Section 3 shall be considered a Voting Member. Membership shall carry with it all the rights and obligations of and for the services rendered through the League.

Section 3 – General Qualifications for Membership

To be eligible for election to Membership in the League, an applicant shall:

- a) Be a paid-up member.
 - b) Not have been refused Membership in the League within a period of three (3) months prior to the date of application for Membership.
 - c) Not have previously held Membership in this or any other League or Association
which membership was cancelled by expulsion within a period of one (1) year prior to the date of the application for Membership.
 - d) Not have been guilty of conduct which would be unbecoming to a member;
- and

e) Be the full age of nineteen (19) years.

PART B – APPLICATIONS

Section 1

All applicants are to be accompanied by cash or cheque made payable to the League covering the fees as may from time to time be laid down by the Directors and approved by the Membership in accordance with these By-laws.

Capital City Men's Dart Association Constitution & By-Laws

ARTICLE TWO – MEMBERSHIP (CONT'D)

Section 2 – Procedures Covering Consideration of Candidate for Membership

Membership applications may be accepted unconditionally, or rejected by a resolution approved by two-thirds of the Directors present at a regularly called meeting of the Directors.

PART C – FEES PAYABLE

Section 1

The amount set for fees and annual dues of membership shall be determined from time to time by the Directors and approved by the membership.

Section 2 – Non-Payment of Amounts due the League

If dues or other amounts payable by a member to the League are not paid after thirty days' written notice has been given that member, such membership may be suspended or terminated by the Directors at their discretion, and such unpaid dues or other amounts shall remain a liability of such member and all rights and privileges of such members shall forthwith cease.

Section 3 – Reinstatement of Members Suspended or Expelled for Non-payment of Amounts due to the League

Reinstatement of the Member suspended or expelled in accordance with the provisions of the previous section may be made by a two-thirds majority vote of the Directors present at a regular meeting of the Directors, subject to payment in full by

the member of all amounts owing to the League prior to reinstatement.

Capital City Men's Dart Association Constitution & By-Laws

ARTICLE TWO – MEMBERSHIP (CONT'D)

PART D – PRIVILEGES AND OBLIGATIONS

Section 1

Every Voting Member of the League may vote either personally or by alternate at all meetings of the League in the manner hereinafter described.

Section 2

To provide for circumstances where a Member may not be able to attend personally, to vote at a meeting of the League, such may email the Secretary a letter authorizing one person as alternate to attend the meeting of the League in the absence of the Member as a proxy and granting authority to such person to use the vote for the Member at such meeting. A member may hold only one proxy at a time.

Section 3 – Application of the By-laws

A member of the League shall be subject to all the By-laws of the League.

Section 4 – Composition of the By-laws

The Code of Ethics, Scale of Fees, and Rules and Regulations adopted by the Directors shall be enforceable as By-laws.

Section 5 – Duty of Members in Enforcing By-laws

The members of the League agree to subscribe to and pledge themselves to aid in the enforcement of its By-laws including the Code of Ethics, and to do all in their

power to further the aims and objects of the Board.

PART E – CONDITIONS UNDER WHICH MEMBERSHIP SHALL CEASE

Section 1 – Resignation

Resignation from membership shall be in writing, directed to the Secretary and shall become effective when accepted by the Directors.

Capital City Men's Dart Association Constitution & By-Laws

ARTICLE TWO – MEMBERSHIP (CONT'D)

Section 2 – Suspension or Expulsion

The Directors may suspend or expel any member who:

- a) Has failed to pay his annual dues, or other amounts due to the League under the terms of these By-laws;
- b) Has failed to comply with the decision of the Directors and/or of the Board of Appeal; and
- c) For such other reasons as set forth in these By-laws.

By-laws of the League shall be those articles governing the rights and privileges, obligations and conduct of the members of the League.

Capital City Men's Dart Association Constitution & By-Laws

ARTICLE THREE – DIRECTORS

PART A – BOARD OF DIRECTORS

Section 1

a) The Directors shall have authority to do all proper and lawful acts on behalf of the League except those which, by these By-laws or by Statute, are required to be done at a general meeting. Without limiting the generality of the foregoing, it is hereby declared that the Directors shall have the authority at any time to adopt and/or repeal a Code of Ethics, Scale of Fees, Rules and Regulations, and shall decide in which Bank or Trust or Loan Company the funds of the League shall be deposited and execute the necessary and usual banking authorization.

b) It shall be the duty of the Directors to enforce the provisions of these By-laws including the Code of Ethics of the Board, all without fear or favour and respecting all members of the Board.

c) The Directors shall have complete and full power in accordance with the provisions of these By-laws to expel, suspend, fine, or otherwise discipline members of the Board who contravene any of the provisions of these By-laws, subject to the right of appeal as herein provided.

Section 2

Any vacancy on the Board of Directors shall be filled by the Directors and a Director, so appointed, shall hold office until the next annual meeting or until his successor has been elected.

Section 3

The Directors shall meet at the call of the President.

Capital City Men's Dart Association Constitution & By-Laws

ARTICLE THREE – DIRECTORS (CONT'D)

Section 4

Two (2) clear days' notice shall be given of any meetings to all Directors, provided that notice shall be dispensed with if all Directors attend such meeting or waive such notice.

Section 5

A quorum at any Directors' meeting shall be one-half (1/2) of the number of Directors as determined from time to time.

Section 6

No Director shall receive remuneration from the league for his duties unless such remuneration is approved by a majority vote of the members at a meeting of the members of the League.

PART B – DUTIES AND POWERS

Section 1

There shall be the following officers of the League: namely, President, Vice-President, Secretary, Treasurer, Statistician

Section 2 – President

It shall be the duty of the President to preside at all meetings of the League or of the Directors, to have a general care of the interests of the Board and to ensure that the several provisos of the By-laws are observed at all times by all members. The President shall have the power to declare and fill vacancies on any Committee for

any reason; such appointments to be confirmed at the next meeting of the Directors. The President shall also have the power to appoint substitutes to serve for members temporarily unable to act upon any committee for such time as such disability may exist. The President shall not exercise his vote on motions, except in the case of a tie, in which case his vote shall be the tie breaker. The President shall be ex-officio a member of all committees.

Capital City Men's Dart Association Constitution & By-Laws

ARTICLE THREE – DIRECTORS (CONT'D)

Section 3 – Vice-President

In the absence of the President, the Vice-President shall perform the duties of President and in the absence of these two a Chairman, pro tem (An abbreviation used for pro tempore, Latin for "temporary or provisional." A person who acts as a temporary substitute serves pro tem. The term is often used to describe the acting head of a governing body, such as the president pro tem of the Senate, who presides over the Senate when the vice president is unable to do so.), shall be appointed by the Directors.

Section 4 – Secretary

The Secretary shall keep an accurate record of the meetings of the League and of the Directors in books provided for the purpose, give proper notice of all meetings, conduct all correspondence and keep an accurate record of the names and addresses of all members and perform all other duties as normally fall to such office.

Section 5 – Treasurer

The Treasurer shall collect all fees and other monies owing to the League and shall keep an accurate record of all monies received and disbursed; he shall pay all bills when authorized by the Directors to do so and shall keep all funds of the League not required for petty cash expenditure in a bank account in a chartered bank chosen by the Directors. He shall prepare a balance sheet and profit and loss statement for annual meetings and at any other time when required by the Directors.

Section 6 – Statistician

The Statistician shall be responsible for the collection of both membership and team

data, collation of data and presentation to members at regular intervals.

Section 7

Any Officer or other Director may be removed from office prior to the expiration of his term by special resolution.

Capital City Men's Dart Association Constitution & By-Laws

ARTICLE THREE – DIRECTORS (CONT')

Section 8 (Section added by Special Resolution – 17 December 1993)

a) The Board of Directors has within its powers to suspend those monies that may be required to maintain the League in good standing with its creditors, to ensure that the League meets all necessary operational costs for banquets, trophies, tournaments and other functions represented by this League.

b) i. The President in conjunction with one other member of the Executive has the power to spend up to \$250.00.

ii. The President with the majority approval of the Executive meeting has the power to spend up to \$1,000.00.

iii. Any amounts of expenditures over \$1,000.00 must have the approval at one of the following meetings:

1. Captains and Executive meeting, monthly.
2. General Meeting; or
3. Meetings held in accordance with Article 5 – Meetings, Section 1 to 5.

c) i. All expenditures require a receipt for accounting and kept with the financial books.

ii. All expenditures will be reported in a financial report given at the Annual General Meeting.

PART C – ACCOUNTS

Section 1 – Presentation of the Accounts of the League

The Directors shall present before the members of the League at the Annual General Meeting (AGM) a financial statement showing the income and expenditure, assets and liabilities of the League during the preceding fiscal year; the said financial statement shall be signed by two of the Directors.

Capital City Men's Dart Association Constitution & By-Laws

ARTICLE FOUR - ELECTION OF DIRECTORS

Section 1

All voting members of the League in good standing shall be eligible for election to the Board of Directors.

Section 2

All Directors of the League elected to serve shall take office on the first day of June next following their election.

Section 3

Those Directors elected from the general membership shall hold office for a period of two years. There are no limits to the number of times a member can be voted in as a Director.

Section 4

1. All Directors of the League elected as set forth in Section 2 and 3 immediately preceding shall serve until:

- a) Their successor has been elected or appointed.
- b) They cease to be Members in good standing; or
- c) Their resignations have been tendered and accepted by the Directors.

2. The League may, by Special Resolution, remove any Director before the expiration of his period of office and may by Ordinary Resolution appoint another qualified member instead.

Capital City Men's Dart Association Constitution & By-Laws

ELECTION OF OFFICERS AND DIRECTORS (CONT'D)

Section 5

The election of all Directors will take place at the AGM. Election shall be by a show of hand and all votes must be cast by person or by Proxy, as specified in Article Two, Part D, and Section 1. The Chairman of the meeting shall have the power to appoint at least two active members to act as scrutinizers. If there is more than one candidate for a single position, the candidate receiving the greatest number of votes shall be elected. In the case of a tie vote, the issue shall be determined by lot. (Determined by lot is another way of saying that a random drawing was used to determine the order of things or to decide an issue.)

Section 6

A separate poll shall be taken for the President and Vice-President, and the Directors may be elected by one ballot.

Section 7

Vacancies among the Officers and the Board of Directors shall be filled by the Board of Directors until the next election and any such appointee shall hold office until his successor has been elected.

Capital City Men's Dart Association Constitution & By-Laws

ARTICLE FIVE – MEETINGS

Section 1

The AGM shall be held in accordance with the League bylaws, as decided upon by the Directors. The AGM shall be called by the President, by email to the members, no sooner than thirty (30) days from the given meeting date. That email shall include the itinerary, motions, Director positions open for voting, and names of members who may be running for each position. Nominations for Director positions shall be emailed to the Secretary. The President shall impose a deadline as to any motions a member may want to propose. The deadline will be no later than fourteen (14) days before the date of the AGM.” If an election needs to be held, the AGM shall be no later than the eighteenth (18) day of May, as positions take effect on the first (1) day of June next following their election.

Section 2

Meetings of the Members may be held at such other times as the President or The Board of Directors may determine, or upon written request of ten (10) percent of the members in good standing.

Section 3

The Board of Directors shall meet at regular times. Absence from three (3) consecutive regular meetings of Directors without an excuse deemed valid may be construed as a resignation from the Board of Directors.

Section 4

Any fifteen (15) voting members of the League present at any regularly called meeting

of the League shall constitute a quorum

Capital City Men's Dart Association Constitution & By-Laws

ARTICLE FIVE – MEETINGS (CONT'D)

Section 5

At any General Meeting of the Members, the Directors shall be entitled to act as voting members, notwithstanding any previous decisions reached by them as Directors upon any matter under consideration at the General Meeting.

Capital City Men's Dart Association Constitution & By-Laws

ARTICLE SIX – GRIEVANCES

The Grievance Committee will consist of all members of the Directors. Any grievance must adhere to the following:

- a) Submitted to the President by email within 5 days of the alleged incident. Failure to do so will result in the grievance not being accepted.
- b) Grievances must include the following:
 - i) Person(s) or team filing the grievance. No anonymous senders. Anonymous senders will not be accepted.
 - ii) Person(s) or team whom the grievance is against.
 - iii) Date and location of dispute.
 - iv) Details of the grievance, including what occurred and who may have been a witness.
- c) The President shall forward the grievance to the person(s) whom the grievance is against, Team Captain (if he is not the subject of the grievance), and all other Directors.
- e) Any rebuttals shall be submitted to the President within seven (7) days of receiving the grievance email. Any rebuttals received after that period will not be considered.
- f) Within five (5) days of receiving a rebuttal, the President shall call a meeting of the Directors to review the grievance and any rebuttals. If a Team Captain is the subject of the grievance, he shall recuse himself from the meeting and his co-captain may join the meeting in his absence.
- g) The President shall not have a vote but will be the deciding vote in the event of a tie. If the President is the subject of the grievance, the Vice President shall be the deciding vote.

h) There shall be no timetable for the Directors to make their decision, allowing reasonable time for any investigation, including questioning any potential witnesses.

i) Once a decision has been made, the President shall inform the person(s) and Team Captain of the team who filed the grievance, as well as the person(s) and Team Captain the grievance was filed against, the decision made the Directors by email.

j) All decisions are final

k) The Committee may on its own motion, or on the application of any Person, whether a complaint is made or not, inquire into whether any member of the League has:

Capital City Men's Dart Association Constitution & By-Laws

ARTICLE SIX – GRIEVANCES (CONT'D)

- 1) Misappropriated or wrongfully converted money or other property entrusted to or received by him in his capacity as a member or the League, or
- 2) Violated any By-law, Regulation, or Ethics of the League, or
- 3) So conducted himself to discredit the League.

Team Captains

To be called at the discretion of the President for matters concerning the players.

Capital City Men's Dart Association Constitution & By-Laws

ARTICLE SEVEN – GENERAL

Section 1

The fiscal year of the League shall begin on the first day of June each year.

Section 2

The By-laws of the League shall not be altered save by special resolution.

Section 3

The League shall have the authority to borrow money by special resolution on such terms as may be specified in such resolution. No debenture shall be issued without the sanction of a Special Resolution.

Section 4

Any member of good standing shall have the right to inspect the books and records of the League at the conclusion of any general meeting.

Section 5

The League shall have authority by a majority of not less than seventy-five percent (75%) of the members present at a general or special meeting to adopt rules and regulations and a Code of Ethics concerning standards of conduct. Special Resolutions will be required to amend the Constitution and By-laws.

Section 6

Where not otherwise provided for in the By-laws, the order of procedure at meetings

of the League shall be according to “Robert’s Rules of Parliamentary Procedure”.

Section 7

The League shall be non-partisan in all matters involving political, religious, or racial questions and no discussions or debate on these subjects shall be permitted at any meeting of the League.

Capital City Men’s Dart Association Constitution & By-Laws

ARTICLE SEVEN – GENERAL (CONT’D)

Section 8

In the case of any doubt or ambiguity in the interpretation of a rule or regulation or any provision of these By-laws, the Directors, by a majority vote at any regularly called Directors meeting, shall have the final right to determine the same. The Directors’ decision shall be final.