

# **DARTS AUSTRALIA Inc**



## **BY-LAWS**

**Revised  
December 2018**

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# ADMINISTRATION

## 1.0 ACTIVE MEMBERS

### 1.1 Notification of Office Bearers and Officials

Each Active Member shall, before the first (1st.) day in April of each year, forward to Darts Australia a list of such Active Member's office bearers and officials for the year and should any change to the list occur, advise that change within twenty one (21) days.

### 1.2 Delegates to General Meetings

1.2.1 The names of Delegates or Proxy Delegates representing Active Members shall be recorded in the attendance book, prior to the General Meeting, and included in the minutes

1.2.2 If an Active Member delegate is unable to attend the General Meeting a Proxy Delegate may attend. The name of the Proxy Delegate shall be notified in writing to DA.

Secretary prior to the meeting.

1.2.3 No delegate shall be allowed to act as a Proxy Delegate for another Active Member.

### 1.3 Communication Contact and Address

Each Active Member shall notify Darts Australia Inc. before the first (1st) day in April of each year, of the Postal Address, Telephone Number and E-mail [if applicable] to which all official letters and communication shall be directed. Changes to this list should be advised within twenty-one (21) days.

### 1.4 Letters and Communications

Each Active Member shall be responsible to ensure that correspondence from Darts Australia are punctually complied with and shall furnish a reply within the time specified in the communication. If no time is so specified then within thirty (30) days from the day on which such communication was received.

### 1.5 Failure to Reply to Official Communications

Any Active Member failing to comply with Bylaw 1.4 and reply within the aforesaid time shall be either deemed

- To be in agreement with the contents of and/or actions outlined in such correspondence, and/or
- Be prepared to accept the ramifications, including penalty, which such failure to reply may invoke.

### 1.6 Letters to Darts Australia

All correspondence from Active Members to Darts Australia shall be in writing with the name of the Active Member and must come through the Active Members Secretary.

### 1.7 Reports

Active Member Reports to the Annual General Meeting are to be in the hands of the DA Administration Directory 1<sup>st</sup> June each year. Failure to do so will incur a \$500 fine.

## 2.0 FINANCE

### 2.1 Chart of Accounts

Darts Australia shall maintain and report on its revenue and expenditure under a standard accounting Chart of Accounts, as approved by the Board of Directors.

### 2.2 Interest on monies due

Failure to pay monies due to Darts Australia, apart from affiliation fees, by the prescribed time, shall attract an interest rate of 10% per month from the dates due, for every month or part thereof that the monies remain unpaid.

## **2.3 Petty Cash**

- 2.3.1 The Finance Director may keep an amount not in excess of \$400.00 For petty cash on the Imprest System.
- 2.3.2 Receipts must be obtained for all Petty Cash transactions.
- 2.3.3 Records of all transaction are to be in a format approved by the Finance Director
- 2.3.4 Claims with supporting documentation are to be lodged prior to the 30<sup>th</sup> June and the 31<sup>st</sup> December.
- 2.3.5 Office Bearers holding Petty Cash will be held responsible for the security of the total float at all times.
- 2.3.6 In the event of a Petty Cash float not being utilised as initially intended the float, may either be reduced or cancelled by the Finance Director.
- 2.3.7 The Finance Director will attend to reimbursement claims as a matter of priority.

## **3.0 MEETINGS**

### **3.1 Darts Australia Meetings**

- 3.1.1 All Darts Australia meetings are smoke and alcohol free.
- 3.1.2 No Delegates Meetings are to be held during the hours of play at the Championships.
- 3.1.3 All reports/submissions, (excluding active member reports), from active members put to any meeting must be in writing and received 30 days prior to the meeting date.

### **3.2 Minutes of Meetings**

Any required amendment to the Minutes of meetings, by Active Members, shall be reported to the Darts Australia Administration Director within two (2) weeks of receiving the minutes. The Directors shall be empowered to confirm the amendments after considering any such reports, within 30 days thereof.

### **3.3 Annual General Meetings**

- 3.3.1 The Annual General Meeting will be held in the Capital City of the Active Member who is hosting the championships, unless otherwise approved by Darts Australia Inc.
- 3.3.2 If an Active Member is not represented at the AGM a fine of \$500 will be imposed-

## **4.0 DOCUMENT MANAGEMENT**

### **4.1 Format**

The documents of Darts Australia shall be issued with each page suitably numbered and endorsed as to the date of the last amendment. Darts Australia documents are the:

- Constitution
- By-Laws
- Policies
- Playing Rules [Senior and Junior]
- Hosting Guidelines {Senior, Junior and U25's}
- Member Protection Policies
- Anti-Doping Policy, and any other
- Regulatory Documents

### **4.2 Distribution of Amendments**

- 4.2.1 Additions or amendments to Darts Australia documents shall be made and forwarded to each Active Member, within thirty(30) days of the meeting-

4.2.2 Active Members shall be responsible for the application of Darts Australia's documents.

## **5.0 DIRECTORS DUTIES AND RESPONSIBILITIES**

In addition to the Executive Officers Duties and Responsibilities, as defined in Darts Australia's Constitution.

### **5.1 The President Shall:**

- 5.1.1 Have the right to attend any Committee or Sub-Committee meetings.
- 5.1.2 Be responsible for the efficient administration of Darts Australia. .
- 5.1.3 Liaise with Active Members, the WDF and BDO on matters of policy and procedure.
- 5.1.4 Develop future policies and directions of Darts Australia and advise the Board of Management accordingly.
- 5.1.5 Liaise with Government, its Departments, Statutory Bodies, Instrumentality's and other Sporting Bodies and Organisations (such as the Confederation of Australian Sport) other Sporting Bodies and Organisations to promote the objectives of Darts Australia.
- 5.1.6 Attend to specific correspondence from time to time.
- 5.1.7 Develop in conjunction with the Governance and Compliance Director to Present an annual board performance review each year at the AGM

### **5.2 The Administration Director shall:**

- 5.2.1 Undertake travel and accommodation arrangements for the Australian Team and other International competition and liaise with the Australian Captain.
- 5.2.2 Ensure that the Australian Team Captain has sufficient cash available to cover representative expenses including player allowances to avoid any potential embarrassments on tour.
- 5.2.3 Liaise with players regarding the purchase of Australian Uniforms.
- 5.2.4 Maintain the Australian Records Registrar.
- 5.2.5 Attend to all correspondence both inward and outward of a general and policy nature
- 5.2.6 Liaise with Financial Director on financial matters of Darts Australia Inc.
- 5.2.7 Liaise with other Directors on matters of policy, procedure and administration needs.
- 5.2.8 Assist with the review and development of future policies and directions of Darts Australia and advise active members as appropriate.
- 5.2.9 Liaise with the WDF and WDF member countries as necessary.
- 5.2.10 Notify all Directors and active members of meeting times and distribute Agenda. Reports and relative documentation.in respect to such meetings.
- 5.2.11 Carry out other duties as directed by the President.

### **5.3 Financial Director shall:**

- 5.3.1 Be responsible for Darts Australia Incorporated's financial affairs and shall maintain accurate records of all Income and Expenditure, and Assets and Liabilities of Darts Australia Incorporated.
- 5.3.2 Provide a quarterly Statement of Income and Expenditure on a Cash Flow basis. Reports at the end of March, June, September and December are to be forwarded to Active Members and Directors together with comments and recommendations within 21 days, of the end of each quarter and report at the General Meetings.
- 5.3.3 At the AGM (Mid Year) General Meeting provide actual revenue and expenditure against the current budget and provide forward budgets with the estimated revenues and expenditure for the next (2) years of Darts Australia Incorporated.

- 15.3.4 In conjunction with the Annual Budget table a statement of projected monthly income and expenditure for the year including residual funds projected in the bank for each calendar month.
- 5.3.5 Arrange an annual audit of Darts Australia Incorporated financial transactions and provide reports to the Annual General Meeting. Copies to be distributed to Active Members (1) one month prior to the Annual General Meeting. Reports to include:
- A Balance Sheet.
  - Statement of Income and Expenditure
  - Transaction Listing
  - General Ledgers
  - Budget Performance Report of Income and Expenditure
  - Bank Statements and Reconciliation's
  - A detailed account of Darts Australia Incorporated's Term Deposits.
  - A current Asset Register.
  - A current Depreciation Schedule.
- 5.3.6 Maintain a system of Petty Cash floats approved by Darts Australia Incorporated.
- 5.3.7 Carry out other duties as directed by the President
- 5.3.8 Prepare a budget for the following year, a five year management plan and ten year forecast

#### **5.4 The National Marketing/Promotions Director shall:**

- 5.4.1 Publicise, market and promote Darts as a skilled sport for all, irrespective of age, race, creed or gender.
- 5.4.2 Develop Marketing strategies for the sport.
- 5.4.3 Examine and investigate ways of expanding corporate sponsorships (or relationships) with the Board
- 5.4.4 Liaise with the Secretary of the State/Territory hosting the Australian Championships to ensure the correct information is given to the Statistical Officer for recording and calculating averages.
- 5.4.5 Ensure the maintenance and publication of the Australian Ranking lists a minimum of 4 times yearly.
- 5.4.6 Produce Sports Marketing material and activity reports for publication on the Darts Australia Web site.
- 5.4.7 Liaise with the other members of the Board and members of the Board of Management in areas of playing formats that better support the commercial needs of the marketing and promotion of the sport of Darts

#### **5.5 The National Coaching Director shall**

- 5.5.1 Coaching Roles of National Coaching Director.

Must be an Accredited Active Level 2 coach.

1. Organise a Coaching conference at every AGM (Midyear) Meeting.
2. Liaise with State /Territory coaching directors.
3. Receive Candidate Proposed Accreditation's from State /Territory Coaching coordinators and accredited with ASC accordingly.
4. Renew Accreditation of Darts Australia with ASC when due and update where necessary to meet compliance required for accreditation.
5. Foster Coaching Conduct and Ethics within the Darts community of Darts Australia. Notify State/Territory Secretaries and Coaching Coordinators if they are not complying with the requirements of Darts Australia and NCD.
6. Assist in the Development of Darts Australia Juniors.
7. Report to Darts Australia twice annually on Progress within Darts Coaching etc.
8. Organise for a Junior Development coaching Session at each Australian Junior Darts championships. (Generally presented by host Coaching Coordinator)
9. NCD must keep records of Accreditation's. All new accreditations to be listed on DA Web site.

10. Coaches should send in their reaccreditation 4 weeks prior to their Expiry date with an amount of \$16 for reaccreditation. (This is the individual Coaches responsibility) send to your State /Territory coaching Director to forward to NCD for accreditation.

#### 5.5.2 State/Territory Coaching Coordinators\_List Of Duties and Requirements\_

- Must be an Accredited Level 1 Minimum.
- All Coaches and Coaching Candidates must hold current blue card/ police check as per children services requirements.
- All coaching candidates must complete the on-line General Principles on ASC web site. (www.sports accreditation on line)
- Must work actively to promote the growth of accredited Coaches within their State /Territory.
- Should ensure Coaches under their guidance are conducting coaching sessions to improve our sport and maintain their coaching Qualifications.
- Coaching Coordinator should arrange assessment of coaches once they have completed the Course and attained their Coaching hours as required.
- Upon a candidate attaining a successful assessment the following process should occur.
- Coaching coordinator will fill out with Candidate relevant paperwork and then forward to NCD for Accreditation.(Initial accreditation cost is included in the DA Coaching Fee of \$75.00) Reaccreditation after 4 years is \$16.00 and should be sent to NCD 4weeks prior to your expiry date.
- Coaching coordinators should keep records of all Coach Candidate's and Accredited Coaches and their Expiry Dates. These records should be viewed at the Midyear meeting of Coaches.
- Coaching Coordinator's and any other Coaches should where possible attend the coaching course that is held at the Midyear meeting to ensure they are keeping up with current Coaching Changes etc.
- Coaching coordinators should ensure at all times that the program as per Darts Australia Coaching Program is followed, that records are kept of all coaching Activities by your Candidates and Coaches.
- Coaching Coordinator's should instil in all Candidates and coaches the Coaches Code of Ethics.
- Coaching Coordinators who fail to issue Quarterly Reports to the NCD will be asked to explain and then a Report will be sent to the State and Territory bodies.
- The Fee to Darts Australia is \$75.00 this includes your first accreditation. States may charge their own fee on top of this to cover Expenses for the Course etc.
- Coaches are not permitted to Charge for Coaching Sessions.

#### 5.6 Tournament and Events Director shall:

- 5.6.1 To liaise with the Host state officials and any appointed individual from the host state to facilitate the Championships.
- 5.6.2 To assist in the development and approval of the program for the Australian Championships and planning for the successful application of that program.
- 5.6.3 Control of statistical information re Championships.
- 5.6.4 Dispersal of Statistical information to the DA Board of Directors and to officials from Affiliated bodies.
- 5.6.5 Liaison with volunteers to provide services to the officials and players during the course of the championships.
- 5.6.6 Appointment of floor controllers that report directly to the Events controller.
- 5.6.7 Application of the portfolio to further events ie. Australian Grand Masters, Pacific Masters, Grand Prix events.



- 5.5.8 Create a resource package for hosts of Grand Prix events, Including the championships and develop a standard format for play in relation to these events.
- 5.5.9 Assist in the development of programs in liaison with the Marketing/Promotions Director. In particular for the Australian Championships and other televised events

5.6 **National Marketing/Promotional Director**

- 5.6.1 To include the strategy in the production of Darts Australia's Business Plan.
- 5.6.2 To Explore and present potential marketing opportunities through multi media outlets
- 5.6.3 To Manage promotion of the organisation through current media. (Website – Print media – Facebook & Team Apps).
- 5.6.4 Development and purchase of promotional materials to assist in creating and maintaining a high profile for the organisation in the sport.
- 5.6.5 Liaison with the Board to create opportunities through merchandise and branding of the DA Logo etc.
- 5.6.6 To seek endorsement arrangements with public identities.
- 5.6.7 To oversee event marketing including the Australian Championships and any future event specifically identified for promotion of the organisation and players
- 5.6.8 Liaise with Webmaster and oversee the content and development of the Darts Australia Website

5.7 **Legal- Governance Compliance Director shall:**

- 5.7.1 Develop a sponsorship process that is fair and equitable to all parties.
- 5.7.2 To ensure the BOD are informed of development of sponsorship and its limitations regarding Darts Australia requirements.
- 5.7.3 To assist the **National Marketing/Promotional Director** to create a (needs based) requirement for sponsorship. This is to include the Affiliated bodies and their requirements for sponsorship.
- 5.7.4 To disseminate development opportunities through the BDO to affiliated States and Territories.
- 5.7.5 To investigate and review sponsorship agreements and seek further advice if required.
- 5.7.6 To prepare sponsorship and other documents for presentation and endorsement.
- 5.7.7 To present an annual report on the development of sponsorship opportunities and current sponsorship progression.
- 5.7.8 To seek assistance from individuals with a recognised skill base to assist in the successful development of this position.

- 5.7.9 Ensure Darts Australia policies, procedures and guidelines meet all legislative compliance standards.
- 5.7.10 Assist the Darts Australia President in development of Annual Operational Plan, and five (5) and ten (10) year strategic development plan, with future directions, and a National Strategy.

## **6.0 Allowances**

- 6.1 Airfares/Accommodation for Directors shall be paid by Darts Australia for meetings and Australian Senior championships where required.
- 6.2 Directors expenses for AGM meetings shall be \$30.00 per day. Shall include all meeting days and duration of Championships. Plus 1 (one day travel).
  - 6.2.1 National Coaching Director (NCD). All expenses to attend DA meetings, Travel, Accommodation and Daily expenses to come from Coaching Budget.
- 6.3 Airfares Accommodation and expenses of \$30.00 per day shall be paid by Darts Australia for the designated director/appointed officer to attend the Junior and 25 and under Australian Championships where required.
- 6.4 Selectors will receive an allowance of \$30 per day starting with the first day of play to last day of play.
  - 6.4.1 Airfares and accommodation shall be paid for by DA for attendance from the first day of play to last day of play only.
- 6.5 Tournament and Events Director to be in attendance as a DA representative, or another DA representative to be in attendance

## **B: AUSTRALIAN CHAMPIONSHIPS**

### **1.0 PLAYER ELIGIBILITY**

Only registered Player Members shall be eligible to represent their State or Territory at a National Championship.

### **2.0 NAMING RIGHTS**

- 2.1 Darts Australia shall have the sole rights to the sale of naming rights to Australian Championships.
- 2.2 Darts Australia may assign such naming rights to host Active Members.

### **3.0 FINANCIAL RESPONSIBILITY**

Subject to any finance made available by Darts Australia, with the exception of local travel, accommodation and function costs, financial responsibility for Australian Championships shall rest solely with the hosting Active Member.

### **4.0 SENIOR CHAMPIONSHIPS**

- 4.1 Active Members, in conjunction with Darts Australia, shall organise the staging of the Australian Senior Championships in accordance with the SENIOR HOSTING GUIDELINES and PLAYING RULES as amended by Darts Australia from time to time.
- 4.2 The Australian Championships to commence the last week in July, unless prior approval is granted at the Annual General Meeting held the previous year.
- 4.3 The Darts Australia Championships will shall be smoke free.
- 4.4 All State/Territory teams participating at Senior Championships must have at least 1 [one] accredited Level 1 coach.
- 4.5 The playing area to be an alcohol free area.

- 4.6 No team or state representative is allowed to leave the venue until the days play is complete. A \$1000.00 fine will be imposed unless a valid reason is given to the DA Board.

## 5.0 JUNIOR CHAMPIONSHIPS

- 5.1 Active Members shall, in conjunction with Darts Australia, organise the staging of the Australian Junior Championships in accordance with the JUNIOR HOSTING GUIDELINES and PLAYING RULES as amended by Darts Australia from time to time.
- 5.2 The Australian Championships (Junior) to commence the second week in January and to run from Thursday to the following Wednesday unless prior approval is granted
- 5.3 The Darts Australia Championships will shall be smoke and alcohol free.
- 5.4 All States/Territories must have at least 1 [one] accredited Level 1 coach.
- 5.5 All players in the Australian Junior Championships receive a Darts Australia player badge and bar for their first year.
- 5.6 Recommendations from the JDC Championships to be ratified by the DA Board

## 6.0 25's AND UNDER

- 6.1 Active Members shall, in conjunction with Darts Australia, organise the staging of the Australian 25'S AND UNDER Championships in accordance with the 25'S AND UNDER HOSTING GUIDELINES and PLAYING RULES as amended by Darts Australia from time to time.
- 6.2 The Australian Championships (25's and Under) to commence the second week in November unless prior approval is granted.
- 6.3 All State/Territory teams participating at 25's and under Championships must have at least 1 [one] accredited Level 1 coach
- 6.4 All players in the Australian 25'and under Championships receive a Darts Australia player badge and bar for their first year
- 6.5 The playing area to be an alcohol free area.
- 6.6 Recommendations from the 25's and under Championships to be ratified by the DA Board

## 7.0. PLAYING UNIFORMS

### 7.1 Team Uniforms and Colours.

- 7.1.1 Active Members shall submit their official Playing Uniform Colours to Darts Australia ration for approval and registration.
- 7.1.2 Such uniform colours, when approved, shall be the exclusive property of the Active Member for whom it is registered.

The registered colours are as follows:

STA	MAIN	SECONDARY
ACT	Royal Blue	Gold
NSW	Light Blue	Darker Blue
N.T.	White	Ochre & Black
QLD	Gold	Maroon Seniors
QLD	Maroon	Gold Juniors
S.A.	Red	Navy
TAS.	Green	Gold & Red
VIC.	Navy	White
W.A.	Gold	Black

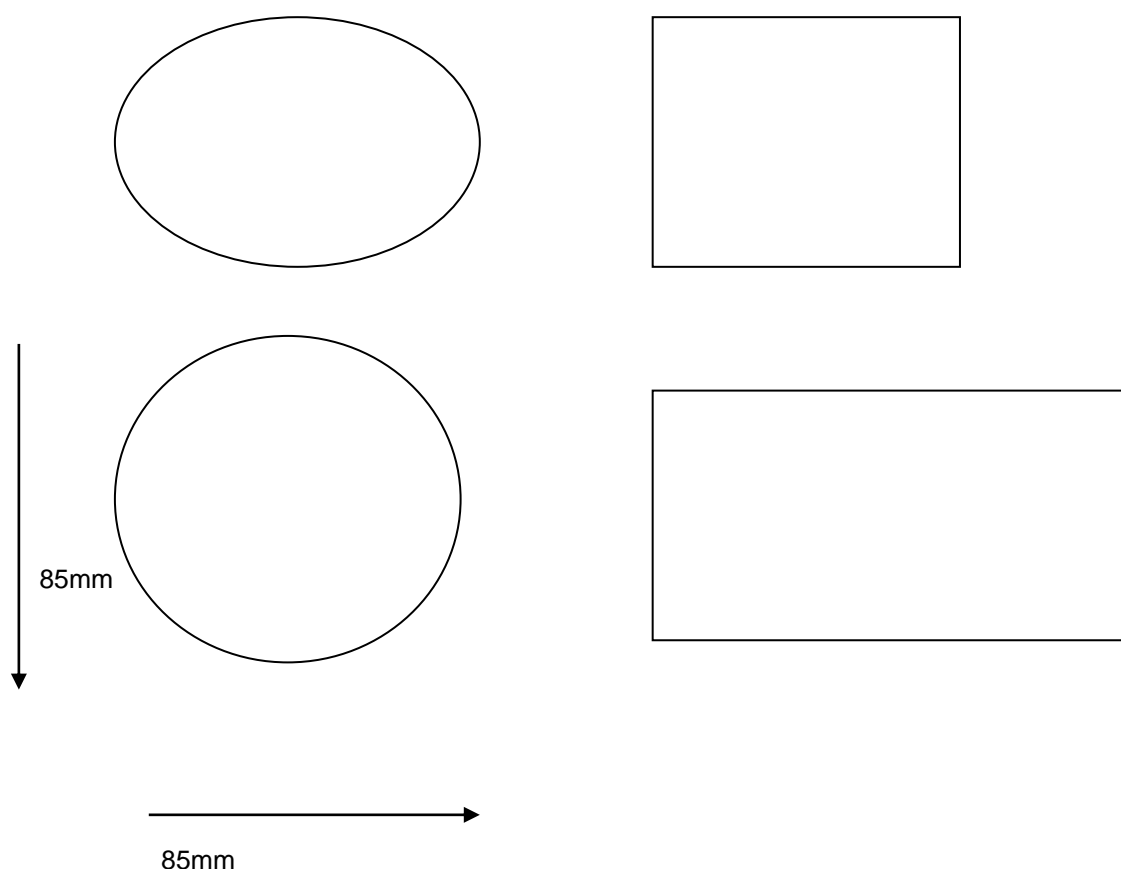
## 7.2 Changes to Team Uniform and Colours

Active Member's shall not be permitted to change registered Team Uniform Colours without the approval of Darts Australia.

## 7.3 Advertising on Team Uniform

Advertisements on Active Member's representative uniforms shall comply with Darts Australia detail.

Irrespective of shape (i.e., oval, round, square, rectangle) the maximum size shall be 85mm x 85mm.



7.3.1 All state playing uniforms shall bear the Darts Australia logo on the right chest, 85mm in diameter.

7.3.2 All playing uniforms bearing the Darts Australia logo shall incur a cost as determined by the Board of Directors.

7.3.3 All State/Territory playing shirts shall have the player's surname clearly marked on the back.

## C: AUSTRALIAN REPRESENTATION

### 1.0 PLAYER ELIGIBILITY

1.1 A Player shall be eligible to represent Australia, if he or she is a registered Player Member of Darts Australia, and is not financially encumbered to Darts Australia or any Active Member.

1.2 All players seeking selection in the National Team are required to sign Darts Australia; "**Indemnity Agreement**" and "**Code of Conduct**" forms as amended from time to time.

- 1.3 That Australian representation is exclusive to Darts Australia. Penalty a 12 month exclusion from Darts Australian ranked events and championships.
- 1.4 Any additional player nominated [not selected] by Darts Australia to participate in any overseas event will do so at their own expense. These players must complete an overseas playing form available from the Administration Director prior to travel.
- 1.5 Australian Representatives are bound for the term from when they are announced in the team until the new team is announced. The representatives are bound by DA Code of Conduct, Social Media policy and all other DA Policies.

## 2.0 NATIONAL TEAM OFFICIALS

Officials of the Australian Team are required to sign Darts Australia “**Indemnity Agreement**” and “**Code of Conduct**” forms.

## 3.0 NATIONAL TEAM CAPTAIN/MANAGERS

The National Team Captain/Manager shall:

- 3.1 Be responsible for the management and discipline of their respective National Team.
- 3.2 Liaise with the Administration Director regarding uniforms for the players.
- 3.3 Recommend, to the Board any replacement of player uniforms due to fair wear and tear.
- 3.4 Liaise with the Administration Director/Financial Director regarding, travel and accommodation arrangements for the Australian Team competing in International competitions.
- 3.5 Ensure that a dartboard for team practice is available when Australian teams travel to International Competitions.
- 3.6 Forward results of any Asia/Pacific Cup and World Cup Teams’ event within fourteen (14) days to the Administration Director. Failure to comply will exclude them from Captaincy of the following year’s event whether it be Asia/Pacific Cup or World Cup Teams.
- 3.7 Submit a report [player results/statistics] to Darts Australia and in addition, if requested by the Chairperson of Selectors, attend the selector’s meeting to give a verbal report.
- 3.8 Report on representative player’s behaviour.
- 3.9 Act in the position of delegate to the Asia/Pacific Cup, WDF meeting, if deemed necessary due to financial reasons.

## 4.0 OTHER TEAM SUPPORT PERSONNEL

- 4.1 All players and officials representing Australia, who are taking spouses, partners or relations, are responsible and accountable for any debts incurred by them.
- 4.2 Support personnel including partners and visitors wishing to travel with the Official party, must pay 50% costs prior to booking and final payment on the day of booking or as Administration Director advises’.
- 4.3 All supporters that are included in Darts Australia’s tour bookings must sign a “**Code of Conduct**” agreement.

## 5.0 AUSTRALIAN NOMINATED PLAYERS

- 5.1 The Chairperson of Selectors is empowered to nominate additional players provided:
  - 5.1.1 they are a selected reserve in the current year and are prepared to compete at no cost to Darts Australia.
  - 5.1.2 any other player recommended by their Active Member and is prepared to compete at no cost to Darts Australia who:
    - 5.1.3 has previously represented Australia and/or has maintained a representative standard of play.
    - 5.1.4 has been a selected Australian reserve within the past three,(3) years and has maintained a representative standard of play.

5.1.5 has been nominated by their Active Member on the basis of their Australian seedings or state performances.

***The above criteria are listed in order of priority.***

5.2 Nominated players, under this By-Law, are not classified as Representative Members.

5.3 Nominated players are:

- Required to conduct themselves as an ambassador of Australia and Darts Australia;
- Required to wear a playing shirt that identifies them as Australian;
- Subject to the same obligations and conditions as selected Representative Members;
- Required to, sign a Code of Conduct and Indemnity Form.

## 6.0 AUSTRALIAN UNIFORMS

### 6.1 Uniforms

6.1.1 All uniforms are to be arranged and purchased through the Administration Director

6.1.2 The uniforms of Darts Australia shall be as determined from time to time by the Board of Management.

### 6.2 Active Member Delegates

Active Member Delegates, who have served for an aggregate of ten (10) years, or more, are permitted to purchase and wear a Darts Australia Blazer and tie.

### 6.3 Player Members

Player members are eligible to be nominated to Darts Australia by their Active Member to purchase and wear a Darts Australia blazer and tie. Such Playing Member's must have been a representative of the Active Member, at Australian Championships, for a minimum of ten (10) years in the aggregate.

### 6.4 Australian Selected Representatives

6.4.1 Australian representative players, as designated by the Captain and arranged by the Administration Director are to arrive at their overseas destination two (2) to four (4) days prior to the commencement of the tournament depending on the distance and time zone.

6.4.2 Players selected by Darts Australia, for overseas events, must wear the Australian uniform at official functions and as directed by the Australian Captain.

6.4.3 Darts Australia to pay for overseas travel insurance and departure taxes for Australian representatives.

6.4.4 The Australian Team, including the Captain/Manager, are to be provided with the following uniform free of charge:

#### Players:

<b>Men:</b>	<b>Ladies:</b>
1 Travel shirt	1 Travel Shirt
1 Blazer & Official Darts Australia Pocket	1 Blazer & Official Darts Australia Pocket,
1 Tie	2 Playing Shirts
2 Playing Shirts	

#### Delegates:

<b>Men:</b>	<b>Ladies:</b>
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1 Blazer & Official Darts Australia Pocket	1 Blazer & Official Darts Australia Pocket
1 Tie	2 Playing Shirt
2 Playing Shirt	

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6.5.6 1 Playing shirt will be supplied to any player named as a reserve/emergency.

6.5.6.2 Additional playing shirts may be purchases, to a maximum of 2, at the players' expense.

6.5.6.3 Use of representative clothing for fundraising must be approved by the Board of Directors

6.5.6.4 An agreement is to be signed by all representatives, that uniforms including but not limited to blazers, ties, representative shirts, travel shirts cannot be traded, sold or by another means without express permission from DA Directors. All representatives must sign and adhere to the clause in the agreement: shirts, tie and blazer must be kept for a period of two (2) years.

## **6.6 Uniform Emblem**

The emblem on the back of Darts Australia playing shirt shall be a relief map of Australia, with a dartboard in the centre. This shall be flanked on the left side by a kangaroo and on the right side by an emu, with crossed darts crossing the base on the map under which is printed "Darts Australia".

## **7.0 TOURS**

Active Members and Player Members shall notify Darts Australia of any arrangements to play Teams or individuals from another Country.

Darts Australia members are prohibited from playing official and/or organised matches, against Australian and International players and teams unless both Darts Australia and host Active Member is informed. Both bodies to be supplied with a proposed itinerary of the said visit.

## **9.0 International Trophies and Shields**

Any team that wins a shield or trophy at International level must notify Darts Australia, at all times of the location of the trophy or shield, all winning team members including the captains must sign an agreement stating that the team will be liable for any damage occurred and that transportation costs of the trophy or shield, if to be transport around Australia for display or show purposes.

## **10.0 Darts Australia Trophies and Shields**

Any state or players that have won Darts Australia shield or trophies must sign a trophy register, so Darts Australia are fully aware of where they are located at all times. Any shield or trophies that are damaged or lost is the responsibility of that state, DA Finance Director will issue an invoice for replacement or damage repair.

Host state is responsible for all engraving of the shields or trophies, however if the trophy or shield is not in attendance at the championships the state that did not return the shield or trophy is responsible for engraving and transportation to the winning state.

# **D: COMPETITIONS**

## **1.0 RULES**

Darts Australia sanctioned and approved events shall be conducted under Darts

Australia Rules of Play or the WDF rules where the event carries WDF Ranking points.

## **2.0 PLAYERS**

- 2.1 Any player competing in Darts Australia sanctioned or approved events shall be a registered Player Member of Darts Australia or registered with a Member of the WDF.
- 2.2 Non-compliance will result in the removal of DA Ranking points from the event. Active Members who breach this rule will be directly responsible for any litigation or costs arising.

## **3.0 FINANCIAL CLAIM ON PLAYERS**

- 3.1 If any Active Member, lodges a claim with Darts Australia setting forth any outstanding financial obligation that a Player has with that Active Member, the Board may prohibit that Player Member from competing in any competition organised by Darts Australia for such time as it sees fit.
- 3.2 Darts Australia shall give notice of prohibition in writing to Active Members.
- 3.3 Such prohibition shall be lifted upon receipt of a clearance from the Active Member, by which the claim(s), have been lodged.

## **E: AUSTRALIAN CALENDAR/ RANKED EVENTS**

### **1.0 RANKING AWARDS REFER TO DARTS AUSTRALIA RANKING SYSTEM**

### **2.0 RANKING SYSTEM REFER TO DARTS AUSTRALIA RANKING SYSTEM**

### **3.0 CALENDAR**

The official Darts Australia Ranked Events Calendar for the following year is to be advised at the AGM Mid-Year meeting. Active Members shall notify the DA Administration Director of their ranked tournaments for the next year (January to December)

- 3.1 Failure to submit dates will result in these events being excluded from the calendar and ranking tables.
- 3.2 The board of directors, may, at their discretion, add additional tournaments to the calendar.
- 3.3 Tournament application forms are available from the Administration Director and on the Darts Australia Website and must be completed for submission at the AGM

### **4.0 RANKING LISTINGS**

- 4.1 The Rankings listings to be placed on the Darts Australia website at the end of each calendar month and be made available to Active Members, Executive, Chairman of Selectors and Australian Team Captain.

### **5.0 FORMS COMPLETION**

- 5.1 Claim forms for ranking points are to be completed by the hosting State Council/Association and submitted to the Secretary of the Active Member together with a copy of the respective draw/result sheet
- 5.2 The Active Member shall ensure the accuracy of the claim and forward to Darts Australia Ranking Officer and DA Administration Director within 24 hours of the date of the tournament. A fine of \$50 will be imposed on Active Members for failure to forward results of Darts Australia ranked events within the allocated time.

### **6 RANKED EVENTS –REFER TO DARTS AUSTRALIA RANKING SYSTEM**



- 6.1 Each Active Member must allocate the following ranked events:
- 6.1.1 State Singles Championship (Men and Ladies) – closed to registered players of the Active Member.
  - 6.1.2 Nominate five major events, (may or may not include Grand Prix events) to be held in their state/territory.
  - 6.1.3 In addition each Active Member can also host-Grand Prix events as approved by the Board of Directors.
- The events are for both men and/or ladies in which all Darts Australia members are eligible to play.
- 6.2 Active Members are to ensure that all advertising (posters, flyers, Internet, print media, radio and television) of events carrying DA Ranking Points do not conflict in any way with Darts Australia sponsorship and policies.
- 6.3 Active Members are to ensure that DA ranked events are not aligned to any darting bodies not affiliated to the World Darts Federation.
- 6.4 DA Ranked events with the exclusion of the Australian Championships and Grand Prix events be played on boards of their choice as long as they are DA approved boards. Grand Prix to use TARGET PRO TOUR boards only and/or any other dart board specified by DA board of directors.

## **F: JUDICIAL PROCEDURES**

### **1.0 Conflict**

No member of the Judicial Committee or Board Member shall be allowed to adjudicate or deliberate upon any matter arising in respect of any game, event or occurrence in which that Active Member Representative has taken part.

### **2.0 JUDICIAL COMMITTEE RULES – Refer to MEMBER PROTECTION POLICY**

## **G: MEMBERSHIP**

### **1.0 ACTIVE MEMBERS BOUNDARIES**

The area of jurisdiction of DA shall be divided into Active Members boundaries for darts administration and Australian Competitions as follows:

<b>CHARTER HOLDER</b>	<b>BOUNDARIES</b>
• Darts ACT	Inc. Including Queanbeyan
• New South Wales Darts Council Inc.	Excluding Albury, Broken Hill and Queanbeyan
• Darts Queensland Inc.	
• Darts South Australian Inc.	Including Broken Hill
• Darts Tasmanian Inc.	
• Darts Victorian Inc.	Including Albury
• Darts Western Australian Inc.	

## **2.0 PLAYER TRANSFERS, CLEARANCES and OBLIGATIONS**

- 2.1 Registered players of an Active Member and/or their Affiliated Associations are considered as part of that Active Member by such registration.
- 2.2 The Board may require the Active Member to submit to DA a clearance from any previous Active Member of which the player has been a member, stating that the player has no outstanding financial obligations to that Active Member, and/or is not currently disqualified or under suspension.
- 2.3 If such clearances are not forthcoming, the Board may refuse the player's subsequent registration.
- 2.4 A player transferring from one Active Member to another must receive a clearance from his/her current Member.
- 2.4 A player transferring from another WDF Member country must receive a clearance from the country of which he/she is currently a Member.
- 2.5 A player must advise DA Administration Director of their intention to play in tournaments in another Country or WDF & BDO ranked events.
- 2.6 No player can email or converse with DA directly unless, approved by Darts Australia. The player must be redirected back to their respective state.

## **3.0 SUSPENDED AND BANNED PLAYERS**

- 3.1 A Register of suspended players is to be kept by DA and all Active Members are to be advised of the names of suspended players and the term of suspension.
- 3.1 In the event of a playing member being involved in any misdemeanour in another Active Member Area, the host Active Member is to advise the parent Active Member of the misdemeanour. Any subsequent disciplinary action shall be at the discretion of the State or Territory in which the misdemeanour occurred.
- 3.3 Suspended or banned players are not eligible to play in Darts Australia or Active Member sanctioned events.

## **4.0 AFFILIATE MEMBERS**

### **4.1 Affiliation Application**

On application for affiliation, the Affiliate Association(s) shall provide to DA the following information, where applicable:

- Current or projected numbers of Senior, Junior or combined Teams. If not a Teams based organisation, then the number of members by the above age and gender categories.
- A list of Office Bearers and Officials, including each person's contact addresses and telephone and e-mail numbers.
- A copy of the Constitution or proposed Constitution that must meet with DA's approval before affiliate member status may be granted.

### **4.2 Initial Affiliation Fees**

4.2.1. Any new Affiliated Association applying for affiliation shall forward with its application the sum of one thousand dollars (\$1000) as a provisional affiliation fee.

4.2.2 Affiliation Fees

4.2.3. \$1,000 Affiliation fee per State/Territory per year.

- 4.2.4. \$10 per head registration fee up to a maximum of \$20,000 per State/Territory for States/Territories with more than 2000 members and a minimum fee of \$2,000 for States/Territories with less than 200 members

### **4.3. Affiliation Acceptance**

- 4.3.1. An Affiliated Association shall be deemed an Affiliated Association when:
- 4.3.2 DA has approved such affiliation at a properly constituted Board meeting and
- 4.3.3 Notice of such approval has been forwarded to the Chief Executive Officer of that Organisation in accordance with DA's Constitution.
- 4.3.4. From that point onwards the Affiliated Association shall become liable for all or any fees and subscriptions payable to DA under its Constitution or By-laws.

### **4.4 Affiliated Members to be supplied with Information.**

- Each Affiliated Member on joining darts Australia shall be provided with a copy of DA's Constitution, By-laws and Policies.

### **4.5 Kindred Associations**

- Kindred Associations will be accepted only if their members are DA registered members.
- Registration fee to DA is \$100

## **H: MEETINGS**

### **1.0 EXHAUSTIVE BALLOTS**

#### **1.1 Initial Ballot**

Each member or delegate present and entitled to a vote shall write on his/her ballot paper the name of the candidate he or she most prefers. Such votes shall then be counted, and if any candidate receives an absolute majority of formal votes cast, such candidate shall be elected to office.

#### **1.2 Where No Absolute Majority**

If no candidate receives an absolute majority of formal votes cast as aforesaid, the candidate who receives the least number shall be eliminated, provided that if a candidate receives no votes, he or she, together with the candidate who receives the least number of votes, shall be eliminated.

### **1.3 To Achieve Absolute Majority**

A further ballot or ballots shall then be conducted between the remaining candidates until one candidate receives an absolute majority of formal votes cast. Upon a candidate receiving an absolute majority of formal vote's cast such candidate shall be declared as elected to office.

### **1.4 Special Ballot**

If, after a ballot has been conducted, two or more candidates receive an equal number of votes and it is necessary for one of them to be eliminated, then a special ballot shall be held in accordance with these By Laws to decide which candidate(s) shall be eliminated.

### **1.5 Special Ballot Extension**

If, after a special ballot as aforesaid has been conducted between three or more candidates, no candidate has received a greater number of votes than the other candidates, then the Chairperson shall nominate one candidate who shall not be eliminated. A further special ballot shall then be held between the remaining candidates to determine which of them shall be eliminated.

### **1.6 Ballot Casting Vote**

If, on any ballot between two candidates such candidates receive an equal number of votes, then the Chairperson shall have a casting vote to decide the issue between such candidates.

### **1.7 Interim Declaration of Voting Results**

At any time when it is necessary for a candidate to be eliminated, the Chairperson shall only declare the name of the candidate or candidates preferred and/or to be eliminated, and shall not disclose the number of votes received by any candidate.

### **1.8 Final Declaration of Voting**

At the conclusion of voting the Chairperson shall declare the result of each ballot by stating the number of ballot papers issued with respect to each ballot, the number of formal votes cast in each ballot and the number of votes received by each candidate.

### **1.9 Discretionary Waiver**

Notwithstanding anything in this rule to the contrary those present and entitled to vote at any meeting at which an election is to be held may, by unanimous resolution, waive the application of the foregoing provisions. They may then substitute, for that election only, such other method of voting as may be unanimously agreed upon.

## **2.0 STANDING ORDERS**

### **2.1 Application**

The Standing Orders shall apply to the conduct of business of all Meetings and such Standing Orders are applicable.

2.1.1 The Chairperson shall maintain order and conduct the meeting in a proper and orderly manner.

2.1.2 The conduct of the procedure at meetings shall be at the discretion of the Chairperson in all cases and shall be determined in accordance with the Constitution. In the event of dispute, or where the Constitution is silent, the matter shall be determined by the Chairperson of the meeting by reference to the latest edition of "The Law and Procedure at Meetings" by PE Joske which shall be available at all meetings. The interpretation of the Chairperson shall be followed.

2.1.3 The Chairperson of a meeting may at his or her discretion, permit discussion upon and decision on any matter not included in the agenda and/or summary of business including agendas and/or summaries of business previously forwarded.

## **2.2 Chairperson**

The Chair shall be occupied at all meetings as set out in the Constitution and By Laws.

2.2.1 The Chairperson may vacate the Chair on a temporary basis at any time to:

- Defend a ruling from the Chair in the event of a motion of dissent against the Chair.
- Stand aside from a decided conflict of interest or, in the opinion of the meeting, a perceived conflict of interest. In such case a temporary Chairperson shall be appointed by the meeting to preside only for the duration of the resolution of the subject matter. Refer to Section 3.8.1.7

## **2.3 Suspension of Standing Orders**

In the event that a matter of importance or urgency arises, sufficient that the resolution of such a matter is delayed by Standing Orders, there may be a motion to suspend Standing Orders to allow the matter to be resolved. The Chairperson may also suspend Standing Orders.

## **3.0 MEETING PROCEDURES**

### **3.1 Withdrawal**

No motion or amendment to a motion shall be withdrawn without the leave of the Chairperson and consent of the mover and seconder. Any motion or amendment to a motion already accepted by the Chair shall not be withdrawn except by the mover, and with the unanimous agreement of the meeting. No motion may be withdrawn while an amendment is before the meeting or after such an amendment has been adopted. The mover by a simple majority vote of the meeting may reword a motion or an amendment already accepted by the Chairperson.

### **3.2 Amendments**

- 3.2.1 All amendments to any motion shall be relevant to the subject matter of the motion, or otherwise be disallowed by the Chairperson.
- 3.2.2 No second or subsequent amendment whether of an original motion or any amendment to a motion shall be received until the disposition of the previous amendment.
- 3.2.3 When an amendment has been tabled, discussion shall be confined to that amendment. No further amendment shall be proposed until the disposition of the latest amendment.
- 3.2.4 Any person participating in the debate with the exception of the proposer and seconder of the motion may move or second one amendment only to each motion, but such persons may speak to any amendment.
- 3.2.5 More than one amendment to a motion may be moved. Such amendments shall be considered one at a time, provided that notice of any subsequent amendment (s) have been given prior to the vote on the previous amendment being taken.
- 3.2.6 Should an amendment be defeated, the original motion becomes open to further amendment.
- 3.2.7 Should an amendment be carried, the amended motion then becomes the substantive motion.

- 3.2.8 A motion or amendment to a motion may be seconded pro forma to allow discussion to take place.
- 3.2.9 An amendment may not be moved after the substantive motion has been put to the vote.
- 3.2.10 Amendments may be moved to motions on notice, provided that such amendments are within the scope of the notice and can involve DA in no greater obligations than the notice specifies.
- 3.2.11 The proposer and seconder of a motion may vote:
  - for an amendment to that motion;
  - against the motion

### **3.3 Discussion**

- 3.3.1 Discussion shall only take place on a motion or amendment moved and seconded and, where required by the Constitution or at the request of the Chairperson, submitted in writing.
- 3.3.2 No speaker shall digress from the subject matter of the motion or amendment to the motion under discussion. Any person shall be called to order by the Chairperson.
- 3.3.3 No speaker shall speak a second time on the same motion or amendment to a motion unless the Chairperson so permits the speaker to explain, where the Chairperson decides the speaker may have been misrepresented or not understood.
- 3.3.4 A speaker moving a motion shall be held to have spoken thereon, but shall be entitled, in the case of an original motion only, to a right of reply immediately before the question is put.
- 3.3.5 A member or delegate merely seconding a motion shall not be held to have spoken thereon.
- 3.3.6 The Chairperson has the power to extend or curtail the length of the debate.
- 3.3.7 The seconder of a motion may reserve the right to speak until later in the debate.
- 3.3.8 If two or more speakers indicate a wish to speak, the Chairperson shall call on the first person observed, provided that:
  - Speaker shall be requested to indicate their intention to support or oppose a motion or amendment to a motion.
  - The Chair shall allow speakers to alternately support and oppose the motion or amendment to a motion.
  - No more than two additional speakers, including the proposer and seconder, shall be allowed to support or oppose a motion or amendment to a motion. If two persons have so spoken and there is no speaker providing the opposite view point, the question shall be put to the vote without further delay, subject to the right of reply.
- 3.3.9 No discussion may take place on any motion or amendment to any motion after it has been put to the vote.
- 3.3.10 No discussion shall be allowed on any motion for adjournment of a meeting, or that the question be put.
- 3.3.11 All discussion shall be addressed to the Chair and any questions shall be asked through the Chair.

### **3.4 Right of Reply**

- 3.4.1 In the event that a motion is opposed or an amendment moved, the proposer of a motion shall be entitled to the final right of reply before the vote is taken. Such a reply either addressing the motion or the first amendment shall not raise new material to support the motion, but shall be confined to a summary to support the argument as presented and to answer any points raised by the opposition.
- 3.4.2 The mover of an amendment shall not be entitled to a right of reply.
- 3.4.3 By calling for or allowing the right of reply, the Chairperson shall indicate that the debate is closed.

### **3.5 Point of Order**

- 3.5.1 Anyone wishing to raise a point of order shall do so at the time of the alleged irregularity, interrupting the speaker, if necessary.
- 3.5.2 If a point of order is raised, it shall be clear and concise.
- 3.5.3 The speaker holding the floor shall cease to speak until the member or delegate calling to order has been heard.
- 3.5.4 A speaker called to order shall remain silent until the question is decided unless permitted by the Chairperson to explain any pertinent point.
- 3.5.5 There shall be no discussion and the Chairperson shall rule upon the point of order raised.
- 3.5.6 A point of order shall take precedence over all other business with the exception of a call for a quorum.

### **3.6 Chairperson's Decision on Point of Order**

- 3.6.1 The Chairperson in deciding a point of order shall state the provision, rule or practice, which the Chairperson deems applicable.
- 3.6.2 The Chairperson's decision shall be final, unless a motion be moved and seconded that the ruling be disagreed with. Upon such motion being seconded, then the Chairperson shall immediately vacate the Chair and the business of the meeting shall be suspended until such motion of dissent be passed or defeated.

### **3.7 Dissent against the Ruling of the Chair**

- 3.7.1 A motion of dissent against a ruling by the Chair shall be made immediately following the declaration of such a ruling. A motion of dissent shall be requisite support of a simple majority of voters.
- 3.7.2 A deputy Chairperson shall be appointed by the meeting.
- 3.7.3 Such motion of dissent shall be debated only by the mover of the motion and the Chairperson in reply and shall thereupon be put to the vote. If such a motion is passed then the ruling of the meeting shall be substituted for that of the Chairperson.
- 3.7.4 The Chairperson shall then resume the Chair and the original matter shall be pursued.

### **3.8 Motions for Curtailment of Discussion**

Motion for the Closure of discussion or "that the question be now put"

- 3.8.1 The Closure may be moved during the discussion of a motion or an amendment. Such motion may only be moved by a person who has not

already spoken on the proposal whether such proposal be a motion or amendment to a motion.

- 3.8.2 The motion for Closure may interrupt a speaker, shall not be debated and shall be voted on immediately.
- 3.8.3 If the motion for Closure is defeated, the debate shall continue as before.
- 3.8.4 If the motion for is carried, the motion or amendment under discussion at the time of the Closure shall be put to the meeting immediately. In the case of a motion, the mover may now exert their right of reply; in the case of an amendment, the motion for Closure shall only apply to the amendment.
- 3.8.5 The motion “ that the question be now put”, may be moved any number of times during a debate.
- 3.8.6 The Chairperson may of their own volition, put the Closure, if in the opinion of the Chairperson, adequate discussion has taken place.
- 3.8.7 Motion " That the speaker be no longer heard" or “that the speaker be heard for a further limited period only”.
- 3.8.8 This motion requires only to be seconded and shall not be debated.
- 3.8.9 In the event that the Chairperson considers that the speaker has had sufficient time to state his or her case, the motion shall be voted on immediately.

### **3.9 Adjournment**

- 3.9.1 A member or delegate entitled to vote, who has not spoken to the motion or amendment on hand, may move an adjournment. Such a motion shall be open for debate, but may only be amended as to time and place for reconvening of the meeting.
- 3.9.2 A motion for adjournment shall take precedence over all other motions with the exception of a point of order.

### **3.10 Voting Protocol**

- 3.10.1 Voting shall be by a show of hands except where a ballot has already been specified in the Constitution and for By-Laws.
- 3.10.2 Any person entitled to vote may, prior to a vote being taken, move a motion for a secret ballot. Such a motion shall be carried only by a simple majority of those present and entitled to vote.
- 3.10.3 Unless other provision has been specified in the Constitution and By-Laws, a motion or amendment shall be approved by a simple majority of those present and entitled to vote.
- 3.10.4 Any member or delegate entitled to vote or the Chairperson may request a recount of the vote. Such a request shall be made as soon as the result of the vote is announced.
- 3.10.5 Where an anomaly is detected in voting or counting of votes, another vote or ballot shall be taken. It is not incumbent on members or delegates entitled to vote, to vote the same way on both occasions. A vote may be reversed or an abstention registered or where there was a previous abstention a vote may be cast.
- 3.10.6 If any members or delegates entitled to vote, wishes votes to be declared, then a motion shall be made at the commencement of the meeting, a seconder is required, and such motion must be supported by at least 50% of those present and entitled to vote. A request in writing from any Active Member Secretary will be regarded as a motion made at the commencement of the meeting.



### **3.11 Rescission**

- 3.11.1 A resolution, once passed at a meeting cannot be erased by a further resolution negatively structured.
- 3.11.2 A resolution may be rescinded, not less than one month after the passing of such resolution. Notice of the intended rescission shall be given, sufficient for such an intention to be included in the notice convening the meeting at which the matter is to be addressed.
- 3.11.3 A resolution shall not be rescinded by less than a two-third majority of those present and entitled to vote.

### **3.12 General Business**

At any meeting of Darts Australia , except where such a meeting is convened within the Constitution for a specific purpose, time for general business shall be allotted. Any member or delegate entitled to vote shall have the right to raise any matter, without prior notice, unless such notice is provided for in the Constitution or By-Laws.