



PORT PIRIE DARTS ASSOCIATION INCORPORATED

CONSTITUTION, 2015

INTERPRETATIONS:

- “**CLUB**” means Port Pirie Darts Association Incorporated. (P.P.D.A.Inc).
- “**AFFILIATES**” means all Associations affiliated with the South Australian Darts Council.
- “**FINANCIAL YEAR**” means 12 months ending 31st October.
- “**MEMBERS**” means all persons who are financial for the current year ending 31st December.
- “**COMMITTEE**” means Executive, Management or General Committee of the Club.

1. TITLE

The Association shall be known as the PORT PIRIE DARTS ASSOCIATION INCORPORATED but herein after shall be referred to as “the Club”.

2. ESTABLISHMENT AND BOUNDARIES

- 2.1 The Club was founded in 1969 and is an Incorporated Association within the meaning of the Associations Incorporation Act 1985.
- 2.2 The area or jurisdiction shall be the City of Port Pirie and surrounding areas.
- 2.3 The Club is for both female and male members.

3. AIMS AND OBJECTIVES

- 3.1 To promote, foster and encourage the game of Darts, by way of competitions between members and other Clubs or Associations and to give or contribute towards Prizes, Medals or any other awards.
- 3.2 To provide and maintain facilities and activities and do all things necessary which the Club or Committee think desirable for the recreation, accommodation and convenience of its members.
- 3.3 To take such steps as may be necessary or desirable to enable the club to sell Liquor to its members pursuant to the Licensing legislation for the time being in force in the state of South Australia.
- 3.4 To support and subscribe to any charitable or public body.
- 3.5 To do all such other lawful things that are incidental or conducive to the attainment of any of the above Aims or Objectives.

4. POWERS

The Club shall have the following powers:

- 4.1 To raise funds by subscription, fees, levies or other payments and by conducting raffles, lotteries and other fundraising ventures.
- 4.2 To purchase, lease, hire or otherwise acquire any real or personal estate for the purpose of the Club.
- 4.3 To invest and deal with monies of the Club not immediately required upon such securities and in a manner as may from time to time require.

- 4.4 To improve, manage, develop, sell, mortgage, dispose of or surrender all or part of the property or rights of the Club.
- 4.5 To borrow or raise upon loan any sum or sums of money and for the purpose of securing repayment thereof to execute or give mortgages, charges, bonds, debentures bills of exchange, promissory notes or other securities over all or any other property of the Club as may be deemed necessary and to liquidate, redeem or pay off such obligations and securities or any of them.
- 4.6 Ensure that this constitution shall not be altered or changed except at an Annual or Special General Meeting.
- 4.7 To do all such other things that are incidental or conducive to the attainment of the objects and the exercise of the powers of the Club.

5. MEMBERSHIP AND ADMISSION OF MEMBERS

- 5.1 **MEMBERSHIP:** Shall be either, Ordinary, Junior or Associate Membership.
 - 5.1.1 All memberships expire on the 31st December each year.
 - 5.1.2 Membership dues shall be paid prior to competing in any competition in accordance with the by-laws of the Club.
 - 5.1.3 The Committee shall have the power to decline the nomination of any such person as a member, or decline to accept the renewal of the subscription of any such person and there upon such person shall cease to be a member.
 - 5.1.4 If such action does occur at any time, the person in question, shall have the right of appeal. Appeals to be lodged with the Secretary within 72 hours of such notification of Committee decision.
 - 5.2 **ORDINARY MEMBERS:** Any member over the age of eighteen (18) years may be admitted and continue as full ordinary member upon such entrance fee and subscription, as determined by the Annual General Meeting and subject to such conditions and restrictions as the committee may from time to time impose.
 - 5.3 **JUNIOR MEMBER:** Shall be persons under the age of eighteen (18) years of age.
 - 5.4 **LIFE MEMBERS:** Life Membership may be conferred upon any person nominated by a member of the Club and confirmed at the Annual General Meeting. The nomination must be in writing clearly setting out the achievements of the applicant and received by the committee prior to the Annual General Meeting. The nomination must be agreed upon by seventy five percent of the member entitled to vote attending the Annual General Meeting.
 - 5.4.1 Life Members are not required to pay Subscription Fees.
 - 5.4.2 Only two Life Members from both men and women may be appointed each year.
 - 5.5 **ASSOCIATE MEMBERS:** Shall be non-playing Members. Fee to be determined by the Annual General Meeting.
 - 5.6 **CONDUCT OF MEMBERS:** Should any Member or Team be guilty of misconduct or disorderly behaviour whose actions cause or disrupt any organised function and or jeopardise the Clubs good name to be brought into disrepute, shall be fined, reprimanded, suspended or expelled from the Club at the discretion of the Disciplinary Tribunal, Members and Teams will be notified by registered mail when to appear.
 - 5.6.1 The suspension will commence immediately and members will be notified by verbal and letter on the night if any penalty is imposed.
 - 5.7 **APPEALS:** Any Member / Team who receives a verbal letter informing them of any suspension will have 72 hours to appeal the Disciplinary Tribunal decision to the Appeals Board.
 - 5.7.1 The President and Vice President will decide on the three (3) persons to be appointed for the Disciplinary Tribunal and three (3) persons of the Appeals Tribunal.
 - 5.7.2 The decision of the Appeals Board in all cases will be final.
 - 5.7.3 No other appeals will be accepted.
- NOTE:** The Appeals Board may either Quash or Increase the sentence.

6. COMMITTEE OF THE CLUB

6.1 **EXECUTIVE COMMITTEE:** Shall consist of the following:

President, Vice President, Secretary, Treasurer, Assistant Secretary, Assistant Treasurer, Men's and Ladies Club Captain. (8)

6.2 **GENERAL COMMITTEE:** Shall consist of the Executive Committee and may consist of up to but no more than fourteen (14) but not less than eight (8) and may include all or any the following position holders, Kitchen Manager, Publicity Officer, Bingo Promoter, Assistant Kitchen Manager, Assistant Bingo Promoter, Match Secretary and any additional Members voted onto the General Committee.

6.3 **TERM OF OFFICE:** The President, Secretary and Treasurer shall be appointed for a two (2) year period. The election of the President and Secretary will be on alternate years to the election of the Treasurer. All other Committee positions shall be for a twelve (12) month period.

7. THE COMMITTEE SHALL HAVE THE POWER AND AUTHORITY:

7.1 To do all things that are necessary for the proper and efficient day to day running of the Club.

7.2 To make By-Laws for the conduct of Members and general affairs of the Club, providing the same are not inconsistent with this Constitution.

7.3 The Committee shall have the power to elect any member to fill any positions, which become vacant from time to time between Annual General Meetings of the Club.

7.4 To fine, expel or suspend any Member or Team for misconduct.

8. OTHER COMMITTEE RULES:

8.1 The Executive Committee have a Quorum of not less than five (5) Members.

8.2 The General Committee shall be held in second week of each month or as close as possible depending on any unusual circumstances that may arise. The General Committee shall have a Quorum of not less than eight Members.

8.3 The Annual General Meeting and any Special General Meetings shall have a quorum of not less than fifteen (15) financial Members for any meeting to commence. If within thirty (30) minutes of the scheduled meeting time, a quorum is not present the meeting shall lapse, and a later date to be decided by the Chairperson.

8.4 The General Committee may arise any Sub-Committees to deal with any project that may arise from time to time.

8.5 Any Sub-Committee raised must have the approval of the General Committee prior to making any decisions or official comment.

8.6 Any Member who absents themselves from three (3) meetings with or without an explanation or apology may at the discretion of the Committee be removed from the position held.

8.7 The Bar Manager is responsible for the selection of Assistants, and must be approved at a General Committee meeting.

8.8 The Kitchen Manager is responsible for the selection of Assistants, and must be approved at a General Committee meeting.

8.9 Any person who is nominated or nominates for any Committee position must be in attendance, unless extenuating circumstances arise.

8.10 The position of Groundsman and Cleaner will be by application only, these positions will be decided at the Annual General Meeting. If no application are forth coming nominations will be called from the floor, applicants for these positions must be in attendance at the meeting, and must become Full or Associate Members of the Club.

8.11 A person who is insolvent under administration and or has been convicted within or outside the State of any offence as prescribed in the Association Incorporated Act 1985 must not be a Committee Member of the Club, or be in any way [whether directly or indirectly] concerned in or take part in the management of the Club.

9. DUTIES OF OFFICE BEARERS:

- 9.1 **PRESIDENT / CHAIRPERSON:** Shall preside at all meetings of the Club and ensure that the business is conducted in a proper manner and generally ensure the well being of the Club.
- 9.1.1 Ensure that all other officers of the Club carry out their duties as prescribed in these rules.
- 9.1.2 The Chairperson at any meeting will have a casting vote only, or a deliberate vote upon vacating the Chair.
- 9.1.3 The President / Chairperson is accountable to the Committee at all times.
- 9.2 **VICE PRESIDENT:** The Vice President shall assist the President in every way possible and, in the absence of the President from any meeting shall preside and conduct the business. The Vice President shall have a deliberate but not a casting vote.
- 9.2.1 Any other duties and services as the Committee may from time to time.
- 9.3 **SECRETARY:** Is responsible for the following:
- Keep a yearly record of all registered players,
 - Notify Committee members of any meetings,
 - To keep proper records of all Inwards / Outwards correspondence,
 - To be responsible for the upkeep of property and equipment of the Club,
 - To be Public Officer of the Club and
 - any other duties and services as the Committee may from time to time direct.
- 9.4 **TREASURER:** Is responsible for keeping such accounting records as are necessary correct to record and explain the financial transactions and financial position of the Club. Duties include:
- To receive all monies paid to the Club and issue receipts,
 - To pay all monies received into the official account within 7 days of the receipt thereof,
 - To submit an audited annual statement at each Annual General Meeting,
 - To submit a detailed Financial Statement to each meeting,
 - To correctly keep books of accounts,
 - To verify and sign the Annual Statements of Accounts,
 - To produce books, papers and documents to the Auditors as they shall from time to time require,
 - No accounts to be paid unless an account or statement is received and
 - any other duties and services as the Committee may from time to time direct.
- 9.5 **CLUB CAPTAINS AND MONDAY NIGHT CO-ORDINATOR:** The Mens and Ladies club captain and the Monday night co-ordinator will abide by the job descriptions as per the Rules.
- 9.6 **AUDIT:** The committee shall cause the books of the Club to be audited annually or periodically as it the committee deems necessary. The Auditor shall be appointed for twelve months (12) at the Annual General Meeting and shall be member of an accredited accounting association.

10 SEAL HOLDERS:

- 10.1 The Committee shall provide for a Common Seal and its safety, The Common Seal shall only be used by the Authority of the Committee and to every instrument to which the seal is affixed shall be signed by the President and counter signed by the Secretary or the Treasurer.

11. FINANCIAL YEAR:

- 11.1 The financial year for audit of the club to be from 1st November to 31st October each year.

12. ANNUAL GENERAL MEETING AND SPECIAL GENERAL MEETING:

- 12.1 The Annual General Meeting will be held on the first Monday in December each year, or as close to the date depending on any unusual circumstances that may arise.
- 12.2 The date, time and place of any Annual General Meeting or Special General Meeting must be advertised in the local paper not less than fourteen (14) days and not more than twenty one (21) days prior to the date set down for any such meeting.
- 12.3 Nominations for any positions must be lodged in writing with the Secretary no later than one (1) day prior to commencement of meeting. Late nominations will not be accepted.
- 12.4 Voting for all positions will be by secret ballot where there is more than one (1) candidate. Figures of the ballot will be disclosed.
- 12.5 Notices of Motion for the Annual General Meeting or Special General Meeting must be lodged in writing and are in the hands of the Secretary seven days (7) days prior to such meeting. Late notices will not be accepted.
- 12.6 A Special General Meeting shall be convened within twenty one (21) days if the President receives a request in writing for such a meeting, and signed by not less than 20 current financial playing Members.
- 12.7 The only business to be transacted at a Special General Meeting shall be the business for which the meeting was convened.
- 12.8 At the Annual General Meeting the order of business shall be as follows:
- Minutes,
 - Reports,
 - Notices of Motion/
 - By-laws
 - Annual Fees: Membership / Juniors / Honorariums / Associate / Board Fees,
 - Election of Officers,
 - Election of Auditor.

Note: No general business will be entered into.

13. LICENCING ACT REQUIREMENTS:

- 13.1 No Liquor shall be sold or supplied to any person under the age of eighteen (18) years.
- 13.2 No person under the age of eighteen (18) years of age shall be employed in that portion of the Club premises for which a permit or licence has been granted under the South Australian Licensing Act 1967.

14. INTERPRETATION OF CONSTITUTION AND RULES:

- 14.1 The Committee is empowered to decide on any matter relating to the Club on which this Constitution is silent. The decision of the Committee as to the interpretation of any rule or by-law shall be final.

15. INDEMNITY

- 15.1 The members of the Committee shall be and are hereby indemnified out of the assets of the Club against all actions, suits, proceedings, claims, demands, loss, expenses, or liability, whatsoever brought or made against them or any of them or which they or any of them suffer or incur as a result of or in the course of their carrying out their duties and functions as Members of the Committee.

16. BY-LAWS AND RULES OF PLAY

- 16.1 The Committee may from time to time make, amend or repeal By-laws, not inconsistent with the rules, for the internal management of the Club, and any By-laws may be set aside by a general meeting of members. The Committee may also make, amend or repeal Rules of Play for the regulation of the game of darts in South Australia.

17. ALTERATION OF RULES

- 17.1 Subject to the provisions of the Associations Incorporation Act 1985 these rules may be amended, rescinded or added to from time to time by special resolution carried at an Annual General Meeting. The Vote shall be by majority of the Members eligible to vote at the Annual General Meeting for the motion to be amended, rescinded or added to.

18. WINDING UP

- 18.1 The profits (if any) arising from the transactions of the Club shall be applied in the furtherance of the Club's Objects and shall not be distributed amongst nor shall it be an object of the Club to secure pecuniary profit for the Members.
- 18.2 If upon winding up or dissolution of the Club there remains after satisfaction of all its debts and liabilities, any property whatsoever, the same shall not be paid to or distributed amongst the Members, but shall be given or transferred to some other institution having objects similar to that of the Club and which shall prohibit the distribution of its or their property amongst its or their members.