



CONSTITUTION OF QUEBEC DARTS ASSOCIATION Q.D.A.

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The English version is the translation of the official French version.



QUEBEC DARTS ASSOCIATION – CONSTITUTION

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QUEBEC DARTS ASSOCIATION – CONSTITUTION

1. NAME AND ASSOCIATION TEAM MEMBERS

- 1.1. The name of the CORPORATION shall be the QUEBEC DARTS ASSOCIATION, hereafter called the Q.D.A.
- 1.2. The Provincial Executive Officers of the Q.D.A. shall be:
 - 1.2.1. President
 - 1.2.2. 1st Vice-President
 - 1.2.3. 2nd Vice-President
 - 1.2.4. Secretary
 - 1.2.5. Treasurer
 - 1.2.6. Youth Director
 - 1.2.7. Membership Director
 - 1.2.8. Provincial Director
 - 1.2.9. Two (2) Executive Directors (by appointment only) who will be in training and eligible for future consideration on the executive; **NO RIGHT TO VOTE**
 - 1.2.10. Past President (honorary position); may attend meetings by invitation only; **NO DUTIES AND NO RIGHT TO VOTE**
- 1.3. The Board of Directors of the Q.D.A. shall be comprised of the Provincial Executive Officers of the Q.D.A. plus the Regional Directors.

2. OFFICE

- 2.1. The registered office of the Q.D.A. shall be that of the President or any other member of the executive when the office can not be situated at the home of the President.

3. OBJECTIVE

- 3.1. To form a corporate association of regions representing the province of Quebec.
- 3.2. To safeguard the official status of those regions representing their respective members.
- 3.3. To encourage and promote the sport of darts throughout the province of Quebec and to institute, promote and regulate provincial championships and provincial tournament programs.
- 3.4. To represent Quebec and promote Quebecers interests nationally through membership of the National Darts Federation of Canada (N.D.F.C.).
- 3.5. To promote and encourage Youth programs in each region of the province.
- 3.6. To be non-political and non-racial at all times.
- 3.7. To be a non-profit corporation.



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4. MEMBERSHIP

4.1. INDIVIDUAL

4.1.1. Membership of the Q.D.A. shall be open to any individual throughout Quebec who has an interest in the sport of darts.

In the event that there is not an established Region, individuals may apply for membership through the office of the Q.D.A.

4.1.2. The Q.D.A. may suspend or terminate the membership of an individual upon being satisfied that such an individual has been guilty of conduct prejudicial to the character and interests of the Q.D.A. or the sport of darts. The individual shall be informed, by means of a registered letter or certified mail to his/her membership address, of said suspension or termination and he/she shall have the right to appeal such decision within 30 days of receipt of said letter. (Zero Tolerance)

All regions and the National Office shall be informed of such suspensions or terminations and shall uphold such suspension or termination subject to the right of appeal.

If an individual holds office anywhere within the Q.D.A. organization structure, that is, at the provincial level and/or throughout the regional structures, he or she shall be removed from their position(s) when:

- a) the suspension or termination is upheld, in due process, at the appeal,
- b) at the expiration of the allowable period and an appeal has not been received by the Board of Directors of the Q.D.A.

4.1.3. In the event a Region or League Member Darts Body suspends or terminates the membership of an individual, the Q.D.A. shall uphold such suspension or termination subject to the right of appeal.

4.1.4. Membership fees shall be paid annually for or by each member. The amount to be set each year at the Annual General Meeting of the Q.D.A.

4.2. CLUB MEMBERSHIP

4.2.1. Club membership of the Q.D.A. shall be open to any Club throughout Quebec which has an interest in the sport of darts.

4.2.2. The Q.D.A. may suspend or terminate the membership of a Club upon being satisfied that such Club has been guilty of conduct prejudicial to the character and interests of the Q.D.A. or the sport of darts. The Club shall be informed, by means of a registered letter to their membership address, of said suspension or termination and shall have the right to appeal such decision within 30 days of receipt of said letter. (Zero Tolerance)

All Clubs and Regional Directors shall be informed of such suspensions or terminations and shall uphold such suspensions or terminations subject to the right of appeal.



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- 4.2.3. In the event a region suspends or terminates the membership of a Club, the Q.D.A. shall uphold such suspension or termination subject to the right of appeal.
- 4.2.4. Membership fees shall be paid annually for or by the Club. Fees shall be paid by the month of September and set each year at the Annual General Meeting of the Q.D.A.

5. ELECTION AND DUTIES OF EXECUTIVE COMMITTEE

5.1. The officers of the Q.D.A. shall be:

TITLE :	YEAR OF ELECTION :
5.1.1. President	(odd)
5.1.2. 1st Vice-President	(even)
5.1.3. 2nd Vice-President	(odd)
5.1.4. Secretary	(even)
5.1.5. Treasurer	(odd)
5.1.6. Youth Director	(even)
5.1.7. Membership Director	(odd)
5.1.8. Provincial Director	(voted each year by the members of the Executive)
5.1.9. Two (2) Executive Directors	(possibility of being appointed each year)

The above officers shall act as the Executive Committee on behalf of the Board of Directors.

5.2. The Executive Committee, except for the Provincial Director and the Executive Directors that are elected or appointed each year, shall hold office for two (2) years and shall be eligible for re-election. The offices shall alternate odd and even years.

Elected officers take their positions immediately following the Provincial Championship or after the Annual General Meeting if no provincial Championship is held.

5.3. For the purposes of electing the Executive Committee, voting rights shall be as follows.

5.3.1. Each member of the Executive Committee will have the right to vote, whether or not they are seeking for re-election in their election year.

5.3.2. Each region represented at the meeting shall have one (1) vote regardless of the number of delegates in attendance.

5.4. The Executive Committee shall be elected from representatives present at the Annual General Meeting and non-attending members that have indicated in writing their willingness to accept a nomination for an office. Persons running for a position on the QDA Executive must have been working with the Association for at least two (2) years before they would become eligible.



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- 5.5. In the event of mid-term vacancies occurring, the Executive Committee shall have the power to fill such vacancies, until the next Q.D.A. Annual General Meeting.

Election must be held for the vacant position as it is election year or not.

The candidate will be elected up to the regular election year.

- 5.6. A member of the Executive Committee or a Regional Director may be removed from his/her position by the members of the Executive if he/she does not perform duties assigned to him/her as per article 5.7 and 17.1 of the constitution.

The Executive Committee shall at that time have the right to remove the person in question by a majority vote at an executive meeting.

The person removed will be advised by registered letter and he/she shall have the right to appeal this decision within 30 days of receipt of said letter.

- 5.7. The duties of the Executive Committee shall be:

5.7.1. PRESIDENT

5.7.1.1. Responsible for the operation of the Q.D.A. through the Provincial Executive Committee, the Board of Directors and Sub-Committees.

5.7.1.2. Represent the Q.D.A.

5.7.1.3. Preside at the Annual General Meeting, Provincial Executive and Board of Directors meetings.

5.7.1.4. Shall be "ex-officio" of all standing and special committees.

5.7.1.5. Report the activities of the Q.D.A. to the membership.

5.7.2. 1ST VICE-PRESIDENT

5.7.2.1. Perform the duties of the President, in his absence.

5.7.2.2. Accept assigned Program Areas and responsibility for the associated duties.

5.7.3. 2ND VICE-PRESIDENT

5.7.3.1. Perform the duties of the 1st Vice-President in his absence.

5.7.3.2. Accept assigned Program Areas and responsibility for the associated duties.

5.7.4. SECRETARY

5.7.4.1. Act as custodian of all records of the Q.D.A. (excluding a copy of Financial Records retained by the Treasurer).

5.7.4.2. Keep on file:

- Minutes from all A.G.M., Executive and Board of Directors Meetings,
- Records of all other business transacted,
- Register of all Q.D.A. members.



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5.7.4.3. Transact all correspondence and generally discharge the duties of a Secretary.

5.7.4.4. Ensure information is dispersed appropriately and on a timely basis.

5.7.4.5. Represent the Q.D.A. accordingly.

5.7.5. TREASURER

5.7.5.1. Act as custodian of all Q.D.A. funds.

5.7.5.2. Ensure Financial Records are maintained in accordance with generally accepted accounting procedures.

5.7.5.3. Ensure Q.D.A. funds are deposited into the Association account(s) on a timely basis.

5.7.5.4. Payment of Q.D.A. accounts in accordance with paragraph 6.2 of the Constitution.

5.7.5.5. Make available, to the President, on request, a Financial Statement.

5.7.5.6. Assist in preparation of an Annual Budget and provide Budget Control.

5.7.5.7. Submit a Balance Sheet and Income Statement to the Executive and Board of Directors within 60 days of the fiscal year-end.

This will include a comparative report with the previous two (2) years.

5.7.5.8. Ensure and follow up with the Regions that the required deposits are executed on time as per the prescribed delays defined at the Annual General Meeting.

5.7.6. MEMBERSHIP DIRECTOR

5.7.6.1. Dispersing on a timely basis, for each new fiscal year, Membership Cards and instructions for completion of same.

5.7.6.2. To collect, process and disseminate all Memberships and Membership Records.

5.7.6.3. Maintain a current Membership File.

5.7.6.4. Provide a Membership Report to the President, on request, and to the Executive and Board of Directors at each meeting.

5.7.6.5. Inform the President, through the Secretary, of all matters pertaining to the memberships.

5.7.7. YOUTH DIRECTOR

5.7.7.1. Develop, co-ordinate and implement a Youth Program in Quebec.

5.7.7.2. Liaise with the Regions in the establishment and continuation of a Youth Program.

5.7.7.3. Liaise with external organizations in the recognition and promotion of Youth Programs.

5.7.7.4. Co-ordinate with and inform the President accordingly.



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5.7.8. EXECUTIVE DIRECTOR

5.7.8.1. Accept and perform duties as assigned by the President.

5.7.9. PROVINCIAL DIRECTOR

5.7.9.1. Liaison between Q.D.A. and the N.D.F.C. representing all members of the Association.

5.7.9.2. Attend all meetings of the N.D.F.C. and present detailed reports of these meetings at Q.D.A. meetings.

6. FINANCES

6.1. The funds of the Q.D.A. shall be disbursed by the Executive Committee only in the pursuance of the objectives of the Q.D.A.

6.2. Three (3) authorized signatories shall be appointed and two (2) of the three (3) must endorse all cheques. They shall be responsible for the settlement of Q.D.A. commitments.

7. GENERAL MEETING

7.1. An Annual General Meeting shall be held in conjunction with the annual Provincial Championship or in the spring months if the Provincial Championship could not be held.

7.2. A member of the Executive shall be elected to chair the meeting.

7.3. The President or appointed Chairman of the Annual General Meeting may, with the consent of the meeting, adjourn same from time to time, and from place to place, but no business shall transact or be transacted at any adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place.

7.4. The Secretary shall advise each Region of such meetings at least THIRTY (30) days prior, giving the date, time and venue.

7.5. Each Region may be represented by not more than THREE (3) representatives at the Q.D.A. Annual General Meeting.

7.6. The business of the Q.D.A. General Meeting shall be:

- to receive and consider the reports of the Board of Directors, a financial statement, and any matters incidental thereto;
- to elect by ballot the Officers of the Executive Committee;
- to determine the Annual Subscriptions and Fees;
- to consider such other business as the Executive Committee or Regions shall place before the meeting.



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7.7. Submission by any Regions for consideration at any Q.D.A. General Meeting, shall be given in writing to the Secretary TWENTY-FIVE (25) days before such meetings.

The Secretary shall distribute the agenda to all Regions at least TWENTY (20) days prior to the meeting.

7.8. Any Region whose financial obligations to the Q.D.A. are in arrears without any agreement shall not be entitled to attend any Q.D.A. meetings and shall be reimbursed any fees paid by Q.D.A. relatively with this matter.

7.9. The official languages of the Q.D.A. shall be French and English.

7.9.1. The official version of the Constitution shall be English and the French version is simply a translation of same.

IN CASE OF CONFLICT, THE ENGLISH VERSION SHALL TAKE PRECEDENCE.

7.10. The President or 1st Vice-President may call additional meetings as deemed necessary.

7.11. Observers, including press representatives, may be allowed access to Q.D.A. General Meeting subject to the prior approval of the Q.D.A. Executive Committee. Their presence shall be acknowledged.

8. MEETING AND VOTING PROCEDURES

8.1. The President or an appointed Chairman shall preside over the Annual General Meeting.

8.2. Even though each region may have THREE (3) representatives **ONLY ONE (1)** has the right to vote on matters being discussed. Each member of the Executive Committee shall have the right to vote [see exceptions: article 1.2.9 & 1.2.10. Members shall not be entitled to vote by Proxy. (24-04-92)]

8.3. Any person entitled to vote at any General Meeting may request that a ballot be taken on any item of business.

8.4. In all cases procedures at meetings shall be governed by normal rules of debate, as set forth in "Roberts Rule of Order".

8.5. Members desiring to speak on any matter shall raise their hand, and their wish shall be noted by the Chairman, who will call upon them in order. Once acknowledged by the Chairman they may lower their hand, and still retain their precedence.

8.6. All discussion shall be to the matter presently under debate, and the Chairman shall rule any other discussion out of order; however, the discussed topic could be added in Varia items if it is asked by the majority.



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- 8.7. In general no member may speak more than once on any matter of debate, but it must be remembered that the purpose of the meeting is to serve the declared purposes of the Q.D.A.. In general, as such debates occur infrequently, over-rigidity in the application of this particular rule can serve to defeat the basic reason for the meeting. The Chairman therefore, may, at his discretion, allow freer discussion than would be possible by rigid application of the "one time speak" rule, but may, after the matter has been fully debated, announce that he will allow only one further contribution from each member before putting the matter to a vote.

The mover of the motion shall have the right to speak last, but such final statement shall be his "one further contribution".

- 8.8. No discussion on any motion shall be allowed until it has been duly seconded.
- 8.9. Amendments to a motion shall require a seconder before being debated. All amendments shall be listed in order of presentation and shall be voted upon in reverse order.

An amendment that has the effect of overriding a previous amendment, shall, if accepted, result in the striking of that previous amendment.

No amendment, whose purpose is the negative of the original motion, or of a previous amendment, shall be accepted, as the original matter may be defeated by majority vote.

- 8.10. After the motion has been decided, either for or against, no other motion of the same substance may be put forward at the same meeting.

9. REPORTS

- 9.1. The Executive Committee and Regional Directors shall each furnish a written report to the Annual General Meeting on the activities of the Q.D.A. and the regions during the year. Such reports shall be submitted to the Secretary TWENTY-FIVE (25) days prior to the A.G.M.

10. QUORUM

- 10.1. ANNUAL GENERAL MEETING: Three-fifths of the regions and at least three officers of the Executive Committee, including at least one Presidential Officer (President, 1st Vice-President or 2nd Vice-President).
- 10.2. BOARD OF DIRECTORS MEETING: Three-fifths of the Board Members shall be present, including at least one Presidential Officer (President, 1st Vice-President or 2nd Vice-President).
- 10.3. EXECUTIVE MEETING: Fifty percent of the elected members shall be present, including either the President or 1st Vice-President.

11. AMENDMENTS TO THE CONSTITUTION

- 11.1. Any proposed amendments to the Constitution shall be submitted in writing to the Secretary TWENTY-FIVE (25) days prior to the A.G.M.

The Secretary shall forward the copies of the proposed amendments to the Board of Directors at least TWENTY (20) days prior to the meeting.



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11.2. Any amendments to the constitution shall only be effected at the A.G.M.

11.3. Amendments to the constitution shall require a majority of two-thirds (2/3) of the voting members present at the A.G.M.

12. MEETING OF THE EXECUTIVE AND BOARD OF DIRECTORS

12.1. Executive meetings shall be called only by the President, or the 1st Vice-President, if deemed necessary, otherwise the business of the Executive Committee shall be conducted by correspondence, or by telephone.

12.2. Any member of the Board of Directors (including the Executive) misses TWO (2) consecutive meetings without due cause shall have their position on the committee reviewed in accordance with section 13.2.

12.3. Meeting of the Board of Directors shall be called by the President, or the 1st Vice-President or by a majority of three-fifths (3/5) of the Board Members. It shall be the objective to convene a minimum of TWO (2) meetings each fiscal year

13. MANAGEMENT

13.1. The management of the business of the Q.D.A. shall be vested in the Executive Committee in accordance with the duties and responsibilities of that committee. The Executive shall not contravene, nor alter, nor amend; a statute, the constitution, or bye-laws of the Q.D.A. previously adopted at the A.G.M. or Board of Directors' meetings.

13.2. An Executive Committee member, shall vacate office if:

13.2.1. He resigns from office by sending a written resignation to the President or Secretary of the Association.

13.2.2. At any meeting of the Board of Directors a resolution as passed by two-thirds (2/3) of the voting delegates present at the meeting that he be removed from office.

13.2.3. The individual is subject to suspension, as per 4.2.

13.3. A Regional Director or Provincial Director of the N.D.F.C. shall vacate office if:

13.3.1. He resigns from office by sending a written resignation to the President or Secretary of the Association.

13.3.2. At any meeting of the board of directors subsequent to consultation with the Region concerned, a resolution is passed by two-thirds (2/3) of the voting delegates at the meeting that he be removed from office.

13.3.3. The individual is subject to suspension, as per 4.2.

13.3.4. The Secretary receives satisfaction in writing from his Region that he has been replaced as Regional Director.



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13.4. The person removed shall be advised of same by registered or certified mail. Within THIRTY (30) days of the receipt of the registered or certified letter that person has the right to appeal.

Such appeals shall be in writing and submitted by registered or certified mail to the Secretary. Any appeal shall be voted upon by the Board of Directors. A two-thirds (2/3) majority shall be necessary to reverse the original decision.

The decision on the appeal shall be rendered within SIXTY (60) days of receipt of the appeal by the Secretary.

14. INDEMNITY

14.1. Every member of the Executive Committee, or other Officer, or servant of the Q.D.A. shall be indemnified by the Q.D.A. against all cost and expenses incurred or become liable for by reason of any contract entered into, or act, or thing done by them in the discharge of their duties including travelling expenses, provided that such actions have the explicit approval of the President and are incurred in pursuance of the objectives, and interests of the Q.D.A. and come within the expressed or implied authority of the person so acting.

15. BYE-LAWS

15.1. The Q.D.A. may make, repeal and amend Bye-Laws as it may from time to time consider necessary. The making, revising, and amending of the Bye-Laws shall be affected at the Board of Directors meeting.

The N.D.F.C. "playing rules" are excluded from the Bye-Laws.

15.2. The Q.D.A. Bye-Laws shall not form part of the constitution and shall not amend the constitution in any way.

16. INTERPRETATIONS, PROCEDURES & RESPONSIBILITIES

16.1. Interpretations, procedures and responsibilities contained herein shall be the sole decision of the Q.D.A. and its Regions.

17. DUTIES OF REGIONAL DIRECTORS

17.1. A Regional Director shall have the following duties and responsibilities:

17.1.1. To encourage provincial affiliation of all players.

17.1.2. To be the liaison with the Provincial Office of the Association.

17.1.3. To provide information to Association publications on Regional activities.

17.1.4. To be an advisory member of all tournament activities or playoffs leading directly to the Provincial Championship.

17.1.5. To encourage enforcement of the N.D.F.C.'s and Q.D.A.'s playing rules at all playoffs leading directly to the Provincial Championship.



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- 17.1.6. To represent the Association at meetings of the Regional Organizing Committee of a Provincial Championship if said championship is held in the home Region.
- 17.1.7. To inform the Provincial Executive of all suspensions imposed by the Region.
- 17.1.8. To submit an annual report to the Secretary in accordance with article 9.1. A copy of said report shall be distributed to all Regions.
- 17.1.9. To liaise with the Provincial Executive with regards to all tournaments organized and promoted by the Association or the Regions.

17.2. The Regional Director shall be a member of the Regional Executive.

18. CONFLICT OF INTEREST

18.1. EXECUTIVE

Any person(s) accepting nomination and standing for a Q.D.A. Executive position shall declare if a possible conflict of interest exists that may impair or hamper their judgement when acting upon matters pertaining to the sport of darts and the Quebec Darts Association.

Any person being found to have a conflict of interest shall not be entitled to run for a Q.D.A. Executive position.

18.2. REGIONAL DIRECTOR

A region shall check the credentials of any person who the region intends to submit as a potential Regional Director for any conflict of interest that may impair or hamper their judgement when acting on behalf of the Q.D.A.

Once a conflict of interest is established, the region shall consider and choose another candidate for the position of Regional Director.

e.g. An employee of the Q.D.A. could not represent a region as Regional Director at the general meetings (A.G.M. & Board of Directors).

18.3. GENERAL

Any person found to have a conflict of interest during their term of office shall either:

- 18.3.1. Voluntarily resign from their position on the Board of Directors, or
- 18.3.2. Be requested by the Board to vacate their position on the Board of Directors.

- Note...
- 1) If the position vacated is an Executive position, the position may be filled in accordance with section 5.5.
 - 2) If the position vacated is a Regional Director's position, the region shall submit the name of their new Regional Director to the Secretary within THIRTY (30) days of the date of notification of removal of the Director from office.
 - 3) If the region has elected a Regional Director Assistant, he may fill the position by interim until an election procedure has been completed.



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19. GLOSSARY

In the Constitution the following term shall, if not inconsistent with the subject or context respectively, have the meaning set opposite hereto.

"ASSOCIATION"	The Quebec Darts Association
"EXECUTIVE"	The Committee elected at the Quebec Darts Association General Meeting for the purpose of conducting the business of the Association during the time between such meetings.
"SECRETARY"	The Secretary of the Quebec Darts Association.
"OFFICE"	The registered Office, Quebec Darts Association.
"REPRESENTATIVE"	The authorized individual of a Region.
"REGION"	The authorized area which is affiliated to the Association.
"YEAR"	The official year of the Association which shall extend from the first day of September until the last day of August in the succeeding year.
"MASCULINE"	Masculine gender pronouns shall include feminine.
"SINGULAR"	Singular term shall, where necessary, include the plural.
"SHALL"	An active verb in the imperative mood, meaning application is MANDATORY.
"SHOULD"	Application is RECOMMENDED only.
"MAY"	Application is optional.
"WILL"	Futurity, not a requirement for application.
"BALLOT"	Shall always mean "secret" ballot.