



Perth Ladies Darts Association Incorporated

CONSTITUTION

October 1973

Revised 1982

Revised 1993

Revised 2003

Revised 2009

Revised 2013

Revised 2014

Revised 2019

Revised 2022

Revised 2023

CONTENTS

TERMS USED	3
NAME OF ASSOCIATION	6
OBJECTS AND PURPOSES.....	6
POWERS OF THE ASSOCIATION	6
MEMBERSHIP	6
Eligibility for membership	6
Applying for membership.....	6
Classes of membership.....	7
PLAYER REGISTER	7
DEALING WITH MEMBERSHIP APPLICATIONS.....	8
MEMBERS OBLIGATIONS AND CONDUCT	8
REGISTER OF MEMBERS	8
MEMBER SUBSCRIPTIONS	9
TERMINATION OF MEMBERSHIP	9
DEFAULTING PLAYERS	9
SUSPENSION OR EXPULSION	9
SUSPENSION OR EXPULSION PROCESS.....	10
Consequences of suspension	10
Resolving disputes.....	11
Parties to attempt to resolve dispute	11
How grievance procedure is started	11
Determination of dispute by Committee	12
Mediation	12
Appointment of mediator	12
Mediation process.....	13
If mediation results in decision to suspend or expel being revoked	13
PLAYER TRANSFERS	13
ASSOCIATION MEETINGS.....	14
NOTICE OF MEETINGS	14
quorum and eligibility	15
MEETINGS ORDER OF BUSINESS	15
EXECUTIVE OFFICERS.....	15
REMOVAL OF OFFICERS.....	17
GENERAL COMMITTEE AND TERM OF OFFICE	17
COMMITTEE RESPONSIBILITIES	18
NOTICES FROM COMMITTEE.....	18

COMMITTEE PROCEEDINGS	18
EXECUTIVE AND GENERAL COMMITTEE VACANCIES	19
PROTESTS AND DISPUTES COMMITTEE.....	19
PROTESTS AND DISPUTES PROCEEDINGS.....	19
SELECTION COMMITTEE	20
FUNDS OF THE ASSOCIATION	20
DISPOSAL OF SURPLUS PROPERTY ON WINDING UP OF ASSOCIATION	20
RECORDS OF THE ASSOCIATION	20
COMMON SEAL	21
SPECIAL RESOLUTIONS	21
AMENDMENTS TO THE CONSTITUTION	21
MEETING STANDING ORDERS	21
SUSPENSION OF STANDING ORDERS	22
ORDER OF DEBATE	22
RECISSION OF RESOLUTION	22
By-laws	22

TERMS USED

In these rules, unless the contrary intention appears —

Act means the *Associations Incorporation Act 2015*;

Associate Member means a member with the rights referred to in rule 8(6);

Association means the incorporated association to which these rules apply;

Books, of the Association, includes the following —

- (a) a register;
- (b) financial records, financial statements or financial reports, however compiled, recorded or stored;
- (c) a document;
- (d) any other record of information;

By laws means by-laws made by the Association under rule 64;

Chairperson means the Committee member holding office as the chairperson of the Association;

Committee means the management Committee of the Association;

Committee meeting means a meeting of the Committee;

Committee member means a member of the Committee;

Financial records includes —

- (a) invoices, receipts, orders for the payment of money, bills of exchange, cheques, promissory notes and vouchers; and

- (b) documents of prime entry; and
- (c) working papers and other documents needed to explain —
 - (i) the methods by which financial statements are prepared; and
 - (ii) adjustments to be made in preparing financial statements;

Financial report, of a tier 2 association or a tier 3 association, has the meaning given in section 63 of the Act;

Financial statements means the financial statements in relation to the Association required under Part 5 Division 3 of the Act;

Financial year, of the Association, has the meaning given in Rule 2;

General meeting, of the Association, means a meeting of the Association that all members are entitled to receive notice of and to attend;

Honorary member shall enjoy all privileges as an ordinary member excepting, they shall not hold office, able to speak but not vote on any matters affecting the Association or its members. Honorary membership may be awarded to any deserving person for a period of no more than three (3) years, in return for services rendered to the Association.

Life member means an ordinary member who may be elected for their good service to the Association for a period of 5 years or more.

Member means a person (including a body corporate) who is an ordinary member or an associate member of the Association;

Ordinary Committee member means a Committee member who is not an office holder of the Association under rule 27(3);

Ordinary member means a member with the rights referred to in rule 15

Permit member means an associate member being a player affiliated with another Club/Association and entitled to play in the Perth Ladies Darts Association's seasonal fixture games and open competitions with rights referred to in rule 8(6);

PLDA member means an ordinary member entitled to play darts in the Association seasonal fixtured games, open and closed competitions, ranked events, to represent the Association in State & National competitions, and to stand for Committee positions with rights referred to in Rule 15);

Register of members means the register of members referred to in section 53 of the Act;

Rules means these rules of the Association, as in force for the time being;

Secretary means the Committee member holding office as the secretary of the Association;

Special general meeting means a general meeting of the Association other than the annual general meeting;

Special resolution means a resolution passed by the members at a general meeting in accordance with section 51 of the Act;

Tier 1 association means an incorporated association to which section 64(1) of the Act applies;

Tier 2 association means an incorporated association to which section 64(2) of the Act applies;

Tier 3 association means an incorporated association to which section 64(3) of the Act applies;

Treasurer means the Committee member holding office as the treasurer of the Association.

NAME OF ASSOCIATION

1. The Association shall be called the Perth Ladies Darts Association Incorporated.
2. The Office or Offices of the Association shall be in such place in the City of Perth as the Committee shall from time to time determine.

OBJECTS AND PURPOSES

3. The Association is formed for the following purposes:
 - a. To encourage the game of darts in Western Australia and to improve it as a sport.
 - b. To establish a code of rules to govern the different games played on dart boards in the Association's nominated premises.
 - c. To organize and carry out tournaments and championships in connection with such games.
 - d. To choose all Perth Ladies Darts Association Incorporated representative teams.
 - e. To consider and decide all disputes and matters in which the Association and any clubs thereof, or any player that shall be concerned in any matter whatsoever.
 - f. To apply any penalties provided in the Rules or the Rules of the game.
 - g. And the doing of all acts and deeds which it may consider conducive to its interest or in the interests of the game.
 - h. The property and income of the Association shall be applied solely towards the promotion of the objects or purposes of the Association and no part of the property or income may be paid or distributed, directly or indirectly to members of the Association, except in good faith in the promotion of these objects.

POWERS OF THE ASSOCIATION

4. The Association may do all things necessary or convenient for carrying out its objects and purposes, and in particular may:
 - a. Acquire, hold, deal with, and dispose of any real property;
 - b. Open and operate bank accounts;
 - c. Invest its money in any manner approved by the Committee;
 - d. Enter into any contract it considers necessary or desirable; and
 - e. May act as trustee and accept and hold real & personal property upon trust but does not have power to do any act or thing as a trustee that, if done otherwise than as a trustee, would contravene the Associations Incorporation Act (2015) or the rules of the Association.

MEMBERSHIP

ELIGIBILITY FOR MEMBERSHIP

5. Any person who supports the objects or purposes of the Association is eligible to apply to become a member.
6. An individual who has not reached the age of 18 years is not eligible to apply for a class of membership that confers full voting rights.
7. A playing member shall be required to be affiliated with Darts Western Australia and abide by their rules.

APPLYING FOR MEMBERSHIP

8. A person who wants to become a member must apply in writing by completing a Registration Form.
9. The applicant must specify in the application the class of membership, if there is more than one, to which the application relates.
10. All new members must receive a copy of the rules in force at the time their membership commences. It is acceptable for the Association to provide a copy of the rules by electronic

transmissions or available for download from the Association website (if they have one). A printed copy must be provided if requested.

CLASSES OF MEMBERSHIP

11. The Association consists of ordinary members and any associate members provided for under Rule (13).
12. The Association must have at least six (6) active Ordinary members.
13. The Association classes of membership are:
 - a. **Ordinary Members:**
 - I. **PLDA Member** - an ordinary member entitled to play darts in the Association seasonal fixtured games, open and closed competitions, ranked events, to represent the Association in State & National competitions, and to stand for Committee positions with rights referred to in Rule 15;
 - II. **Life Member** – an ordinary member elected for their good service to the Association for a period of 5 years or more.
 - b. **Associate Members:**
 - I. **Permit Member** - an associate member being a player affiliated with another Club/Association and entitled to play in the Perth Ladies Darts Association's seasonal fixture games and open competitions with rights referred to in rule 16(c). A Permit member may request permission from their parent Association to represent Perth Ladies Darts Association in competitions.
 - II. **Junior Member** - an associate member under the age of 18 years eligible to play darts as if they were a PLDA Member or Permit Member.
 - III. **Honorary Member** - shall enjoy all privileges as an ordinary member excepting, they shall not hold office and may speak but not vote on any matters affecting the Association or its members. Honorary membership may be awarded to any deserving person for a period of no more than three (3) years, in return for services rendered to the Association.
14. A person can only be an ordinary member or belong to one class of associate membership.
15. An ordinary member has:
 - a. full voting rights and any other rights conferred on members by these rules or approved by resolution at a general meeting or determined by the Committee.
 - b. eligible to stand for a position on the Association Committee
 - c. shall have one vote at a general meeting of the Association
 - d. only one (1) Life Membership shall be awarded at any one time and all recommendations for Life Membership shall be approved by the presiding General Committee and ratified by the President.
16. An Associate Member has the rights referred to in sub-rule 15 (a) other than full voting rights, with the exception where they represent their team at a Delegates Meeting..
 - a. a Junior Member shall not be eligible to represent their team at a Delegates Meeting
 - b. only one (1) Honorary Membership shall be awarded at any one time.
 - c. A Permit member may be required to present a Permit to Play provided by their Darts Western Australia affiliated parent Association.
 - d. The number of Permit Members shall be restricted to less than 49% of Ordinary Members.
17. The number of members of any class is not limited unless otherwise approved by resolution at a general meeting.

PLAYER REGISTER

18. This register includes personal details for the purpose of managing the membership and the details are to ensure that the players' registration is legitimate. The details being requested are:
 - i. Name
 - ii. Address

- iii. Phone numbers – landline and/or mobile
- iv. Email address
- v. Team nominated to participate in
- vi. Team delegate / proxy (for the purpose of spokesperson at meetings)
- vii. Players transfers and permits

19. This additional list is not made available to members or any other person for inspection and is treated with the utmost confidentiality.

DEALING WITH MEMBERSHIP APPLICATIONS

- 20. The Committee will consider all applications and accept or reject the member at the next Committee meeting or as soon as practicable.
- 21. No player may be admitted to the Association if under suspension or ban by any other Association affiliated with Darts Western Australia.
- 22. If the Committee rejects an application, the applicant may appeal against that decision by giving notice to the Secretary of her intention within a period of 14 days from the date she is advised of the rejection.
- 23. When notice is given under Rule 22 above, the Association in a General Meeting must either confirm or set aside the decision of the General Committee to reject the application, after having afforded the applicant who gave that notice a reasonable opportunity to be heard by or make representations in writing to the Association in the General Meeting.

MEMBERS OBLIGATIONS AND CONDUCT

- 24. All members taking an active part in the Association shall do so at their own risk and shall indemnify the Committee and all other members against any claim lodged or lodged on their behalf subject to provision of insurance afforded by affiliation with Darts Western Australia.
- 25. All players registered with the Association shall at all times abide by the competition rules applying to the game of darts. Any player breaking these rules shall be dealt with by the General Committee.
- 26. Any PLDA Member who wishes to play with another affiliated Association/Club/Team, may be required to obtain a permit from the Perth Ladies Darts Association Inc. Any player not obtaining a permit when required, may be liable to disqualification by the General Committee.
- 27. All members must wear proper footwear at all times. Open toed shoes, thongs, scuffs or sandals are NOT permitted. Where medical conditions necessitate the wearing of footwear that does not conform to this rule, then special permission must be obtained from the General Committee prior to commencement of play.
- 28. Any Club/Team playing an unregistered player or players shall forfeit all points of that game or matches and whatever other penalty imposed by the General Committee.
- 29. All Members representing Perth Ladies Darts Association in competitions outside of the Associations premises are required to wear the approved Association uniform.
- 30. The rights of a member are not transferable and end when membership ceases.

REGISTER OF MEMBERS

- 31. The Secretary, on behalf of the Association, must keep and maintain an up to date register of the members of the Association including name and a postal, residential or email address. Any change to the register must be recorded within 28 days after the change occurs.
- 32. The Register must be kept and maintained at the Secretary's place of residence or at such other place as the members at a general meeting decide.
- 33. The Secretary is responsible for maintaining the confidentiality of the information and must advise members if their details are to be provided to any party external to the Association.

34. Any member of the Association is entitled to inspect the Register, and upon such a request, the Secretary shall make the register available for inspection by the member and the member may make a copy of or take an extract from the register, but shall have no right to remove the register for that purpose.
- a. The member must not use or disclose information in a record or document except for a purpose-
 - i. that is directly connected with the affairs of the Association; or
 - ii. that is related to complying with a requirement of the Act.
 - II. The Committee may require the member to provide a statutory declaration setting out the purpose for which the copy or extract is required and declaring that the purpose is connected with the affairs of the Association.

MEMBER SUBSCRIPTIONS

35. All annual fees of the Association shall be decided upon by the members at the Annual General Meeting and are due in two (2) weeks from the commencement of the season.

TERMINATION OF MEMBERSHIP

36. Membership may be terminated upon:

- a. Notice in writing that a member has resigned or the individual dies;
- b. Non-payment of the membership subscription within three (3) months of the date fixed for payment;
- c. Any PLDA Member playing or attempting to play with another Club in Western Australia, whether such Club/Team is a member of the Association or of an Association affiliated with the Association, without first obtaining permission from Perth Ladies Darts Association allowing her to do so;
- d. Any player caught using, or in the possession of illegal drugs on the premises, shall be banned from the Association for life;
- e. Expulsion of a member in accordance with Rule 101(c).

DEFAULTING PLAYERS

37. It is the responsibility of the Captain/Secretary of each Team/Club and affiliated Association to notify in writing to the Secretary of the Perth Ladies Darts Association, the name of any player of that Club/Team or affiliated Association who is in default by reason of breach of the rules of such Team/Club or affiliated Association, together with the particulars of the default of the rule infringed within seven (14) days after such default has been committed.

It is the responsibility of the Perth Ladies Darts Association Secretary to notify in writing to the Darts Western Australia Secretary, the name of the defaulting player and the rule infringed after such default has been committed.

The Perth Ladies Darts Association Secretary must also give notice in writing to such player of her intention to do so.

SUSPENSION OR EXPULSION

38. The Committee may decide to suspend a member's membership or to expel a member from the Association if —

- a. the member contravenes any of these rules; or
- b. the member acts detrimentally to the interests of the Association.

39. The following are grounds for membership disqualification from Perth Ladies Darts Association:

- a. Any member showing misconduct or committing any offence against the rules of the Association;

- b. Any player reported by her Club/Team to the Secretary of the Association as a defaulter under Rule 37 hereof, shall be disqualified from playing in any Association game until her Club/Team has reported to the Association Secretary that such a player has appealed to the Protests and Disputes Committee against the charge of default made against her, or such appeal has been allowed;
- c. Any Club/Team or affiliated Association shall include or suffer to include in any team any player who has been disqualified under these rules, such Club/Team or Association shall be liable to suspension or expulsion or to any other penalty which the General Committee may think fit to order.
- d. Any Club/Team or affiliated Association which fails to report any player who is in default under the rules of the Association and still plays such player before the default has been made good, shall be liable to disqualification or such other penalty as the General Committee may think fit to order.

SUSPENSION OR EXPULSION PROCESS

- 40. The secretary must give the member written notice of the proposed suspension or expulsion at least 28 days before the Committee meeting at which the proposal is to be considered by the Protest & Disputes Committee.
- 41. The notice given to the member must state —
 - a. when and where the Committee meeting is to be held; and
 - b. the grounds on which the proposed suspension or expulsion is based; and
 - c. that the member, or the member's representative, may attend the meeting and will be given a reasonable opportunity to make written or oral (or both written and oral) submissions to the Committee about the proposed suspension or expulsion;
- 42. At the Committee meeting, the Committee must —
 - a. give the member, or the member's representative, a reasonable opportunity to make written or oral (or both written and oral) submissions to the Committee about the proposed suspension or expulsion; and
 - b. give due consideration to any submissions so made; and
 - c. decide —
 - i. whether or not to suspend the member's membership and, if the decision is to suspend the membership, the period of suspension; or
 - ii. whether or not to expel the member from the Association.
- 43. A decision of the Committee to suspend the member's membership or to expel the member from the Association takes immediate effect.
- 44. The Committee must give the member written notice of the Committee's decision, and the reasons for the decision, within 7 days after the Committee meeting at which the decision is made.
- 45. A member whose membership is suspended or who is expelled from the Association may, within 14 days after receiving notice of the Committee's decision under sub rule (6), give written notice to the secretary requesting the appointment of a mediator under rule 23.
- 46. If notice is given under sub rule (7), the member who gives the notice and the Committee are the parties to the mediation.

CONSEQUENCES OF SUSPENSION

47. During the period a member's membership is suspended, the member —
- a. loses any rights (including voting rights) arising as a result of membership; and
 - b. is not entitled to a refund, rebate, relief or credit for membership fees paid, or payable, to the Association.
48. When a member's membership is suspended, the secretary must record in the register of members —
- a. that the member's membership is suspended; and
 - b. the date on which the suspension takes effect; and
 - c. the period of the suspension.
49. When the period of the suspension ends, the secretary must record in the register of members that the member's membership is no longer suspended.

RESOLVING DISPUTES

Terms used in this section—

Grievance procedure means the procedures set out in this Division;

Party to a dispute includes a person —

- a. who is a party to the dispute; and
 - b. who ceases to be a member within 6 months before the dispute has come to the attention of each party to the dispute.
50. The procedure set out in this section (the grievance procedure) applies to disputes —
- a. between members; or
 - b. between one or more members and the Association.

PARTIES TO ATTEMPT TO RESOLVE DISPUTE

51. The parties to a dispute must attempt to resolve the dispute between themselves within 14 days after the dispute has come to the attention of each party.

HOW GRIEVANCE PROCEDURE IS STARTED

52. If the parties to a dispute are unable to resolve the dispute between themselves within the time required by rule 49, any party to the dispute may start the grievance procedure by giving written notice to the secretary of —
- a. the parties to the dispute; and
 - b. the matters that are the subject of the dispute.
53. Within 28 days after the secretary is given the notice, a Committee meeting must be convened to consider and determine the dispute.
54. The Secretary must give each party to the dispute written notice of the Committee meeting at which the dispute is to be considered and determined at least 7 days before the meeting is held.
55. The notice given to each party to the dispute must state —

- a. when and where the Committee meeting is to be held; and
- b. that the party, or the party's representative, may attend the meeting and will be given a reasonable opportunity to make written or oral (or both written and oral) submissions to the Committee about the dispute.

56. If —

- a. the dispute is between one or more members and the Association; and
- b. any party to the dispute gives written notice to the secretary stating that the party —
 - i. does not agree to the dispute being determined by the Committee; and
 - ii. requests the appointment of a mediator under rule 23,

the Committee must not determine the dispute.

DETERMINATION OF DISPUTE BY COMMITTEE

57. At the Committee meeting at which a dispute is to be considered and determined, the Committee must —

- a. give each party to the dispute, or the party's representative, a reasonable opportunity to make written or oral (or both written and oral) submissions to the Committee about the dispute; and
- b. give due consideration to any submissions so made; and
- c. determine the dispute.

58. The Committee must give each party to the dispute written notice of the Committee's determination, and the reasons for the determination, within 7 days after the Committee meeting at which the determination is made.

59. A party to the dispute may, within 14 days after receiving notice of the Committee's determination under subrule (55)(c), give written notice to the secretary requesting the appointment of a mediator under rule 23.

60. If notice is given under subrule (57), each party to the dispute is a party to the mediation.

MEDIATION

61. This section applies if written notice has been given to the secretary requesting the appointment of a mediator

- a. by a member under rule 15(7); or
- b. by a party to a dispute under rule 20(5)(b)(ii) or 21(3).

62. If this section applies, a mediator must be chosen or appointed under rule 61.

APPOINTMENT OF MEDIATOR

63. The mediator must be a person chosen —

- a. if the appointment of a mediator was requested by a member under rule 15(7) — by agreement between the Member and the Committee; or
- b. if the appointment of a mediator was requested by a party to a dispute under rule 20(5)(b)(ii) or 21(3) — by agreement between the parties to the dispute.

64. If there is no agreement for the purposes of subrule (61)(a) or (b), then, subject to subrules (3) and (4), the Committee must appoint the mediator.

65. The person appointed as mediator by the Committee must be a person who acts as a mediator for other like sporting association, such Darts Western Australia, if the appointment of a mediator was requested by —
- a. a member under rule 15(7); or
 - b. a party to a dispute under rule 20(5)(b)(ii); or
 - c. a party to a dispute under rule 21(3) and the dispute is between one or more members and the Association.
66. The person appointed as mediator by the Committee may be a member or former member of the Association but must not —
- a. have a personal interest in the matter that is the subject of the mediation; or
 - b. be biased in favour of or against any party to the mediation.

MEDIATION PROCESS

67. The parties to the mediation must attempt in good faith to settle the matter that is the subject of the mediation.
68. Each party to the mediation must give the mediator a written statement of the issues that need to be considered at the mediation at least 5 days before the mediation takes place.
69. In conducting the mediation, the mediator must —
- a. give each party to the mediation every opportunity to be heard; and
 - b. allow each party to the mediation to give due consideration to any written statement given by another party; and
 - c. ensure that natural justice is given to the parties to the mediation throughout the mediation process.
70. The mediator cannot determine the matter that is the subject of the mediation.
71. The mediation must be confidential, and any information given at the mediation cannot be used in any other proceedings that take place in relation to the matter that is the subject of the mediation.
72. The costs of the mediation are to be paid by the party or parties to the mediation that requested the appointment of the mediator.

IF MEDIATION RESULTS IN DECISION TO SUSPEND OR EXPEL BEING REVOKED

73. If —
- a. mediation takes place because a member whose membership is suspended or who is expelled from the Association gives notice under rule 15(7); and
 - b. as the result of the mediation, the decision to suspend the member's membership or expel the member is revoked,
- that revocation does not affect the validity of any decision made at a Committee meeting or general meeting during the period of suspension or expulsion.

PLAYER TRANSFERS

74. All applications for player transfers (if a transfer is required) shall be signed by the President or Secretary of the Association.

75. In the event of such application for transfer being refused by the player's Club/Team, that player shall have the right to appeal to the Protests and Disputes Committee.
76. No player shall be granted more than one transfer in each season.
77. At the conclusion of a season, players registered with Perth Ladies Darts Association are automatically cleared to play with another Perth Ladies Darts Association team, without obtaining a transfer.
78. No interchange of registered Perth Ladies Darts Association players during the season between any teams in any division.

ASSOCIATION MEETINGS

79. The President or, in the President's absence, the Vice-President must preside as chairperson of each meeting of the Association. In the event either the President or Vice-President are unable to officiate, another nominated Office Holder shall preside as chairperson.
80. The **Use of Technology** is deemed to be an acceptable method of attendance at a general meeting of the Association during a temporary period of incapacitation;
 - a. The presence of a member at a general meeting of the Association need not be by attendance in person but may be by that member and each other member at the meeting being simultaneously in contact by telephone or other means of instantaneous communication.
 - b. A member who participates in a general meeting as allowed under subrule 80(a), is taken to be present at the meeting and, if the member votes at the meeting, the member is taken to have voted in person.
81. The **Annual General Meeting** will be held no later than one month prior to the start of the season and after and within four (4) months of the Association's Financial Year.
 - a. An application for an extension should be submitted to Consumer Protection if the AGM cannot be held within the 6 months.
82. A **Special General Meeting** may be convened at the request of:
 - a. the General Committee; or
 - b. a petition signed by at least 20% of Members. This petition is to be made to the President in writing, and must state the purpose for which the meeting is required.
83. A **Delegate's Meeting** to be convened within one month after the start of the playing season and the General Committee may call other Delegates' meetings throughout the season as required and:
 - a. A nominated delegate (or proxy delegate) from each registered Club/Team of the Association must attend.
 - b. Any Team not represented at a Delegate's meeting will be fined as determined by the General Committee. Such fine to be paid within seven (7) days of notification. The penalty may be increased for continued non-attendance.
84. A **General Committee Meeting** to be held at the discretion of the Association President and no less than three (3) times each year.
85. The **Protests and Disputes Committee** shall be summoned whenever there shall be business to transact by that Committee.

NOTICE OF MEETINGS

86. All members shall be entitled to receive notice of meetings:

a. **Special General Meeting**

The Secretary will notify all members by email, post or through their team delegate with a minimum notice of twenty-one (21) days). The notification will include the time and place of the meeting, together with the order of business.

b. **Annual General Meeting**

The Secretary will notify all members by email, or post with a minimum notice of twenty-one (21) days. The notification will include time and place of the meeting, together with the order of business.

c. **Delegates Meeting**

The Secretary will notify Club/Team delegates of the date and time of the meeting with a minimum notice of twenty one (21) days.

d. **Meetings to consider Special Resolutions**

If any meeting is to include a Special Resolution, the Secretary will notify members in accordance with Rule 141.

87. If the Secretary or Committee has not issued a notice convening a requested Special Meeting within twenty one (21) days of the request, the concerned members or member who made the request may themselves convene a special general meeting as if they were the Committee.

QUORUM AND ELIGIBILITY

88. Ordinary Members are eligible to speak and vote at Annual General Meetings and Special General Meetings

89. Permit Members are eligible to:

- a. speak but not vote at Annual General Meetings and Special General Meetings, and;
- b. allowed to speak and vote at Delegates' Meetings.

90. The quorum for a General or Special General Meetings is ten percent (10%) of registered Ordinary members.

91. The quorum for the General Committee Meeting is 63% of Committee Members.

MEETINGS ORDER OF BUSINESS

92. The order of business for Association meetings shall be:

a. **Annual General Meeting** – the Order of Business shall be as follows:

Minutes
Correspondence
Reports
Election of Officers
General Business

b. **Special General Meeting** – the Order of Business shall be as follows:

Minutes
Correspondence
Notice of Motions (if any)
General Business

c. **Delegates' Meeting & General Committee Meeting** – the Order of Business shall be as follows:

Minutes
Correspondence
Reports
General Business

EXECUTIVE OFFICERS

93. The following Executive Officers are elected in accordance with Rule 92 (a):

a. President

The President shall preside at all meetings of the Association and all General Committee meetings, and all meetings which require her presence. She shall see that the business is conducted in a proper manner.

The President may at her discretion, or at the request of six (6) members of the General Committee call Special Meetings of the General Committee and generally ensure the well-being and objectives of the Association.

In the case of equality of votes, at the time, she shall give the casting vote.

b. Vice-President

The Vice-President shall assist the President in every possible way and in the absence of the President from any meeting, the Vice-President shall preside and conduct the business. In the case of equality of votes, at the time, she shall have a deliberative vote when conducting the business.

c. Treasurer

The Treasurer shall:

Keep a correct account of all monies received and expended;

Deposit all monies belonging to the Association into such bank or financial institution as approved by the General Committee, within five (5) days of receiving same;

Balance her books prior to any audit or whenever required to do so by the General Committee;

Furnish interim reports of statements whenever so required and ensure the reports comply with tiered provisions of the Act as follows:

- i. if the Association is a tier 1 association, coordinating the preparation of the Association's financial statements before their submission to the Association's annual general meeting;
- ii. if the Association is a tier 2 association or tier 3 association, coordinating the preparation of the Association's financial report before its submission to the Association's annual general meeting;

In conjunction with either of the Presidents, Secretaries, or Assistant-Treasurer sign all cheques and/or process and authorise online payments and take receipts for all payments made by her;

Shall keep all financial records according to Rule 134.

d. Secretary

The Secretary shall:

Attend all meetings and take minutes of same;

Receive all correspondence and answer such questions as any asked in accordance with these rules;

Keep a complete register of all clubs/teams and players admitted to the Association and also a complete register of all transfers and permits dealt with, in conjunction with the Registrar;

Maintain a record of Committee Members and other persons authorized to act on behalf of the Association that is required to be maintained under section 58 (2) of the Act and to keep such in the Secretary's custody or control;

Submit documentation to Darts Western Australia as per the rules of affiliation;

Keep the Common Seal and record of its use as instructed by the Committee;

Maintain on behalf of the Association an up-to-date copy of these rules;

Ensure the safe custody of the books of the Association, other than the financial records as applicable to the Association;

Keep copies of records as per Rules 144-145.

Perform all such duties and services as the Committee may from time to time direct;

Special Meetings called from time to time, may remove the Secretary from office summarily without notice for any cause for which summary dismissal is permitted, and otherwise dispense with her services for any reason whatsoever after seven (7) day notice in writing of its intention to do so is given to the Secretary at any time during her term of office.

e. Assistant Secretary and/or Assistant Treasurer

The Assistant Secretary and/or Assistant Treasurer to assist and carry out duties as directed by the Committee.

f. Registrar

The Registrar is to determine and record all scores and averages and keep a complete register of all clubs/teams, transfers and permits.

The Registrar is to provide regular reports of results to members, and provide an annual report of results which forms the basis for end of season awards to the Secretary.

REMOVAL OF OFFICERS

94. The General Committee may remove any Officer summarily without notice for any cause for which summary dismissal is permitted, and otherwise dispense with their services for any reason whatsoever after seven (7) day notice in writing of its intention to do so, given to the Officer at any time during their term of office.

GENERAL COMMITTEE AND TERM OF OFFICE

95. A person may be a Committee member if the person is —

- a. an individual who has reached 18 years of age; and
- b. an Ordinary Member.

96. The General Committee shall be elected at the Annual General Meeting and comprise of

- a. Executive Officers;
- (i) *President, Vice-President, Treasurer, Secretary, Assistant Treasurer and/or Assistant Secretary, Registrar*
- b. At least one (1) Committee member with the total number to be determined by the Committee.

97. Written nominations for these positions are to be in the hands of the Secretary at least seven (7) days prior to the Annual General Meeting. Nominations from the floor will be accepted if necessary.

98. Term of Office shall be:

- a. President - elected for a period of two (2) years.
- b. Vice President – elected for a period of (two) 2 years
- c. Secretary - elected for two (2) years in line with the Vice President
- d. Treasurer – elected for two (2) years in line with the President
- e. Registrar - elected for a period of two (2) years

- f. Assistant Secretary and Assistant Treasurer - elected for a period of one (1) year
- g. Sub-Committee - there will be an elected committee of four (4) for a period of two (2) years:
 - i. Two (2) will have the same period as the president and the
 - ii. Other two (2) will have the same period as the Vice President.

COMMITTEE RESPONSIBILITIES

99. Committee members are the persons who as the management Committee of the Association, have the power to manage the affairs of the Association and must take all reasonable steps to ensure that the Association complies with the Act, these rules and any by-laws. The Committee shall have the power without assigning any reason to:-
- a. Decline the nomination of any person or club as a member;
 - b. Decline to accept the renewal of membership of any player or club and thereupon such person or club shall cease to be a member;
 - c. Do all in its power to discourage gambling on any match and any member who is guilty of this offence shall be banned from taking part in the match and also cease to be a member of the Association;
 - d. Hear and determine all applications relating to unopposed transfers;
 - e. The grant or refusal of a transfer to any player when such transfer is necessary;
 - f. Hear and determine any questions relating to the right of qualification of any player to play with any one club;
 - g. Arrange the program of all the matches to be played under the control of the Association and to allocate the grounds for such games;
 - h. Elect sub-Committees as the occasion demands;
 - i. Approve all expenditure of Association funds prior to payment;
 - j. Enter into contract, agreement, or other arrangement formed for the purpose of encouraging the game of darts or by resolution cancel or determine any such contract, agreement, or other arrangements;
 - k. Consider recommendations and approve any Life Membership or Merit Awards in accordance with Rule 13 (a)(ii).
 - l. Convene Delegates Meetings and determine appropriate fines for non- attendance;
 - m. Arrange end of season windup and trophy presentation and other special events;

NOTICES FROM COMMITTEE

100. Notices to Clubs/Teams and players from the General Committee shall be deemed to be sufficient notice when such notices have been posted by the Secretary of the Association to the Secretary/Delegates of the Club/Team, by email or text notice, or displayed on a notice board.

COMMITTEE PROCEEDINGS

- 101. The General Committee shall meet at the discretion of the Association President.
- 102. Each Committee member has a deliberative vote. When a decision is required by a majority of votes, the Chairperson will have a casting vote in addition to her deliberative vote.
- 103. At a Committee meeting a quorum is a minimum of seven (7) members.
- 104. The procedure and order of business to be followed will be in accordance with the Association's general meeting procedures Rule 92(c).
- 105. If any Committee member has a direct or indirect pecuniary interest in a contract, or proposed contract, made by, or in the contemplation of the Committee (except if that pecuniary interest exists only by virtue of the fact that the member of the Committee is a member of a class of persons for whose benefit the Association is established) she must disclose the nature and extent of her interest to the Committee, and not take part in any deliberations or decision of the Committee with respect to that contract. Any such disclosure must be recorded in the minutes of the meeting at which the disclosure is made.

EXECUTIVE AND GENERAL COMMITTEE VACANCIES

106. A vacancy can occur in the office of a Committee member and that office becomes vacant if the Committee member:
- I. Dies;
 - II. Resigns by notice in writing delivered to the President, or if the Committee member is the President, to the Vice-President, and that resignation is accepted by resolution of the Committee;
 - III. Is convicted of an offence under section 39 of the Associations Incorporation Act (2015);
 - IV. Is permanently incapacitated by mental or physical ill-health;
 - V. Is absent for more than three (3) consecutive Committee meetings in the same season without tendering an apology to the President;
 - VI. Ceases to be a member of the Association;
 - VII. Is the subject of a resolution passed by the General meeting of members terminating her appointment as a Committee member.
107. In the event of a vacancy on the Executive Committee after election, the Assistant shall fill this role until the next election of officers. Any other vacancy shall be filled by the remaining Committee until such time as an election can be held.
108. In the event of the President and Vice-President being unable to officiate at the same time for any reason i.e. resignation, demise or default, the General Committee shall assume these offices in order of election, but in acting capacities only, until such time as a Special General Meeting can be called. Such meeting to take place within thirty (30) days.

PROTESTS AND DISPUTES COMMITTEE

109. The Protests and Disputes Committee shall consist of the President of the Association plus two (2) members not holding office of any kind on the Association Committee.
110. The Protests and Disputes Committee shall exercise the following functions:
- a. Hear and determine all protests, disputes, expulsions, disqualifications and charges against any players, officials and clubs or teams.
 - b. Hear and determine all such matters which the General Committee may from time to time refer to the Committee.
 - c. Impose such disqualifications and inflict such fines and other penalties as they think fit in the cases brought before this Committee under paragraph (a) above.
 - d. Re-open and re-hear any case previously dealt with if the General Committee in its discretion shall consider such a re-hearing to be justified.
 - e. Every decision of the Committee shall be reported to the General Committee for endorsement and shall be without comment
 - f. A record of same shall be kept by the Secretary.

PROTESTS AND DISPUTES PROCEEDINGS

111. The Committee shall meet as and when determined by the President.
112. At the Committee Meeting at which a dispute is to be considered and determined, the Committee must –
- a. give each party to the dispute, or the party's representative, a reasonable opportunity to make written and/or oral submissions to the Committee about the dispute; and
 - b. give due consideration to any submissions so made; and
 - c. determine the dispute.
113. A party to the dispute may, within 14 days after receiving notice of the Committee's determination under sub rule 69 (c), give written notice to the secretary requesting the appointment of a mediator under Rule 63(a).

- 114. If notice is given under sub-rule 117, each party to the dispute is a party to the mediation.
- 115. When a decision is required by a majority of votes, the Chairperson will have a casting vote in addition to a deliberative vote.
- 116. All members of the Protests & Disputes Committee must be present for all deliberations and decisions.
- 117. If any vacancy shall occur in the above Committee, the General Committee shall elect a new member to fill the vacancy and the new member shall hold office until the next Annual General Meeting.

SELECTION COMMITTEE

- 118. Three (3) selectors, elected at the Annual General Meeting and the President are responsible for selecting teams to represent the Association at all financially supported tournaments.
- 119. The Selection Committee may invite PLDA Members to trial for selection or invite nominations from PLDA Members.
- 120. The decisions of the Selection Committee are final.

FUNDS OF THE ASSOCIATION

- 121. The funds of the Association shall be dealt with by the General Committee.
- 122. All cheques or online banking payments on the Association accounts to be signed/authorised by any two of the Presidents, Secretaries or Treasurers.
- 123. All accounts due by the Association to be passed by the General Committee before payment. Such accounts to be finalised at such Committee meetings.
- 124. A member is entitled to be paid out of the funds of the Association if authorised for:
 - a. Any out-of-pocket expenses properly incurred in connection with the Association's business.
 - b. the payment in good faith to the member as reasonable remuneration for any services provided to the Association, or for goods supplied to the Association, in the ordinary course of business.
- 125. An audited Financial Report in compliance with Section 64 of the Act to be presented at the Annual General Meeting.
- 126. The Association's financial year will be the period of 12 months commencing on 1 November and ending on 31 October of each year.

DISPOSAL OF SURPLUS PROPERTY ON WINDING UP OF ASSOCIATION

- 127. If upon the winding up or dissolution of the Association there remains after satisfaction of all its debts and liabilities any property whatsoever, the same must not be paid to or distributed among the members or former members.
- 128. The surplus property must be given or transferred to another association incorporated under the Act which has similar objects and which is not carried out for the purposes of profit or gain to its individual members, and which association shall be determined by resolution of the members.

RECORDS OF THE ASSOCIATION

- 129. Records and documents shall be made available for member inspection within two (2) weeks of a written request being made.
- 130. All meeting minutes, membership information and results must be kept for a minimum 7 years.
- 131. All financial records must be kept for a minimum 7 years.

HANDING OVER DOCUMENTS AND RECORDS

- 132. Where a person ceases to be a member of the association's Committee, section 41 of the Act requires that person to, as soon as practicable after their position is vacated, deliver to a member of the

Committee all of the relevant documents and records they hold pertaining to the management of the association's affairs.

COMMON SEAL

133. The common seal, which shows the corporate name in legible characters, is to be kept in the custody of the Secretary, and to be used only with the consensus of the General Committee.
134. The affixing of the common seal of the Association must be witnessed by any two of the Executive Officers (President, Secretary and Treasurer).

SPECIAL RESOLUTIONS

135. A special resolution may be moved at either a Special General or Annual General Meeting, provided the Secretary has provided members no less than twenty-one (21) days' notice of the meeting at which the special resolution is proposed. The notice must include the resolution to be proposed and the intention to propose the resolution as a special resolution.
136. The Secretary must serve this notice to each member personally or by postal or electronic mail at the address of the member appearing in the register of members kept and maintained under Rule 93(d).
137. When a notice is sent by post under Rule 86(a), sending of the notice will be deemed to be properly effected if the notice is sufficiently addressed and transmitted to the member concerned by ordinary pre-paid mail.

AMENDMENTS TO THE CONSTITUTION

138. Members may petition to alter, rescind or add new rules to the Constitution providing six (6) week notice is given to the Secretary to allow time for the Committee to consider and prepare the Special Resolution and to advise members within twenty one (21) days of the Special General Meeting
139. No alterations or amendments to this Constitution can be made without the consent of 75% of members present at an Annual General or Special General Meeting by way of a Special Resolution.
140. The Special Resolution/s is to be forwarded by postal or electronic mail to each registered member by the Association Secretary in order that full consideration may be given to such alterations or amendments, before confirmation or rejection at subsequent Special General Meetings convened for this purpose.
141. Within one month of the passing of a special resolution, the amendments must be lodged with the Commissioner. Any alterations do not take effect until approval is given by the Commissioner for Consumer Protection.
142. Playing rules may be altered at the discretion of the Committee with a majority support from members.

MEETING STANDING ORDERS

143. So as to maintain good order and to facilitate and business at meetings, the following rules be observed:-
 - a. Meetings shall, subject to the presence of a quorum, start at the time set out on the notice.
 - b. If a quorum is not present after 30 minutes, after the notified commencement time of a general meeting –
 - i. In the case of a special general meeting – the meeting lapses; or
 - ii. In the case of the annual general meeting – the meeting is adjourned to:
 - a. The same time and day in the following week; and
 - b. The same place, unless the chairperson specifies another place at the time of the adjournment or written notice of another place is given to the members before the day to which the meeting is adjourned.
 - c. Any motion not seconded shall not be further discussed but shall lapse.
 - d. As soon as a debate on question is concluded the Chairperson shall put the question to the meeting in a distinct and audible manner.

- e. The question being put shall be resolved in the affirmative or negative on the voices, but if so required by two or more members, the question shall be decided by a division.
- f. A motion being proposed may be amended by leaving out, substituting or adding words and such amendments shall be resolved by a majority of votes.
- g. When an amendment is declared carried, it shall take the place of the original motion.
- h. If any case should arise not provided for in these standing orders, the same shall be decided in accordance with the standing orders in practice in the legislature of the State.

SUSPENSION OF STANDING ORDERS

144. It shall be lawful for a majority of the members present at any meeting to suspend any standing orders.

ORDER OF DEBATE

145. Any member desiring to propose a motion or amendment or to discuss any matter under consideration must rise and address the Chairperson.
- a. No member when speaking shall be interrupted unless called to order when she shall sit down and the member so calling order shall be heard in preference to any other speaker and the Chairperson shall then decide without discussion upon the point of order before the subject is resumed or any other subject entered upon.
 - b. No member may speak on any motion after the same has been put by the Chairperson and has been voted upon.
 - c. When two or more members rise to speak the Chairperson shall call upon the member who in her opinion rose first in her place.
 - d. The mover and seconder except a seconder pro-forma, or any motion or amendment shall be held to have spoken to the same. In the discussion no member shall be allowed to speak more than once, except strictly in explanation, except the mover of the original motion who shall have the right of reply. A member when speaking must confine her remarks to the subject under debate and avoid personality. She shall not use any discourteous language or reflect on any member whilst in debate.
 - e. Any member feeling dissatisfied with the decision of the Chairperson on any point of order may appeal to the members present, provided the appeal is seconded.
 - f. In cases of appeals against the Chairperson a temporary Chairperson shall be appointed and the question shall be as follows – “Shall the decision of the Chairperson stand as the judgment of the meeting?” and this question shall be decided without debate.
146. If after two speakers have spoken successively on the same side of a question and no speaker follows on the other side, the Chairperson shall submit the motion or amendment to the meeting affording the mover the right to reply.
147. No motion that “The question be not put” shall be entertained at any meeting.
148. No new business shall be taken after 10.30 pm at any meeting.
149. Unless a motion is carried to the contrary, reports and correspondence shall be taken as ‘received’ immediately upon being read.

RECISSION OF RESOLUTION

150. No resolution shall be rescinded unless at a meeting after notice of motion shall be given at least fourteen (14) days prior to such meeting and the motion for such rescission must be carried by a majority at a Delegate’s Meeting.

BY-LAWS

- (1) The Association may, by resolution at a general meeting, make, amend or revoke by-laws.

- (2) By-laws may —
- (a) provide for the rights and obligations that apply to any classes of associate membership approved under rule 16(a)-(d); and
 - (b) impose restrictions on the Committee's powers, including the power to dispose of the association's assets; and
 - (c) impose requirements relating to the financial reporting and financial accountability of the association and the auditing of the association's accounts; and
 - (d) provide for any other matter the association considers necessary or convenient to be dealt with in the by-laws.
- (3) A by-law is of no effect to the extent that it is inconsistent with the Act, the regulations or these rules.
- (4) Without limiting sub-rule (3), a by-law made for the purposes of sub-rule (2)(c) may only impose requirements on the Association that are additional to, and do not restrict, a requirement imposed on the Association under Part 5 of the Act.
- (5) At the request of a member, the Association must make a copy of the by-laws available for inspection by the member.