

ARIZONA SHUFFLEBOARD ASSOCIATION INC

DISTRICT IV BYLAWS

Adopted Nov. 8, 2003; amended Nov. 2013; amended Feb. 2022

ARTICLE I – DISTRICT IDENTIFICATION

- A. This District shall be known as District IV and shall include Mesa east of Power Road, Apache Junction, and Gold Canyon.
- B. The address of the District shall be the address of the currently serving President, within the state of Arizona.

ARTICLE II – PURPOSE AND POLICY

The purpose of the District shall be to promote interest and play in the game of shuffleboard within the District, promote friendly competition between players and assist players in accordance with the bylaws of the Arizona Shuffleboard Association Inc. (ASA Bylaws, Articles I and II).

ARTICLE III – FISCAL YEAR

The fiscal year of the District shall be from April 1st to March 31st.

ARTICLE IV – MEMBERSHIP

- A. Membership shall be open to all shuffleboard players living in District IV as outlined in Article I. District IV players playing in District leagues and/or sanctioned tournaments must be ASA members.
- B. Any player, not a current ASA member, can purchase their annual membership, which for this group of exceptions runs from November 1st of the current year to December 31st of the following calendar year.
- C. With the exception of B above, the above membership term for all players within District IV shall be the calendar year, January 1st to December 31st.

ARTICLE V – DUES

- A. Leagues within the District shall establish dues for each member. A portion shall be submitted to District IV, including the ASA assessment. The portion retained by District IV shall be established by a vote of the general membership.
- B. The amount of the league dues shall be established at the fall meeting of the league.

ARTICLE VI – OFFICERS AND THEIR ELECTION

- A. Officers of the District shall be the President, 1st Vice President, 2nd Vice President, Secretary, Treasurer, and Immediate Past President to act as Executive Director.
- B. The term of elected officers shall be two (2) years starting April 1st following their election.
- C. Currently serving officers may be nominated to succeed themselves, except that the President may not be nominated for a third (3rd) term.
- D. The election of officers shall take place biannually at the District Annual (Spring) Meeting.
 - 1) The Nominating Committee shall present a slate of officers, one candidate for each elective office, at the Annual Meeting.

- 2) Following the report of the Nominating Committee at the Annual Meeting, nominations may also be received from the floor, starting with the President.
 - 3) A separate vote shall be taken for each office, starting with the President.
 - a) A nominee must receive a majority of votes cast to be elected.
 - b) Only ASA members in good standing are eligible to hold office or serve on a committee.
 - c) If there is only one (1) nominee for an office, the presiding officer shall direct the Secretary to cast a single ballot for the nominee.
 - 1) If there is more than one (1) nominee for an office, then the voting shall be by secret ballot.
 - 2) In the event there are more than two (2) nominees for an office, and none receive a majority of the votes cast on the first ballot, then a run-off vote shall be taken between the two (2) nominees receiving the greatest number of votes on the first ballot. Person with the greatest number of notes on the second ballot is declared elected.
 - d) The election procedure shall be as follows:
 - Announcement of offices to be filled
 - Report of the Nominating Committee
 - Nominations, if any, from the floor
 - Closing the nominations
 - Vote in the manner set forth in paragraph 3, 3a, or 3b of this article. If there is more than one (1) nominee, the president officer shall appoint three (3) persons to distribute collect and tally the secret ballots
 - Declaration of person elected.
- E. Voting Qualifications
- 1) The officers of the District, the President, 1st Vice President, 2nd Vice President, Executive Director, Secretary, Treasurer and Team Captains of each League and all District IV ASA members in good standing with current ASA cards shall be eligible to vote at all regular and special meetings called in accordance with these bylaws.
 - 2) There are no proxy or absentee votes permitted.
- F. If an elected office becomes vacant between Annual meetings, the President shall fill that vacancy by appointment for the remainder of the current term. This shall be done in consultation with the other elected officers. If the vacancy is in the office of the President, then the 1st Vice President shall assume the office for the remainder of the term. If, for any reason, the 1st Vice President cannot assume the duties for the remainder of the term, the 2nd Vice President shall assume the office for the remainder of the term. If for any reason the 2nd Vice President cannot assume the duties, an election must be held. The call can be made by the Secretary.

ARTICLE VII – BOARD OF DIRECTORS AND MEETINGS

- A. The Board of Directors shall be composed of the elected officers, Immediate Past President, League Presidents, Vice Presidents, one (1) per league, Standing Committee Chairpersons, and Directors.
- B. The District shall hold meetings in November and March or late February in advance of the ASA Meeting in December and March.

- 1) The November meeting is the organizational meeting for the ensuing year. Leagues are organized and plans for the year are finalized.
 - 2) The Spring meeting is the Annual meeting at which officers are elected for the following year, tournament schedules are proposed, data is gathered for presentation at the ASA Annual Meeting, and the events of the past year are noted.
 - 3) Notice of meetings shall be emailed or posted to the District IV website ten (10) days prior to the meetings.
- C. The order of business at District meetings is:
- Roll call of Board Members to be recorded in the minutes
 - Reading of the minutes of previous minutes
 - Report of the Treasurer
 - Report of the President
 - Report of League Presidents
 - Communications
 - Standing Committees Reports
 - Special Committee Reports
 - Unfinished business
 - New Business
 - Election of officers (Annual Meeting only)
 - Installation of officers
- D. Special meetings of the District may be called by the District President at any time by written request emailed or posted to the District IV website at least five (5) days prior to the meeting. Special meetings may also be called upon written request signed by at least one-third (1/3) of the active members within the District. Notice should be emailed or posted to the District IV website.
- 1) The purpose of a special meeting must be stated in the call of the meeting. No other matters may be brought to the floor.
 - 2) The order of business for a special meeting is as follows:
 - Roll call of members to be recorded in the minutes
 - Reading of the minutes of the previous meeting
 - The business for which the meeting was called
 - Adjournment
- E. A majority of Board Members shall constitute a quorum.
- F. Two copies of the minutes, one for ASA President and one ASA Secretary, of each District meeting, signed by the District Secretary, shall be turned in at the ASA meeting following the District Meeting.

ARTICLE VIII – DUTIES OF OFFICERS

- A. The President shall:
- Preside at all District meetings
 - Conduct meetings in accordance with adopted parliamentary procedure
 - Determine the date, time and place for meetings and make all arrangements
 - Appoint a nominating committee thirty (30) days prior to the Spring Meeting
 - Appoint an auditing committee thirty (30) days prior to the Spring Meeting
 - Appoint standing and special committee chairpersons

- Determine the supplies, such as membership cards, tournament cards, referee cards, etc. needed for the year, order from the state supplies chairman and pay the same at ASA meetings
- Represent the District at ASA meetings, when possible
- Serve as ex-officio member on all committees except nominating
- Be a signatory on all District bank accounts
- Conduct referee training sessions to insure an adequate number of accredited referees
- Approve courts of prospective new parks before they become members of ASA
- Perform other such duties as may be assigned by the District Board, ASA Board of Directors or ASA President
- Remain as a member of District Board as Immediate Past President
- Attend NSA meetings, when possible
- Approve courts.

B. The First Vice-President shall:

- Assist the President
- Assume the duties of the President in their absence or inability to perform their duties
- Represent the District at ASA meeting, when possible
- Perform such other duties as may be requested by the President, District Board, or ASA President
- Be a signatory on all District bank accounts.

C. The Second Vice President shall:

- Serve as an aide to the President
- Assume the duties of either the 1st Vice President or the President in their designated order during their absence or incapacitation
- Perform such other duties as may be request by the President or the Board of Directors
- Be a signatory on all District bank accounts (this can be added in the second year).

D. The Executive Director (i.e., Immediate Past President) shall:

- Be a special assistant to the President and perform such duties as are assigned to them by the President or District Board.

E. The Secretary shall:

- Fully and accurately record the proceedings of all meetings
- Keep an accurate record of attendance at District meetings
- Be in charge of records and files of the District
- Keep an accurate record of District membership
- Represent the District at ASA meetings, when possible
- Perform such other duties as may be assigned by the President or District Board.

F. The Treasurer shall:

- Be sole custodian of District funds which are deposited in a check and/or savings account in the name of the District
- Keep a full and accurate record of all receipts and disbursements

- Be in sole possession of the check and savings account books
 - Prepare and present a report at District meetings
 - Pay District obligations as approved and require an accounting of expenditures
 - Give receipts for cash received
 - Represent the district at ASA meetings when possible
 - Perform such other duties as may be required by the President or District Board
 - Ensure that no person receives any benefit from the gross income of the District
 - Be a signatory on the District bank account.
- G. All officers shall turn over all material to their successors within two (2) weeks after the election.
- H. Any income of ASA received by a District Officer shall be promptly forwarded to the ASA Treasurer.
- 1) All expenses to conduct a sanctioned tournament shall be paid by the sponsorship district.
 - 2) All entry fees, donations, and other receipts applicable to the tournament shall belong to the host district.
 - 3) Exceptions to the above are State Singles, State League Team finals, and ASA State Qualifying Tournament for which procedures are contained in Special Procedures Booklets for each event.

ARTICLE IX – COMMITTEES

Standing Committees may be established by the President, with the consent of the Board of Directors as the need arises. All chairpersons shall report at all District Meetings and submit a written report at the Annual Meeting.

ARTICLE X – RECURRING COMMITTEES

The President may appoint Special Committees with the consent of the Board Members. While the committee is active, the chairperson has a vote. When the work of the committee is finished, the committee ceases to exist.

ARTICLE XI – LEAGUE PLAY

- A. Each District shall determine how the league play will be conducted.
- 1) Number of leagues
 - 2) How leagues will be formed
 - 3) Number of teams in each league
 - 4) Minimum number of players per team
 - 5) Whether play will be singles or doubles
- B. Each district is required to furnish a champion team to compete in the ASA State Team Championship Playoff. The ASA will set rules to govern play between Districts.
- C. Each District may set supplemental rules for league play which may include:
- 1) Preparation of boards (waxing)
 - 2) Starting time
 - 3) Means of providing officials
 - 4) Refreshments
 - 5) Postponing and rescheduling games

- D. Leagues shall organize with officers, league rules, rights of players at League meetings, etc.
League presidents, vice presidents, secretary/treasurers shall have a vote at district meetings.
All paid league members shall have a vote at league meetings.

ARTICLE XII – PARLIAMENTARY AUTHORITY

Robert's Rules of Order, Newly Revised shall govern district meetings in all cases where they do not conflict with these bylaws.

ARTICLE XIII – AMENDMENTS

These bylaws may not be suspended but may be amended by a two-thirds (2/3) vote at any meeting of the District Board, a quorum being present (and by a majority of the general membership at the next regular District Meeting), provided written notice and complete wording of such amendment shall have been emailed or posted to the District IV website at least ten (10) days prior to the meeting.