

BERKSHIRE DARTS ORGANISATION

CONSTITUTION

BDO 1**BERKSHIRE DARTS ORGANISATION – CONSTITUTION**
.....**1.0 NAME**

- 1.01 The darts body is to be known as BERKSHIRE DARTS ORGANISATION and shall be a Full Member of the BRITISH DARTS ORGANISATION LIMITED and shall also be a Full Member of the ENGLAND DARTS ORGANISATION
- 1.02 The BERKSHIRE DARTS ORGANISATION shall hereinafter be represented in the document by the initials 'BDO'

2.0 RULES

- 2.01 The 'BDO' shall be governed by the contents of this Constitution
- 2.02 The Berkshire Super League, which shall be an integral part of the 'BDO' shall comply with the contents of this Constitution, plus any Rules and Regulations laid down in the Super League Playing Rules and Format
- 2.03 The 'BDO' shall comply with the Rules and Regulations of the BRITISH DARTS ORGANISATION LIMITED and the ENGLAND DARTS ORGANISATION in so far as membership of those Organisations is concerned
- 2.04 All darts events under the jurisdiction of the 'BDO' shall be organised in accordance with the Playing Rules of the BRITISH DARTS ORGANISATION LIMITED

3.0 OBJECTIVES

- 3.01 The 'BDO' shall promote all aspects of the Sport of Darts within the geographical boundaries of the Royal County of Berkshire
- 3.02 The 'BDO' shall not control, organise or promote any darts functions outside the County boundaries of Royal Berkshire without the prior permission of the neighbouring County Darts Organisation so affected
- 3.03 The 'BDO' shall undertake to organise and control those sections of darts events relative to the 'BDO's' participation in the activities of both the BRITISH DARTS ORGANISATION LIMITED and the ENGLAND DARTS ORGANISATION

4.0 MANAGEMENT

- 4.01 The 'BDO' shall be managed by an EXECUTIVE COUNCIL which shall comprise a number of EXECUTIVE OFFICERS, who shall share functional responsibilities in the management of the Organisation

5.0 FUNCTIONAL RESPONSIBILITIES

- 5.01 The EXECUTIVE OFFICERS, once elected, shall each be responsible for holding a functional office
- 5.02 An individual EXECUTIVE OFFICER may be elected to be responsible for more than one functional office.
- 5.03 The functional offices number eleven and are listed as:-
Chairperson: Vice Chairperson: General Secretary: Treasurer: Assistant General Secretary: League Secretary: Men's and Ladies' Team Managers: Youth Team Manager: Press Officer: Fixtures Secretary.

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.....**6.0 ELECTIONS**

- 6.01 All EXECUTIVE OFFICERS to stand for election for specific posts at each AGM.
- 6.02 An existing EXECUTIVE OFFICER may stand for re-election without having to be nominated
- 6.03 A nomination for the office of EXECUTIVE OFFICER must be made by one Super League Secretary and must be seconded by another Super League Secretary
- 6.04 A nominee MUST be present in the Annual General Meeting, and must indicate his/her willingness to accept the nomination and stand for election. Also the nominator or representative (under exceptional circumstances and at the Committee's discretion) and seconder or representative (under exceptional circumstances and at the Committee's discretion) must be present in the Annual General Meeting
- 6.05 A nominee must be a registered member of a Super League Team from the preceding season (i.e the season leading up to the A.G.M.)
- 6.06 The 'BDO' Auditors shall be elected in the Annual General Meeting for the coming season
- 6.07 The General Secretary plus one other member of the EXECUTIVE COUNCIL shall be empowered to represent BERKSHIRE at the Full Council Meetings of the BRISITH DARTS ORGANISATION LIMITED and the ENGLAND DARTS ORGANISATION
- 6.08 The EXECUTIVE COUNCIL shall be empowered to co-opt Officers on to the EXECUTIVE COUNCIL
- A co-opted Officer may stand for re-election at the next Annual General Meeting without having to be nominated
- 6.09 The EXECUTIVE COUNCIL shall be empowered to appoint members of the EXECUTIVE COUNCIL, together with Super League Secretaries, for the purpose of forming a Sub-Committee to organise specific darts functions on behalf of the 'BDO'
- 6.10 If any EXECUTIVE OFFICER is found guilty of 'misconduct' then that person shall be requested to resign from the EXECUTIVE COUNCIL immediately and shall never be allowed to apply for re-election to the EXECUTIVE COUNCIL nor shall they ever form part of a co-opted forum.
- 6.11 Any person considered by the EXECUTIVE COUNCIL to be failing to carry out his, or her, elected responsibilities may be asked to resign from office. That person may not apply for a position on the EXECUTIVE COUNCIL then for a period of five years.
- 6.12 Any person found guilty of an offence of dishonesty will be excluded from standing for election to the EXECUTIVE COUNCIL for life.

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.....**6.0 ELECTIONS (Cont...)**

- 6.13 A member of the EXECUTIVE COUNCIL can be removed by a vote of no confidence. This can be instigated by another member of the EXECUTIVE COUNCIL and countersigned by a Team Secretary or instigated and countersigned by two different Team secretaries
- 6.14 All votes for election or removal of Officers will be a paper ballot.

7.0 MEETINGS

- 7.01 EXECUTIVE COUNCIL Meetings shall be held at intervals and at times as determined by the EXECUTIVE COUNCIL. Any EXECUTIVE OFFICER failing to attend three meetings (without reasonable excuse i.e illness etc.) will be asked to resign from office.
- 7.02 The 'quorum' for an Executive Council shall be '5' and in those circumstances where any 'BDO' business shall be valid as in a Meeting with full attendance always providing that there are '5' or more persons present in the Meeting
- 7.03 ANNUAL GENERAL MEETINGS shall be held at the end of each season at a venue and time as determined by the Executive Council
- 7.04 An EXTRA ORDINARY GENERAL MEETING shall be called by the Executive Council if the need arises to amend the 'BDO' Constitution, or to amend the Super League Rules, or to consider and decide upon any matter that is considered by the Executive Council to be too important to be left to the next appropriate meeting, or by a letter state the reason why, and signed by no less than two-thirds of the member team secretaries.
- 7.05 A Secretary is a person who is officially appointed by a Parent Darts League Organisation for the purpose of representing that Darts League at any 'BDO' Meeting call by the Executive Council
- 7.06 A Secretary shall be given a minimum of '14' days notice of any additional General Meetings.

8.0 MEETING AGENDAS AND MINUTES

- 8.01 The compilation of Meeting Agendas shall be conducted by the nominated members of the Executive Council and shall be available for each meeting.
- 8.02 Items for consideration for inclusion on Agendas must be in the hands of the nominated member not less than '14' days prior to the Meeting in question, or a stipulated date which has been notified in writing to all persons authorised to attend such meeting.
- 8.03 The Executive Council shall reserve the right to exclude any item from an Agenda if it does not comply with stipulated requirements

BDO4**8.00 MEETING AGENDAS AND MINUTES (Cont...)**

- 8.04 The EXECUTIVE COUNCIL meetings will be properly minuted and these minutes distributed to EXECUTIVE COUNCIL members only. It will be a decision of the EXECUTIVE COUNCIL should any or all of that meeting be communicated to the Team Secretaries.
- 8.05 The Secretaries meeting will be properly minuted and circulated to all EXECUTIVE COUNCIL members, all co-opted members and to all team secretaries.

9.0 VOTING

- 9.01 Each EXECUTIVE OFFICER, except the CHAIRPERSON, shall have the right to ONE vote each on any matters concerning 'BDO' business at any Meetings at which they are present
- 9.02 In the instance of a tied vote the Chairperson, or nominated persons acting as the Chairperson, shall only have the right to a Casting Vote
- 9.03 A Team Secretary, or their chosen representative, shall have the right to ONE vote on any matters concerning 'BDO' business at any Meetings that, her or she, is invited to attend.
- 9.04 Any Super League team owing monies to the 'BDO' shall forfeit the right of the Super League Secretary to vote in a meeting in which it is known that a debt is outstanding
- 9.05 In order to secure the right to vote, the secretary, Representative, or other Super League team member, shall ensure that all outstanding monies are paid in to the 'BDO' before attending a General Secretaries Meeting, and by the 30th June in each Season, which date shall be prior to attending an Annual General meeting.
- 9.06 The League Secretary shall record in the Minutes of all 'BDO' Meeting the number of votes cast both 'For' and 'Against' any proposals, together with the number of abstentions

A Secretary, or an Executive Member, can request that the manner in which he has cast his vote be recorded along with the details of the vote taken.

10 FINANCES

- 10.01 The EXECUTIVE COUNCIL shall be jointly and severally responsible for maintaining the Organisation's finances in good order. They will ensure that the Treasurer shall produce balance sheets and statements at all Meetings to verify any financial enquiries in a Meeting
- 10.02 The EXECUTIVE COUNCIL shall ensure that the Organisation's Accounts and Books are presented to the Auditor in sufficient time and provide such information as may be required by the Auditor, so that a duly Audited Balance Sheet and a Financial Report may be circulated to all persons authorised to receive them prior to the Annual General Meeting
- 10.03 The signatories of any 'BDO' accounts shall be the three Principle Officers, namely Chairperson, General Secretary and Treasurer.
- 10.04 The Treasurer, or other nominated Executive Officer, shall ensure that the 'BDO' Bank Mandate is suitably amended, if necessary, immediately after the Annual General Meeting

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- 10.05 All cheques issued from 'BDO' accounts must be signed by any TWO of the three 'BDO' signatories
- 10.06 All monies shall be payable as follows:-
 Super League – cheques payable to 'Berkshire Darts Organisation'
 County Darts – cheques payable to 'County Darts'
 Youth – Cheques payable to 'Berkshire Darts Youth Team'
- 10.07 The three principle Officers, namely Chairperson, General Secretary and Treasurer, shall be jointly empowered to transfer 'DO' funds from one account into another account, or accounts, for the purpose of securing suitable interest rates for the general benefit of the 'BDO'
- Such actions shall only take place with the authorisation of the Executive Council
- 10.08 Any outstanding monies must be paid up prior to the General Secretaries Meeting (see voting rights in Clause 9.04)
- 10.09 Any additional outstanding monies incurred after the General Secretaries Meeting must be paid up by 30th June in each season. (see voting rights in Clause 9.04)
- 10.10 The end of the Financial Year shall be 30th June in each Season for the purpose of finalising and presenting the 'BDO' Accounts to the Auditors
- 10.11 A copy of the Annual Financial report must be distributed to all persons authorised to receive them, at the Annual General Meeting, and a copy of the audited BDO accounts be available if requested.
- 10.12 Any Super League team with monies still outstanding at the Annual General Meeting shall be liable to repay the original debt plus a fine not exceeding 25% of the total of the minimum required to register a team and the minimum number of players, before being accepted as members for the ensuing season
- 10.13 The three principle Officers, namely Chairperson, General Secretary and Treasurer, shall be jointly empowered to make any financial arrangements **deemed necessary by the Executive Council**, to secure an overdraft facility, a loan, or to enter into a hire purchase agreement on behalf of the 'BDO'
- 10.14 Members of the Executive Council engaged on 'BDO' business, or attending a 'BDO' function shall be entitled to claim reasonable out-of-pocket expenses, subject to the submission of a written claim, supported by the receipts covering the expenses incurred
- 10.15 The 'BDO' shall be a non-profit making concern, any surplus made during a Financial Year being used to promote the sport of darts within the Royal County of Berkshire, with no dividend being paid to any members.
- 10.16 In the INSTANCES of the 'BDO' being wound up after payment to any Creditors the remaining assets will be distributed to other darts bodies within the boundaries of the Royal County of Berkshire as agreed at a full Secretary's meeting.

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.....**11.0 SPONSORSHIP**

- 11.01 The three principle Officers, namely Chairperson, General Secretary and Treasurer, shall be jointly empowered to enter into negotiations and to formulate contractual arrangements with potential sponsors on behalf of the 'BDO'
- 11.02 In the instance of a member of the 'BDO' being approached with an offer of sponsorship, or financial support of any kind, then he, or she, shall report all the relevant details to the Executive Council, which shall, after due consideration of those details, authorise the three Principle Officers to follow up on the offer with any negotiations, as deemed necessary

12.0 MEMBERSHIP

- 12.01 Membership of the 'BDO' shall be through any darts league operating within the geographical boundary of the Royal County of Berkshire

- 12.02 Darts League membership may be in one of two categories which are:-

(a) Affiliated Membership

A Darts League wishing to become an Affiliated Member shall pay an annual Affiliation Fee as agreed by the Executive Committee

The payment will allow the Darts League to appoint a Representative from their Committee to attend General Secretaries Meetings and Annual General Meetings for the purpose of gaining information and experience, with a view to preparing a Super League Team for entry into future Seasons of the Berkshire Super League

The affiliated Darts League may enter any darts events, or tournaments organised by the 'BDO', providing such events or tournaments are not restricted to Super League players

An application to become an Affiliated Darts League may be heard in a General Secretaries Meeting, or in an Annual General Meeting

(b) Full Membership

A Darts League wishing to become a Full Member shall pay an Entrance Fee, a Guarantee Fee, an Insurance Levy, and shall pay Registration Fees for all players registered to play in a Super League Team, as laid down in the Super League Rules.

The payment of all the necessary fees shall entitle that Darts League to appoint a Representative to represent that Darts League at all General Secretaries Meetings, the Annual General Meeting, and any other meetings that the representative is invited to attend by the Executive Council

Any Super League Team that is not represented in a 'BDO' meeting shall be liable to pay a Non-Attendance Fine as laid down in the Super League Rules

A Full Member's super League Team may enter itself, or any of its registered players into all darts events, or tournaments that are organised by the 'BDO'

- 12.03 Registered Super League players, whose Registration Fees have been duly paid as laid down in the Super League Rules, shall be deemed to be the 'Playing Members' of the 'BDO'

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.....**12.00 MEMBERSHIP (CONT....)**

- 12.04 The 'BDO' Executive Council reserve the right to refuse to accept a player's Super League Registration if it is deemed to be in the best interests of the Berkshire Darts Organisation so to do

13.0 ELIGIBILITY OF OFFICIALS AND PLAYERS

- 13.01 Eligibility of Officials and Players is as laid down in the Constitution of the British Darts Organisation (copy of which is held by the General Secretary)

14.0 SELECTION

- 14.01 The selection of players to represent the county in both A and B teams, Men's and Ladies, should be made by a selection committee comprising of up to four ladies to select the Ladies team, one of which is to be the Ladies Team Captain and up to four men to select the Men's Team, one of which is to be the Men's Team Captain. The Team Manager will chair each selection meeting.

- 14.02 Super League Team secretaries are entitled to nominate players for consideration by the Team Managers. On receiving such a nomination the Team manager or their chosen team captain will enquire into the nominee's suitability.

- 14.03 Only players who are officially with the 'BDO' shall be eligible for selection into County Teams
(see notes under the Registration Procedures in Super League Rules)

- 14.04 During an Inter Counties match the Men's Team selections shall be made by the Men's Team manager. Similarly the selection of the Women's Teams shall be made by the Women's Team Manager (On consultation with their chosen captain or member of the EXECUTIVE COMMITTEE should the captain not be available).

- 14.05 In the instance of an 'incident' occurring in an event in which a 'BERKSHIRE' team is participating, then the respective Team Manager, or Executive Officer deemed to be responsible for the 'BDO' party shall be empowered to suspend any player, or an Official, or any outside person from all 'BDO' activities, pending the result of a Disciplinary Hearing.

- 14.06 In the instance of a Team Manager not being present at a Match then an Executive Officer shall deputise for that one match only

15.0 DISCIPLINARY PROCEEDINGS

- 15.01 The 'BDO' shall adopt the procedures in the Code of Practice on Disciplinary Proceedings laid down in the British Darts Organisation Authorised Handbook in any matters concerning the discipline of any 'BDO' Players, Officials, Members
A copy of the Code of Practice is held by the General Secretary in the 'BDO' copy of the British Darts Organisation Authorised Handbook, and shall be made available for reference on request

- 15.02 In the instance of an 'incident' occurring in a 'BDO' function, or dart event which is deemed to have been occasioned by any player, or official, or any outside person, then any 'BDO' Executive Officer, who is present at the time of the incident, shall be empowered to suspend that player, or official, or outside person from all 'BDO' activities pending the result of a Disciplinary Hearing

Such suspension shall be confirmed in writing to the person concerned and a detailed written report prepared for consideration at the subsequent Disciplinary Hearing

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16.0 INSURANCE

- 16.01 Insurance cover for Public Liability is provided for Players and Officials of the 'BDO' by the British Darts Organisation Insurance
- 16.02 The Youth Teams representing the 'BDO' in the Southern Inter-County Youth Darts League shall be the 'Youth' section of the Berkshire County Super League and are covered by the British Darts Organisation insurance as above

17.0 PROTESTS

- 17.01 Any protest concerning a decision, or a function organised by the 'BDO' must be presented in writing to the General Secretary within 7 days of the decision being made, or the function being staged, and must be accompanied by a deposit of £10.00

The deposit is refundable if the protest is upheld by the Executive Council, but shall be absorbed into the 'BDO' funds if not upheld. In any event the Executive Council's decision on such protest shall be final and binding

18.0 AMENDMENTS

- 18.01 The Executive Council shall be empowered to recommend amendments or additions, to this Constitution at any time, the recommendations to be put before a General Secretaries Meeting or an Annual General Meeting or an Extra Ordinary General Meeting for simple majority approval