

## **CVDA Bylaws**

### **Article VIII – Officers**

#### **Section 1 – President**

**The President shall preside at Board/General Membership/Captains Meetings. He/she shall decide on all questions of order, appoint all committees unless otherwise ordered, and he/she shall be an ex-officio member of all committees. He/she shall direct the organization subject to control by the Board. The President shall have the authority to appoint the positions of Sergeant-at-Arms, Historian and Parliamentarian.**

- Meetings:
  - Set up all BOD Meetings (date, time and location), giving appropriate two week notice to the BOD, along with agenda.
  - Attend all BOD meetings, disciplinary action meetings, sponsor meetings, Division Set-up meetings, and General Membership Meetings.
  - Permanent Member of the Audit Committee, the Dart Classic Committee, and the Tournament of Champions Committee
  - Work with the BOD in setting up locations for The Finals, the General Membership Meetings, and other events as required.
- Dart Classic:
  - Sign the contract for the location of the event
  - Supervise setting up/ tearing down of standards and other equipment to be used for the event
  - Support Fund Raisers such as 50/50 Raffles
  - Seek Sponsors for the event
  - Assist in the running of the event, as required
- Financial:
  - Co-sign all checks written by Treasurer
  - Approve all expenditures
  - Review Bank Statement monthly
- Answer phone calls/emails/text messages from members with problems/concerns in a timely manner as dictated by the situation

- Delegate responsibilities to other BOD as required for the smooth operation of the CVDA.

**\*\*These duties are subject to change or may increase based on current needs of the league\*\***

**Revised Nov 3, 2016**

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**Section 2 – Vice President**

**The Vice President shall assist the President in maintaining the efficiency of the operation, and in the absence of the President, He/She shall resume the duties normally performed by the President.**

- Attend all board meetings, disciplinary action meetings, sponsor meetings, division set-up meetings, and general membership meetings.
- Assist the President in maintaining the efficiency of the operation of the league.
- In the absence of the President assume the duties normally performed by the President.
- **Dart Classic:**
  - Responsible for pulling trailer/maintaining equipment for use during Dart Classic and other events.
  - Supervise setting up and taking down of standards and other equipment to be used over the weekend.
  - Responsible for selling raffle tickets, helping with 50/50 and actively seek sponsors for the Dart Classic.
  - Assist in the running of the control desk at the Dart Classic-whether it is calling names, running the bracket board, etc.
- **Equipment:**
  - Organization and inventory of equipment
  - Repair of equipment (standards, lights, drop boxes, etc.)
  - Responsible for taking 3 standards and other equipment needed to each season's finals match and supervise setting up and taking down of these standards.
- **Sponsor Certification:**
  - Responsible for certification of new sponsor locations during the year.
  - Responsible for recertification of all sponsor locations each year; this is done in conjunction with area reps and during the end of the summer season.

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Nov 3, 2016**

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**Section 3 - Secretary**

**The Secretary shall record the minutes of all board meetings, notify all members and individual members of their acceptance to the CVDA, notify parties of their election to the board, issue notices of board meetings and elections, conduct the correspondence of the organization, perform such duties as may from time to time be imposed upon him/her, and at the expiration of his/her term of office turn over all pertinent books and records to his/her successor in compliance with Article XIV – Retention of Records.**

- Maintain accurate and up to date records of all CVDA business/correspondence.
- File minutes of meetings on a flash drive, on the secretary's computer, and hard copies in the Secretary's notebook. Once approved by the BOD, minutes will be sent to the website for posting.
- Attend all Board meetings, disciplinary action meetings, sponsor meetings, division set up meetings, and general membership meetings
- Facilitate the smooth running of the league.
- Pick up the bank statements from the post office and review before handing to the Treasurer (Per Financial Audit committee meeting, August 9, 2014, and reported at General Membership Meeting, Sep 3, 2014)
- Dart Classic:
  - Responsible for selling raffle tickets, helping with 50/50 and actively seeking sponsors for the Dart Classic
  - Assist in the running of the control desk at the CVDA Dart Classic

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**Revised Nov 3, 2016.**

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**Section 4 - Treasurer**

**The Treasurer shall receive and maintain sole custody of all CVDA funds and shall promptly deposit all monies received. He/She shall keep correct accounts according to generally accepted accounting principles and pay all orders properly drawn upon him/her. He/She shall be bonded to the amount of Ten Thousand Dollars (\$10,000), subject to an increase at any time by approval of two-thirds (2/3) majority of the Board, and the organization shall pay all expenses of bonding for the faithful discharge of his/her duties. He/She shall be required to submit a Treasurer’s Report at each General Membership Meeting/Captain’s Meeting. The Treasurer shall submit the books for an annual Audit at the end of each calendar year or as otherwise directed. An independent auditing firm or an audit committee will be appointed to conduct the audit review and submit their findings at the next General Membership Meeting. The Treasurer shall serve as Chairman of a Standing Finance Committee, which shall be appointed by the board via majority vote.**

- Receive and maintain sole custody of all CVDA funds.
  - Meet with the Tournament Directors to get paperwork and sanctioning monies prior to the 10<sup>th</sup> of each month. Distribute sheets to the appropriate persons.
  - Promptly deposit all monies received.
  - Keep correct accounts according to generally accepted accounting principles.
  - Responsible for using QuickBooks program for recording all financial transactions of the League. There are four active funds – Dart Classic, Sanctioning, General and Youth League )
  - Responsible for balancing Checkbook and Bank Statement monthly.
  - Responsible for getting records to CPA yearly for tax preparation.
  - Responsible for contacting members regarding checks returned for Nonsufficient Funds and collecting money and fines.
  - Pay all orders properly drawn upon him/her. All checks will be signed by Treasurer and President.
  - Responsible for maintaining all paper records on financial transactions.

- Present a Treasurer's Report at each General Membership meeting and/or Captains meeting.
- Submit books for an annual audit at the end of each calendar year or as otherwise directed
- Serve as Chairman of Finance Committee
- Attend all CVDA BOD Meetings, to include disciplinary action meetings, sponsor meetings, division set-up meetings, and general membership meetings.
- Additional Duties
  - Responsible for selling raffle tickets, helping with 50/50 and actively seeing sponsors for Dart
  - Classic Tournament.
    - Responsible for running registration desk at the annual Dart Classic Tournament – to include setting +/- for each event, paying bills incurred over the weekend and providing an accounting of monies for the tournament.
  - Responsible for removing money; in conjunction with the President, from the Sanctioning fund and setting payouts for the Tournament of Champions as decided by majority vote of the board.
  - Responsible for taking sponsor fees and rosters at each (3) finals during the year and providing an accounting of all monies received.
- Complete tasks assigned by President as appropriate to the smooth running of the league.

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**Revised Nov 3, 2016**

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**Section 5 – League Director**

**The League Director shall be responsible for assisting new teams and coordinating the activities of the Area Representatives.**

1. Responsible for assisting new teams/members with score sheets, PPA's or any other questions they may have.
2. Responsible for the duties of the area reps. They need to get score sheets and scores to him/her in a timely manner. They need to call or email the scores and marks.
3. Responsible for maintaining the CVDA Database which is currently in an MS Access format.
4. Responsible for inputting membership info, team roster info, sponsor info and PPA/win % info into the database and keeping it updated on a weekly basis each season.
5. Responsible for publishing a stat sheet weekly and emailing to the captains, Webmaster, etc. Also responsible for publishing the playoff brackets at the end of each season.
6. Responsible for getting the team rosters and playoff winners off the Hotline to the trophy vendor at the end of each season. Also, verifying the correct spellings of the names for the trophies.
7. Responsible for developing all the lists, such as schedules, captain's list, etc., after the division set-up meeting. All the lists are sent to the Printer for the packets at the beginning of each season.
8. Attend all board meetings, membership meetings, appeal hearings, division set-up meetings and the Finals of each season. Responsible for handing out the packets and team rosters at each membership meeting. Also responsible for handing out patches, awards and certificates and helping the trophy vendor at the Finals.
9. Attend and help with setting up the stanchions and help run the bracket boards at the Dart Classic and Tournament of Champions.
10. Responsible for selling raffle tickets, helping with 50/50's and seeking sponsors for the Dart Classic.

**\*\*\*These responsibilities are subject to change or may increase based on current needs of the league.\*\*\* Revised Sept 28,2016**