



# **NATIONAL DARTS FEDERATION OF CANADA**

## **CODE OF PRACTICE ON THE NOMINATION AND ELECTION OF OFFICERS & DUTIES OF THE BOARD OF DIRECTORS**

**JULY 2014**

## 1.0 NOMINATION FOR THE ELECTION OF NDFC OFFICERS:

The nomination for the Election of NDFC Officer shall be in accordance with the following:

- a) The Executive Committee, with the exception of the Immediate Past President, shall be elected at the Annual General Meeting.
- b) A current Executive Officer may stand for re-election without the formality of being nominated, or seconded by their Member Darts Body; however, a letter of intent shall be submitted to the General Secretary no later than 90 days prior to the Annual General Meeting.
- c) Any other current member in good standing shall submit written nomination to be received by the General Secretary no later than 90 days prior to the Annual General Meeting.

Nominees for the position of President must have served a minimum of two full years on the NDFC Board of Directors.

Nominees for any other position on the NDFC Executive must be an NDFC member in good standing in a Province or Territory for three (3) consecutive years and/or served on a Member Darts Body Board of Directors.

IF these requirements are not met by a nominee the position may be appointed at the discretion of the Board of /Directors at the Annual General Meeting for the upcoming term of the appointment. (07/01/2014)

- d) In order to accept nomination, all nominees shall submit a Volunteer/Nominee Profile, to the General Secretary no later than 60 days prior to the Annual General Meeting.
- e) The General Secretary shall distribute all nominee profiles to the Board of Directors no later than 30 days prior to the Annual General Meeting.
- f) Nominations will not be accepted from the floor, during the Annual General Meeting, unless there were no pre-nominations for the available positions. (06/01/2003)
- g) Any individual that has submitted a pre-nomination may make a verbal presentation on their behalf. These presentations shall be given in the "reverse order" that they were received with the current incumbent having the privilege of speaking last to the representatives at the Annual General Meeting.
- h) When a vacancy occurs during the election process, the election process shall proceed according to the order as listed in Constitution #1.2.

## 2.0 DUTIES OF THE EXECUTIVE COMMITTEE:

The Executive Committee shall have the following duties and responsibilities:

- a) PRESIDENT
  - 1) Responsible for the operation of the NDFC through the National Executive Committee, the Board of Directors and Sub-Committees.
  - 2) Represent the NDFC
  - 3) Preside at the AGM, National Executive and Board of Directors meeting.
  - 4) Shall be 'ex-officio' of all standing and special committees.
  - 5) Report the activities of the NDFC to the membership.
- b) VICE PRESIDENT
  - 1) Perform the duties of the President, in his absence.
  - 2) Accept assigned Program Areas and responsibility for the associated duties.
  - 3) Shall be a permanent member of the Disciplinary Committee.
- c) GENERAL SECRETARY
  - 1) Act as custodian of all records of the NDFC (Excluding Financial Records retained by the Financial Director).
  - 2) Keep on file:
    - Minutes from all AGM, Executive & Board of Directors Meetings.
    - Records of all other business transacted.
    - Register of all NDFC Members.
  - 3) Transact all correspondence and generally discharge the duties of a General Secretary.
  - 4) Ensure information is dispersed appropriately and on a timely basis.
  - 5) Represent the NDFC accordingly.
  - 6) Shall be a permanent member of the Disciplinary Committee.
- e) FINANCIAL DIRECTOR
  - 1) Act as custodian of all NDFC funds.
  - 2) Ensure Financial Records are maintained in accordance with generally accepted accounting procedures.
  - 3) Ensure NDFC funds are deposited into the General Account of the Federation on a timely basis.
  - 4) Ensure payment of NDFC accounts in accordance with #7.2 and #7.3 of the NDFC Constitution.
  - 5) Shall be solely responsible and accountable for the Petty Cash Account in accordance with #7.3 of the NDFC Constitution.
  - 6) Make available to the President, on request, a Financial Statement.
  - 7) Assist in preparation of an Annual Budget and provide Budget Control.

- 8) Submit an Audited Balance Sheet and Income Statement to the Executive and Board of Directors at the Annual General Meeting in June.
  - 9) Shall be a permanent member of the Appeals Committee.
- f) MEMBERSHIP DIRECTOR
- 1) Dispersing, on a timely basis, for each new fiscal year, Membership Cards and Instructions for completion of same.
  - 2) To collect, process and disseminate all Memberships and Membership Records
  - 3) Maintain a current Membership File.
  - 4) Provide a Membership Report to the President, on request, and to the Executive and Board of Directors at each meeting.
  - 5) Inform the President of all matters pertaining to memberships.
  - 6) Inform the Financial Director of all blank Membership Cards not returned by set deadlines, to invoice for set cost.
  - 7) Shall be a permanent member of the Disciplinary Committee.
- g) YOUTH DEVELOPMENT DIRECTOR
- 1) Develop, coordinate and implement a Youth Program in Canada.
  - 2) Liaise with Member Darts Bodies in the establishment and continuation of a Youth Program.
  - 3) Liaise with external organizations in the recognition and promotion of Youth Programs.
  - 4) Coordinate with and inform the President accordingly.
- h) IMMEDIATE PAST PRESIDENT'
- 1) Shall assume office, as an ex-officio Executive Committee member, on the July 1st following the Annual General Meeting at which he/she vacated the office of President.
  - 2) Shall hold office as "Immediate Past President" for a term of no longer than two years following the end of his/her term as President.
  - 3) Shall act as a consultant to the Executive Committee and Board of Directors.
  - 4) Shall accept various duties and/or Program Areas as assigned by the Executive Committee.
  - 5) Coordinate with and inform the President accordingly.
  - 6) May be assigned a position on the Disciplinary or Appeals Committees as a replacement of another Executive Member that may be deemed "in conflict" with, the business of that Committee.

### 3.0 DUTIES OF PROVINCIAL/TERRITORIAL DIRECTORS

Each Provincial/Territorial Director shall have the following duties and responsibilities:

- a) To encourage national affiliation of all players.
- b) To be the liaison between the National Office of the Federation in accordance with #4.3 of the NDFC Constitution.
- c) To provide information to Federation publications on Provincial/Territorial activities.
- d) To be an advisory member of all tournament activities or playoffs leading directly to the National Championship.
- e) To encourage enforcement of the NDFC's playing rules at all play-offs and championships leading directly to the National Championships and at all NDFC ranked or sanctioned tournaments in the home Province/Territory.
- f) To represent the Federation at meetings of the Provincial/Territorial Organizing Committee or a National Championships if said championships is held in the home Province/Territory.
- g) To inform the National Executive of all suspensions imposed by the Provincial/Territorial Member Darts Body.
- h) In accordance with #12.1, #8.7 and #10.1 of the NDFC Constitution:  
 The Provincial/Territorial Directors shall submit motions to amend the constitution, submissions for consideration and an annual report to the General Secretary.  
 Copies of said submissions shall be forwarded to the Board of Directors by the General Secretary.
- i) To liaise with the National Executive with regard to all tournaments organized and promoted by the Federation or the Member Darts Body.
- j) Shall be a member of the Disciplinary or Appeals Committee if so assigned. (Only exception would be if said committees involved a member from their own Province or Territory).