

SOUTHEAST COAST DISTRICT – FSA

SECTION I

CONSTITUTION

ARTICLE 1: NAME OF ORGANIZATION

The District shall be known as the Southeast Coast District, an affiliate of the Florida Shuffleboard Association (FSA)

ARTICLE II: OFFICIAL LOCATION

The official location of the District shall be the place of residence of its President in the District.

ARTICLE III: OBJECTIVES

The objectives of the District shall be to promote interest, play and good sportsmanship in the game of Shuffleboard; to encourage and assist in the formation and organization of new clubs throughout the district; arrange for and direct District Tournaments; and encourage individual and club memberships and cooperate with its member clubs to the extent requested and possible. It shall also exercise its vested duty and authority toward securing and maintaining a uniformity of observance, by all of its member clubs, the full extent of the latest approved Official Rules of THE FLORIDA SHUFFLEBOARD ASSOCIATION, and the STANDING RULES adopted by the District.

ARTICLE IV: POLICY

The policy of the District shall be non-political, non-sectarian and non-profit making.

ARTICLE V: MEMBERSHIP

- (a) Any organized Shuffleboard Club within the District, which includes Palm Beach, Broward and Dade Counties in the State of Florida, having duly elected officers and controlling the operation of at least two (2) regulation courts shall be eligible to affiliate membership in the District, provided its application is first approved by the executive board.
- (b) A municipality controlled and supervised Shuffleboard Club, Recreation or Athletic Department is eligible for membership subject to the conditions and procedure set forth in paragraph (a) of this article.
- (c) A Trailer Park, Mobile Home Park, Campground, Motel/Hotel, or any other commercial establishment which controls and operated Shuffleboard Courts without an organized club may apply for an Associate (non-voting) membership.

ARTICLE VI: OFFICIAL PERSONNEL

The Official personnel of the District shall consist of: President, First Vice President, Second Vice President, Third Vice President, Secretary, Treasurer, State Delegate, Alternate State Delegate, National Delegate, Alternate National Delegate, and Keeper of Records.

ARTICLE VII: REPRESENTATION IN DISTRICT MEETINGS

The Executive Board as named in ARTICLE VI, together with the affiliated clubs presidents, shall comprise the General Membership for District Meetings.

- (a) Each of the above members, except the District President, shall have full and equal voting rights. The District President may only vote if necessary to break a tie.
- (b) The immediate Past President of the District shall automatically become an Honorary Member of the meeting without voting privileges, for the duration of the term or successive terms of his/her successor.

ARTICLE VIII: OFFICIAL AND FISCAL YEAR

The official and fiscal year of the District shall begin in March, immediately following the Annual Meeting and Election of Officers, as set forth in the By-Laws.

ARTICLE IX: MEETINGS

- (a) District Meetings shall be held in October, January and March, following the Florida State Shuffleboard Association's meetings.
- (b) Special Meetings may be called at any time by the President, or by written request of a majority of the Executive Board.

ARTICLE X: MEMBERSHIP PERIODS AND ENTITLEMENTS

Both Affiliated and Associated Club Memberships shall be for the calendar year, January 1st to December 31st. Members joining the District between January 1st and December 31st of any year shall be admitted to full membership, subject to the approval of the Executive Board.

Membership in the District entitles club members to compete in District, Florida State and National Shuffleboard Tournaments.

ARTICLE XI: TENURES OF EXECUTIVE BOARD

- (a) The President's term shall not exceed three (3) years, unless authorized by the Executive Board.
- (b) The First, Second and Third Vice Presidents, Secretary, Treasurer, Keeper of Records, State and Alternate State Delegates and National and Alternate National Delegates shall be elected for 1 year and may be nominated for re-election in subsequent years.
- (c) The nominating and election procedure shall be as provided in ARTICLE IV of the By-Laws.

ARTICLE XII: QUORUM

A majority of the Executive Board*** shall constitute a legal quorum for electing officers or transaction of business.

*****REVISION MADE 1/25/04**

ARTICLE XIII: AMENDMENTS

Any proposed amendments to the Constitution and/or By-laws shall be submitted in writing to the appointed Committee Chairperson(s), who shall provide a copy of the proposed changes to each member of the Executive Board ten (10) days prior to the January meeting. At the January meeting the proposed changes will be read for discussion only. At the Annual Meeting in March, the second reading will be made and 2/3's majority vote of members having voting rights shall be required for approval of the amendment(s). If proposed change(s) are approved, said change(s) would become effective the following October 1st.

ARTICLE XIV: PARLIAMENTARY PROCEDURE

Any issue not specifically covered in the District's Constitution and By-laws shall be governed by Roberts Rules of order.

SECTION II -- BY-LAWS

ARTICLE 1: ORDER OF BUSINESS

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| (a) Invocation and Pledge of Allegiance | (e) Treasurer's Report | (i) Membership Applications |
| (b) Roll Call | (f) Reports-Club Presidents | (j) Unfinished Business |
| (c) Reading of Minutes | (g) Sunshine Report | (k) Election |
| (d) Communications | (h) Committee Reports | (l) New Business |
| | | (m) Adjournment |

ARTICLE II: APPLICATION(S) FOR MEMBERSHIP

A Club desiring to join the District, which is qualified according to the conditions set forth in ARTICLE V of the Constitution, must address its application to the office of the District President.

ARTICLE III: DUES

- (a) The Annual Dues per member club shall be based on the number of courts USABLE FOR PLAY AS OF DECEMBER 31st, at the rate of one dollar and fifty cents (\$1.50) per court. The minimum dues payable by any one club shall be five dollars (\$5.00) and the maximum amount payable shall be fifty dollars (\$50.00).
- (b) Any Club which has not met its Annual Dues obligation on or before December 31st shall be in arrears and ineligible for representation with voting privileges in the District Organization.

ARTICLE IV: ELECTION OF OFFICERS

The election of District Officials shall take place at the time of the Annual March Meeting. The following Procedure shall govern:

- (a) At the October Executive Board Meeting, a nominating committee shall be appointed to prepare a slate of candidates for the ensuing year.
- (b) Currently serving officials may be nominated to succeed themselves.
- (c) No one shall be considered for the Office of First, Second or Third Vice President unless they are willing to move up to the office of President.
- (d) The proposed slate will be presented at the January meeting. Nominations from the floor may be made at this time.
- (e) If there is more than one nominee for a specific office, then and only then will the vote be by secret ballot.
- (f) For each office, the nominee must receive a majority of the total votes cast to be declared elected.
- (g) Newly elected offices will be sworn in at the March Meeting and assume their duties immediately following the close of old business.

ARTICLE V: FILLING OFFICE VACANCIES

If for any reason an elective office becomes vacant, such vacancy(ies) shall be filled for the unexpired term by the President with the approval of a majority of the Executive Board, EXCEPT that if the office of the President is vacated, the First Vice President shall fill that vacancy. In the event the First Vice President cannot assume the office, then and only then shall the Second Vice President assume that office. If the First Vice President or the Second Vice President assume that office, then the Third Vice President shall become the President.

ARTICLE VI: DUTIES OF OFFICERS

- (a) The President shall:
 - 1. Preside over all Executive Board, General Membership and Special Meetings of the District.
 - 2. Appoint a District Tournament Director(s)
 - 3. Appoint all Standing and Special Committee Chairpersons
 - 4. Obtain tournament bids from member clubs, originate a proposed District Tournament Schedule for the ensuing year and schedule a meeting to finalize same. (ONLY CLUBS HAVING 24 COURTS OR MORE MAY BID FOR STATE TOURNAMENTS)
 - 5. Attend all Florida Shuffleboard Association, Inc. meetings and report all issues affecting the District and member clubs.
 - 6. Perform or delegate all such duties deemed to be required of his/her office as covered in the Constitution, By-Laws and Standing Rules of the District.
 - 7. Every seven years, or as scheduled by the Florida Shuffleboard Association, make arrangements to host the Florida State Hall of Fame Banquet and Annual FSA Meeting.
 - 8. Obtain and/or update information pertaining to the SECD's pages to be published in the annual PREVIEW publication:
 - (a) District Organizations (addresses, telephone and/or email, photos, etc.)
 - (b) District Hall of Fame Members
 - (c) PRO and AM District Masters Results and photos
 - (d) All tournament results (if not previously submitted by Keeper of Records)
 - (e) Affiliated and Associated Club data

9. Solicit ads and related data (photos) from member clubs, together with their applicable payment for publication in the SECD's section of the PREVIEW.
 10. Transmit data in items 8 and 9 above to the FSA PREVIEW editor by May 15th. (Checks for ads together with a copy of the PREVIEW contract should be sent to the FSA Treasurer)
 11. Arrange for an annual audit of the District's financial records.
 12. Immediately upon installation of the incoming President, present him/her with the following:
 - (a) A copy of all printed forms used by the SECD, the name of the supplier(s), stock on hand And quantity purchased.
 - (b) All record, books and vital papers related to the office
 - (c) An inventory of all property belonging to the District
 - (d) A copy of the audit as soon as the report is available.
 13. Advise the Florida State President of the names of the newly elected officials and personal data/
 14. Notify the President and the Secretary of the National Shuffleboard Association, Inc. of the names and addresses of the SECD's National Delegate and Alternate National Delegate.***
- (b) The First Vice President shall:
1. Assume and perform all duties of the President during his/her absence or incapacity to serve.
 2. Assume responsibility for all duties delegated to him/her by the President.
- (c) The Second Vice President shall:
1. Perform all the duties of the President in the absence or incapacity of both the President and the First Vice President.
 2. Perform all other duties requested by the President.
- (d) The Third Vice President shall:
1. Perform all duties of the President in the absence of or incapacity of the President, First Vice President and the Second Vice President.
 2. Perform all other duties as requested by the President.
- (e) The Secretary shall:
1. Fully and accurately record proceedings of all Executive, General Membership and Special Meetings And provide a timely copy to the President.
 2. Attend to all correspondence, letters, meeting notices and all vital papers.
 3. Be the sole custodian of the District files.
 4. Update Affiliate Club's data: President, address, courts and members.
- (f) The Treasurer shall:
1. Be the primary custodiam of District funds.
 2. Draw all checks for payment of obligations as approved by the Executive Board and/or the President Or as required by the Constitution and By-Laws.
 3. Collect member club's dues as covered in ARTICLE III (Dues statements to be sent out on or Before December 1st and to include a request for the number of playable courts.
 4. Remit to the Florida State Organization's Treasurer 60% of the total membership dues collected on or before January 20th. (Remittance to include the name of each club and its number of courts)
 5. Prepare Treasurer's Reports for each meeting and an annual report and provide a copy to the President.
 6. Send or deliver Certificate of Membership to affiliated and associated clubs.

*** ADDITION MADE 1/25/04

- (g) The State Delegate, or in his/her absence, the Alternate State Delegate, shall:
 1. Attend Florida State Meetings.
 2. Vote on issues.
 3. Assist District President in communicating issues pertinent to the District and its clubs.
- (h) The National Delegate, or in his/her absence, the Alternate National Delegate, shall:
 1. Attend the National Meetings whenever possible.
 2. Receive copies of minutes of National Meetings.
 3. Report to the District all issues affecting the District.
- (i) The Keeper of Records shall:
 1. Perform all duties outlined in the FSA's Standing Rules published in the annual PREVIEW Magazine.
 2. Post at District Tournaments:
 - a. Results of State PRO and AMATEUR Tournaments.
 - b. Maintain record of points earned towards District PRO and AM Masters Tournament eligibility.
 - c. Maintain record of players points earned for eligibility to District Hall of Fame.
 - d. Maintain record of players points earned for change from State AM to PRO status.
 - e. Maintain record of PRO Point list, (current year and all time), both State and District.
 3. Prepare a list of PRO/AM Men's and Ladies eligible to play in the District Tournament of Champions tournament and deliver to District Tournament Director.
 4. Provide copies of 2b,c,d and e to the District President and Tournament Director.
- (j) Affiliated Club Presidents shall:
 1. Attend all District Meetings during his/her tenure.
 2. Arrange for his/her Vice President to attend in his/her absence.
 3. Provide the District President in writing the name of the clubs representative who shall have voting Rights in the absence of both the President and Vice President.
 4. Arrange timely payment of membership dues on or before December 31st to District Treasurer.
 5. Post Membership Certificate.
 6. Post and/or distribute copies of the District's Standing Rules, Constitution and By-Laws.
 7. Notify District Secretary of newly elected Club Officers, including the name, address, telephone and Email of the President, the number of club members and the number of playable courts.
 8. Accompany newly elected Club President to next scheduled District Meeting and introduce him/her to the membership.
 9. Submit tournament bids to the District President by January 1st.
 10. Send PREVIEW Contracts for ads and applicable payment to District President on or before May 15th, including photos when required.

NOTE: THE DUTIES OF SPECIFIC OFFICERS OUTLINED IN THIS ARTICLE DOES NOT RESTRICT OR LIMIT THE AUTHORITY OF THE DISTRICT PRESIDENT OR EXECUTIVE BOARD FROM DELEGATING ADDITIONAL DUTIES.

ARTICLE VII: DUTIES OF APPOINTEES

- (a) The Tournament Director(s) shall:
1. Direct all District Tournaments in accordance with the Rules published in the FSA's PREVIEW As amended by the SECD's Standing Rules.
 2. Compute and distribute prize money(ies).
 3. Notify the District President when additional tournament supplies are needed.
 4. Direct State Tournaments within the District in accordance with FSA's Rules.
 5. Report Tournament winners to the District Keeper of Records.

ARTICLE VIII: LIMITATION OF EXPENDITURES

Any expenditures in excess of \$100 shall be approved by the President and/or the Executive Board.

ARTICLE IX: BEHAVIOR ENFORCEMENT

Any member found guilty of any act which disrupts the harmony of the District shall be first issued a warning in writing by the Executive Board. Actions subject to warning are:

- a. Unsportsmanlike conduct.
- b. Physical damage to players or equipment.
- c. Use of profanity(ies) and/or abusive language.
- d. Failure to abide by the Rules and Regulations of the Florida State Shuffleboard Association and/or the Southeast Coast District.

Repeat offense(s) shall result in a period(s) of suspension of tournament play and/or membership as determined By the Executive Board.

ARTICLE X: HALL OF FAME ***

The SECD Hall of Fame display case is located at 1121 Lucerne Ave., Lake Worth, FL.

- (a) Qualifying for the Hall of Fame can happen in one of three ways:
1. A PRO Player in the SECD who accumulates 200 points through December 31st will be inducted The following year. (The Keeper of Records is the official that tracks individual point totals.)
 2. The SECD President, after serving three years, automatically earns the honor for giving us leadership. The President will be inducted in his/her 3rd year in office.
 3. "Special Award" is for people who have contributed significantly to the sport of shuffleboard, Other than as a player. Nominations should be submitted in writing by anyone in the District, through December 31st, stating the accomplishments of the nominee. If approved by a 2/3 vote of the qualified voting membership present at the SECD Winter meeting, the nominee will be inducted at the next Hall of Fame Ceremony.

***ADDITIONS MADE 1/25/2004

SOUTHEAST COAST DISTRICT, FSA

COMMITTEE ON CONSTITUTION & BY-LAWS

JOYCE BAKER

DON BLOW

APPROVED OCTOBER 28, 2000, BY EXECUTIVE BOARD AND GENERAL MEMBERSHIP

LATEST REVISIONS APPROVED 1/24/2004