



BY-LAWS: Duties of Office Bearers

The duties of the Office Bearers of the Council shall be as follows;

1.00: The President of the Council.

- 1.00.1 Shall preside at all meetings of the Council, Board of Management and may be Ex Officio member of all portfolio meetings. The President shall see that *all* business is conducted in a correct manner and ensure the well being of the Council *at all times*. In the event of there being equal votes at any meeting the President shall record a casting vote
- 1.00.2 *The President together with at least two (2) other members of the Board of Management may suspend the Secretary, Treasurer, Secretary/Treasurer or any Board of Management Member until the next Board of Management Meeting.*
- 1.00.3: The President shall be responsible for the servicing of existing Sponsors and the obtaining of additional Sponsors.
- 1.00.4: The President shall be the Councils Liaison Officer with the Ministry of Sport and Recreation of Western Australia.

2.00: The Senior Vice President of the Council.

- 2.00.1: Shall in the absence of the President from a meeting, deputise with the full power of the President.

3.00: The Junior Vice President of the Council.

- 3.00.1: Shall in the absence of the President and the Senior Vice President from a meeting, deputise with the full power of the President.

4.00: The Treasurer of the Council shall;

- 4.00.1: Keep a correct record of all monies received and deposited for and on behalf of the Council in the bank.
- 4.00.2: Keep a correct record of all monies paid by the Council.
- 4.00.3: Present a Monthly Statement of all monies paid and deposited (and covering Bank Statement) to the Board of Management
- 4.00.4: Balance the books of the Council prior to the Annual General Delegates Meeting.
- 4.00.5: *Have the Financial Records of the Council Audited at the end of the Council Financial year and present the Auditors Report to the Delegates at the Annual General Meeting.*

5.00: The Secretary of the Council shall;

- 5.00.1: Attend and take the minutes of all Council, Board of Management, Annual General Delegates *Meeting* and all other General Meetings of the Council.
- 5.00.2: Receive all Council correspondence and answer such questions as may be asked in accordance with the Rules and/or Constitution of the Council.
- 5.00.3: Keep a register of all Associations Affiliated with the Council.
- 5.00.4: Be responsible for all such other duties as the Board of Management *may* from time to time direct.



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- 6.00: The Board of Management** at a Special Meeting called for the purpose may remove the Council Secretary, the Council Treasurer or the Council Secretary/Treasurer from office summarily without notice for any cause for which summary dismissal is permitted and dispense with his/her services for any reason whatsoever after seven (7) days notice in writing of its intention to do so, given to the Council Secretary or Council Treasurer at any time during his/her term of office.
- 7.00: Coordinator Coaching and Junior Development shall;**
- 7.00.1: Be responsible for all Coaching activities of Associations and the Council, within the State of Western Australia. Liaise with the National Coaching Director of the Darts Federation of Australia, and be responsible for all Coaches accreditation.
 - 7.00.2: Keep a Register of all Coaches and their activities.
 - 7.00.3: Control the Junior Development programme and be responsible for the operation of the Junior Council.
- 8.00: Coordinator Games and Events and Property shall;**
- 8.00.1: Be responsible for the coordination and control of all events organised and conducted by the Council.
 - 8.00.2: Liaise with Association Secretary's/Games Coordinators to ensure that Entry Forms are received for all Championship Events.
 - 8.00.3: Liaise with the Sponsors/Organisers of all Council approved Ranked Events within Western Australia and control or appoint a controller of all such events. Ensure that all information for Ranked Events (posters, results, etc) is forwarded to the Council Secretary.
 - 8.00.4: Be responsible for the control all Council Property and a registrar of such property.
 - 8.00.5: Be responsible for the purchase of all trophies etc for the events organised and conducted by the Council.
- 9.00: Council Registrar shall;**
- 9.00.1: Keep a register of all Affiliated Associations Members Progressive Averages from the previous year.
 - 9.00.2: Keep a register of all Affiliated Associations current registered players.
 - 9.00.3: Keep a register of all Inter-Association Transfers and Player Permits.
 - 9.00.4: Shall liaise with the Council Secretary to obtain all information that he/she requires.
 - 9.00.5: Keep a register of all Members, who are known to be serving suspensions or bans and the period off the suspensions or bans.