

**ARIZONA SHUFFLEBOARD
ASSOCIATION, INC.**

ORGANIZED AUGUST 10, 1963

CONSTITUTION AND BYLAWS

REVISED DECEMBER 12, 2015

ARIZONA SHUFFLEBOARD ASSOCIATION, INC.

Organized August 10, 1963
Affiliated with National Shuffleboard Association, Inc.
(A Florida Corporation)

ASA CONSTITUTION AND BYLAWS

Revised December 12, 2015

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ARTICLE I – NAME

The name of this association is the ARIZONA SHUFFLEBOARD ASSOCIATION, INC. referred to in this constitution and bylaws as ASA. The address of ASA shall be the residence of the currently serving President within the state of Arizona. ASA is incorporated as a non-profit organization and is exempt from Federal Income Tax under Section 501 (c) (7) of the Internal Revenue Code effective July 1969.

ARTICLE II – PURPOSE AND POLICY

The purpose of ASA shall be to promote interest and play in the game of shuffleboard for the greatest enjoyment of all players. The policy of ASA shall be non-profit, non-sectarian and non-political.

ARTICLE III – SCOPE OF ACTIVITIES

- Encourage the construction of shuffleboard courts on which the game can be played by publicizing the information necessary to meet minimum standards established by ASA for construction of good courts and supplying all interested parties with same.
- Provide and keep updated instructions as to the 'care and upkeep' of shuffleboard courts.
- Provide and keep updated the ASA Official Rules.
- Provide all charts, membership cards and such other items necessary for uniformity of all materials used regularly on a statewide basis. Districts may purchase these items at cost from the ASA Supplies Chairman.
- Encourage the Districts to conduct schools for players to become tournament officials and certify them as such.
- Promote, sanction and supervise official championship tournaments to be played pursuant to its published tournament regulations.
- Encourage and assist its members in conducting the many other kinds of shuffleboard contests and activities promoting improved play and enjoyment.
- Assist its members, when requested and to the extent possible, in any shuffleboard problems they may have.
- Publicize the existence and activities of ASA to the greatest extent possible and encourage membership in ASA.
- Do anything consistent with the stated purposes of ASA so that more players will get increased pleasure, relaxation and healthful exercise from shuffleboard.

ARTICLE IV – FISCAL YEAR

The fiscal year shall be from April 1st to March 31st.

ARTICLE V – MEMBERSHIP AND DUES

- A. A person becomes a member of ASA by paying the annual membership dues required by the particular ASA District he/she joins. District membership is available to any permanent or winter resident living within the District and to any short- or long-term visitor regardless of the availability of shuffleboard courts at his/her place of residence and level of participation in ASA activities, such as league team player, non-league player, or independent player.
- B. Membership Assessment:
 - 1. District Presidents shall report on their Districts' total memberships at the annual Spring Meeting and these numbers shall be the basis for next season's assessments by ASA.
 - 2. The annual District assessment is based on the current amount per player established by the ASA Board of Directors. Although not requiring an amendment to this constitution and bylaws, any proposed change in the currently prevailing assessment must be approved by a two-thirds (2/3) vote of the ASA Board of Directors, a quorum being present. For reference purposes only, the 2014 assessment was two dollars (\$2.00) per District member.
 - 3. The ASA Treasurer shall send out notices to District Treasurers in October with payment to be received by the state prior to the annual Fall Meeting.

ARTICLE VI – DISTRICTS

- A. ASA playing areas are organized into Districts, each with its own administration. The Board of Directors of ASA may, at any time, change the areas of existing Districts and/or create new Districts. A suggested generic constitution and bylaws for Districts is an addendum to this constitution and bylaws.
- B. The following factors, at a minimum, shall be considered by the Board of Directors of ASA in deciding whether a new District should be created—growth potential of the area, suitability of candidate courts, number of prospective new ASA members as determined by a survey, number of separate shuffleboard facilities available, and total number of courts available.
- C. Upon creation of a new District, the ASA President shall call a meeting of all potential members for the purpose of electing the first District Officers in the manner set forth in ARTICLE XXI of the addendum.

ARTICLE VII – OFFICERS AND THEIR ELECTION

- A. The officers of ASA shall be a President, First Vice President, Second Vice President, Executive Director, a Secretary, and a Treasurer.
 - 1. The term of elected officers shall be one (1) year beginning with installation at the annual Spring Meeting and ending when their successors are installed at the next *annual Spring Meeting*.
 - 2. Currently serving officers may be nominated to succeed themselves except that a President may not be nominated for a fourth (4th) consecutive term.

3. The Executive Director position is not an elected office but is automatically assumed by the immediate Past President. He/she serves in this position until the President serves out his/her term(s) of office.
- B. The election of officers shall take place at the Spring Meeting of the Board of Directors according to the following procedures:
1. After an announcement of all offices to be filled, the Nominating Committee shall present a slate of officers, one candidate for each elective office. Each nominee is announced and considered separately, starting with the office of President.
 2. For each office in turn, the presiding officer requests and permits additional nominees from the floor, if any. He/she then declares the nominations closed.
 3. A vote is then taken and recorded according to the following dictates:
 - a. A nominee must receive a majority of votes cast to be elected.
 - b. If there is only one (1) nominee for an office, the presiding officer shall direct the Secretary to cast a single ballot for the nominee.
 - c. The voting shall be by secret ballot if there is more than one (1) nominee for an office. The presiding officer shall then appoint three (3) people to distribute, collect and tally the votes.
 - d. In the event there are more than two (2) nominees for an office, and none receive a majority of the votes cast on the first ballot, a run-off vote is taken between the two (2) nominees receiving the greatest numbers of first-ballot votes.
 - e. After the votes are recorded, the presiding officer declares that the winning nominee is elected and orders all ballots destroyed.
- C. Vacancies in elective offices shall be filled by presidential appointment. Appointees serve until new elections are conducted at the next Spring Meeting. However, if the vacancy is in the office of President, the First Vice President shall assume the office for the remainder of the term. If for any reason the First Vice President cannot assume the office of President, then, and only then, shall the Second Vice President assume the office of President. Finally, the Secretary must call for a special ASA election if the Second Vice President is unable to serve as President.
- D. The President also shall appoint a replacement for the Executive Director should he/she be unable to continue in this position. The replacement serves until the President serves out his/her term(s) of office.

ARTICLE VIII – BOARD OF DIRECTORS AND MEETINGS

- A. The Board of Directors shall govern ASA and be comprised of the following: Officers as detailed in ARTICLE VII; ASA District Presidents, First and Second Vice Presidents, Admin. Assistant/Secretaries, Treasurers, and Executive Directors, i.e., Immediate Past Presidents; the State Web Site Manager; all members of ASA Standing Committees; and additional Directors appointed from each District as described below in Subsection B. Any newly elected District Officers and Executive Directors, who are not existing members of the Board, may attend the Spring Meeting as non-voting members.
- B. Directors from a District shall be appointed to three-year (3-year) terms by the ASA President at the annual Spring Meeting based on recommendations by the District President. Subject to approval by the ASA President, the District President names a replacement Director should a vacancy arise. A District is allowed one (1) Director for each two hundred (200) or majority thereof of paid up ASA members. However, any District is allowed at least one (1) Director regardless of number of paid up members.

- C. The ASA shall conduct two (2) regular meetings of the Board of Directors per year, a Spring Meeting held in March and a Fall Meeting held in December. Other meeting dictates are as follows:
1. The Board shall hold other meetings as may be deemed necessary to fulfill its duties, or at the call of the President, or as requested in writing by at least one-fourth (1/4) of the members of the Board of Directors.
 2. The Secretary shall mail written notice of regular meetings and those described in the above sentence to all Board Members at least ten (10) days prior to each meeting.
 3. Special meetings of the Board may be called for a specific purpose with five (5) days notice by mail required.
 4. The President determines the date and location of all Board meetings and makes associated arrangements.
 5. A majority of Board Members shall constitute a meeting quorum.
 6. All Board Members have equal voting power at all meetings of the Board of Directors.
 7. Absentee and proxy voting are not allowed at any Board meeting.
 8. As detailed in ARTICLE XVI and all ASA Special Procedures, identical Notice of Motion criteria apply to proposed changes in ASA Official Rules and other areas.
- D. The order of business at all meetings shall be:
1. Roll call of board members – to be recorded in minutes
 2. Reading of the minutes of the last meeting
 3. Report of the Treasurer
 4. Report from the President
 5. Comments from a National representative if in attendance
 6. Communications
 7. Reports or comments from each District
 8. Reports from Special Committees
 9. Reports from Standing Committees
 10. Unfinished business
 11. New business
 12. Election and installation of Officers (Spring Meeting only)
 13. Adjournment

ARTICLE IX – EXECUTIVE COMMITTEE

The ASA Executive Committee composed of the Officers may meet between board meetings. It may also meet in an emergency situation to solve an urgent problem. A majority of the committee shall constitute a quorum and absentee and proxy voting are not permitted.

ARTICLE X – DUTIES OF OFFICERS AND DIRECTORS

- A. The President shall:
- Preside at all meetings (regular or special) of ASA and shall conduct the meeting in accordance with the parliamentary authority adopted by ASA.
 - Determine the date, time and place for meetings and make all arrangements.
 - Perform all duties as are deemed required of the office or as specifically ordered by the Board of Directors.
 - Appoint Special Committees as the need arises.

- Appoint Chairmen of Standing Committees and one member from each of the remaining districts for each committee, if necessary.
 - Appoint Directors from Districts with recommendations from District Presidents.
 - Work with the Treasurer and other officers to prepare a budget for the coming year.
 - Serve as an ex-officio member on all committees except the Nominating Committee.
 - Appoint at least thirty (30) days before the annual Spring Meeting a Nominating Committee of not less than five (5) members, one from each district, to select a candidate for each elective office.
 - Remain as a member of the Board of Directors as the Executive Director upon completion of his/her elected term(s).
 - Be a signatory on all ASA accounts in the event that the Treasurer and Secretary are disabled or otherwise not able to sign ASA checks.
- B. The First Vice President shall:
- Serve as aid to the President.
 - Assume and perform all duties of the President during the absence or incapacitation of the President.
 - Perform such duties as may be assigned by the President or the Board of Directors.
- C. The Second Vice President shall:
- Serve as aid to the President.
 - Assume and perform all duties of either the First Vice President or President in their designated order during their absence or inability to preside.
 - Perform such duties as may be assigned by the President or the Board of Directors.
- D. The Executive Director shall:
- Be a special assistant to the President.
 - Perform such duties as may be assigned to him/her by the President.
- E. The Secretary shall:
- Fully and accurately record the proceedings of all regular and special meetings of ASA.
 - Attend to all correspondence.
 - Be in charge of the files and records of ASA.
 - Keep a record of the number of members for each District and the State total.
 - Maintain a list of all current members of the Board of Directors. This list shall include names, addresses and phone numbers.
 - Cause notices of meetings to be sent at least ten (10) days in advance of regular meetings and at least five (5) days in advance of special, specific purpose meetings.
 - Be a signatory on all ASA accounts in the event that the Treasurer and President are unable, disabled or otherwise not able to sign ASA checks
 - Perform such other duties as may be assigned by the President or Board of Directors.
- F. The Treasurer shall:
- Be the sole custodian of the funds of ASA.
 - Keep a full and accurate record of all transactions.
 - Prepare and present a report at each ASA meeting.
 - Be in sole possession of ASA checkbook and/or savings accounts.
 - Have custody of the ASA seal.
 - Prepare annual membership assessment statements and send to each District Treasurer in October.

- Deposit all receipts of dues and other income of ASA in a checking account or interest bearing savings account in the name of ASA.
 - Issue checks for the purchase of operating supplies, postage, telephone and other necessary expenditures within the budget upon approval by the Board of Directors.
 - Insure that no person shall inure a benefit from the net income of ASA.
 - *Issue receipts for cash and request receipts for reimbursement.*
 - Submit all records for audit before the annual Spring Meeting.
 - Be bonded, if desired, for his/her protection and the protection of the ASA Board of Directors. The cost of said bonding shall be paid by ASA,
 - Prepare the reports required for non-profit status that include bank balances of Districts and any Leagues that maintain such accounts.
 - Perform such other duties as may be assigned by the President or Board of Directors.
- G. Directors shall:
- Assist the District Presidents as needed.
 - Attend ASA Board Meetings.
 - Perform such duties as may be assigned by the ASA President, District President or the Board of Directors.
- H. All officers shall turn over all materials to their successors within two (2) weeks after their successors are elected.

ARTICLE XI – STANDING COMMITTEES

- A. As soon as possible after election, the President shall appoint Standing Committee Chairmen and a member, if necessary, from each of the remaining Districts for each committee. These Standing Committees are as follows:
- Rules
 - Historical
 - Publicity
 - State Supplies
 - Hall of Fame (refer to Hall of Fame Committee Special Procedures)
- B. Each chairman shall keep a procedure book in which committee activity is noted with regard to what was done, how it was done, the success or failure of efforts and any expenses incurred. This shall be turned over to the new chairman within two weeks of appointment.
- C. Chairmen shall make reports to the Board of Directors when requested by the President.
- D. A majority of the committee shall constitute a quorum.

ARTICLE XII – SPECIAL COMMITTEES

The President may appoint Special Committees as necessary. The Chairmen shall maintain procedure books to be kept as permanent records by ASA. Nominating, Auditing, and Bylaws are examples of Special Committees. When a Special Committee has finished its work, detailed records of what was done, how it was done, and an accounting of incurred expenses, if any, shall be turned in to the ASA President for inclusion in the permanent records of ASA.

ARTICLE XIII – STATE SPONSORED TOURNAMENTS

The ASA sponsors a number of tournaments at the state level. An ASA-published set of Special Procedures for each state sponsored tournament shall govern the conduct of the event. Although not requiring an amendment to this constitution and bylaws, any proposed additions or deletions to the current state sponsored tournaments must be approved by a two-thirds (2/3) vote of the ASA Board of Directors, a quorum being present. For reference purposes only, sponsored tournaments for the 2013-2014 season were the State Singles (Split Singles) Championship Finals and the State League Team Championship Finals.

ARTICLE XIV – PARLIAMENTARY AUTHORITY

ROBERT'S RULES OF ORDER NEWLY REVISED shall govern ASA meetings in all cases where they do not conflict with this constitution and bylaws.

ARTICLE XV – AFFILIATION WITH NSA

- A. ASA shall maintain continuous affiliation with the National Shuffleboard Association, Inc. (NSA) and pay such dues as may be requested.
- B. Annually the President shall appoint a state delegate to the NSA Board and serve as a delegate himself/herself for a term of one (1) year. Notification of such appointments shall be sent to the NSA. When possible these delegates shall attend meetings of the NSA Board of Directors.

ARTICLE XVI – AMENDMENTS

This constitution and bylaws may not be suspended but may be amended by a two-thirds (2/3) vote at any meeting of the Board of Directors, a quorum being present, provided that written notice and complete wording of such amendment shall have been mailed with the meeting notice to each Board Member.