

ADDENDUM

DISTRICT CONSTITUTION AND BYLAWS

ARTICLE XVII—ADDENDUM APPLICABILITY

- A. This addendum details a generic constitution and bylaws for ASA Districts. The articles are assigned numbers that continue the established sequence for ASA constitution and bylaw articles for simplicity and ease of reference. Frequently, use is made of ASA articles by applying them at the District level in an analogous way. This means that “ASA” is understood to be replaced by “ASA District”, “President” by “District President” and so forth.
- B. Districts may choose to establish and maintain additional administrative and operating procedures specifying their preferences for doing business, particularly in those areas where options are indicated. Alternatively, a District may write, adopt and maintain a separate constitution and/or set of bylaws.

ARTICLE XVIII—DISTRICT IDENTIFICATION AND ADDRESS

- A. The Districts of ASA, as provided for in ARTICLE VI, shall be identified by number and descriptive area with the following descriptors for current Districts:
 - District 1—Mesa (West of Power Road, nearby cities, and Scottsdale)
 - District 2—Tucson (and metropolitan area)
 - District 3—Yuma (and metropolitan area)
 - District 4—Apache Junction (Power Road – East)
 - District 5—Northwest Valley (North of I-10, West of I-17)
- B. Names of new Districts and name changes for existing Districts must be approved by the Board of Directors of ASA.
- C. The official address of a District shall be the Arizona residence of the currently serving President.

ARTICLE XIX—ACTIVITIES AND PARTICIPATING PARKS

- A. The scope of District activities shall include all items of ARTICLE III that are applicable and supportable at the District level and the promotion and conduct of District tournament and league team play as detailed in ARTICLES XXVII AND XXVIII.
- B. A schedule of significant District activities and events for the upcoming season shall be provided to the Secretary of ASA in the spring of every year.
- C. The term “Park” is used in these articles as a shorthand word for any facility having one (1) or more shuffleboard courts such as a club, public recreational center, mobile home or travel trailer park, housing development, RV resort, etc. Some or all of these Parks may be said to be participating in ASA activities.

- D. An existing or candidate Participating Park must meet the following qualifications:
- It has enough District members in residence or otherwise affiliated to support at least one (1) league team.
 - It hosts one (1) or more league teams or, if a candidate Participating Park, desires to host one (1) or more league teams and has enough acceptable courts to support at least one (1) team according to the District's league team playing rules.
 - It agrees to allow members from other District league teams, including those from other Participating Parks, to play on their courts according to published schedules of league team matches.
 - If it hosts District sanctioned tournaments, or desires to do so, it must agree to allow any ASA member to play in the tournaments on the published tournament dates, whether residing in the District or not.
- E. The District's Board of Directors shall decide whether to accept or reject a candidate Participating Park based on the above criteria and judgments on court conformity, condition or playability. Similarly, the Board can prohibit further District play at any existing site where the condition of the courts has deteriorated to such an extent that the courts no longer offer fair, enjoyable competition.

ARTICLE XX—MEMBERSHIP AND DUES

- A. Provisions of ARTICLE V shall govern District membership and dues and ASA assessments. Annual membership cards shall identify the District and the playing season, for example, 2006-2007. The expiration date shall be 31 Dec (year 2007 in the example) but, for greater efficiency, cards may be issued in October or November of the prior year, presumably at league/team organizational meetings or the District Fall Meeting.
- B. Enrollment of members, collection of dues and maintenance of membership lists may be accomplished primarily by League Officers or these functions may be performed for the entire District by an Officer or presidential Appointee.

ARTICLE XXI—OFFICERS AND THEIR ELECTION

- A. Provisions of ARTICLE VII shall apply in an analogous fashion to the definition and election of Officers for existing Districts with the following modifications:
- A District may choose to have only one (1) Vice President.
 - ARTICLE VII sub-elements A.3 and D do not apply unless the position of District Executive Director is strictly analogous to that for ASA.
 - A District may choose to define additional Officers, or combine officer functions, e. g., having a Secretary/Treasurer.

- The term of an elected Officer shall be one (1) year beginning on 1 April following his/her election at the Spring Meeting.
- B. Election voting procedures of Subsection A above shall also apply to the election of the initial set of Officers for a newly created District except that the ASA President shall serve as the presiding officer. At least thirty days prior to the date of the election, he/she shall appoint an ad hoc Nominating Committee and Secretary consisting of candidate ASA members living in the area to participate in the election. All prospective ASA members residing in the newly created District shall be allowed to vote at this special election meeting.

ARTICLE XXII—BOARD OF DIRECTORS, EXECUTIVE COMMITTEE AND MEETINGS

- A. The Board of Directors of a District shall include all Officers and League Presidents. A District may choose additional specified League Officers and Appointees by the District President to serve on the Board.
- B. A District also may appoint additional specified people to the Board so that members residing or affiliated with a particular Participating Park are insured of representation on the Board of Directors.
- C. ARTICLE IX applies in an analogous fashion should a District choose to maintain an Executive Committee or Board.
- D. A District may conduct as many regular Board of Directors Meetings as it chooses but one (1) annual Spring and one (1) annual Fall Meeting are required. These required Meetings shall occur before the dates specified for the analogous Meetings of the Board of Directors of ASA. Furthermore, all regular Board Meetings shall be open to all District members.
- E. ARTICLE XIV and Sections C and D of ARTICLE VIII shall apply in an analogous fashion to District Meetings with the following modifications:
- A special Meeting shall be called by the President upon written request by at least one-third (1/3) of the current ASA members of the District.
 - Notifications of meetings are required on or before the dates detailed in ARTICLE VIII but such notifications do not necessarily have to be by direct mail or executed by the District Secretary (also see ARTICLE XXVI).
 - The order of business and its sequence at regular District Meetings shall generally follow that detailed in Subsection D, ARTICLE VIII, except that modifications, including some deletions and additions tailored to meet District requirements and preferences, of the agenda may occur between the “Treasurer’s Report” and “New Business”.
 - The order of business at a special District Meeting of the Board shall be: roll call of Board members to be recorded in the minutes, reading of the minutes of the last Board Meeting, the business for which the meeting was called, and adjournment.

- A District may choose to conduct district-wide meetings following regular Board Meetings with coordinated agenda and allowing specified participation and voting rights to any ASA District member in attendance.
- A District may choose to adopt ASA criteria for Notice of Motions but may specify its own criteria.

ARTICLE XXIII—DUTIES OF OFFICERS AND APPOINTEES

- A. The President shall perform all duties specified elsewhere in this constitution and bylaws and the following:
- Preside at all District Meetings and determine their dates, times and places and make all associated arrangements.
 - Facilitate, as needed, the work of other Officers and Appointees necessary for them to carry out their responsibilities.
 - Be a signatory on all District accounts in order to be able to sign checks in the event the Treasurer is unable to do so.
 - Perform other duties as are deemed required of the office or as specifically ordered by the Board of Directors.
- B. The duties of the First Vice President, Second Vice President and Executive Director (if applicable) shall be analogous to those detailed in ARTICLE X.
- C. The duties of the Treasurer shall be analogous to those detailed in ARTICLE X except for those specific duties of the ASA Treasurer that have no counterpart at the District level.
- D. The Secretary/Admin. Assistant shall: 1) Maintain a list of all members of the Board of Directors for roll calls at meetings, 2) Fully and accurately record the proceedings of any District regular or special Meeting; provide to the Board and/or read these minutes at or before the next Meeting, 3) Maintain records of the minutes of all District Meetings and a file containing reports of the Audit Committee or other financial reviews, and 4) Perform other duties as may be assigned by the President or Board of Directors. A District may choose to assign additional regular duties to the Secretary/Admin. Assistant (see ARTICLE X for examples).
- E. A District may specify in more detail the duties of the above Officers and should similarly define the duties of other Officers, if applicable, and those Appointees who are required on a continuous basis.
- F. All Officers and Appointees shall cooperate with their successors and turn over all relevant records and materials in a timely fashion.

ARTICLE XXIV—COMMITTEES

- A. A District may maintain as many Standing Committees as it chooses and the President may appoint Special Committees as needed. However, the following Committees are required of all Districts:
- AUDIT—Performs a financial review of all accounts maintained by the District and submits an annual report to the Board of Directors at the Spring or some other specified regular Meeting. A District may choose to perform this required financial review by other means and have other specified criteria for audit frequency.
 - HALL OF FAME—Maintains related District procedures and endorses and forwards information on selected nominees to the ASA HALL OF FAME Committee.
 - NOMINATING—The Chairman is appointed by the President at least thirty (30) days before the Spring Meeting. The President cannot serve as an ex-officio member of this committee which offers nominees for all elective offices at the Spring Meeting.
- B. The President shall appoint the Chairmen of all Committees. The President may appoint the remaining committee members or he/she may empower the Chairmen of specified Committees to perform these tasks.
- C. Chairmen shall make reports to the Board of Directors upon request by the President.
- D. A majority of the members of a Committee shall constitute a meeting quorum.

ARTICLE XXV—FINANCIAL MATTERS

- A. The President and others, upon standing approval by the Board of Directors, may obligate the District for routine and predictable expenditures for such items as office supplies, document reproduction, trophies, wax and so forth.
- B. The Board of Directors shall specifically approve expenditures for District equipment and other capital items and any annual stipends for the President (and perhaps others). Similarly, Board approval is required in setting annual dues for District membership and fees for tournaments in which the net proceeds belong to the District. Explicit Board approval is required for any other proposed expenditures or fees not included above.
- C. Districts are encouraged but not required to prepare and operate under written annual budgets.

ARTICLE XXVI—COMMUNICATIONS AND RECORDS

- A. Each District shall provide an efficient system for distribution of information on meetings, tournaments, and other activities to all members. The specific means and people involved in communications flow may vary among Districts.
- B. Each District shall provide an efficient system for maintaining files and records and for regular updating of District guidelines and procedures, as required. The specific means and people involved in these activities may vary among Districts.

ARTICLE XXVII—TOURNAMENTS

- A. All tournaments listed in the schedule of activities for the next season provided to ASA in the Spring shall be considered approved by the District. A District may schedule and conduct as many such tournaments as it wishes.
- B. A District may designate as “sanctioned” in its annual activity schedule and event flyers/posters any tournament characterized by all of the following:
 - It is open to all ASA members.
 - All ASA official rules of play are followed (see ASA Official Rules pamphlet).
 - It has both a Championship and a Consolation Bracket, **as** defined in the HOF Special Procedures.
 - It is closed to non-ASA members.
 - It does not require membership dues from a specific ASA District.
 - Net tournament profits are controlled by the ASA District Board.
- C. Any approved district tournament shall belong to one of the following categories:
 - Category 1—Sanctioned Tournaments That Qualify for HOF Points
 - a. Meet all sanctioned tournament criteria above.
 - b. HOF points awarded regardless of number of entries.
 - Category 2—Non-Sanctioned Tournaments That Qualify for HOF Points
 - a. Do not meet all sanctioned tournament criteria.
 - b. Have a minimum number of entries to qualify for HOF points as outlined in the HOF Special Procedures.
 - c. Follow all ASA rules of play (see ASA Official Rules).
 - d. District records are maintained verifying number of tournament entries.
 - Category 3—Non-Sanctioned Tournaments That Do Not Qualify for HOF Points
 - a. Do not meet all sanctioned tournament criteria.
 - b. Do not have the minimum number of entries to qualify for HOF points, and/or
 - c. Do not follow all adopted rules of play (see ASA Official Rules).

Category 4—Special State Competition Qualifying Tournaments

- a. Qualifies for modified HOF points as outlined in the HOF Special Procedures. Districts must maintain records of tournament entries—men plus women for singles qualifiers and number of teams for mixed doubles qualifiers.
 - b. For 2015-2016, associated tournaments are the ASA Split Singles, League Team, and Mixed Doubles Championships.
- D. ARTICLE XIII and the following dictates shall apply to state sponsored tournaments and associated District qualifying tournaments:
- The District shall support all state tournaments by scheduling and promoting the necessary qualifying tournaments.
 - The District President shall either act as the Director of each of these tournaments or appoint someone to this position.
 - With concurrence by the ASA President, the District President hosting a state sponsored tournament selects the site for the competition. However, if feasible, the site selected may not also be the current home facility for league team play by any participant from the hosting District.
 - Participation in these events shall be restricted to members who have resided in the District for a period of at least eight (8) weeks or can demonstrate that they intend to do so.
 - The disqualification criterion for “number of regular season games played by a team member” in the ASA Special Procedures for the State League Team Championship shall also apply to the District’s qualifying tournament, the League Team Playoffs.
 - The first runner-up team or player in championship or consolation shall represent the District if the 1st place team or player is not available to participate. The second runner-up (if applicable) represents the District if the first runner-up is unable to participate. A District shall be allowed to not participate if the above or an adopted more extended process does not result in a team or player able to compete in the state playoffs.

ARTICLE XXVIII—LEAGUE PLAY

A District shall determine all aspects of its League structure, composition, and play during the regular season and during its Playoffs except for the following in addition to those dictates detailed in ARTICLE XXVII—ASA Official Rules shall apply but exceptions can be made for “lag for color”, “switch sides after half of game frames”, and number of frames constituting a game or match.

ARTICLE XXIX—AMENDMENTS

This generic ASA District constitution and bylaws may not be suspended but may be amended by a two-thirds vote at any meeting of the Board of Director quorum being present, provided that written notice and complete wording of amendment shall have been mailed with the meeting notice to each Board Member **or**, alternatively, it is posted on the ASA website along with the ASA meeting notice in a timely manner.