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Constitution

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Constitution

Part 1 – Preliminary

1. Name

The name of the Federation is the "PNG National Darts Federation" or any other name adopted by the Federation and approved by the Registrar of Associations pursuant to the Act.

2. Objects and Purposes

The objects and purposes of the Federation are:

- (a) to control, promote, coordinate and develop the sport of Dart in Papua New Guinea, as played under WDF rules; and
- (b) to organise and facilitate representation of Papua New Guinea at international competitions, games, championships, meetings, conferences and workshops specific to the sport of Dart;
- (c) to organise and facilitate formal representation of the needs, requirements, concerns and wishes of its member bodies to national and international bodies, and to acquire assistance from the PNG Olympic Committee, PNG Sports Foundation and WDF-Oceania, among others, for the development of Dart in Papua New Guinea;
- (d) to develop and foster a spirit of good fellowship and co-operation amongst all members and organisations involved with the sport of Dart;
- (e) to apply the profits (if any) or any other income in promoting its objects;
- (f) to prohibit the payment of any dividend or payment in the nature of a dividend to its members; and
- (g) to do all such things as are incidental or conducive to the attainment of the objects or any of them, and to do all things based on fellowship, health, equivalency and honesty.

3. Interpretation

3.1 In these Constitution, except in so far as the context or subject-matter otherwise indicates or requires:

Act means the *Associations Incorporation Act 1966* (Chapter No. 142).

Committee means the executive committee of the Federation established pursuant to Rule 16.1.

Executive Committee means the Executive Committee elected pursuant to Part 4 of this Constitution.

Federation means the PNG National Darts Federation as incorporated under the Act.

WDF means World Dart Federation.

PNGSADO means PNG Sports Anti-Doping Association.

Regulations means the *Associations Incorporation Regulations 1966* made under the Act.

secretary means:

- (a) the person holding office under the Constitution as a secretary of the Federation; or
- (b) where no such person holds that office, the public officer of the Federation.

special general meeting means a general meeting of the Federation other than an annual general meeting.

WADA means the *World Anti-Doping Agency*.

- 3.2 The provisions of the *Interpretation Act* apply to and in respect of these Constitution in the same manner as those provisions would so apply if this Constitution were an instrument made under that Act.

Part 2 – Organisation

- 4 The Federation is a union of different dart associations' across PNG. The Federation is a member of WDF- Oceania and WDF the global dart mother body. The Federation accepts and endorses anti-doping rules as specified by WADA and PNGSADO. Darts is practised in accordance with WDF rules. All members accepted by the Federation have an obligation to comply with this Constitution, WADA rules, PNGSADO rules and WDF rules and regulations.

Part 3 – Membership

5. Membership qualifications

A corporation or association is qualified to be a member of the Federation if the corporation or association has applied for membership been approved for membership of the Federation by the Executive Committee.

6. Application for membership

- 6.1 An application for membership of the Federation:

- (a) shall be made in writing and enclose minutes of meeting at which the association executive was elected and association constitution adapted; and
- (b) shall be lodged with the secretary of the Federation.

- 6.2 As soon as practicable after receiving a nomination for membership, the secretary shall refer the nomination to the Executive Committee which shall determine whether to approve or to reject the nomination.

- 6.3 Where the Executive Committee determines to approve a nomination for membership, the secretary shall, as soon as practicable after that determination, notify the nominee to pay within the period of one month after receipt by the nominee of the notification the sum payable under these Constitution by a member as entrance fee and annual subscription fees.
- 6.4 The secretary shall, on payment by the nominee of the amounts referred to in Rule 6.3, enter the nominee's name in the register of members and upon the name being so entered, the nominee becomes a member of the Federation.

7. Cessation of membership

An association ceases to be a member of the Federation if the association:

- (a) resigns that membership;
- (b) does not pay its annual subscription fee as and when payable;
- (c) is expelled from the Federation; or
- (d) ceases as an incorporated association pursuant to the Act.

8. Membership entitlements not transferable

A right, privilege or obligation which an association has by reason of being a member of the Federation:

- (a) is not capable of being transferred or transmitted to another association; and
- (b) terminates upon cessation of the association's membership.

9. Resignation of membership

- 9.1 A member of the Federation is not entitled to resign that membership except in accordance with this Rule.
- 9.2 A member of the Federation who has paid all amounts payable by the member to the Federation in respect of the member's membership may resign from membership of the Federation by giving notice in writing to the secretary of the member's intention to resign and upon the expiration of the period of notice, the member ceases to be a member.
- 9.3 A member of the Federation who has not paid all fees and subscriptions due under Rule 11.2 by the date specified in Rule 11.2(a) is deemed to have ceased as a member one month after the date specified in Rule 11.2(a).
- 9.4 Where a member of the Federation ceases to be a member pursuant to Rule 9.2 or 9.3, and in every other case where a member ceases to hold membership, the secretary shall make an appropriate entry in the register of members recording the date on which the member ceased to be a member.

10. Register of Members

- 10.1 The secretary of the Federation shall establish and maintain a register of members of the Federation specifying the name and address of each corporation or association who is a member of the Federation together with the date on which the person became a member.
- 10.2 The register of members shall be kept at the principal place of administration of the Federation and shall be open for inspection, free of charge, by any member of the Federation at any reasonable hour.

11. Fees and subscriptions

- 11.1 A member of the Federation shall, upon admission to membership, pay to the Federation a fee as determined by the Executive Committee under Rule 6.3.
- 11.2 In addition to any amount payable by the member under Rule 11.1, a member of the Federation shall pay to the Federation an annual subscription fee as determined by the Executive Committee:
- (a) except as provided by paragraph (b), before 1 March in each calendar year; or
 - (b) where the member becomes a member on or after 1 March in any calendar year, upon becoming a member and before 1 March in each succeeding calendar year.

12. Liabilities and Insurance

- 12.1 Members are not liable for debts of the Federation unless otherwise expressly agreed with the Executive Committee.
- 12.2 The Federation shall not be liable for any civil suit or action brought against any member.
- 12.3 The Federation may provide appropriate insurance arrangements to cover members of the Executive Committee and employees of the Federation, excluding acts or omissions arising out of negligence, wilful misconduct or fraud.

13. Disciplining of members

- 13.1 Where the Executive Committee is of the opinion that a member of the Federation:
- (a) has persistently refused or neglected to comply with a provision or provisions of this Constitution; or
 - (b) has persistently and wilfully acted in manner prejudicial to the interests of the Federation,
- the Executive Committee may, by majority resolution,:
- (c) expel the member from the Federation; or

- (d) suspend the member from membership of the Federation for a specified period.
- 13.2 A resolution of the Executive Committee under Rule 13.1(d) is of no effect unless the Executive Committee, at a meeting held not earlier than 14 days and not later than one month after service on the member of a notice under Rule 13.3, confirms the resolution in accordance with this Constitution.
- 13.3 Where the Executive Committee passes a resolution under Rule 13.1, the secretary shall, as soon as practicable, cause a notice in writing to be served on the member:
- (a) setting out the resolution of the Executive Committee and the grounds on which it is based;
 - (b) stating that the member may address the Executive Committee at a meeting to be held not earlier than 14 days and not later than one month after service of the notice;
 - (c) stating the date, place and time of that meeting; and
 - (d) informing the member that the member may do either or both of the following:
 - (i) attend and speak at that meeting;
 - (ii) submit to the Executive Committee at or prior to the date of that meeting written representations relating to the resolution.
- 13.4 At a meeting of the Executive Committee held as referred to in Rule 13.3, the Executive Committee shall:
- (a) give to the member an opportunity to make oral representations;
 - (b) give due consideration to any written representations submitted to the Executive Committee by the member at or prior to that meeting; and
 - (c) by resolution determine whether to confirm or to revoke the resolution.
- 13.5 Where the Executive Committee confirms a resolution under Rule 13.4, the secretary shall, within 7 days after that confirmation, by notice in writing inform the member of the fact and of the members' right of appeal under Rule 14.
- 13.6 A resolution confirmed by the Executive Committee under Rule 13.4 does not take effect:
- (a) until the expiration of the period within which the member is entitled to appeal against the resolution where the member does not exercise the right of appeal within that period; or
 - (b) where, within that period, the member exercises the right of appeal unless and until the Federation confirms the resolution pursuant to Rule 14.4.

14. Right of appeal of disciplined member

- 14.1 A member may appeal to the Federation in special general meeting or annual general meeting against a resolution of the Executive Committee which is confirmed under Rule 13.4 within 7 days after notice of the resolution is served on the member by lodging with the secretary a notice to that effect.
- 14.2 Upon receipt of a notice from a member under Rule 14.1, the secretary shall notify the Executive Committee which shall convene a special general meeting of the Federation to be held as soon as practicable after the date on which the secretary received the notice or, if this is not possible, refer the matter to the next annual general meeting.
- 14.3 At the special general meeting of the Federation convened under Rule 14.2:
- (a) no business other than the question of the appeal shall be transacted;
 - (b) the Committee and the member shall be given the opportunity to state their respective cases orally or in writing or both; and
 - (c) the members present shall vote by secret ballot on the question of whether the resolution should be confirmed or revoked.
- 14.4 If at the general meeting the Federation passes a special resolution in favour of the confirmation of the resolution of the Executive Committee, that resolution is confirmed.

Part 4 – The Executive Committee

15. Powers, etc of the Executive Committee

The Committee of the Federation shall be called the Executive Committee and, subject to the Act, the Regulations and this Constitution, has the power to:

- (a) Raise funds by subscription, fees, fines and other payments;
- (b) Purchase, rent, lease or otherwise acquire an interest in or the right to use land or buildings for the benefit of darts in PNG;
- (c) Obtain or purchase equipment for use in darts;
- (d) Conduct courses or clinics in areas of coaching, refereeing, playing and administration;
- (e) Investigate cases of mismanagement or misuse of funds by any member provided that –
 - A written request to do so is first received from an interested party; and
 - The Federation, after considering all relevant circumstances, deems it necessary to investigate.
- (f) control and manage the affairs of the Federation;

- (g) may exercise all such functions as may be exercised by the Federation other than those functions that are required by this Constitution to be exercised by a general meeting of members of the Federation;
- (h) make By-Laws providing for any matter it deems necessary but shall do so in consultation with affiliated members of the Federation, which By-laws must be consistent with this Constitution;
- (i) appoint and disband sub-committees on a permanent or ad hoc basis, as appropriate;
- (j) employ such persons (including the National Darts Development Officer(s)) and determine terms and conditions of employment, in order to perform its duties and responsibilities of the Federation; and
- (k) perform all such acts and do all such things as appear to the Committee to be necessary or desirable for the proper management of the affairs of the Federation and to promote and protect the interests and welfare of darts in PNG.

16. Officer-bearers

- 16.1 The Committee shall consist of:
 - the office-bearers of the Federation; each of whom shall be elected at the annual general meeting of the Federation pursuant to Rule 17.
- 16.2 The office-bearers of the Federation shall be:
 - (a) the president;
 - (b) the vice-president;
 - (c) the treasurer; and
 - (d) the secretary.
- 16.3 Each member of the Executive Committee shall, subject to this Constitution, hold office until the conclusion of the annual general meeting in the fourth subsequent year following the date of the member's election, but is eligible for re-election.
- 16.4 In the event of a casual vacancy occurring in the membership of the Executive Committee, the vacancy be filled at the next general meeting or by the Executive Committee appointing another person to fill the vacancy and the member so appointed shall hold office, subject to this Constitution, until the conclusion of the annual general meeting next following the date of the appointment.
- 16.5 There shall be a Patron of the Federation and a By-Law shall be passed to determine the criteria, nomination procedure and any other matter in relation to the election, or appointment of a Patron.
- 16.6 Female representation on the Executive Committee is encouraged.
- 16.7 Each member of the Executive Committee holds office for a term of four (4) years commencing at the Annual General Meeting at which they were

elected, unless removed as the Executive Committee either wholly or individually by vote of no confidence as provided for in this Constitution.

16.8 Vacation of office

The office of an Executive Committee member automatically becomes vacant if the member:

- (a) becomes a bankrupt;
- (b) turns 70 years of age;
- (c) is not permitted by the Act (or an order made under the Act) to be an office bearer in the Executive Committee;
- (d) becomes of unsound mind;
- (e) is removed as an office bearer under the Act, this Constitution or any other law;
- (f) personally fails to attend Executive Committee meetings for a continuous period of six months without leave of absence from the Executive Committee;
- (g) resigns by notice in writing; or
- (h) dies.

17. Election of office-bearers

17.1 Nominations of candidates for election as office-bearers of the Federation:

- (a) shall be made in writing, signed by 2 fully paid up members of the Federation and accompanied by the written consent of the candidate (which may be endorsed on the form of nomination); and
- (b) shall be delivered to the secretary of the Federation not less than 7 days before the date fixed for the holding of the annual general meeting at which the election is to take place.

17.2 If insufficient nominations are received to fill all vacancies on the Committee, the candidates nominated shall be deemed to be elected with effect from the conclusion of the annual general meeting and further nominations in respect of the unfilled vacancies shall be received at the annual general meeting.

17.3 If insufficient further nominations are received, any vacant positions remaining on the Executive Committee after the conclusion of the annual general meeting shall be deemed to be casual vacancies.

17.4 If the number of nominations received is equal to the number of vacancies to be filled, the persons nominated shall be deemed to be elected with effect from the conclusion of the annual general meeting.

17.5 If the number of nominations received exceeds the number of vacancies to be filled, a ballot shall be held. The Chairman of the meeting has a casting vote.

18. Secretary

- 18.1 The secretary of the Federation shall, as soon as practicable after being appointed as secretary, lodge notice with the Federation of his or her address.
- 18.2 It is the duty of the secretary to keep minutes of:
- (a) all appointments of members of the Committee; and
 - (b) all minutes of Executive Committee meetings and general meetings.
- 18.3 Minutes of proceedings at a meeting shall be signed by the chairperson of the meeting or by the chairperson of the next succeeding meeting.

19. Treasurer

It is the duty of the treasurer of the Federation to ensure that:

- (a) all money due to the Federation is collected and received and that all payments authorised by the Federation are made;
- (b) correct books and accounts are kept showing the financial affairs of the Federation including full details of all receipts and expenditure connected with the activities of the Federation; and
- (c) the books and accounts of the Federation are audited annually by an independent external auditor (registered with CPA PNG), for presentation at the annual general meeting.

20. Casual vacancies

For the purposes of this Constitution, a casual vacancy in the office of the member of the Executive Committee occurs if the member:

- (a) dies;
- (b) ceases to be a member of the Federation;
- (c) becomes an insolvent under administration within the meaning of the Insolvency Act;
- (d) resigns office by notice in writing given to the secretary;
- (e) is removed from office under Rule 21;
- (f) becomes of unsound mind; or
- (g) is absent without the prior consent of the President from all meetings of the Executive Committee held during a continuous period of 6 months.

21. Motions of No Confidence

- 21.1 A motion of no confidence is a motion that shall be expressed to be a motion of no confidence, and shall state that it is a motion of no confidence in:
- (a) The Executive Committee as a whole; or
 - (b) Any or all officer bearers individually.
- 21.2 A motion of no confidence shall not be moved in the first quarter of a term of office of the Executive Committee.
- 21.3 A member of the Executive Committee or the Federation may introduce a motion of no confidence.
- 21.4 Notice of a motion of no confidence under Rule 21.1 is to be made in writing and endorsed by at least two fully subscribed members and submitted to the Secretary at least seven (7) calendar days prior to any general meeting, except a special general meeting. The Secretary shall immediately circulate the notice and any supporting documents.
- 21.5 Where an officer bearer(s) of the Executive Committee (to whom a proposed resolution referred to in Rule 21.1 relates) makes representations in writing to the secretary or president (not exceeding a reasonable length) and requests that the representations be notified to the members of the Federation, the Secretary or the President must send a copy of the representations to each member of the Federation or, if they are not so sent, the office bearer(s) is entitled to require that the representations be read out at the meeting at which the resolution is considered.
- 21.6 A motion of no confidence shall be passed by an absolute majority of fully subscribed members who are able to vote.
- 21.7 In the event that an officer bearer(s) of the Executive Committee is the subject of a resolution under Rule 21.6, the Executive Committee shall immediately call for nominations or appoint, as appropriate, replacement to the vacant position(s).

22. Meeting and quorum

- 22.1 The Executive Committee shall meet at least four (4) times in each period of 12 months at such place and time as the Executive Committee may determine.
- 22.2 Additional meetings of the Executive Committee may be convened by the President or any other Executive.
- 22.3 Oral or written notice of a meeting of the committee shall be given by the Secretary to each member of the Executive Committee at least 3 days (or such other period as may be unanimously agreed upon by the members of the committee) before the time appointed for the holding of the meeting.
- 22.4 Notice of a meeting given under Rule 22.3 shall specify the general nature of the business to be transacted at the meeting and no business other than that business shall be transacted at the meeting except business which the

committee members present at the meeting unanimously agree to treat as urgent business.

22.5 Any 2 members of the Executive Committee constitute a quorum for the transaction of the business of a meeting of the Executive Committee.

22.6 Mode of Meeting

The Executive Committee may meet in person or by any means by which they are able to simultaneously hear each other and participate in discussions.

22.7 No business shall be transacted by the Executive Committee unless a quorum is present and if within half an hour of the time appointed for the meeting a quorum is not present, the meeting stands adjourned to the same place and at the same hour of the same day in the following week.

22.8 If at the adjourned meeting a quorum is not present within half an hour of the time appointed for the meeting, the meeting shall be dissolved.

22.9 At a meeting of the Executive Committee:

- (a) the President or, in the president's absence, the Vice-President shall preside; or
- (b) if the President and the Vice-President are absent or unwilling to act, such one of the remaining members of the Executive Committee, as may be chosen by the members present at the meeting, shall preside.

23. Delegation by Committee to sub-committee

23.1 The Executive Committee may, by resolution, delegate to one or more sub-committees (consisting of such member or members of the Federation and/or non members as the Executive Committee thinks fit) the exercise of such of the functions of the Executive Committee as are specified in the instrument, other than:

- (a) this power of delegation; and
- (b) a function which is a duty imposed on the Executive Committee by the Act or by any other law.

23.2 A function the exercise of which has been delegated to a sub-committee under this Rule may, while the delegation remains unrevoked, be exercised from time to time by the sub-committee in accordance with the terms of the delegation.

23.3 A delegation under this section may be made subject to such conditions or limitations as to the exercise of any function the subject thereof, or as to time or circumstances, as may be specified in the instrument of delegation.

23.4 Notwithstanding any delegation under this Rule, the Executive Committee may continue to exercise any function delegated.

23.5 Any act or thing done or suffered by a sub-committee acting in the exercise of a delegation under this Rule has the same force and effect as it would have if it had been done or suffered by the Executive Committee.

- 23.6 The Executive Committee may, by resolution, revoke wholly or in part any delegation under this Rule.
- 23.7 A sub-committee may meet and adjourn and determine its own proceedings, as it thinks proper and subject to any directions from the Executive Committee.

24. Voting and decisions

- 24.1 Questions arising at a meeting of the Executive Committee or of any sub-committee shall be determined by a majority of the votes of members of the committee or sub-committee present at the meeting.
- 24.2 Each member present at a meeting of the Committee or of any sub-committee (including the person presiding at the meeting) is entitled to one vote but, in the event of a equality of votes on any question, the person presiding has a casting vote.
- 24.3 In the event of a conflict of interest, the Chairman will request any member with a conflict of interest to refrain from voting and/or leave the room during the relevant agenda.
- 24.4 Subject to Rule 22.5, the Executive Committee may act notwithstanding any vacancy on the Executive Committee.
- 24.5 Any act or thing done or suffered, or purporting to have been done or suffered, by the Executive Committee or by a sub-committee, is valid and effectual notwithstanding any defect that may afterwards be discovered in the appointment or qualification of any member of the Executive Committee or sub-committee.

24.6 Circular Resolution

A document setting out the terms of a resolution and signed by all the members who are entitled to receive notice of a meeting of the Executive Committee and to vote on that resolution, is for all purposes, treated as if that resolution had been passed at a duly convened meeting of the Executive Committee held on the date and at the time when the last member signed the document.

Part 5 – General meetings

25. Holding of annual general meetings

- 25.1 With the exception of the first annual general meeting of the Federation, the Federation shall, at least once in each calendar year and within the period of 6 months after the expiration of each financial year of the Federation, convene an annual general meeting of its members.
- 25.2 The Federation shall hold its first annual general meeting:
- (a) within the period of 18 months after its incorporation under the Act;
- and

- (b) within the period of 6 months after the expiration of the first complete financial year of the Federation.

26. Calling of and business at annual general meetings

26.1 The annual general meeting of the Federation shall, subject to the Act and to Rule 25, be convened on such date and at such place and time as the Executive Committee thinks fit.

26.2 In addition to any other business which may be transacted at an annual general meeting, the business of an annual general meeting shall be:

- (a) to confirm the minutes of the last preceding annual general meeting and of any special general meeting held since that meeting;
- (b) to receive from the Executive Committee reports upon the activities of the Federation during the last preceding financial year;
- (c) to elect office-bearers of the Federation;
- (d) to receive and consider the completed accounts of the Association; and
- (e) to appoint an auditor of the Federation.

26.3 An annual general meeting shall be specified as such in the notice convening it.

27. Calling of special general meetings

27.1 The Executive Committee may, whenever it thinks fit, convene a special general meeting of the Federation.

27.2 The Executive Committee shall, on the requisition in writing of not less than 50% of the total number of fully subscribed members, convene a special general meeting of the Federation.

27.3 A requisition of members for a special general meeting:

- (a) shall state the purpose or purposes of the meeting;
- (b) shall be signed by the members making the requisitions;
- (c) shall be lodged with the secretary; and
- (d) may consist of several documents in a similar form, each signed by one or more of the members making the requisition.

27.4 If the Executive Committee fails to convene a special general meeting to be held within 1 month after the date on which a requisition of members for the meeting is lodged with the secretary, any one or more of the members who made the requisition may convene a special general meeting to be held not later than 3 months after that date.

27.5 A special general meeting convened by a member or members as referred to in Rule 27.4 shall be convened as nearly as is practicable in the same manner as general meetings are convened by the Executive Committee and any

member who thereby incurs expense is entitled to be reimbursed by the Federation for any expense so incurred.

28. Notice

28.1 Except where the nature of the business proposed to be dealt with at a general meeting requires a special resolution of the Federation, the secretary shall, at least 14 days before the date fixed for the holding of the general meeting, cause to be sent by prepaid post to each member at the member's address appearing in the register of members, by email or by publication in any form of media, a notice specifying the place, date and time of the meeting and the nature of the business proposed to be transacted at the meeting.

28.2 Where the nature of the business proposed to be dealt with at a general meeting requires a special resolution of the Federation, the secretary shall, at least 21 days before the date fixed for the holding of the general meeting, cause notice to be sent to each member in the manner provided in Rule 28.1 specifying, in addition to the matter required under Rule 28.1, the intention to propose the resolution as a special resolution.

28.3 No business other than that specified in the notice convening a general meeting shall be transacted at the meeting except, in the case of an annual general meeting, business which may be transacted pursuant to Rule 26.2.

28.4 A member desiring to bring any business before the general meeting may give notice in writing of that business to the secretary who shall include that business in the next notice calling a general meeting given after receipt of the notice from the member.

29. Procedure

29.1 No item of business shall be transacted at a general meeting unless a quorum of members entitled under these Constitution to vote is present during the time the meeting is considering that item.

29.2 A simple majority present (through their authorised representatives or proxy) in person (being fully subscribed members entitled under this Constitution to vote at a general meeting) constitute a quorum for the transaction of the business of a general meeting.

29.3 If within half an hour after the appointed time for the commencement of a general meeting a quorum is not present, the meeting, if convened upon the requisition of members, shall be dissolved and in any other case shall stand adjourned to the same day in the following week at the time and (unless another place is specified at the time of the adjournment by the persons presiding at the meeting or communicated by written notice to members given before the day to which the meeting is adjourned) at the same place.

29.4 If at the adjourned meeting a quorum is not present within half an hour after the time appointed for the commencement of the meeting, the members present (being not less than 3) shall constitute a quorum.

30. Presiding member

30.1 The president or, in the president's absence, the vice-president, shall preside as chairperson at each general meeting and special general meeting of the Federation.

30.2 If the president and the vice-president are absent from a general meeting or special meeting or unwilling to act, members present shall elect one of their member to preside as chairperson at the meeting.

31. Adjournment

31.1 The chairperson of a general meeting at which a quorum is present may, with the consent of the majority of members present at the meeting, adjourn the meeting from time to time and place to place, but no business shall be transacted at an adjourned meeting other than the business left unfinished at the meeting at which the adjournment took place.

31.2 Where a general meeting is adjourned for 14 days or more, the secretary shall give written or oral notice of the adjourned meeting to each member of the Federation stating the place, date and time of the meeting and the nature of the business to be transacted at the meeting.

31.3 Except as provided in Rule 31.1 and 31.2, notice of adjournment of a general meeting or of the business to be transacted at an adjourned meeting is not required to be given.

32. Making of decisions

32.1 A question arising at a general meeting of the Federation shall be determined on a show of hands and, unless before or on the declaration of the show of hands a poll is demanded, a declaration by the chairperson that a resolution has, on a show of hands, been carried or carried unanimously or carried by an absolute majority or lost, or an entry to that effect in the minute book of the Federation, is evidence of the fact without proof of the number or proportion of the votes recorded in favour of or against that resolution.

32.2 At a general meeting of the Federation, a poll may be demanded by the chairperson or by not less than 3 members present (through their authorised representative or by proxy) at the meeting.

32.3 Where a poll is demanded at a general meeting, the poll shall be taken:

- (a) immediately, in the case of a poll which relates to the election of the chairperson of the meeting or to the question of an adjournment; or
- (b) in any other case, in such manner and at such time before the close of the meeting as the chairperson directs, and the resolution of the poll on

the matter shall be deemed to be the resolution of the meeting on that matter.

33. Special Resolution

A resolution of the Federation is a special resolution if it is passed by a majority which comprises not less than three-quarters of such members of the Federation as, being entitled under this Constitution so to do, vote (by authorised representative or by proxy) at a general meeting of which not less than 21 days' written notice specifying the intention to propose the resolution as a special resolution was given in accordance with this Constitution.

34. Voting

- 34.1 Upon any question arising at a general meeting of the Federation, a member has one vote only.
- 34.2 All votes shall be given by authorised representative or by proxy but no member may hold more than 5 proxies.
- 34.3 In the case of an equality of votes on a question at a general meeting, the chairperson of the meeting is entitled to exercise a second or casting vote.
- 34.4 A member or proxy is not entitled to vote at any general meeting of the Federation unless all money due and payable by the member or proxy to the Federation has been paid, other than the amount of the annual subscription payable in respect of the then current year.

35. Appointment of proxies

- 35.1 Each member shall be entitled to appoint another member as proxy by notice given to the secretary no later than 24 hours before the time of the meeting in respect of which the proxy is appointed.
- 35.2 The notice appointing the proxy shall be in the form set out in Appendix 2 to this Constitution.

36. Resolutions

A resolution of the Federation may not be made by postal ballot but must be made at a meeting of the Federation.

Part 6 – Miscellaneous

37. Source of funds

- 37.1 The funds of the Federation shall be derived from entrance fees and annual subscriptions of members, donations, sponsorships and, subject to any resolution passed by the Association in general meeting, such other sources as the Executive Committee determines.

- 37.2 All money received by the Federation shall be deposited as soon as practicable to the credit of the Federation's bank account.
- 37.3 The Federation shall, as soon as practicable after receiving any money, issue an appropriate receipt.

38. Management of funds

- 38.1 Subject to any resolution passed by the Federation in general meeting, the funds of the Federation shall be used in pursuance of the objects of the Federation in such manner as the Executive Committee determines.
- 38.2 All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments shall be signed by any 2 members of the Committee or employees of the Federation, being members or employees authorised to do so by the Executive Committee.

39. Alteration of objects and purposes and Constitution

The objects and purposes of the Federation (other than those stated at Rule 2(e) and 2(f)) and these Constitution may be altered, rescinded or added to only by a special resolution of the Federation.

40. Audit and accounts

The financial affairs of the Federation shall be audited at least once in every period of 12 months by the auditor appointed by the Annual General Meeting.

41. Powers and duties of the Auditor.

The Auditor shall:-

- (a) certify to the correctness of the financial statements or the profit and loss account;
- (b) have free access to all books of accounts and records of the federation;
- (c) inspect and audit the accounts and records of financial transactions and draw the attention to the Executive Committee to any irregularities;
- (d) state in his or her report in his or her opinion whether:-
- (e) the financial statements or the profit and loss account are properly drawn up so as to give a fair view of the federation's financial affairs;
- (f) that the books of accounts and other records examined by him or her have been properly kept; and
- (g) that he or she has obtained all the information and explanations he or she required.

The Auditor may be removed from office by a special resolution of the federation at a general meeting or at the expiration of his or her tenure of office.

42. Common seal

- 42.1 The common seal of the Federation shall be kept in the custody of the secretary.
- 42.2 The common seal shall not be affixed to any instrument except by the authority of the Executive Committee and the affixing of the common seal shall be attested by the signatures of 2 members of the Executive Committee.
- 42.3 The common seal of the Federation shall:-
- (a) bear the name of the Federation in full;
 - (b) shall state that it is the common seal; and
 - (c) subject to the Act, be in a form, size and shape as approved by the Executive Committee from time to time.

43. Custody

Except as otherwise provided by this Constitution, the Secretary shall keep in his or her custody or under his or her control all records, books and other documents relating to the Federation.

44. Inspection of books, etc

The records, books and other documents of the Federation shall be open to inspection, free of charge, by a member of the Federation at any reasonable hour on a business day.

45. Service of notices

- 45.1 For the purpose of this Constitution, a notice may be served by or on behalf of the Federation upon any member either personally or by sending it by post to the member at the member's address shown in the register of members.
- 45.2 Where a document is sent to a person by properly addressing, prepaying and posting to the person a letter containing the document, the document shall, unless the contrary is proved, be deemed for the purposes of these Constitution to have been served on the person at the time at which the letter would have been delivered in the ordinary course of post.

46. Amendment

- 46.1 This Constitution may only be altered or amended at a general meeting.
- 46.2 Proposed amendments must be made in writing and forwarded to the Secretary at least sixty (60) calendar days before the date of the general meeting at which the amendments will be considered.
- 46.3 The Secretary shall, upon receipt, circulate the proposed amendments to all members of the Federation and to all office bearers of the Executive Committee at least twenty eight (28) days prior to the general meeting at which the amendments will be considered.
- 46.3 An amendment to the Constitution shall have been duly passed if an absolute majority of those fully subscribed members who are eligible to vote and voting on the matter, has voted in favour of the amendment.

47. Disciplinary matters

- 47.1 Appendix 2 sets out the list of offences and related penalties for a breach of any of those offences by players, officials or teams in any Federation sanctioned event or tournament.

48. Miscellaneous

- 48.1 A player who plays the last game of the pre-season competition with a particular association remains a member of that association for the remainder of the season.
- 48.2 A player may play for more than one different association, provided that he or she has properly registered with each association and has physically played at least three games within a season in order to qualify for selection for a representative team.
- 48.3 Associations must advise the Federation of their uniform colours at least two calendar months before any Federation sanctioned tournament.
- 48.4 All associations must provide the Federation with a list of -
- (i) players names and dates of birth;
 - (ii) club names, coaches, officials and number of teams in each division;
 - (iii) number of divisions; and
 - (iv) names of all referees and bench officials,
- within their competitions, within two months of the commencement of their annual competition.

48.5 Selection of players and officials to National senior and junior training squads is only open for players and officials who are registered with a fully subscribed member and who have participated in any Federation sanctioned event or tournament. This also includes players who are part of the National Darts Development Program through their satellite coaches.

All members are required to submit copies of the minutes of their annual general meeting, any special general meeting or extraordinary general meeting, within two weeks after the relevant meeting is held.

48.6 Financial Statements

(i) Every member is required to submit financial statements to the Federation by 31 March of every following year. In particular, any member based in the main centres of Port Moresby and Lae and any professional or semi-professional member, is required to submit financial statements audited by an independent auditor.

(ii) Failure to comply may result in suspension from the Federation for a period of two (2) calendar years from the date that the financial statements were due, or until proper financial statements have been produced in accordance with Rule 48.6(i) above, whichever is the earlier.

48.7 A member may be expelled from the Federation, by decision of the Executive Committee, for any act or omission that brings the Code into disrepute or adversely affects the welfare and interest of the Code in any manner. Where a member is expelled, written notice of the intention to expel shall be given to that member within seven (7) days of the decision being made with full details and invite the member to respond within another seven (7) days of receipt. Where a response is received, the Executive Committee shall deliberate and make final decision. If no response is received, the expulsion is immediately effective. The Secretary will advise the member in writing of the final decision within two (2) days of final decision being made.

48.8 Tournament By-Laws & rules

Appendix 3 sets out the Tournament By-laws and rules that apply to every Federation sanctioned event or tournament, subject to any amendments to WDF rules and regulations.

Appendix 1

(Rule 34.2)

Form of Appointment of Proxy

I,
of
hereby appoint
of

(full name of association)
(address)
(full name of proxy)
(address)

being a member of the PNG National Dart Federation, as proxy to vote on behalf of our association at the annual general meeting of the Federation or special general meeting (as the case may be) to be held on the day of and at any adjournment of that meeting.

- * My proxy is authorised to vote in favour of/against (delete as appropriate) the resolution *(insert details)*.
- * [To be inserted if desired.]

.....
Signature of member appointing proxy
Date:

NOTE: A proxy vote can only be given to a person who is a member of the Federation and is entitled to vote at the annual general meeting or special general meeting (as the case may be).

Appendix 2

(Rule 47.1)

Offences

A. Offences against players and teams		
No.	Offence	Maximum Penalty
1	Kicking or punching	100 weeks suspension
2	Attempting to kick or punch	15 weeks suspension
3	Elbowing	70 weeks suspension
4	Attempting to elbow	10 weeks suspension
5	Fighting	100 weeks suspension
6	Fighting (including wrestling)	45 weeks suspension
7	Striking with clenched fist	45 weeks suspension
8	Attempting to strike with clenched fist	10 weeks suspension
9	Striking with open palm	35 weeks suspension
10	Striking opponent with the ball or other object	10 weeks suspension
11	Deliberately tripping an opponent	12 weeks suspension
12	Moving in under a player who is in the air	12 weeks suspension
13	Unduly rough play	12 weeks suspension
14	Using abusive language or signs, threatening or obscene language	25 weeks suspension
15	Adopting a threatening attitude	10 weeks suspension
16	Participating in darts whilst suspended	20 weeks suspension
17	Unsportsmanlike conduct	10 weeks suspension
B. Offences against Officials		
1	Unsportsmanlike conduct and/or disputing decisions	45 weeks suspension
2	Striking, elbowing, kicking, fighting and/or intentionally tripping	Life expulsion
3	Attempting to strike, elbow, kick, fight or trip	Life expulsion
4	Adopting a threatening attitude	10 years suspension
5	Adopting a fighting attitude	20 years suspension
6	Using abusive, threatening or obscene language	20 years suspension

7	Pushing with an open palm or shoulder or hip	10 years suspension
8	Striking with the arrow or other object	10 years suspension

Appendix 3

(Rule 48.8)

Tournament By-laws and Rules – National Club Championships

Part A. National Club Championships (NCC)

PNG National Dart Federation (PNG-NDF) is the sole governing authority of the National Club Championships (NCC) and the Officials WDF darts Rules as adapted from time to time shall apply, inclusive of the following By-laws:

1.0 ASSOCIATION ELIGIBILITY

1.1 Only teams from members who have paid their annual affiliation fees in full to PNG-NDF shall take part in the NCC. This includes payment of the prescribed NCC nomination fees by the set deadline.

1.2 Entries from member associations who have NOT fully paid their registration fees to PNG-NDF and NCC team nomination fees at the close of the set deadline shall be rejected and WILL NOT be included in the NCC draws.

1.3 Any team traveling to the venue of the NCC who are in violation of article 1.1 and 1.2 above, will be responsible for their own costs and the PNG-NDF will not be responsible for any such costs.

2.0 TEAM ELIGIBILITY

2.1 Teams eligible for participation at the NCC shall be, in order of priority:

- (i) The PREMIER team and the MINOR PREMIER team for the applicable season and, in the case of the premier team of NCC became Premier or Minor Premier, their runners-up and if the runners-up cannot attend, then the third placed team; and
- (ii) the defending NCC team from the previous championship.

2.2 Runners-up from the previous NCC Championships are not eligible to attend purely on that basis.