

# FLORIDA SHUFFLEBOARD ASSOCIATION, INC

## BY-LAWS

Revised March 2024

### SECTION 1

#### ARTICLE I – NAME

This Association shall be known as the Florida Shuffleboard Association, Inc.

#### ARTICLE II - OFFICIAL LOCATION

The official location of the Association shall be the place of residence of its President in the State of Florida.

#### ARTICLE III – OBJECTIVES

The objectives of the Association shall be to promote interest and play in the game of shuffleboard; to encourage and assist in the formation and organization of new clubs throughout the state; to arrange for and to direct State Championship Tournament Contests; to encourage individual club membership and inter-club Invitational Contests and to the extent requested and possible, by means of its District Organizations, cooperate in such events. It shall also exercise its vested duty and authority toward securing and maintaining a uniformity of observance among all of its affiliated clubs to the full extent of the latest approved Official Rules of the Florida Shuffleboard Association, Inc.

#### ARTICLE IV – POLICY

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

#### ARTICLE V – MEMBERSHIP

- (a) Any organized Shuffleboard Club, within the state of Florida, having duly elected officers and controlling the operation of at least two (2) regulation courts, shall be eligible for membership in the Association - provided that its application is first approved by the Executive Board of the District Organization within whose jurisdictional area the applying club is located.
- (b) A Municipality controlled and supervised Shuffleboard Club is eligible for membership in the Association - subject to the conditions and procedure set forth in paragraph (a) of this same article.
- (c) A Recreation or Athletic Department of a Municipality, which is vested with the control of the property and operation of a Shuffleboard Club, is eligible for membership in this Association.
- (d) A Trailer Park, Motel, Camp, or any other type of established business with lodging accommodations, which controls and operates shuffleboard courts, but without an organized club according to the conditions as set forth in paragraph (a) of Article V may apply for an Associate-Nonvoting-Membership in this Association.

#### ARTICLE VI - OFFICIAL PERSONNEL

- (a) The elected personnel of the Association shall consist of a President, a First Vice President, a Second Vice President, a Third Vice President, a Keeper of Records, a Secretary, and a Treasurer. No two (2) Vice Presidents will be elected from the same District nor will any Vice President be elected from the same District as the President. The Secretary and the Treasurer may be vested in one (1) person. (03/02/02)
- (b) The Executive Board shall consist of a President, a First Vice President, a Second Vice President and a third Vice President. (03/02/02)

#### ARTICLE VII - REPRESENTATION IN MEETINGS OF THIS ASSOCIATION

- (a). The Elective Officers of the Association, as named in Article VI, together with the District Organization Presidents and a Delegate from each of the Districts, shall comprise the membership of the meetings of the Association.
- (b) Each member of the meeting, including the President, shall have full and equal voting rights. No member by reason of holding more than one (1) office in the Association and/or in a District Organization, shall be privileged to cast more than a single vote on any proposition or for any officer voted upon by the meeting.
- (c) The immediate Past President of the Association shall automatically become an Honorary Member of the meeting, without voting privileges, for the duration of the term or successive terms of his or her successor. (03/02/02)

#### ARTICLE VIII - OFFICIAL AND FISCAL YEAR

- (a) The official and fiscal year of the Association shall begin on March 1, immediately followed by the Annual Meeting and Election of Officers, as set forth in the By-Laws. The Treasurer shall submit the Annual Report to the Auditing Committee at the March Meeting.
- (b) Each elected official shall remain in office until the end of the March Meeting (after Old Business), at which time the newly elected officers will be installed.

#### ARTICLE IX - ANNUAL MEETING

The Annual Business Meeting of the Association shall be held on a date between January 1 and 31 of each year. It shall be set by a meeting of the Association for a date and at the place and within the period of dates set for the Annual State Sponsored Singles Tournament. The Tournament Host Club will arrange for suitable and private quarters in which to conduct the meeting. (03/02/02)

#### ARTICLE X - CALLING OF SPECIAL MEETING

A special meeting of the Association may be called at any time by the President of the Association or by the written request of a qualified voting majority of such body.

#### ARTICLE XI - MEMBERSHIP PERIODS

The Club Membership period of the Association shall be for the calendar year, January 1 to December 31 of each year, subject to the qualifications set forth in Article III of the By-Laws.

#### ARTICLE XII - TENURES OF OFFICIAL PERSONNEL

- President - One (1) year, and ineligible for more than three (3) successive elected years. (10/12/19)
- 1st (First) Vice President - Year by Year
- 2nd (Second) Vice President - Year by Year.
- 3rd. (Third) Vice President - Year by Year.
- Keeper of Records - Year by Year.
- Secretary & Treasurer - Year by Year.

The nominating and electing procedure to be as provided for in Article IV of the By-Laws.

#### ARTICLE XIII – QUORUMS

A majority of the qualified voting membership of the Association shall constitute a legal quorum for electing officers or for the transaction of business.

#### ARTICLE XIV – AMENDMENTS

In order to make, alter or rescind the By-Laws of the Florida Shuffleboard Association, a notice, in writing, must be sent to each member of the Board, at least ten (10) days before the October Meeting. This notice must contain in detail, all proposed changes. Any proposed By-Laws change shall be kept in Committee and submitted for F.S.A. Board action once every three (3) years effective February 1980 at the Annual Meeting. When such changes are brought out of the Committee in the above designated years, they shall be submitted to each Board member as a ten (10) day notice prior to the October Meeting. This rule may be temporarily suspended at any October Meeting, only by a two thirds (2/3) majority vote of those members present and voting, provided ten (10) day notices have been sent. At the October Meeting proposed changes shall be read as a first reading, for discussion only. At the Annual Meeting, it shall be brought up for a second reading and requires a two thirds (2/3) majority vote of the Board members present and voting.

#### ARTICLE XV – PROCEDURE

Any issue not governed by the By-Laws shall be governed by Robert's Rules of Order.

## SECTION 2

### ARTICLE I – BUSINESS

- (a) Invocation
- (b) Roll Call
- (c) Vote to Accept Agenda (1/13/20)
- (d) Reading of Minutes
- (e) Communication
- (f) Treasurer's Report
- (g) Report of District Presidents - call on each
- (h) Report on Standing and Special Committees - call on each
- (i) Application for Membership (District Only)
- (j) Unfinished Business
- (k) Election of Officials
- (l) New Business
- (m) Adjournment

### ARTICLE II - APPLICATION FOR MEMBERSHIP

A club desiring to join the Association, which is qualified according to the conditions set forth in Article V of the By-Laws, must address its application to the office of the District President as provided in the same Article.

### ARTICLE III – DUES

- (a) The Annual Dues, per member club, shall be based on the number of courts usable for play, as of December 31, at the rate of one dollar and fifty cents (\$1.50) per court. The minimum dues payable by any one (1) club shall be five dollars (\$5.00). Members joining the Association between April 1 and December 31 of any year shall be admitted to full membership, subject to the approval of the District Executive Board, and the dues for any part of the aforesaid period shall be waived, provided dues for the following year accompany the membership application. Membership according to paragraphs (c) and (d) of Article V of the By-Laws shall be required to pay dues on the same basis as set forth in paragraph (a) of this Article III.
- (b) Each District Organization Treasurer shall advise each member club, in writing, on or before December 1, that its Annual Dues will be due and payable on or before January 1, next, and to be on the basis as set forth. With its remittance, the club will state its prevailing number of courts. On, or before December 1, the Treasurer of each District Organization shall advise each member club, in writing, that its Annual Dues will be due and payable on, or before, January 1, next, and on the basis set forth in Article III (a), above. A statement of the current number of playable courts shall accompany the club remittance.
- (c) On or before January 20 of each year, the District Organization Treasurer shall remit to the Association Treasurer, 60% of the total amount collected, together with a statement listing each club represented in the remittance and its number of courts.
- (d) Any club which has not met its Annual Dues obligation on or before the date of the District Annual Meeting shall be in arrears and thereby automatically become ineligible for representation with voting privileges in the District Organization. Any club joining after the District Annual Meeting date shall have the privilege of entering all State authorized tournaments for the balance of the fiscal year.
- (e) Maximum fees for Court Dues are hereby established. A maximum assessment of fifty dollars (\$50.00) is herewith established for any club with courts in excess of 34 courts. All other clubs, having 33 courts, or less, shall be assessed as in Article III, Section (a).

### ARTICLE IV - ELECTION OF OFFICIALS

The election of Association Officials shall take place at the time of and at the place of the Annual Meeting, as set forth in Article IX of the By-Laws. The following procedure to govern:

- (a) Nomination shall be made from the floor.

- (b) Currently serving Officials may be nominated to succeed themselves, excepting only that a President may not be nominated for a fourth (4th) consecutive term.
- (c) No one will 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) If there is more than one nominee for a specific office, then, and only then, shall the vote be by secret balloting, otherwise the Secretary shall be directed by the presiding official to cast a single ballot for the single nominee.
- (e) For each office, the nominee must receive a majority of the total number of votes cast to be declared elected.
- (f) Each elected official shall remain in office until the end of the March Meeting, (Old Business), at which time the newly elected officers will be installed.

#### ARTICLE V - VOTING QUALIFICATIONS

- (a) Each of the elected Association Officers, each of the District Presidents or Vice Presidents and each of the duly elected District Delegates, or their Alternates, are eligible to vote for the election of Association officials, or on any question brought before a legal meeting of the Florida Shuffleboard Association, Inc.

#### ARTICLE VI - FILLING OFFICE VACANCIES

If, for any reason, an elective office becomes vacant between the regular Annual Meetings, such vacancy or vacancies shall be filled for the non-expired portion of the regular term of such office or offices by the President, with the approval of a majority of the members of the Board of Directors. The First Vice President shall fill a vacancy of the office of President. In the event the First Vice President cannot assume the office of President, then and only then, shall the Second Vice President assume the office of the President.

#### ARTICLE VII - DUTIES OF OFFICERS

- (a) The President shall preside over all regular and specially called meetings of the Association, in accordance with parliamentary procedure as set forth in the latest edition of "Robert's Rules of Order."
- (b) The President shall be responsible for filing F.S.A. Corporation papers with the State of Florida Secretary of State prior to July 1 yearly.
- (c) As promptly as possible following the election, the President shall appoint all Standing Committees, and become an official member of each, except for the Nominating Committee which will be elected by the voting body of the F.S.A. The President shall not be a member of the Nominating Committee. (01/18/2016)
- (d) The President shall appoint a State Tournament Director and six (6) or more Assistant State Tournament Directors preferably from the District Tournament Directors, with the number of the Assistant State Tournament Directors to be determined by the President.
- (e) The President shall perform all such other duties deemed to be required of his office or as may be specifically ordered by the Association.
- (f) The First Vice President in accordance with Article VI of the By-Laws shall assume and perform all duties of the President during his absence from the State, or his incapacity to serve. The Second Vice President shall perform all duties of the President during his absence from the State or incapacity of both the President and First Vice President. He shall perform such other duties as requested by the President.
- (g) In the event a President or Board member become deceased while in office, up to \$50.00 may be spent for flowers, etc.
- (h) The Secretary shall fully and accurately record the proceedings of all regular and special meetings of the Association; attend to all correspondence and be in charge of the Association files.
- (i) The Treasurer shall be the sole custodian of the Corporation Seal and all the Association's funds and vital papers. He/she shall draw checks, to be counter-signed by the President or First Vice President for payment of all obligations, approved by the President or First Vice President or by the Association. No disbursement is authorized under the intent of this paragraph, to an official of the Association or for an individual bill in excess of \$100.00 without authorization of the Association.
- (j) If, as is permissible under the terms of Section (a) of Article VI of the By-Laws. The Secretary and Treasurer are vested in one (1) and the same person, then he/she shall assume the duties and abide by the conditions set forth in the two (2) paragraphs (h) and (i) immediately preceding this one. (03/02/02)

- (k) The duties of the Keeper of Records are defined in the Standing Rules.
- (l) The Association shall hold regular meetings, between the Association's regular Annual Meetings, as often as may be deemed to be necessary for the Association's efficient functioning in accord with the By-Laws' stipulations, and also for the orderly and expeditious transaction of routine business.
- (m) The Finance Committee of the Association shall duly arrange for an annual audit of the Association's financial records.
- (n) The retiring President shall do the following at the March Meeting: immediately after the installation of officers, shall present to the incoming President, a copy of all printed forms which are used by the F.S.A., the normal quantity usually purchased, page 6 of 9 and the stock on hand. Turn over all records, books, and related paraphernalia pertinent to the Office. Give an itemized list of all property belonging to the F.S.A., a copy of which is to be given to each member of the Board and signed by the retiring and incoming President. The final Financial Statement to be presented to the new President just as soon as the books can be closed. Turn over all funds belonging to the F.S.A. Checking Account, Savings Account, etc. at the same time the books and records are given.

### **SECTION 3**

#### **DISTRICT ORGANIZATIONS**

##### **A ORDER OF BUSINESS**

To be the same as set forth in Article I of the By-Laws.

##### **B NUMBER AND AREAS**

The State shall be divided into District Organizations. The exact area for each District Organization shall be mapped by the Associations.

##### **C OFFICIAL LOCATION**

Each District Organization's official location shall be at the place of residence of the District President.

##### **D NEW DISTRICTS**

The Association shall have the power to form any additional districts, but no district shall be formed within which there will be less than twenty (20) clubs, organized in accordance with the terms of Article III of the Association By-Laws.

##### **E MEMBERSHIPS**

(a) The voting membership of each District Organization shall comprise the following: the District President, the three (3) Vice Presidents, or more, the Secretary if elected, the Treasurer if elected, the District State Delegate, the Alternate State Delegate, and the President of each Affiliated Club or his duly appointed representative. (October 2018)

(b) Should the President of a club be unable to attend a regular or a specially called meeting of the Organization, then the Vice President of the club shall be his eligible substitute, and with the same voting privileges.

(c) If neither the President nor the Vice President of a club can attend, then a duly accredited Delegate appointed by the President of the club shall be its representative, with the same voting privileges. This accredited Delegate's name for voting privilege should be in writing and presented at the District Meeting.

##### **F ELECTIVE OFFICERS**

(a) The Elective Officers of each District Organization shall be a President, a First Vice President, a Second Vice President, a Third Vice President, or more. The Secretary and the Treasurer may be vested in one (1) person elected or appointed by the President. Appointive Secretary and Treasurer will be without voting privileges in any District Organization Meetings.

(b) A District Delegate, Vice President, and Alternate Delegate are elected to attend with the District President, all Florida State Association Meetings, provided in Article V of the By-Laws. The Vice President is to act only in the event of the unavailability of the President. In the event the Vice President is unavailable, the District President may appoint any duly elected District Officer in their absence. (March 2024) The Alternate Delegate is to act only in the event of the unavailability of the Delegate but is entitled to vote at District Meetings.

## G TENURE OF OFFICERS

The tenure of each District Organization Officer shall correspond to the tenure named in Article XII of the By-Laws for an Association Official.

## H EXECUTIVE BOARD

A District Executive Board shall be formed by each District Organization comprised of the elected officials named in paragraph F.

## I DUTIES OF OFFICERS

The duties of each District Officer shall be the same as defined in Article VII of the By-Laws for Officials. The District Treasurer shall submit his/her books for audit, to the Auditing Committee, before March 1 of each year. Each District President shall turn over to his/her successor, before March 1, all records, money, paraphernalia belonging to the District Organization.

## J ELECTION OF OFFICERS

The election procedure for Organization Officers shall be relatively the same as provided for Association Officials in Paragraphs (a) to (e), inclusive, of Article IV of the By-Laws.

## K OFFICIAL YEAR

(a) The Official Year of each District Organization shall begin on March 1, next, succeeding the date of the Annual District Meeting. Said District Meeting shall be designated by the Executive Board and held on a date between January 1 and 20.

(b) Immediately following the election of officers, the District President will submit a list to the State President containing the names of all elected Officers and Delegates.

## L FISCAL YEAR

The fiscal year of each District Organization shall coincide with the Official Year.

## M SPECIAL MEETINGS

A Special Meeting of a District Organization may be called at any time by the President of the District Organization, or by the Organization Secretary upon being served with a written notice request signed by at least 25% of the qualified voting membership of the District Organization, or such a notice signed by at least 50% of the District Board. A notice of such Special Meeting is to be sent to each member of the voting membership, at least ten (10) days before the date of the called meeting.

## N QUORUM

A Quorum for any regular or specially called meeting of the District Organization shall be 25% of the voting membership thereof.

## O DUES

The Club Membership Dues of the District Organization, collection and distribution of the same shall be as set forth in article III of the By-Laws.