

# CALIFORNIA SHUFFLEBOARD ASSOCIATION

Organized November 10, 1959

Affiliated with the National Shuffleboard Association, Inc.

## **CONSTITUTION AND BYLAWS**

*As Amended and Board Approved November 3, 2023*

### **INDEX**

#### *Constitution*

<b><u>Article</u></b>	<b><u>Title</u></b>	<b><u>Page</u></b>
I.....	Name.....	2
II.....	Address.....	2
III.....	Purpose.....	2
IV.....	Policy.....	2
V.....	Fiscal and Membership Years.....	2
VI.....	Membership.....	2
VII.....	Districts.....	2
VIII.....	Officers.....	2
IX.....	Board of Directors.....	2
X.....	Board Meetings.....	3
XI.....	Executive Committee.....	3
XII.....	Amendments.....	3

#### *Bylaws*

#### *Section 1 - General*

<b><u>Article</u></b>	<b><u>Title</u></b>	<b><u>Page</u></b>
I.....	Scope of Activities.....	4
II.....	Applications for Membership.....	4
III.....	Membership Dues.....	4
IV.....	Election of Officers.....	4
V.....	Filling Office Vacancies.....	5
VI.....	Duties of Officers.....	5
VII.....	Receipts and Disbursement of Funds.....	6
VIII.....	Affiliation with the National Association.....	6
IX.....	Hall of Fame.....	6

#### *Bylaws*

#### *Section 2 – District Organization*

<b><u>Article</u></b>	<b><u>Title</u></b>	<b><u>Page</u></b>
XI.....	District Identification.....	8
XII.....	District Address.....	8
XIII.....	District Activities.....	8
XIV.....	Shuffleboard Leagues.....	8
XV.....	District Officers.....	8
XVI.....	Representation on the CSA Board of Directors.....	8
XVII.....	District Meetings.....	9
XVIII.....	Election of District Officers.....	9
XIX.....	Filling District Office Vacancies.....	10
XX.....	Election of Officers of a New District.....	10
XXI.....	Duties of District Officers.....	10
XXII.....	Receipts and Disbursement of Funds.....	10
XXIII.....	District Executive Committee.....	11
XXIV.....	Amendments.....	11
	Addendum.....	12

# **CONSTITUTION**

## **ARTICLE I – NAME**

This Association shall be known as the CALIFORNIA SHUFFLEBOARD ASSOCIATION, INC., hereinafter referred to as the Association.

## **ARTICLE II – ADDRESS**

The official address of the Association shall be the residence of its currently serving President within the State of California.

## **ARTICLE III – PURPOSE**

The purpose of the Association shall be to promote interest and play in the game of shuffleboard for the greatest possible enjoyment by the players.

## **ARTICLE IV – POLICY**

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

## **ARTICLE V – FISCAL AND MEMBERSHIP YEARS**

The fiscal year and the membership year of the Association shall be the same as the calendar year.

## **ARTICLE VI – MEMBERSHIP**

1. Any Association shuffleboard District organized and operated pursuant to Section 2 of the Bylaws shall be eligible for membership in the Association.
2. Organizations eligible for membership in the District wherein they are located include:
  - a) An organized shuffleboard club construed to mean a group of shufflers within the State of California having someone at its head with power to act for and in behalf of such group.
  - b) Any recreation or other department of a municipality which is vested with the control of shuffleboard courts and any organized shuffleboard club(s) using its courts.

## **ARTICLE VII – DISTRICTS**

1. The area of California in which organized clubs are located shall be divided geographically into Districts, each of which shall have its own administration pursuant to the entire Section 2 of the Bylaws. However, Districts 5 and 7 shall continue to operate according to their present status for the orderly functioning of their District in the spirit of the Association's purpose.
2. The Board of Directors may, at any time, change the areas of any existing Districts and/or create new Districts.

## **ARTICLE VIII – OFFICERS**

1. The Officers of the Association shall be a President, a First Vice-President, a Second Vice-President, a Third Vice-President, a Secretary, a Recording Secretary and a Treasurer, all of whom shall serve without remuneration. The Recording Secretary is to be selected by the President with the approval of the Secretary.
2. The tenure of Officers shall be two (2) years beginning with their installation at the Annual Meeting in which they were elected. Currently serving Officers may be nominated to succeed themselves.

## **ARTICLE IX -BOARD OF DIRECTORS**

1. The Officers of the Association, together with the two (2) representatives of each District, provided for in Section 2 of the Bylaws, shall collectively constitute a Board of Directors which shall be vested with full power to govern the affairs of the Association in accordance with its Constitution and Bylaws.
2. The Immediate Past President of the Association shall automatically remain a member of the Board, with voting privileges, for the duration of the term or successive terms of their immediate successor.

## ARTICLE X – BOARD MEETINGS

1. The Board shall hold an Annual Meeting at a specified date and location. Written notice of each such meeting shall be mailed or sent electronically by the Secretary to each Board member at least fifteen (15) days prior to the date set for the meeting.
2. The Board shall hold such other meetings as it may deem necessary to carry out its duties, or at the call of the President, or as requested in writing by at least one-fourth (1/4) of the Board members. Written notice of each such meeting shall be mailed or sent electronically by the Secretary to each Board member at least ten (10) days prior to the date set for the meeting.
3. A majority of the Board members shall constitute a quorum for any meeting of the Board.
4. All Board members present shall have equal voting power in all meetings of the Board.
5. The order of business at the Annual Meeting shall be as follows
  - a) Roll call of Board members – to be recorded in the minutes;
  - b) Approval of the minutes of the last meeting;
  - c) Treasurer’s report;
  - d) Review annual District’s Dues amount;
  - e) Secretary’s report;
  - f) Reports of Committees;
  - g) Unfinished business;
  - h) Annual reports and/or comments by:
    - (1) Each District President;
    - (2) National Representatives;
    - (3) Third Vice-President;
    - (4) Second Vice-President;
    - (5) First Vice-President;
    - (6) Immediate Past President;
    - (7) President;
  - i) New business;
  - j) Election of Officers;
  - k) Installation of Officers;
  - l) Adjournment.
6. The order of business at all other meetings shall be as follows:
  - a) Roll call of Board Members – to be recorded in the minutes;
  - b) Approval of the minutes of the last meeting;
  - c) The business for which the meeting was called;
  - d) Adjournment.

## ARTICLE XI – EXECUTIVE COMMITTEE

1. The elected officers of the Association, together with the Recording Secretary and the immediate Past President, shall collectively constitute an Executive Committee to administer the affairs of the Association and is vested with full power to act for the Board of Directors as may be required between annual and special meetings of the Board.
2. The Executive Committee shall hold meetings at the call of the Board President or at the request of any three (3) committee members. A majority of the members shall constitute a quorum for any meeting of the committee and each member of the committee shall have equal voting power in all meetings.
3. Business of the Executive Committee may also be conducted by means of written correspondence, by telephone or other electronic means, if deemed appropriate by a majority of the committee. A majority of the committee shall constitute a quorum for the conduct of the business concerned.

## ARTICLE XII – AMENDMENTS

This Constitution and/or Bylaws may be amended by a two-thirds (2/3) vote of those present at any meeting of the Board or by telephonic or electronic communication, PROVIDED that written notice of the reason of this proposed amendment(s) shall have been mailed with the notice of the meeting to each Board member.

# BYLAWS

## SECTION 1 – GENERAL

### ARTICLE I – SCOPE OF ACTIVITIES

To accomplish its purpose the Association shall:

1. Encourage the construction of shuffleboard courts upon which the game can be played satisfactorily, by publicizing and supplying to all interested persons complete plans and specifications to meet the minimum requirements established by the California Shuffleboard Association, Inc., for the construction of good courts.
2. Provide its member clubs with instructions on the care and upkeep of shuffleboard courts and equipment.
3. Provide its member clubs with copies of the latest revised Official California Shuffleboard Rules and its Manual of Instructions for Court Officials; encourage and train players to become Approved Tournament Officials and certify them as such.
4. Promote and sanction tournaments to be played pursuant to its Tournament Regulations, and give official recognition to the winners thereof.
5. Provide its member clubs with its Tournament Regulations for planning and conducting sanctioned Tournaments.
6. Provide its member clubs the Official Tournament Rules to insure uniformity.
7. Encourage and assist its member clubs to conduct the many other possible kinds of shuffleboard contests and tournaments and provide them with suggestions on how to conduct them.
8. Assist its member clubs to the extent requested and possible on any problems they may have.
9. Publicize its existence and activities to the greatest extent possible, and encourage membership in the Association.
10. Do such other things consistent with the stated purpose of the Association so that more players will get more pleasure, relaxation and healthful exercise from the game of shuffleboard.

### ARTICLE II – APPLICATIONS FOR MEMBERSHIP

1. Each application for membership by a shuffleboard club or municipality eligible under Article VI of the Constitution, shall be made on an application blank to be supplied by the Association.
2. Each application shall be sent, in duplicate, to the Association's Treasurer and shall be accompanied by payment of the appropriate dues in accordance with paragraph 1 of Article III.
3. Applications for membership shall be subject to approval by the Executive Committee.
4. All Districts are members of the California Shuffleboard Association; all clubs within a given District are members of that District. All Districts are obligated to abide by the Constitution and Bylaws of the CSA.
5. All shuffleboard play put on by a District, or club within that District, shall be governed by the rules and regulations of the California Shuffleboard Association. The chain of order will be from the National, to the States, to the Districts and the clubs. Some "special club or District rules" may apply depending on the courts and conditions.

### ARTICLE III -MEMBERSHIP DUES

1. The annual dues for each District shall be the amount set by the Association for each of its member clubs, and for each municipality, payable to the Association Treasurer at the beginning of each calendar year. Said dues shall be collected by the district from its member clubs and municipalities.
2. The Treasurer will send bills to the Districts. They in turn will collect dues from clubs to be forwarded to the CSA Treasurer.
3. Where there is no active District club a player may join, that person may join the California Shuffleboard Association as a 'Member at Large' for the amount set by the Association per year. That person will receive a membership certificate and all rights as a CSA club member.
4. Any member District or municipality which has not paid its dues for the current year by January 1st shall thereafter be ineligible to participate in any of the activities of the Association until such dues are paid.

### ARTICLE IV – ELECTION OF OFFICERS

1. The election of the Association's Officers shall take place at the Annual Meeting of the Board of Directors.
2. At least thirty (30) days prior to the Annual Meeting, the Executive Committee shall present to the Board a list of persons desiring office. Every effort is to be made to have a "slate" of officers representing the various Districts. Each candidate has the option of submitting a bio of their qualifications for an office they are running for during an election year.

3. A separate vote shall be taken for each office, starting with that of the President, and a nominee must receive a majority of the votes cast to be elected. If there is only one (1) nominee for a specific office, the presiding official shall direct the Secretary to cast a single ballot for the single nominee; if there is more than one (1) nominee for a specific office the voting shall be by secret balloting. Mailed Ballots will be accepted from qualified board members to remain sealed until the election votes are counted. E-mail ballots are unacceptable since they are not a sealed ballot.
4. In the event there are more than two (2) nominees for a specific office and none of them receive a majority of the votes cast in the first balloting, a run-off vote shall be taken between the two (2) nominees receiving the greatest number of votes in the first balloting.
5. The electing procedure for each office shall be as follows:
  - a) Announcement of office to be filled;
  - b) Report of executive committee;
  - c) Other nominations, if any, from the floor;
  - d) Closing nominations;
  - e) Vote in the manner set forth in paragraph 3 and 4 of this Article. If there is more than one (1) nominee, the presiding official shall appoint two (2) or more to distribute, collect and tally the secret ballots;
  - f) Declaration of person elected.

## ARTICLE V – FILLING OFFICE VACANCIES

1. If an elective office becomes vacant between Annual Meetings, the President shall promptly call a Special Meeting of the Board of Directors for the purpose of filling the vacancy for the remainder of the current term of office. If the vacancy is in the office of President, then the First Vice-President shall call the special meeting.
2. If at the special meeting a quorum of the Board of Directors is not present at the special election for the vacant office, then a special voting letter listing the nominated individual(s) will be mailed to each absent board member with a deadline listed for their vote. After the deadline is reached that individual winning the majority of votes will assume the duties of the vacant office. If the new officer cannot be present to accept the oath of office, the CSA President may administer said oath by telephone with a witness. An addendum to the current minutes should state the above events and a letter containing this information shall be mailed to each board member and District presidents.

## ARTICLE VI – DUTIES OF OFFICERS

In addition to the other duties specified elsewhere in this Constitution and Bylaws, the Officers of the Association shall also perform the duties set forth in the following paragraphs of the Article.

1. The President shall:
  - a) Preside over all meetings of the Board and shall conduct the meeting in accordance with parliamentary procedures as set forth in the latest edition of *Robert's Rules of Order*;
  - b) Be an ex-officio member of all committees;
  - c) At least thirty (30) days prior to its Annual Meeting, appoint a committee of two (2) people to audit the Association's financial records for the current calendar year;
  - d) Perform such other duties as may be requested by the Board, or as may be deemed to be required of their office.
2. The First Vice-President shall assume and perform all of the duties of the President during the latter's absence or incapacitation. As the Sanctioning Tournament Officer they shall:
  - a) Receive all requests for State Sanctioned Tournaments (a State-sanctioned tournament is a tournament open to all CSA members and does not include District or regional tournaments);
  - b) Upon approval, sign and date the duplicate copies, file one, return one copy to the District President and one copy to the Tournament Manager;
  - c) Compile and provide a list of CSA Sanctioned Tournaments, by Districts, to the CSA Board of Directors for its approval;
  - d) Compile a list of the CSA sanctioned tournaments and unsanctioned District tournaments. Provide a copy to the CSA Board of Directors and each District President (or the District President's designate);
  - e) At the completion of each State Sanctioned Tournament, receive from the District President a completed duplicate of the Sanctioned Tournament Summary Report;
  - f) Maintain a permanent record book for the purpose of recording the top four (4) winners in championship and consolation divisions obtained from the Summary Report.

3. The Second Vice-President shall assume and perform all of the duties of the President during the absence or incapacitation of both the President and the First Vice-President. As Second Vice-President they shall:
  - a) Authorize each District President (or the District President's designate) to determine qualified referees and ATMs;
  - b) Issue, and send to the District presidents for distribution, ATM and referee cards to those applicants who comply with the requirements set forth in the current CSA Tournament Regulations;
  - c) Receive name, address, phone number and e-mail address of qualified referees and ATMs from the Districts;
  - d) Maintain a file of ATM and referee card holders and endeavor to keep this file current as to presently active and capable ATMs and referees.
4. The Third Vice-President shall assume and perform all the duties of the President and the First and Second Vice-Presidents in the event all those offices become vacant or all three (3) officers become incapacitated. They shall act as:
  - a) The chairman of the Membership/Nominating Committee, consisting of all of the District Presidents;
  - b) Chairman of the Rules Committee and answer all questions pertaining to the rules and changes.
5. The Secretary and/or Recording Secretary shall:
  - a) Fully and accurately record the proceedings of all meetings of the Board;
  - b) Be in charge of the Association's files;
  - c) Keep a record of the CSA Board's membership;
  - d) Have custody of an Association's Seal;
  - e) Perform such other secretarial duties as may be required by the Board or by the President or as may be deemed to be required of their offices.
6. The Treasurer shall:
  - a) Be the sole custodian of the funds of the Association;
  - b) Keep a full and accurate record thereof;
  - c) Send bills to the District Presidents for CSA dues. They in turn will collect dues from clubs to be forwarded to the CSA Treasurer.
  - d) Draw checks to be countersigned by the President and/or designated officers, for the payment of all obligations of the Association authorized in accordance with the provisions of Article VII of these Bylaws;
  - e) Prepare an annual budget for approval of the executive officers;
  - f) Make all records available for audit as requested by the President in paragraph 1 (c) of this Article;
  - g) Perform such other duties not inconsistent with the foregoing as may be requested by the Board or the President.

#### ARTICLE VII – RECEIPTS AND DISBURSEMENT OF FUNDS

1. All receipts of dues and other income of the Association shall be deposited in a checking account in the name of the Association. When requesting donations, the CSA Tax ID Number must be used, with the approval of the CSA Board. Upon receipt, the donation will be deposited and an equal valued check sent to the requesting club.
2. The funds of the Association shall be used for the purpose of office supplies, stationery, postage, and for other necessary expenditures. Funds may also be used for advertising, efforts to gain new members, to improve the Association and help shuffleboard.
3. No benefit from the net income of the Association shall inure to any person.
4. Receipts of reasonable hotel and travel expenses of officials attending a District or State event shall be per current IRS cost estimates for the area, with prior approval of the CSA Executive Committee.

#### ARTICLE VIII – AFFILIATION WITH THE NATIONAL ASSOCIATION

1. The Association shall maintain continuous affiliation with the National Shuffleboard Association, Inc.
2. In accordance with the USA National Shuffleboard Association Constitution, each State Association is entitled to have the President and one (1) Delegate on the National Board of Directors. The CSA President shall select the Delegate. The Delegate will have no vote on the CSA Board.

#### ARTICLE IX – HALL OF FAME

1. Committee: The Hall of Fame Committee shall consist of the President, or representative, from each District of the California Shuffleboard Association, as long as their annual dues are current. Any committee member

who vacates their office before their term expires shall be replaced on the Hall of Fame Committee by the CSA President only for the remaining term of the retired committee member. Each Hall of Fame Committee member is entitled to one (1) vote on the Committee.

2. Chairman: The CSA President shall appoint a Chairman of the Hall of Fame Committee. The Chairman will serve during the tenure of the appointing President. The duties of the Chairman shall be:
  - a) Overseeing the receipt of nominations;
  - b) Preparing all correspondence relating to the nominations and voting;
  - c) Tallying the votes received from the Hall of Fame Committee;
  - d) Notifying those elected and informing them of the time and place of the presentation ceremony;
  - e) Purchasing frames;
  - f) Preparing Hall of Fame certificates;
  - g) Presenting the honorable award of being inducted into the California Shuffleboard Association Hall of Fame;
  - h) Furnishing the Hall of Fame Curator the inductee's photo and resume;
  - i) Furnishing the Recording Secretary a copy of the inductee's resume;
  - j) Keeping the Hall of Fame pins that are awarded to each inductee;
  - k) Keeping possession of the CSA seal which shall be imprinted on each certificate.
3. Curator: The CSA President shall appoint the CSA Hall of Fame Curator who shall oversee the maintenance of the records and the CSA Hall of Fame.
4. Screening: The CSA President, the Hall of Fame Chairman and a person selected by the CSA President shall screen each Hall of Fame nomination in order to recommend to the Hall of Fame Committee persons who in their opinion are deemed worthy in accordance with the criteria established for nomination.
5. Qualifications for Nomination: A resume should contain the person's achievements and what they have done to promote the game of shuffleboard that deems them deserving to be considered for this honor. That person could be or have been a District, state or club officer or a club member who has promoted the game of shuffleboard by their devotion and hard work for their club, District or state association. True sportsmanship and acting as a role model while playing or representing the game of shuffleboard is a prerequisite. A person who is deceased may have a resume submitted on their behalf.
6. Nominations to the Hall of Fame: Any member of a club within each active District of CSA shall have the privilege of submitting a nomination to the CSA Hall of Fame. Self-nomination will not be considered. The Hall of Fame Chairman shall set the deadline for submission of nominations for the current year, however nominations can be made any time throughout the year. Any nomination received after the deadline will be included for the next year's consideration.
7. Length of Nomination: A nominated person's resume shall remain active for five (5) years and then dropped if they have not been inducted.
8. Election to the Hall of Fame: No more than three (3) nominees will be inducted per year, with at least one nominee being inducted each year. Each candidate is voted on separately, and the candidate must receive the majority of the committee votes. Voting is not compulsory and if there is more than one nominee, voter could for example only vote for one nominee and abstain from voting further or perhaps not vote at all. It could be possible for a vote to take place where no nominee receives the majority of votes. In case of a tie in votes for a CSA Hall of Fame nominee, the Hall of Fame Committee Chairman shall have one (1) vote to insure at least one qualified member is selected to the CSA Hall of Fame. All approved nominees must be included in the vote. Each nominee who has been elected to be inducted into the CSA Hall of Fame shall furnish the Hall of Fame Chairman with an 8x10 head shot photo.
9. Hall of Fame Induction Ceremony will be held at the CSA Hall of Fame Tournament where each inductee will be presented a Hall of Fame pin and framed certificate from CSA signed by the CSA President and Hall of Fame Chairman. Afterwards, the photo and resume of each inductee shall be given to the CSA Hall of Fame Curator.

## **BYLAWS**

### SECTION 2 – DISTRICT ORGANIZATION

#### ARTICLE XI – DISTRICT IDENTIFICATION

1. The Districts of the Association, as provided for by Article VII of the Constitution, shall each be identified by number and descriptive area. The Districts shall hereafter be known as:
  1. Los Angeles County (Pasadena)
  2. Los Angeles County
  3. Orange County
  4. South San Diego
  5. Desert Area
  6. Santa Barbara
  7. Hemet
  8. Yucaipa Valley
  9. Santa Clara Valley
  10. Ventura County
  11. Santa Cruz
  12. North San Diego County
  13. Golden Empire (Sacramento)
2. The name of each new District and/or the change of an existing District's name must have the approval of the Board before being used.
3. All Districts will be issued CSA Manuals at no cost. Any person or club requesting a manual after the original one must pay a fee set by the Association.

#### ARTICLE XII – DISTRICT ADDRESS

The official address of each District shall be the residence of its currently serving District President.

#### ARTICLE XIII – DISTRICT ACTIVITIES

The activities to be conducted by each District shall be the same as those of the Association set forth in Article I of these Bylaws.

#### ARTICLE XIV – SHUFFLEBOARD LEAGUES

1. Nothing in these Bylaws shall be construed to prohibit any District from conducting a shuffleboard league or leagues; HOWEVER, recognition of shuffleboard leagues shall be given by the Association only to the extent set forth in the Association's current Tournament Regulations.
2. Admittance to membership in the District Association, or continuation of membership therein, shall not be made contingent upon participation in a shuffleboard league.

#### ARTICLE XV – DISTRICT OFFICERS

1. The officers of each District shall be a President, a Vice-President, and a Secretary-Treasurer, all of whom shall serve without remuneration. The title of each District Officer shall always be either preceded by the word, "District," such as District President, or followed by the name of the District, such as President District No. 1 Los Angeles County.
2. The tenure of District Officers and Executive Committee shall be one (1) year, beginning with their installation at the Annual District Meeting in which they were elected and ending at the time their successors are installed at the next Annual District Meeting. Currently serving District Officers may be nominated to succeed themselves.

#### ARTICLE XVI – REPRESENTATION ON THE CSA BOARD OF DIRECTORS

1. Each District President, together with another person of their choice, shall represent their District at each CSA Board Meeting and each shall be entitled to one (1) vote, making a total of two (2) votes.
2. In the event a District President is otherwise qualified as a member of the CSA Board, they shall appoint a second person of their choice to also represent their District at each CSA Board Meeting and who shall also be entitled to one (1) vote, maintaining two (2) District Representatives.

3. The person or persons selected by a District President in accordance with paragraphs 1 and 2 above, may be changed at the will of the District President.

#### ARTICLE XVII – DISTRICT MEETINGS

1. Each District shall hold an Annual Meeting at least one month prior to the date of the Annual CSA Board Meeting to elect officers, select dates for sanctioned tournaments, gather data for the member club roster, the tabulated report on the number and location of courts and players. These reports mailed to the Recording/Sanctioning Officer by the tenth of January of the ensuing year. Written notice of each meeting shall be mailed by the District Secretary-Treasurer to each member club and municipality within the District at least fifteen (15) days prior to the date set for the meeting.
2. A Special Meeting of its member clubs and municipalities within any District may be called by the District President at any time, also, upon written request signed by at least one-third (1/3) of its member clubs and municipalities within a District. The District President shall promptly call a Special Meeting for the purpose stated in the request. Written notice of each Special Meeting shall be mailed by the Secretary-Treasurer to each member club and municipality within the District at least ten (10) days prior to the date set for the meeting.
3. Any District club or municipality current in its submission to the District of its proportionate share of dues set forth in paragraph 1 of Article III shall be entitled to one (1) vote in all District meetings held within that District, said vote to be cast by the head of the club or municipality or by a designated proxy thereof, said delegation of power to be in writing.
4. A majority of its member clubs and municipalities within a District shall constitute a quorum for a District meeting.
5. The order of business at the Annual District meetings shall be as follows:
  - a) Roll call of member clubs and municipalities within the District to be recorded in the minutes;
  - b) Approval of the minutes of the previous District Meeting;
  - c) District Treasurer's report;
  - d) Reports of Committees;
  - e) Unfinished business;
  - f) Annual report and/or comments by each member of the District's Executive Committee, concluding with the District President's report;
  - g) New business;
  - h) Election of District Officers;
  - i) Installation of District Officers;
  - j) Adjournment.
6. The order of business at Special District meetings shall be:
  - a) Roll call of member clubs and municipalities within the District to be recorded in the minutes;
  - b) Approval of the minutes of the previous District meeting;
  - c) The business for which the meeting was called;
  - d) Adjournment.
7. A copy of the minutes of each District meeting, attested to by the presiding official shall be sent promptly to the Association's President.

#### ARTICLE XVIII – ELECTION OF DISTRICT OFFICERS

1. The election of District Officers shall take place at the District Annual meeting.
2. A separate vote shall be taken for each office, starting with that of District President, and a nominee must receive a majority of votes cast to be elected. If there is only one (1) nominee for a specific office, the presiding official shall direct the District Secretary to cast a single ballot for the single nominee, but if there is more than one (1) nominee for a specific office, then the voting shall be by secret balloting.
3. In the event there are more than two (2) nominees for a specific office and none of them receive a majority of the votes cast in the first balloting, then a run-off vote shall be taken between the two (2) nominees receiving the greatest number of votes in the first balloting.

4. The electing procedure for each District shall be as follows:
  - a) Announcement of office to be filled;
  - b) Nominations from the floor;
  - c) Closing of nominations;
  - d) Then vote in the manner set forth in paragraphs 2 and 3 of this Article. If there is more than one (1) nominee, the presiding official shall appoint two (2) or more persons to distribute, collect and tally the secret ballots;
  - e) Declaration of person elected.

#### ARTICLE XIX – FILLING DISTRICT OFFICE VACANCIES

If an elective District office should become vacant between Annual Meetings of that District, the District President shall promptly call a special District meeting for the purpose of filling in for the remainder of the current term of office by an election in the manner set forth in paragraph 4 of Article XVIII of these Bylaws. If the vacancy is the office of District President, the Vice-President shall call the Special District Meeting.

#### ARTICLE XX – ELECTION OF OFFICERS OF A NEW DISTRICT

Upon the creation of a new District, pursuant to Article VII of the Constitution, the CSA President shall appoint a member of the CSA Board to promptly call a Special meeting of all member clubs and municipalities within the new District for the purpose of electing its first District Officers in the manner set forth in paragraph 4 of Article XVIII of these Bylaws.

#### ARTICLE XXI – DUTIES OF DISTRICT OFFICERS

In addition to the other duties specifically ordered elsewhere in these Bylaws, each District's Officers shall also perform the duties set forth in the following paragraphs of this Article.

1. The District President shall:
  - a) Preside over all District meetings and all meetings of the District's Executive Committee;
  - b) Conduct the meetings in accordance with parliamentary procedures as set forth in the latest edition of *Robert's Rules of Order*;
  - c) Provide a list of District Tournament dates to the Association's First Vice-President by September 15<sup>th</sup> for the upcoming season for the creation of a list of all CSA Tournaments;
  - d) Maintain a permanent record book for the purpose of recording the top four (4) winners in championship and consolation divisions and generate a summary report to be delivered to the CSA First Vice-President;
  - e) Perform such other duties as may be requested by the District Board, the CSA President, the District Executive Committee, or as required of their office.
2. The District Vice-President shall assume and perform all of the duties of the District President during the latter's temporary absence from the District, or incapacitation, shall perform such other duties as requested by the District President or the District Executive Committee.
3. The District Secretary-Treasurer shall fully and accurately record the proceedings of all District meetings and all meetings of the District's Executive Committee. They shall keep a full and accurate record of any of the Association's funds which may be entrusted to their care. They shall also keep an up-to-date record of the District's membership, shall be in charge of the District's files, and shall perform such other duties consistent with the foregoing as requested by the District President or as required of their office.

#### ARTICLE XXII – RECEIPTS AND DISBURSEMENT OF FUNDS

1. Any income of the Association which is received by a District Officer shall be forwarded promptly to the Association's Treasurer. When requesting donations, the CSA Tax ID Number must be used, with the approval of the CSA Board.
2. All of the expenses of conducting a sanctioned tournament shall be paid by the host club(s) thereof, and all entry fees, donations and/or other receipts applicable to the tournament shall belong to the host club(s).
3. All of the expenses of conducting a shuffleboard league shall be paid by the league and all league dues, entry fees and/or other receipts applicable to the league shall belong to the league.
4. Any expense incurred by a District pursuant to authorization for same by the CSA Board shall be reimbursed to the District upon presentation of proper evidence thereof.

### ARTICLE XXIII – DISTRICT EXECUTIVE COMMITTEE

1. The Officers of the District, together with a maximum of four (4) elected Committee Members and the past President, shall collectively constitute an Executive Committee to administer the affairs of the District, as set forth in Article I and Article XIII of these Bylaws. The Committee Members shall be elected in the same manner as in Article XVIII of these Bylaws (except for the Past President).
2. Each member of the Executive Committee shall have equal voting power in all meetings of the Committee. A majority of the members of the Executive Committee shall constitute a quorum for any meeting of the Committee.
3. Good sportsmanship is required of all club members. Any member displaying unsportsmanlike conduct or using foul or abusive language during shuffleboard activities may be suspended or expelled from the District by a two thirds (2/3) vote of the Executive Committee. The suspended or expelled individual may be reinstated upon recommendation in writing by four (4) members in good standing of the same District and a majority vote at an Executive Committee Meeting.

### ARTICLE XXIV - AMENDMENTS

The provisions of Article XII of the Constitution shall also govern amendments to these Bylaws.

**ADDENDUM**  
**HISTORY OF AMENDMENTS TO THE CONSTITUTION AND BYLAWS**

This page is never to be deleted – only updated with new constitution or bylaw amendments or changes.

**Dates of amendments prior to addition of this Addendum (only dates were available).**

12-6-63; 1-10-64; 1-12-67; 5-4-67; 6-30-67; 1-24-68; 11-21-68; 5-10-69; 1-9-70; 1-8-75; 5-8-76; 1-10-77; 11-12-77; 1-9-78; 10-28-78; 10-22-79; 11-10-80; 11-9-81; 5-9-82; 11-8-82; 5-9-83; 11-7-83; 5-13-84; 10-22-84; 5-20-85; 12-2-85; 4-20-86; 12-5-88; 5-9-89; 4-9-90; 3-29-93; and 3-28-94.

**Amended or changed on September 15, 2012:**

Overall Amendment. The title Board of Governors be replaced with the title Board of Directors everywhere it appears in the constitution or bylaws.

**ARTICLE III -MEMBERSHIP DUES**

(b) Where there is no active district club a player may join, that person may join the California Shuffleboard Association as a 'Member at Large' for a fee of twenty dollars (\$20.00) per year. That person will receive a membership certificate and all rights as a CSA club member. Section (c) remained the same Section (d) about membership cards was dropped from the Article ill -Membership Dues

**ARTICLE IV – ELECTION OF OFFICERS**

These two paragraphs give further information on the election process. (b) (1) Each candidate has the option of submitting a bio of their qualifications for an office they are running for during an election year. (c) (1) Mailed Ballots will be accepted from qualified board members to remain sealed until the election votes are counted. E-mail ballots are unacceptable since they are not a sealed ballot.

**ARTICLE IX – HALL OF FAME**

(a) The President of CSA, Inc, shall appoint one qualified member of each district of the Association to act as a Hall of Fame Committee member. The President of the CSA shall appoint the Chairman of the Hall of Fame Committee. When a new Committee is appointed, they shall serve for three years. Any committee member who vacates his office before his term is up shall be replaced by the President only for the remaining term of the retired committee member. In case of a tie, the Hall of Fame Committee Chairman shall have an extra vote to insure at least one qualified member is selected to the Hall of Fame.

This amendment identifies those districts that are no longer active in the CSA. They will retain their district number and name.

**ARTICLE XI – DISTRICT IDENTIFICATION**

(a) The District of the Association, as provided for by Article VII of the Constitution, shall each be identified by number and descriptive area. The Districts shall hereafter be known as: 1. Los Angeles County 2. Los Angeles County 3. Orange County 5. Desert Area 7. Hemet 10. Ventura County 13. Golden Empire INACTIVE DISTRICTS 4. South San Diego 6. Santa Barbara 8. Yucaipa Valley 9. Santa Clara Valley 11. Santa Cruz 12. North San Diego County

**ARTICLE XVI – REPRESENTATION ON THE BOARD OF DIRECTORS**

Inserting the letters CSA everywhere the Board of Directors in this article is written eliminates any misunderstanding as to which board this article is addressing.

**ARTICLE XVI – REPRESENTATION ON THE CSA BOARD OF DIRECTORS**

(a) Each District President, together with another person of his choice, shall represent his District at each CSA Board Meeting and each shall be entitled to one (1) vote making a total of two (2) votes.  
(b) In the event a District President is otherwise qualified as a member of the CSA Board, he shall appoint a second person of his choice to also represent his District at each CSA Board Meeting and who shall also be entitled to one (1) vote, making a total of three (3) votes.  
(c) The person or persons selected by a District President in accordance with paragraphs (a) and (b) above, may be changed at the will of the District President.

**Amended or changed on November 3, 2023.**

Changes made for spelling, punctuation, clarity, and consistent format throughout these documents are not listed here. The amendments as of this date are only those that substantially change or clarify the operation of the California Shuffleboard Association and the districts thereof.

**CONSTITUTION**

**ARTICLE VII – DISTRICTS**

The following statement was added to allow for differences already established in districts 5 and 7: However, Districts 5 and 7 shall continue to operate according to their present status for the orderly functioning of their District in the spirit of the Association's purpose.

**ARTICLE X – BOARD MEETINGS**

Removed the requirement for the Annual Board meeting to be held during a CSA tournament. Paragraphs 1 and 2 have been changed to allow for electronic notification of meetings.

**ARTICLE XII – AMENDMENTS**

Added acceptability of vote for amendments to include electronic communication.

**BYLAWS**

**ARTICLE I – SCOPE OF ACTIVITIES**

Paragraphs 4, 5, and 6 changed to reflect current activities at the State level.

**ARTICLE III -MEMBERSHIP DUES**

Dollar amount of dues changed to 'amount set by the Association'.

**ARTICLE VI – DUTIES OF OFFICERS**

The duties of the officers have been changed to reflect current reality.

**ARTICLE VII – RECEIPTS AND DISBURSEMENTS OF FUNDS**

Paragraph 1 added Tax ID information for donations.

Paragraph 4 has been changed to require the prior approval of the Executive Committee.

**ARTICLE VIII – AFFILIATION WITH THE NATIONAL ASSOCIATION**

Paragraph 2 has been changed to reflect the USA National Shuffleboard Association's Constitution.

**ARTICLE IX – HALL OF FAME**

This entire article is newly written to reflect the changes requested by the Hall of Fame Chairperson.

**ARTICLE XI – DISTRICT IDENTIFICATION**

Paragraph 3 has had the dollar amount for additional copies of the CSA Manual changed to 'a fee set by the Association'.

**ARTICLE XXI – DUTIES OF DISTRICT OFFICERS**

Paragraphs c) and d) were added to the district president's duties.

**ARTICLE XXIII – DISTRICT EXECUTIVE COMMITTEE**

This entire article was newly rewritten.