

These By Laws were revised/approved 09/06/2009 at Worthington, West Virginia by a TWO-THIRDS Vote of the Membership present. They become effective January 1, 2010.

WVHPA OFFICERS PRESENT

WVHPA OFFICERS ABSENT

CHARLES M BUNNER, President

SCOTT STULL, 1VP

GLEN LEONARD, 2VP

MICHAEL GODBY, 5VP

GUY CASEY, 3VP

MARY G BUNNER, Secretary-Treasurer

RON ZENI, 4VP

TABLE OF CONTENTS
WEST VIRGINIA HORSESHOE PITCHERS ASSOCIATION, INC,
BYLAWS

	Article	Page
Name.....	I	1
Purpose.....	II	1
Membership..... Dues, Disbursements, Elder Men, Physically Handicapped	III	1-3
Executive Council (WVHPA Elected Officers)..... Members, Authority, Meetings	IV	3
Officers..... Duties, Assistant & Regional Director, Terms in Office, Removals from Office, Records & Property, Standing Committees	V	3-6
No Current Average..... Qualification, Score sheet	VI	6-7
Request to Host State Tournaments..... Formal Request & Rotational Schedule, Facilities Required, New sites	VII	7

Advertising State Tournaments..... Alternate site, Advertising of Divisions, Less than Four Entries, Active Duty Military & Eligible Dependents	VIII	7
Requirements to Host State Tournaments..... Bid Monies, Reporting of Results	IX	8
Entry Fees..... Singles and Doubles Tournaments, Scorekeeping Fees	X	8
Tournament Committee.....	XI	8
WVHPA State Tournaments..... When held, qualifying, Doubles, Singles, Publicizing	XII	8-9
Conduct..... On and near Courts, Sportsmanship, Dress Code, Alcohol, Tobacco Products and Illegal Controlled Substances Cell Phones and Protests	XIII	9-10
WVHPA Ringer Roundup Newsletter.....	XIV	10
Nomination/Election of WVHPA Hall of Fame Members.... Nominated By 15 April, Number of copies, Eligibility, Percent of vote, Awards, Remain on Ballot	XV	10-11
Clubs Associated With the WVHPA..... Provide Tournament Information	XVI	11
WVHPA Meetings..... Use of Tape Recorder and Release of Information, WVHPA Executive Council Meeting, Annual Meetings During State Singles Championships, Regional Director Meetings Use of Roberts Rules of Order	XVII	11-12

WEST VIRGINIA HORSESHOE PITCHERS ASSOCIATION, INC.,

BY-LAWS

ARTICLE I: Name

SECTION 1. The name of this organization shall be the West Virginia Horseshoe Pitchers Association, hereinafter known as the WVHPA, that was established at Dunbar, West Virginia on September 1, 1951, and that was issued a CHARTER by the National Horseshoe Pitchers Association, (NHPA) on March 13, 1985.

SECTION 2. The WVHPA follows NHPA By-Laws and shall be in compliance with the West Virginia State Codes.

SECTION 3. The WVHPA is a non-profit organization that has been assigned an IRS CODE 501© (4) and a FEIN 55-072-7490-001 7 and which files and pays an annual fee to the WV Tax Office. The WVHPA is subject to audit by the IRS.

ARTICLE II: Purpose

To develop, foster and promote horseshoe pitching at the local state, and when applicable at the regional, national and international levels, as a recreational pastime and a competitive game, by providing direction, organization and published materials to enhance the sport.

ARTICLE III: Membership

SECTION 1. Any reputable person, having State residency may become a WVHPA/NHPA member upon payment of annual dues as designated in these Bylaws. Annual dues include NHPA dues and those of the WVHPA. Annual dues include limited (property) liability insurance.

SECTION 2. Juniors and Junior Cadets may join at a reduced fee designated in these Bylaws. Junior Cadets are any pitcher nine (9) years old or younger for the entire calendar year. Junior Boys and Junior Girls are any that are eighteen years of age or younger for the entire calendar year. (See Rule 1; Section A, #1-3 of The RGS BOOK).

SECTION 3. The dues for adult members are the NHPA dues of \$17 plus \$8 for the WVHPA (\$25). Adult dues for members in the WVHPA Hall of Fame or the NHPA Hall of Fame are \$18. Members having fifty (50) years of longevity with the WVHPA/NHPA pay only \$1 per year. Membership includes a \$1 fee for the annual Ringer Roundup NEWSLETTER issued one (1) per household.

SECTION 4. NHPA Membership Dues for Juniors and Junior Cadet Members are \$6.

SECTION 5. Disbursement of WVHPA Membership Dues for Adults.

- a. A \$3 stipend to the WVHPA Secretary-Treasurer.
- b. \$1.50 for the WVHPA Administrative costs.

- c. \$.50 for the WVHPA Hall of Fame.
- d. \$2 to support annual State Singles Championships.
- e. \$1 from each dues paid Member for an annual subscription to the WVHPA Ringer Roundup Newsletter.
- f. \$20 to the WVHPA Webmaster on an annual basis.
- g. To WVHPA Hall of Fame Chairman for cost of awards.
- h. To the Host Club for reimbursement of having names of inductees engraved on brass plates that are attached to the portable Hall of Fame.

SECTION 6. State Dues become payable on January 1, or upon joining, and remain valid until December 31 of the current year. Membership Cards are normally available by 30 November and are available from the WVHPA Secretary-Treasurer upon payment of the required dues. Players are to provide their name, address, gender, pitching distance; date of birth and telephone number.

SECTION 7. Men who are age 70 or will become age 70 during the current year, and who intend to enter the Elders Division, must notify the WVHPA Secretary-Treasurer that they will be competing in the Elder Men Division. This allows for the issue of the correct Membership Card for this pitching distance. For seeding purposes, these individuals must also establish a new ringer average at this shorter distance before entering a sanctioned tournament. For sanctioned league play, the average of all games pitched during their first night at this new distance can be used to establish a new average. This new league average can also be used for seeding in sanctioned tournaments if it is based on a minimum of one hundred (100) shoes pitched.

SECTION 8. Men less than age 70 years of age who may qualify for a medical exemption can obtain a medical exemption application form by contacting the WVHPA Secretary-Treasurer. When completed and returned, the WVHPA Medical Exemption Committee (made up of the WVHPA Executive Council) will process this request and notify the applicant of their decision, within a reasonable period of time.

SECTION 9. A WVHPA Membership Card is a combined State-National card and is to be issued only through the Charter Secretary upon payment of dues. The Charter Secretary is required to send membership reports and dues to the NHPA Secretary-Treasurer at least once every calendar quarter.

SECTION 10. A membership card must be issued by the State/Charter in which the member maintains legal residence as determined by the filing of federal and state tax returns, voting and/or driver license laws. (See Section 7, Article III, NHPA Bylaws).

SECTION 11. Members are encouraged to promote and support WVHPA/NHPA sanctioned events, including but not limited to being contestants, scorekeepers and judges. They are encouraged to submit proposed Bylaws changes in writing, to the WVHPA First Vice President/By Laws Chairperson by April 15 so that the proposed change(s) can be included on the AGENDA.

SECTION 12. Any member may be suspended as provided for in Sections 8, 9, 10 and 11, of Article III, of the NHPA Bylaws.

ARTICLE IV: Executive Council

SECTION 1. Members

The Executive Council shall be made up of the officers of the WVHPA, and all Council Members are to subscribe to *Horseshoe Pitching News line*, as required in Section B, Requirement 3 of the RGS Book.

SECTION 2. Authority

- a. The Executive Council shall have full power to conduct the business of the WVHPA between annual meetings, provided such business is not contrary to the Bylaws of the WVHPA.
- b. The Executive council shall define and interpret these Bylaws and its rulings shall be official unless overturned by the seated members in Convention, by a two-thirds vote.

SECTION 3. Meetings

- a. The Executive Council shall meet at the call of the President or any three (3) members of the Executive Council.
- b. A quorum for any meeting of the Executive Council shall be four (4) members.
- c. The WVHPA Executive Council may conduct business by mail, e-mail, or telephone as necessary.
- d. Official decisions made by the Executive Council that affect the general membership shall be published in the AGENDA that is issued prior to the annual State Singles Championship Tournament and Business Meeting.

ARTICLE V: Officers

SECTION 1. The Officers of the WVHPA shall be:

- a. President
- b. First, Second, Third, Fourth and Fifth Vice-President.
- c. Secretary-Treasurer.

SECTION 2. Duties of the officers. (See Section 2a; 2b; and 2c, ARTICE V; NHPA By-Laws).

A. The President shall:

- 1. Be the chief executive officer of the WVHPA.

2. Preside at all meetings of the WVHPA.
3. Appoint delegates to the NHPA Convention of Delegates.
4. Approve warrants for payments by being the second signature on all checks received from the WVHPA Secretary-Treasurer for payment on accounts.
5. Assign or change specific duties of the Officers.
6. Appoint any committee, Standing or Special, name its chair; change the make-up of committees, as deemed necessary; fill any vacancy or discharge a committee for the good of the organization.
7. Develop, when necessary, Standard Operating Procedures (SOPs).

B. The Vice-Presidents shall:

1. In their order assume duties of the President in the absence or disability of the President.
2. Assist the President when requested and assume the duties their offices imply.
3. Vice-Presidents shall direct the following specific functions:
 - a. First Vice President is the chairperson of the Bylaws Committee and assists in the conduct of the State Tournaments.
 - b. Second Vice-President is the chairperson of The RGS Book (Playing Rules) and assists in the conduct of the State Tournaments.
 - c. Third Vice President is the chairperson of the WVHPA Hall of Fame and assists in the conduct of the State Tournaments. She/he should attend the organizational meetings for the State Singles Championships Tournament for collecting the Hall of Fame Ballots. She/he may delegate an individual to collect the Ballots.
 - d. Fourth Vice-President is the chairperson of the Grievance and Insurance Committees and assists in the conduct of the State Tournaments.
 - e. Fifth Vice-President is the WVHPA Promotions Director and assists during the State Tournaments.
 - f. Secretary-Treasurer is the custodian of all WVHPA funds, property, records, other assets, and is responsible for:
 - 1) Maintaining non-interest checking/savings accounts in the name of the West Virginia Horseshoe Pitchers Association (WVHPA) in both names of the Secretary-Treasurer and the WVHPA President.

- 2) Ensures that incoming checks and money orders (receipts) are handled “FOR DEPOSIT ONLY”.
- 3) Provides WVHPA Financial Reports at the annual regular business meetings and to the Editor of the WVHPA Ringer Roundup Newsletter.
- 4) Prepares, maintains and reads the Meeting Minutes of prior meetings.
- 5) Pays all bills for routine supplies and other purchases approved by the Membership.
- 6) Submits Membership Reports with appropriate dues to the NHPA Secretary-Treasurer.
- 7) Orders longevity patches from the NHPA Secretary-Treasurer, for 10-year intervals, and Champion and Class patches from the WVHPA Regional Director.
- 8) Prepares and distributes Ballots of candidates for the WVHPA Hall of Fame; Business Meeting Agendas; and, the Entry/Registration Forms for entering the State Singles Championship Tournament. For the State Doubles Tournament, only the Entry Registration Form. The forms for the State Singles Tournaments are to be distributed at least thirty (30) days prior to the Deadline Dates and for the State Doubles at least fourteen (14) days prior to the Deadline Dates.
- 9) Director of the State Tournament Committee and submits results of the State Tournaments to the WVHPA Regional Director and to the NHPA NatStats Director within 14 days. Also submits results to the Editor of the Horseshoe Pitching Newsline and to the Editor of the WVHPA Ringer Roundup Newsletter.
- 10) Prepares the in-state Consolidated Clubs/State Tournament Pitching Schedule after 30 September annually.
- 11). Distributes the WVHPA Bylaws to new Members (and all Members when revised), one per household. Provides changes to the Editor of the Ringer Roundup Newsletter and to the WVHPA Web Master. Issues the Tournament Pitching Schedules, (one per household) and Membership Cards, upon receipt of required dues.
- 12) Provides the Editor of the WVHPA Ringer Roundup Newsletter the \$1 fee collected from each Member and the end of the year Membership Roster.

SECTION 3. WVHPA Assistant and Regional Director Duties

The WVHPA Regional Director is an appointee of the NHPA and he/she receives \$50 on an annual basis and \$.20 per Adult Member of a State Association (based upon the year ending Membership Report from the NHPA). He/she and the Assistant Regional (ARD) are authorized to sanction horseshoe-pitching facilities. The Regional Director (RD) issues CERTIFICATES and PATCHES for Club and State sanctioned tournaments.

SECTION 4. All officers shall be WVHPA/NHPA members in good standing, (dues paid and not under suspension). At least one officer shall be a woman and similarly, as least one officer shall be a man. No Junior may be an officer.

SECTION 5. Candidates for WVHPA elective office are encouraged to announce their candidacy in writing to the WVHPA Secretary-Treasurer by March 31 for inclusion in the WVHPA Convention AGENDA. Individuals may want to announce their candidacy in the WVHPA Ringer Roundup Newsletter, by contacting the Editor by December 1 of the year before election and during the annual Business Meeting.

SECTION 6. Terms of Office

- a. Each Officer shall serve a two-year term.
- b. The President and the Second through Fifth Vice-President are elected on the even-number years, and the First Vice-President and Secretary-Treasurer are elected on the odd-numbered years.
- c. The newly elected officers shall take office January 1 of the year following their election.

SECTION 7. Removals from Office (See Section 9, Article V, NHPA By-Laws).

SECTION 8. Vacancies in Office

- a. The President will be replaced due to her/his absence in their order by the Vice-Presidents.
- b. Vacancies of office by the Vice-Presidents shall be filled within thirty (30) days by the President with the approval of the Executive Council.

SECTION 9. WVHPA Records and Property Held by Officers

Within the last thirty days of leaving office, all out-going officers and committee chairs shall deliver to their successors in office all records and property of the WVHPA/NHPA in their possession. (See Section 11 Article V, NHPA Bylaws)

SECTION 10. Standing Committees

The Standing Committees of the WVHPA shall be – ByLaws; Grievance; History; Audit; Hall of Fame; Promotion, Playing Rules/ (The RGS Book); Publicity; and Web Site.

ARTICLE VI: No Current Average (See Section D-1, Rule 11 of the RGS Book).

SECTION 1. Any contestant without a current ringer average at their pitching distance in the NHPA NatStats shall pitch a minimum of one hundred (100) consecutive shoes on a sanctioned court to establish their tournament seeding percentage. The qualification must be scored in

writing and witnessed by two (2) NHPA Members no more than thirty (30) days prior to the entry deadline of the tournament. Alternately, a NHPA Sanctioned League ringer percentage average may be used if based on four hundred (400) shoes or more.

SECTION 2. Witnessed Score sheet

a. A properly witnessed Score sheet is to include date of qualification, name, address, and telephone number, date of birth and gender with the pitching distance of the Player being qualified. The names and current NHPA Card Numbers of the two (2) witnesses with their addresses and telephone numbers are to be included on the Score sheet.

b. The Score sheet is to be provided to the Tournament Director along with the Entry Fee, by the Player.

ARTICLE VII: Request to Host State Tournaments

SECTION 1. Clubs/organizations are required to make a formal request to host the State Tournaments at the regular WVHPA business meetings. Tournaments are awarded on the established rotational schedule.

SECTION 2. Prior to CY 2002, a minimum of eight (8) courts under lights were required. Beginning CY 2002 a minimum of twelve (12) courts under lights are required. Sites used prior to CY2002 have been “grandfathered”.

SECTION 3. New sites must submit bids two (2) years in advance. New sites will be seeded into the rotation following the next year’s site.

ARTICLE VIII: Advertising the State Tournaments (See Requirement 3 – Charter/State Information in The RGS Book)

SECTION 1. The alternate site for each year’s tournament is the site in line to host the next year’s tournament.

SECTION 2. The State Championship Singles Tournaments must advertise and provide an entry form stating the intent to crown champions in at least Men, Women, Junior, and Elder Divisions.

SECTION 3. Divisions with fewer than four players, the Tournament Committee may schedule the players to pitch up to five (5) games with point or shoe limits.

SECTION 4. Active-duty members of the U. S. Armed Force and their immediate family may compete in the State Championship Tournaments while stationed in West Virginia, provided they meet the other eligibility requirements.

ARTICLE IX: Requirements to Host State Tournaments

SECTION 1. The Club/Organization hosting the State Doubles Tournament must provide a minimum of \$200 sixty days prior to the Entry Deadline Date as a stipend to the WVHPA Secretary-Treasurer, and is to provide the trophies.

SECTION 2. To Host the State Singles Tournaments, the Organization/Club must provide \$300 to the WVHPA Secretary-Treasurer sixty (60) days prior to the Entry Deadline Date and also provide the trophies. These funds, provided by the Host Club, will be applied toward cash prizes.

SECTION 3. The Host Organization/Club Representative, as part of the State Tournament Committee, participates in the organizational seeding of the contestants along with the WVHPA State Secretary-Treasurer and President to learn first-hand the number of trophies required and any other issues involving the hosting of the tournament.

SECTION 4. State Tournament results are to be submitted by the WVHPA Secretary-Treasurer to the NHPA NatStats Director and the WVHPA Regional Director within two (2) weeks after the events have been completed. The Regional Director requires the reports for control purposes, since she/he issues the sanctioned numbers on all sanctioned tournaments within the WVHPA.

ARTICLE X: Entry Fees

SECTION 1. Five (\$5) fees are required of Junior Cadets and Juniors for entering the State Singles Championship Tournaments, along with the Entry Form. In the State Doubles Tournaments they are required to pay an Entry Fee (currently \$5 each) with the Entry/Registration Form. Entry Fees are subject to change by the WVHPA Executive Council.

SECTION 2. Adult Entry Fee for the State Singles Championship Tournament is \$10, and for the State Doubles Tournaments the Entry Fee is \$10 each (\$20 per team).

SECTION 3. All contestants pay Scorekeepers \$.50 per game pitched, including playoff games, in both the Doubles and Singles Championship Tournaments

ARTICLE XI: Tournament Committee

The State Tournament Committee composed of the Host Club Representative, WVHPA Secretary-Treasurer/Tournament Director, and the WVHPA President shall organize and conduct the State Tournaments at their discretion, provided the Official Playing Rules, Guidelines and Specifications (The RGS Book) are not violated.

ARTICLE XII: WVHPA State Tournaments (See PART II of The RGS Book).

SECTION 1. The WVHPA Charter authorizes an annual State NHPA-sanctioned Walking Doubles Tournament during the last weekend in June and an annual State NHPA-sanctioned Singles Championship Tournament on Labor Day Weekend. The Deadline Entry Dates are the First Thursday in June for the Doubles and the First Thursday in August for the Singles, as

required by Section D and Section A, Rule 11 of The RGS Book.

SECTION 2. Qualifying for the State Singles Championships Tournament (See Requirement 3 – Charter/State Information in The RGS Book).

SECTION 3. All Contestants are required to have a minimum of two (2) sanctioned events within the previous twelve (12) months of the Deadline Dates (First Thursday in June for the State Doubles and the First Thursday in August for the State Singles Championships). An exception to the requirements of two (2) sanctioned events at their pitching distance shall be for Members having only one (1) sanctioned event, if they have had a medical problem and provide a Medical excuse from a Doctor that is provided to the WVHPA Secretary-Treasurer for a decision by the WVHPA Executive Council by the Deadline for entering a State Tournament.

SECTION 4. The Tournament Committee shall publicize the events with Entry/Registration Forms that are to include the pitching dates; entry deadline dates; amount of entry fee; a prize list; scorekeeping fee; and method of play; (how many shoes or points). (See Requirement 1 – Tournament/League Officials on page #26 and #27) of The RGS Book)

SECTION 5. Teams cannot exceed one hundred and ten (110) ringer percent in the State Doubles Tournament.

SECTION 6. If a team Member does not show, her/his partner may obtain a replacement provided it will keep the team in the original seeded class, otherwise Contestant that shows may have her/his entry fee refunded.

ARTICLE XIII: Appropriate WVHPA/NHPA CONDUCT

SECTION 1. On the Courts (See Rule 12 of the RGS Book)

A WVHPA/NHPA Member, while in competition, shall make no disturbing noise or movement that would distract the opponent or contestants on adjacent courts. Other inappropriate behavior would include profanity, abusive language, obscene gestures, etc.

SECTION 2. Sportsmanship (See Rule 12 of The RGS BOOK)

Any WVHPA/NHPA Member, who indulges in heckling or unfair rooting, uses profanity or abusive language, makes obscene gestures, or exhibits any other form of un-sportsmanship-like conduct towards contestants, Tournament Officials, or other WVHPA/NHPA Members who are in the area of the courts, shall be subject to expulsion from the Tournament site.

SECTION 3. Dress Code (See Rule 12 of The RGS Book)

All contestants competing in the WVHPA State Tournaments shall have at the minimum, their last name professionally lettered on the back of their shirts. In World Tournaments the State must also be lettered on the back of their shirts. The shirts cannot be sleeveless. No cut-offs are permitted and closed-toe shoes must be worn.

SECTION 4. Alcohol, Tobacco Products and Illegal Controlled Substances (See Rule 12 of the RGS Book).

During the State and World Tournaments, the use of alcohol, any form of tobacco, or illegal controlled substances while in the confines of the courts is prohibited for all contestants, officials and scorekeepers.

SECTION 5. Cell Phones (See Rule 12 of The RGS Book).

During State and World Tournaments, the use of cell phones shall not be allowed by anyone on the courts.

SECTION 6. Protests (See Rule 12 of The RGS Book).

If a contestant does not agree with a ruling or decision, a protest shall be made to the Judge or Tournament Official(s), at the time the problem occurs.

ARTICLE XIV: WVHPA Ringer Roundup Newsletter

The WVHPA Ringer Roundup Newsletter is published annually after the State Singles Championship Tournaments with Results of the State Tournaments; next year's Club(s)/State Tournament Schedule; photographs; WVHPA Financial Reports; Business meeting notes; and Membership information.

ARTICLE XV: Nomination/Election of WVHPA Hall of Fame Members

SECTION 1. Nomination of WVHPA Candidates for the WVHPA Hall of Fame

a. Candidates must be nominated by 15 April of the year they may be considered for induction. Their names and credits shall be included on the WVHPA AGENDA that will be issued to the entire current WVHPA Membership prior to 31 July along with the State Singles Tournament Entry/Registration Forms and Hall of Fame Ballots.

b. Letters of nomination should be sent to the NHPA Third Vice-President/Hall of Fame Chairperson for each candidate, and in five (5) copies. The Hall of Fame Chairman and four (4) of her/his Committee Members are to validate the eligibility of the nominees and count the votes to ensure that successful candidates receive sixty (60) per cent of the WVHPA votes.

c. Nominees must have a minimum of ten (10) years of membership in the NHPA as a former and/or current member of the WVHPA; have been involved with the State Tournaments as a contestant or Administrator; and have helped promote the sport as a constructive activity within the State of West Virginia. Each nominee is considered on her/his individual merits.

d. Each successful nominee shall be issued a WVHPA Hall of Fame Patch, on the date she/he is voted into the WVHPA Hall of Fame. At the following year's annual business meeting inductees will be issued induction plaques.

e. Unsuccessful nominees will remain on the Ballot for two (2) years.

f. Current WVHPA Members may cast their votes on the Nominees via a Ballot. The Members may vote for no more than three (3) nominees each year. The completed Ballots are to be inserted into a separate and sealed envelope and enclosed with the State Singles Entry/Registration Forms and the Entry Fees and all are returned to the WVHPA Secretary-Treasurer with a U. S. POSTMARK no later than the First Thursday in August. The envelope containing the Ballot is to be marked BALLOT. Members may vote, even if they are not entering the State Singles Tournament, by returning their Ballot to the WVHPA Secretary-Treasurer.

SECTION 2. The portable WVHPA Hall of Fame/Shrine (built like a suitcase) contains the names of the Hall of Fame inductees and blank brass plates for the names of adding new Hall of Fame inductees and is to be displayed in the host area of the State tournament sites.

ARTICLE XVI: Clubs Associated With the WVHPA

In-state Clubs associated with the WVHPA should provide their tournament data for the Consolidated State Tournaments Club(s)/State Tournament Schedules by 30 September to the WVHPA Secretary-Treasurer for inclusion in the next Ringer Roundup Newsletter and with the issue of Membership Cards.

ARTICLE XVII: WVHPA Meetings

SECTION 1. Meeting Minutes will be recorded by hand and tape recorder. Copies of the hand written minutes are to be released upon demand to WVHPA Members and to the NHPA, State of West Virginia and to Federal authorities.

SECTION 2. The WVHPA Executive Council holds a minimum of one meeting before 31 July to process proposals for the annual meeting AGENDA that could include names of candidates for the WVHPA Hall of Fame, changes enacted by the NHPA and other proposals submitted by the Membership.

SECTION 3. The WVHPA Executive Council holds the annual WVHPA business meeting during the annual State Singles Championship Tournament. These meetings shall be programmed for no more than one (1) hour on Saturdays after the last shift/layer has completed their competition, including playoffs.

SECTION 4. The WVHPA Regional Director may wish to conduct his/her meeting with the WVHPA officers, Tournament Directors and Assistant Regional Directors during the annual WVHPA Executive Council meetings prior to 31 July.

SECTION 5. "ROBERTS RULES OF ORDER", reading as follows, shall govern the order of conduct of WVHPA meetings.

- a. Pledge to the flag.
- b. Oral prayer and silent prayer for deceased members.

- c. Reading of the minutes of the previous meeting.
- d. Approvals, additions, or corrections of the minutes.
- e. Reading of the financial report with approvals, additions or corrections.
- f. Reports of officers, boards and standing committees.
- g. Report of special committees.
- h. Memorandum of the President.
- i. Unfinished business.
- j. New Business.
- k. Report of good and welfare work.
- l. Election of officers.
- m. Adjournment.