



# Roanoke Disc Golf Club Bylaws

Revised February 2021

## I. OPERATING GUIDELINES

- A. The Roanoke Disc Golf Club of Roanoke VA is an Amateur Athletic/Hobby Organization, created in May 2012 and incorporated in the Commonwealth of Virginia in September 2016. The Club’s mission statement is “To grow the sport of disc golf in the Roanoke region by providing positive experiences for both our Club Members and the surrounding communities.”. The activities and direction of the Club are based upon the Club Bylaws and the Club Mission Statement. The Club structure is democratic and includes an elected Board of Directors, appointed staff, and paid Club Members.
- B. Club meetings will be held monthly with the expressed intent of handling club business based on the annual goals and objectives as agreed upon by the Board of Directors (see II.A.1 below). Meetings shall be open to current Club Members. The Secretary will communicate decisions and information from each monthly meeting (as designated by the President) to the general membership at weekly events and the Club's internet presence.
- C. Elections of the Board of Directors shall take place at each December Club meeting; the results of which are effective on the following January 1st. Other voting processes shall take place only during regular monthly or special session Club meetings, as called for by the Board of Directors.
- D. A public nomination period will take place prior to elections. Current Club Members may nominate other members who are in good standing for any position for which they are eligible. Nominated members will be contacted to verify they have accepted a nomination before being placed on the ballot.
- E. Method of voting will be established by the Board of Directors prior to the annual election and will take place through a combination of the following formats:
  - 1. Voting in-person by attending the club’s December meetings
  - 2. Voting by proxy via an email sent to any Officer.

3. Voting via an online election method (ie. Survey Monkey)

## **II. CLUB LEADERSHIP STRUCTURE**

### **A. Board of Directors Structure:**

1. The Board of Directors will consist of 5 Officer positions and up to 6 Members at Large. Officer positions include:
  - a. President
  - b. Vice President
  - c. Secretary
  - d. Treasurer
  - e. Chairman of the Board
2. Each Board position is elected annually by Club Members' majority vote each December, with one (1) calendar year terms beginning January of the following year. The term for each Board position has no maximum limit; however, incumbent Board Members must be reelected each year. If only one candidate is nominated for a Board position, no election will take place for that position. If a Board position becomes vacant, that position shall be filled as soon as possible through a special election, the results of which shall be immediately effective.
3. Any Club Member in good standing may run for election to the Board of Directors in a Member at Large role.
4. In order to run for an Officer position, a Club Member must first run for a Board Member at Large and serve a one-year term in that role. Any Officer, current or former, may run for an Officer role at any time. This requirement may be waived under special circumstances by a majority vote of the active Board of Directors.
5. All Board of Director Members:
  - a. Must attend no fewer than four monthly meetings annually to be considered in good standing.
  - b. Must be a current dues-paying Member of the Club.
  - c. Shall act with professionalism, fairness, and honesty in all Club matters.

- d. Shall address all inquiries and suggestions from Club Members and respond to each in a timely manner.
  - e. Shall represent the Club with proper and positive attitude and strive to promote the Club at all times.
  - f. Must participate in solicitation of sponsorships for any PDGA event held by Roanoke Disc Golf Club and any other event requiring sponsorship.
6. Failure of a Board Member to remain in good standing shall result in sanctions including disqualification of eligibility to seek another reelection to the Board, and in extreme cases petition for removal.
  7. No Board Member shall be personally liable for any debts or liabilities of the Club in general, unless said Board Member's acts or omissions, causing such debts or liabilities, involve willful or wanton misconduct. No Board Member shall gain any personal profit from the actions of the Club.
  8. The Board may use US Postal/ Services, traditional and/or electronic mail services for official Club correspondence and/or notices as required by law.
  9. Any Club Member may seek the removal of any Board Member if he/she claims that said Board Member is in breach of that positions duties, as outlined herein. Any petitions for removal must be received by the Board no less than fourteen (14) days prior to the next monthly Club meeting at which the vote shall occur. Both the plaintiff and the defendant shall first receive the opportunity to publicly defend their point of view.
  10. Any Club Member in good standing may nominate any other member for any Board of Directors position, including themselves, given the person meets all requirements herein to assume the role.
  11. No member may hold more than one (1) Board Member position at a time. If any member is elected to more than one position, he/she may decide which position they would prefer and a new vote will be held for the other open position.
  12. Nominations are open to all members and must be submitted a minimum of two weeks prior to the annual December election.
- B. Board of Director Responsibilities:
1. President
    - a. The President shall chair monthly meetings and special sessions of the officers. The Secretary and Treasurer shall report to the President.

- b. The President is responsible for maintaining positive relationships with Club Members, local non-member players, and other disc golf organizations, including but not limited to city/county officials, local parks and recreation employees, manufacturers, the PDGA and other governing bodies, professional touring bodies, other clubs and PDGA State Coordinators.
- c. The President is responsible for helping the selected Tournament Director (see Section II.C.2) for PDGA events in coordination with State Coordinators, the PDGA, local parks and recreation departments and nearby clubs/state coordinators.
- d. The President is responsible for answering all club email inquiries and will delegate email responsibilities to other Board Members as needed.
- e. The President shall have access to the Club's bank account(s) and other investments, if any.
- f. The President is expected to know and understand the roles of each Board of Directors Member as well as any other leadership roles within the club in order to properly delegate tasks not otherwise defined in these bylaws and to fill in for any other role when needed.

## 2. Vice President

- a. The Vice President is responsible for maintaining positive relationships with Club Members, local non-member players, and other disc golf organizations, including but not limited to city/county officials, local parks and recreation employees, manufacturers, the PDGA and other governing bodies, professional touring bodies, and other clubs.
- b. The Vice President is responsible for drafting any/all public correspondence including but not limited to: Newsletters to the public, public flyers, articles/write-ups for websites or paper publications outside of the scope of Roanoke Disc Golf Club. Any public correspondence that has been drafted must then be approved by the Board of Directors for publication.
- c. The Vice President will assist the President when required.
- d. In the event of the President's absence, the Vice President shall chair Club meetings.
- e. The Vice President shall have access to the Club's bank account(s) and other investments, if any.

- f. The Vice President, in coordination with the President, is responsible for delegating any non-elected leadership roles/tasks required for club operation.
- g. The Vice President is expected to know and understand the roles of each Board of Directors Member as well as any other leadership role within the club in order to properly delegate tasks not otherwise defined in these bylaws and to fill in for any other role when needed.

3. Secretary

- a. The Secretary shall be responsible for much of the communication of information within the structure of the Club. The Secretary will assume most email responsibilities if directed to do so by the President, on a case-by-case basis.
- b. The Secretary shall record and disseminate the agenda, minutes, and notes from monthly and other Club meetings. The Secretary will also approve and submit any formal Club newsletters.
- c. By nature of the position, the Secretary will need to work closely with the Webmaster/Social Media manager in the combined goal of maintaining clear and consistent communication within the Club.
- d. The Secretary is responsible for maintaining a list of current Club Members in good standing, including contact information.
- e. The Secretary is responsible for maintaining a list of email contacts of all former members, current Club Members, and any/all sponsors in order to distribute any Club Newsletters/Updates.
- f. The Secretary shall chair Club meetings in the President and Vice President's absence.

4. Treasurer

- a. The Treasurer shall be responsible for the financial integrity of the Club. The Treasurer maintains all accounts payable, accounts receivable, sponsorship donations, and other Club investments.
- b. The Treasurer shall give a comprehensive financial status report at each monthly club meeting.
- c. The Treasurer is responsible for filing all appropriate Commonwealth of Virginia and Federal taxes and fees.

5. Chairman of the Board

- a. The Chairman of the Board is the representative of all Club Members in good standing to the Board of Directors.
- b. The Chairman of the Board is responsible for delegating leadership tasks to the Members at Large and is responsible for the completion of any delegated tasks.
- c. The Chairman of the Board is responsible for organizing and delegating leaders for club events including but not limited to: Weekly singles/doubles, Monthly mini-tournaments, Club social gatherings, charity/community outreach events, work day scheduling, clinics, etc. PDGA sanctioned events are to be delegated in the manner described later in these bylaws.

6. Members at Large (up to 6 positions):

- a. All Members at Large must be Club Members in good standing. Members at Large will report to the Chairman of the Board.
- b. Member at Large responsibilities, delegated by the Chairman of the Board, will include but won't be limited to: Weekly event organization, Monthly event organization, webmaster responsibilities, social media management, community outreach organization, instructional clinics, club social gatherings, organization of work days and any other leadership roles which may be required.
- c. Members at Large will use the position of leadership to gain valuable experience in all areas of club operation in order to become effective Officers of the club in the future.
- d. Members at Large will review matters/instances of any Member's questionable behavior and decide on appropriate action; Club Officers should be informed of all disciplinary reviews or decisions.
- e. Members at Large, as outlined above, must maintain a satisfactory standing for one (1) calendar year, fulfilling any and all requirements of the role prior to running for an elected Officer position.

C. Special Club Roles

1. The special club roles identified in this section are outside of a specific Board of Director position. These roles may be held by any Club Member as selected by the Board of Directors.
2. PDGA Tournament Director (TD) / Assistant Tournament Director (TD)
  - a. TD and Assistant TD roles for PDGA events hosted by the Roanoke Disc Golf Club are open to any Club Member in good standing.

Selection of TD/Assistant TD roles will be approved by the Board of Directors.

- b. Any aspiring TD must first serve as an Assistant TD for a PDGA event under the tutelage of an experienced TD.
- c. The TD and Assistant TD are responsible for coordinating all aspects of the tournament planning and execution, including but not limited to:
  - i. Working with the Club President to obtain all PDGA and local approvals (see Section 2.B.1.c), including paying all PDGA sanctioning fees and Certificate of Insurance.
  - ii. Purchase of all player pack items and awards for the event. Approval must be granted by the Club President and Treasurer prior to purchases over \$250.
  - iii. Organizing club workdays prior to the event and coordinating any volunteer efforts the day of the event.
  - iv. Running the event in accordance with all PDGA guidelines.
  - v. Submitting the TD report and all applicable fees to the PDGA at the completion of the event.

### 3. Event Coordinator

- a. The Event Coordinator will oversee miscellaneous Roanoke Disc Golf Club events, including unsanctioned tournaments (such as monthlies, glow leagues, or season opening/closing events), festivals, community events and clinics. This role is open to any Club Member in good standing and will be approved by the Board of Directors.
- b. The Event Coordinator will act as the primary Club point of contact for any organization or locality that is involved with the event.
- c. The Event Coordinator is responsible for organizing any volunteers and resources needed for the event. This includes purchase of any required materials or equipment in accordance with Section IV.A.1.

### 4. Course Designer(s)

- a. The Course Designer role is open to any Club Member in good standing. However, first-time course designers may not design a course without the guidance of an experienced course designer as determined by the Board of Directors.
- b. Course Designer(s) are responsible for all coordination with localities and/or property owners to obtain initial course layout approval as well

as any approvals required during construction (tree clearing, tee pads, signage, etc).

- c. Course Designer(s) will schedule and oversee any workdays during course design and construction.

5. Course Manager

- a. A Club Member assigned by the Club to serve as a primary point-of-contact for a course that falls under the Club’s purview.
- b. The course manager will help identify and approve any major course projects (hole redesign, tee construction, new basket placements) and coordinate with the Club to schedule workdays for the course.
- c. The course manager will act as the point-of-contact with the local City/County Parks and Recreation Department to coordinate and schedule any course improvements, workdays or other events.

6. Webmaster

- a. The Webmaster is responsible for maintaining the Club website ([www.roanokediscgolf.com](http://www.roanokediscgolf.com)) including announcements, event calendar and current membership list.
- b. The Webmaster manages access to the Club social media accounts (ie. Facebook, Instagram) and is responsible for overseeing the activities of other Club Members on Roanoke Disc Golf-affiliated groups.

### **III. CLUB MEMBERSHIP**

1. Membership shall not be denied to any individual based on race, religion, sex, ethnicity, age, dialect, or level of disc golf ability. Membership can be denied or revoked by Officer's majority vote for violent, obscene, or harmful behavior, or for nonpayment of money owed to the club. Membership dues shall be reviewed annually by the Board of Directors, who may choose to increase or decrease the fee. Membership dues shall be used for the growth of the Club and expenses as listed herein.
2. A Club Member is considered in good standing when his/ her membership dues are current and he/ she has no outstanding debts to the club. All Club Members are expected to demonstrate upstanding conduct while present at any course and during all club related activities.
3. Failure to maintain upstanding conduct including but not limited to: intentional damage to park property, littering, excessive foul language, demonstrative rage, violation of park rules, violation of Club bylaws, etc., will



be reviewed by Board Members at Large and dealt with by the Board of Directors. A three (3) strike warning system will be implemented, leading to the expulsion of said member(s) from the club. Warnings will be issued by the Board of Directors.

4. Club Members have the right to vote at end-of-year (annual) elections as described in Section I.D above.
5. All Club Members have the right to express their viewpoints at club meetings or through the Club's online presence. Club Members are responsible for proper use of Club information, documents, and for their own behavior. Club Members have the right to petition or lobby other Club Members and Board Members for the purpose of improving the Club or to sway a decision. This type of activity is limited to issues directly related to Club matters and should not be used as a platform for private gain, political/religious affiliations, or personal agendas.
6. Club Members are responsible for their own safety and wellbeing at any club sponsored event. Club Members will participate in club events at their own risk and will never be required to attend any event they do not wish to participate in due to safety concerns. Safety hazards will be reviewed by the Board of Directors and corrective action taken when necessary.
7. All Club Members have the right to attend Club functions (unless a Member is specifically required to attend said function as required by these Bylaws). All Members are highly encouraged to attend Club meetings, volunteer at Club events and functions, and promote disc golf in a positive manner.

#### **IV. FINANCIAL STRUCTURE AND PROCEDURES**

##### **A. Expenses**

1. Any purchases on the Club's behalf over \$250 must be voted on and approved by the Board of Directors.
2. Expenses include but are not limited to membership gifts, tournament prizes and entry packages, advertising, insurance, course maintenance/enhancement, web hosting, and other incidental expenses incurred during the operation of the Club.
3. Any funds loaned to the club by individual Members shall be returned in full within the agreed upon timeframe.
4. Only the President, Vice President and Treasurer will have access to any/all club bank accounts/payment methods. A Board Member may make purchases on the behalf of one of these 3 individuals with Board approval.

B. Income

1. Any income from club hosted events, sponsorships, or the sale of merchandise shall remain the property of the Club.
2. Such funds shall be used only for the growth of the club and expenses as listed above.
3. Any funds invested by the club should be maintained by the Treasurer.
4. No Club Member shall profit from any income the Club receives in the process of normal operations.
5. All income and funds residing in the bank account(s) shall be used for the specific purpose of furthering the purpose of Roanoke Disc Golf Club and promoting disc golf in our communities.

C. Bank Account Information

1. An active checking account shall be maintained at all times for the purpose of paying any and all expenses related to the business of the Club.
2. PayPal/other online account will also be maintained for expenses requiring such an account.
3. As outlined above in Section IV.A, only the President, Vice President and Treasurer will have access to any/all bank account information.

D. Memberships

1. Annual membership dues will be established at the beginning of each year by the Club Board of Directors. Club Membership will include the benefits of a bag tag, a club stamped disc, invitation to member only events, discount at league play where applicable, and the use of club website/forum and social media outlets.
2. Memberships will run for an entire calendar year from January 1st to December 31st. Bag tag season will begin and end with a non-PDGA tournament.
3. Any memberships sold before the end of year member's tournament will be only for current year. Any memberships sold the day of and after the end of the year tournament will be for the remainder of the current year as well as the next calendar year.