



Roanoke Disc Golf Club Bylaws

I. OPERATING GUIDELINES

A. The Roanoke Disc Golf Club of Roanoke VA, and serving surrounding areas, is an Amateur Athletic/Hobby Organization, created in May 2012 and incorporated in the Commonwealth of Virginia in September 2016, with the intent of growing, fostering and facilitating disc golf activities in Roanoke and surrounding areas. 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 every quarter (February, May, August, November) 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 the general public; however, nonmembers and members not in good standing shall not participate in elections or cast votes upon any matter of Club business. Announcements and agendas of these monthly meetings (as designated by the President) shall be made public and posted no less than one (1) week prior to each month's meeting. The Secretary and Webmaster will communicate decisions and information from each monthly meeting (as designated by the President) to the general Membership at weekly leagues, through bulletin boards at local disc golf courses, newsletters, and the Club's internet presence.

C. Elections of the Board of Directors shall take place at each November Club meeting; the results of which are effective on the following January 1st. Nominations shall take place at the August meeting. Other voting processes shall take place only during regular quarterly or special session Club meetings, as called for by the Board of Directors.

D. Voting may be done by one of two options, either attending the club's meetings or voting by proxy via an email sent to any Officer (see II.A.1 below) 24 hours prior to the date of the set vote.

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II. CLUB STRUCTURE

A. Board of Directors Structure:

1. The Board of Directors will consist of 5 Officer positions and up to 4 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 November, 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 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.

5. All Board of Director Members must:

- a) Attend no fewer than two (2) quarterly Club meetings annually to be considered in good standing.
- b) Must attend at least 25% of club events so as to appear active to all other club members. If club members are incapable of participating in club weekly/monthly/sponsored events due to injury or illness, their presence at events in a leadership capacity is still expected within the limits of their ailment.
- c) Must be a current dues paying Member of the Club.
- d) Shall act with professionalism, fairness, and honesty in all Club matters.
- e) Shall address all inquiries and suggestions from Club Members and respond to each in a timely manner.

- f) Shall represent the Club with proper and positive attitude and strive to promote the Club at all times.
 - g) Be a current or past member of the PDGA.
 - h) Must attend a minimum of 4 scheduled work days in each calendar year.
 - i) 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. All current Club Members in good standing shall receive a special notification of the pending removal vote, which will contain the name(s) of the Board Member(s) affected by said vote; so they may arrange to attend the meeting in person or vote by proxy. A removal vote is considered successful if three quarters of the current Club Members in good standing vote for removal. Both the complainant 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 at the August club meeting and/or at least two (2) weeks prior to the posted November election meeting.

B. Board of Director Responsibilities:

1. President

- a) The President shall chair quarterly 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 elected TD 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 overseeing/delegating responsibilities to any elected course designers in any effort to design, modify or enhance any course within the scope of Roanoke Disc Golf Club.
- e) The President is responsible for answering all club email inquiries and will delegate email responsibilities to other Board Members as needed.
- f) The President shall have access to the Club's bank account(s) and other investments, if any.
- g) The 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.

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.
- b) 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 quarterly club meeting. If the Treasurer is unable to attend a quarterly club meeting, the Treasurer shall submit the report to the Board of Directors for discussion at the 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.
- d) The Chairman of the Board is responsible for overseeing/delegating course improvements not-including course design/redesign. Course improvement project leaders, delegated by the Chairman, must consist of Members at Large or Officers. Worker assignments, not in a leadership capacity, can be delegated to any Club Member in good standing. Any design changes must go through the President and must be approved by the elected design team and Board of Directors.

6. Members at Large (up to 4 positions):

1. All Members at Large must be Club members in good standing. Members at Large will report to the Chairman of the Board.
2. 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.
4. 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.
5. 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.
6. 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. Paid Membership (A dues paying member in good standing)

1. Membership shall not be denied to any individual based on race, religion, sex, ethnicity, age, dialect, or level of disc golf ability. Membership is valid from January 1 through December 31 of the current calendar year and is contingent upon payment of annual dues. 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 recommend the members 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 for officers as specified above. Members may also have the opportunity to vote during special session votes or elections, as specified by the officers. At annual elections, Members may vote:
 - a) In person at the November Club meeting
 - b) By written proxy- designated proxy must announce intention of voting proxy before casting of votes
 - c) Electronic proxy- cast vote via email to the Club Secretary. No voting via proxy or electronic ballot will be accepted 24 hours prior to the meeting at which the vote takes place.
5. All Club Members have the right to express their viewpoints at club meetings or through the Club's internet 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 or not 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. Members may request resolution of Club-related disputes through the Operations Team at any time.

E. Special Roles not defined above:

1. PDGA Event Coordinator/Tournament Director

a) Tournament Directors and Assistant Tournament Director Roles for PDGA events held by Roanoke Disc Golf Club are open to any Club Member in good standing. Approval of TD/Assistant TD responsibilities will be approved by the Board of Directors. The President will oversee any and all PDGA event coordination.

b) Any aspiring PDGA Tournament Director must serve as an Assistant Tournament director for a PDGA event under the tutelage of an experienced Roanoke Disc Golf Club Tournament Director.

2. Course Designer

a) Any aspiring course designer must have satisfactorily served on the Board of Directors in Roanoke Disc Golf Club for at least one (1) Calendar year prior to participating in any future design.

b) First-time course designers may not design a course without the guidance of an experienced Roanoke Disc Golf Club designer.

c) Course designer responsibilities/delegation will be approved by the Board of Directors and overseen by the President.

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III. 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 "Expenses", only the President, Vice President and Treasurer will have access to any/all bank account information.

D. Memberships

1. Membership fees are \$20 each year and 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 with an April Bag Tag tournament and will run through the November End of the Year Bag Tag 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.