

# CURRENT BYLAWS

## THE NEW HANOVER DISC GOLF CLUB CONSTITUTION AND BY-LAWS

### I) NAME

The name of this Organization shall be the New Hanover Disc Club.

### II) PURPOSE

- 1) Maintain a Non-Profit, Volunteer Organization for the purpose of promoting the sport of Disc Golf in and around New Hanover County, North Carolina
- 2) Provide a safe environment for citizens to socialize and recreate
- 3) Conduct tournaments where both amateurs and professionals may compete
- 4) Conduct clinics for the introduction of the game to new players
- 5) Promote and contribute to charitable causes
- 6) Maintain and beautify the area Disc Golf Courses
- 7) Promote the general benefits of health through exercise
- 8) Teach good sportsmanship and positive social values

### III) MEMBERSHIP

#### 1) General

- a) Membership is open to all individuals for a one-time fee of \$20.00.
- b) Thereafter, a \$10.00 yearly renewal fee is required to maintain Active Status.
- c) Membership is for the lifetime of the individual, regardless of Active/Inactive Status.
- d) New Members shall be issued, a Custom Club Stamped Disc, and an official Club Bag-Tag. They will also be assigned an official Member Number and added to the Archives.
- e) Yearly renewals will be issued one Bag Tag for the fiscal year for a fee of \$10.00 and automatically become Active Members.
- f) Any New Member who joins the club after October 1<sup>st</sup>, will receive the full benefits of the current year (disc, bag-tag, Active Status) plus Active Status for the coming year. The bag-tag for the coming year must however be purchased separately, for a fee of \$10.

#### 2) Membership Privileges and Requirements

- a) Active Status
  - (1) Active Members are allowed to participate in discussions, introduce motions, and vote.
  - (2) Active Members must hold an office or participate in at least one committee.
  - (3) Active Members must meet the requirements of the Attendance Policy.
  - (4) Yearly Dues of \$10 must be paid to maintain uninterrupted Active Status.
  - (5) New Members are automatically deemed Active until they fail to meet the criteria specified in sections (2), (3) and (4), at which point they will assume "Inactive Status".
- b) Inactive Status
  - (1) Inactive Members may participate in meetings, but do not have the right to introduce motions or vote.

- (2) Inactive Members cannot hold an office or committee position.
  - (3) Any Member who is not current in their dues is considered "Inactive".
  - (4) An Inactive Member that is not in violation of the Attendance Policy, or on Suspension, may become Active by paying the \$10.00 Yearly Renewal Fee.
- 3) **Attendance Policy**
- a) Active members are allowed a maximum of 5 Club Meeting absences per fiscal year.
  - b) After 5 absences, a member automatically becomes "Inactive".
  - c) A Member who has become Inactive from violation of the Attendance Policy may appeal his status to the club and be reinstated by a majority vote at a regular club meeting.
- 4) **Disciplinary Action**
- a) Any Club Member seen or heard acting in any manner deemed unsatisfactory by the Club, may be held in review and have his/her Membership Status "Suspended" by a majority vote of all Members present at a regular Club Meeting.
  - b) Furthermore, any Club Member seen or heard acting in any manner deemed unsatisfactory by the Club may be permanently removed from the Membership with a  $\frac{3}{4}$  majority vote by a quorum of 10 Active Members at a regular club meeting.
  - c) To present a "Motion of Suspension" or a "Motion of Removal", sufficient proof in the form of documentation and/or the testimony of two-or-more witnesses must be presented at a regular Club Meeting.
  - d) A Member that is under Suspension assumes Inactive Status for the remainder of the fiscal year, or until such Suspension is lifted by a majority vote of the club.
  - e) Any Member that is Removed from Membership shall have all rights and privileges thereof permanently revoked for the lifetime of the individual.

#### **IV) OFFICERS AND COMMITTEES**

- 1) All Officers are elected by a majority vote of Active Members by secret ballot, whether in person or by proxy (email, text), at the Elections Meeting (December).
- 2) Votes may be submitted to the Membership Committee Chairman at any time after the conclusion of the Nomination Meeting (November).
- 3) Committee Chairpersons are appointed by the President. The appointee has the right to refuse service.
- 4) Committee Chairs are responsible for Writing/Updating/Implementing procedures to their respective committee members.
- 5) Each Committee is required to meet/communicate at least once a month outside of regular club meetings.
- 6) Each Committee Chair must give an oral report at each meeting, and hand in a written report to the Secretary or whoever is presiding over the meeting.
- 7) A video of the club meeting, posted on the internet, may also serve as the Official Meeting Minutes. In such case, there will be no need to review previous minutes at club meetings.
- 8) All Terms are for One Club Fiscal Year (Jan 1<sup>st</sup> – Dec 31<sup>st</sup>).

- 9) Any Club Member may resign his/her position at any time by submitting a written explanation.
- 10) The Club Structure consists of 5 Permanent Committees. Listed below are the various responsibilities of each. Other committees may be created as needed.
  - a) **The Executive Committee** consists of 4 Officers and is chaired by the President. It is tasked with Day-to-Day Operations, Setting up the Yearly Calendar, and Managing the Budget.
    - (1) President (set meeting agendas, run club meetings, facilitate operations, NHC liaison, County approval of all club activities, club representative, official announcements, ex-facto member of all committees)
    - (2) Vice President (Chair a Committee, assume the duties of President in his/her absence)
    - (3) Treasurer (track money, profit-loss, monthly financial report, 3rd in line of secession)
    - (4) Secretary (take written reports, summarize / record meetings for archives, 4<sup>th</sup> in line)
  - b) **Membership Committee (5<sup>th</sup> in line)**
    - (1) Collecting Dues
    - (2) Membership List
    - (3) Attendance Sheet
    - (4) Collecting / Counting Elections ballots
    - (5) Soliciting Membership
    - (6) Clinics
    - (7) Social Events (year-end Banquet)
  - c) **Communications Committee (6<sup>th</sup> in line)**
    - (1) Facebook – Announcements / Administration
    - (2) Sponsorship
    - (3) Media Director (notify news outlets/kiosk, Facebook)
    - (4) Marketing Director (creative ideas, fund raisers, ads)
    - (5) Kiosk Maintenance
    - (6) Website Maintenance
    - (7) Photographer / Videographer
    - (8) Artist (need graphics for website, discs, tee-shirts, Polo's, advertisements)
  - d) **Maintenance Committee (7<sup>th</sup> in line)**
    - (1) Hardware (pads, pins, signs, benches, kiosk)
    - (2) Course Trimming/Beautification
    - (3) Greenkeeper (schedule/manage alt pads/pins)
  - e) **Tournament Committee (8<sup>th</sup> in line)**
    - (1) Azalea – Pro & Am
    - (2) Monthlies
    - (3) Points Race/Skins
    - (4) Bag-Tag Challenge / Membership Drive
    - (5) Doubles
    - (6) King of The Castle
    - (7) Other Tournaments
    - (8) Sponsor Involvement

## V) OPERATIONS

- 1) The Club Shall Meet 12 times per year (once per month) at a time and day as agreed upon by a majority of the Active Club Members.
  - a) Meeting #1 (Jan) Create Yearly Calendar / Event Roster / Goals
  - b) Meeting #11 (Nov) will contain officer/committee Nominations
  - c) Meeting #12 (Dec) Elections, Self Evaluation, Close-out old business, Planning for next year.
- 2) Parliamentary Procedure shall be utilized to execute all Club Meetings.
- 3) The Club Fiscal Year is defined as Jan 1<sup>st</sup> through Dec 31<sup>st</sup>.
- 4) Regular club meetings are open to all citizens.
- 5) Due to Liability issues and MOU contract stipulations, only Official Club Members may materially participate in club workdays.
- 6) Monthly Meeting Agendas will be posted on-line by the President at least 2 weeks prior to each meeting.
- 7) Meeting Agenda Items must be presented to the President at least 24 hours before each meeting, in person, by phone, by text, in writing, in email, or on Facebook.
- 8) At least one Active Member must be present at every club function
- 9) All images and photographs involving any club function are the sole property of the New Hanover Disc Club.
- 10) All Club Actions will comply with the New Hanover County MOU Contract. This yearly contract stipulates rules and regulations concerning the legal obligations of the New Hanover Disc Golf Club to New Hanover County. It includes but is not limited to, the basic functions and activities of the Club, and maintenance of proper Liability Insurance. Officially enacted January 23, 2013.
- 11) The Active Club Membership shall have the power to repeal or amend any of these By-Laws by a majority vote, provided that such action is in the best interest of the future of the sport and the survival of the club.

# PROPOSED BYLAWS WITH CHANGES TRACKED

## THE NEW HANOVER DISC **GOLF CLUB** CONSTITUTION AND BY-LAWS

### I) **NAME**

The name of this Organization shall be the **New Hanover Disc Club.**

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### II) **PURPOSE**

- 1) Maintain a **Non-Profit**, Volunteer Organization for the purpose of promoting the sport of Disc Golf in and around New Hanover County, North Carolina
- 2) Provide a safe environment for citizens to socialize and recreate
- 3) Conduct tournaments where both amateurs and professionals may compete
- 4) Conduct clinics for the introduction of the game to new players
- 5) Promote and contribute to charitable causes
- 6) Maintain and beautify the area Disc Golf Courses
- 7) Promote the general benefits of health through exercise
- 8) Teach good sportsmanship and positive social values

**Comment [A1]:** Need to review more. We may actually best be organized as a 501 (c) 7 and not a 501 (c) 3 per a brief google search. Ryan, can you ask your brother in-law or whoever you mentioned?

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### III) **MEMBERSHIP**

#### 1) **General**

- a) Membership is open to all individuals for a one-time fee of \$20.00.
- b) Thereafter, a \$10.00 yearly renewal fee is required to maintain Active Status.
- c) Membership is for the lifetime of the individual, regardless of Active/Inactive Status.
- d) New Members shall be issued, a Custom Club Stamped Disc, and an official Club Bag-Tag. ~~They will also be assigned an official Member Number and added to the Archives.~~
- e) Yearly renewals will be issued one Bag Tag for the fiscal year for a fee of \$10.00 and automatically become Active Members.

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~~f) Any New Member who joins the club after October 1st, will receive the full benefits of the current year (disc, bag tag, Active Status) plus Active Status for the coming year. The bag tag for the coming year must however be purchased separately, for a fee of \$10.~~

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#### 2) **Membership Privileges and Requirements**

##### a) **Active Status**

- (1) Active Members are allowed to participate in discussions, introduce motions, and vote.
- (2) Active Members must hold an office or participate in at least one committee.
- (3) Active Members must meet the requirements of the Attendance Policy.
- (4) Yearly Dues of \$10 must be paid to maintain uninterrupted Active Status.

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- (5) New Members are automatically deemed Active until they fail to meet the criteria specified in sections (2), (3) and (4), at which point they will assume "Inactive Status".
- b) Inactive Status
  - (1) Inactive Members may participate in meetings, but do not have the right to introduce motions or vote.
  - (2) Inactive Members cannot hold an office or committee position.
  - (3) Any Member who is not current in their dues is considered "Inactive".
  - (4) An Inactive Member that is not in violation of the Attendance Policy, or on Suspension, may become Active by paying the \$10.00 Yearly Renewal Fee.
- 3) Attendance Policy
  - a) Active members are allowed a maximum of 5 Club Meeting absences per fiscal year.
  - b) After 5 absences, a member automatically becomes "Inactive".
  - c) A Member who has become Inactive from violation of the Attendance Policy may appeal his status to the club and be reinstated by a majority vote at a regular club meeting.
- 4) Disciplinary Action
  - a) Any Club Member seen or heard acting in any manner deemed unsatisfactory by the Club, may be held in review and have his/her Membership Status "Suspended" by a majority vote of all Members present at a regular Club Meeting.
  - b) Furthermore, any Club Member seen or heard acting in any manner deemed unsatisfactory by the Club may be permanently removed from the Membership with a ¾ majority vote by a quorum of 10 Active Members at a regular club meeting.
  - c) To present a "Motion of Suspension" or a "Motion of Removal", sufficient proof in the form of documentation and/or the testimony of two-or-more witnesses must be presented at a regular Club Meeting.
  - d) A Member that is under Suspension assumes Inactive Status for the remainder of the fiscal year, or until such Suspension is lifted by a majority vote of the club.
  - e) Any Member that is Removed from Membership shall have all rights and privileges thereof permanently revoked for the lifetime of the individual.

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#### **IV) OFFICERS AND COMMITTEES**

- 1) All Officers are elected by a majority vote of Active Members by secret ballot, whether in person or by proxy (email, ~~text~~), at the Elections Meeting (December).
- 2) Votes may be submitted to the Membership Committee Chairman at any time after the conclusion of the Nomination Meeting (November).
- 3) Committee Chairpersons are appointed by the President. The appointee has the right to refuse service.

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- 4) Committee Chairs are responsible for Writing/Updating/Implementing procedures to their respective committee members.
- 5) Each Committee is required to meet/communicate at least once a month outside of regular club meetings, including the executive committee. These meetings shall be led by the Committee Chairperson and include at least half of the committee members.
- ~~6)~~ Each Committee Chair must give an oral report at each meeting, and hand in a written report to the Secretary or whoever is presiding over the meeting.
- ~~7)6)~~ A video of the club meeting, posted on the internet, may also serve as the Official Meeting Minutes. In such case, there will be no need to review previous minutes at club meetings.
- ~~8)7)~~ All Terms are for One Club Fiscal Year (Jan 1st – Dec 31st).
- ~~9)8)~~ Any Club Member may resign his/her position at any time by submitting a written explanation.
- ~~10)9)~~ The Club Structure consists of 5 Permanent Committees, each with a particular class of responsibilities. The Listed below are the various Committees and their respective responsibilities are as follows of each. Other committees may be created as needed.
  - a) The Executive Committee consists of 4-5 Officers and is chaired by the President. ~~It is~~ They are tasked with Day-to-Day Operations, Setting up the Yearly Calendar, and Managing the Budget.
    - (1) President
      - ~~S~~Set meeting agendas
      - ~~R~~Run club meetings
      - ~~F~~Facilitate operations
      - ~~N~~NHC liaison
      - ~~C~~County approval of all club activities
      - ~~C~~Club representative
      - ~~O~~Official announcements
      - (+)• ~~E~~Ex-facto member of all committees)
    - (2) Vice President
      - ~~C~~Chair a Committee
      - Assists the President with daily responsibilities
      - ~~A~~Assume the duties of President in his/her absence
      - (2)• 1st in line of succession to the President)
    - (3) Treasurer
      - ~~T~~Track ~~money, financials including~~ profit-loss
      - ~~P~~Prepare ~~monthly~~ financial reports
      - Facilitate or approval all club transactions
      - 2nd in line of succession to the President
      - (3) ~~, 3rd in line of secession)~~
    - (4) Secretary
      - ~~T~~Take written reports and monthly meetings
      - ~~S~~Summarize / record meetings for archives

**Comment [A2]:** We actually discussed changing this to even an email or text but after reading again I believe this is more referring to a written report of the oral presentation which hopefully the Committee Chair had a written report that they presented at the meeting and then handed to the secretary.

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- Keep track of meeting attendance and Active Membership statuses
- 3rd in line of succession to the President
- (5) 4th in line) Sargent of Arms
- Enforce club recognize rules and regulation such as:
  - o The New Hanover Disc Golf Club Constitution and By-Laws
  - o Club Rules
  - o Bag Tag Rules, etc.
- (4) 4th in line of succession to the President
- b) Membership Committee** consists of one Committee Chairperson and at least 2 other committee members (5th in line)
  - (1) Collecting Dues
  - (2) Membership List
  - (3) Attendance Sheet
  - (4) Collecting / Counting Elections ballots
  - (5) Soliciting Membership
  - Clinics
  - (6) Bag-Tag Challenge / Membership Drive
  - 
  - Social Events (year-end Banquet)
  - The Committee Chair is 5<sup>th</sup> in line of succession to the President
- (7) **c) Communications Committee** consists of one Committee Chairperson and at least 2 other committee members (6th in line)
  - (1) Facebook – Announcements / Administration
  - (2) Non-tournament Sponsorship
  - (3) Media Director (notify news outlets/kiosk, Facebook)
  - (4) Marketing Director (creative ideas, fund raisers, ads)
  - (5) Kiosk Maintenance
  - (6) Website Maintenance
  - (7) Photographer / Videographer
  - Artist (need graphics for website, discs, tee-shirts, Polo's, advertisements)
  - (8) The Committee Chair is 6<sup>th</sup> in line of succession to the President
- d) Maintenance Committee** consists of one Committee Chairperson and at least 2 other committee members (7th in line)
  - (1) Hardware (pads, pins, signs, benches, kiosk)
  - (2) Course Trimming/Beautification
  - Greenkeeper (schedule/manage alt pads/pins)
  - (3) The Committee Chair is 7<sup>th</sup> in line of succession to the President
- e) Tournament Committee** consists of one Committee Chairperson and at least 2 other committee members (8th in line)
  - (1) Azalea – Pro & Am

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- (2)• \_\_\_ Monthlies
- (3)• \_\_\_ Points Race/Skins
- (4)• ~~\_\_\_ Bag-Tag Challenge / Membership Drive~~
- (5)• \_\_\_ Doubles
- (6)• \_\_\_ King of The Castle
- (7)• \_\_\_ Other Tournaments
- Tournament Sponsorship Involvement
- The Committee Chair is 8<sup>th</sup> in line of succession to the President

10) In interest of a balanced workload, it is encouraged that all officers, committee chairs, and committee members share their respective committee responsibilities, and with club approval by majority vote responsibilities may be shared between committee members.

(8)

## V)II) OPERATIONS

- 1) The Club Shall Meet 12 times per year (once per month) at a time and day as agreed upon by a majority of the Active Club Members.
  - a) **Meeting #1 (Jan) Create Yearly Calendar / Event Roster / Goals**
  - b) **Meeting #11 (Nov) will contain officer/committee Nominations**
  - c) **Meeting #12 (Dec) Elections, Self Evaluation, Close-out old business, Planning for next year.**
- 2) Parliamentary Procedure shall be utilized to execute all Club Meetings.
- 3) The Club Fiscal Year is defined as Jan 1<sup>st</sup> through Dec 31<sup>st</sup>.
- 4) Regular club meetings are open to all citizens.
- 5) Due to Liability issues and the Memorandum of Understanding Contract (MOU) with New Hanover County-MOU, contract stipulations, only Official Club Members may materially participate in club workdays.
- 6) Monthly Meeting Agendas will be posted on-line by the President at least ~~48 hours~~2 weeks prior to each meeting.
- 7) Meeting Agenda Items must be presented to the President at least ~~24~~48 hours before each meeting, in person, by phone, by text, in writing, in email, or on Facebook. Anything receive after this time frame shall be added to the open discussion items and if necessary the following months agenda.
- 8) At least one Active Member must be present at every club function
- 9) All images and photographs taken at a club function by a club member-involving any club function are the sole property of the New Hanover Disc Club.
- 10) All Club Actions will comply with the New Hanover County MOU Contract. This yearly contract stipulates rules and regulations concerning the legal obligations of the New Hanover Disc ~~Golf~~ Club to New Hanover County. It includes but is not limited to, the basic functions and activities of the Club, and maintenance of proper Liability Insurance. Officially enacted January 23, 2013.

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11) The Active Club Membership shall have the power to repeal or amend any of these By-Laws by ~~majority vote~~ <sup>3/4 majority vote by a quorum of 10 Active Members</sup> a majority vote, provided that such action is in the best interest of the future of the sport and the survival of the club.

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# PROPOSED BYLAWS

## THE NEW HANOVER DISC CLUB CONSTITUTION AND BY-LAWS

### I) NAME

The name of this Organization shall be the New Hanover Disc Club.

### II) PURPOSE

- 1) Maintain a Non-Profit, Volunteer Organization for the purpose of promoting the sport of Disc Golf in and around New Hanover County, North Carolina
- 2) Provide a safe environment for citizens to socialize and recreate
- 3) Conduct tournaments where both amateurs and professionals may compete
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- 5) Promote and contribute to charitable causes
- 6) Maintain and beautify the area Disc Golf Courses
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### III) MEMBERSHIP

- 1) General
  - a) Membership is open to all individuals for a one-time fee of \$20.00.
  - b) Thereafter, a \$10.00 yearly renewal fee is required to maintain Active Status.
  - c) Membership is for the lifetime of the individual, regardless of Active/Inactive Status.
  - d) New Members shall be issued, a Custom Club Stamped Disc, and an official Club Bag-Tag.
  - e) Yearly renewals will be issued one Bag Tag for the fiscal year for a fee of \$10.00 and automatically become Active Members.
- 2) Membership Privileges and Requirements
  - a) Active Status
    - (1) Active Members are allowed to participate in discussions, introduce motions, and vote.
    - (2) Active Members must hold an office or participate in at least one committee.
    - (3) Active Members must meet the requirements of the Attendance Policy.
    - (4) Yearly Dues of \$10 must be paid to maintain uninterrupted Active Status.
    - (5) New Members are automatically deemed Active until they fail to meet the criteria specified in sections (2), (3) and (4), at which point they will assume "Inactive Status".
  - b) Inactive Status

- (1) Inactive Members may participate in meetings, but do not have the right to introduce motions or vote.
  - (2) Inactive Members cannot hold an office or committee position.
  - (3) Any Member who is not current in their dues is considered "Inactive".
  - (4) An Inactive Member that is not in violation of the Attendance Policy, or on Suspension, may become Active by paying the \$10.00 Yearly Renewal Fee.
- 3) Attendance Policy
    - a) Active members are allowed a maximum of 5 Club Meeting absences per fiscal year.
    - b) After 5 absences, a member automatically becomes "Inactive".
    - c) A Member who has become Inactive from violation of the Attendance Policy may appeal his status to the club and be reinstated by a majority vote at a regular club meeting.
  - 4) Disciplinary Action
    - a) Any Club Member seen or heard acting in any manner deemed unsatisfactory by the Club, may be held in review and have his/her Membership Status "Suspended" by a majority vote of all Members present at a regular Club Meeting.
    - b) Furthermore, any Club Member seen or heard acting in any manner deemed unsatisfactory by the Club may be permanently removed from the Membership with a  $\frac{3}{4}$  majority vote by a quorum of 10 Active Members at a regular club meeting.
    - c) To present a "Motion of Suspension" or a "Motion of Removal", sufficient proof in the form of documentation and/or the testimony of two-or-more witnesses must be presented at a regular Club Meeting.
    - d) A Member that is under Suspension assumes Inactive Status for the remainder of the fiscal year, or until such Suspension is lifted by a majority vote of the club.
    - e) Any Member that is Removed from Membership shall have all rights and privileges thereof permanently revoked for the lifetime of the individual.

## **I) OFFICERS AND COMMITTEES**

- 1) All Officers are elected by a majority vote of Active Members by secret ballot, whether in person or by proxy (email), at the Elections Meeting (December).
- 2) Votes may be submitted to the Membership Committee Chairman at any time after the conclusion of the Nomination Meeting (November).
- 3) Committee Chairpersons are appointed by the President. The appointee has the right to refuse service.
- 4) Committee Chairs are responsible for Writing/Updating/Implementing procedures to their respective committee members.

- 5) Each Committee is required to meet/communicate at least once a month outside of regular club meetings, including the executive committee. These meetings shall be led by the Committee Chairperson and include at least half of the committee members.
- 6) Each Committee Chair must give an oral report at each meeting, and hand in a written report to the Secretary or whoever is presiding over the meeting.
- 7) All Terms are for One Club Fiscal Year (Jan 1st – Dec 31st).
- 8) Any Club Member may resign his/her position at any time by submitting a written explanation.
- 9) The Club Structure consists of 5 Permanent Committees, each with a particular class of responsibilities. The Committees and their respective responsibilities are as follows:
  - a) The Executive Committee consists of 5 Officers and is chaired by the President. They are tasked with Day-to-Day Operations, Setting up the Yearly Calendar, and Managing the Budget.
    - (1) President
      - Set meeting agendas
      - Run club meetings
      - Facilitate operations
      - NHC liaison
      - County approval of all club activities
      - Club representative
      - Official announcements
      - Ex-facto member of all committees
    - (2) Vice President
      - Chair a Committee
      - Assists the President with daily responsibilities
      - Assume the duties of President in his/her absence
      - 1st in line of succession to the President
    - (3) Treasurer
      - Track financials including profit-loss
      - Prepare monthly financial reports
      - Facilitate or approval all club transactions
      - 2nd in line of succession to the President
    - (4) Secretary
      - Take written reports and monthly meetings
      - Summarize / record meetings for archives
      - Keep track of meeting attendance and Active Membership statuses
      - 3rd in line of succession to the President
    - (5) Sargent of Arms
      - Enforce club recognize rules and regulation such as:
        - The New Hanover Disc Golf Club Constitution and By-Laws
        - Club Rules
        - Bag Tag Rules, etc.

- 4th in line of succession to the President
- b) **Membership Committee** consists of one Committee Chairperson and at least 2 other committee members
- Collecting Dues
  - Membership List
  - Attendance Sheet
  - Collecting / Counting Elections ballots
  - Soliciting Membership
  - Clinics
  - Bag-Tag Challenge / Membership Drive
  - Social Events (year-end Banquet)
  - The Committee Chair is 5<sup>th</sup> in line of succession to the President
- c) **Communications Committee** consists of one Committee Chairperson and at least 2 other committee members
- Facebook – Announcements / Administration
  - Non-tournament Sponsorship
  - Media Director (notify news outlets/kiosk, Facebook)
  - Marketing Director (creative ideas, fund raisers, ads)
  - Kiosk Maintenance
  - Website Maintenance
  - Photographer / Videographer
  - Artist (need graphics for website, discs, tee-shirts, Polo's, advertisements)
  - The Committee Chair is 6<sup>th</sup> in line of succession to the President
- d) **Maintenance Committee** consists of one Committee Chairperson and at least 2 other committee members
- Hardware (pads, pins, signs, benches, kiosk)
  - Course Trimming/Beautification
  - Greenkeeper (schedule/manage alt pads/pins)
  - The Committee Chair is 7<sup>th</sup> in line of succession to the President
- e) **Tournament Committee** consists of one Committee Chairperson and at least 2 other committee members
- Azalea – Pro & Am
  - Monthlies
  - Points Race/Skins
  - Doubles
  - King of The Castle
  - Other Tournaments
  - Tournament Sponsorship
  - The Committee Chair is 8<sup>th</sup> in line of succession to the President
- 10) In interest of a balanced workload, it is encouraged that all officers, committee chairs, and committee members share their respective committee responsibilities, and with club approval by majority vote responsibilities may be shared between committee members.

## II) OPERATIONS

- 1) The Club Shall Meet 12 times per year (once per month) at a time and day as agreed upon by a majority of the Active Club Members.
  - a) **Meeting #1 (Jan) Create Yearly Calendar / Event Roster / Goals**
  - b) **Meeting #11 (Nov) will contain officer/committee Nominations**
  - c) **Meeting #12 (Dec) Elections, Self Evaluation, Close-out old business, Planning for next year.**
- 2) Parliamentary Procedure shall be utilized to execute all Club Meetings.
- 3) The Club Fiscal Year is defined as Jan 1st through Dec 31st.
- 4) Regular club meetings are open to all citizens.
- 5) Due to Liability issues and the Memorandum of Understanding Contract (MOU) with New Hanover County, only Official Club Members may materially participate in club workdays.
- 6) Monthly Meeting Agendas will be posted on-line by the President at least 48 hours prior to each meeting.
- 7) Meeting Agenda Items must be presented to the President at least 48 hours before each meeting, in person, by phone, by text, in writing, in email, or on Facebook. Anything receive after this time frame shall be added to the open discussion items and if necessary the following months agenda.
- 8) At least one Active Member must be present at every club function
- 9) All images and photographs taken at a club function by a club member are the sole property of the New Hanover Disc Club.
- 10) All Club Actions will comply with the New Hanover County MOU Contract. This yearly contract stipulates rules and regulations concerning the legal obligations of the New Hanover Disc Club to New Hanover County. It includes but is not limited to, the basic functions and activities of the Club, and maintenance of proper Liability Insurance. Officially enacted January 23, 2013.
- 11) The Active Club Membership shall have the power to repeal or amend any of these By-Laws by  $\frac{3}{4}$  majority vote by a quorum of 10 Active Members, provided that such action is in the best interest of the future of the sport and the survival of the club.