

# Lancaster County Disc Golf Club Bylaws

## Operating Guidelines

1. The Lancaster County Disc Golf Club is an Athletic/Hobby Organization formed on January 2, 2020 with the exclusive intent of growing, fostering and facilitating amateur disc golf activities in Lancaster County, PA and the surrounding areas in accordance with section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code.
2. The activities and direction of the Club are based upon these Club Bylaws and the Club Mission Statement. The Club structure is democratic, and includes an elected board of directors, appointed staff, and dues-paying club members.
3. Club meetings will be held every quarter (January, April, July, October) with the expressed intent of handling club business based on the annual goals and objectives as agreed upon by the Board of Directors (see below). Announcements and agendas of these meetings shall be made public and posted no less than one (1) week prior to each meeting. The Secretary and Communications Director will communicate decisions and information from each monthly meeting (as designated by the President) to the general Membership through the Club's internet presence. Special session Club meetings may be scheduled at the discretion of the President to address the Club's needs and complete business not finalized in the quarterly meetings.
4. Elections of the Board of Directors shall take place each October; the results of which are effective on the following January 1st. Nominations shall take place during the entire month of June, prior to the scheduled quarterly meeting in July. Members seeking a nomination must present an endorsement form with the signatures of five members in good standing to the Committee Chairman.
  1. In the event that no qualified candidate applies to run for an Officer position in an upcoming election, the prior service as a Member at Large prerequisite may be waived and any current Member in good standing may seek election to that role.

5. Voting will be done via an online form emailed to all members in good standing. An optional paper ballot will be made available upon request. All votes must be cast within the 7 day period preceding the posted election date.

## **CLUB STRUCTURE**

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

1. The Board of Directors will consist of 6 Officer positions and up to 4 Members at Large. Officer positions include:

1. President
2. Vice President
3. Treasurer
4. Secretary
5. Committee Chairman
6. Communications Director

2. Each Officer position is elected biannually by Club Members' majority vote each October, with two (2) calendar year terms beginning January of the following year. Each Member at Large position is elected annually by Club Members' majority vote each October, with one (1) calendar year term beginning January of the following year. The term for each Board position has no maximum limit; however, incumbent Board Members must be re-elected each term. 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 current Officer, or candidate who has served as an Officer within the past 5 years, may run for an officer role in any election.

5. All Board of Director Members must:

1. Attend no fewer than two (2) quarterly Club meetings annually to be considered in good standing.
2. 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.
3. Must be a current dues paying Member of the Club.
4. Shall act with professionalism, fairness, and honesty in all Club matters.
5. Shall address all inquiries and suggestions from Club Members and respond to each in a timely manner.
6. Shall represent the Club with proper and positive attitude and strive to promote the Club at all times.
7. Be a current or past member of the PDGA.
8. Must attend a minimum of 4 scheduled work days in each calendar year. This may include regular course maintenance or tournament preparation.

6. Failure of a Board Member to remain in good standing shall result in sanctions which may include 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.

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 Club meeting. The Board will vote internally to determine if a removal vote is needed. If more than 50% of the board members determine it is necessary, the matter will proceed to a club wide removal vote. 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. 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.

## **B. Board of Director Responsibilities:**

### **1. President**

1. The President will serve a two year term beginning in even years.
2. The President shall chair quarterly meetings and special sessions of the officers.
3. The Treasurer and Secretary shall report to the President.
4. 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.
5. The President is responsible for helping the TDs for PDGA events in coordination with State Coordinators, the PDGA, local parks and recreation departments and nearby clubs/state coordinators.
6. The President is responsible for delegating financial and/or material support to any course designer/s in any effort to design, modify or enhance any course within the scope of Lancaster County Disc Golf Club.

7. The President is responsible for answering all club email inquiries and will delegate email responsibilities to other Board Members as needed.
8. The President shall have access to the Club's bank account(s) and other investments, if any.
9. 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**

1. The Vice President will serve a two year term beginning in even years.
2. 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.
3. The Committee Chairman and Communications Director will report to the Vice President.
4. The Vice President will assist the President when requested.
5. In the event of the President's absence, the Vice President shall chair Club meetings.
6. The Vice President shall have access to the Club's bank account(s) and other investments, if any.
7. The Vice President, in coordination with the President, is responsible for delegating any non-elected leadership roles/tasks required for club operation.
8. 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. Treasurer**

1. The Treasurer will serve a two year term beginning in even years.
2. 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.
3. 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 a report to the Board of Directors for discussion at the meeting.
4. The Treasurer is responsible for ensuring all appropriate local, Commonwealth of Pennsylvania and Federal taxes and fees are filed in a timely manner.
5. The Treasurer will report to the President.
6. Due to the nature of the Treasurer position, the requirement of having served as a Member at Large prior to running for this office may be waived provided the candidate possesses professional experience commensurate with the tasks required. This waiver may be granted by a majority vote of the current Board of Directors.

### **4. Secretary**

1. The Secretary will serve a two year term beginning in odd years.
2. 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.
3. 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.
4. By nature of the position, the Secretary will need to work closely with the Communications Director in order to maintain clear and consistent communication within the Club.

5. The Secretary is responsible for maintaining a list of current Club Members in good standing, including contact information.
6. The Secretary is responsible for maintaining an email directory of all former members, current Club Members, and any/all sponsors in order to distribute any Club Newsletters/Updates.
7. The Secretary shall chair Club meetings in the President and Vice President's absence.
8. The Secretary will report to the President.

## **5. Committee Chairman**

1. The Committee Chairman will serve a two year term beginning in odd years.
2. The Committee Chairman is the representative of all Club Members in good standing to the Board of Directors.
3. The Committee Chairman is responsible for delegating leadership tasks to the Members at Large and is responsible for the completion of any delegated tasks.
4. The Committee Chairman 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.
5. The Committee Chairman is responsible for overseeing/delegating course maintenance, 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.
6. The Committee Chairman will report to the Vice President.

## **6. Communications Director**

1. The Communications Director will serve a two year term beginning in odd years.

2. The Communications Director is responsible for creating/maintaining the Club website.
3. The Communications Director will provide online local tournament information for club events.
4. The Communications Director will maintain and grow the Club internet presence (website, message board, social media, etc), while ensuring all electronic communication is updated and relevant.
5. The Communications Director is responsible for ensuring that up-to-date information about the local courses is disseminated to the various state and national disc golf related websites. (PDGA, dgscene, dgcoursereview, Udisc, etc)
6. The Communications Director will work with the Secretary to effectively plan and communicate general member election information to current members of the club.
7. The Communications Director will report to the Vice President.

#### **7. 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 Committee Chairman.
2. Members at Large responsibilities, delegated by the Committee Chairman, will include but won't be limited to: Weekly event organization, Monthly event organization, community outreach organization, instructional clinics, club social gatherings, organization of work days and any other leadership roles which may be required.
3. Members at Large may 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.
4. 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 increase or decrease the membership dues to meet the needs of the club. 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.
5. All Club Members have the right to express their viewpoints 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 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 functions as required by these Bylaws). All Members are highly encouraged to volunteer at Club events, with course maintenance projects, and promote disc golf in a positive manner.
8. Members may request resolution of Club-related disputes through the Board at any time.
9. All Members in good standing can petition to have items added to the club's meeting agenda.

## **FINANCIAL STRUCTURE AND PROCEDURES**

### **A. Fiscal Year**

1. The fiscal year shall begin on January 1st and end on December 31st each year.

### **B. Expenses**

1. Any purchases on the Club's behalf over \$100 must be voted on and approved by the Board of Directors.
2. Expenses include but are not limited to membership gifts, tournament sponsorships and entry packages, advertising, insurance, course maintenance/enhancement, web hosting, and other incidental expenses incurred during the operation of the Club.
3. 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 behalf of one of these 3 individuals with Board approval.

### **C. Income**

1. Any income from club hosted events, or the club's 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. All income and funds residing in the bank account(s) shall be used for the specific purpose of furthering the purpose of Lancaster County Disc Golf Club and promoting disc golf in our community.

#### D. 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 accounts will also be maintained for expenses requiring such an account.

#### E. Non-distribution Constraint

1. No part of the net earnings of this association shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the association shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in these ByLaws. No substantial part of the activities of the association shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the association shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of or in opposition to any candidate for public office. Notwithstanding any other provision of these ByLaws, the association shall not carry on any other activities not permitted to be carried on by a corporation exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code.

#### **Amendments**

1. These Bylaws may be amended or new Bylaws adopted by a majority vote of all active members at a regularly scheduled quarterly Club meeting or via online proxy. Proposed amendments or revisions will be published (online is permitted) at least seven days in advance if possible.

### **Dissolution Clause**

1. Upon the dissolution of the association, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not so disposed of shall be disposed of by a Court of Competent Jurisdiction of the county in which the principal office of the association is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.