

DAYTON DISC GOLF ASSOCIATION BYLAWS

ARTICLE I: PURPOSE

Section 1: This organization has been formed to promote Disc Golf in the Dayton, Ohio area. We as a group will endeavor to seek growth in numbers who participate as well as the expansion of the venues where we participate. We seek to further these goals by engaging in conduct that will be positive and beneficial to the growth of disc golf. The Dayton Disc Golf Association hereafter referred to as the DDGA, will operate as a not-for-profit organization. All profits from sales of merchandise, donations, club events, membership dues etc. will be used to repair, build and improve courses and to promote, improve, and expand disc golf in the Dayton, Ohio area. We also strive to be catalysts for the highest quality competition on the amateur and professional levels. In addition, we will encourage and promote participation in the Professional Disc Golf Association, its events and the published rules of disc golf.

ARTICLE II: MEMBERS

Section 1: Membership to this organization will be open to all whom wish to join. The title of Honorary Member may be given by these bylaws or by the voting membership. These memberships will be given at no charge for one year and may be renewed. These members will receive all benefits of regular membership. The title of Lifetime Member will be granted to Those who serve as President for two (2) or more years; Those who serve in any officer position for five (5) or more years; Those who give donation/s of \$1000.00 or greater to the DDGA and/or the courses under the DDGA's supervision. Lifetime members will receive the same benefits of regular membership and such membership status shall not be taken away except under the conditions of Article II, Section 3. Lifetime members will be listed on the annual charter and must be carried over from year to year without interruptions.

Membership Privileges:

1. To vote at DDGA membership meetings on club issues.
2. To hold office or direct a committee.
3. To have comments to committees duly considered and acted upon.
4. To receive a free Dayton logo disc.
5. To receive a discount when purchasing club discs where applicable.
6. To receive a discount on weekly events.
7. To receive the entire "Ace Fund" money for a hole-in-one at DDGA BID's and weekly events, provided that there are at least two (2) witnesses. Non-members are eligible to win half (1/2) of the "Ace Fund" for a hole-in-one. This does not apply to PDGA sanctioned events.

Section 2: Persons wishing to gain membership shall surrender a \$20 fee; those who renew their membership shall do so annually. Memberships are valid from 1 January through 31 Dec each year. The renewal fee will also be \$20. These fees can be adjusted once annually by a simple majority vote of the current members attending a fees meeting. A fees meeting will be deemed a special meeting (Refer to Article III, Section 3).

Section 3: Membership may be revoked and a member expelled from the club if two-thirds of the members attending a special expulsion meeting, vote in favor of expulsion of that member.

An expelled member is prohibited from participation in all club-sponsored events. This does not include PDGA events. The DDGA may inform the PDGA of the expelled member's action. An expulsion meeting will be deemed a special meeting (Refer to Article III, Section3).

ARTICLE III: MEETINGS

Section 1: Meetings will be held at least once a month, typically the first Tuesday pr Sunday of every month.

Section 2: A quorum of a membership meeting shall be formed by a simple majority of club officers.

Section 3: Special meetings may be called if ten days notice is posted to the current membership. Notifications will take place on the DDGA web site and/or email when provided by the member.

Section 4: Membership meetings and other meetings shall be chaired by the highest available officer with Roberts's rules of order used as the authority for all procedural questions.

ARTICLE IV: ELECTIONS

Section 1: Nominations and elections will be held for all offices at the November meeting; each position is for a term of one calendar year. Voting will be held by secret ballot executed by the club Secretary. Nominees must acknowledge and approve of their nomination before voting takes place. Transfer of duties shall take place on January 1st. Transfer of all materials should be timely and efficient. Members responsible for not transferring ALL materials and contact information by last day of February will have all membership privileges suspended until the transfer is confirmed.

ARTILCE V: OFFICERS

Section 1: Officers of this organization will be President, Vice President, Secretary, Treasurer, Parks Liaison, Membership Coordinator, Web Site Coordinator, Business Manager and Public Relations Director. All officers are considered honorary members for the year they hold office.

Section 2: To serve as an officer,, one must be a club member in good standing for two (2) consecutive years prior to becoming an officer or one must have served as a board member and/or club officer in good standing with another disc golf club for two (2) years prior to relocating to the Dayton, OH area and becoming a DDGA member in good standing for at least one year prior to serving as a DDGA officer.

Section 3: An officer may be removed with just cause. This action requires a two-thirds vote of the current members attending a special impeachment meeting (Refer to Article III, Section3). A current club officer must bring the motion.

Section 4: A vacancy in any office (except President) may be filled by a majority vote during any scheduled meeting. The position will be filled for the remainder of the vacated term. If the

President position becomes vacant, the Vice President will assume the position; and, a majority vote will be used to fill the Vice President position.

Section 5: There shall be no limit on the number of terms an officer can serve, or positions an officer can hold.

Section 6: The **President** will be responsible for the normal daily operations of the organization that are NOT specifically assigned to another officer within these Bylaws. It will be the duty of the President to preside at all club meetings and to have general supervision of the organization. The President will act as the tournament coordinator for all DDGA events unless these duties are delegated to another DDGA member. To sit as President, one must serve as an officer in good standing the year prior to becoming President.

Section 7: It will be the duty of the **Vice President** to act in the absence of the President, and also to perform such duties that may be assigned by the President. The Vice President will sit on all special committees. In the absence of the President, the Vice President will hold the same status as the President.

Section 8: The **Secretary** will be responsible for keeping all organizational records. The Secretary shall post all notices of meetings, special meetings, and all other notices required of these by-laws. The Secretary will be the custodian of all books, correspondence, and papers relating to the business of the organization, except those of the Treasurer. Secretary will prepare and present to the membership any reports as may be required, to include meeting minutes when possible.

Section 9: The **Treasurer** shall have general charge of the finance of the organization. When necessary and proper, the Treasurer will endorse on behalf of the organization all checks, draft notes and other obligations. The Treasurer will deposit these and all other funds into a designated account with a bank selected by the organization. The Treasurer will keep full and accurate account of these transactions as well as disbursements of club funds. The Treasurer will maintain this record in a ledger and/or digital equivalent belonging to the organization, which will be available for inspection by any officer at any reasonable time. At each monthly meeting the Treasurer will present a report of the previous month's transactions and the current financial status of the DDGA. Club officers may request a similar financial report at any time. The President and Vice President will also be co-signers on the account and can endorse checks as needed for club purposes in the Treasurer's absence.

Section 10: The **Parks Liaison** will work with the local parks departments to ensure proper course development, up-keep, tournament coordination and availability, and open communication is available at all times.

Section 11: The **Membership Coordinator** shall be responsible for maintaining the health and wellness of Dayton Disc Golf Association members. They will keep records of all paid members, membership discs, membership cards, membership monies, and all other membership information necessary to keep accurate accountability. All money collected must be turned into the treasurer at the monthly meeting or in a timely manner. All officers and weekly league coordinators may collect membership dues and member information and should give it to the membership coordinator in a timely manner.

Section 12: The **Volunteer Coordinator** will be responsible for keeping lists of volunteers and their home courses. They will work with the parks liaison officer by coordinating volunteers for various course and disc golf related projects of the DDGA.

Section 13: The **Public Relations Director** will be responsible for working with all officers, club members and affiliates to aid with the recording of club events for use by the club. The Public Relations Director will work with local media to promote Disc Golf and the DDGA to include local newspapers, magazines, and television and radio stations, as well as, electronic means and/or printed matter. Any proposed changes and/or additions to club sponsorship, advertising, exc. Must be approved by a majority of member's vote at any DDGA meeting.

Section 14: The **Web Site Coordinator** will be responsible for maintaining the DDGA web site. They will post all pertinent information on the DDGA web page of upcoming DDGA events.

Section 15: The **Business Manager** will be responsible for overseeing the 501c3 requirements, procedures, licensing, insurance and tax compliance and filing.

Section 16: The **Course Manager** positions will be assigned by the officers for each course under the DDGA supervision without an end to their term as long as they are club members in good standing. Course Managers will be responsible for maintaining the physical upkeep of the courses under the DDGA supervision with the help of other DDGA members. They will help coordinate tournaments and work closely with the respective parks and recreation departments (if not already done so by a club officer). They will be responsible for assisting in running club events on their respectful course. Course managers will be granted honorary membership status for each year they serve. Officers may at times be Course Managers.

Section 17: The officers and course managers shall have the power to spend up to Fifty Dollars of club funds for the purpose of promoting the sport of disc golf. They must notify one officer, and verify with the Treasurer that reimbursement money is available before obligating the money. Any expenditure above \$50 but less than \$250 must be approved by the President and Treasurer (Another club officer may provide 2nd approval only if the President and Treasurer are both not available). Any expenditure above \$250 must be approved by a majority vote by the members at any DDGA meeting. All club money spent will be accompanied by a sales receipt and turned into the Treasurer in a timely and efficient manner.

Section 18: Any person/s responsible for club funds from any source will be responsible for surrendering those funds on a timely basis. They may surrender said funds to the treasurer or directly deposit the funds into the DDGA official bank account. Any officer or club member responsible for club funds and uses said funds for unauthorized purposes will be subject to disciplinary action. The officer or member will be suspended from all club functions pending a special disciplinary meeting to be held in accordance to Article III, Section 3. All current officers and the party/s involved are required to be in attendance. A decision as to the action to be taken (membership revoked, repayment of funds, PDGA notified, etc.) by a majority vote of club members in agreement after all the evidence is discussed and reviewed. If warranted, the proper authorities will be notified.

Section 19: Officers and/or club members are NOT permitted to promise, offer, create, commit and/or delegate any position, title, duties, obligation and/or responsibilities within the DDGA

that is not specifically stated within these By-laws without prior approval of the membership. Approval requires a majority vote by the members at any DDGA meeting.

ARTICLE VI: BYLAWS AMENDMENT PROCESS

Section 1: Proposed amendments to these Bylaws may be submitted to the Officers, in writing, by any Member.

Section 2: The Officers will consider all amendments submitted to it and inform the membership that it:

- A. Either favors the proposal as written,
- B. Or favors the proposal with suggested changes,
- C. Or is not in favor of the proposal and reviews the reason why.

Section 3: A proposal to amend these Bylaws, approved by the Officers, will be submitted for a vote by all members. This vote shall be concluded within 30 days of its submission to the general membership. Members must submit votes in writing to any officer during the 30 day period in order for their vote to be counted. For the purpose of this article, 'Active' means membership dues are paid on or before the day the amendment is submitted by the officers for said vote. Honorary and lifetime members are always considered 'Active Members'.

Section 4: The Officers will declare adopted any proposal amendment to these Bylaws that receives a 2/3 vote by the general membership (2/3 of active members on the day the amendment was submitted to the general membership for said vote).

- A. If the amendment fails within 30 days of its submission for a vote to garner the 2/3 votes required for its adoption, the amendment will be defeated.
- B. Defeated amendments will not be able to be re-submitted for a minimum of 6 months.
- C. Successfully adopted amendments to these Bylaws become effective immediately upon receiving the required 2/3 vote of the active general membership.

Section 5: Shall any member fail to receive satisfaction from the Officers concerning a proposed amendment. The member may petition the Officers to reconsider the amendment by obtaining the signatures of 25 members or 1/2 the active membership (whichever is less). Should the Officers fail to approve the amendment and submit it for a vote, the petitioner/s may circumvent the Officers and force the adoption of the amendment by obtaining the signatures of an additional 25 (50 total signatures) members or an additional 1/4 (3/4 total signatures) of the active membership (whichever is greater)

Section 6: The initial ratification of these Bylaws will be made by a 2/3 vote of the current Officers.

ARTICLE VII: COMMITTEES

Section 1: The officers can designate a committee of current members to handle any special task. The Vice President will sit on all committees when possible.

Section 2: A Course Revision Committee will be created for ALL course revisions on any DDGA supervised course. The committee chairman will be responsible for working with the

Vice President and Parks Liaison to get approval for all course revisions. All course revision proposals require a majority vote by the officers for approval.

Section 3: A New Course Development Committee will be created for ALL new course projects using DDGA funds. The committee chairman will be responsible for working with the Vice President and Parks Liaison to get approval for all course designs. All new course design proposals require a majority vote by the officers for approval.

ARTICLE VIII: GRIEVANCE/COMPLAINT

Section 1: All member grievances shall be addressed at club meetings. The membership shall render a ruling by popular vote to end the grievance.

Section 2: A member must begin the grievance procedure by submitting a formal written or verbal account with-in forty-eight (48) hours of the incident to a DDGA officer. The Vice President will air related arguments and testimony at the next available club meeting. The DDGA membership shall discuss, vote, and render a ruling at that meeting.

Section 3: A member that has filed a complaint or had a complaint filed against them may appeal the DDGA's decision by notifying the Vice President, and verbally appealing the decision at the club meeting. If an appeal is made, the DDGA membership shall discuss, vote, and render a final ruling at that meeting by a majority vote.

ARTICLE IX: DISSOLUTION

Section 1: In the event of the dissolution of the club a "Dissolution Tournament" shall be held for all current members. All members will be notified in writing, by phone, or via email and/or web page at least 30 days beforehand. This will be a fun tournament, and responsibility for the event will be that of the current officers. The Treasurer will first pay all outstanding DDGA debts, and all remaining assets (cash, discs, shirts, etc.) will be disbursed to the membership at the conclusion of the tournament. Every effort will be made to distribute all assets to all the members present as fairly as possible.

ARTICLE X: ACCEPTANCE OF OFFICER POSITION

Section 1: By signing the Annual Charter you accept the terms of these bylaws and commit to doing the best you can at fulfilling your position. You also accept responsibility for your position and give your full support to the DDGA and its decisions. You are an important part of the success of this club and the promotion of the sport of Disc Golf in Dayton. Thank you for stepping up and being a significant asset to the Dayton Disc Golf Association.