

**Bylaws for**  
**Charlotte Disc Golf Club, Inc.**  
**DBA Charlotte Disc Golf Club**

- **The Purpose of the Charlotte Disc Golf Club**

- Maintain a non-profit, volunteer organization to strengthen the sport of disc golf in Charlotte and Mecklenburg County, North Carolina
- Provide a safe environment for citizens to enjoy disc golf
- Conduct events where both amateurs and professionals may compete
- Teach the game to new players, especially school-age children
- Maintain and improve the Club-affiliated disc golf courses
- Promote and contribute to charitable causes
- Encourage good sportsmanship and positive social values

- **Board of Directors and Committees**

**Board of Directors**

The Board will consist of up to seven members, who serve on a volunteer basis. Term of service will be two years, and up to four positions elected in even-numbered years and up to five positions elected in odd-numbered years.

Two additional members may be appointed by Board. These appointed Board members are selected to fulfill role-specific positions and undergo annual review by the Board.

Any current Club member in good standing can be nominated for the Board as part of the annual election process.

Any Club member in good standing may serve on one or more committees.

If Board vacancies occur due to 1) resignation; 2) inability to serve due to health or personal circumstances; 3) dismissed for cause, the positions are filled by appointment by the Board.

In the event a Board member is not fulfilling responsibilities, a vote of no confidence can be conducted. The Board member in question cannot participate in the voting. For the motion to be confirmed, at least 70% of voting Board members must vote to remove the Board member.

Nominations for the Board of Directors will occur during October and November. Voting will take place during the second week of December. Elected board members will start the two-year term effective January 1 of the following year.

## **Committees**

### **A. Executive Committee**

- Consists of four officers (President, Vice President, Treasurer, Secretary) and chaired by the President. The committee handles day-to-day operations, manages finances and provides oversight for other committees.
- Selection: A majority of Board members is required to approve fulfillment of these roles.
- Succession: If the President is unable to complete the term of service, the Vice President would assume the presidency and the Board names a new Vice President.

### **B. Membership Committee**

- Responsible for membership oversight and management, including:
  - Soliciting members
  - Managing membership list
  - Membership communication
  - Coordinating membership benefits
  - Membership disciplinary oversight

### **C. Community Management Committee**

- Responsible for general communications and marketing activities
  - Media coordination
  - Website coordination and maintenance
  - Social media
  - Artwork/ photography
  - Interclub relations

### **D. Promotion/Sales Committee**

- Responsible for sponsorship and sales activities
  - Club sponsorship
  - Official Club event sponsorship
  - Partnering with companies for 501(c)(3)-related donations

### **E. Events Committee**

- Responsible for event coordination including:
  - Club leagues, tournaments, clinics
  - PDGA tournaments
  - Other events (annual, special, social, etc)

### **F. Operations Committee**

- Responsible for course oversight, including:
  - Course infrastructure and maintenance
  - Course signage
  - General inventory
  - Park & Recreation relationship management
  - Volunteer coordination

## • **Membership**

Memberships are annual. New members sign up after October 31 are considered current through the following year. Membership benefits include: Membership packet which may include numbered bag tag and other items of value; discounted entry into eligible Club events; participation in exclusive Club events; voting rights; and ability to serve on the Board and/or head a committee. Lifetime memberships may be allocated based on Board recommendation for superior achievement in the sport.

### **Disciplinary Action**

- Any Club member seen or heard acting in any manner deemed unsatisfactory by the Club, may be held in review and have membership status "Suspended."
- To present a "Motion of Suspension," proof in the form of documentation and/or witnesses must be presented to the Board and reviewed by membership at a Club meeting.
- A member under Suspension will have Club privileges revoked for the remainder of that membership period and until the Board reinstates privileges.
- Permanent ban of any Club member can be considered by the Board, based on severity of transgressions or repeat occurrences.

## • **Finances**

The Club will observe a calendar fiscal year, beginning January 1 and ending December 31.

### **Income Sources**

The Club shall derive revenues from:

- Membership dues
- Club-affiliated leagues
- Club-affiliated tournaments
- Club-sanctioned events run by third party directors
- Sponsorships, partnerships, contributions and grants
- Merchandise sales

### **Fiscal Oversight**

The Club Treasurer carries the role of primary oversight, is responsible for all financial transactions and reports to the Executive Committee. All Club expenditures must be approved by the Treasurer. All financial transactions are subject to review by the Board and open to inspection by Club members.

All revenue transactions must be reported to the Treasurer, with monies given to the Treasurer or deposited in the Club electronic payment accounts.

Club-affiliated or -sanctioned leagues and events should be prepared to provide a breakdown of revenue and expenses.

### **Liabilities**

The Club shall carry liability insurance that protects members during Club-affiliated activities. The policy shall also provide liability protection for Board members acting in official capacities.

- **Tournaments, Leagues and Events**

Types of events include: weekly or seasonal leagues, annual Club tournaments, PDGA tournaments, special tournaments, charity fundraisers, other events.

All events requesting use of a CDGC-operated course should be presented at least 30 days in advance to the Club or event committee by the Tournament Director or other event representative. Requests for PDGA-sanctioned events should be presented at least 90 days in advance.

The Club will set the event calendar each fall for the coming year. All PDGA-sanctioned events must follow PDGA protocol to be included in the Club calendar of events. For any event to be included in the calendar, the Club must be notified at least 30 days in advance.

- **Club Meetings**

Monthly Club meetings are typically held the second Wednesday and are open to all members. Meeting schedule and agenda will be posted on social media or communicated directly to members a week prior to the meeting. Once per quarter, the Board will hold a Board-only meeting. The board may ask certain committee heads to attend these meetings as well.

Standard agenda will include:

- Call to order/attendance
- Treasurer report
- Committee readouts
- Old business (report on goals)
- New business (new items should be proposed to the Board at least a week prior to meeting)
- Recognition
- Wrap-up, action items, meeting close
- Donations

An annual general Club meeting may be held in conjunction with an event or as a stand-alone session. Any such meeting will be communicated to members no less than a month ahead of time.

- **Club Decision Process and Voting**

Board of Directors

- The Board of Directors is elected by members to represent them in Club-related decisions.
- A member or members of the Board decides on strategic activities included but not limited to
  - Capital expenses over \$200
  - Structural changes to Club properties
  - Activities that involve Park & Rec approval
    - Course work and volunteering, layout changes, tournaments
  - Creation of committees, roles, and responsibilities
  - Timing and formation of leagues and approval of events
    - Cancellation of league dates for special events or conflicting activities
    - Setting fee structure for approved events
  - Strategic decisions for Club-based events
    - Such as Carolina Clash, Charlotte Amateur Championship, winter fundraisers, bag tag challenges

Voting

- When two or more Board members ask for a vote on an activity the Board will vote
  - Majority wins
  - The Club President breaks ties
    - If the President is unable to vote due to absence, illness or conflict of interest, the Vice President shall be the tie-breaking vote
  - The Board may decide to open voting on Club issues to current members in good standing.
  - The Board may decide to allow committee members to vote on related issues in committee.

## **Other Items**

### **Dissolution**

The Club may be dissolved by a resolution of any ordinary or general meeting called for such purpose. If upon the dissolution of the Club there remains, after the satisfaction of all its debts and liabilities, any property whatsoever, the same shall not be paid to or distributed amongst the members of the Club, but shall be given or transferred to some other Club or institution having objectives similar, wholly or in part to the objectives of this Club. Should no Club be found with similar objectives, the proceeds amounted from property owned, shall be given to a recognized charity or other non-profit group.

### **Updating/Amending bylaws (majority of current Board members)**

Bylaws are to be reviewed and updated during the first quarter of each year. To make any change to the bylaws, a majority of the Board members need to vote in favor of proposed change. In the event of updates to the bylaws, the updated document should be communicated to the members of the Club.

### **Inspection of records**

Club financial records and contracts are open to inspection by any current member with a 30-day written request. Finances are also reviewed at each monthly Club member meeting.

### **Mecklenburg County Park & Recreation Contract**

All CDGC actions and privileges in CDGC-affiliated parks are governed by provisions in the CDGC contract with MCP&R. No actions outside the provisions of the contract will be authorized by the CDGC Board of Directors.

## Addendum

### CDGC Course Properties

- Southside
  - Angry Beaver (Elon Park)
  - Eager Beaver (Elon Park)
  - Scrapyard (Idlewild Park)
- Eastside
  - Kilborne
  - Eastway
  - Sugaw Creek
  - Reedy Creek
- Northside
  - Hornet's Nest
  - Nevin
  - Bradford
  - Robbins
  - Bailey Road
  - Sunset Hills
- Westside
  - Renaissance Gold
  - Renaissance Pro
  - Renske
  - Plantation Ruins at Winget
  - RL Smith