

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
- Manage/attract 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
- Support activities that increase diversity of the disc golf community

● **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. Additional elected board members may be added in pairs when member representation falls below 1% (1 board member per 100 club members).

Two additional members may be appointed by the Board. These appointed Board members are selected to fulfill role-specific positions and undergo annual review by the Board. These appointed members are strategic to the activities of the club and might not otherwise be well known to the membership. A few examples might include but are not limited to a representative of a tourism commission, donor, leadership within Mecklenburg County Parks or industry experts such as a CPA or attorney. **Board members appointed in this manner are reviewed annually, by the board, and are renewed by majority vote. Their term is effective the date they are appointed to 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 with cause, the positions are filled by appointment by the Board. The appointed member serves the duration of the replaced member's term and that position is up for election during the normal cycle.

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.

Current board members review nominees and weigh conflict of interest concerns. The board votes to accept as official candidates. Examples of conflicts of interest include but are not limited to:

- Livelihood or other income is derived from disc golf related business ventures
- Candidate runs for profit disc golf events that are influenced by club fee or scheduling requirements
- Antagonistic sources whose desire is dissolution of the club.

Committees

Committees are led by directors that are assigned by the board through majority vote. The board creates each committee and sets the expectations and role requirements for each. See Appendix 2 for the current structure of the organization and its committees (with role descriptions).

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.
- If one of these offices is unable to be filled by the current board members the board will elect, by majority vote, a current club member to fill the role.
- 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.
- Contracts: Contracts may be signed by the executive committee members (President, Vice President, Treasurer). Other board members may sign contracts after a vote, by the board, approving each contract.
 - Director of Operations may sign park and recreation contracts that cover facility use and camp organization.

● Membership

Memberships are annual. New members that 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 sanctioned events; participation in exclusive Club events; open club 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, donations 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. The Treasurer is also responsible for tracking funding of future capital improvement projects. All Club expenditures must be approved by the Treasurer. All financial transactions are subject to review by the Board.

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.

All events on CDGC properties must be approved and scheduled through the CDGC Event Coordinator.

● **Club Meetings**

Monthly Club meetings are typically held the second Wednesday and are open to all members. Meeting schedule and agenda may be provided through social media, communicated directly to members, verbally or

through hand-out at the meeting. The board may hold Board-only meetings. The board may ask certain committee heads to attend these closed meetings as well.

Standard agenda will include:

- Call to order/attendance/introductions
- Treasurer report
- Membership updates
- Course updates
- Events
- New business (new items should be proposed to the Board at least a week prior to meeting)
- Recognition
- Wrap-up, action items, meeting close

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 \$350
 - 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 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 will be made visible to the members of the Club.

Inspection of records

Finances are 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 or/regional local park departments. No actions outside the provisions of the contract will be authorized by the CDGC Board of Directors.

Appendix 1: Club Courses

Southside

- Angry Beaver (Elon Park)
- Eager Beaver (Elon Park)
- Scrapyard (Idlewild Park)
- Squirrel Lake

Eastside

- Kilborne
- Eastway
- Sugaw Creek
- Reedy Creek

Northside

- Hornet's Nest
- Nevin
- Bradford
- Robbins
- Bailey Road
- Sunset Hills – for temporary layouts

Westside

- Renaissance Gold
- Renaissance Pro
- Renske
- Plantation Ruins at Winget
- RL Smith

Course properties in development

- Ballantyne Golf Course
- Oak Hills Golf Course
- North Charlotte Regional Recreational Center

Appendix 2: Organizational Structure and Committees

Executive Committee

Positions should be filled by a board member; if not available, the board can elect a club member

President, Chair

Leadership and Governance • Financial Oversight • Strategic Planning • Conflict Resolution

- Chairs board meetings, ensuring they are productive, focused, and follow proper procedures
- Ensures adherence to the bylaws, policies, and legal requirements of the club
- Guarantees the financial health of the club and that resources are managed appropriately
- Defines and oversees the fulfillment of the organization's mission, vision, and goals
- Mediates conflicts within the board or between the board and its members
- Represents the club in public contexts and advocates for its mission and programs

Vice President

Support and Assist the President • Committee Leadership • Succession Planning & Board Development

- Assumes responsibilities of the president if the president is absent or unable to fulfill duties
- Offers support in governance, strategy, and organizational oversight
- Leads key committees and/or serves as liaison between committee chairs and the board, ensuring the board is kept informed of committee progress and decisions
- Assists committee chairs in the fulfillment of their duties, facilitating their efforts and the recruitment of committee members
- Onboards new board members, ensuring they understand their roles, responsibilities, and the nonprofit's mission and values

Treasurer

Financial Oversight & Reporting • Compliance & Regulatory Responsibilities • Risk Management & Insurance • Advise on Financial Decisions & Strategy

- Maintains accurate and up-to-date financial records, monitors the financial health of the organization, and provides regular financial reports to the board and its members
- Develops financial policies to govern how money is handled, including procedures for handling donations, disbursements, and reimbursements
- Ensures that the club complies with all relevant financial laws, regulations, and tax requirements
- Assesses financial risks and oversees insurance needs
- Advises the board on financial decisions and strategies

Secretary

Meeting Administration • Document Management & Records • Board Member Support • Policy Implementation • Board Elections

- Records and distributes meeting minutes and any relevant materials (agendas, reports, previous minutes, etc.) and assists with booking meeting spaces as needed
- Maintains the official documents and records of the nonprofit, including the articles of incorporation, bylaws, organizational policies, meeting minutes and resolutions, board member records (terms of office, attendance, etc.)
- Keeps records (names, contact information, etc.) for board members, committee chairs/members, and course directors and assists with onboarding and ongoing support
- Tracks changes to policies and bylaws
- Organizes and conducts elections in accordance with the bylaws

Community Management Committee

Director of Communication, Chair

Strategic Communications Planning • Branding & Public Image • Social Media & Digital Strategy • Community Outreach

- Creates and executes a comprehensive communication plan that aligns with the nonprofit's goals, mission, and vision
- Ensures that all messaging and branding are consistent with the nonprofit's mission, voice, and values, both internally and externally
- Oversees the nonprofit's social media presence (e.g., Facebook, Twitter, Instagram, LinkedIn, etc.), creating content and developing strategies to increase engagement, grow the following, and promote events and campaigns
- Manages or works with web developers to ensure the nonprofit's website is up-to-date and user-friendly, and that it communicates the nonprofit's mission, services, and impact effectively
- Fosters relationships with community members, local organizations, and partners to enhance the nonprofit's public image and presence within the community
- Assists board members and committee members with campaigns to support key initiatives
- Manages the shared inbox for the club and delegates messages to board members as needed
- Promotes regularly scheduled meetings or other club events/activities to increase participation and awareness

Events Committee

Director of Events, Chair

Event & Competition Scheduling • Event Policy & Procedure • Post-Event Reporting & Documentation

- Oversees tournament and league requests for club-managed courses, balancing the need for competition and the needs of the casual player and approving/rejecting requests accordingly
- Communicates with and supports event directors, addressing questions or concerns, providing visibility into schedule/availability, managing conflicts, and delivering resources and guidance as needed
- Maintains an accurate schedule in RecDesk for internal and external use
- Serves as primary liaison between the club and the parks and recreations departments with regards to course reservation and permits
- Supports and enforces club expectations of event directors, including but not limited to code of conduct, reporting, and event fees

Membership Committee

Director of Membership, Chair

Membership Recruitment, Retention & Engagement • Database Management • Member Benefits & Support • Campaigns & Events

- Creates and implements strategies to attract new members to the organization, including targeting specific demographics, creating membership drives, and collaborating with other organizations or community groups to increase visibility
- Keeps existing members engaged and informed through regular communication
- Maintains accurate records of members, including contact details and membership status
- Develops and distributes membership packs/benefits
- Organizes or promotes events specifically for members
- Collaborates closely with the Director of Communication and local disc golf vendors to promote membership strategies

Operations Committee

Director of Operations, Chair

Course Development & Maintenance • Resource Management & Inventory Management • Liaison to Local Governing Agencies

- Maintains and leverages a relationship with the parks and recreations department to negotiate fiscal and human resource allocation to key projects in accordance with the needs of the disc golf community
- Builds new courses, modifies layouts, and facilitates course improvements on behalf of the club and its members, or for specific events
- Manages course directors, supporting and supplying them with resources for course maintenance and approving and facilitating improvement projects

Director of Signage

Course Presentation & Navigation

- Organizes improvement projects related to course signage (such as tee signs, sponsorship signs, course navigation, etc.)
- Orders and installs signage
- Manages the club's inventory of signage that is made available to tournament and league directors for their events (course closure signs, for example)

Volunteer Coordinator

Volunteer Recruitment, Engagement, and Support • Awards & Recognition

- Enlists and manages volunteers for large-scale tournaments and events, serving as liaison between the tournament staff and the volunteers and communicating schedules and responsibilities
- Supports course directors by promoting workdays and incentivizing and recognizing volunteers
- Tracks volunteer hours devoted to the club

Course Director, Assigned a specific course and reports to the Director of Operations

Course Maintenance & Improvements

- Communicates to the board about maintenance needs and suggestions for course improvement
- Organizes and oversees workdays, recruiting volunteers as needed

Women's Committee

Women's Committee Chairperson

Advocate for Women's Participation & Equality • Advise on Policy

- Creates and executes initiatives to increase and support the active participation of women in the sport of disc golf
- Advises the board on and advocates for policies, programs, and initiatives that serve the women in the disc golf community

Bylaw Date of Adoption – January 16, 2025

Vote: Passed unanimously

Current Board Members as of January 16, 2025

Mark Huether - Yea

Trey Monteith - Yea

Kyle Deck - Yea

Robert Buckley - Yea

Melissa Lindemann - Yea

Ethan Durland - Yea

Naomi Downs - Yea