

**ARTICLE 1**  
**NAME AND MISSION**

1. The name of this organization is the Disc Golf Club of Albany (DGCA).
2. The DGCA will promote disc golf in, but not limited to the greater Albany Oregon area.
3. Encourage more players to get involved in organized disc golf by developing and maintaining disc golf courses that are appropriate to developing as well as skilled players.
4. Promoting organized disc golf events, and expanding community awareness of disc golf in general.
5. DGCA will serve as liaison between the disc golf community and the Albany Parks and Recreation, Linn County Parks Department, and other pertinent entities as occasion calls.

**ARTICLE 2**  
**MEMBERSHIP**

1. Active Membership in DCGA is contingent upon payment of a membership fee and shall be referred to herein as Members. Membership fees will be in the amount of \$10 due on annual bases.
  - The privileges of Active Membership include:
  - Vote in DGCA officer elections.
  - Receive the DGCA newsletters.
  - Be a member of a committee, or hold office.
  - Have responsibility of assisting with DGCA functions where applicable and ability.
  - Qualify for club member rewards on merchandise.
2. Former Members in good standing who have not paid their current dues may renew at any time by paying dues for the current calendar year. Anyone who pays dues after November 1st of the current year shall be considered renewed through the end of the following calendar year.
3. Non-members and non-active members shall hold none of the privileges of Members.
4. Membership may be revoked or suspended by a majority of the Board per Article 8 of these By-laws.
5. Members shall by the enacting of these By-laws may request review and amendment to these By-laws of the Board of Directors (Article 7 section 1).

**ARTICLE 3**  
**BOARD OF DIRECTORS**

1. The Board of Directors shall be the governing body of DGCA and will be herein referred to as the Board. The Board will consist of five executive officers: President, Vice President, Secretary, Treasurer, and Communications Director
2. Officers must be Members in good standing.
3. Members shall nominate and elect the Board.
4. The Roles and Responsibilities of the Board shall be as follows:

**A. President:**

- Serve as Chair of the Board.
- Set the agenda, and Chair all Board and Club Meetings.
- Assign Committees.
- Act as the tie-breaking vote except where otherwise noted in Article 9 Section 5 of these by-laws.
- Approve all payments and disbursements of club funds.

**B. Vice President:**

- Assume the responsibilities of the President in the absence of the President.
- Coordinate and run all elections.
- Act as liaison between the general membership and the Board.
- Assist with functions of the club.

**C. Secretary:**

- Keep record of the minutes of all Board, Club meetings, and present those minutes for approval at the next meeting.
- Maintain the official address of the club.

**D. Treasurer:**

- Maintain the financial records of the DGCA.
- Oversee the Merchandising Committee.
- Prepare the Annual Budget and quarterly Financial Statements in coordination with all Committee Chairs  
Maintain the checking account in accordance with these By-laws.
- Collect membership fees.
- Pay all bills of the club upon action by the Board.
- Review and approve, deny, or amend all committee budgets.

**E. Communications Officer:**

- Maintain the list of current and former Members.
  - Oversee the website & Newsletter committee.
  - Administrator of the DGCA online forum.
  - Post meeting schedule, agenda, and minutes on the web site.
  - Email meeting schedule, agenda, and minutes where applicable.
5. Board officers shall be elected in accordance with these By-laws in accordance with Article 5.
  6. If the office of President becomes vacant, the Vice President shall serve as President for the remainder of the term.
  7. For any vacancy other than President, the Board shall appoint a replacement within 30 days of the vacancy.
  8. The Board may reserve the right to appoint a committee.
  9. The Board shall approve Committee Chair appointments.
  10. The Board reserves the right to review and amend these By-laws with final amendment (if any) reserved to the Members.

#### **ARTICLE 4**

#### **COMMITTEES**

1. Committees may be appointed by the Board or by the President as warranted
2. Unless otherwise specified, the Committee Chair will report to the President.
3. For Permanent or indefinite committees, chair positions shall be reviewed annually at the first Board meeting of the calendar year, or as soon as practical thereafter. Additional reviews may be conducted as needed if the Board feels the Committee Chair is not fulfilling their responsibilities.
4. Committee Chairs may seek committee members; however the chairperson is ultimately responsible for the actions and inactions of the committee.
5. Committee chairpersons shall not enter any contracts or assume any debts without authorization by the Board.
6. Committees shall develop Budgets for each activity/function and submit to the Treasure for approval.
7. All committee meetings shall be open to all Members.
8. There are hereby established the following permanent Committees:
  - A. The **Web Committee** shall be responsible for maintaining the DGCA website. The chairperson of the Web Committee shall be known as the **Webmaster**.
  - B. The **Course Committee's** shall be responsible for improving and maintaining its/their respective disc golf course. There shall be one Course Committee for each disc golf course developed and maintained by DGCA.

The Chair for each course shall be known as the **Course Pro**. Responsibilities of the Course Pro shall be as follows:

- Insure that broken or vandalized equipment is repaired or replaced as soon as practical.
- Coordinate major course maintenance, development, and/or redevelopment with the Albany Parks Department and Linn County Parks Department, or any other owner of the property upon which the course is developed.
- Especially with regard to tree removal, fairway movement or redesign, concrete work etc.
- Serve as primary contact to the parks department (or other entity) on all issues that arise.
- Perform community outreach.
- Coordinate ALL course design changes through the Board for approval prior to initiating any work.
- Develop a Budget in accordance with Article 6 section 6 of these By-laws.

- C. The **Newsletter Committee**: shall be responsible for distributing information to the club. The chair of the Newsletter Committee shall be known as the Reporter, shall report to the Communications Officer, and develop a Budget in accordance with Article 6 Section 6 of these By-laws.
- D. The **Merchandising Committee**: shall be responsible for maintaining the DGCA merchandise inventory and sales thereof. The chair of the Merchandising Committee shall be known as the Quartermaster, and shall report to the Treasurer and develop a Budget in accordance with Article 6 Section 6 of these By-laws.

10. There are hereby-established temporary committees to be known as **Tournament Committees**. A Tournament Committee shall be responsible for running an event or tournament and shall be disbanded when the post-tournament reporting responsibilities have been completed. The Chair of a Tournament Committee will serve as the **Tournament Director**. Responsibilities of the Tournament Director include but are not limited to:

- Coordinate with the Course Pro to obtain any permission needed for the tournament and to get the course in tournament shape.
- Develop a Budget for the event in accordance with Article 6 Section 6 of these By-laws.
- Establish planning subcommittees for the various elements of tournament operations:
  - a) Fundraising
  - b) Advertising
  - c) Sponsor recognition

- d) Prize & trophy procurement
  - e) Course preparedness
  - f) Player communications
  - g) Out-of-town accommodations, etc.
- Coordinate revenue collection and debt payment through the Board.
  - Officiate the tournament.
  - Seek support assistance through Members or elsewhere.
  - Report tournament results to the Reporter, Webmaster, and outside sanctioning bodies (PDGA, etc.)
  - Prepare financial statement for submission to the Treasurer and the Board.

## **ARTICLE 5**

### **ELECTION PROCESS**

1. The nomination process will be held for two weeks, starting on October 15 and running through November 1. The Vice President shall accept nominations from Members. Any person nominated for more than one elected position shall choose preferred position before November 2nd at 12noon. Nominee must accept or decline nomination prior to November 2nd 12noon, by notifying the Vice-President.
2. **Ballots must be received by November 15th to be counted.**
3. To win an office, the candidate must receive a majority vote. If there is no clear majority, a runoff election will be held for the top two candidates. All ballots for the runoff election must be received by November 21st.
4. The DGCA Board shall take office on January 1st following the election. The December meeting shall be a transition period with incoming officers invited to sit in on the Board meeting, but with out voting privileges.
5. After the inaugural election, the terms of office shall be two years for all other elected Officers. The President, Secretary shall be elected in odd numbered years. The Vice President, Treasurer, and Communication Officer elected in even numbered years.
6. For the inaugural election, the Vice President, Treasurer, and communications Officer shall remain in office until December 31st, 2008. The President and Secretary shall remain in office until December 31st, 2007.
7. **No Member may hold more than one elected office.** There shall be no limit to the number of committee positions, or committee chairs that a member may hold.
8. Special Elections may be held at any time at the discretion of the Board.
9. There shall be no limit to the number of terms an officer may hold his/her office.

## **ARTICLE 6**

### **FINANCIAL**

1. The fiscal year shall begin on January 1 and terminate on December 31.
2. Club annual membership fee shall be \$10
3. The DGCA shall not make a loan to a Board member, Tournament Director, or Member.
4. The DGCA is a volunteer organization. No fees for services rendered, may be paid unless prior approval of the Board is obtained.
5. A checking account shall be maintained to pay all expenses. Any drafts on the account shall require the signature of the Treasurer and approval of the President.
6. All budgets will be itemized with payee, amounts, description of good or services, date of delivery of goods or date of completion of services listed. Budgets will be submitted to treasure one month prior to any disbursements. All disbursements will be made with a check. All receipts will be submitted to treasure upon delivery of goods or completion of services.
7. Members, Board, or Committee persons acting with the authority of a budget head may pay for good or services “out of their own pocket” and will be reimbursed by the Treasure upon submitting a receipt or proof of completion services.
8. Any Member, Board, or Committee who pays for good or services “out of their own pocket” without submitting a budget or getting permission from the treasure is not granted reimbursement. Unapproved spending reimbursements will be made on a case-by-case bases by decision of the Board.
9. In the event that the DGCA is dissolved for any reason, its assets (physical and monetary) shall be dispersed as follows:
  - All debts and claims shall be paid from cash on hand.
  - Assets shall be sold if cash on hand is insufficient to pay all debts and claims.
  - Any remaining asset, for which there are no claims or debts, shall be given to a charitable organization of the Board's choosing.

**ARTICLE 7**  
**PROCEDURE FOR AMENDING THE BY-LAWS**  
**AND PETITIONING THE BOARD**

1. Proposed amendments to the By-laws may be submitted in writing to the President. Any Member in good standing may submit a proposed amendment to the By-laws.
  - The Board shall consider all proposals submitted to it, and inform the membership that it:
    - Favors the proposal as presented.
    - Favors the proposal with suggested changes.
    - Is not in favor of the proposal and reviews the reasons why.

2. A proposal to amend these By-laws, approved by the Board, shall be submitted to the Vice President, who shall place the proposed amendment on the Official Ballot in November.
3. The Board shall declare adopted any proposed amendment to these By-laws that receives a 2/3rds vote by the voting Members. This includes initial ratification of these By-laws. Amendments to these By-laws become effective immediately upon adoption.
4. Should the amendment submitting Member fail to receive satisfaction from the Board; the member may petition the Board by obtaining the signatures of five (5) Members. Should the Board fail to approve the amendment, the Petitioners may force the amendment on the ballot by obtaining the signatures of an additional three (3) Members.

## **ARTICLE 8**

### **DISCIPLINE OF MEMBERS**

1. Disciplinary charges against any member may be filed in a written petition signed by at least five Members and submitted to the Board.
2. Should the Board decide to take action, a hearing date shall be established and the accused and accusers will be notified. The charges will be discussed with all the parties having equal opportunity to present their case.
3. The Board may suspend the Membership of any Member for a specified time, up to and including a permanent ban, by a 75% vote of the full Board. Membership fees may be refunded at the discretion of the Board should they be so requested.
4. The Board may remove any Officer by a unanimous vote of the full Board not including the Board Member in question.

## **ARTICLE 9**

### **MEETINGS**

1. All meetings shall be conducted in accordance with Robert's Rules of Order, except when otherwise specified by the By-laws; with the President acting as the Chair.
2. Decisions made by the Board shall be considered binding on members of DGCA.
3. A quorum of the Board shall be required to constitute an official meeting to transact business. A quorum of the Board shall consist of a simple majority of the Board.
4. Board decisions may be made by open ballot, voice vote, or by roll call. The action must receive a majority vote for approval except where otherwise specified by these By-laws.
5. Regular meetings of the Board shall be held at least once a quarter, or as decided by the Board. A quorum must be present to consider motions, and a majority of

the quorum is required to pass the motion. In the event of a tie, the President (if present and full board is not) has the tie-breaking vote. Should a vote on a motion end in a tie, the motion is defeated unless otherwise delineated in these By-laws. All motions shall be made a part of the minutes of the meeting and shall be fully recorded.

6. Board meeting may be held in the following ways; Teleconference, Net Meeting, in person, and any other meeting practice that allows any Board member to participate.
7. Board meetings shall be open to all Members of the DGCA when practical. The Board reserves the right to executive sessions at any time, but only for the reasons of personnel or outside organizational finance.
8. The DGCA shall have a full Membership meeting at least once a quarter. This meeting shall be held prior to the close of the Nomination period. At this meeting any Member may be recognized and heard, in accordance with the agenda
9. Any member may submit an agenda item/s, these item/s must be submitted to the President two weeks prior to the meeting.
10. All meeting shall have a set agenda item "Good & Welfare" wherein any item related to DGCA may be brought up for discussion by any Member of the organization.

Date Ratified: \_\_\_\_\_

President: \_\_\_\_\_

Vic-President: \_\_\_\_\_

Secretary: \_\_\_\_\_

Treasure: \_\_\_\_\_

Communications Officer: \_\_\_\_\_