

# Arizona Disc Golf Club

## By-Laws

11/16/2012

### Article I – Name

The Club described in these by-laws shall be known as the Arizona Disc Golf Club and herein after may be referred to as the Club or the AZDGC.

### Article II – Mission

The Arizona Disc Golf Club is a non-profit organization dedicated to promoting the sport of disc golf in the state of Arizona and encouraging more players to get involved in organized disc golf by developing and maintaining disc golf courses that are appropriate to developing novice as well as skilled players, by promoting organized disc golf events, and by promoting community awareness of disc golf in general.

The AZDGC Board/Board of Directors will serve as the liaison between the disc golf community and the Parks and Recreation departments of the State of Arizona and other pertinent entities, as occasion calls.

### Article III – By-laws

- These by-laws shall govern the organization and operation of the AZDGC and shall become effective upon approval by a majority vote of the entire general membership.
- Amendments to these by-laws shall first be drafted and approved by majority vote of the Board Members then approved by a general membership election.

### Article IV – Membership

- General membership shall be open to all individuals who pay the initiation fees and/or annual dues as required by the AZDGC and agree to act in accordance with these by-laws.
- Membership shall run from January 1 through December 31.
- Members have the right to vote on the following.
  - o AZDGC Board Members (Board of Directors)
  - o Approval of amendments to these by-laws

- Membership can be revoked without refund for conduct that reflects negatively on the AZDGC or the Board Members. Such revocation requires a meeting with the affected individual followed by a majority vote of the Board Members. Revocation time will be decided upon by the Board.

## **Article V – Board Members/Board of Directors (“The Board”)**

Board Members (the Board) whose titles and responsibilities are described in these by-laws shall conduct the business of the Arizona Disc Golf Club.

- Board Members shall be elected bi-annually by the general membership and their terms of service shall run January 1 through December 31 of the following year. Elections shall be conducted in accordance with the description in these by-laws.
- Service on the Board of Directors shall be open to all AZDGC members at least 18 years of age, have a current PDGA membership, and are able to fulfill the duties of their position, including attendance at AZDGC meetings.
- In the event of a vacancy in a position on the Board of Directors, other than president, the vacancy shall be filled with a majority approval by a special election of Club members. If the position of President becomes vacant, the Vice President shall fill the position of President and the Vice President vacancy shall be filled with a majority approval by a special election of Club members.
- Failure to perform the duties of office or continued behavior that reflects negatively on the AZDGC may cause a Board of Directors member to be dismissed from office by a majority vote of the Board of Directors, excluding the member in question.
- Individuals may not hold more than one Board position. However, when a vacancy exists one or more of the existing Board members may fulfill the responsibilities, but not the voting rights, of the vacant position as an acting member until the position is filled.
- Board members shall serve the Club on a strictly voluntary basis with no monetary or material compensation, except for renewal of Club membership while in office. Reimbursement of expenses incurred on behalf of the Club by Board members will be paid by Club funds.

## **Article VI – Meetings**

- Meeting of the Board Members shall be held at least once a month.
- Club meetings shall be held quarterly.
- Meetings shall be conducted in an orderly manner with each Board Member providing a report on their respective areas of responsibility.
- Quarterly meetings shall provide a forum for the general membership to present issues and proposals to the Board.
- The Board of Directors, not the general membership, will make decisions that address specific issues and proposals.

- Minutes shall be taken by the AZDGC Secretary to record the discussions and decisions made at monthly meetings and will be made available on the Club's Facebook page.
- The Board of Directors may schedule additional special meetings open to members by invitation only, as determined by the Board.

## **Article VII – Decisions Procedures**

In general, authority to make decisions on behalf of the AZDGC shall be that of the Board Members. The decision-making process shall follow the guidelines outlined below:

- Decisions by the Board shall be by majority vote of the entire Board, except where explicitly stated otherwise in these by-laws. Such decisions include, but are not limited to:
  - o Any decision that has a significant impact on the general membership, sponsors, or public presence of the AZDGC
  - o Starting new projects and activities
  - o Any expenditures of \$100 or more
- Decisions allowed by individual members of the Board:
  - o General decisions in support of the execution of approved projects and activities
  - o Expenditures of less than \$100 for pre-approved projects and activities. Funding for such expenditures shall be obtained from, or reimbursed by, the Treasurer. The intent of these guidelines is for the Board of Directors to approve all new AZDGC projects and activities then delegate decision-making authority as described above. All association expenditures shall be for approved AZDGC projects and activities.

## **Article VIII – Board Positions and Responsibilities**

The Board of Directors shall consist of the following positions with the responsibilities of each position described below.

- **President**
  - o The President shall be the chief executive of the AZDGC and responsible for its operation.
  - o Shall preside at all general membership and special meetings and ensure they are conducted in an orderly and business-like manner.
  - o Shall be responsible for administering the affairs of the AZDGC according to the policies and procedures described in these by-laws.
  - o Shall appoint heads of committees as they are formed and replace them if needed.
  - o Shall sign all contracts and legal documents with the Secretary after approval by the Board.
  - o Shall participate in and oversee the creation of the Club's annual operating budget.

- o Shall check the mailbox on a periodic basis.
- **Vice President**
  - o The Vice President shall perform the duties of the President whenever the President is unable to for any reason.
  - o Shall assist in helping fulfill the goals of any Board of Directors or committee project.
  - o Shall plan, organize, and oversee the execution of all AZDGC general membership elections.
  - o Shall participate in the creation of the Club's annual operating budget.
  - o Shall have access to AZDGC funds and have the authority to sign checks/use the Club debit card.
  - o Shall check the mailbox on a periodic basis.
- **Treasurer**
  - o The Treasurer shall create and maintain a financial accounting system adequate to the needs of the Club.
  - o Shall create and maintain all AZDGC bank accounts including records of all deposits and withdrawals.
  - o Shall, with participation of the entire Board, prepare an annual budget containing planned income and expenditures for the calendar year.
  - o Report financial status and performance against the budget at all monthly meetings.
  - o Shall have access to AZDGC funds and have the authority to sign checks/use the Club debit card and disburse funds for approved projects and activities in accordance with these by-laws.
  - o The Treasurer shall open and maintain the AZDGC checking and savings accounts and have authority to sign checks/use the Club debit card for the disbursement of funds for approved projects and activities in accordance with these by-laws.
  - o Shall collect and keep record of incoming membership forms and maintain current membership list.
- **Secretary**
  - o Shall keep minutes of meetings.
  - o Shall coordinate and oversee any methods used for AZDGC communications, such as newsletters, web sites, Club Facebook page, Club Facebook tabs, etc.
  - o Shall write and send monthly newsletter on Club news, upcoming events, etc., as well as post regularly to the Club Facebook page.
  - o Shall update Tournament schedule and results, Cactus Series points on Facebook page.
- **State Coordinator – non-elected Board Member**
  - o Shall serve as an advisory role to the Board but has a vote in Board decisions.
  - o Work with tournament directors and clubs within their state or province and in adjoining areas to schedule PDGA tour and other disc golf events.
  - o Collect information, either personally or by delegating to individuals or clubs, for the PDGA Course Directory and the Course Evaluation system.
  - o Coordinate state qualification for events such as the USDGC, USADGC, and other qualified-entry tournaments.

## Article IX – Cactus Series Points

Starting in 2010 the points are awarded similar to the PDGA points system, for each opponent you either beat or tie you will receive points. All points earned are based upon the division you play in for a given tournament.

For each player in your division finishing either tied with or lower than you in a single day tournament you will earn 1 point.

For each player in your division finishing either tied with or lower than you in a multi-day tournament you will earn 2 points.

If you do not finish the tournament (DNF), you will NOT earn any points for that tournament. You must compete in at least 3 events to qualify for end of season awards.

The maximum counted tournaments in a year is 8. This gives you the opportunity to play a broader range of tournaments from previous years in order to qualify.

A player does not have to be a current member to earn points by finishing higher than them. If you beat or tie them, you earn points.

As an example, in a single day event with 10 people in the division, a third place finish would earn 8 points -- one point for completing the tournament and 7 points for a third place finish (out of ten - seven players finished lower regardless of their membership status).

A three way tie for sixth place finish on the same day in the same division of 10 people would result in 5 points for each player involved in the tie (out of the ten players, five finished higher).

Using the same examples for a multi-day tournament, the points earned would be doubled.

## Article X – Committees

- As AZDGC projects and activities are approved, committees may be formed to coordinate their efforts.
- Not all projects require a committee, but when a committee is formed a chairperson shall be appointed by the President to oversee the effort and provide reports at meetings.
- Committee chairpersons and members need not be on the Board of Directors, but shall be part of the AZDGC general membership.
- If a committee chairperson is not on the Board, a Board member shall be assigned to oversee the activities of the committee.

## Article XI – Elections

- The bi-annual election of the Board of Directors shall be coordinated in a fair and unbiased manner where no individual running for the Board is provided an advantage or special treatment by the election process.
  - In order to become a candidate for the Board, an individual must be a current PDGA member, an active AZDGC member and have been nominated by an active member. Nominations for the following year's Board shall be collected

- o in November of each year.
  - o Each nominee shall be provided equal opportunity to “campaign”.
  - o Elections shall be held in December. Each member can vote for one candidate per position as determined by the Board of Directors. Written ballots or an online voting system shall be used.
  - o In order to avoid conflicts of interest, between one and three independent and trustworthy individuals who have no direct interest in the outcome of the election shall be appointed by the Board to count the votes. Any association member can appeal the appointment, provided the appeal is backed up with a reasonable argument. Reasonable appeals shall cause the Board to change their appointments.
  - o The following year’s Board of Directors shall consist of the candidates receiving the most votes regardless of how many voted.
- Initial approval or any amendments to these by-laws shall be voted on by the general membership.
    - o A draft of the by-laws shall be made available at least 15 days prior to the membership vote for its approval.
    - o A “show of hands” vote or an online voting system shall be acceptable for approval of by-laws.
  - Under special circumstances the Board of Directors may choose to hold a special election for purposes of replacement of Board members or amendments to these by-laws.

## **Article XII – Dissolution**

- The AZDGC may be dissolved if approved by 75% of its active membership.
- A dissolution plan must be made available at least 30 days prior to the membership vote for its approval.
- A “show of hands” or an online voting system shall be acceptable for dissolution provided it is approved by at least 75% of the active membership.