

LA MIRADA DISC GOLF CLUB BY-LAWS

(Final – 04/16/09)

Article I. NAME

Section 1.01 The name of this club shall be the La Mirada Disc Golf Club (LMDGC).

Article II. PURPOSE

Section 2.01 The purpose of the LMDGC is to promote the sport of disc golf in La Mirada and surrounding areas as a means of healthful recreation and physical fitness, and to encourage more players to get involved by:

- (a) Developing and maintaining challenging and safe disc golf courses that are appropriate to players of all skill levels
- (b) Fostering among the members a closer bond and fraternity for their joint and mutual benefit through the promotion of organized events
- (c) Establishing positive relationships with non-players and the community by maintaining high standards of course etiquette, safety and good sportsmanship

Article III. MEMBERSHIP

Section 3.01 Active membership in LMDGC is contingent upon payment of a membership fee and annual dues and those who confer this payment shall be referred to herein as Members

Section 3.02 Membership fees will be \$20 with an annual renewal in the amount of \$10.

Section 3.03 The privileges of active membership shall be available only to club members and shall include:

- (a) A vote in LMDGC officer elections
- (b) Logon to a “members only” section of the LMDGC website
- (c) Privilege to become a member of a committee, or hold office
- (d) Responsibility for assisting with LMDGC functions where applicable
- (e) Qualification for club member discounts on merchandise
- (f) Discounts on all LMDGC organized events

Section 3.04 **Membership shall be available to all men and women, of all ages.**

Section 3.05 **Memberships in the club are individual and non-transferable.**

Section 3.06 **Membership confers no voice in the operation of any courses, clubhouses or any facilities of the courses.**

Section 3.07 **Memberships in the club are for one calendar year, with all memberships beginning on March 1st and expiring on February 28th. Membership dues paid after November 1st will be extended to include all of the following year. Memberships not renewed as of March 1st will become “inactive”, and will lose the privileges of membership until renewal fees are paid.**

Section 3.08 **The Board of Directors may confer honorary memberships upon those whom they feel have contributed to the advancement of disc golf in La Mirada and surrounding areas. The unanimous affirmative vote of the Board shall be required to approve such action.**

- Section 3.09** In the event that any member of the club shall commit any act which reflects discredit or disrepute thereon or shall refuse or neglect to comply with the rules and regulations adopted by the Board of Directors, such member shall be subject to suspension or expulsion after ten days written notice and the right to be heard, by a vote of two-thirds of the Board of Directors at any regular meeting or special meeting called for such purpose.
- Section 3.10** The annual meeting of the La Mirada Disc Golf Club shall be held on the third Weds in the month of February, at 7pm. The Board of Directors shall provide for the holding of such other meetings as may be deemed necessary or desirable and they shall call special meetings upon written petition signed by not less than ten percent of the membership.
- Section 3.11** The LMDGC shall have a members meeting the second Wednesday of December at 7pm. This meeting must be attended by at least one member of the Board. At this meeting any member may be recognized and heard. The member meeting shall have as a set agenda item a section to be termed Good & Welfare wherein any item related to LMDGC may be brought up for discussion by any member. Election nominations and the election process shall be discussed at this meeting.
- Section 3.12** A legal quorum at any meeting shall be 20% members present in person or by proxy. Each active member in good standing shall be entitled to one vote.
- Section 3.13** All membership fees and dues shall be established by the Board of Directors from time to time in such amounts as they deem to be adequate to operate and maintain the club. Memberships are non-refundable. All monies collected shall accrue to the benefit of the membership.

Article IV. BOARD OF DIRECTORS

- Section 4.01** The Board of Directors shall consist of five members in good standing of the La Mirada Disc Golf Club and they shall exercise all powers of management of the club. They shall herein be referred to as the Board.
- Section 4.02** Members shall nominate and elect the Board. Board officers shall be elected in accordance with these by-laws.
- Section 4.03** The Board of Directors shall meet at such times and places as they may select and a simple majority of the Board shall constitute a quorum at any meeting. All board members must be notified of board meetings at least one week prior to any meeting. Board meetings shall be open to all members of the LMDGC.
- Section 4.04** Decisions made by the Board shall be considered binding on all members of LMDGC.
- Section 4.05** Board decisions may be made by open ballot, voice vote, or by roll call. The action must receive a majority vote by attending officers for approval. If a tie in voting on an issue occurs when a simple majority of the Board is present, then the issue shall be held over until a meeting of the full Board can be held.
- Section 4.06** The Board shall approve the budget.
- Section 4.07** A Board member may be removed by a unanimous vote of the remaining full body of the Board.
- Section 4.08** In the case of any vacancy through death, resignation, disqualification or other cause, the remaining officers, even though less than a quorum, may elect a successor by majority vote to hold office for the unexpired term of the officer whose place shall be vacant, and until the election of his/her successor.

Article V. OFFICERS AND COMMITTEES

Section 5.01 The officers shall consist of President, Vice President, Information Officer, Finance Director and Tournament Director, and their duties shall be such as their titles would indicate or such as may be assigned to them respectively from time to time.

Section 5.02 The Roles and Responsibilities of the Board shall be as follows:

(a) President

- (i) Serve as Chair of the Board*
- (ii) Set the agenda, and Chair all Board and Club Meetings*
- (iii) Be the Second Signature on all club checks*
- (iv) Be the Backup Administrator for the club website, including domain name registration access*

(b) Vice President

- (i) Assume the responsibilities of the President in the absence of the President*
- (ii) Act as liaison between the Pro members and the Board*
- (iii) Chair the Course Committee*

(c) Information Officer

- (i) Keep record of the minutes of all Board and Club meetings, and present those minutes for approval at the next meeting*
- (ii) Maintain the official address of the club*
- (iii) Maintain the list of current and former members, member contact information, and member club numbers*
- (iv) Appoint the webmaster. The webmaster is responsible for maintaining the LMDGC website.*
- (v) Chair the Information Committee*

(d) Finance Director

- (i) Maintain the financial records of the LMDGC*
- (ii) Prepare the Annual Budget and quarterly Financial Statements in coordination with all committee chairs*
- (iii) Maintain the checking account in accordance with these By-laws*
- (iv) Collect membership fees*
- (v) Pay all bills of the club upon action by the Board*
- (vi) Chair the Finance Committee*

(e) Tournament Director

- (i) Schedule and organize regular club events for the benefit of all club members and to attract new players to the sport*
- (ii) Ensure all games and competitions are run fairly for all levels of players and in an atmosphere that promotes positive competition and sportsmanship*
- (iii) Appoints event coordinators to plan and lead each club event*
- (iv) Act as liaison between the Amateur members and the Board*

Section 5.03 The Board shall authorize and define the powers and duties of all committees. Unless otherwise specified, every committee chair will report to the President. Chairmen of all temporary committees shall be appointed by the President. The President shall be an ex-officio member of all committees except the Nominating Committee.

Section 5.04 Committee chairs may seek committee members; however the chairperson is ultimately responsible for the actions and inactions of the committee.

Section 5.05 Committee chairpersons shall not enter any contracts or assume any debts without authorization by the Board. Committees shall develop budgets for each activity/function and submit to the Board for approval.

Section 5.06 All committee meetings shall be open to all members.

Section 5.07 There are hereby established the following permanent committees, with such other committees being created as the president may deem necessary or advisable:

(a) The Course Committee

- (i) Works to maintain the safety, beauty and playability of all of the club courses*
- (ii) Serves as primary contact to the parks department (or other entity) on all issues that arise*
- (iii) Functions as liaison between the club, park staff and the local course community to create and maintain 1-year, 5-year and 10-year course development plans for the La Mirada disc golf courses*
- (iv) Repairs or replaces any broken or vandalized course equipment as soon as is practical*
- (v) Coordinates ALL course design changes through the Board for approval prior to initiating any work. Develops a budget in accordance with these bylaws*
- (vi) The Chair of the Course Maintenance Committee is the Vice President*

(b) The Information Committee

- (i) Promotes the club, the courses, club members and the sport of disc golf to the world in a consistent and positive manner*
- (ii) Distributes information to the club by posting information on the club bulletin board, the club website, and by posting flyers in a timely and appropriate manner*
- (iii) Coordinates ALL promotional material through the Board for approval prior to initiating any work. Develops a budget in accordance with these bylaws*
- (iv) The Chair of the Information Committee is the Information Officer*

(c) The Finance Committee

- (i) Tracks payment of membership dues, bank accounts and club finances*
- (ii) Organizes membership benefits and is responsible for maintaining the LMDGC merchandise inventory and sales*
- (iii) Coordinates ALL merchandising through the Board for approval prior to initiating any work. Develops a budget in accordance with these bylaws*
- (iv) The Chair of the Finance Committee is the Finance Director*

(d) Event Committees

- (i) Event Committees are created by the Tournament Director as needed for each specific event or tournament*
- (ii) An event committee shall be responsible for running an event or tournament and shall be disbanded when the post-event reporting responsibilities have been completed*
- (iii) The Chair of each event committee reports to the Tournament Director*
- (iv) Responsibilities of the Event Committee Chairs include, but are not limited to:*
 - 1) Coordinating with the Vice President to obtain any permission needed for the event\tournament to be held lawfully and professionally
 - 2) Coordinating with the Vice President to prepare the courses or premises in advance of an event, as needed
 - 3) Establish planning subcommittees for the various elements of event operations (fundraising, advertising, sponsor recognition, prize & trophy procurement, course preparation, player communications, out-of-town accommodations, etc)
 - 4) Coordinate revenue collection and debt payment in advance through the Board
 - 5) Officiate the event according to established and pre-determined rules, without discrimination and in good faith of fairness
 - 6) Seek support assistance through Members and elsewhere
 - 7) Report tournament results to the Information Officer, Webmaster, and outside sanctioning bodies (SCDGA, PDGA, etc)
 - 8) Prepare financial statement for submission to the Finance Director and the Board

Article VI. ELECTIONS

Section 6.01 **Prior to five weeks before the annual meeting, the Board of Directors shall appoint an election committee consisting of at least three members of the organization to supervise the election.**

- Section 6.02** The Nomination Process will be held for two weeks, starting five weeks prior to the Annual Meeting. The Chair of the Election Committee shall accept nominations from members. All nominees must accept or decline nomination prior to the Thursday three weeks prior to the Annual Meeting at 12noon, by notifying the Election Committee Chair. Any person nominated for more than one elected position shall choose their preferred position before the Thursday three weeks prior to the Annual Meeting at 12noon. A list of all candidates nominated shall be posted on the Friday three weeks before the Annual Meeting.
- Section 6.03** To be counted, all ballots must be received by the Election Committee before 7pm of the Wednesday two weeks prior to the Annual Meeting.
- Section 6.04** 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 before 7pm of the Wednesday one week prior to the Annual Meeting.
- Section 6.05** The LMDGC Board shall take office on March 1st and shall remain in office for one year. The Annual Meeting shall be a transition period with incoming officers invited to sit in on the Board Meeting, but without voting privileges.
- Section 6.06** No member may hold more than one elected office. There is no limit to the number of committee positions, or committee chairs that a member may hold.
- Section 6.07** There shall be no limit to the number of terms that an officer may hold his/her office.

Article VII. FINANCIAL

Section 7.01 The Fiscal Year shall begin March 1 and terminate on February 28.

Section 7.02 The LMDGC shall not make a loan to any member.

Section 7.03 The LMDGC is a volunteer organization. No fees for services rendered may be paid unless prior approval of the Board is obtained.

Section 7.04 A checking account shall be maintained to pay all club expenses. Any drafts on the account shall require the signature of both the Finance Director and the President.

Section 7.05 In the event the LMDGC is dissolved for any reason, its assets (physical and monetary) shall be dispersed as follows:

- (a) All debts and claims shall be paid from cash on hand
- (b) Assets shall be sold if cash on hand is insufficient to pay all debts and claims
- (c) Any remaining asset, for which there are no claims or debts, shall be given to a charitable organization of the Board's choosing

Article VIII. AMENDMENTS TO BY-LAWS

Section 8.01 The Board shall have the power to repeal or amend any of these by-laws provided that such action shall not be effective until approved by a majority vote of the members of La Mirada Disc Golf Club at a meeting held in accordance with the provisions contained herein.

Section 8.02 Proposed amendments to the by-laws may be submitted, in writing, by any member.

Section 8.03 The Board shall consider all proposals submitted to it, and inform the membership that it either:

- (a) Favors the proposal as presented

(b) Favors the proposal with suggested changes

(c) Is not in favor of the proposal (reasons for lack of favor must be explained)

Section 8.04 A proposal to amend these bylaws, approved by the Board, shall be submitted to the Vice President, who shall place the proposed amendment on the official ballot in February, or before if determined to be necessary by the Board. The Board shall declare adopted any proposed amendment that receives a 2/3rds vote by voting members. Amendments to these bylaws become effective immediately upon adoption.

**These bylaws are hereby designated approved and binding as of
April 16, 2009:**

X

Indigo Brude
President, La Mirada Disc Golf Club

X

Michael Williams
Vice President, La Mirada Disc Golf Club

X

Rick Ascheri
Information Officer, La Mirada Disc Golf Club

X

Jerry Ross
Tournament Director, La Mirada Disc Golf Club

X

Casey Yoshitake
Finance Director, La Mirada Disc Golf Club