

ARTICLE I
NAME AND MISSION

1. The name of this organization is the Springfield Disc Golf Club (SDGC).
2. The SDGC will strive to promote disc golf in the Springfield, Illinois area and encourage more players to get involved in organized disc golf by:
 - A. developing and maintaining disc golf courses that are appropriate to developing as well as skilled players;
 - B. promoting organized disc golf events; and
 - C. promoting community awareness of disc golf in general.
3. The SDGC will serve as liaison between the disc golf community in the Springfield area and the Springfield Park District and other pertinent entities, as occasion calls.

ARTICLE II
MEMBERSHIP

1. Active Membership in SDGC is contingent upon payment of a membership fee, as provided in Article VI, sec. 2.
2. The privileges and responsibilities of Active Membership include:
 - A. Voting in SDGC officer elections and at SDGC club meetings;
 - B. Eligibility for membership in an SDGC committee or for holding an SDGC office (except as limited by Article III, subsec. 2(B));
 - C. Receiving SDGC news updates;
 - D. Assisting with SDGC functions where applicable;
 - E. SDGC member discounts on merchandise and events;
 - F. Ace fund payout in SDGC-run leagues;
 - G. Participating in SDGC bag tag competitions; and
 - H. Requesting a review of and amendment to these By-laws to the Board (see Article VII, section 1).
3. Former Members who have not paid their current dues may renew at any time by paying dues for the current year.
4. Membership shall be annual, and shall be valid from the first weekend in October to the first weekend in October of the following year, unless amended by the Board.
5. The Board may issue Honorary Membership at no cost to any person it deems appropriate.
6. Non-members, Former Members, and Honorary Members shall hold none of the privileges of Active Members.
7. Membership may be revoked or suspended by a majority of the Board (see Article VIII, section 3).
8. Payment of membership dues shall constitute an agreement to abide by these By-laws.

ARTICLE III
BOARD OF OFFICERS

1. The Board of Officers shall be the governing body of SDGC and will be herein referred to as the Board. The SDGC Board will consist of the following five (5) officers:
 - A. President;
 - B. Vice President;
 - C. Public Information Officer
 - D. Treasurer; and
 - E. Course Maintenance Officer
2. Club member status:
 - A. Each officer must maintain Active member status for the full duration of his or her term.
 - B. Prior to taking the office of President, Vice President, or Treasurer, a member must have been an Active Member for 24 consecutive months.
3. Active Members shall nominate and elect the members of the Board (see Article V).
4. A quorum of the Board shall be required to constitute an official meeting to transact business.
5. A quorum of the Board is a simple majority of the Board.
6. Decisions made by the Board shall be considered binding on the SDGC.
7. Board decisions may be made by open ballot, voice vote, or by roll call. To be approved, an action must receive a majority vote of those in attendance, except as otherwise required by these By-laws.

8. The Roles and Responsibilities of the Officers shall be as follows:
 - A. President:
 - i. Preside over all SDGC Board and club meetings.
 - ii. Set the agenda for all Board and SDGC club meetings.
 - iii. Assign members to committees.
 - iv. Act as the tie-breaking vote, except where otherwise noted in these By-laws.
 - v. Approve (along with the Treasurer) all SDGC expenditures.
 - vi. Act as liaison between the general membership and the Board.
 - B. Vice President:
 - i. Assume the responsibilities of the President in the absence of the President.
 - ii. Coordinate and run all elections.
 - iii. Assist with functions of the club.
 - iv. Chair the Merchandising Committee and oversee the inventory, including any purchase(s) and sale(s) of club property.
 - v. Coordinate any necessary information between the Treasurer and Webmaster related to any club merchandise offered for sale or sold on the SDGC Website.
 - vi. Report, as requested by either the Treasurer or the Board, the total value of club merchandise and any club funds related to the sale of merchandise.
 - C. Public Information Officer:
 - i. Keep record of the minutes of all Board meetings and present those minutes for approval at the next Board meeting.
 - ii. Keep record of the minutes of all SDGC club meetings and present those minutes for approval at the next SDGC club meeting.
 - iii. Maintain the list of active and former Members.
 - iv. Oversee the Website committee.
 - D. Treasurer:
 - i. Maintain the financial records of the SDGC.
 - ii. Oversee the Merchandising Committee.
 - iii. Maintain all financial accounts in accordance with these By-laws.
 - iv. Collect membership fees.
 - v. Pay all bills of the club upon action by the Board.
 - vi. Report to the Board and SDGC membership on the SDGC finances at each Board and club meeting.
 - vii. Approve (along with the President) all SDGC expenditures.
 - E. Course Maintenance Officer
 - i. Coordinate SDGC maintenance efforts at all SDGC-maintained courses.
 - ii. Serve as chairperson of the Course Committee.
9. Board officers shall be elected in accordance with Article V of these By-laws.
10. If the office of President becomes vacant, the Vice President shall serve as President for the remainder of the term.
11. For any vacancy other than President, the Board shall appoint a replacement within 30 days of the vacancy.
12. A Board member may be removed by a unanimous vote of the remaining full body of the Board.
13. The Board has the right to create a committee.
14. The Board shall approve all committee chair appointments.

ARTICLE IV COMMITTEES

1. Committee members shall be appointed by the Board or the President, as warranted.
2. Unless otherwise specified, the committee chair will report to the President.
3. For permanent 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 a committee chairperson is not fulfilling the appropriate duties.
4. Committees shall not enter any contracts or assume any debts without authorization of both the President and Treasurer.

5. Committees shall develop and submit to the Board an activity summary for each event or year (as applicable), which must include a financial breakdown of the activity.
6. All committee meetings shall be open to all Active Members.
7. The responsibilities of each permanent committee shall be as follows:
 - A. The **Website Committee** shall be responsible for maintaining the SDGC website. The chairperson of the Website Committee shall be known as the Webmaster and shall report to the Public Information officer. The Webmaster is responsible for maintaining the SDGC website.
 - B. The **Course Committee** shall be responsible for improving and maintaining the disc golf courses in the Springfield area. The Course Maintenance Officer shall be the chair of the Course Committee. The committee shall select from its members, with the approval of the Board, a Course Pro for each course developed and maintained by the SDGC. Responsibilities of the Course Pro shall be as follows:
 - i. Ensure that broken or vandalized equipment is repaired or replaced as soon as practical.
 - ii. Coordinate major course maintenance, development, and/or redevelopment with the Springfield Park District, or any other owner of the property on which a course is developed, especially with regard to tree removal, fairway movement or redesign, concrete work, and related activities.
 - iii. Serve as primary contact to the Springfield Park District (or other entity) on any issues that arise at the course.
 - iv. Coordinate community outreach programs at the course.
 - v. Coordinate all course design changes through the Board for approval by the Board, or by the SDGC Active Members if the Board deems it necessary, prior to initiating any work.
 - C. In addition to the responsibilities in the previous section, the **Course Committee** shall be responsible for coordinating regular (weekly) SDGC events, as it deems appropriate. It should seek to have events every Wednesday and Saturday, as weather permits. It may appoint, by a majority vote of the Committee, an Active member to serve as league director for each regular event. League directors may delegate the responsibility to coordinate SDGC activities on a particular date to another Active Member.
 - D. The **Merchandising Committee** shall be responsible for maintaining the SDGC merchandise inventory and sales thereof. The Vice President shall be the chair of the Merchandising Committee.
8. 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 (see Article IV, sec. 5). The chair of a Tournament Committee will serve as the Tournament Director. Responsibilities of the Tournament Director include but are not limited to:
 - A. Coordinate with the Course Pro(s) at the appropriate course(s) to obtain any permission needed for the tournament and to get the course in tournament shape.
 - B. Establish planning subcommittees for the various elements of tournament operations, as needed (fundraising, advertising, sponsor recognition, prize & trophy procurement, course preparedness, player communications, out-of-town accommodations, etc.).
 - C. Coordinate revenue collection and debt payment through the President and Treasurer.
 - D. Ensure the tournament is adequately officiated
 - E. Seek support and assistance through SDGC Members or elsewhere.
 - F. Report tournament results to the Public Information Officer, Webmaster, and outside sanctioning bodies (e.g. PDGA).
 - G. Prepare financial statement for submission to the Board.

ARTICLE V ELECTION PROCESS

1. The nomination process shall be held for two weeks, starting on October 15 and ending November 1. The Vice President shall accept nominations for any position from any Active Member. Any person nominated for more than one elected position shall choose the preferred position before November 1st. Each nominee must accept or decline nomination prior to November 1st by notifying the Vice-President. Elections shall take place at the first SDGC club meeting after November 1st.
2. In an event of the voting tie, the presiding officer shall cast the tie-breaking vote.
3. SDGC Officers shall take office on January 1st, or immediately following the election, whichever is later.
4. The term of office for each Officer shall be two years, beginning on January 1 (or as soon as elected thereafter) of the appropriate year. The President and Public Information Officer shall be elected in odd-numbered years (take office

January 1st of even-numbered years), and the Vice President, Treasurer, and Course Maintenance Officer in even-numbered years.

5. No person may hold more than one position on the SDGC Board. However, there shall be no limit to the number of committee positions, committee chairs, or other SDGC positions that an Active Member may hold.
6. There shall be no limit to the number of terms an officer may hold an SDGC office.

ARTICLE VI FINANCIAL

1. The SDGC fiscal year shall begin on January 1 and end on December 31.
2. Club membership fee shall be \$20 per year.
3. The SDGC shall not make a loan to a Board member, Tournament Director, or Member of any status.
4. The SDGC 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 expenses.
6. Approval from the Treasurer and President is needed in order to reimburse any Active Member's out-of-pocket expenses, which must be related to official SDGC business. SDGC funds may not be used to reimburse non-Active Members.
7. Club checks may be signed by only the Treasurer or the President, and only with the approval of both the President and the Treasurer.
8. The Board may, by unanimous agreement of the full Board, elect to invest club funds.
9. In the event that the SDGC 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 available.
 - B. Assets shall be sold if cash on hand is insufficient to pay all debts and claims.
 - C. Any remaining asset(s), for which there are no claims or debts, shall be given to a local charitable organization of the Board's choosing.

ARTICLE VII AMENDING THE BY-LAWS AND PETITIONING THE BOARD

1. Proposed amendments to the By-laws may be submitted to the Board, in writing, by any Active Member.
2. The Board shall consider all such proposals submitted to it, and shall inform the membership that it:
 - A. Favors the proposal as presented.
 - B. Favors the proposal with suggested changes.
 - C. Is not in favor of the proposal and reviews the reasons for its opposition.
3. A proposal to amend these By-laws that has been approved by the Board shall be submitted by the Board to the President, who shall put the proposed amendment to a vote at the next regular SDGC meeting, unless that meeting is scheduled for fewer than 2 weeks after the Board approved the amendment, in which case the amendment shall be voted on at the next meeting thereafter.
4. A proposal to amend these By-laws that has been rejected by the Board may be proposed at an SDGC club meeting if accompanied by signatures of at least 1/2 of all SDGC Active Members. Such a proposal must be submitted to the President for consideration at the next regular SDGC meeting, unless that meeting is scheduled for sooner than 1 week after the amendment is submitted to the President, in which case the amendment shall be voted on at the next meeting thereafter.
5. The Board shall declare adopted any proposed amendment to these By-laws that receives a vote of 2/3 of the Active Members present at the meeting.
6. Amendments to these By-laws become effective immediately upon adoption.
7. These By-laws are ratified when approved by 2/3 of the Active Members present at an SDGC meeting with a duly constituted quorum.

ARTICLE VIII DISCIPLINE OF MEMBERS

1. Disciplinary charges against any member may be filed in a written petition signed by at least five Active Members and submitted to the Board, listing the cause(s) for the proposed discipline.
2. Should the Board decide to take disciplinary 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 only by a unanimous vote of the full Board, not including the Board Member in question.

ARTICLE IX
SDGC MEETINGS

1. All meetings of the SDGC 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. The President shall not preside over a meeting during the election of a President if that person accepted nomination for President (the Vice President or another Board member shall preside at such time).
3. Regular meetings of the Board shall be held at a minimum of once every three (3) months. The Board should attempt to give club members notice at least 2 weeks before each Board meeting. 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 presiding officer has the tie-breaking vote. All motions shall be made a part of the minutes of the meeting and shall be fully recorded.
4. Board meetings shall be open to all Active Members. The Board may meet in executive session (which is open only to Board members and those the Board allows) at any time, but may do so only for reasons of personnel or outside organizational finance.
5. The SDGC shall have a meeting for all club members at least four (4) times a year and club members must be given at least two (2) weeks notice before each meeting.
6. Each of the meetings for all club members must include a set agenda item a section to be termed "Good and Welfare" wherein any item related to the SDGC may be brought up for discussion by any person.
7. A quorum for a club meeting is a presiding officer (President or Vice President) and at least seven (7) other Active Members. Club business may be approved only at meetings that have the required number of members.
8. Motions may only be approved by the SDGC at club meetings with a quorum, but reports may be presented at any duly advertised SDGC meeting.