

## Bucks County Disc Golf Alliance – Bylaws

### I. Article I – Name

The association described in these bylaws shall be known as the Bucks County Disc Golf Alliance or BCDGA.

### II. Article II – Mission

1. To promote the sport of disc golf as an environmentally friendly, family-oriented, and socially beneficial sport that helps enable lifelong fitness and can coexist amicably with other recreations in Bucks County PA;
2. To encouraged and support the conservation of the natural environment in Tyler State Park and any other settings our courses exist;
3. Maintain top-tier, championship level course(s) in Bucks County and surrounding areas of Pennsylvania;
4. Support local and regional tournaments;
5. Provide a fun atmosphere for ALL disc golfers;
6. and Provide an assortment of quality equipment to ALL golfers at a reasonable price.

### III. Article III – Bylaws

1. These bylaws shall govern the organization and operation of the BCDGA.
2. The articles shall become effective upon approval by a by majority vote of the entire general membership.
3. Voting on this document, as well as any amendments once approved by a majority vote, shall first be drafted and approved by a majority vote of the Cabinet, then approved by a general membership election.
4. All voting for changes to the Bylaws will take place both in person at a previously announced monthly meeting AND digitally (i.e. email, social media, survey, etc.)

### IV. Article IV – Membership

1. General membership shall be open to all individuals who pay the initiation fees and/or annual dues as required by the BCDGA.
2. Members have the right to vote on the following:
  - a. BCDGA Officers II
  - b. Approval of amendments to these bylaws
  - c. Dispersion of club funds for purchases greater than or equal to \$2,000 AND ordering of club merchandise with dispersion of club funds greater than or equal to \$5,000.
3. Voting will be done through electronic means (e.g. email, online survey, etc) for all of the following:
  - a. Annual elections for club Officers
  - b. Changes and amendments to these bylaws
  - c. Revocation of membership

4. Membership can be revoked without refund for conduct that reflects negatively on the BCDGA or any club-sponsored disc golf course. Prior to such revocation, a meeting with the affected individual must occur with the club Revocation requires approval of the club Cabinet and a special vote of the General Membership.
5. Anyone whose membership has been revoked may request re-instatement to the club after completing their determined suspension.
  - a. Suspended members must appear at a monthly meeting to request reinstatement.
  - b. Suspended member shall have his suspension waived by 2/3 majority vote by the officers.
  - c. Membership will be granted once initiation fees and/or annual dues are paid as stipulated above.

V. Article V – Club Officers

1. Officers whose titles and responsibilities are described in these bylaws shall conduct the business of the BCDGA. A select group of the Officers will comprise the club's Cabinet.
  - a. Officers shall be elected annually by the general membership and their terms of service shall be from January 1 through December 31. Elections shall be conducted in accordance with the description in these bylaws.
  - b. Officer titles shall be open to all members of at least 18 years of age who are able to fulfill the duties of the position, including attendance at BCDGA meetings AND are encouraged to attend as many events as possible.
  - c. In the event of a vacancy in a position on the Officers (other than president), the duties of the vacant position shall be handled by the remaining Officers.
  - d. If the position of president becomes vacant, the vice president shall fill the position of president and the other Officers shall fulfill the responsibilities of vice president.
  - e. Failure to perform the duties or continued behavior that reflects negatively on the BCDGA may result in an Officer being dismissed from office. Dismissal from an Officer position requires approval by the club Cabinet and a two-thirds (2/3) vote of the general membership.
  - f. Officers shall serve the association on a strictly voluntary basis with no monetary or material compensation.
    - i. Reimbursement of approved expenses incurred on behalf of the association may be refunded following submission of an Expense Report.
    - ii. Approved expense reports will be reimbursed in full at or before the next club meeting with a signed check.

VI. Article VI – Meetings

1. Meeting of the general membership shall be held on the first Tuesday of each month.

- a. Changing of the time and/or location of the monthly meeting must be communicated on the club's Facebook page and flyer on the course bulletin board no less than 1 week prior to the first Tuesday of the month.
  - b. Failure to properly announce changes in the time and/or place of the monthly meeting shall make the meeting void and will result in a revocation of all official decisions made at said meeting.
2. Monthly meetings shall be open to all current and prospective BCDGA members.
  3. Meetings shall be conducted in an orderly manner.
    - a. Only one person will be permitted to speak at a time.
      - i. Should someone violate this bylaw, they will be given one warning prior to being asked to leave the monthly meeting.
      - ii. Failure to follow procedures may result in revocation of allowance to attend monthly meetings.
    - b. Foul language and/or threatening statements towards the club, its Officers, or any individual in attendance will not be tolerated.
      - i. No warning need be given for an individual to be removed from the monthly meeting found to be in violation.
      - ii. Repeat occurrence of foul language and/or threatening statements may occur in temporary or permanent revocation of membership rights.
    - c. Each Cabinet member and committee chairperson, where applicable, providing a report on their respective areas of responsibility.
    - d. Monthly meetings shall provide a forum for the general membership to present issues and proposals to the Officers.
      - i. All topics of discussion outside of regular monthly reports must be submitted to the club President for approval no later than 48 hours prior to the meeting.
      - ii. Special exceptions may be made at the discretion of the President should extenuating circumstances arise.
      - iii. The tentative agenda for each meeting will be posted on the club's Website with a link shared on the club's Facebook page no less than 24 hours prior to the monthly meeting.
      - iv. The last 10 minutes of each monthly meeting will be utilized for open forum.
    - e. Minutes shall be taken to record the discussions and decisions made at the monthly meetings. Minutes shall be posted on the club's web site AND Facebook no later than one (1) week following the meeting.
    - f. Special meetings may be scheduled as needed and will be open to all current and prospective members unless the nature or topic of discussion is deemed sensitive. Should the topic of a special meeting be deemed sensitive, attendance by non-Cabinet members will be by invitation only and determined by the majority of the Officers.

VII. Article VII – Decisions Procedures

1. In general, authority to make decisions on behalf of the BCDGA shall be that of the Officers. Officers holding more than one (1) position, will receive a single vote during decision-making procedures. In the instances where a decision requires a general membership vote, members must either:
  - a. be present at the meeting where/when the voting takes place; or
  - b. submit their vote online via a non-anonymous survey tool. Anonymity will be eliminated to ensure the voting process is fair and no one individual is able to cast multiple votes.
2. The decision-making process shall follow the guidelines outlined below:
  - a. Decisions requiring a vote of the general membership shall be approved by majority of votes cast, except where explicitly stated otherwise in these bylaws.
  - b. General membership voting will follow the following procedures:
    - i. Each member may cast a single vote for each matter up for consideration.
    - ii. Tie votes shall be broken by a separate vote of the cabinet.
    - iii. Subsequent ties will be broken by the president.
    - iv. The following require a vote of the general membership:
      1. Elections of club Officers
      2. Changes or amendments to these bylaws
      3. Revocation of membership
  - c. In general, all decisions not involving election of club Officers, changes and/or amendments to these bylaws, and/or revocation of membership will be the sole responsibility of the club's Officers.
  - d. Prior to these decisions, all current and prospective members will be provided the opportunity to voice their opinion through open discussion at the club meeting.
  - e. A forum or survey may be established, but is not required, to gather outside opinions prior to the meeting where an Officer vote will occur.
3. In general, every effort will be made to publicize all matters to be put up for a vote at least one month in advance of the meeting at which they will be voted on. This will be done via the club's Website, Facebook page, and email notification. In special circumstances, approved in advance of the voting, the cabinet may make special provisions to include votes by members unable to attend a meeting where voting is to take place. This may be by, but not limited to e-mail/proxy and/or write-in voting. The intent of these guidelines is for the Officers to approve all new BCDGA projects and activities then delegate decision-making authority as described above. All association expenditures shall only be for approved BCDGA projects and activities, as well as sponsorship and donations.

#### VIII. Article VIII – Cabinet Positions and Responsibilities

1. The Officers shall consist of the following positions with the responsibilities including, but not limited to, those described below. Not all officers shall be part of the club's

“Cabinet.” The Cabinet shall consist of the President, Vice President, Treasurer, Groundskeeper/Quartermaster, Fundraising Coordinator, and Club Professional.

- a. President - The President shall be the chief executive of the BCDGA and responsible for its operation, including but not limited to:
  - i. Preside at all general membership and special meetings to ensure they are conducted in an orderly and business-like manner;
  - ii. Administering the affairs of the BCDGA according to the policies and procedures described in these bylaws;
  - iii. Appoint heads of committees as they are formed and replace them if needed;
  - iv. Have access to BCDGA funds including the authority to sign checks;
  - v. Sign all contracts and legal documents with the Vice President after approval by the General Membership and/or Cabinet as described herein;
  - vi. Participate and oversee the creation of the association’s annual operating budget;
  - vii. Ensure all duties of any unfilled position are met either through delegation to other Officers, appointment of an individual to handle those responsibilities without an Officer's vote, or handling of those responsibilities him/herself.
- b. Vice President - The Vice President shall be responsible for, but not limited to:
  - i. Perform the duties of the President whenever the President is unable to for any reason;
  - ii. Assist in helping fulfill the goals of any Officers or committee project;
  - iii. Oversee the execution of all BCDGA general membership elections;
  - iv. Participate in the creation of the association’s annual operating budget;
  - v. Have access to BCDGA funds and have the authority to sign checks;
  - vi. Sign all contracts and legal documents after approval by the Cabinet.
- c. Secretary - The Secretary shall be responsible for, but not limited to:
  - i. Record the proceedings of all meetings, and make such records available to the general membership within 5 business days of each meeting;
  - ii. Prepare and distribute all official correspondences of the BCDGA.
- d. Treasurer - The Treasurer shall be responsible for, but not limited to:
  - i. Create and maintain a financial accounting system adequate to the needs of the association and consistent with acceptable accounting practices;
  - ii. Create and maintain all BCDGA bank accounts including records of all deposits and withdrawals;
  - iii. Prepare an annual budget containing planned income and expenditures for the calendar year;
  - iv. Report financial status and performance against the budget at all monthly membership meetings;

- v. Have access to BCDGA funds and have the authority to sign checks and disburse funds for approved projects and activities in accordance with these bylaws;
  - vi. Open and maintain the BCDGA checking account.
- e. Program Director - The Program Director shall be responsible for, but not limited to:
  - i. Shall act as club liaison with tournament directors;
  - ii. Coordinate club-sponsored events in coordination with other local clubs;
  - iii. Work with Tournament Directors to determine the appropriate format for tournaments held at Tyler State Park including, but not limited to:
    - 1. PDGA sanctioning
    - 2. Pro-only, Amateur-only, or Pro-Am status
    - 3. Appropriate player pack-payout allocations
    - 4. Event-specific merchandise to be ordered for each event
    - 5. Appropriate layout for each event based on the PDGA and/or pro-only, amateur-only, or pro-am decision.
  - iv. Communicate official tournament decisions to the club President for approval;
  - v. Communicate tournament decisions (e.g. layout, pro and/or am status, player packs, etc.) to the Public Relations Coordinator to ensure the appropriate messages are reaching the disc golf public;
  - vi. Communicate tournament information (e.g. time, location, format, etc.) to local and/or regional news affiliates as deemed appropriate;
  - vii. Editing all club-related documents for word usage, spelling, and grammar.
- f. Membership Coordinator - The Membership Coordinator shall be responsible for, but not limited to:
  - i. Assist in establishing and maintaining records of the active membership;
  - ii. Shall maintain membership information including collection of dues;
- g. Public Relations Coordinator - The Public Relations Coordinator shall be responsible for, but not limited to:
  - i. Coordinate public-relations efforts with entities who interact with the BCDGA;
  - ii. Work with local and regional news outlets to promote BCDGA and other local disc golf events to the general public;
  - iii. Be the singular voice of the BCDGA both in person and online communicating all club-related communications.
- h. Groundskeeper/Quartermaster - The Groundskeeper/Quartermaster shall be responsible for, but not limited to:
  - i. Coordinate all projects related to BCDGA-sponsored disc golf courses or delegate related tasks to another club member or members;
  - ii. Coordinate activities of assistant groundskeepers;
  - iii. All club-owned maintenance equipment and supplies;

- iv. Maintain a list of ALL basket and/or shed key holders;
  - v. Coordinate with Program Director to pick appropriate layouts for each event;
  - vi. Ensure that the chosen layout for each event is ready in time for appropriate practice rounds (e.g. minimum one week prior to GEAC and Eric C. Yetter, and 2 days prior to all other events);
  - vii. Ensure that club activity has as minimal impact on the natural environment as possible;
  - viii. Encouraging club members to be educated on environmental conservation.
- i. Fundraising Coordinator – The Fundraising Coordinator shall be responsible for, but not limited to:
- i. Developing plans to raise funds for all budgeted needs;
  - ii. Researching potential current and future sources of ongoing fund raising (i.e. tee sponsorships, hole/basket sponsorships, general tournament sponsorships, presenting tournament sponsorships, etc.);
  - iii. Communicating with local businesses and golfers to generate awareness of current and future sponsorship opportunities;
  - iv. Working with club members and Officers to ensure all fund raising efforts are appropriately pre-funded and staffed when necessary.
- j. Merchandise Coordinator – The Membership Coordinator shall be responsible for, but not limited to:
- i. Purchase of and sales of disc golf related materials;
  - ii. Maintain an up-to-date inventory of said materials;
  - iii. Maintain a schedule for staffing of merchandise sales at BCDGA-sponsored courses and events;
  - iv. Determine appropriate levels of inventory needed to fulfill the needs of both locals and tournament payouts.
- k. Webmaster – The Webmaster shall be responsible for, but not limited to:
- i. Maintain the club’s web site;
  - ii. Monitor the club’s Facebook page for abusive content and/or spamming;
  - iii. Ensure all documents requiring exposure to the General Membership as described herein are visible for all to see on both the club’s Website and Facebook page.
- l. Art Director - The Art Director shall be responsible for, but not limited to coordinating the design and creation of club-related merchandise. Outside sources may be contracted to handle this responsibility for special projects as decided by the Officers.
- m. Course Professional –
- i. The Course Professional(s) shall be responsible for, but not limited to:
    1. Work directly with the Program Director to help determine the most appropriate layout for each event;
    2. Clarification of any rules, both PDGA and local;

3. Assist other cabinet members in carrying out their respective tasks;
  4. Maintaining status of "Certified Official" with the Professional Disc Golf Association and any other future sanctioning bodies.
- ii. When possible, the BCDGA will elect both a Female and Male Course Professional
- n. Course Designer - The Course Designer shall be responsible for, but not limited to:
    - i. Proposing permanent changes to the course at Tyler State Park or any future course maintained by the BCDGA;
    - ii. Helping to design any new courses which will be maintained by the BCDGA;
    - iii. Communicate with park staff and other stakeholders to ensure the most minimal impact possible on the natural environment.
    - iv. Designing temporary holes to be used during tournaments held at Tyler State Park, or any future course maintained by the BCDGA, or any temporary course established for adhoc purposes.
  - o. Additional Officer positions may be added as necessary, but shall require an amendment to these bylaws as described herein, except in the case of additional Course Representatives as described above.
  - p. All Officers will participate in the creation of the association's annual operating budget. The budget for the following year shall be drafted in the 3rd quarter of that year and shall be approved no later than November, 31 of the operating year prior to that of the budget being created. The operating budget must be approved by a majority vote of all club Officers. Tie votes will be broken by the procedures stated herein.

IX. Article IX – Committees

1. As BCDGA projects and activities are approved, committees may be formed to coordinate their efforts.
2. 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.
3. Committee chairpersons and members need not be on the Officers, but shall be part of the BCDGA general membership.
4. If a committee chairperson is not on the Cabinet, a Cabinet member shall be assigned to oversee the activities of the committee

X. Article X – Elections - The annual election of the Officers shall be coordinated in a fair and unbiased manner where no individual running for the Cabinet is provided an advantage or special treatment by the election process.

1. In order to become a candidate for the Cabinet, an individual must be an active BCDGA member and have been nominated by active member.



2. Nominations for the following year's Cabinet shall be collected up to AND no later than 48 hours prior to the November meeting each year.
3. Nominations shall be made with a specific Cabinet position assigned to the nominee.
4. Each nominee shall be provided equal opportunity to "campaign".
5. Elections shall be held between the November and December monthly meetings and online via a survey tool. Individuals wishing to cast their vote in-person may do so up to AND no later than one (1) week prior to the December meeting.
6. Each member can vote for one of the nominated people per cabinet position. A. Write-in candidates are permitted.
7. The acting Vice President and the Membership Coordinator shall tabulate all collected votes and publish the results within five (5) business days of the conclusion of elections.
8. The following year's Officers shall consist of the candidates receiving the most votes. Ties will be broken by a vote of the sitting cabinet members.
  - a. The voting cabinet members may not include an individual involved in the tie vote (e.g. if the current President is involved in a tie vote, he/she may not vote on the tie breaker.)
  - b. If that process also results in a tie, the sitting President shall break the tie unless the election in question is for the position of President in which case a revote of the cabinet including a non-involved Officer.
9. Initial approval or any amendments to these bylaws shall be voted on by the general membership.
  - a. A draft of the bylaws shall be made available at least 15 days prior to the membership vote for its approval.
  - b. Under special circumstances the Officers may choose to hold a special election for purposes of replacement of Cabinet members or amendments to these Bylaws.
10. The results of the annual elections will be announced at the December meeting. XI. Officers shall assume the responsibilities of their elected position at the January meeting of the following year.

XI. Article XI – Dissolution

- a. The BCDGA may be dissolved if a plan to dissolve the association is approved by 75% of all active members.
- b. A dissolution plan shall be made available at least 15 days prior to the membership vote for its approval.
- c. An Official Election using both an online survey tool AND in-person voting shall be required for dissolution provided it is approved by at least 75% of the active membership.
- d. Upon dissolution, any outstanding assets/funds remaining after all club debts and obligations are satisfied will be donated to the Boy Scouts of America specifically earmarked for the creation of disc golf courses in either the Cradle of Liberty OR the Bucks County Councils.

Last Updated (Tuesday, 5th February, 2019 by Shea Stevens PDGA#77522)