

MINUTES of Bloomington-Normal Disc Golf Club
Meeting date: November 17, 2010

Call to order: A Board of Directors meeting of the Bloomington-Normal Disc Golf Club was held at the home of Ben Douglas, Normal, IL on November 17, 2010. The meeting convened at 5:40 pm, President Ben Douglas presiding, and Nancy Wilken, secretary.

Board in attendance: Ben Douglas (President), Dave Owens (Vice President), Nancy Wilken (Secretary), Sam Ball (Treasurer), Dan Nagle (Trustee)

Quorum present? Yes

Officers' reports:

Treasurer Beginning Balance: \$1040.00
 \$68.00(Income) - \$0.00(Expenses) = \$1108.00 Available Funds
 Ace Fund: \$717.00

- Motion: *Move to approve the treasurer's report as presented* made by Nancy Wilken, seconded by Ben Douglas. Vote: Unanimous approval, **motion carried.**

Unfinished business:

Attendees used bylaws from SDGC, along with modification suggestions made at the preliminary meeting, to help draft the BNDisc bylaws. It was determined that each Article would be written and voted on individually in case there was not enough time to finish entire bylaws by meeting end.

ARTICLE I - NAME AND MISSION

1. The name of this organization is the Bloomington-Normal Disc Golf Club (BNDisc).
2. BNDisc will strive to promote disc golf in the Bloomington-Normal, 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 all levels of play
 - B. upholding high standards for all competitive disc golf activities in accordance with PDGA policies and standards
 - C. organizing and coordinating the efforts of member volunteers to increase the quality and quantity of disc golf activities in the Bloomington-Normal area
 - D. promoting educational programs in the area and maintaining various local recreational programs
 - E. broadening the knowledge and awareness of disc golf in the community
3. BNDisc will serve as liaison between the disc golf community in the Bloomington-Normal area, their associated Parks & Recreation Departments and other pertinent entities, as occasion calls.

- Motion: *Move to approve ARTICLE I NAME AND MISSION as amended* made by Dave Owens, seconded by Sam Ball. Vote: Unanimous approval, **motion carried.**

ARTICLE II - MEMBERSHIP

1. The success of any club depends upon the active participation of its members.
2. The current classes of membership shall be Active and Supporting.
 - A. Active Membership in BNDisc is contingent upon payment of a membership fee. Membership fees will be \$25 per year. The privileges and responsibilities of Active Membership include:
 - i. Membership package
 - ii. Nominate and elect the members of the BNDisc Board of Officers
 - iii. Receiving BNDisc news updates
 - iv. Eligibility to participate in a BNDisc committee or hold a BNDisc office
 - v. BNDisc member discounts on merchandise and events
 - vi. Participation in member only events
 - vii. Participating in BNDisc bag tag competitions.

- B. Supporting Membership in BNDisc is contingent upon payment of a membership fee. Membership fees will be \$15 per year. The privileges and responsibilities of Supporting Membership include:
 - i. Nominate and elect the members of the BNDisc Board of Officers
 - ii. Receiving BNDisc news updates
 - iii. Eligibility to participate in a BNDisc committee or hold a BNDisc office
 - iv. BNDisc member discounts on merchandise and events
 - v. Participation in member only events
 - 3. Membership shall be annual, and shall be valid from March 1st to March 1st of the following year.
 - 4. Anyone who pays dues after January 1st of the current year shall be considered renewed through March 1st of the following year.
 - 5. Non-members and non-active members shall hold none of the privileges of Active or Supporting Members.
 - 6. Membership may be revoked or suspended by a majority of the Board (see Article 8, section 3).
 - 7. Payment of membership dues shall constitute an agreement to abide by these Bylaws.
 - 8. Active Members may request a review of and amendment to these Bylaws to the Board of Officers (see Article 7, section 1).
- Motion: *Move to approve ARTICLE II MEMBERSHIP as amended* made by Dan Nagle, seconded by Nancy Wilken. Vote: Unanimous approval, **motion carried.**

ARTICLE III - BOARD OF DIRECTORS

1. The Board of Directors shall be the governing body of Bloomington-Normal Disc Golf Club and will be herein referred to as the Board. The BNDisc Board will consist of the following:
 - A. Officers
 - i. President
 - ii. Vice President
 - iii. Secretary
 - iv. Treasurer
 - B. Trustees (minimum 1, maximum 5)
2. Each director must maintain Active or Supporting Member status for the full duration of his or her term.
3. A Board Member may be impeached once they miss three (3) consecutive scheduled meetings without approval from the Board.
4. Active or Supporting members shall nominate and elect the members of the Board (see Article 5).
5. A quorum of the Board shall be required to constitute an official meeting to transact business. A quorum of the Board is a simple majority.
6. Decisions made by the Board shall be considered binding on the Bloomington-Normal Disc Golf Club.
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 where otherwise specified by these Bylaws.
8. The Roles and Responsibilities of the Directors shall be as follows:
 - A. President:
 - i. Serve as Chair of the Board.
 - ii. Set the agenda for and chair all Board and Club Meetings.
 - iii. Verify that a quorum is present at business meetings in order that the Board may take action.
 - iv. Act as the tie-breaking vote if a majority vote is not achieved.
 - B. Vice President:
 - i. Assume the responsibilities of the President in the absence of the President.
 - ii. Coordinate and run all elections.
 - iii. Act as liaison between the general membership and the Board.
 - iv. Assist the President with the functions of the Board.
 - v. Serve as President for the remainder of the term if the office of President becomes vacant.

C. Secretary:

- 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 club meetings and present those minutes for approval at the next club meeting.
- iii. Maintain the official address of the club.
- iv. Maintain the list of active and former Members.
- v. Oversee Publicity Committee and all communications with the community in regards of the club.

D. Treasurer:

- i. Maintain the financial records of the Bloomington-Normal Disc Golf Club.
- ii. Oversee the Fundraising Committee.
- iii. Maintain all financial accounts in accordance with these Bylaws.
- iv. Collect all club funds.
- v. Pay all bills of the club upon action by the Board.
- vi. Report to the Board and BNDisc membership on the BNDisc finances at each Board and club meeting.
- vii. Approve and sign with another Officer's signature all club checks.

E. Trustees (5)

- i. Serve as committee chair for one of the standing committees: Community Outreach, Fundraising, Course Maintenance & Development, Event Planning, and Publicity.
- ii. Represent the general membership.
- iii. Submit committee reports at monthly meetings.
- iv. Recruit active members to sub-committees for the Chair that they hold.

F. Board directors shall be elected in accordance with Article 5 of these Bylaws.

G. For any vacancy other than President, the Board shall appoint a replacement within 30 days of the vacancy.

H. A Board member may be removed by a unanimous vote of the remaining full body of the Board.

- Motion: *Move to approve ARTICLE III BOARD OF DIRECTORS as amended* made by Sam Ball, seconded by Nancy Wilken. Vote: Unanimous approval, **motion carried.**

ARTICLE IV - COMMITTEES

1. Standing and temporary committees or sub-committees shall be created or dissolved as warranted.
2. The committee chair will report to the Board.
3. Committees shall not enter any contracts or assume any debts without authorization of the Board.
4. 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.
5. All committee meetings shall be open to all Active Members.
6. The responsibilities of each standing committee shall be as follows:
 - A. **Community Outreach Committee** shall be responsible for the promotion of disc golf in area schools and civic groups. Target groups consist of, but not limited to E.D.G.E., seniors, scouts, women, and community civic groups.
 - B. **Fundraising Committee** shall be responsible for continually growing the club's membership numbers, institute disc sales, maintain and update inventory, and provide CTP or special stamped discs as needed. Establishing corporate liaisons with area businesses to increase membership, sponsorship opportunities, and promote disc golf to their employees and/or student population. The Treasurer will oversee the committee.
 - C. **Course Maintenance & Development Committee** shall consist of Course Captains for area courses who's position focuses on course upkeep including maintenance, repairs, and trash

pickup. Liaisons for the Town of Normal and the City of Bloomington will work to strengthen and keep open the lines of communication.

- D. **Event Planning Committee** shall oversee all club activities including member only events and Bag Tags. League Coordinator recruits league directors and makes sure there are consistent and varied league offerings. Tournament Coordinator serves as or recruits individual(s) to serve as Tournament Director(s) for BNDisc sponsored tournaments, seeks permission to use the course, and to communicate financial matters and tournament needs to the Chair.
- E. **Publicity Committee** shall be responsible for the promotion of BNDisc club news through the website, membership newsletter, and print media including: news releases, logos, and event fliers. The Secretary will oversee the committee.

- Motion: *Move to approve ARTICLE IV COMMITTEES as amended* made by Sam Ball, seconded by Ben Douglas. Vote: Unanimous approval, **motion carried.**

ARTICLE V - ELECTION PROCESS

1. The nomination process will be held for two weeks, starting on January 15th and running through January 28th. The Vice President shall accept nominations for any position from any Active or Supporting Member. Any person nominated for more than one elected position shall choose preferred position before February 1st. Each nominee must accept or decline nomination prior to February 1st by notifying the Vice-President. Elections take place at the February Club Meeting.
2. In an event of the voting tie, the presiding officer shall cast the tie-breaking vote.
3. Newly elected board members shall be installed at the end of the March Board of Officers meeting.
4. The terms of office shall be two years. All Board member positions will be open for election bi-annually each February.
5. No person may hold more than one position on the BNDisc Board. However, there shall be no limit to the number of sub-committee positions or other BNDisc positions that a member may hold.
6. Special elections may be held at any time at the discretion of the Board to fill a vacancy that may occur.
7. There shall be no limit to the number of terms an officer may hold a BNDisc office.

- Motion: *Move to approve ARTICLE V ELECTION PROCESS as amended* made by Ben Douglas, seconded by Sam Ball. Vote: Unanimous approval, **motion carried.**

ARTICLE VI - FINANCIAL

1. BNDiscs' fiscal year shall begin on January 1st and end on December 31st.
2. BNDisc shall not make no loans of club funds to a Board member, Tournament Director, or Member.
3. BNDisc is a volunteer organization. No fees for services rendered may be paid unless prior approval of the Board is obtained.
4. A checking account shall be maintained to pay all expenses. Any drafts on the account shall require the signature of both the Treasurer and another Officer.
5. Approval from the Board is needed in order to reimburse any member's out-of-pocket expenses.
6. The Board may, by **unanimous** agreement of the full Board, elect to invest club funds.
7. In the event that the Bloomington-Normal Disc Golf Club 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(s), for which there are no claims or debts, shall be given to a local charitable organization of the Board's choosing.

- Motion: *Move to approve ARTICLE VI FINANCIAL as amended* made by Dan Nagle, seconded by Sam Ball. Vote: Unanimous approval, **motion carried.**

ARTICLE VII - AMENDING THE BYLAWS AND PETITIONING THE BOARD

1. Proposed amendments to the Bylaws may be submitted to the Board, in writing, by any Active or Supporting 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 Bylaws 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 BNDisc Member 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. The Board shall declare adopted any proposed amendment to these Bylaws that receives a vote of 2/3 of the Active and Supporting Members present at the meeting.
 5. Amendments to these Bylaws become effective immediately upon adoption.
 6. These Bylaws are ratified when approved by 2/3 of the Active and Supporting Members present at a BNDisc meeting. Members that are unable to attend may submit a vote by proxy to a Board member prior to the meeting.
- Motion: *Move to approve ARTICLE VII AMENDING THE BYLAWS AND PETITIONING THE BOARD as amended* made by Nancy Wilken, seconded by Ben Douglas. Vote: Unanimous approval, **motion carried**.

ARTICLE VIII - DISCIPLINE OF MEMBERS

1. Disciplinary charges against any member may be filed in a written petition signed by at least five Active and/or Supporting 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. If the Board decides not to take disciplinary action, they will submit in writing the reason(s) for non-action.
 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. A Board member may be removed by a unanimous vote of the remaining full body of the Board.
- Motion: *Move to approve ARTICLE VIII DISCIPLINE OF MEMBERS as amended* made by Sam Ball, seconded by Dave Owens. Vote: Unanimous approval, **motion carried**.

ARTICLE IX - BLOOMINGTON-NORMAL DISC GOLF CLUB MEETINGS

1. All meetings of BNDisc shall be conducted in accordance with Robert's Rules of Order, except when otherwise specified by the Bylaws, with the President acting as the Chair.
2. Board of Directors meetings will be held monthly. Future monthly meeting dates will be determined at the current 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.
3. A Board Member may be impeached once they miss three (3) consecutive scheduled meetings without approval from the Board. Upon missing the third meeting, the current board must make a decision about impeachment. Once a decision has been made the President, or highest-ranking Board member, will notify the impeached officer.
4. Active members, supporting members, and guest may petition the Board to attend a regular scheduled Board meeting. The Board reserves the right to executive sessions at any time, but may do so only for reasons of personnel or outside organizational finance.

5. BNDisc shall have a meeting for all club members at least four (4) times a year: February (elections), May, August and November of each year. Club members must be given at least three (3) weeks notice before each meeting.
 6. Each of the meetings for all club members must include a set agenda item section to be termed "Good and Welfare" wherein any item related to BNDisc may be brought up for discussion by any person.
 7. Votes at Member Meetings are decided by a simple majority vote of attending active members except Bylaws changes, which needs a 2/3 majority vote of attending members.
- Motion: *Move to approve ARTICLE IX BLOOMINGTON-NORMAL DISC GOLF CLUB MEETINGS as amended* made by Ben Douglas, seconded by Dave Owens. Vote: Unanimous approval, **motion carried.**

Sam Ball left meeting at 7:49 pm after vote for Article IX.

New business:

Board decided to proceed with having modifications done to logo #3 designed by Brooks Bankord. The Board determined a list of proposed changes and Dan Nagel & Dave Owens will be taking over this project.

Announcements:

Next Board of Directors meeting will be at the home of Ben Douglas on Wednesday, December 8, 2010 at 5:30 pm.

Adjournment:

- Motion: *Move to adjourn the meeting* made by Dave Owens, seconded by Nancy Wilken. Vote: Unanimous approval, **motion carried.** The meeting adjourned at 8:10 pm.



Secretary
Bloomington-Normal Disc Golf Club

December 8, 2010
Date of approval