

Higher Flyers Disc Golf Club Rules, Bylaws & Organizational Structure

Version 1.0

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ORGANIZATION OF HIGHER FLYERS DISC GOLF CLUB

The organization shall be known as Higher Flyers Disc Golf Club and may include the verbiage “Huntington Beach” and/or “Disc Golf Club” as additional descriptive references to “The Club”. The Club may also be referred to as “HBHF, HFDGC, HBHFDGC, The Flyers”, etc or any combination there of

A non-profit organization with power to make its’ own laws and regulations

HBHF is not yet incorporated as a Domestic Nonprofit

Article I. Club Mission	2-3
Article II. Board of Directors.....	3-4
Section 2.01 – Nominations	3
Section 2.02 – Eligibility	3
Section 2.03 – Acceptance	3
Section 2.04 – Process	3
Section 2.05 – Vacancy	4
Section 2.06 – Compensation	4
Article III. Club Officers and Duties	4-6
President – The Duties of The President Are:	4
Vice President – The Duties of the Vice President Are:	5
Secretary – The Duties of the Secretary Are:	5
Treasurer – The Duties of the Treasurer Are:	5
Editor – The Duties of the Editor Are:	6
Article IV. Club Trustee and Staff Duties.....	6-7
Trustee – The Duties of the Trustee Are:	6
Merchandiser – The Duties of Merchandiser Are:	7
Social Media Rep – The Duties of the Social Media Rep Are:	7
Monthly Coordinator – The Duties of the Monthly Social Rep Are:	7
Article V. Club Membership	7-9
Section 5.01 – Annual Membership and Dues	7
Section 5.02 – Guests	8
Section 5.03 – Inactive Members	9

Section 5.04 – Members Rights 9

Article VI. Club Bylaws 9

Section 6.01 – Effective Date 9

Section 6.02 – Amendments 9

Article VII. Meetings 10

Section 7.01 – Frequency 10

Section 7.02 – Purpose 10

Section 7.03 – Etiquette.....10

Section 7.04 – Hierarchy 10

Section 7.05 – Minutes 10

Section 7.06 – Special Meetings..... 10

Article VIII. Decisions Procedure 11

Section 8.01 – Decisions 11

Section 8.02 – Majority Vote 11

Section 8.03 – Exceptions11

Section 8.04 – Intent 11

Article IX. Committees 12

Section 9.01 – Formation 12

Section 9.02 – Chairpersons 12

Article X. Nominations and Elections 12-14

Section 10.01 – Fair and Equal Treatment 12

Section 10.02 – Nominations 12

Section 10.03 – Campaigning 12

Section 10.04 – Process 12

Section 10.05 – Voting 13

Section 10.06 – Election Committee 13

Section 10.07 – Appeals 13

Section 10.08 – Awards 13

Section 10.09 – Terms of Office 13

Article I. Club Mission

The Higher Flyers Disc Golf Club is a non-profit organization created to embody the ideals of the sport of disc golf by promoting a sense of camaraderie and casual gameplay amongst both club members, guests, family and friends. A general consensus amongst longstanding club members regarding numerous club missions includes and is not limited to protecting, maintaining and improving our local course at Huntington Beach Central Park and preserving and documenting the Club’s history. Huntington Beach Central Park DGC is steeped deep in the history of So Cal disc golf and disc golf in general, as Central Park is one of the oldest basket courses established worldwide. The Higher Flyers intend to document both the course and club history on the website for generations to come. The Board of Directors also intends to unify the club via these bylaws in order to be able to reinforce one of the club members primary concerns, which is how Higher Flyers club members funds and revenue are allocated. The

Board intends to start posting monthly financial statements on the club website in a focused effort for 100% transparency on all club financial practices. The Board also intends to incorporate as a true non-profit in the upcoming years as the funds are made available to do so as well as club member votes needed to approve such a measure. Lastly, through a variety of fund raising events, including and not limited to, bag tag challenges, food drives, tournaments, club merchandise, membership drives, etc the Board intends to bring as much revenue as possible into the club to fund any and all authorized club activities

Article II. Board of Directors

A Board of Directors (“The Board”), comprised of nominated and elected club officers, who are also members, whose titles and responsibilities are described in these bylaws, will be responsible for the day to day running of the club

Section 2.01 – Nominations

The Board of Directors shall be nominated annually by their fellow club members with a term of service from January 1 through December 31. Nominations shall be conducted in accordance with the descriptions in these bylaws

Section 2.02 – Eligibility

Any club member to be found in good standing with the club can nominate any other club member in good standing with the club to serve on the Board of Directors as a club officer. Officers must be 18 years of age or older and possess all of the tools necessary to fulfill their positions, including personal transportation, computer skills, understanding of accounting practices, setting budgets, ordering/promoting club merchandise, etc

Section 2.03 – Acceptance

While any club member can nominate any other club member for Board positions the final acceptance of any Board position is exclusively reserved for the nominated club member. He or she may choose to accept or deny the position based entirely on their willingness to work selflessly towards the club’s interest for the entire year. Should a nominated club member refuse a nomination club members shall continue to nominate one another until all Board positions have nominees

Section 2.04 – Process

The club website will be the exclusive conduit for the nomination process, as monthly meetings in the past were eventually discontinued due to poor participation. The Board of Directors will assist the Club Editor in making the nomination and election processes as easy as possible for all members

Section 2.05 – Vacancy

Failure to perform officer duties or continued behavior that reflects negatively on the Club may cause an officer to be dismissed from office by a two-thirds vote from the Board of Directors. The Board member in question is excluded from this vote. Individuals may not hold more than one Board position unless a vacancy exists, wherein one or more current Board members may fulfill that positions duties until that position is filled. While Board members may assume the roles of the vacated position they do not get multiple votes for doing so

Section 2.06 – Compensation

Board members shall serve the Club on a voluntary basis only with no monetary compensation. This does not include reimbursement of expenditures incurred on behalf of the Club. Board members may be given an annual club merchandise package for personal use as voted on by club members

Article III. Club Officers and Duties

The Board of Directors shall consist of the following positions with the responsibilities of each club officer position described below:

President

1. The President will be the chief executive of the Higher Flyers and be responsible for the day to day running of the Club,
2. Will exclusively oversee the annual nomination of all Higher Flyer officers,
3. Will participate in and oversee the Club's annual operating budget,
4. Will be present at all meetings, nominations, club events, etc and enforce a professional, courteous and friendly business or social atmosphere,
5. Will be responsible for running the club according to the policies and procedures described in these bylaws,
6. Will sign all legal documents with the Secretary after approval from the Board,
7. Will sign and submit purchase orders for club branded merchandise per the rules and bylaws,
8. Shall help coordinate projects and activities directly affecting our local course,
9. Will serve as the authorized club representative for the Huntington Beach Central Disc Golf Course by actively and purposely interfacing with all parties, both private and city officials, on any proposed club sponsored course improvements or events,
10. Will have access to Higher Flyer funds and have the authority to sign checks and conduct club banking tasks as needed

Vice President

1. The Vice President will perform the duties of the President whenever the President is unable to do so,
2. Will participate in and help enforce the Club's annual operating budget,
3. Will assist all Board members in fulfilling their tasks, as needed,
4. Will assist the President with annual Board nominations,
5. Will sign and submit purchase orders for club branded merchandise per the rules and bylaws,
6. Will coordinate and oversee any methods used for Higher Flyer communications, such as newsletters, web sites, etc,
7. Will have access to Higher Flyers funds and have the authority to sign checks

Secretary

1. The Secretary will document all Board meeting discussions and furnish said notations to the Editor for posting those minutes on the club website,
2. Will sign all contracts and legal documents after approval by the Board,
3. Will be responsible for all official correspondences to & from club and Board members,
4. Will be responsible for maintaining a digital list of active and non-active club members,
5. Will assist with membership,
6. Will participate in the creation of the Clubs annual operating budget

Treasurer

1. The Treasurer will create and maintain a traditional secured electronic financial accounting system adequate to suit the club's financial needs,
2. If not already in place the Treasurer, along with the club President and Vice President, will open a Higher Flyers checking account and publish the terms and conditions of how club officers may legally use club funds in accordance with these rules and bylaws,
3. Will create, maintain and balance all Higher Flyer bank accounts monthly, including records of all deposits, withdrawals, sales of club merchandise, etc as well as maintain a ledger of club hard currency,
4. Will supply monthly financial statements to the club Editor for posting to the clubs website,
5. Will sign and submit purchase orders for club branded merchandise per the rules and bylaws,
6. Will participate in the creation of the Clubs annual operating budget, including estimated annual income and expenditures for the upcoming fiscal year,
7. Will have access to Higher Flyer funds, have the authority to sign checks and disburse funds as needed for approved projects, activities and club merchandise in accordance with these bylaws

Editor

1. The Editor is responsible for all club communications both electronic and hard copy, not limited and including newsletters, announcements, website updates/postings, etc,
2. Will coordinate all website postings from all Board members regarding annual budgets, monthly financial statements, club events, etc, especially all correspondence with the club Secretary and Treasurer,
3. Will be responsible for the security of the club members private information and exactly how and what gets posted on the club website in accordance with non-profit club rules and guideline,
4. Will be responsible for maintaining and submitting all bills and invoices to the club Treasurer pertaining to all costs for annual website hosting, renewals and programming

Additional Board positions may be added as necessary, but shall require an amendment to these bylaws as described herein

Article IV. Club Trustee and Staff Duties

Club Trustee and Staff shall consist of the following positions with the responsibilities of each position described below:

Trustee

Club Trustees are respected club members with a long standing history of club membership, participation and service to the club. A total of three trustees are recommended per calendar year. Club trustees must have served as a club officer or be grandfathered in via a Board vote

1. Trustees will sit on the Board of Directors in an advisory position,
2. Will assist in the supervision of operations as requested by club officers,
3. Will perform incidental duties as needed or requested by club officers,
4. Will assist on special committees as requested by club officers,

Merchandiser

1. The club Merchandiser will manage and actively inventory all incoming club merchandise such as soft goods, t-shirts, dri-fits, hats, hoodies as well as all hard goods such as club stamped discs, chairs, etc,
2. Will submit purchase orders to the club officers for authorization to purchase club branded merchandise,
3. Will coordinate storage, shipping, transportation and monthly audits/inventory/sale of all club merchandise,
4. Will supply monthly sales and income statements to the club Treasurer for inclusion in the monthly financial statement,

5. Will digitally maintain, document and archive all club branded logo and artwork in the clubs active database and archive,
6. Will supply any authorized club member or third party with digital club logos as needed and authorized by the Board,
7. Will actively promote club logo contests and introduce new products to the Board for approval prior to submitting purchase orders for said products,
8. Will make themselves readily available to all club officers for all audits or inconsistencies regarding shrinkage of club merchandise, if applicable,
9. Will coordinate with any authorized reseller of club merchandise, such as the pro shop, travelling club members, who are also professional disc golf athletes, etc

Social Media Representative

1. XXX
2. XXX

Monthly Social Representative

1. XXX
2. XXX

Fund Raising Coordinator

1. XXX
2. XXX

Additional Staff positions may be added as necessary, but shall require an amendment to these bylaws as described herein

Article V. Club Membership

Section 5.01 – Annual Membership and Dues

(a) Higher Flyer club membership is open to anyone 18 years or age or older paying both first time initiation fees and/or annual dues. Any individual under the age of 18 will need their parents or guardians permission to join HFDGC. Initiation fees, annual dues and/or any club merchandise packages supplied when joining the club may differ from year to year. Current renewal rates are \$20/annually with a club disc of your choice furnished concurrent with payment of the upcoming years dues. Lifetime initiation fees are a one time fee of \$5. Renewal fees are due annually every January

(b) New membership is automatic unless contested by any current club member or board officer. If contested, current club member(s) as well as the individual applying for membership will be afforded the opportunity to bear grievances and rebuttals. The Board of Directors will

rule on any such instance within 60 days of hearing all parties replies and membership will be granted or denied. Membership cannot be contested by non-club members or inactive club members. Inactive club members wishing to file a grievance may only do so once current annual membership fees are paid in full

The Board of Directors will always side heavily with the new applicant unless any such grievance brought to the attention of the Board is thought to be of sufficient grounds to deny membership. The Club and the Board share the common goal of procuring new club members and not revoking existing memberships, but not at the cost of allowing members in that may negatively impact the positive nature and message of the Club. The Club is not exclusive and in most instances membership will be granted immediately. At the sole discretion of the Board a brief probation period may be recommended. Any potential applicant denied membership is welcome and recommended to re-apply annually, as the original grievance and/or club member filing the grievance may or may not feel the need to challenge new memberships the following year

(c) Membership renewals are governed by the same rules as new membership applications per Section 1.01, sub-section (b).

(d) Any individual granted club membership agrees to follow the club rules and bylaws at all times both on and off the course. Membership may be revoked without refund at any time with due process should a club member be found in flagrant disregard for the club, it's members/rules as well as the rules, spirit and integrity of the sport of disc golf. The revocation process will require a Board meeting with or without the club member present where the Board will determine if the actions of the individual warrant such action. If so, the club member in question will have an opportunity to defend themselves prior to the Board voting on any action. Revocation will require a two-thirds vote by the Board of Directors. Should any club member have their membership privileges revoked they are welcome to re-apply for new membership the following year without any initiation fees

(f) Founding members pay ½ of annual dues. The Board of Directors will document the club's founding members on the club website. The current Board of Directors for the upcoming fiscal year are exempt from annual fees for that elected year only. Any exiting Board member or club officer stepping away from their annual volunteer position will need to pay their renewal fees for the upcoming fiscal year as voted on by the club members

Section 5.02 – Guests

Guests are welcome and encouraged to participate in all HFDGC activities, unless specific events are reserved for HFDGC members only. Club activities may include and not be limited to club tournaments, monthly events at different courses, bag tag challenges, etc. Bring your family and friends, all are welcome to participate and encouraged to join

Section 5.03 – Inactive Members

(a) Any club member whose dues remain unpaid 60 days after January 1st will be declared an “inactive member”, and may or may not be removed from club notifications

(b) Inactive club members have no club rights, the same as non-club members, once they are declared inactive. Inactive status can be immediately changed to active status once annual dues are paid in full

Section 5.04 – Members Rights

Members have the following rights:

1. To annually nominate club and existing Board members to the Board of Directors
2. To vote on the approval of any amendments to these bylaws
3. To not be discriminated on for any reason, including race, creed, religion, lifestyle, ability, etc, ALL are welcome to be Higher Flyers
4. To speak up, be vocal, have a voice on what you want out of your club and the officers that run it for you, the club members

Article VI. Bylaws

Section 6.01 – Effective Date

Version 1.0 of these bylaws shall govern the Club and its operations effective immediately once posted on the club website. There will be a challenge or amendment time frame where all club members will be encouraged to ask questions, request changes or additions to the bylaws at which point Version 1.1 will be released unilaterally by the Board of Directors. Future amendments will be published 1x annually after Version 1.0 is accepted or edited per the club members

Section 6.02 – Amendments

Amendments to these bylaws shall be drafted annually 1x per year, approved by majority vote of the Board of Directors, published to the club’s website and then approved by a majority vote of club members

Article VII – Meetings

Section 7.01 – Frequency

Club meeting frequency and duration will be decided on by both club members and the Board. An online forum or chat room on the club website is suggested in place of traditional geographical location meetings

Board meetings will be held at such places and on dates as may be deemed by the Board. Board meetings may be both online and geographical

Section 7.02 – Purpose

Club meetings provide a forum for club members to propose ideas, voice issues and concerns and provide feedback to the Board on the current state of affairs of the club

Board meetings will be held to vote on presented ideas, implementing suggestions per Board/club members ideas, voice issues/concerns, address and resolve issues/concerns as well as provide feedback to each other on the current state of affairs of the club

Section 7.03 – Etiquette

Club and Board meetings will be conducted in a professional, courteous and friendly manner

Section 7.04 – Hierarchy

The Board of Directors, not the club or staff members, make decisions that address specific issues and proposals

Section 7.05 – Minutes

The club secretary will take minutes to record the discussions and decisions made at the monthly meetings. The club secretary will type out and forward those minutes to the club editor who will post them to the club website

Section 7.06 – Special Meetings

The Board of Directors may schedule additional special meetings open to select club members by invitation as determined by the Board

Article VIII – Decisions Procedures

Section 8.01 Decisions

Authority to make decisions on behalf of the Higher Flyers shall be exclusively governed by the Board of Directors. The decision making process will adhere to the following Sections below

Section 8.02 Majority Vote

Decisions by the Board shall be by majority vote of the entire Board, except where explicitly stated otherwise in these bylaws. Such decisions include, but are not limited to the following:

- (a) Any decision that may have a significant impact on the club members, sponsors, club budget or the integrity of the Higher Flyers, including the filling of vacant Board positions,
- (b) Starting, budgeting & executing new projects, improvements, new merchandise, marketing activities, etc
- (c) Any expenditures of \$150 or more

Section 8.03 Exceptions

The following instances do not require a majority vote by the Board. Such decisions include, but are not limited to the following:

- (a) Expenditures of less than \$150 for pre-approved projects and activities. Funding for such expenditures shall be obtained from, or reimbursed by, the Treasurer. All expenditures of this nature are subject to review and if found to be excessive, negligent or not in the best interests of the club Board members will be issued warnings. If repeated after multiple warnings Board members responsible for authorization will no longer be allowed to authorize this exemption
- (b) Expenditures of more than \$150 but no more than \$300 may be approved by two Board members without majority vote. Funding for such expenditures shall be obtained from, or reimbursed by, the Treasurer. An example may include but not be limited to purchasing food & beverages in excess of \$150 for a fund raising food drive. All expenditures of this nature are subject to review and if found to be excessive, negligent or not in the best interests of the club Board members will be issued warnings. If repeated after multiple warnings Board members responsible for authorization will no longer be allowed to authorize this exemption

Section 8.04 Intent

The intent of these guidelines is for the Board of Directors to approve all new Higher Flyer projects and activities then delegate decision-making authority as described in these bylaws. All club expenditures shall be for approved Higher Flyer projects and activities

Article IX – Committees

Section 9.01 Formation

As Higher Flyer projects and activities are approved, committees may be formed to coordinate the inception and completion of said projects and activities. 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 or online status boards

Section 9.02 Chairpersons

Committee chairpersons and members need not be on the Board of Directors, but must be Higher Flyer club members. If a committee chairperson is not on the Board, a Board member will be assigned to oversee the activities of the committee

Article X – Nominations and Elections

Section 10.01 – Fair and Equal Treatment

The annual nomination and 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 nomination and election process

Section 10.02 – Nominations

In order to become a candidate for the Board an individual must be an active Higher Flyer member and have been nominated by an active member. Nominations are held in November for the upcoming fiscal year. All nominations, acceptances or denials will be posted on the club website

Section 10.03 – Campaigning

All nominated officers will be afforded an opportunity to campaign on the club website. Pages, links, forums, etc will be made available for nominees to post their mission statements, goals, platforms, etc

Section 10.04 – Process

Nominees will be finalized by the end of November and general elections will take place in December. No more than two nominees per each position will be allowed to be voted on in December. If more than three nominees are still present by November end the Board at it's discretion can elect a special committee to interview all candidates, can open up a preliminary vote to club members or work with the nominees to determine which two are best suited to the position

Section 10.05 – Voting

Each club member can annually vote for one candidate per position. All voting will take place on the club website. There are no absentee ballots, all club members will have the entire month to place their votes on the club website. Individual or widespread club member failure to cast a vote in December will not change the outcome of any nomination or election nor be the grounds for a recount. All votes are private, will remain private and only the Election Committee and minimal Board members will have access to this data. Any officer or election committee member is sworn to secrecy and under no such condition will disclose any information to anyone regarding the individual decisions made by club members when selecting the next years Board

Section 10.06 – Election Committee

In order to avoid conflicts of interest between three to five independent and trust-worthy club members who have no direct interest in the outcome of the election shall be appointed by the Board to ratify the election. Current Board members and officer candidates cannot be appointed to the election committee. This committee will take hard copy records from the club websites for all submitted votes from members and verify active membership, hand count the votes multiple times, randomly or for every voter verify with the voter the accuracy of the selections, etc

Section 10.07 – Appeals

Any club member can appeal the appointment, provided the appeal is backed up with a reasonable argument. Reasonable appeals should be brought to the Boards attention wherein a special committee may be assigned to oversee the appeal. Should the appeal be successful with a majority vote the Board is obligated to change their appointments. If an appeal is awarded and the recent candidate winning the election is removed from office the losing candidate will be immediately offered the position and may choose to accept or deny the charge. The previous years officer will continue to perform that position's duties until the appeal process is concluded

Section 10.08 – Awards

The following year's Board of Directors shall consist of the candidates receiving the most votes regardless of how many voted. A tally of votes received will be posted on the clubs website with only the number of votes posted per each candidate and not who voted for whom

Section 10.09 – Term of Office

A Board member may only hold the same position on the board for a maximum of two annual terms. Board members are allowed to be nominated and campaign for any other Board position other than their previous position held for two consecutive terms for the upcoming year. Board

members can be elected to the same position in years to come provided they only hold that office for a maximum of two years

Disclaimer

This document is a rough draft in order to provide a starting point for discussion and future amendments. This document was compiled from other non-profit organization rules and bylaws and does not reflect the views and opinions of the document drafters. Knowledge of the club's history was used in order to implement specific rules more tailored to the historical running of the club. This document is intended to represent the best interests of the club members, not the officers, the drafters, the staff, etc and should be open to review by the club members by being posted on the club website as well as notifying all club members

The drafters are recommending an interim Board of Officers be nominated immediately to manage the club affairs for the fiscal year of 2013 in order to ratify this version of the rules and bylaws and to start managing the financial affairs of the club per these rules and bylaws