



BYLAWS OF TUPELO DISC GOLF ASSOCIATION

BYLAW ONE: NAME

The name of the association shall be: Tupelo Disc Golf Association.

BYLAW TWO: PURPOSE

The Tupelo Disc Golf Association is a non-profit association dedicated to the promotion of the sport of Disc Golf in the Tupelo Mississippi and North Mississippi area.

BYLAW THREE: PRINCIPAL OFFICE

The principal office of the association shall be as set forth in the Articles of Association. The association may have such other offices as may from time to time be designated by its members or its executive committee. The Tupelo Disc Golf Association is a member of the Tupelo Sports Council and overseen by the Tupelo Park and Recreation Department.

BYLAW FOUR: MEMBERSHIP

(a) *Active Membership.* Any person is eligible to become an active member of the association, with full voting and other privileges, if qualified under the following rules as the association may adopt. An active member may only vote once three of the following criteria have been met:

- 1) Must complete a course scheduled work day.
- 2) Must volunteer in a tournament or a mini; i.e., tournament director, co-td, skills competitions, set-up & breakdown, etc.
- 3) Must regularly attend meetings.
- 4) Must participate in local minis.

(b) *Associate Membership.* Any person in any way interested in the activities of the association may be admitted as an associate, subscribing, or honorary member under such terms and with such privileges as the membership committee may determine. This person shall have no voting rights.

(c) *Voting.* Each active member shall be entitled to one vote in the affairs of the association.

(d) *Duration of Membership.* Membership in the association may terminate by voluntary withdrawal as provided in these bylaws. All rights, privileges, and interest of a member in or to the association shall cease on termination of membership. Memberships shall be nontransferable. Any member may, by giving written notice of such intention, withdraw from membership. Withdrawals shall be effective on fulfillment of all obligations to the date of withdrawal. Memberships can be renewed annually, with the receipt of a membership fee.

(e) *Suspension and Expulsion.* If, in a written and signed communication addressed to the executive committee, any member of the association shall be charged with conduct detrimental to the objects or interests of the association or in violation of its constitution, bylaws, code of ethics, or rules and regulations, the membership committee shall consider the matter and if it shall decide to take further action, the secretary shall send a copy of the charges to the accused member, who shall be given adequate time to reply, after which the executive committee shall take such further action as it may deem proper. If by vote of a majority of members of the executive committee, after a fair and impartial hearing on due notice to the accused member, such notice to be given by the secretary by registered or certified mail, or email, to the accused member at member's last known address at least seven (7) days before the hearing, shall be satisfied of the truth of the charges, the executive committee may request the offending member to resign or may suspend or expel the member. Should he or she elect not to resign on such request, his or her name shall be stricken from the rolls by the executive committee.

BYLAW FIVE: MEMBERSHIP FEE AND DUES

(a) *Membership Fees.* The membership fee for Active Membership in the association shall be \$20.00, non-refundable. The membership fee for Associate Membership in the association shall be \$20.00, non-refundable.

(b) *Amount of Dues.* The annual dues required for membership in the association shall be determined by the vote of the active members, or as deemed by the executive committee. Dues may vary from year to year, but shall be the same for all active members and associate members. Dues for associate members shall also be determined by a vote of the active membership, on recommendations of, and in classifications as deemed by the executive committee.

BYLAW SIX: MEETINGS

(a) *Annual Meeting.* There shall be an annual meeting of the association during the month of February, each year, unless otherwise ordered by the executive committee, for election of officers, receiving reports, and the transaction of other business. Meetings shall be open to active and associate members. Notice of such meetings, issued by the secretary, shall be posted on the website at least four (4) days before the time appointed for the meeting. The philosophy underlining the operation of the TDGA is that decisions are made by the Executive Committee (the elected officers) with advice and suggestions coming from not only interested members, but also all interested disc golfers.

(b) *Quorum.* A majority of the active members of the association present at any advertised meeting shall constitute a quorum, and in case there is less than this number, the presiding officer may adjourn from time to time until a quorum is present.

(c) *Order of Business.* The order of business may be altered or suspended at any meeting by a majority vote of the members present. The usual parliamentary rules as laid down in the latest edition of Robert's Rules of Order or as the case may be shall govern, when not in conflict with these bylaws. The order of business at the annual meetings shall be as follows:

- (1) Membership sign in.
- (2) Call to order.
- (3) Reading of minutes of previous meeting.
- (4) Receiving communications.
- (5) Reports of officers.
- (6) Reports of committee heads and committee members.
- (7) Unfinished business.
- (8) New business.
- (9) Election of officers.
- (10) Adjournment.

(d) *Special Meetings.* Special meetings of the association may be called at any time by the president, and must be called at any time by the president, or in the president's absence by the vice-president or secretary, on the written request of a majority of the executive committee, or on the written request of not less than twenty (20) percent of the members of the association. Seven (7) days' notice of any special meeting must be given to the members of the association, and the notice must state the object of the meeting.

BYLAW SEVEN: OFFICERS

(a) *Elective Officers.* The elective officers of the association shall be a president, a vice-president, a secretary, a treasurer, and a sergeant at arms. Other offices and officers may be established and appointed by the executive committee of the association at the regular annual meeting. Officers who are active members shall be eligible for reelection. An officer can hold a maximum of two positions. The officer positions can be modified, from time to time, to benefit our evolving association. The total of elective officers shall be an odd amount, so that votes cast cannot end in a tie. The elected officers of the executive committee will utilize a non-public website forum thread for official discussions called the "Officers Thread", which is primarily used as an additional line of officer communication before final decisions are made to the public.

(b) *Terms.* The president, the vice president, the secretary, the treasurer, the sergeant at arms, or any other officers shall take office immediately upon their election, and shall serve for a term of two years and until successors are duly elected. On even year dates, the president, the secretary, and the sergeant at arms shall serve their two year terms. On odd year dates, the vice president, the treasurer shall server their two year terms. Other offices and officers shall be split equally between the even and odd year dates to provide a balance of termed officials. Currently, on the even year dates, the course coordinators of Veterans disc golf course & Tombigbee disc golf course shall serve a term for two years; on the odd year dates, the course coordinators of Ballard disc golf course & Trace disc golf course shall serve a term for two years, and if necessary, one active member can fill two positions (maximum), having dual roles within the executive committee and course coordinator nine person officer body. Vacancies in any office may be filled for the balance of the term, of such office, as appointed by the executive committee.

(c) *Executive Committee (5 total):*

(1) *President* - Chief Spokesman for the TDGA, dealing with Media, MS State Parks and Tupelo Park & Recreation. The President represents TDGA at the Tupelo Sports Council once per month plus any other functions. The President shall work with Treasurer on developing and maintaining a simple but thorough accounting system, and creating a budget. The President shall work with the Secretary to ensure that newsletters, emails, or other important information is conveyed to the membership in a timely manner. Shall create ad-hoc committees, and assist with Tournament Directors as needed. Communication, Leadership, Contacts and Tactfulness traits recommended. The president shall communicate to the association with matters or make suggestions in order to promote the welfare and increase the usefulness of the association, and shall perform other duties as are necessarily fundamental to the office.

(2) *Vice-President* - Will become familiar with the financial and spokesman obligations of the association, being aware of what the President is doing. Will be responsible for organizing the various events of the TDGA; i.e. the Bag Tag Challenge, and upon request of the Tournament Director, and any other events that may be added from year to year. This does not mean that he or she must do everything to make these events happen, but is responsible for finding the volunteers to make them happen. The vice-president shall perform all duties of the president during the absence of the president. Also the vice president's role will be the liaison between the Course Coordinators.

(3) *Treasurer* - Oversees recording of tournament funds, mini funds, bag tag funds, sponsorship funds, brick funds, merchandise sales, and any/all miscellaneous funds for the association's finances. Manage deposits and administer receipts for reimbursements through Tupelo Park and Recreation. Shall pay all bills and be responsible for the distribution of discs and other equipment to the recognized sales people of the club. Will maintain a simple yet thorough accounting system of all income and expenditures, and maintain an inventory of merchandise that the club owns. The treasurer shall provide financial statements for all executive committee and general membership meetings. This association does not have its own checking account and all funds/expenses flow through the Tupelo Sports Council. Funds may be drawn only on the signature of the president, or the presidents' active member designee. The treasurer shall make disbursements as authorized by the entire executive committee. The duties of the treasurer, under the approval of the executive committee and active membership, may be delegated to an assistant treasurer. All sums received shall be deposited by the treasurer in the bank or banks approved by the executive committee in a timely manor. At the expiration of the treasurer's term of office, he or she shall deliver to his or her successor all books, money, and any other property of the association currently in the treasurer's possession.

(4) *Secretary* - The administration and management of the association shall be vested in the secretary. The secretary shall direct the activities of the association and perform such other duties as may be defined by the executive committee. The secretary will take minutes of all meetings and be responsible for communicating the minutes and other information to the membership in a timely manner via Internet, newsletters, emails, etc. Again this is not to say the secretary has to publish the newsletter, but is the person responsible for seeing that the communications get done. The secretary shall help publish info that will be utilized by the website coordinator. The secretary shall prepare, with the concurrence of the treasurer, an annual report of the transactions and condition of the association, and generally act in the best interest of the association.

(5) *Sergeant at Arms* - If the presiding officer at any club function cannot maintain order, the sergeant of arms will restore order by taking aside the disorderly members and talking them down from their anger. The Sergeant-At-Arms, as enforcer of violations, will administer fines, collect membership dues, and other items of importance to the TDGA. Shall also assist the Vice President with social functions, be sure that all executive committee members are held accountable, and shall conduct correspondence and to carry into execution all orders, votes, and resolutions not otherwise committed. The Sergeant at Arms is also responsible for making sure that all meetings run according to the agenda, for keeping a list of the overall members of the association and for governing active membership statuses.

(d) *Course Coordinators (4 total)*. The principal responsibility of each Course Coordinator is to maintain and improve the courses. Drastic improvements (like moving baskets, creating tee-pads, new holes, adding bridges, posts, signs, etc.) must have approval of the entire Executive Committee. At the beginning of each year, and then, when necessary, the course coordinator will provide a list of needed improvements for the upcoming year. Requests for improvements should include estimates of costs. He or she will be responsible for planning, coordinating, and publicizing workdays, as needed, with special emphasis on getting the course ready for major events, tournaments, etc. The Course Coordinator shall be available when the TDGA Mini Rotation is upon their course, or shall appoint an active member to fill-in their place. The CC shall also be responsible for updating the courses billboard information, for rotating the basket positions in a timely and consistent manner, ensure that trash is removed. Due to unknown circumstances, the course coordinator's communication with the Tupelo Park and Recreation, or MS State Park departments should occur after approval with the President of the executive committee.

(1) *Ballard Park Coordinator*

(2) *Tombigbee St. Park Coordinator*

(3) *Trace St. Park Coordinator*

(4) *Veterans Park Coordinator*

(e) *Volunteerism*. Tournament directing is a voluntary task for interested disc golfers and shall be performed with leadership and integrity. For any tournament, the tournament director(s) shall be an active member. If the tournament director is not a current executive committee officer, then he or she will be taught by the executive committee on how to coordinate, organize, and professionally run the tournament according to the executive committee's guidelines. This is so that the tournament runs well and does not change drastically from year to year. In order to make changes to a tournament, the tournament director(s) must have entire executive committee approval and then notify the course coordinator of the approved Changes.

BYLAW EIGHT: TOURNAMENTS / EVENTS

(a) *Tournaments*. All association events shall be pre-approved by the Tupelo Park and Recreation, Mississippi State Parks, or any authority having jurisdiction, before final scheduling. All events (i.e.: regular events, mini's, or events held for charities and/or fundraising, etc.) must also be pre-approved by the executive committee. Events selected for sanctioning shall be duly scheduled in advance, according to the sanctioning body's requirements.

BYLAW NINE: ELECTIONS

(a) *Officers*. The election of association officers shall take place annually at the time and place of the regular annual meeting. Only active members, in good standing, shall be entitled to vote and be eligible candidates for office. Candidates who receive a majority of votes so cast shall be elected.

(b) *Members of Executive Committee*. At the annual meeting next held after the adoption of these bylaws, members of the executive committee shall be elected by vote, and shall immediately enter on the performance of their duties to serve a term of two years until their successor is qualified and elected. The members of the executive committee have the option to resign, at any time, due to known or unknown circumstances. The members of the executive committee can be suspended or expelled, as stated in these bylaws.

(c) *Election Years*. On even year dates, the president, the secretary, and the sergeant at arms shall be elected. On odd year dates, the vice president, and the treasurer shall be elected. Other offices and officers shall be split equally between the even and odd year dates to provide a balance of elected officials. Currently, on the even year dates the course coordinators of Veterans disc golf course & Tombigbee disc golf course shall be elected; on the odd year dates the course coordinators of Ballard disc golf course & Trace disc golf course shall be elected.

BYLAW TEN: COMMITTEES

(a) *Standing Committees.* The association shall have at least one standing committee: an executive committee of, at least, three persons. Additional standing committees may be established by a vote of the active membership. Members of these committees shall be elected at the annual association meeting. Each standing committee shall have a chairperson, who shall be responsible for directing and coordinating the affairs of the committee. Vacancies that occur on any committee (by reason of death, resignation, or otherwise) may be filled by the remaining members for the unexpired term.

(b) *Executive Committee.* The executive committee shall have supervision, control, and direction of the affairs of the association, shall execute the policies and decisions of the membership, shall actively prosecute the association's objects, and shall have discretion in the disbursement of funds. It may adopt such rules for the conduct of its business as shall be deemed advisable, and may, in the execution of powers granted, appoint subcommittees or agents to work on specific problems or reports. The executive committee shall have a regular meeting at the time and place of the annual meeting, and shall report to the membership on its activities. It shall meet on the call of the president or secretary. It shall also meet on demand of a majority of the active members of the association.

BYLAW ELEVEN: VOTING

When, in the judgment of the executive committee, any question shall arise that should be put to a vote of the active membership, and when it deems it inexpedient to call a special meeting for that purpose, it may, unless otherwise required by these bylaws, submit the matter to the membership in writing by mail for decision, and the question thus presented shall be determined according to a majority of the votes received by mail within two weeks after such submission to the membership, provided that, in each case, votes of at least sixty (60) per cent of the active members shall be received. Action taken in this manner shall be as effective as action taken at a duly called meeting. Officer election voting shall not occur electronically.

BYLAW TWELVE: AMENDMENTS

Bylaws may be amended, repealed, or altered, in whole or in part, only by the unanimous vote of the executive committee.

BYLAW THIRTEEN: LIABILITIES

Nothing in these bylaws shall constitute members of the association as partners for any purpose. No member, officer, agent, or employee shall be liable for the acts or failure to act of any other member, officer, agent, or employee of the association. Nor shall any member, officer, agent, or employee be liable for his or her acts or failure to act under these bylaws, excepting only acts or omissions arising out of his or her willful misfeasance.

BYLAW FOURTEEN: INSIGNIA

The executive committee may adopt insignia, colors, badges, and flags for the association as it deems desirable.

BYLAW FIFTEEN: FUNDS

(a) *Finances.* This association is not intended as a profit making organization, nor is it founded with the expectation of making a profit. The association shall use its funds only for objects and purposes specified in these bylaws. The association's finances operate underneath the Tupelo Sports Council 501(c) tax exemptions status. Finance records must be properly maintained for reporting to the Tupelo Sports Council at any given time.

(b) *Bonding.* Persons entrusted with the handling of association funds may be required, at the discretion of the executive committee, to furnish, at association expense, a suitable fidelity bond.

BYLAW SIXTEEN: DISSOLUTION

The association may be dissolved by the vote of a majority of its active members. In the event of dissolution, the property of the association shall be distributed as follows: Equally among the active members as of the date of dissolution.