

Charter

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Abstract

Clark County Disc Golf aims to bring together disc golfers in Clark County, Washington to improve, maintain and establish courses in the county. The club coordinates efforts with local governments to that end, while also educating the general public. It will also serve to bring the community together with leagues and events.

Club Purpose

Provide the community with an organization:

- To provide credibility with park departments, course owners, potential sponsors, and the PDGA
- To join formal public volunteer programs, such as 'adopt-a-park'
- To voice their opinions and participate in a disc golf organization
- To expand disc golf in the area

Coordinate the members' efforts in matters of:

- Course development, improvement, and maintenance
- Program, league and event scheduling and development
- Communication with members, recreational disc golfers, the community, general public, the respective park departments and other clubs
- Secure funds to further the efforts of the club

Code of Conduct

Club members and board members are expected to act in a way that is positively representative of the club and its community. Club members should be committed to growing the sport, helping those in their community and having fun throwing discs.

Club members are expected to act appropriately when on the course or representing the club in any way, thus avoiding the following actions:

- Unsportsmanlike conduct, such as: cursing, throwing objects in anger (other than discs), excessive displays of anger, overt rudeness, threats or willful physical harm to anyone present
- Willful destruction or harming of park property, plant life, or wildlife
- Harassment, bullying, or violence
- Cheating

Club members in repeated or extreme violation of this code may be removed from the club and prevented from participating in any club-affiliated leagues, tournaments or events.

Conflicts of Interest

There is an explicit exclusion of participating in the club for sole economic interests. Board members are prohibited from participating in the club to make money. In the event a board member has business interests and/or stand to gain, they shall respect the applicable items including (not limited to):

- Recuse themselves from voting if and when a conflict of interest arises
- Pay sponsorship or advertising fees, without preferential treatment, in the same manner as an unaffiliated sponsor, business sponsor or advertiser
- Act in the best interests of the club and the disc golf community at large

Club Management

- The club will be managed by a group of seven voting board members. (see Board Member Descriptions document for explanation of roles)
- Board members will meet quarterly to discuss current projects and establish goals.
- Board meetings must have 4 members present to provide a quorum
- Board members will vote on any expenditure above 100 dollars. Expenditures below that threshold must be overseen by at least two board members
 - Must have a yes vote from at least 4 members to proceed with the expenditure.
- Board members will vote to change the fee schedule from the leagues
- Any changes to the fee schedule or successful votes for expenditures will be posted on the club website
- Board members can vote to make amendments to the club charter, but they must be unanimous
- Changes to the fee schedule will be distributed to all club-affiliated league directors
- Board member votes will be recorded in minutes that will be posted to the club website
 - Members not able to attend a meeting may cast their vote digitally

Board Member Terms and Elections

- Board members will serve three year terms
- Board members may serve in 3 named member terms
- Named member roles are the Community Liaison, Secretary and Media Manager
 - After serving in a named role 3 times, they may continue on the board as a member-at-large for unlimited terms
- Board members will be elected in the spring
- Board members will be elected by registered club members
 - Club members will vote for the named roles, and choose four names for members-at-large

- The four members-at-large candidates with the most total votes will be elected
- If a board member bows out of their role, or if they are removed by the board, an interim member will be chosen by the board and serve the remainder of the term
 - The board will vote on the interim member and must have at least 4 yes votes to approve the new member

Removal of Board Member

Reasons for board member removal

- Activities that are in violation of the law, park regulations, or the Code of Conduct
- Violation of conflict of interest policy
- Failure to perform assigned duties and/or attend board meetings
- Abuse of authority
- Misuse of club funds

Method of Removal

- Board members can be removed by a vote from at least 5 other board members, voted on at a board meeting

Club Membership

- Community members can become registered club members by filling out the club member registration form that is hosted on the website
- The club will only take the minimum amount of data from members, such as; name, email, zip code
 - Other data can be collected as required, if necessary
 - Demographic data may be collected, on a voluntary basis
 - Club members' individual data will never be sold or shared to any other organizations
- Club membership will give members access to board member voting, a member number, and club emails

Club Membership Removal

- Club members may be removed (temporarily or permanently) by the board
 - Requires a majority vote
- Board members will seek testimony from witnesses/victims
- Board members should seek to discuss the issue with the club member in cases where they deem it appropriate
 - IE: arguments, temper tantrums, etc
 - NOT: violence, sexual violence, harassment or other crimes
- In most cases, a temporary ban should be instituted, the duration agreed upon by the board

- A club member found to be in violation of the Code of Conduct in a repeated or extreme manner will be prevented from participating in any club-affiliated leagues, tournaments or events
- Their name and likeness should be distributed to all league/tournament directors in the club

Club Funding

- The club will be funded through fees gathered at the leagues in the county
- The fee will be collected from the 6th dollar from each of the leagues
 - The fee will not always be the whole dollar per player, it will be adjusted depending on the needs of the club and its projects
- Large projects may also be funded by donations, fundraiser tournaments, merchandise sales, etc
- The club and its projects may also be sponsored by local businesses or organizations

Fee Reporting

- Each club-affiliated league should sign-in all participants on Udisc
 - If not on Udisc, a written sign-up sheet should be scanned and sent to the Treasurer for each week
 - Udisc participation will be scraped from the app, and stored in the clubs files, to maintain record of fee gathering
- At the end of each month, each league director should deposit their portion of league fees into the club bank account
- The treasurer should confirm that the amount deposited matches the sign-ups for that month

Board Member Descriptions

Responsibilities of the Board

The mission of Clark County Disc Golf is to support the disc golf community of Clark County. As the highest leadership body of the organization and to satisfy its fiduciary duties, the board is responsible for

- determining the mission of the organization and understanding its collective purpose
- strategic and organizational planning
- ensuring strong fiduciary oversight and financial management
- fundraising and resource development
- approving and monitoring the organization's programs and services
- enhancing the organization's public image
- assessing its own performance as the governing body of the organization
- ensuring legal and ethical integrity
- approve proposed contracts

Responsibilities of Members at Large - 4 individuals

Each individual board member is expected to:

- know the organization's mission, policies, programs, and needs as well as understand its collective purpose
- faithfully read and understand the organization's financial statements and board materials in advance of meetings
- serve as active advocates and ambassadors for the organization
- fully engage in identifying and securing the financial resources and partnerships necessary for the organization to advance its mission
- leverage connections, networks, and resources to develop collective action to achieve the organization's mission
- help identify personal connections that can benefit the organization's fundraising and reputational standing, and influence public policy
- prepare for, attend, and conscientiously participate in board meetings
- respect the experiences of all who bring their voices and lived experiences into the boardroom and the organization
- vote on club project proposals, charter updates, or other club activities

Responsibilities of Community Liaison - 1 individual

The community liaison is expected to:

- function as a board member at large (see above)

As well as:

- be the person of contact for other organizations (cities, county, churches, other non-profits)

- be the person of contact for all of the county league directors
- meet with other organizations to propose partnerships and projects
- sign contracts with other organizations
- identify needs in the disc golf community
- represent the club as its face
- attend all club events

Responsibilities of Treasurer - 1 individual

The secretary is expected to:

- function as a board member at large (see above)

As well as:

- be the secondary person of contact for other organizations (cities, county, churches, other non-profits)
- be the secondary person of contact for all of the county league directors
- meet with other organizations to propose partnerships and projects
- identify needs in the disc golf community
- manage club finances
- function as bank signatory
- report quarterly to the board on club income and expenses

Responsibilities of Media Manager - 1 individual

The media manager is expected to:

- function as a board member at large (see above)

As well as:

- manage club website
- manage email list of club members
- manage social media for the club
- document minutes during club meetings