

# ARTICLES OF ASSOCIATION

*Scarboro Hills Disc Golf Club*

*In association with Churchville Recreation Council*

Adopted September 10, 2010

[shdgc@scarborohills.com](mailto:shdgc@scarborohills.com)

## **DECLARATION OF RESPONSIBILITY**

Scarboro Hills Disc Golf Course is a county park. The Scarboro Hills Disc Golf Club in association with Churchville Recreation Council (herein after referred to as **CRC**) will abide by the rules and regulation of the CRC, Harford County Parks and Recreation and State and Federal laws. Any person who does not abide by these regulations will be removed from the club and reported to the CRC.

## **CLUB CHARTER**

### **Article One - NAME**

The name of this organization is the *Scarboro Hills Disc Golf Club in association with Churchville Recreation Council*, hereinafter referred to as **SHDGC**.

### **Article Two – PURPOSE**

The SHDGC is an affiliate of, and chartered with, the CRC, Department of Parks and Recreation, Harford County, Maryland, as a non-profit membership organization of disc golf enthusiasts and players. The club and CRC bring together other disc golf enthusiasts and players in support of each other and to promote the game of disc golf in and around Harford County, Maryland.

### **Article Three – MEMBERSHIP**

SHDGC membership is strictly voluntary with payment of **yearly dues**. The club established **\$25.00** for the first year of membership. A change to the yearly dues must be voted on by the Board members and communicated to all members before the change.

### **Article Four - AMENDMENT OF ARTICLES OF ASSOCIATION**

A majority vote by the Board is required to amend the Articles of Association.

### **Article Five – FUND RAISING**

All fund raising activities will be presented to the CRC for approval. SHDGC will follow the necessary non-profit guides for all fund raising events.

### **Article Six –KEY ISSUES**

A majority vote by the Board and members may be necessary from time to time for key changes to the course(s) or the Club Charter (See Section Four of the Bylaws). Key Issues will be sent to all club members at least 1 week (hopefully 1 Month; however, this may impossible) before a decision is needed. The board will work with Parks and Recreation liaisons to come to a decision on any *MAJOR* (See *Addendum D* below) changes or improvements to the course. Any issue needing the approval of the CRC shall be communicated to the CRC at least 1 week (hopefully 1 Month; however, this may be impossible) before a decision is needed. The CRC will have the final decision. The Board requests permission to present the Club voting data for consideration.

# **BYLAWS**

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## **Section One – BOARD OF OFFICERS**

The SHDGC shall be governed by a Board of Officers (hereinafter the “Board”) who are elected by the general membership. The first board members were selected by appointment for a term of two years. This was accomplished to initiate the club and have members who have played regularly at Scarboro Hills Disc Golf course sit on the Board.

## **Section Two – ELECTION OF OFFICERS**

New Officers shall be nominated by a club member and endorsed by at least two (2) club members no later than six (6) months before the current board's expiration of term. Members shall vote for new Officers no later than two (2) months before the present Board's expiration of term. The nominations shall be affirmed by a majority vote of the general members no later than one (1) month before expiration of the current Board's term.

The members of the Board shall be drawn from current SHDGC members. The Board shall consist of the following:

- Four officers: President, Vice President, Secretary/Treasurer and Web Master whose general responsibilities are listed in *Addendum A*.
- Club Members, whose general responsibilities are listed in *Addendum B*

## **Section Three - TERMS OF OFFICE FOR OFFICERS**

SHDGC Officers are elected for two (2) year terms and may be re-elected for one (1) additional one (1) year term for a total of three (3) consecutive years of service in a single office.

If an Officer should resign before his or her term ends or be unable to complete his or her term of office, the President, with concurrence of a majority of the Board, may replace that Officer for the remainder of the un-expired term until the next election, at which time a replacement will be selected by utilizing the nomination and selection process outlined above.

If the President resigns before the end of his or her term, the Vice President shall assume the role of President, and with concurrence of a majority of the Board, may replace the Vice President for the remainder of the un-expired term until the next election, at which time a replacement will be selected by utilizing the nomination and selection process outlined above.

## **Section Four - QUORUM AND VOTING**

A quorum for the Board shall consist of a minimum of three (3) Board members with at least four (4) club members in attendance. Four (4) club members must be in attendance when voting on Major Issues (e.g. course renovation, establishing a committee, club membership issues). Action by the Board must be by a majority of the quorum. In case of a tie, the President holds a tie break vote.

## **Section Five - COMMITTEES**

SHDGC will form committees on an as needed basis. These committees will be determined by the Officers for a specific purpose (fund raising, course maintenance, tournaments, special events and others). Responsibilities will be drafted by members or officers and approved by the officers and the Harford County representative. Each committee member will get a hard or email copy of the specific responsibilities for that committee. Committees: General responsibilities for these committees are listed in the accompanying addendum.

## **Section Six - MEETINGS**

The Annual SHDGC Meeting of the Members shall be held at specified date, time, and location in **October** each year as the Board or President may designate with proper notice being sent to all members. Any member in good standing may attend.

There shall be at least five (5) additional club meetings throughout the year, for a total of six (6) meetings each calendar year. Additional club meetings may be called when deemed necessary by the President or any other member(s) of the Board. Notice of such meeting may be provided by e-mail or telephone, provided such notice is given at least seven (7) days prior to said meeting.

## **Section Seven - RULES OF ORDER**

Roberts Rules of Order, or any other set of Rules of Order duly adopted by a majority of the Board, shall govern parliamentary procedure in the SHDGC meetings. Each member will be given a copy of the Roberts rules of order. See attachment at the end of this document.

## **Section Eight - BYLAWS**

The Bylaws shall be adopted for the governance of the SHDGC by a majority of the Board. A majority vote by the Board is required to amend the Bylaws. These Bylaws will be reviewed and must be accepted by the CRC.

# **ADDENDA**

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## **ADDENDUM (A)**

### **COUNTY LIASON AND OFFICER POSITIONS**

#### **County Liaisons**

County Liaisons are defined as any person/persons who are employed by Harford County. There are several who play and work at Scarboro Hills Disc Golf Course. We are forever in their debt for the time and devotion they have put into Scarboro Hills Disc Golf Course. We will work directly with them to improve Disc Golf in Harford County

#### **Officers**

The responsibilities of the SHDGC officers shall include but not be limited to the following:

- Set overall strategy for the SHDGC
- Lead efforts to revise Articles of Association, By-Laws, and Addendums as needed

#### **President**

The President's responsibilities include:

- Supervising and coordinating SHDGC activities;
- Calling and presiding over regular and special meetings of the Board and the club;
- Ensuring the holding of the Annual Meeting as called for by club's bylaws;
- Ensuring the completion of any special reports required by the CRC and/or the Harford County Department of Parks and Recreation;
- Serving, if interested, as a member of any standing or ad hoc committee, with the right to vote;
- Appointing, with a majority vote of the Board, standing or ad hoc committees for the SHDGC and their respective chairpersons;
- Serving as principal liaison with the CRC and the Harford County Department of Parks and Recreation;
- President holds a tie break vote.

#### **Vice President**

The Vice President's responsibilities include:

- Presiding over the SHDGC meetings in the absence of the President;
- Calling for nominations for new Board member's at the appropriate time;
- Ensuring that the term limits described in the SHDGC bylaws are adhered to by the Officers of the Board;
- Serving as a resource for the Chairs of committees and, participating in associated activities as needed;

- Assuming the duties of the President on an interim basis if the President is unable to complete his/her term.

### **Secretary**

The Secretary's responsibilities include:

- Giving notice of the SHDGC Board meetings;
- Taking and distributing meeting minutes at Board and special meetings;
- Maintaining a permanent record of all SHDGC proceedings;
- Tallying votes from the Board and general membership;
- Maintaining and circulating the current Articles of Association, Bylaws and Addendums of the SHDGC;
- Taking attendance at SHDGC Board and club meetings.

### **Treasurer**

The Treasurer's responsibilities include:

- Receiving all funds paid to the SHDGC;
- Depositing collected funds into the appropriate bank account of the CRC;
- Maintaining the permanent record of all financial matters;
- Preparing a Treasurer's Report on the status of funds for all meetings of the Board;
- Assisting in preparation of event-based budgets and related record keeping.

### **WebMaster**

- The webmaster will maintain the Scarborough Hills Disc Golf Course/Club website and update as necessary or directed by the Board or Recreation Council;
- Provide the Churchville Recreation Office with information to update the appropriate CRC and Harford County Department of Parks and Recreation websites, flyers, and bulletin boards;
- Post information in a timely fashion;
- Provide financial records for the host of the website;
- Promote the SHDGC through the use of electronic media and social networking sites.

## ADDENDUM (B)

### CLUB MEMBERS

Members' responsibilities include:

- Attending the Annual Meeting in October and at least one additional (1) SHDGC meeting a year;
- **Presenting their opinion of the course(s) to other club members in a respectful and civil manner;**
- Provide proposed solutions to club or problems with the course(s) when presenting the club or the Board with complaints;
- Nominating new Officers at the appropriate time for election;
- Attending at least two (2) course cleanup dates a year;
- Contributing to the work of at least one standing or ad hoc committee.

## **ADDENDUM (C)**

### **COMMITTEES**

This area is reserved for any committees the SHDGC creates. See samples of committees below.

The Chair(s) for each committee shall be responsible for submitting financial goals, including budgets, in writing, to the Treasurer throughout each fiscal year. The financial goals are to be reviewed and rejected, accepted, or accepted with modifications by the Board.

#### **Marketing and Communications Committee**

Members of this committee include the Board Members, Website Administrator, and County Assistants. The responsibilities of the Marketing and Communications Committee include coordinating the communication and marketing strategies for the SHDGC and assisting other committees with creation and execution of flyers, postcards, and other mailers.

Website Administrator responsibilities include:

- Managing and updating the content of the website as requested by the Board and the Contributing Editor

Contributing Editor responsibilities include:

- Writing text for the SHDGC website

#### **Membership Committee**

The responsibilities of the Membership Committee include:

- Creating and executing strategies to increase membership;
- Planning, events to attract more people to SHDGC/Course.

#### **Community Awareness Committee**

The responsibilities of the Membership Committee include:

- Creating and executing strategies to increase the community awareness of Scarborough Hills Disc Golf Course and the sport of Disc Golf in general. Planning, events to attract more families to Scarborough Hills Disc Golf Course run special events for all children at the course and to provide instruction for new comers to the sport.

## **ADDENDUM (D)**

### Major Changes:

A major change to the course is defined as any relocation of tee pads, pin positions, course flow, removal of large obstructions ( rocks, trees bigger than saplings), insertions of additional sleeves, and other matters to be determined by the Club and Liaisons and if necessary the CRC. Additionally, a Major Change consists of anything that requires coordination with the CRC and County manpower.

### Minor Changes:

Would be anything the club can work on their own, with club funds, and using personal or club equipment.

## **ADDENDUM (E)**

### **Robert's Rules of Order - Summary Version**

#### **For Fair and Orderly Meetings & Conventions**

Provides common rules and procedures for deliberation and debate in order to place the whole membership on the same footing and speaking the same language. The conduct of ALL business is controlled by the general will of the whole membership - the right of the deliberate majority to decide. Complementary is the right of at least a strong minority to require the majority to be deliberate - to act according to its considered judgment AFTER a full and fair "working through" of the issues involved. Robert's Rules provides for constructive and democratic meetings, to help, not hinder, the business of the assembly. Under no circumstances should "undue strictness" be allowed to intimidate members or limit full participation.

The fundamental right of deliberative assemblies requires all questions to be thoroughly discussed before taking action!

The assembly rules - they have the final say on everything!  
Silence means consent!

- Obtain the floor (the right to speak) by being the first to stand when the person speaking has finished; state Mr./Madam Chairman. Raising your hand means nothing, and standing while another has the floor is out of order! Must be recognized by the Chair before speaking!
- Debate cannot begin until the Chair has stated the motion or resolution and asked "are you ready for the question?" If no one rises, the chair calls for the vote!
- Before the motion is stated by the Chair (the question) members may suggest modification of the motion; the mover can modify as he pleases, or even withdraw the motion without consent of the seconder; if mover modifies, the seconder can withdraw the second.
- The "immediately pending question" is the last question stated by the Chair!  
Motion/Resolution - Amendment - Motion to Postpone
- The member moving the "immediately pending question" is entitled to preference to the floor!
- No member can speak twice to the same issue until everyone else wishing to speak has spoken to it once!
- All remarks must be directed to the Chair. Remarks must be courteous in language and deportment - avoid all personalities, never allude to others by name or to motives!
- The agenda and all committee reports are merely recommendations! When presented to the assembly and the question is stated, debate begins and changes occur!

## The Rules

- **Point of Privilege:** Pertains to noise, personal comfort, etc. - may interrupt only if necessary!
- **Parliamentary Inquiry:** Inquire as to the correct motion - to accomplish a desired result, or raise a point of order
- **Point of Information:** Generally applies to information desired from the speaker: "I should like to ask the (speaker) a question."
- **Orders of the Day (Agenda):** A call to adhere to the agenda (a deviation from the agenda requires Suspending the Rules)
- **Point of Order:** Infraction of the rules, or improper decorum in speaking. Must be raised immediately after the error is made
- **Main Motion:** Brings new business (the next item on the agenda) before the assembly
- **Divide the Question:** Divides a motion into two or more separate motions (must be able to stand on their own)
- **Consider by Paragraph:** Adoption of paper is held until all paragraphs are debated and amended and entire paper is satisfactory; after all paragraphs are considered, the entire paper is then open to amendment, and paragraphs may be further amended. Any Preamble cannot be considered until debate on the body of the paper has ceased.
- **Amend:** Inserting or striking out words or paragraphs, or substituting whole paragraphs or resolutions
- **Withdraw/Modify Motion:** Applies only after question is stated; mover can accept an amendment without obtaining the floor
- **Commit /Refer/Recommit to Committee:** State the committee to receive the question or resolution; if no committee exists include size of committee desired and method of selecting the members (election or appointment).
- **Extend Debate:** Applies only to the immediately pending question; extends until a certain time or for a certain period of time
- **Limit Debate:** Closing debate at a certain time, or limiting to a certain period of time
- **Postpone to a Certain Time:** State the time the motion or agenda item will be resumed
- **Object to Consideration:** Objection must be stated before discussion or another motion is stated
- **Lay on the Table:** Temporarily suspends further consideration/action on pending question; may be made after motion to close debate has carried or is pending
- **Take from the Table:** Resumes consideration of item previously "laid on the table" - state the motion to take from the table
- **Reconsider:** Can be made only by one on the prevailing side who has changed position or view
- **Postpone Indefinitely:** Kills the question/resolution for this session - exception: the motion to reconsider can be made this session
- **Previous Question:** Closes debate if successful - may be moved to "**Close Debate**" if preferred
- **Informal Consideration:** Move that the assembly go into "**Committee of the Whole**" - informal debate as if in committee; this committee may limit number or length of speeches or close debate by other means by a 2/3 vote. All votes, however, are formal.
- **Appeal Decision of the Chair:** Appeal for the assembly to decide - must be made before other business is resumed; NOT debatable if relates to decorum, violation of rules or order of business
- **Suspend the Rules:** Allows a violation of the assembly's own rules (except Constitution); the object of the suspension must be specified