

# **SIR 102 GOLF CLUB BYLAWS**

November 19, 2005

## **Article I**

The name of this organization shall be **SIR 102 Golf Club**.

## **Article II**

The purpose of this Golf Club is to make available to its members the best possible program which will:

- a. Promote the maximum enjoyment and fellowship among the members.
- b. Establish rules and procedures whereby all members can compete in tournaments on an equal basis.

## **Article III**

### **MEMBERSHIP**

The membership of this organization shall be composed of SIR 102 members in good standing who have paid their Northern California Golf Association (NCGA) dues. Future Branch 102 members (those on our "Waiting List") may play in tournaments as a guest of their sponsor.

## **Article IV**

### **OFFICERS**

*Section 1.* Officers of this Club constitute the Golf Club's Board of Directors and are as follows:

1. Golf Chairman
2. Tournament Director
3. Handicap Chairman
4. Secretary
5. Treasurer
6. Entertainment Chairman
7. Asst. Tournament Director
8. Asst. Handicap Chairman
9. Asst. Secretary
10. Asst. Treasurer

*Section 2.* The above officers' term of office shall be one calendar year.

- Section 3.* The Golf Club Board shall meet monthly, immediately after the regular SIRs meeting or at the direction of the Board of Directors, and is open to all Golf Club members who wish to attend.
- Section 4.* A majority of Golf Club Board members shall constitute a quorum.
- Section 5.* Other assistants shall be assigned as needed by the Tournament Director, or in his absence by the Golf Chairman.

## **Article V**

### **DUTIES OF OFFICERS**

- Section 1.* The **GOLF CHAIRMAN** will chair all monthly Golf Club meetings and be the liaison between the Golf Club and the BigSir/Exec Board. The Golf Chairman is responsible for:
- a. The Branch's golf activities not conflicting with Sir's State or Branch By-laws and Rules and Procedures as well as seeing that the Golf Club By-laws are enforced.
  - b. Presenting a monthly financial statement at each SIR 102 Executive Board meeting.
  - c. Seeing that an annual Golf Club financial report is prepared and presented to the Executive Board no later than the January meeting.
  - d. Appointing (with approval of the Board) new directors, assistants to Board members, or chairmen to fill vacancies.
  - e. Interviewing all candidates for Club offices to ensure that prospective officers understand and support the By-laws of the Club.

This officer is appointed by the Big Sir and votes when needed to break ties within the Golf Club Board.

- Section 2.* The **HANDICAP CHAIRMAN** shall be responsible for:
- a. All aspects of handicapping as directed by the NCGA.
  - b. Processing new Golf Club member applications.
  - c. Yearly dues collections.
  - d. Keeping the Club's member roster current.
  - e. Submitting monthly tournament scores to NCGA and maintaining records pertinent to the handicap system.

The Asst. Handicap Chairman shall be responsible for performing the duties of the Handicap Chairman in his absence or at his direction.

*Section 3.* The **TREASURER** is responsible for:

- a. Keeping an account of all funds received and disbursed.
- b. Providing a schedule of tournament payouts and giving a statement of funds available at each monthly Golf Club Board meeting.
- c. Preparing an annual Statement of Funds Report for the Golf Chairman to give to the Executive Board. This Report is to be ready by the first Executive Board meeting in January.
- d. Ensuring the Bank/Credit Union has the Treasurer, Asst. Treasurer and Tournament Director as authorized signers on the account.
- d. Signing all checks and making all deposits. If absent, the Asst. Treasurer or Tournament Director may perform these functions.
- e. Ensuring a budget has been prepared and presented to the Board for approval no later than the first Board meeting of each new calendar year.

The Asst. TREASURER shall be responsible for performing the duties of the TREASURER in his absence or at his direction.

*Section 4.* The **TOURNAMENT DIRECTOR** shall be responsible for:

- a. Conducting all Club tournaments in an open, fair and efficient manner.
- b. Preparing an annual Golf Policy Letter (for Board Approval) which defines at a minimum:
  1. Monthly sign-up policy and procedures
  2. Event pairing policy
  3. Tournament and other special event fees
  4. Event refund policy
  5. Event check-in policy
  6. Club Championship policy
  7. Match Play Championship policy
- c. Validating members who have played a minimum of ten Club tournaments Between January 1<sup>st</sup> and May 31<sup>st</sup> to be eligible for Club Championship Competition.
- d. Assuming office duties when the Golf Chairman is absent.
- e. Planning and organizing the Annual Golf Club Awards

- Banquet..
- f. Presenting to the Golf Club Board for review and agreement the overall event schedule for the upcoming year.
  - g. Presenting any major changes to the current golf schedule to the Golf Club Board prior to the changes taking place.
  - j. Making appropriate payments to the respective golf courses for each scheduled event.

The Asst. TOURNAMENT DIRECTOR shall be responsible for performing the duties of the TOURNAMENT DIRECTOR in his absence or at his direction.

*Section 5.* The **SECRETARY** shall keep a complete written record of all meeting proceedings, perform the official correspondence duties of the Club, make available Golf Club By-laws to new members and coordinate golf information into the newsletter.

The Asst. SECRETARY shall be responsible for performing the duties of the SECRETARY in his absence or at his direction.

*Section 6.* The **ENTERTAINMENT CHAIRMAN** upon receiving approval from the Golf Club Board will arrange and have charge of all SIR 102 Golf special golf and social functions.

*Section 7.* The **GOLF CLUB BOARD** shall appoint a three-member Rules Committee to be responsible for arbitrating all disputes. The Board-as-a-whole is also responsible for any activity which may arise which has not already been previously assigned.

## **Article VI**

### **NOMINATIONS AND ELECTIONS**

*Section 1.* The Golf Chairman is appointed by the Big Sir in accordance with the State SIR Bylaws. All other members of the Golf Club Board are elected in accordance with SIR 102 Golf Club By-laws.

*Section 2.* Nomination of Board of Director Candidates

No later than August 1<sup>st</sup> a Nominating Committee (composed of not less than three Golf Club members) shall be appointed by the Tournament Director.

A slate of next year's candidates is to be readied and presented to all golf Club members at the September meeting. Additional nominations will be accepted from the floor providing nominees are present or have given their sponsor written consent to have their names placed in nomination. After the nominations are closed the Secretary shall prepare official ballots listing all nominated members in alphabetical order for each office contested. "Write in" votes will be rejected.

*Section 3.* Elections will be held at the November Golf Club Annual Award banquet. An Election Committee, appointed by the Tournament Director will see that voting members sign the register, obtain a preprinted ballot and place complete ballots in a box provided for the occasion. Election results will be announced that day. The newly elected officers will assume duties on January 1st.

## **Article VII PRIORITIES**

Playing/Sign up priority. Regular members in good standing will have priority over guests, except for Waiting List guests as defined in Article III-MEMBERSHIP.

## **Article VIII RESPONSIBILITY OF PLAYERS**

The Player's responsibility shall be to:

- a. Become familiar with the Rules of Golf, local Rules of the Courses played and all conditions under which SIR 102 Golf tournaments are played.
- b. Bring any grievance to the attention of the Tournament Director. If the complaint is not satisfactorily resolved the member may request a full review by the Golf Club Board.

## **Article IX SUSPENSION OR EXPULSION**

*Section 1.* The Golf Club Board shall have the power to suspend or expel any member whose conduct, in the opinion of the Board is prejudicial to the welfare, interest, repute or character of the Golf Club. This power is limited to Club Activities and requires a vote of at least

FOUR (5) Board members.

*Section 2.* Once the Golf Club Board of Directors agrees that punitive action is necessary, the following is to be done:

- a. Prepare a letter signed by at least five Board members directed to the member stating the charges and proposed action against him. The member must be given 10 days from receipt to respond
- b. This letter must be sent Registered mail with a Return Receipt requested.
- c. If the member wishes to challenge the Board's decision, he must be given an audience within 10 days with all assenting Board members present. If no challenge is received, he may not have any recourse after ten days of receipt of the aforementioned letter.
- d. After ten days with no response, the Board may take action it outlined in its original letter.

*Section 3.* Any elected officer of the Club may be removed from office for good cause upon an affirmative vote of three-fourths of members present at a regular or special meeting of the Club called for this purpose. For this type of action all Golf Club members must have received a prior 10 day written notice of the meeting's purpose.

## **Article X**

### **AMENDMENTS**

*Section 1.* These By-laws may be amended by a two-thirds ( ? ) majority of the members-at large present at any monthly Golf Club meeting providing a copy of the proposed amendments has been given to all members before the meeting.

*Section 2.* When not in conflict with these By-laws, Robert's Rules of Order, as amended, shall be used as parliamentary authority for the Golf Club and its Board of Director meetings.