

# **River Ridge Men's Golf Club Constitution and By-Laws**

## **May 1, 2011**

### **Article 1: Name.**

This organization shall be named the River Ridge Men's Golf Club (RRMGC).

### **Article 2: Purpose.**

*Section 1:* To stimulate interest in golf at the River Ridge Golf Club by bringing together a group of men to form a golf organization.

*Section 2:* To promote and foster among its members a closer bond and fraternity for their joint and mutual benefit, and to promote and conserve the best interests and true sport of the game as embodied in its ancient and honorable traditions.

*Section 3:* To promote uniformity in the rules by creating a representative authority.

*Section 4:* To establish and maintain uniform handicaps for all members consistent with and acceptable to the United States Golf Association and administered through the Southern California Golf Association (SCGA).

*Section 5:* To afford a convenient and authoritative body to govern River Ridge Men's Golf Club tournaments.

*Section 6:* This organization does not contemplate pecuniary gains or profit to the members thereof and is organized solely for non-profit purposes.

### **Article 3: Membership.**

*Section 1:* Applicants for membership shall be men eighteen years of age and older.

*Section 2:* Memberships are individual and are non-transferable.

*Section 3:* Membership confers voice in the operation of the golf course, clubhouse, or any facility of the course.

*Section 4:* Memberships into the club are for one calendar year and renewals are due on or before December 15th or other date established by the SCGA.

*Section 5:* Each applicant for membership shall be proposed to the Membership & Handicap Chairman who shall act upon each proposal.

*Section 6:* In the event any member of this organization shall commit any act which reflects discredit to the River Ridge Men's Golf Club or disrepute thereon, or shall refuse or neglect to comply with the rules and regulations adopted by the Board of Directors or duly appointed officers, such member shall be subject to suspension or expulsion after the right to be heard and ten days after written notice, by a vote of two-thirds of the Board at any regular meeting or special meeting called for such purpose.

*Section 7:* Board meetings shall be held monthly, generally on the 2<sup>nd</sup> Thursday of the month. The Board of Directors shall conduct all formal business of the club and direct the general management during these meetings. The President may include guests as a part of the official agenda but they may not participate during the conduct of the meeting unless officially recognized and must depart at the request of the President. Members in good standing may attend the meeting but may participate only when officially recognized by the President and must depart if so requested by the President.

*Section 8:* General meetings shall be held at the discretion of the Board. Members may attend the general meetings and participate when officially recognized by the President. Guests may be admitted to the general meetings and participate at the discretion of the President. The

Board of Directors shall accept motions from the general membership but shall not conduct formal club business or make decisions that affect the management of the club during the general meetings. An annual meeting shall be held as the December general meeting. The Board of Directors shall provide for the holding of those meetings and such other meetings as may be deemed necessary, and shall call special meetings upon written petition signed by not less than ten percent (10%) of the membership.

*Section 9* The Board of Directors shall establish all memberships, fees and dues.

**Article 4: Board of Directors.**

*Section 1:* General The Board of Directors shall consist of four officers and eight to ten directors, all members in good standing of the River Ridge Men's Golf Club. They shall exercise all powers of management of the Club not specifically excluded by these by-laws.

| <u>Officers</u> | <u>Directors</u>                  |
|-----------------|-----------------------------------|
| President       | Saturday Tournament Director      |
| Vice-President  | Sunday Tournament Director        |
| Treasurer       | Membership & Handicap Chairman    |
| Secretary       | Saturday Tournament Committee *   |
|                 | Sunday Tournament Committee *     |
|                 | Entertainment Chairman (Saturday) |
|                 | Entertainment Chairman (Sunday)   |
|                 | Webmaster                         |

*\* There can be 2 directors in this position*

In the event that not all positions can be filled, individuals may perform multiple officer/director duties. A majority number of the Board of Directors (normally, 7 of 12 or 8 of 14) shall constitute a quorum for all legal matters concerning management and financial direction of the club.

*Section 2: Terms.*

The terms for all Officers and Directors shall be two years and elected in alternating years. The President, and Secretary shall be elected in odd numbered years and the Vice-President and Treasurer in even numbered years. One half of the Directors shall be elected in odd numbered years and the other half shall be elected in even numbered years.

*Section 3: Incentives.*

The Board of Directors shall receive the following incentives:

- Green fees subsidized for River Ridge Men's Golf Club monthly tournaments entered;
- One article of clothing with the River Ridge Men's Golf Club logo; and
- Subsidy for participating in the annual board outing.

The cost for items two and three above will be determined in conjunction with the preparation of the annual budget.

*Section 4: Nomination of Officers and Directors.*

**Officers:** President, Vice-President, Treasurer and Secretary shall be nominated for the specific office. Nominees for an office shall have previously been a member of the Board of Directors. Nominees for President shall have been an officer within the previous two years to ensure

knowledge and cognition of the River Ridge Men's Golf Club. Should no current Board Officer elect to run for the office of President, a member of the current Board of Directors may be nominated for the office of President. Should no member of the current board elect to run for an officer position, a member in good standing will be permitted to run for that position.

Directors are not nominated for individual chairmanships. The President shall assign each of the Directors to a chairmanship.

**Nomination Procedures:** Beginning in August, the Vice President shall be responsible for collecting all nominations for the annual election. The Vice President shall make the list of nominees available to all club members via the newsletter, website, and/or bulletin board in advance of the election.

*Section 5: Election of Officers and Directors.* The voting will be by written ballot and those names receiving the greatest number of votes cast by the membership shall be declared elected. The Vice President shall be responsible for preparing and duplicating the official ballot. Official votes will be all ballots received before or during the first day of the October Club Championship Tournament. Runners-up to the elected Directors will be given first consideration when replacing vacancies.

*Section 6: Installation of Officers and Directors.* The newly elected Board of Directors shall be installed during the December annual meeting. They will assume the responsibilities of their new positions effective the 1<sup>st</sup> of January in the calendar year for which they were elected.

*Section 7: Filling Vacancies.* In the case of a vacancy, the remaining Board, even though less than a quorum, may elect a successor by a majority vote to hold office for the incomplete term. Where possible, the runners-up to the formal election will be given consideration.

*Section 8: Dismissal of Members of the Board of Directors.* The remaining Board may approve a request for resignation from a Board Member. If a Board Member has two (2) consecutive unexcused absences from official Board meetings that Board Member is subject to dismissal from the Board at the discretion of the remainder of the Board.

#### **Article 5: Officers and Directors Duties.**

*President:* The President shall preside over all Men's Club meetings and, in general, direct all activities of the Club. He shall be the primary representative and spokesman for the Club and direct or author all official club correspondence. He shall call special meetings and assign official duties to other members of the Board of Directors as appropriate. He shall oversee an annual audit of the Club's finances. He and any two other member of the Board of Directors or one member of the Board of Directors and one member in good standing shall serve as the Audit Committee to conduct the Annual Audit of the Club Finances. The Treasurer shall be an ex-officio member of the Committee. The audit shall be performed no later than September. The President shall not initiate motions or propose actions during official meetings, without stepping down from the Chair.

*Vice-President:* The Vice-President shall remain informed of Club activities and stand ready to assume the President's duties as required. He shall be the Club parliamentarian and maintain the by-laws. He shall be responsible for providing the Board of Directors with the official Club apparel. He shall formulate the Club's budget and present it to the Board of Directors for approval at a Board of Directors meeting no later than February. He shall manage the Club's budget and initiate changes as necessary throughout the year. He shall be responsible for arranging the Annual Board retreat in no earlier than March or later than July.

*Secretary:* The Secretary shall be responsible for the official recording and accuracy of minutes of all Club meetings. At all monthly board meetings, he shall distribute a copy of the minutes from the previous meeting, to be corrected as necessary and accepted by the Board. He shall be responsible for updating all club trophies and plaques located in the breezeway. He shall be responsible for updating the list of upcoming events on the bulletin board in the breezeway. He shall collect nominations and prepare the ballot for the annual election. He shall contact a local non-profit organization for donation of Toys and other gifts as a result of our December Tournament.

*Treasurer:* The Treasurer shall be custodian of all official club funds. He shall ensure that all expenditures are within the clubs budget or have special approval by the Board of Directors. He shall deposit all funds, in the River Ridge Men's Golf Club bank account, in a timely manner. He shall maintain current financial status and report the monthly financial status at official meetings. The Treasurer shall keep an accurate set of books and make all financial records available for audit as directed by the President. The Treasurer shall disperse official club funds by check, signed by himself, after approval by the Board of Directors.

*Tournament Director:* The Tournament Director is responsible for planning, scheduling and conducting official Men's Club Monthly Home Tournaments and President's Cup match play competition. He shall receive the entry forms and payment, schedule the tee times, and submit the finalized tee time list to the pro shop and to the Webmaster for posting no later than 72 hours prior to the tournament date. He shall secure the desired course conditions with the assistance of the pro shop staff and post the rules, flights, and prize breakdown prior to each tournament. He shall forward all entry fees to the Treasurer and ensure the course is reimbursed for tournament costs. He shall finalize the tournament results, post them at the end of play, and provide the results to the Webmaster for posting to the Club website no later than 48 hours following the tournament. He shall provide all scorecards to the Handicap Chairman. He shall distribute the tournament prize funds in the form of scrip and secure and distribute all trophies or other awards as necessary for tournament participants. He shall coordinate the Men's Club Tournament Schedule with the pro shop staff and by August 1<sup>st</sup>, secure tournament dates for the following year. He shall submit the schedule, along with tournament formats to the Board of Directors for approval by the November board meeting. He shall forward all historical files to the Secretary and ensure that the incoming Tournament Chairman receives all current records.

*Assistant Tournament Committee:* Are responsible for carrying out the responsibilities of the Tournament Chairman in his absence. Additionally, each Assistant Tournament Director is responsible for onsite operation and conduct of either the Saturday or Sunday Tournament. Each

works with the Tournament Director and the Entertainment Chairman to conduct the regular monthly club Tournaments.

*Entertainment Chairman:* The Entertainment Chairman is responsible for all side games for the Men's Club Monthly Home Tournaments and assists the tournament director, as necessary, in the conduct of these tournaments. He shall determine the format and cost for all side games to be made available to tournament participants, and submit this to the Board of Directors for approval at the monthly meeting prior to each tournament. He shall post the side game information for tournament participants during check in, collect payment, finalize all side game results, distribute prize funds, and provide the results to the Publicity Chairman the Chairman for publication. On the day of a tournament, the amount of side game funds as well as a summary of members participating in side games must be recorded and initialed by the Entertainment Chairman and one other board member. He shall forward all historical files (including the initialed records previously described) to the Secretary and ensure that the incoming Entertainment Chairman receives all current records. He shall organize and conduct the annual Board of Directors Installment Dinner and Holiday Party.

*Membership & Handicap Chairman:* The Membership & Handicap Chairman is responsible for maintaining the club's membership records and files and ensuring the proper implementation of the SCGA Handicap System for the Club. He will instruct the membership on SCGA procedures for adjusting gross scores and proper posting procedures, post the current months SCGA index sheets in the breezeway, and provide the Tournament Chairman with a current index listing prior to each tournament. He shall, as a minimum, audit all monthly home tournaments to ensure players are properly posting their scores, making all necessary corrections. The Membership & Handicap Chairman must complete any required SCGA training and maintain his SCGA Handicap Certification. He shall prepare, duplicate, and distribute membership application forms, receive all completed membership applications, forward the application fees to the Treasurer, provide a welcome package to all new members, and prepare a membership roster. He shall report the current membership status and provide the Board of Directors with the current membership roster at all monthly meetings. He shall forward all historical files to the Secretary and ensure that the incoming Membership & Handicap Chairman receives all current records.

*Webmaster:* The Webmaster is responsible for all information posted on the Men's Club Website. The website [www.rrmgc.org](http://www.rrmgc.org) is the primary source of communication between the Board of Directors and the general club membership. The Webmaster will coordinate the publication of a Quarterly Newsletter.

## **Article 6: Standing and Ad hoc Committees, Appointments, and Honor Awards.**

*Section 1: Tournament Committee.* The Tournament Committee shall include at a minimum the Tournament Directors, Assistant Tournament Directors, the Entertainment Chairmen, and the Membership & Handicap Chairman. The President and other Board Members shall be ex-officio members of the Committee. The Tournament Directors may propose and the Board must approve any general member of the Club to serve on the Tournament Committee.

*Section 2: Audit Committee.* The President and any two other member of the Board of Directors or one member of the Board of Directors and one member in good standing shall serve

as the Audit Committee to conduct the Annual Audit of the Club Finances. The Treasurer shall be an ex-officio member of the Committee.

*Section 3: Ad hoc Committees.* Any member of the Board of Directors may request the formation of an Ad hoc Committee to address specific issues of club concern. The Ad hoc Committee shall exist for the time specified in its creation and shall not address any issues except those specified in its creation. Members of each Ad-hoc Committee will receive one tournament prize fund entry fee waiver for each month the Committee operates.

*Section 4: SCGA Club Delegate.* The President shall appoint the SCGA Club Delegate to serve a general liaison with the Club and the SCGA. The Club Delegate must be able to participate in SCGA Club Delegate Programs.

*Section 5: Ad hoc Appointments.* The President shall make Ad hoc appointments of general club members or the Board Members to address issues that may arise from time to time.

*Section 6: Board of Directors Emeritus:* The Board of Directors may grant the honorary title of Director Emeritus to a Board Member who has served with distinction on the Board. Any former Board Member who is granted this recognition is entitled to play any RRMGC Home Tournament at the same rate as current Board Members.

#### **Article 7: Amendments to the By-Laws.**

*Section 1:* The Board of Directors shall have the power to repeal or amend the by-laws provided that such action is not effective until approved by a majority of the general membership present at an Official Men's Club Meeting. The Board of Directors shall post a copy of any proposed by-laws or changes thereto on the official Men's Club bulletin board and Website for at least twenty (20) days prior to any meeting to approve such changes. The Board of Directors shall implement changes to the by-laws at the earliest possible date after approval by the general membership.

*Section 2:* The Board of Directors will review the by-laws annually and approve any changes prior to seeking approval from the general membership, either at a general meeting or other meeting called specifically for that purpose.

#### **Article 8: Meetings and Club Communications.**

*Section 1 Monthly Board Meetings.*  
Roll Call of Officers and Directors  
Introduction of guests  
Reports from officers and chairmen  
Minutes from previous meeting  
Financial report  
Tournament instructions  
Side game formats  
Other  
Adjournment

*Section 2: General Meetings.*

Roll Call of Officers and Directors  
Introduction of guests  
General discussion  
Adjournment

*Section 3: Special Meetings of the Club.*

Roll Call of Officers and Directors  
Introduction of purpose of Special Meeting  
Conduct Business of Special Meeting  
Adjournment

*Section 4: Club Communications.*

The Primary form of Communication between the Board of Directors and the General Club Membership is through the Club Website ([www.rrrmgc.org](http://www.rrrmgc.org)).

The Club Bulletin Board located at the River Ridge Club House is a secondary communication point and to the extent feasible Club Communications will be posted in the vicinity of the Club Bulletin Board.

**Article 9: Important Dates throughout the Year.**

| <i>Month</i> | <i>Action</i>  |
|--------------|--|
| February     | Budget submitted for Board Consideration..   |
| August       | Prepare and approve home tournament schedule for following year.   |
|              | Begin nomination procedures.   |
| October      | Hold election, announce results.   |
|              | Approve changes to membership conditions/fees, prepare new membership forms.                                     |
| November     | Approve any changes to the by-laws and post for review by general membership.                                    |
|              | Determine, approve, and publish home tournament formats for following year.                                      |
|              | Prepare, approve, and publish away tournament schedule for following year.                                       |
|              | Publish schedules for following year.  |
|              | Approve recommended budget for next year   |
| December     | Complete update of next year's membership roster for SCGA Annual Meeting and Installation of Board of Directors. |