

# CONSTITUTION AND BY-LAWS

Revised 2/24/2008

## ARTICLE I ORGANIZATION NAME

The name of this organization shall be "**BUENAVENTURA SENIOR MEN'S GOLF CLUB**," herein referred to as **BSMGC**.

## **ARTICLE II** **POLICIES AND PURPOSE**

- 1.Promote the interest and enjoyment of golf for senior men.
- 2.Promote good sportsmanship, and friendly competition among BSMGC members and other golf clubs.
- 3.Provide a means of organizing and conducting golf tournaments and related events.
- 4.Enforce compliance with the Rules of Golf, as established by the United States Golf Association. (USGA).
- 5.Affiliate with the Southern California Golf Association (SCGA) and use the SCGA Handicap Index System.

## **ARTICLE III** **MEMBERSHIP**

1. Members shall be 50 years of age or older. The acceptance of membership in BSMGC shall bind each member to abide by the club By-laws and to accept and enforce all decisions of the Board of Directors.
2. Membership dues shall be established by the Board of Directors and shall be for the calendar year. New or late renewal members joining the club in July through December will pay 1/2 the yearly rate for the remainder of the current year, plus the dues for the following year.
3. If a member does not play in six (6) weekly BSMGC tournaments in the previous twelve (12) Months, the Board of Directors may vote, by a 2/3 majority present at a regular board meeting, to remove said member. Medical problems of the member or his family will be an exemption to this section.
4. Members may be removed from BSMGC for failure to comply with the Rules of Golf, the BSMGC By-laws, or for exhibiting poor sportsmanship or disrespectful conduct toward any member. This removal requires a written complaint to the Board of Directors and a 2/3 vote of the directors present at a regular board meeting. The member(s) involved in this action may present a written or oral statement at such meeting.
5. In order to play in any significant special tournament, as determined by the

Tournament Chairman, A member must have played in at least ten (10) weekly BSMGC tournaments within the previous nine (9) months.

#### **ARTICLE IV GOVERNMENT AND MANAGEMENT**

The governing board shall consist of not more than twelve (12) members in good standing of the BSMGC and they shall exercise all powers of management not specifically excluded by these By-laws. The executive directors shall consist of the President, Vice President/ Tournament Director, Secretary and Treasurer. The remaining board of directors shall consist of the Membership Chairman, Webmaster, Immediate past President, Scholarship Chairman, Away Tournament Chairman, Handicap Chairman, Historian, and SCGA Representative. The board will decide the operating policy and all other matters pertaining to club activities.

The Board of Directors terms' shall be for one year beginning on the first of January and ending on the last day of December. The follow-on board shall be nominated by a nominating committee and announced prior to the October general meeting, at which time the general membership may nominate other members for the board and shall vote for the following year's Board of Directors.

Compensation and incentives for the Board of Directors shall be determined by the Board of Directors, published and approved by the general membership at the first general membership meeting of the New Year. Such compensations and incentives shall be published in the BSMGC newsletter biannually. Any BSMGC member who has been re-elected and served 5 years on the Board of Directors, shall be presented free lifetime membership in the BSMGC.

**ARTICLE V**  
**DUTIES OF THE GOVERNING**  
**BOARD**

**THE PRESIDENT**

Shall preside over all official BSMGC meetings, become an advisory member of all committees (except the nominating committee), and in general direct the activities of BSMGC. The President shall be the primary Representative and spokesman for BSMGC, and direct and author all official club correspondence. The President shall call special meetings and assign official duties to other officers and directors as appropriate. Any vacancy which occurs in any office, by resignation, protracted absence, serious illness, or other causes rendering the officer unable or unwilling to serve, shall be filled by a person appointed by the President and approved by the Board of Directors. The appointed member shall serve for the remainder of the year. Presidential discretion permits replacement of any Board member who becomes derelict in his duties by missing three (3) consecutive meetings. He shall notify the incumbent and at the next meeting, appoint a successor, subject to approval by the Board of Directors. The President shall oversee an annual audit of BSMGC financial reports and funds prior to the installation of the new officers. The President shall not initiate motions or propose actions during normal conduction of official meetings. The President shall break ties in voting on agenda items. He shall act as the chairman for the Presidents Cup Match Play Tournament, managing and conducting all phases of the tournament once the Tournament Director has given the qualifying players to him.

**THE VICE PRESIDENT/TOURNAMENT DIRECTOR**

Shall be responsible for planning scheduling, conducting, and reporting results of the club's weekly home tournaments. He may appoint other BSMGC members to assist with his duties. He shall secure, award and distribute tournament prizes. He shall remain informed of club activities and stand ready to assume the President's duty as required. He will maintain an expense report for all tournaments he has directed. The report shall at a minimum consist of funds received, expenses, payout totals for tournaments and optional awards (Par-3, and Longest Putt awards) and a bottom line cost to the club (consisting of fees related to running the club tournaments).

**THE SECRETARY**

Shall be responsible for the official recording and accuracy of the minutes of BSMGC meetings and to keep such minutes on file. He is responsible for management of club correspondence and maintaining BSMGC records, including a log of approved motions. He sends out letters, correspondence, or email at the direction of the President or board members. He sends out the club's minutes that were taken during each meeting to all Board of Directors for reviewing prior to the next meeting for approval at the next meeting.

### **THE TREASURER**

Shall be the custodian of all official BSMGC funds. He prepares the BSMGC budget and reports the funds status at all meetings. He shall deposit all funds in the BSMGC bank account, maintain the bank liaison, and expend funds to meet BSMGC obligations. He shall prepare a year-end financial disclosure report. He shall pay all bills received from the Board of Directors. Anyone requesting payment shall provide receipts or, when not available, a signed description of the expense requested.

### **THE MEMBERSHIP CHAIRMAN**

Shall accept membership applications and renewal forms and maintain a current list of paid members. He shall present all checks and/or cash received for membership dues to the Treasurer, along with a list of dues paid by each member. He shall maintain a list of all members of the club with address, phone numbers, age, email, and any other pertinent information that might be needed by the club. He contacts all new members of the club and provides them with various club information, such as a club membership booklet, a membership orientation list which describes how the club runs its tournaments, explains tournament fees and other important information about the club.

### **THE WEBMASTER**

Shall be the website editor and shall compose and maintain the club website. He reviews all articles to be posted on the WEB and ensure that all articles are in good text and meet with the high standards of the club.

### **THE IMMEDIATE PAST PRESIDENT**

Shall be responsible for conducting the BSMGC elections. In September, he shall chair the Election Committee and appoint two BSMGC members in good standing to serve on this committee, and submit a list of expected board vacancies. The vacancies will be announced prior to the October General Membership Meeting and qualified nominations will be accepted, and placed on a ballot for election in the month of October.

### **THE SCHOLARSHIP CHAIRMAN**

Provides scholarship applications to participating high schools in the community for qualified students to apply for the scholarship award. He acts as a point of contact for the schools, golf coaches, and students to resolve questions relating to the scholarship program. He receives submitted applications. He sets up a committee to review and score the applicants according to interests, aptitudes and abilities for the scholarship award. He provides the name and the highest scoring applicant to receive the clubs scholarship award to the board of directors for approval. He sends the scholarship award to the winning student's college/university of his/her choice to be used for scholastic pursuits.

### **THE AWAY TOURNAMENT CHAIRMAN**

Shall schedule all away golf outings for the club. The away tournament director will determine the number of away tournaments for each away tournament, provide a flyer that will include where, when and cost for participation. This flyer will then be given to the WEB master for posting on the clubs website. Two month advanced notice of the tournament should be given. He will collect all moneys necessary for the away tournament and make payments to the golf course. The away tournament director will determine the format of the tournament and will prepare all necessary documents that will be required to conduct the tournament. He will make up a tee time assignment list and forward the tee time list to the WEB master for posting on the clubs WEB site. The away tournament director will produce a result page for the away tournament. These results will be made available to the WEB master for posting on the clubs WEB site.

### **THE HANDICAP CHAIRMAN**

Shall be responsible for insuring proper reporting of member scores and implementation of the USGA/SCGA handicap system. He shall provide the tournament Chairman and the Away Tournament Chairman with current handicap indexes of all members. He reviews scorecards for posting of scores and, when deemed necessary, he shall make corrective changes to a member's scoring record in SCGA. He shall also distribute monthly handicap index stickers provided by SCGA

### **THE HISTORIAN**

Shall search for historical events of the club and provide information to the WEB master chairman for posting on the clubs WEB site. He maintains an historical file of the club events and tournament results in a binder for membership review. He is responsible for securing the site for the quarterly luncheons and working out a time and date with the pro shop management for the shotgun tournaments prior to the luncheons.

### **THE SCGA REPRESENTATIVE**

Represents the BSMGC as the voting representative at any SCGA business meeting not attended by the president. The BSMGC president and SCGA representative are both members of the SCGA board of directors, even though the club has only one vote, both have a voice in any SCGA business decisions. He is responsible for passing of information between BSMGC and SCGA for benefit of the club's membership. This information includes upcoming events, tournaments and financial matters pertaining to BSMGC relationship to SCGA. The SCGA representative shall be reimbursed for any board authorized expenses incurred when traveling to the SCGA monthly meetings.

## **ARTICLE VI MEETINGS**

## **BOARD MEETINGS**

The President shall schedule board meetings as needed to attend to club business. There shall be approximately 6 board meetings per year. There will be a 7 day advance notice of any meeting, which will include an agenda, time and location of the meeting. A quorum of the Board of Directors shall be a majority of the members of the board. The general membership is welcome to attend all board meetings.

## **GENERAL MEETINGS**

Shall be held four times per year. Normally a shotgun tournament will be held that day and the general membership meeting and luncheon will follow the tournament. The board of directors will provide committee reports to the general membership. The meeting in October will be for the purpose of electing directors for the coming year and any other club business.

## **ARTICLE VII AMENDMENTS**

The BSMGC Constitution and By-Laws may be repealed, amended, or re-written by a 2/3 majority vote of the Board of Directors provided the membership has been properly notified of the intent to do so and no objection has been received in writing. Proper notification will consist of posting of the intended change(s) on the BSMGC bulletin board at the Buenaventura Golf Course for at least fourteen (14) days, and/or publishing the change(s) in the newsletter or BSMGC website at least fourteen (14) days prior to finalizing the change(s). Change(s) approved by at least 2/3 of the members of the Board and 20 other members will prevail over objection.

## **ARTICLE VIII PROCEDURE**

The Roberts Rules of Order shall be the Parliamentary authority in the conduct of business of the BSMGC subject to the Constitution and Statutes of the club.