

WEST WOODS MEN'S CLUB BY-LAWS

I - Name

The organization's name shall be "West Woods Men's Club" (the Club).

II – Functions

The primary function of the Club is to provide scheduled golf tournament competition, thereby avail to the members: opportunities to play club-level, amateur competitive golf; maintain an official USGA golf handicap index; and develop social and golf contacts. The Club is not for profit.

III – Membership

□ Membership Types:

- Full Members: Are eligible to participate in club tournaments, vote at the general meetings and hold a position in the Executive Committee or any Committee established by the Executive Committee
- Associate Membership: For establishing and maintaining a Handicap on the GHIN system. Associate members are not eligible to participate in any club activity.
- Junior Membership: For establishing and maintaining a handicap on the club's handicap system.

Membership in the Club shall be open to any male, 18 years of age or older, regardless of where he resides. FULL membership is limited to 250 members with the initial members from 1994 known as Charter Members. Annual dues will be paid on or before the deadline established by the West Woods Men's Club Executive Committee. A schedule of fees will be posted in the Club's Policies and Procedures and are subject to change by the Club's Executive Committee. The Club may charge a late payment fee for any payment deadline not met. Dues are for operating cost obligations for the Club and charges by the Colorado Golf Association for membership in their organization and for establishing a USGA handicap.

A - Membership is established by a first come first served basis based on the following process:

Membership Process

- All existing members will be given first choice to renew prior to and at the end of the year meeting
- Any individual on the waiting list will be offered membership at the end of the year meeting
- Membership will then be open to all New Members after the end of the year meeting

B – Annual Dues

- Renewing members will pay dues in accordance with the dues in force for the present year as listed in the Policies and Procedures. Annual dues will be established by the Executive Committee.
- NEW FULL membership to the West Woods Men's Club may occur after the annual membership renewal process has been completed. New members will pay the regular membership dues to the Club. The dues will be established by the Executive Committee and posted in the Policies and Procedures.

All member classifications receive USGA golf handicap registration and handicap index maintenance service from the Club. A USGA handicap index registered at West Woods is a requirement for FULL members. New members report their old GHIN access number if they have one from a previous club. The CGA assigns GHIN numbers to new members without a prior GHIN number.

Each Club member is required to participate in a minimum of two (2) qualifying tournaments per year to be eligible to participate in the Club Championship. The first round of the annual Match Play Championship is considered a qualifying round.

IV – Executive Committee

Terms for each office of the Executive Committee are indicated with the description of the responsibilities. The outgoing President will serve as an ex officio member of the Executive Committee without a vote for a term of one year. The Executive Committee shall be the governing board of the Club. If an officer resigns during his term of office, the President may appoint someone for the remainder of the term.

A – President: shall call and preside over all Executive Committee meetings and organization general meetings. He manages the conduct of Club affairs. He calls and presides over all Executive Committee meetings and general meetings. He has overall responsibility for Club operations and ensures the Club is operated in an efficient, prudent and lawful manner, within budget and in accordance with the by-laws. Term: one year from the date of election or until his successor is elected.

B – Tournament Director: shall assist the President and assume his duties in his absence. He manages the Club's tournaments and chairs the Tournament and Rules Committee. His responsibilities include:

- Organizes the schedule and formats for all tournaments
- Maintains budget control of payouts
- Advises the Executive Committee on all matters relative to the Club's tournaments
- Assign committees chairmen and oversees individual tournament committees
- With guidance from the President, assign an Assistant Tournament Director who will learn the TD role to be prepared to take the role in the next year

The Tournament Director shall become the Club's President for the next year's term. The TD must assign and manage at least three committee chairmen to assist in running tournaments that will be able to take over in the case that the TD is unable to take the position of President or assume the TD responsibilities in his absence.

In the event the Tournament Director is unable to accept the role of Club President a suitably experienced member may be selected by the Oversight Committee. The selected person must be presented to a quorum of the membership, so the members can vote.

C – Handicap Chairman:

- Obtain appropriate certification from Colorado Golf Association to manage and maintain handicaps. This certification is required for the CLUB to retain good standing as a “Club” via USGA rules.
- Responsibilities include (and may be subrogated to a committee):
 - Ensure that all club members are in the GHIN system with a GHIN number
 - Monitor members’ scores and handicaps
 - Take appropriate handicap adjustment action in accordance with USGA rules
 - Ensure accurate data entry into the GHIN computer
 - Trouble-shoot problems that arise in the system
 - Consult with the Colorado Golf Association to stay current with system changes
- Term: two years from the date of election and until their successor is elected.

D – Treasurer: shall manage all financial responsibilities of the Club including:

- Collect and receive all dues and deposit them in an approved financial institution checking account
- Compile the season budget, maintain year-to-date budget status
- Report financial data to the Executive Committee at regular meetings
- Work with the Tournament Director to establish individual tournament budgets and with West Woods Golf to settle each tournament payouts and assure that all member accounts are properly funded
- Post an approved end-of-year financial summary and report to the membership at end of year meeting

The Club will endeavor to carry over at least 5%, but not more than 15%, of yearly dues in to the next Club year. The Treasurer will advise the Executive Committee on the status toward that requirement.

E – Membership / Communications Director shall:

- Direct all membership activities including:
 - Managing the annual membership process by receiving and recording membership applications, then
 - Pass the information to the Handicap Director and payment on to the Treasurer
 - Promote all membership drives to increase and maintain a full membership
 - Maintain a roster of all members along with all contact information
 - On a regular basis and at the direction of the President and Tournament Director send communications to the members
 - Be responsible for the club website and any pertinent content and information
 - Post all tournament results on the Club’s website
 - Provide information on membership activities to the Executive Committee on a regular basis

F – Directors at Large – The President may identify up to four directors at large. These positions are non-voting members of the Executive Committee and may establish and chair committees for their specific purpose. Directors at large may include Pace of Play, Course Improvement, or any other as determined by President.

G – Entertainment Director shall:

- Establish and chair the entertainment committee
- Work with the Tournament Director and Chairmen to provide non-tournament activities at select tournaments
- Be responsible for coordinating the end of the year banquet and opening meeting
- Coordinate with the management of West Woods restaurant for all arrangements required to successfully provide food for select tournaments and meetings
- Be responsible for selecting and purchasing trophies and plaques required for all annual club recognitions

V – Optional Club Committees

A - Tournament and Rules Committee (TRC): shall consist of the Tournament Director and Committee Chairmen. It shall:

- Encourage interest in tournaments, have charge of all Club tournaments,
- Keep the Executive Committee advised of all tournaments
- Set the local rules for all Club competitions
- Work with the Secretary/Handicap Chairman to ensure that tournament stroke play scores are correctly and promptly entered into the GHIN computer
- Shall be the final word in all tournament disputes, subject to review by the Executive Committee.
 - In the event a member of the Rules Committee is involved in the ruling, he will withdraw from any decision involving this ruling
- Ensure that a record of each tournament is forwarded to the Secretary and Membership/Communication Chairman for posting on the website
- Provide tournament results to the Treasurer who in turn will provide results to West Woods pro-shop to properly fund member accounts

B – Handicap Committee: The Handicap Committee shall be selected and chaired by the Secretary/Handicap Chairman, who may select a committee from the membership to:

- Adequately keep up with the responsibilities of accurately recording and monitoring the Club's handicap system
- Keep records and establish handicaps for its members in accord with the system laid down by the USGA
- Copies of handicaps records shall be forwarded to the secretary
 - Provide reports to the Executive committee and track member performance

C – Entertainment Committee: The entertainment Committee shall be selected and chaired by Entertainment Director, who may select a Committee from the membership to fulfill all responsibilities of organizing the Club's special functions. Its duties shall be:

- To provide suitable entertainment for all club meetings and special events, when appropriate, and to promote an atmosphere of good sportsmanship among all members.

VI – Oversight Committee: The Oversight Committee (established in 2008), is formed at the pleasure of the President, by request of the Executive Committee, or by a Quorum (as defined later). This committee shall be comprised of Past Club Presidents including the most recent past President. Its responsibility is it to oversee and maintain the By-Laws, Policies, Procedures of the Club as well as the nomination of board members. This committee is Chaired by the President and the Committee shall:

- Select candidates for officers and submit to the membership at the Annual Fall

- Meeting (nominations may also be taken from the floor).
- Propose changes to the By-Laws
 - Review and recommend Policies and Procedures to insure the continuity and procedures of the Club.
 - Consider and review Code of Conduct issues and disciplinary action.

VII– Meetings

The Executive Committee shall meet monthly March through November and periodically December through February. Any Executive Committee member may call a special Executive Committee meeting on proper notice, three days in advance. The Annual Fall Meeting will be held in October or November when the election of the Executive Committee for the ensuing year will take place. The Annual Fall Meeting shall provide to the members a social meeting that includes a banquet and presentation of awards.

VIII– Quorum

Those members present in any duly called meeting of the membership or of the Executive Committee shall constitute a quorum. A simple majority will decide elections and other issues brought to vote.

IX – Tournaments

Tournament competitions will be scheduled in conjunction with the Golf Club Head Professional and staff. A normal tournament schedule shall be approximately thirteen to fifteen tournaments per season, held approximately every two weeks from April through October (subject to change based on rules set by City of Arvada Golf staff). The Club Championship tournament is contested over one weekend. The Club Champion is determined by the lowest gross score among the Championship Flight.

X– Organization

This Club is organized solely for the social benefits of its members. Neither it nor any of its officers, directors, or members shall be liable to any member or to any other person for any damage or claim arising out of this Club's operation. Any member applying and being accepted in to this Club hereby waives any such damage or claim, which may at any future time, exist. The individuals at fault will, and by applying for and accepting membership in the Club do, indemnify and hold the Club and its members harmless from any such claims or damages.

XI– Amendments

The Executive Committee may amend, supplement, or repeal these Bylaws and all such changes shall, in effect, be binding upon Club Members. The Executive Committee shall give notice of proposed amendments, supplements, or repeal at the regular meeting immediately preceding the Annual Fall Meeting. Any amendment, supplement, or repeal of these Bylaws shall require approval of two-thirds majority of the members at the Annual Fall Meeting.

XII – Code of Conduct and Disciplinary Actions:

Members of the club agree to conduct themselves in a sportsman-like manner with respect for their fellow members at all times. Any violation of such conduct may result in disciplinary actions. All reports of violation for the code of conduct will be investigated by the President or the Oversight Committee and they will recommend appropriate disciplinary actions including revoking membership in the club.

A - Violation of the Code of Conduct may include:

- Discrimination or any form of harassing behavior to fellow golfers, visitors, or staff
- Fighting
- Threats of bodily harm
- Verbally abusing a fellow member, guest, or staff
- Flagrant violation of golf etiquette
- Intentional Cheating
- Flagrant violation of the Rules of Golf, USGA Handicap system, or tournament rules as identified by the Tournament and Rules Committee.

B - Disciplinary action procedures

- First offense
 - Letter of warning regarding the violation and findings of facts
 - An issue deemed serious enough may result in immediate revocation of membership privileges without prior written notice
- Second offense
 - Letter of warning and meeting with the oversight committee
 - Potential suspension
- Third offense
 - Revoke membership in the club

C – Right of appeal

- Member may challenge the findings by responding in writing to the President and the Oversight Committee
- The President and the Oversight Committee will review the appeal and recommend accordingly

XIII - General Rules

At all meetings, the order of business shall be as follows:

- A- Roll call of Officers
- B- Reading and approval of minutes of previous meeting
- C- Unfinished business
- D- Reports of Officers
- E- Reports of Committee Chairman
- F- New business
- G- Adjournment