

EMERALD LAKES MEN'S GOLF CLUB
BY-LAWS

ARTICLE 1. NAME - The name of the club shall be "EMERALD LAKES MEN'S GOLF CLUB", hereinafter called-the "club".

ARTICLE 2. PURPOSE – The purpose of the club is to promote the game of golf according to these Bylaws, the rules of the United States Golf Association (USGA) and local rules deemed necessary.

ARTICLE 3. FISCAL YEAR – The fiscal year of the club shall be January 1 through December 31.

ARTICLE 4. AUTHORITY - The powers, government, and the management of the club shall be vested in, exercised and conducted, and controlled by the Board of Directors. The Board of Directors shall consist of the following offices: President, Vice-President, Secretary, Treasurer, Tournament Director, Handicap Chairman and (3) Associate Directors. Directors must be club members in good standing and termination of membership concurrently terminates Board membership.

- A. The term of office shall be consistent with the fiscal year (January 1 through December 31).
- B. Any vacancies occurring between scheduled elections shall be filled by Presidential nomination and ratified by the membership at the next regular meeting. The term will be for the remainder of the fiscal year.
- C. The express powers of the Board of Directors are to conduct, manage, and control the affairs and business of the club consistent with the By-Laws.
- D. The Board of Directors is empowered to expend club funds for the following: NCGA membership and tournament fees, Tournament prizes, gift certificates, trophies, meetings (including annual Club banquet) and expenditures necessary to the normal and effective operation of the club.
- E. A quorum shall be fifty percent (50%) of the Board of Directors.
- F. An election of officers for the new_year shall be conducted at the General Meeting in the month of November. Elections, including nominations, shall be conducted in accordance with Roberts Rules of Order. Officers elected by the General Membership are President, Vice-President, Secretary, Treasurer, Tournament Director and Handicap Chairman. The membership present at the meeting will constitute a quorum. Candidates for office must be present or otherwise affirm willingness to serve.

ARTICLE 5. DUTIES – The duties of the members of the Board of Directors shall be:

- A. President:**
 - 1. Preside at all meetings of the club and Board of Directors.
 - 2. Properly enforce all rules and regulations of the club; reporting all infractions to the Board of Directors.
 - 3. Exercise supervision of all affairs and business of the club.
 - 4. Appoint committee chairmen as provided in ARTICLE 7 and appoint any special committees as directed by the Board of Directors.

B. Vice-President:

1. Perform the duties of the President in his absence.
2. Assist in the procurement of trophies and awards and the presentation thereof.
3. Assist other officer in the performance of their duties.
4. Chair special committees as requested by the Board of Directors.
5. Chair the banquet committee.
6. Actively promote the club through a program of recruitment and retention.

C. Secretary:

1. Maintain records of minutes of club meetings.
2. Post all correspondence of general interest to the club.
3. Publish club notices of meetings, elections, etc.
4. Publish and distribute the club newsletter.

D. Treasurer:

1. Collect all monies due the club and deposit it in the bank account.
2. Pay all disbursements by check: countersign all checks. The principal signatory of all checks shall be the President except during his absence the President may designate another member of the Board of Directors to sign in his stead.
3. Keep a full and accurate accounting of all receipts and expenditures.
4. Present a statement of accounts at each Board of Directors meeting and on other occasions as directed by the Board.
5. Prepare reports/returns as required by the Internal Revenue Service and the State of California.
6. Maintain complete detailed records of all financial transactions until audited.

E. Tournament Director:

1. Schedule and assume responsibility for conducting all club tournaments.
2. Determine the number and value of prizes for any tournament with consideration for the types of tournament and the funds available from tournament entry fees, EXCEPT when prizes have been established by the Board of Directors.
3. Account to the Treasurer for all monies and fees collected during each tournament.
4. Publish eligibility requirements and rules for tournaments and special events.
5. Adjust and post all club tournament scores.
6. Complete and certify the list of eligible competitors for each special event.
7. Enforce all applicable rules of golf.
8. Resolve all appeals of competitors, including obtaining interpretations for the NCGA rules Committee as required
9. Ensure that all members are advised of local rules, including changes thereto.
10. Appoint additional committee members as needed, subject to approval by the Board of Directors. The head professional of Emerald Lakes Golf Center or his/her designee is automatically a member of the committee.

F. Handicap Chairman:

1. Monitor the adjustment and posting of all other scores and, in the event of infractions, assess penalties in accordance with NCGA guidelines.
2. Set temporary handicaps for new members.
3. Disseminate all NCGA handicap data.

G. Associate Directors:

A maximum of three (3) members may be elected or appointed as members of the Board of Directors of the Emerald Lakes Men's Club. Their duties will be to assist the other Board Members with their duties, represent the members of the Club, and learn the inter-workings of the Board of Directors. These actions will help in preparation for assuming the duties of any of the current Board members that may elect to leave the Board. The Associate Directors shall have a vote on all decisions made by the Board. If there is no interest from the greater membership to fill the positions, the positions may be left vacant

ARTICLE 6. RECALL OF OFFICERS – Any officer may be recalled for just cause by a seventy-five (75%) affirmative vote of members present at a special meeting, convened for the purpose of considering the recall. A minimum fifteen-day (15) written notice of the meeting to each club member in good standing is required.

ARTICLE 7. COMMITTEES – The President shall appoint the following standing committee chairman: Rules Chairman and Membership Chairman. The term of office shall conclude upon the end of the fiscal year, unless removed from office by the Board of Directors. Duties of the committee chairman are:

ARTICLE 8. MEMBERSHIP REQUIREMENTS – All members shall be males at least eighteen (18) years of age.

ARTICLE 9. SUSPENSION AND EXPULSION – Charges of misconduct must be presented to the Board of Directors by a minimum of two (2) club members. The Board of Directors will determine whether the charges warrant consideration of suspension or expulsion of the charged member. Suspension or expulsion of any member shall be ordered only by an affirmative vote of seventy-five percent of the Board of Directors. No vote will be conducted until the accused member had been notified in writing and has been provided the opportunity to answer any and all charges before the Board of Directors. A suspension or expulsion may be appealed to the Board of Directors within thirty (30) days of the Board of Directors action provided the appeal is accompanied by a petition for reconsideration signed by at least twenty-five (25) percent of the club membership. Reinstatement requires an affirmative vote of seventy-five (75) percent of the general membership at a special meeting called for the reinstatement proceedings.

ARTICLE 10. MEETINGS – Club meetings shall be scheduled at the discretion of the President, excepting the annual election of officers (Article 4). General membership meetings shall be conducted for the purpose of election of officers, the presentation of the auditor's report, and other occasions deemed advisable by the President. General membership meetings shall be announced by annual schedule and/or notices mailed to members. The Board of Directors shall meet at least quarterly.

ARTICLE 11. DUES – Club dues are due and payable not later than the date established by the Handicap Chairman (and consistent with the rules established by the NCGA for discounted cut-off date), annually and cover the upcoming fiscal year. Late payment of annual dues will be subject to the higher fees paid by new members as, determined by the Board of Directors.

ARTICLE 12. CERTIFICATION – Proof of club membership is a receipt for payment of annual dues or a current NCGA membership card, which shows the club name.

ARTICLE 13. TOURNAMENT ELIGIBILITY – only current members are eligible to participate in club tournaments. To be eligible for participation in the Club Championship and NCGA qualifier competitions, a member must have competed in at least three (3) club tournaments ~~within a 12-month period~~ within the prior 12 months, and have an established

handicap index. The Tournament rules will be established and approved by the Board of Directors.

ARTICLE 14. TIEBREAKER SYSTEM USED BY EMERALD LAKES MEN'S CLUB-

In all of the NCGA qualifiers, all ties for the qualifying positions will be determined by a sudden death playoff beginning with the first hole immediately after completion of the tournament, or as soon as a board member can oversee the playoff. All other ties will be broken by the tiebreaker system of matching scorecards as explained below.

In the Club Championship, all ties for the low gross champion, the low net champion will be determined by a sudden death playoff beginning on the first hole immediately after completion of the final round of the club championship or as soon as a board member is available to oversee the playoff. All other ties will be broken by the tiebreaker system of matching scorecards as explained below.

In all other club tournaments, all ties will be broken by using the same system used by the NCGA and USGA. That system is as follows:

By matching scorecards beginning with the back nine score. If still tied, then the score of the last six holes on the back, and if still tied, then the score of the last three holes on the back nine. If there is still a tie, then scorecards are matched beginning with the front nine scores. If still tied, then the score of the last six holes on the front, and if still tied, then the score of the last three holes on the front nine. If there is still a tie then there will be a coin flip to determine a winner.

Exception: The tournament director and the parties involved in the tie after the matching scorecards can use an alternate method than the coin flip, if there are more than two parties involved in a tie.

ARTICLE 15. HOLE-IN-ONE - Any club member scoring a hole-in-one during a sanctioned club tournament, that meets the criteria as prescribed in the U. S. G. A. rulebook, will be provided up to One Hundred Dollars (\$100.00) from the club treasury to help defray the cost on refreshments, for club members, to celebrate the event.

ARTICLE 16. BY-LAWS – Adoption of by-laws requires a 75% affirmative vote from the membership present as a scheduled general meeting. After adoption, changes to the by-laws must be proposed by the Board of Directors and approved by 75% of the members present as a scheduled general meeting or notice provided in the men's club newsletter.