

BYLAWS OF THE MILE SQUARE SWINGERS GOLF CLUB

(Adopted 1995)

Article I: Name

The name of this organization is Mile Square Swingers Golf Club. This club operates as a non-profit organization as an unincorporated association EIN 82-3584786.

Article II: Purpose

The objectives and purposes of this club are to regulate the true spirit of golf, to teach and to promote the interest of amateur golf, and conduct activities among its members.

Article III: Membership and Dues

Available Memberships

Section I: General Membership

This membership includes golfing privileges on ladies playdays, preferred tee times, handicap services, entry into tournaments, eligibility for club awards, right to vote and hold office, receive a Membership Handbook and discount in the Mile Square Golf Course Pro Shop.

Section II: Social Membership

This membership is for those who no longer golf, but still want to stay active in the club. This membership status no longer retains a USGA Handicap Index, may not vote or hold office, yet may choose to attend monthly meetings, special luncheons and social events. These members will receive a copy of the Membership Handbook.

QUALIFICATIONS FOR MEMBERSHIP

- A. To qualify for General Membership the following will apply.
 1. An applicant must be eighteen years or older.
 2. An applicant belonging to another club with an established USGA handicap does not have to qualify. She must pay the annual membership dues and SCGA dues.
- B. Applicant for membership should have knowledge of golf rules and etiquette and the ability to keep up with normal play. Applicant who does not have an established handicap must qualify by:
 1. Completing the Qualifier Section of the Membership Application form and submitting a Qualifier Fee of one-half of the club's yearly dues. The fee is not refundable and is applicable for a period of six months.
 2. Playing five (5) games, including three games of 115 or less, all played at Mile Square Golf Course with a member on a regular MSS Ladies Club playday within six (6) months of application.
 3. Upon qualifying, the applicant shall submit a check or cash to cover General Membership

dues and SCGA dues. Optional fees include Weekly Sweeps, Hole-In-One Club and WPLGASC dues.

GENERAL MEMBERSHIP REQUIREMENTS

1. Should have basic knowledge of USGA Rules of Golf.
2. Should have knowledge of golf etiquette.
3. Must abide by the Bylaws, Standing Rules and Local Rules of the club. Refusing or neglecting a strict and honorable compliance with the rules of the club may render a member liable for suspension or expulsion by a 2/3 vote of the club members present. No member shall be suspended before charges have been made in writing and an opportunity has been given to the Board in her defense.
4. Be willing and able to maintain speed of play.
5. Have the ability to keep their own score accurately and post scores.
Membership in MSS Ladies Golf Club and USGA Handicap Index is required in order to participate in weekly sweeps and/or special tournaments.

ANNUAL GENERAL MEMBERSHIP DUES

Section I:

- A. Annual General Membership dues shall be due and payable at the October General Meeting and will be in effect from January 1st of the following year through December 31st of that year. Payment of Membership Dues and SCGA Dues are considered delinquent after November 1st.
- B. Mandatory fees include: MSS Membership Dues and SCGA Dues (for USGA Handicap Index). A multi-club member can apply for a rebate: rebate@SCGA.org.
- C. Optional Fees include: MSS Weekly Sweeps, Hole-in-One Club, and WPLGASC dues. For multi-club members of WPLGASC the payment will be paid through the player's Home Club. For current amounts refer to Membership Renewal Form.
- D. There shall be a prorating of Membership Dues and Weekly Sweeps Fees after June 30th. Prorating of dues will be in effect from July 1st to the end of December. Recommended fee to be 50% of the regular Membership Dues and Weekly Sweeps Fee. The SCGA fee will remain the same.

Section II:

- A. Annual Social Membership Dues recommended by the Board shall be due and payable at the October General Meeting and will be in effect from January 1st of the following year through December 31st of that year. The recommended fee will be no more than 25% of the General Membership Dues.

Article IV: Government and Management

Section 1

- A. A member must be in good standing in order to hold office in the Club and to participate in Club activities, including major and weekly tournaments.

Section 2

- A. The Executive Board shall consist of the elected officers. The elected officers shall be: President; First Vice President; Second Vice President; Secretary; and Treasurer. The policies, business details, funds and affairs of the club shall be managed by the Executive Board subject to the Bylaws and Standing Rules of this Club.

Section 3

- A. An annual audit, by two persons selected by the Board shall be made, after all bills for the current year have been paid, prior to turning over the books to the new Treasurer.

Section 4

- A. The Club's fiscal year shall be from January 1st to December 31st. The elected officers shall serve in their capacities for one year. No elected officer shall be eligible for the same office for more than two years consecutively. Exceptions: In the case that there are no volunteers to run from President, the current club President may run again.
- B. The Association delegates term of office begins January 1st through December 31st.

Section 5

- A. In case of a vacancy or resignation of any elected officer, a special election may be held at the next General Meeting. A special election may be called by the President and a new officer shall be elected to fill the vacancy for the remainder of the term. At least seven days written notice of this meeting must be posted on the bulletin board.

Section 6

- A. Two-thirds (2/3) of the Executive Board must be present at a Board Meeting to constitute a quorum. Board members who fail to attend three consecutive meetings may be considered for replacement.

Section 7

- A. All major changes are to be approved by the Executive Board. However, any change to the Bylaws after the approval of the Board must be presented to the general membership for a vote before being submitted as an amendment to the Bylaws for adoption.

Article V: Officers and Duties

Section 1

The **President** will be the chief executive and authoritative officer of the Club. She will preside at all General Meetings of the Club and will preside at all Executive Board (elected officers) and Standing Committee meetings. The President will be the ex-officio member of all committees except the nominating committee. She will appoint a Parliamentarian to act in an advisory manner. She will have no vote, except in the case of a ballot vote. The President will appoint committee chairmen as needed.

Section 2

The **1st Vice President** will, in the absence of the President, assume her duties and preside at all meetings. She will be in charge of the Weekly Sweeps Tournaments, Player of the Month, Player of the Year, and Putter of the Year. She will be responsible for calling a "Rain Out". This is done on the morning of the playday. She may assign another member to assist her on some of her duties.

Section 3

The **2nd Vice President** will (along with her selected committees) oversee all Major Tournaments. She will coordinate any special tournaments as requested by the Executive Board and will assist the President and 1st Vice President, and in their absence, will preside at meetings.

Section 4

The **Secretary** will keep full and complete minutes of all meetings of the Club, the General Meetings, the Executive Board and Standing Committees. She will take charge and conduct all correspondence of the Club with the approval of the President or an Executive Board Member. She will maintain a permanent minute's book and present a copy of the minutes per meeting to the President and keep an up-to-date copy of the Club's Bylaws and Standing Rules for her records.

Section 5

The **Treasurer** will receive from each Tournament Chairman and other Committee Chairmen all monies belonging to the Club and will deposit them in the bank account in the name of the Club. The Treasurer and/or the President will sign all checks and withdrawal slips. She will pay all bills of the Club after said have been approved for payment. She will submit a written report to the Club each month. She will be responsible, along with the President and a selected budget committee, of setting up a budget for approval of such at the General Meeting in January.

She will see that an audit is conducted before the end of the year and shall submit a written report to the Club. She will annually be authorized to maintain Two Hundred Dollars (\$200) in petty cash to cover reimbursements and expenditures; however, reimbursements or expenditures in excess of Fifty Dollars (\$50) shall have the approval of The Board.

All expenditures, regardless of the amount, must be documented. The **Treasurer**, when out of town, ill, or on vacation is empowered to leave the checkbook with the President.

She will prepare a budget for adoption by the club members, pay bills as authorized by the Executive Board, present an updated statement of receipts at every Executive Board meeting along with financial information. She will reconcile the bank statements.

She will provide all financial records to a licensed accountant to file, if required, all tax authority and regulatory filings, to include: IRS Form 990, 990EZ if “gross receipts “ (as defined) exceed \$50,000. California FTB Form 199 (Cal Exempt Organization Annual Information Return) and California Attorney General Form RR-F (Annual Registration Report).

Section 6

The **Parliamentarian** duties include advising the President on points of parliamentary law. She will have no vote, except in the case of a ballot vote.

Roberts Rules of Order will be the Parliamentary authority on all matters not covered by the By-Laws of this organization. The Parliamentarian will also be responsible for the viewing and revisions of the Standing Rules and By-Laws of the Club.

Article VI: Standing Committees

Section 1

The **Membership Chairman** will promote and distribute applications for membership to prospective new members via the website and through distribution of flyers. She will collect qualifying fees and provide mentorship to acquaint new members with general information regarding rules and membership in our club. Upon qualification of a player, she will collect General Membership fees and provide the Board, Handicap Chair, Communications Chair and Handbook Chair with new member information. In October she will collect renewal applications and fees for General Membership for the following year. She will maintain a current roster of names and addresses and keep track of members years of membership for acknowledgement.

Section 2

The **Rules Chairman** will familiarize herself thoroughly with the Rules of Golf as adopted by the USGA to interpret local rules for the Club in cooperation with the course Professional and, when necessary, to enforce all such rules.

Section 3

The **Sunshine Chairman** will contact members by card, email or phone if there is an illness. She will keep the Club informed of this and other news that may be of interest to the Club.

Section 4

The **Ways and Means Chairman** will be responsible for raising funds for the Club. She will be in charge of all raffles and drawings at each meeting and for all tickets sold as the occasion may arise.

Section 5

The **Association Delegate** will be responsible to attend their meetings and keep the membership informed of current changes and activities.

Section 6

Member/Guest Day (Invitational) Chairman will coordinate all aspects of the Member/Guest Day Tournament.

Section 7

The **Tee-Time Coordinator**, along with her selected committee, will be responsible for all duties pertaining to the signing up for tee-times, turning into the Pro-Shop a list of all members playing the following play day.

Section 8

The **Communications Chairman** will be responsible for communications that need to be made to members by way of email, website, or telephone.

Section 9

The **Handbook Editor** will be responsible for compiling the handbook, its printing and distribution to the Club Members.

Section 10

The **Historian/Bulletin Board Chairman** will take photos of special activities of the Club and update the bulletin board.

Section 11

The **Hole-in-One, Chip-in and Birdie Chairman** will maintain a record of all Birdies and Chip-ins by members. She will present a year-end award to the players with the most Birdies and Chip-ins. She will be responsible to see that the funds and award trophy be distributed to a member who has a Hole-in-One.

Section 12

The **Website Chairman** will maintain the Mile Square Swingers website.

Section 13

The **Handicap Chairman** will, along with her selected committee, keep a record of all member handicaps and do all necessary work in connection with GHIN and the USGA handicap

system. She will be responsible for flight breakdowns and re-evaluate them bi-monthly, or more if necessary. It is the chairman's responsibility to make sure that she or a member of her committee maintain current accreditation through WPLGASC.

Article VII: Meetings and Elections

Section 1

Annual: The regular meeting in November shall be known as the Annual Meeting and shall be for the purpose of electing officers and receiving reports of officers and any committee chairmen. All members in good standing are eligible to vote but must be in attendance to do so.

Section 2

Special Meetings: may be called by the President or the Executive Committee and shall be upon written request of ten members of the Club. The purpose of the meeting shall be stated in the letter. Except in cases of emergency, at least three days' notice shall be given.

Section 3

- A. In August, the Executive Board shall elect one (1) of its Standing Committee Chairmen to serve on the nominating committee. Two (2) other committee members shall be elected by and from the general membership in September. The three nominating committee members shall choose their chairman. All three members must have been a member of the Club for at least two years. The nominating committee shall select a slate of officers, which shall include one or more candidates per office for the ensuing calendar year. The slate shall be presented to the membership in October. The recommendations of the nominating committee shall be posted on the bulletin board at least seven (7) days prior to the election meeting in November. Members of the nominating committee are not barred from becoming nominees for office themselves. No person's name shall be placed on the ballot without that person's consent.
- B. At the November meeting the Parliamentarian shall call for nominations from the floor. If there is more than one nominee for any office, election for such office will be by secret ballot of the members present at this meeting. If there are no nominations from the floor after reading the recommendations from the Nominating Committee Chairman, the recommendations of the nominating committee may be accepted by a majority vote of the members present.
- C. Installation of Officers shall be held at the General Meeting in December.

Article VIII: Quorum

A Quorum must be present at a General Meeting in order to transact official business of the Club.

A Quorum consists of no less than two-thirds (2/3) of its active members present.

Article IX: Amendments

These Bylaws may be repealed or amended at any General Meeting called for that purpose by the President. This repeal or amendment shall first be recommended by the Executive Board and the notice of the meeting shall be given seven (7) days prior to the meeting. A major vote of those present is needed to effect a change.

Article X: Amendments

Roberts Rules of Order shall be the Parliamentary order of this Club, subject to the special rules which have been or shall be adopted by the club. These By-Laws were adopted by the General Membership of the Mile Square Swings Golf Club.

As Amended – December 2002

As Amended – December 2005

As Amended – December 2008

As Amended – December 2010

As Amended – December 2011

As Amended – December 2012

As Amended – December 2015

As Amended – December 2016

As Amended – December 2017

As Amended – December 2018

Article XI: Amendments

This organization adopted a conflict of interest policy to protect its tax-exempt status on December 7, 2017. A complete and concise document will be maintained by the Executive Board and filed in the President's Book.