



GREAT BEAR GOLF ASSOCIATION

BY LAWS (proposed 27 August 2020)

ARTICLE 1 – GENERAL INFORMATION

SECTION 1: The name of the organization shall be the Great Bear Golf Association herein after referred to as “GBGA”.

SECTION 2: The purpose of the GBGA is to:

- a. Promote the game of golf. Friendship and sportsmanship among its members through organized GBGA tournaments and Social events
- b. Create an effective and cooperative relationship between GBGA and the Great Bear Golf Club management.

SECTION 3: The GBGA shall maintain its principal office for transaction of business in the County of Monroe Pennsylvania c/o 1, Great Bear Court, East Stroudsburg PA 18302 or in such place as the Board of Directors may designate.



GREAT BEAR GOLF ASSOCIATION

ARTICLE 2 – MEMBERSHIP

SECTION 1: The GBGA membership and fiscal year is from January 1st through December 31st of each calendar year commencing in 2021

- a. The annual election of the board will held in the first meeting of the year

SECTION 2: Eligibility for the GBGA requires that an Applicant

- a. Must have reached their 18th birthday
- b. Must have a current USGA (GHIN) handicap index

SECTION 3: Annual dues for the GBGA will be determined by the Board of Directors and submitted to the membership for consideration at the final meeting of the year. Annual Dues are payable no later than February 1st of each year.

SECTION 4: An applicant is considered to be in good standing when:

- a. He / She has submitted an application for membership
- b. Paid the Annual Dues and,
- c. Been notified by the Board of Directors of acceptance

SECTION 5: In the event an application is rejected for membership:

- a. The membership dues shall be returned to the applicant.
- b. The rejected candidate shall not be considered for membership until one year after rejection
- c. The Board of Directors shall have the authority of acceptance or rejection of all new members.

SECTION 6: Membership privileges may be suspended or terminated by the Board of Directors if the member:

- a. Fails to pay dues, fees, charges or any other amounts owed to GBGA in a proper and timely manner
- b. Engages in conduct that is improper or likely to endanger the welfare, safety, harmony or reputation of GBGA and or its members.

SECTION 7: General Membership meetings:

- a. Shall be held quarterly in February, May, August and November of each year and on any dates as determined by the Board of Directors



GREAT BEAR GOLF ASSOCIATION

- b. Whether regular or special a general membership meeting shall be deemed to have a quorum for the transaction of business when twenty percent of the membership in good standing are present.

SECTION 8: Every election of officers, board members, adoption, amendment or repeal of by-laws and other acts or proceedings taken at any meeting called by the Board of Directors at which a quorum is present shall be valid and binding.



GREAT BEAR GOLF ASSOCIATION

ARTICLE 3 – THE BOARD

SECTION 1: The Board shall consist of:

- a. Five voting officers: President, Vice President of Men’s Competition, Vice President of Women’s Competition, Treasurer and Secretary.
- b. Three non-voting members: Director of Membership, Director of Food and Hospitality, Director of Communications
- c. The Great Bear Golf Club Professional will be an “ex-officio” non-voting member of the Board

SECTION 2: The Board’s term of office shall be one year as defined in Article 2 Board members may serve subsequent terms if so elected or appointed

SECTION 3: The Board will recommend any changes to annual membership fees and determine tournament fees based on the estimated financial requirements of GBGA.

SECTION 4: The Board may hold special meetings as deemed necessary. All Board members must be notified a minimum of 48 hours prior to the meeting.

SECTION 5: The Board will work with the Directors to help coordinate and manage all GBGA events.

SECTION 6: The Board together with the Great Bear Golf Club professional staff will serve as judge on rules and any conflict resolution for all GBGA events.



GREAT BEAR GOLF ASSOCIATION

ARTICLE 4 – BOARD MEMBERS AND THEIR DUTIES

SECTION 1: The President shall preside at all meetings of the GBGA and have general supervision of all affairs of the GBGA. The President shall:

- a. Act as the GBGA representative to Great Bear Golf Club management acting as a advisor relative to GBGA matters
- b. Conduct quarterly membership meetings of the GBGA and Board Meetings as necessary
 1. Roberts rules of order will serve as a loose guideline
- c. In consultation with the other appointed Board members, appoint Directors of Membership, Food and Hospitality, Tournaments and Communications who will be non-voting members of the Board.
- d. Appoint a Board member as Acting President to preside in event of his / her temporary absence

SECTION 2: The Vice President of Men's competition and the Vice President of Women's competition are responsible for setting and organizing the tournament calendar for the season.

He / She shall:

- a. Select membership representation to help plan and stage tournaments
- b. Set up Tournaments on Tournament Days, work with the Great Bear Professional staff for scorecard preparation and provision of proximity markers
- c. Serve as Tournament Chairpersons working with the Board to determine prizes and payouts for each event
- d. Keep tournament records regarding revenue expenses and tournament results and report such to the Treasurer.
- e. Work with the Board and Great Bear Golf club professional staff to review handicaps (pre-event) and the results of tournaments which may indicate a members existing handicap may not accurately reflect their skill level.

SECTION 3: The Treasurer shall safeguard and provide transparency for all funds of the GBGA. The Treasurer shall:

- a. Establish and maintain a non interest bearing checking Account for the receipt and disbursement of GBGA funds.
 1. Account shall have a minimum of two authorized signatories
 2. Only one signature on each check is required
- b. Collect and deposit in a timely manner all monies of the GBGA



GREAT BEAR GOLF ASSOCIATION

- c. Disburse GBGA funds once approved by the Board
 - 1. Expenses of less than USD25 do not require Board approval
 - 2. All disbursements must have adequate supporting documentation
- d. Maintain detailed revenue and expense reports of all GBGA events
- e. Prepare a quarterly financial report and report on the financial status of the GBGA at quarterly meetings
- f. Have all Bank Statements and financial records of the GBGA reviewed at the end of each fiscal year by a disinterested non-voting member of the GBGA.

SECTION 4: The Secretary shall keep records of the meetings of the GBGA and the Board.

He / She shall:

- a. Prepare meeting minutes, post them in the Great Bear Golf clubhouse and on the Great Bear Golf club web site
- b. Attend to the necessary correspondence of the GBGA and the Board and perform other duties as needed by the GBGA.

SECTION 5: In the event of a permanent vacancy in the office of President, Vice President of Men's Competition, Vice President of Women's Competition, Treasurer and Secretary the remaining members of the Board shall appoint a member on an interim basis to serve in that capacity until the next annual meeting



GREAT BEAR GOLF ASSOCIATION

ARTICLE 5 – DIRECTORS

SECTION 1: The Board of the GBGA will appoint form the active membership of the GBGA Directors for the following committees for a period of one year as defined in Article 2.

SECTION 2: Directors serve at the pleasure of the Board and shall report to the Board as necessary.

SECTION 3: The Director of Membership is responsible for all interrelationships between GBGA and current and future members of the Association, The Director shall be:

- a. Responsible for conducting new membership drives which includes the preparation of the membership applications, arranging for the distribution of the application, collection of completed applications and remitting the fees to the Treasurer for deposit into the GBGA Bank Account
- b. Responsible for managing the membership rolls, deleting those who have cancelled and adding new members throughout the year
- c. Responsible for developing and introducing additional membership campaigns as deemed necessary

SECTION 4: The Director of Food and Hospitality is responsible for planning and selecting menus and determining the cost of meals associated with GBGA events that include meals. The Director shall:

- a. Work with the Great Bear Golf Club management to prepare menus for those GBGA events that include meals
- b. Develop a pro forma budget for food and beverage costs for GBGA events
- c. Report as necessary to the GBGA Board on selected menus, the cost per meal and any other consideration relating to food and beverage that factors into determining the total event price

SECTION 5: The Director of Communications will maintain a current email registry of all members for timely communication of GBGA events. The Director shall work with the Board and fellow directors to:

- a. Design and send Email blasts for upcoming events / tournaments
- b. Design and post in prominent locations in the Great Bear Clubhouse fliers for upcoming events
- c. Develop a Great Bear Golf Association social media presence



GREAT BEAR GOLF ASSOCIATION

ARTICLE 6 - AMENDMENTS

SECTION 1: The By-laws may be amended by affirmation vote or two thirds of the membership present at any regular or special GBGA meeting

SECTION 2: The proposed changes must be posted in the Great Bear Golf clubhouse at least 30 days prior to such meeting

ARTICLE 7 – DISSOLUTION

SECTION 1: Should the Board determine that the member participation in the GBGA no longer warrants it's continuation a motion shall be made seconded and voted on by the membership for the dissolution of the GBGA

SECTION 2: In the event of dissolution any funds remaining in the GBGA checking Account will be donated to charity(ies) at the direction of the Board.