

**SHANDIN HILLS MENS GOLF CLUB (SHMC)**  
**BYLAWS**

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## Definitions

**Board:** The elected Board of Directors of the Shandin Hills Men's Golf Club

**Club:** Shandin Hills Men's Golf Club

**Executive Board:** The President, Vice President, Secretary, Treasurer

**Executive Session:** A Closed meeting of the Executive Board

**GHIN:** Golf Handicap and Information Network

**Membership Year:** January 1 through December 31

**SCGA:** Southern California Golf Association

**SHMC:** Shandin Hills Men's Golf Club

**USGA:** United States Golf Association. The governing body for golf in the United States.

## Name and Purpose of the Club

The name of the golf club shall be the Shandin Hills Men's Golf Club.

The purpose of the Club shall be:

1. Stimulate interest in golf by bringing together a group of golfers who are desirous of forming a golf association.
2. Promote and foster among the members a closer bond and fraternity for their joint and mutual benefit, and to promote and conserve the best interests and true spirit of the game of golf as embodied in its ancient and honorable traditions.
3. Encourage conformance to the USGA Rules of Golf by creating a representative authority.
4. Maintain a uniform system of handicapping and issue SCGA handicap indexes to the members.
5. Provide an authoritative body to govern and conduct club competitions.

## Board of Directors:

The Board of Directors shall manage and control the affairs and business of the Club. The Board shall act in the best interest of the Club.

1. The Board of Directors shall consist of the following elected officers:
  - a. Club President
  - b. Vice President
  - c. Secretary
  - d. Treasurer
  - e. Handicap Chairman
  - f. Tournament Chairman
  - g. Membership Chairman
2. The Board of Directors shall be elected by the club membership at large

3. Vacancies
  - a. In the event of a vacancy on the Board of Directors, the vacancy shall be filled by appointment by the President.
    - i. Such appointment is subject to ratification by a majority vote of the full board.
    - ii. Such appointment shall be for duration of the unexpired term of the original officer.
4. Term of Office
  - a. The term of office for all members of the Board of Directors shall be the same as the membership year.
5. Removal from Office
  - a. Elected Officers and committeemen may be removed by majority vote of the Board of Directors, however, such removal shall require the establishment of due cause, e.g. frequent unexcused absence from duty commitments, incompetence, malfeasance, misconduct or other actions which could discredit the good name of the Association
6. President Emeritus
  - a. The President Emeritus shall be an advisory Board position
  - b. Shall have no vote on the Board of Directors
  - c. Shall be assigned on a yearly basis subject to approval of the Board

## **Membership:**

1. Full membership shall be available to all males, age 18 and older.
2. Memberships are individual and are not transferable.
3. Memberships shall follow the guidelines as set for the by the SCGA.
4. Membership in the Shandin Hills Men's Golf Club includes membership in the Southern California Golf Association.
5. Membership confers no voice in the operation of the Shandin Hills Golf Course, its clubhouse or facilities
6. Membership fees shall be set forth by the Board of Directors consistent with the requirements adequate to operate and maintain the Club.
  - a. The annual dues for each member are due and payable on the first day of December
  - b. Dues shall be established by the Board necessary to effectively conduct the business of the Club.
  - c. Dues shall consistent with the fees and taxes levied by the SCGA and any other governing body with authority over the Club.
  - d. The Board may assess a late-payment penalty, if appropriate.
7. Privileges of Membership:
  - a. Participate in Club tournaments and social functions
  - b. Hold office and serve on standing committees
  - c. Vote in club elections
    - i. Voting by proxy is not permitted
  - d. Attend meetings of the Board except those designated as executive sessions

8. Member in Good Standing status subject to the following conditions:
  - a. By voluntarily accepting the By-Laws of the SHMC
  - b. By subscribing to the objectives, purposes and ideals of the SHMC
  - c. By observing and upholding the rules and etiquette of golf as set forth by the USGA
  - d. by submitting an application form, which form shall be resubmitted annually
  - e. by accepting and observing all decisions and rulings of the Board acting within its jurisdiction
  - f. Adherence to these conditions is a continuing requirement for member-in-good-standing status
9. Discipline:
  - a. Members may be subject to suspension or expulsion for
    - i. Conduct unbecoming to the game of golf, the good name of the club
    - ii. Conduct that interferes with the proper functioning of the club
    - iii. Endangering another member
    - iv. Intentionally manipulating a handicap index
10. Junior Membership
  - a. Special membership shall be available to male Junior Golfers ages 12 through 17 years.
  - b. Junior membership confers discounted membership fees and playing opportunities only.
    - i. Junior members may not vote nor hold office.
11. Associate Membership
  - a. Associate memberships are allowed with the approval of the Board.
  - b. Associate members exist for the purpose of maintaining SCGA membership and participation in the GHIN system.
    - i. Associate members may not vote nor hold office
    - ii. Associate members may not participate in Club tournaments without approval of the Board

## Duties and Responsibilities:

1. President
  - a. The President shall act as the Chairman of the Board of Directors
  - b. Shall have no vote except as needed to break a tie
  - c. Shall exercise general leadership of the Club
  - d. Shall represent the Club to the SCGA when required
  - e. Shall be an ex-officio member of all standing committees
  - f. Shall act as the Club liaison with the management of Shandin Hills Golf Course
2. Vice President
  - a. The Vice President shall assist the President

- b. Shall act in the place of the President when the President is not available
  - c. Shall be a voting member of the Board of Directors except those occasions when acting as the President
- 3. Secretary
  - a. The Secretary shall keep the minutes of all general membership meetings and meetings of the Board
  - b. Shall post the minutes in a prominent place for the general membership
  - c. Maintain the historical achieves of the minutes of Club meetings
  - d. Shall be a voting member of the Board of Directors
- 4. Treasurer
  - a. The Treasurer shall act as the Chair or the Finance Committee
  - b. Shall be the custodian of all Club funds
    - i. Deposit such funds in an account in the Club's name
    - ii. Disburse funds against obligations approved by the Board
    - iii. Maintain a "petty cash" fund as approved by the Board
  - c. Prepare and present an annual budget for approval to the Board
  - d. Shall be a voting member of the Board of Directors
- 5. Tournament Chairman
  - a. The Tournament Chairman shall chair the Tournament Committee
  - b. Shall determine eligibility for entry into Club tournaments
  - c. Shall determine and announce tournament winners and disburse awards appropriately
  - d. Present a suggested list of yearly tournaments to the Board
  - e. Shall be a voting member of the Board of Directors
- 6. Handicap Chairman
  - a. The Handicap Chairman shall act as the Chair of the Handicap Committee
  - b. Attend training classes as necessary to maintain certification with the SCGA
  - c. Verify scores submitted my members at Club tournaments are accurate and enter such scores into the GHIN system in a timely manner
  - d. Prominently display a current handicap index list for all members
  - e. Manage local control of the GHIN system
  - f. Shall be a voting member of the Board of Directors
- 7. Membership Chairman
  - a. The Membership Chairman shall act as Chair of the Membership Committee
  - b. Accept Membership Applications and assure that all required information is included
  - c. Collect membership dues and forward the funds to the Treasurer
  - d. Maintain a list of current members with the SCGA
  - e. Facilitate activities to increase Club membership
  - f. Shall be a voting member of the Board of Directors

## Committees

The board shall establish such committees as are deemed necessary for the smooth operation of the club. Committees may be either standing committees or special committees.

The Board establishes the following Standing Committees:

1. Finance Committee
  - a. The Treasurer shall Chair the Finance Committee
  - b. Shall prepare an annual budget to be presented to the incoming Board for approval for the next membership year
  - c. Perform an audit of the Club's financial records annually
2. Tournament Committee
  - a. The Tournament Chairman shall Chair the Tournament Committee
  - b. Determine the dates, format and rules for Club tournaments
  - c. Accept and verify the tournament scorecards
  - d. Forward verified scorecards to the Handicap Chairman for posting in the GRIN system
3. Rules Committee
  - a. The Vice President shall Chair the Rules Committee
    - i. Shall arrange for proper marshalling of Club tournaments
    - ii. Shall be arbiter in all disputes arising from play
    - iii. With the Tournament Committee, shall formulate and publish any necessary local rules in harmony with the policies of the SCGA and the USGA
4. Membership Committee
  - a. The Membership Chairman shall Chair the Membership Committee
    - i. Make recommendations to the Board of Directors on matters affecting membership
5. Handicap Committee
  - a. The Handicap Chairman shall Chair the Handicap Committee
    - i. Has the responsibility to make certain that each player has a handicap index that can be accessed through the GHIN, and ensure that the handicap index truly reflects the member's potential playing ability.

The Board may appoint Special Committees to act in an advisory capacity or to serve a specific function for on a temporary basis.

1. Nominating Committee
  - a. In October of each year a nominating committee shall be appointed by the President

- i. The Nominating Committee shall consist of two members from the Board and three members from the Club membership at large
  - ii. The Nominating Committee shall elect a Committee member to act as its Chair
- b. The Nominating Committee shall propose to the membership, the names of members who are qualified and have agreed to run for office on the Board of Directors
- c. The nominating committee shall report to the Board the results of their efforts by the last day of October. The Board shall take immediate action to present a slate to the general membership who, in turn, shall hold a general election to select their management team for the ensuing year.
  - i. A person can be nominated for a only one office
- d. The names of those so selected shall be placed in nomination at a special election meeting to be held no later than the first week in November. At that meeting nominations will be accepted from the floor.
  - i. A member may nominate themselves
  - ii. A member may nominate another member who must be present at the meeting
- e. The Nominating Committee shall be automatically dissolved upon election of a new Board of Directors

## **Meetings:**

- 1. General Membership
  - a. A General Membership meeting shall be held during the first week of November for the purpose of electing a Board of Directors for the ensuing year
  - b. General membership meetings shall be held at least biannually, or as determined by the President as the Chairman of the Board.
  - c. Elected members of the Board of Directors may request a general membership meeting or meeting of the Board through the President or Vice-President in the absence of the President
- 2. Board of Directors
  - a. Meetings of the Board of Directors shall be held as necessary to conduct the executive business of the Club.
  - b. A meeting of the Board can be called by the President or any by elected officer by notifying the President of a need for the meeting
  - c. All meetings of the Board of Directors is open to the general membership except when the President declares the Board to be in Executive Session



- i. The Board may meet in closed executive session to discuss personnel matters, litigation issues, or other business of a similar or sensitive nature

3. Quorum

- a. A quorum is required for passage of any proposal that will have a financial or policy effect on the Club
- b. A quorum of the Board shall consist of four members of the Board
- c. A quorum of the general membership shall consist of twenty-five members at large

**Southern California Golf Association:**

1. The Board shall annually review the requirements and advantages to the Club for membership in the SCGA
2. The President shall be the Club Delegate to the SCGA
  - a. Act as liaison between the Club and the SCGA
  - b. Receive all correspondence from the SCGA and report to the Board and general membership as needed
  - c. in conjunction with the Secretary shall forward correspondence to the SCGA on behalf of the Club as needed
3. The Club must maintain a membership of twenty-five members in good standing to retain membership with the SCGA
4. A copy of Club's current By-Laws shall be submitted to SCGA with any revision and changes as they occur
5. Names, addresses, phone numbers, and email addresses of Association's elected officers and/or board members shall be provided to SCGA annually and when any changes occur during the calendar year.
6. A current blank score card with appropriate course ratings shall be provided to SCGA when and if there are changes.

**Ratification and Amendment of the By-Laws:**

1. The By-Laws of the Club shall be ratified and/or amended by a majority vote of the Board of Directors present and constituting a quorum
2. A copy of the current Club By-Laws shall be available to any club member in good standing
3. Upon ratification or amendment of these By-Laws, all previous versions are immediately superseded.