



# **TEE TO GREEN PLAYERS CLUB**

**Playing Golf in the Spirit of the Game**

## **BY-LAWS**

### **Article I** **Name**

**Section 1.1** The name of the golf club will be **TEE TO GREEN PLAYERS CLUB (TGPC)**.

### **Article II** **Purpose**

**Section 2.1** - To stimulate interest in golf by bringing together a group of golfers desirous of forming a golf club in which members have fun and enjoy each other's company.

**Section 2.2** - To 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 tradition.

**Section 2.3** - To encourage compliance with the **USGA Rules of Golf** by creating a representative authority. All TGPC golf events will be governed by USGA Rules, including the use of the USGA tie-breaking method.

**Section 2.4** - To maintain a uniform system of handicapping as set forth by the **USGA Handicap System** and issue **USGA Handicap** Indexes to the members.

**Section 2.5** - To provide an authoritative body to conduct and govern TGPC events.

### **Article III** **Membership**

**Section 3.1** - Membership in the TGPC is available to all (men and women) 18 years of age and older. There will be at least 20 members to constitute the Club. When a new application for membership to the Tee to Green Players Club is received, it will be presented to the Board for approval. Upon approval of the Applicant's Membership to the TGPC, the applicant will receive a copy of the Club By-Laws and Policies and Procedures. There shall be no discrimination of any kind in granting or approving membership in the Club. Acceptance of the TGPC Membership shall bind each Member to uphold all rules of the TGPC and to observe both the Rules of Golf and the etiquette of golf as set forth by the United States Golf Association. Each Member shall be bound to accept all decisions of the Board of Directors, providing that the Board is acting within its jurisdiction.

**Section 3.2** - Only golfers with a reasonable and regular opportunity to play golf with fellow members and who submit all scores for posting purposes may be members and receive USGA Handicap Indexes from the Club.

**Section 3.3** - Membership in the Club is for a calendar year, with members renewing their membership by paying their annual dues by January 1<sup>st</sup> for the following year. To avoid membership termination, dues must be paid by January 15<sup>th</sup>.

**Section 3.4** - The fiscal year for the club will be (January 1<sup>st</sup>. through December 31<sup>st</sup>.).

**Section 3.5-** Annual Dues for TGPC Membership will be determined by the financial need and operating requirements of the Club and be approved by the membership in conjunction with the adoption of the TGPC annual operating budget.

## **ARTICLE IV**

### **Board of Directors**

**Section 4.1 – BOARD MEMBERS:** The TGPC Board of Directors will consist of six (6) members (Founder, President, Vice President, Secretary, Treasurer and Member Liaison) and they will perform the duties as prescribed by these By-Laws as outlined in Article V.

**Section 4.2 - VACANCIES:**

In the event a vacancy should occur among the Board of Directors through resignation, removal, termination, or otherwise, the remaining Board of Directors may choose a successor to hold office for the remainder of the former Director's term.

**Section 4.3 – DUTIES AND POWERS OF THE BOARD:**

The duties and powers of the Board of Directors shall be as follows:

- a. To set Annual Event entry fees and any other fees, and to change those fees as it deems necessary;
- b. To promulgate and propose to the membership, any amendments to the Policies and Procedures and/or the By-Laws of the TGPC and to distribute governing document updates to the membership as well as posting such on the TGPC Website.
- c. To fix penalties for violations of Club By-Laws and/or Policies and Procedures and to enforce such penalties when levied.
- d. To call special or regular meetings of the TGPC Membership;
- e. To interpret and enforce as necessary, the TGPC By-laws and the Policies and Procedures of the Club;
- f. To address any member concerns involving any breach or violation of the TGPC By-Laws and/or Policies and Procedures. If the Board determines that a violation or breach has been committed by any member, a warning letter will be sent to the member, and/ or members involved in said breach who will then be given the opportunity to attend a Special Board meeting to discuss the violation alleged to have occurred within thirty (30) days of the date on the warning letter. The Board will take appropriate action if the violation is deemed to have occurred up to expelling a member for offensive and/or egregious conduct.
- g. To refuse to renew a membership due to previous violation(s) of the TGPC By-Laws and/or Policies and Procedures.

- h. The Board of Directors shall authorize and define the powers and duties of all committees. Chairmen and members of all committees shall be appointed by the President, and the President shall be an ex-officio member of all committees except the Nominating Committee.

**Section 4.4 – BOARD MEETINGS:**

Except as otherwise herein provided, all action to be taken by the Board will be taken at duly called and constituted meetings of the Board. Unless a greater proportion is required in the TGPC By-laws, three (3) Board members shall constitute a quorum for the transaction of business at a meeting of the Board. Regular meetings of the Board will be held at such times as may be fixed by the Board. Special meetings of the Board may be held whenever called by the President or any two (2) Directors. Special Board meetings may be conducted by conference call if appropriate and necessary. Board actions, decisions and meeting minutes will be shared with the membership via e-mail. Any Executive Session discussions of the Board will not be recorded or reported publically.

**Section 4.5 – BOARD MEETING NOTICES:**

Notice of scheduled meetings, excluding Executive Board Meetings, of the Board shall be provided to the membership including the meeting date and time. If time permits, the notice should be sent (7) days or less prior to the meeting. The purpose of the meeting and/or the agenda will also be provided in the Meeting Notice. Any TGPC member may attend scheduled Board meetings if interested. If a member would like to address the Board, they must inform the Board at the time of the notice in writing and include the reason for attending so the reason can be added to the agenda.

**Section 4.6 - COMPENSATION:**

Board Members will receive no compensation for their services to the Club.

**ARTICLE V**

**Officers**

**Section 5.1 – TGPC OFFICERS:**

The officers of the TGPC will consist of the Founder, a President, Vice President, Secretary, Treasurer, and a Member Liaison. All officers will remain in office and will serve from January 1<sup>st</sup> to December 31<sup>st</sup>. unless there is a resignation creating a vacancy on the Board.

**Section 5.2 – Founder**

The Founder will be CEO of the TGPC and oversee all the day to day operations of the Club. The Founder will be a permanent member of the Board and break any tie when necessary and be an ex-officio member of all committees along with the President.

**Section 5.3 - PRESIDENT:**

The President will be the chief executive officer of the Club and will preside at all meetings of the Membership, of the Board and be an ex-officio member of all committees. The President will have general management control of the overall business and affairs of the Club. The President will see that all orders and resolutions of the Board are carried into effect and perform such additional duties as are delegated to the President by the Board.

#### **Section 5.4 - VICE PRESIDENT:**

In the absence of the President, the Vice President will preside at all meetings of the Membership and of the Board. In addition, the Vice President will perform such other duties and will have such other powers as the Board may designate.

#### **Section 5.5 - SECRETARY:**

The Secretary will have the care and custody of the books of the Club and will give the necessary notices of all meetings of the Club and the Board, The Secretary will:

- a. Act as Parliamentarian at all meetings.
- b. Be responsible for preparing and distributing all minutes of all Board and Membership meetings as required by these By-Laws.
- c. Will have the authority to authenticate any records of the Club, as may be required;
- d. Will keep such books and records and perform all such other duties as may be assigned by the Board.
- e. Will record all adopted and defeated motions, name of the maker of the motion, name all members reporting (officers, committee chairs), names of all those elected or appointed and number of votes on each side.
- f. Will record individual member votes in the event of a ballot vote other than in the election of Officers/Board Members
- g. Will alert the President as to any unfinished business of the TGPC from time to time.
- h. Will conduct the general correspondence of the TGPC as directed by the Board. In the event of the absence or disability of the Secretary, another Board member may perform the duties of that office.
- i. Will receive and document the applications of new members.

#### **Section 5.5.1. - MEMBERSHIP ROSTER:**

The Secretary in coordination with the Treasurer, will create and maintain a Membership Roster of all dues-paying members of the Club. The Membership Roster will be updated as necessary by the Secretary. The Club Roster will not be distributed to protect the privacy of our members. If a fellow member would like the email or phone number of a fellow member, such member will contact the secretary and the secretary will contact the other member for permission to release the information. The Membership Roster will include names, physical address, email address; phone number(s), etc. If a member does not wish to have their contact information shared on the Roster, only their name will appear on the Roster. The TGPC Roster is for members' use only and must not be used for private or commercial solicitation or be distributed to non-members.

Any Member who violates this policy may be subject to termination from the TGPC.

#### **Section 5.6 - TREASURER:**

The Treasurer will receive and have custody of all membership dues paid, moneys and securities held by the Club. The Treasurer will do and perform all such duties as may be required by the Board and such other duties as are generally attributable to such office. At the end of each year, the Treasurer will submit to the Board and the Membership, a recap statement of receipts and

disbursements for the current fiscal year and a proposed Annual Budget for the following fiscal year.

The Treasurer will also from time to time, report to the Board as to the ongoing financial condition of the Club. In the event of the absence or disability of the Treasurer, another Board member may perform the duties of that office. Any TGPC member may request at any time, a statement from the Treasurer as to the general financial condition of the TGPC.

#### **Section 5.7 – MEMBER LIAISON:**

The Member at Liaison will act as Liaison with the New members.

### **Article VI** **Committees**

#### **Section 6.1 – EXECUTIVE COMMITTEE**

- The Executive Committee shall be composed of the President, Vice-President (Acting as Secretary) and Founder and shall meet on an as needed basis. Any action of the Executive Committee shall be reported in full at the next Board of Directors meeting.

#### **Section 6.2 - HANDICAP CHAIR:**

- Will be a Board member or member approved by the Board with the responsibility to maintain member's handicaps in accordance with procedures set forth in the **USGA Handicap Manual** and the **USGA**.
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#### **Section 6.3 – GOLF CHAIR:**

- Will be a Board member, or a member approved by the Board who will organize all weekly golf events, prepare and publish the pairings, publish the weekly winners.
- Will be responsible for recommending to the President a schedule and venue for all weekly golf events of the Club.
- Will assure compliance with the USGA Golf Rules and make recommendations to the Board regarding any changes.

#### **Section 6.4 – IT CHAIR/WEBMASTER:**

Will be a TGPC member appointed by the Board to maintain the TGPC website

#### **Section 6.5 – NOMINATION COMMITTEE AND ELECTION OF OFFICERS/BOARD MEMBERS:**

##### **Section 6.5.1 – Retention of Current of Board with the exception of resignations.**

The current board will remain unless there is an opening created by resignation.

If there is a vacancy, eight weeks prior to the Annual Meeting, an email will be sent to the

membership to vote on a Punchbowl invitation requesting for the approval to retain the current Board or to proceed with the Nomination process to fill the vacancy.

On an annual basis, five (5) weeks prior to the TGPC Annual Meeting, the Board of Directors will appoint a Nominating Committee consisting of a Chairperson and a maximum of four (4) TGPC members in good standing. Neither current Board members or any TGPC Members who wish to run for office may serve as members of the Nominating Committee.

The Nominating Committee will solicit candidates for Board vacancies as outlined in this Article V. Existing Board members may be considered for re-election to their current Board position or be nominated for a different Board position than that which they currently hold.

Four (4) weeks prior to the Annual Meeting the Nominating Committee will present a slate of nominees to fill vacant Board positions to the Membership via e-mail. There may be more than one nominee for each position. E-mail voting by the Membership will remain open and available to members until two (2) weeks prior to the Annual Meeting. All Members are eligible to vote (one member, one vote) for each vacant Board position. The candidates with the most votes will be deemed to be elected to the respective office and will commence their term on January 1<sup>st</sup>.

#### **Section 6.6 - Election Committee**

The Election Committee, appointed by the Board, will preside over and manage the entire election process from start to finish. The Board election results will be revealed by the Election Committee Chair, immediately upon the expiration of the voting period, one-week prior to the Annual Meeting.

### **ARTICLE VII** **Membership Meetings; Voting; Quorum**

#### **Section 7.1 - ANNUAL MEETING:**

The Annual Meeting of the TGPC will be held at a specific time, date and location as determined by the Board. The Secretary will provide notice. Items for discussion at the Annual Meeting must be submitted in writing to any Board member within two (2) weeks of the meeting notice provided to the Membership. The Annual Meeting agenda will be sent no less than one (1) week prior to the scheduled date of the Annual Meeting.

#### **Section 7.2 - SPECIAL MEETINGS:**

A Special Meeting of the Membership may be called at any time and for any reason by the President or by written request of twenty-five percent (25%) of the Members of the Club. Written email notice of the date, time, location and the purpose for which the Special Meeting is being called will be provided to the Membership by the Secretary as soon as possible.

#### **Section 7.3 - MEMBERSHIP VOTES:**

Membership votes for any reason will always be governed by the one member -one vote concept. Unless otherwise stipulated in these By-Laws, all TGPC membership voting will be conducted via email.

**Section 7.4 - QUORUM:**

A quorum for any TGPC election or change in the By-Laws or in the Policies and Procedures of the Club will be constituted by a majority of the current TGPC Membership.

**Article VIII****Amendments to the By-Laws**

**Section 8.1** - The Board of Directors shall have the power to repeal or amend any of these By-Laws, provided that such action will not become effective until approved by a majority vote of the current TGPC membership.