

**CENTRAL FLORIDA GOLF CLUB**  
**BY-LAWS**

**ARTICLE I**  
**Name**

**Section 1.1** The name of the golf club will be **CENTRAL FLORIDA GOLF CLUB (CFGC)**.

**ARTICLE II**  
**Purpose**

**Section 2.1** -To stimulate interest in golf by bringing together a group of golfers desirous of forming a golf club.

**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 CFGC golf events will be governed by USGA Rules.

**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.

**ARTICLE III**  
**Membership**

**Section 3.1** - Membership in the CFGC 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 Central Florida Golf Club is received, it will be presented to the Board for approval. Upon approval of the Applicant's Membership to the CFGC, 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.

**Section 3.2** - Only golfers with a reasonable and regular opportunity to play golf with fellow members and who should 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 December 31<sup>st</sup> for the following year. In order to avoid membership termination, dues must be paid by January 31<sup>st</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 CFGC 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 CFGC annual operating budget.

**ARTICLE IV**  
**Board of Directors**

**Section 4.1 – BOARD MEMBERS:** The CFGC Board of Directors will consist of five (5) members (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 may 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 are:

- 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 CFGC and to distribute governing document updates to the membership as well as posting such on the CFGC Website.
- c.) To interpret and enforce as necessary, the CFGC By-laws and the Policies and Procedures of the Club; to establish and administer any penalties for violations of Club By-Laws and/or Policies and Procedures.
- d.) To call special or regular meetings of the CFGC Membership;
- e.) To address any member concerns involving any breach or violation of the CFGC 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 of the Warning Letter. The Board will take appropriate action if the violation is deemed to have occurred up to and including a recommendation to the membership to expel a member for offensive and/or egregious conduct.
- f.) To refuse to renew a membership due to previous violation(s) of the CFGC By-Laws and/or Policies and Procedures.

**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 CFGC 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 publicly.

**Section 4.5 – BOARD MEETING NOTICES:** Notice of all scheduled meetings of the Board shall be provided to the membership with at least seven (7) days advance notice of the meeting date and time. The purpose of the meeting and/or the agenda will also be provided in the Meeting Notice. Any CFGC member may attend regular Board meetings if interested in doing so. If a member would like to address the Board, they must inform the Board of that desire in writing at the time the notice of the Board meeting is given.

**Section 4.6 - COMPENSATION:** Board Members will receive no compensation for their services to the Club.

**ARTICLE V**  
**Officers**

**Section 5.1 – CFGC OFFICERS:** The officers of the CFGC will consist of a President, Vice President, Secretary, Treasurer, and a Member Liaison. All officers elected will serve for a term of one (1) year commencing on January 1<sup>st</sup> and ending on December 31<sup>st</sup>.

**Section 5.2 - PRESIDENT:** The President will be the chief executive officer of the Club and will preside at all meetings of the Membership and of the Board. 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 5.3 - 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 5.4- 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.) Be responsible for preparing and distributing all minutes of all Board and Membership meetings as required by these By-Laws;
- b.) Will have the authority to authenticate any records of the Club, as may be required;
- c.) Will keep such books and records and perform all such other duties as may be assigned by the Board;
- d.) 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.
- e.) Will record individual member votes in the event of a ballot vote other than in the election of Officers/Board Members;
- f.) Will alert the President as to any unfinished business of the CFGC from time to time;
- g.) Will conduct the general correspondence of the CFGC 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.
- h.) Will receive and document the applications of new members.

**Section 5.4.1. - 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 and distributed as necessary by the Secretary but no less than two (2) times per year on or about February 15th and August 15th. 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 CFGC 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 CFGC.***

**Section 5.5 - 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 CFGC member may request at any time, a statement from the Treasurer as to the general financial condition of the CFGC.

**Section 5.6 – MEMBER LIAISON:** The Member Liaison will be a member of the Board who will act as a Board liaison with the membership and will see to it that the Rules and Etiquette of Golf are followed. The Member Liaison will be the initial contact person for any Membership grievances to be presented to the Board for consideration and/or action as may be necessary and/or appropriate. In June of each year, the Member Liaison will circulate a sign-up form to allow member volunteers to be a monthly coordinator for a specific month for the following year. The Monthly Coordinators will be listed on the CFGC Website.

## ARTICLE VI Committees

**Section 6.1 – HANDICAP CHAIR:** Will be a member approved by the Board with the responsibility to maintain member’s handicaps in accordance with procedures set forth in the USGA Handicap Manual.

### **Section 6.2 – GOLF CHAIR:**

- Will be a member approved by the Board who will oversee the organization of all weekly golf events & tournaments, working with the monthly coordinators.
- Will be responsible for oversight of the monthly golf coordinators as they develop 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 to the Club Golf Rules.

**Section 6.3–IT COMMITTEE:** Will be a CFGC member(s) appointed by the Board as the Club’s Webmaster to maintain the CFGC website.

### **Section 6.4- NOMINATION & ELECTION COMMITTEE:**

On an annual basis, five (5) weeks prior to the CFGC Annual Meeting, the Board of Directors will appoint a Nominating Committee consisting of a Chairperson and two (2) CFGC members. Neither current Board members nor any CFGC Members who wish to run for office may serve as members of the Nominating Committee.

The Nominating Committee will solicit candidates for all Board positions as outlined in 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.

Three (3) weeks prior to the Annual Meeting the Nominating Committee will present a slate of nominees to fill all 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 one (1) week prior to the Annual Meeting. All Members are eligible to vote (one member, one vote) for each 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>.

The Nominating Committee will preside over and manage the entire election process from start to finish. The Board election results will be revealed by the Nominating Committee Chairperson immediately upon the expiration of the voting period as the votes are tabulated or one week prior to the Annual Meeting, whichever comes first.

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

**Section 7.1 - ANNUAL MEETING:** The Annual Meeting of the CFGC will be held at a specific time, date and location as determined by the Board prior to the annual Holiday Event. The Secretary will provide notice including a tentative agenda for the Annual Meeting to all CFGC members via email. The Annual Meeting agenda will be sent no less than two (2) weeks prior to the scheduled date of the Annual Meeting. Items for discussion at the Annual Meeting may be submitted in writing to the Member Liaison or any Board member at the time the meeting notice is provided to the Membership.

**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 CFGC membership voting will be conducted via email, and a minimum 30% member participation is required for a valid vote.

## **ARTICLE VIII** **Amendments to the By-Laws**

**Section 8.1-** The Board of Directors may recommend to the Membership from time to time, amendments to these By-Laws provided that such action will not become effective until approved by an email vote of the current CFGC membership. An amendment will be approved if it receives a majority of the votes recorded via email, and a minimum 30% member participation is required for a valid vote.