

**TOP FLIGHT GOLF CLUB  
BY-LAWS**

Article I – NAME

The name of this CLUB shall be TOP FLIGHT GOLF CLUB.

Article II – PURPOSES

First: To promote and foster a closer bond among its members and for their mutual benefit, conserve the best interests and true spirit of the game of golf as embodied in its ancient and honorable traditions.

Second: To enforce uniformity in the rules of the game by creating a representative authority.

Third: To maintain a uniform system of handicapping as set forth in the regulations of the Northern California Golf Association (NCGA) in cooperation with the United States Golf Association (USGA).

Fourth: To afford a convenient and authoritative body to govern Top Flight Golf Club tournaments held at various courses.

Article III – MEMBERSHIP

Section 1: Membership shall be available to accepted applications, with amateur classification, without regard to race, national origin, religion, marital status, disability, sex or sexual orientation.

Section 2: Memberships are individual and non-transferable. Dues include membership in the Northern California Golf Association (NCGA). The NCGA provides \$1.00 toward a subscription to the quarterly magazine, NCGA News, monthly computerized handicap, NCGA tournament eligibility and any other special membership services available.

Section 3: The fiscal year for the CLUB will be December 1 through November 30.

Section 4: Club dues are due and payable by October 15<sup>th</sup> of each year and delinquent after January 14th.

Section 5: In the event any member of this organization shall commit any act which reflects discredit or dispute thereon, or shall refuse or neglect to comply with the rules and regulations adopted by the Board or the duly appointed committee members, such member shall be subject to suspension or expulsion. Said member shall have the right to be heard at that time, however if said member has been found negligent, said member shall be suspended or expelled by a vote of two-thirds of the Board at any regular meeting or special meeting called for such purpose. Notice of suspension or expulsion will be by written notice ten days after the vote.

Section 6: All membership fees and dues shall be established by the Board from time to time in such amounts as they deem to be adequate to operate and maintain the Club.

Section 7: An Associate member shall be a member in good standing of another NCGA club and is subject to all dues and fees as deemed necessary by the Board. They shall not be accorded all rights and privileges of Top Flight Golf Club Membership.

## Article IV – The Board

Section 1: The Board shall consist of President, Vice-President, Secretary, Treasurer, Membership Director, Handicap Director, Tournament Director, Assistant Tournament Director and Past President. These nine (9) members shall be in good standing with the Top Flight Golf Club and they shall exercise all powers of management of the club not specifically excepted by these By-Laws.

Section 2: The Board shall meet bi-annually at such times and places as they may select. A majority of the Board shall constitute a quorum at any Board Meeting.

Section 3: In case of any vacancy through death, resignation, disqualification or other cause, the remaining directors, even though less than a quorum, may elect a successor by majority vote to hold office for the unexpired term of the director whose place shall be vacant and until the election of his successor.

## Article V – Duties of Officers/Board of Directors and Committees

Section 1: The duties of the Officers/Board of Directors shall be such as their title would indicate or such as may be assigned to them respectively from time to time.

- a. PRESIDENT – Responsibilities
  1. Call and preside over General Membership and Board Meetings. Be a Member of the Tournament and Membership Committees. Be an alternate signature on the club checking account. Call for and appoint members to special committees.
- b. VICE-PRESIDENT – Responsibilities
  1. To assume President's responsibilities in his or her absence. To serve on Tournament, Handicap and Membership Committees.
- c. SECRETARY – Responsibilities
  1. Record and report minutes of meetings. Be an alternate signature on the club checking account. Serve on Membership Committee and Handicap Committee.
- d. TREASURER – Responsibilities
  1. Manage financial affairs of the Club. Be a required signature on the club checking account. Serve on Membership Committee.
- e. MEMBERSHIP DIRECTOR – Responsibilities
  1. Manage membership affairs. Process new membership applications and renewals and collect membership dues. Chair the Membership Committee. Serve on the Handicap Committee.
- f. HANDICAP DIRECTOR – Responsibilities
  1. Interpret USGA rules for the club. Update member handicaps monthly to NCGA and Chair Handicap Committee. Serve as a member of the Membership Committee.
- g. TOURNAMENT DIRECTOR – Responsibilities
  1. Organize 12 tournaments a year. Post tournament information and registration dates on the Top Flight Golf Club's website. Serve as Chairman of the Tournament Committee. Serve on the Membership Committee and Handicap Committee.
- h. ASSISTANT TOURNAMENT DIRECTOR – Responsibilities
  1. Learns how to use the Tournament Pairing Program. Organize tournaments in the absence of the Tournament Director. Assists the Tournament Director as needed with all tournaments.
- i. PAST PRESIDENT – Responsibilities
  1. Stay on the Board of Directors as an advisor. Be an alternate signature on the club checking account.

Section 2: The Board shall authorize and define the powers and duties of all committees. Chairmen and members of all committees shall be appointed by the president and he or she shall be ex-officio member at all committees, except the nominating committee.

#### Article VI – Powers

Section 1: The powers, government and management shall be vested in and exercised, conducted and controlled by the Officers/Board of Directors. No unauthorized expenditures shall be made without Board approval.

#### Article VII – Meetings

Section 1: The Annual Meeting of the Top Flight Golf Club General Membership shall be held at the Christmas Banquet. The Board shall provide for the holding of other meetings as deemed necessary or desirable. Special meetings shall be called upon written petition signed by not less than ten percent of the membership.

Section 2: A legal quorum at any General Meeting shall be 50 percent of the membership or 25 members in good standing. Each active member, (must be present), in good standing shall be entitled to one vote.

#### Article VIII – Elections

Section 1: At least five weeks prior to the Annual General Meeting, (Christmas Banquet), the Board shall appoint a nominating committee consisting of five members of the organization. At least one week prior to the Annual Meeting, a list of all candidates nominated shall be emailed to each member at their last known email. A list of all candidates shall be posted on the Top Flight Golf Club's website.

Section 2: Voting shall be by voice vote and those names receiving the greatest number of votes by those members present at the meeting shall be declared to be elected.

#### Article IX – Removal of Officers/Board of Directors

Section 1: Any Officer/Board of Director may be removed from office for good cause as shown by an affirmative vote of not less than  $\frac{3}{4}$  of the members present at a special meeting called for that purpose.

#### Article X – Resignation of Officers/Board of Directors

Section 1: All resignations of Officers/Board of Directors shall be made in writing and submitted to the Secretary.

#### Article XI – Amendments

Section 1: These By-Laws may be amended at any meeting of the Officers/Board of Directors or a special meeting, by an affirmative vote of the majority of the quorum of Officers/Board of Directors present.

Established November 1989

**UPDATED:  
January 05, 2023**