

CORDOVA GOLF CLUB

BY-LAWS

ARTICLE I

Name:

- The name of this club shall be **Cordova Golf Club**.

ARTICLE II

Purpose:

- The purpose of which this club is to promote the Sport, Etiquette, and good sportsmanship of golf in Sacramento according to these BY-LAWS and the rules of the game.

ARTICLE III

Membership:

- Any person 18 years of age or over may be apply for membership, provided that such membership shall be available and the individual meets requirements of acceptance by the Board of Directors and pays the appropriate fees and dues as established by these BY-LAWS.

ARTICLE IV

Election of Members:

- New Members and reinstatement of Members:** The proposed new member shall be submitted on an application form to the club secretary. The Secretary shall receive the application with dues attached. The Secretary will submit the proposed new member application to the Board for approval. Upon approval the prospective new member will be installed as an active member. The Board of Directors shall proceed to ballot and a simple majority, one vote over half, is reached, the prospective member shall be installed as an active member of this club.
- Renewal of membership:** The club Secretary may complete the membership renewal list prior to the board's approval.

ARTICLE V

Membership Meetings:

1. **Rules:** All meetings shall be conducted in accordance with Robert's Rules of Order
2. **Time:** There shall be a minimum of Three (3) meetings annually to be held at a time and place to be designated by the Board of Director's.
3. **Special Meetings:** Special meetings may be called and held at any time by Board of Directors. Upon request of (3) three or more Directors, the President must call a special meeting to be held at a time and place that is agreeable to all parties.
4. **Notice:** Members shall receive at least five (5) days prior notice specifying the time, place and purpose of any general meeting. This notice shall be provided in the Club Newsletter, by phone, e-mail or by personal contact.
5. **Quorum:** At all club membership meetings, whether regular or special, ten (10) members shall constitute a quorum for the transaction of business.

ARTICLE VI

Officers and Chair-Person:

1. **Elective Officers:** The elective officers shall be elected by the members and shall consist of, President, Vice President, Secretary, and Treasurer.
2. **Appointive Officers:** The President with the advice and consent of the Board of Directors shall appoint the Appointive Officers. They shall be the Tournament Director, Handicap Chairperson, Rules Chairperson and Special Events Coordinator. The President may appoint special member to assist in events that require added support.
3. **Qualifications:** To be eligible to hold an elective office, a member must be in good standing and with no NCGA discipline actions.

ARTICLE VII

Board of Directors:

1. **Duties:** It shall be the duty of the Board of Directors to manage and discharge the business and affairs of the club and perform such other duties as may be required

by the BY-LAWS.

2. **How Constituted:** The Board of Directors shall be composed of the President, Vice President, Secretary, Treasurer, Tournament Director, Handicap Chairperson, Rules Chair-person, Special Events Coordinator and Immediate Past President.
3. **Meetings:** The club President as needed shall call Board of Director meetings. The President shall determine time and place. Special meetings of the Board of Directors may be called upon request of (3) three Board members.
4. **Voting:** Each member of the Board of Directors shall be entitled to cast one (1) vote on any matter or resolution presented.
5. **Quorum:** A simple majority, one more than half the board members, shall constitute a quorum for the transaction of business at any meeting of the board.
6. **Vacancies:** Any vacancy in the Board of Directors, with the exception of the President or Vice President, shall be filled by a majority vote of the remaining directors. The person so elected to fill such a vacancy shall hold office for the remaining term of his predecessor and until his successor shall have been elected or appointed. The Vice-President shall ascend to the President if a sudden vacancy occurs and a special election of the General Membership will elect a Vice president to finish remaining term of that office, and meet the existing requirements for electing officers.
7. The President and Vice-President position shall be filled by a special election of the General Membership and meet the existing requirements for electing officers.7.
8. **Absence of President and Vice President:** If both the President and Vice President are absent at any meeting of the Board of Directors, or the club, a chairman shall be elected pro tem by the other directors present to preside at that meeting.8.
9. **Absence of Secretary:** If the Secretary is not present at any meeting of the Board of Directors or club, a Secretary pro tem may be chosen to perform the duties of the Secretary at that meeting.

ARTICLE VIII

Duties of Officers:

1. **President:** The President shall preside over all meetings of the club and the Board of Directors. See that the BY-LAWS and such rules and regulations as may be adopted by the Board of Directors are properly enforced and to report to the Board any infractions of it. Call all such meetings as are herein provided to be called by him; exercise a general supervision over the business and affairs of the club; co-sign checks with the Vice-President or Treasurer. Fill all appointive offices and establish the necessary committees to administer the business and affairs of the club.
2. **Vice President:** The Vice President shall preside over all meetings of the club and its Board of Directors in the absence of the President. In addition, the Vice President shall perform other duties as may be described by the Board of Directors or which may be required by the BY-LAWS. The Vice President will co-sign checks with the President or Treasurer.

3. **Secretary:** The secretary shall keep full minutes of the proceedings of any meetings held by the club and the Board of Directors. Countersign all instruments requiring their signature; make service and publication of all notices that may be necessary or proper without command or direction from anyone. Keep a complete roll of all members; keep a complete record of the accounts of every member; maintain the official correspondence of the club; revise the BY-LAWS in accordance with such alterations or amendments as may be adopted by the members. In addition, the secretary shall perform other such duties as may be required by the BY-LAWS.
4. **Treasurer:** The treasurer shall receive all money of the club for which a receipt shall be given and said money deposited in the name of the club in such bank as the Board of Directors may designate. Insure that all disbursements are made by check only; keep full and accurate records of the receipts and disbursements of the club and to render to the President and the Board of Directors a statement of accounts and the financial condition of the club as required. The treasurer shall also perform other such duties as may be required by the BY-LAWS. The treasurer shall also be a cosigner for check payments.
5. **Tournament Director:** The tournament chairman shall appoint members to a tournament committee and such committee shall arrange all tournaments and club matches and shall have charge of all events of like character. Arrange the tournament calendar for major tournaments and submit such calendar, upon approval of the Board of Directors, to the Cordova Recreation and Parks Department. Arrange for trophies and prizes and the awarding of same; insure that there is obtained clarification of how each tournament is to be played; take charge of tournament participation and collection of entry fees; coordinate pin and tee block placement with the greens-keeper. In addition, the tournament chairman shall perform such duties as may be required by the BY-LAWS or prescribed by the Board of Directors.
6. **Handicap Chairperson:** The handicap chairman shall determine the handicap of all members for tournament play. Members must play in a minimum of (4) four club tournaments before receiving a tournament handicap and members must have a tournament handicap in order to qualify for tournament awards unless otherwise indicated by the President, Tournament Director or Handicap Chairman. All tournaments will be played based on the handicapper's tournament handicaps. The handicap chairman will be responsible for the posting of all tournament scores to NCGA and will monitor all cards turned in for posting. In addition, the handicap chairman shall perform such other duties as may be prescribed by the Board of Directors or which may be required of him by the BY-LAWS.
7. **Rules Committee :** The rules committee (Club Officers in attendance) will arbitrate all disputes regarding the interpretation of both the "Rules of Golf" as approved by the United States Golf Association as well as the local rules of the course. Violations of these rules should be pointed out to any offending member and the applicable penalty enforced.
8. **Special Events Coordinator:** The Special Events Coordinator shall coordinate special events. In addition, the special event coordinator shall perform such other duties as may be prescribed by the President or Board of Directors in addition to which may be required of him by the BY-LAWS.
9. **Immediate Past President:** The immediate past president of the club shall serve as the Parliamentarian emissary and shall have such duties as usually pertain to that office for (1) one year after leaving office.
10. **Committee Limitations:** Except as herein before provided for Tournament Committee, none of the committees have the authority to enter into any contract involving the expenditure of money.

None of said committee shall make any purchase of purchases except on the authorization of the Board of Directors or its duly authorized agent.

ARTICLE IX

Election and Removal of Officers:

1. **Time of Election:** The elective officers of the club shall be elected annually at a regular meeting of the club held during the month of November.
2. **Nomination Committee:** The nominating committee shall be composed of the incumbent president and at least three (3) members of the club appointed by the president. The incumbent president shall act as chairman of the committee. The committee shall meet at a time established by the chairman and the slate of officers should be presented to the members at the November General Meeting. Additional candidates may be placed in nomination during the November meeting upon a motion of a member and duly seconded by another member.
3. **Voting:** Each member present at the annual election meeting shall be entitled to one (1) vote for each office to be filled.
4. **Election of Officers:** The candidates receiving a majority of the votes cast shall be declared elected to their respective offices. In the event no candidate receives a majority of the votes cast, a new vote shall be held between the two (2) candidates receiving the greater number of votes for said office.
5. **Installation and Term:** The elective officers shall be installed as of January first and the term will extend for one year.
6. **Removal of Officers:** Any elective officer of the club may be removed from office for good cause shown by an affirmative vote of not less than three-fourths (3/4) of the members present at a special meeting of the club called for that purpose. **ARTICLE X**

Suspension and Expulsion of a Member:

1. **Authority:** The Board of Directors shall have power, by a vote of the majority of its members, to suspend or expel and forfeit the membership of any member for

conduct which, in its opinion, is likely to be detrimental to the welfare, interest, repute or character of the club.
2. **Notification:** No vote shall be taken by the Board of Directors on a proposed forfeiture, suspension or expulsion prior to ten (10) written notices, setting forth the charge or charges against such member and shall have been served upon the member concerned by registered mail, and such member shall have the right to be heard before any final vote is taken thereon.
3. **Recourse:** At any time within thirty (30) days after such forfeiture, a suspension or expulsion, a meeting of the club to consider the name shall be called if a request in writing be made by twenty-five (25) or more members to the president to which meeting an appeal may be taken

from the decision of the Board of Directors, and the member may be restored by a vote of the majority of the regular members present.

ARTICLE XI

Finance:

1. **Club Member Dues:** Club dues shall be forty (\$40) per year commencing December (1st) first and payable in advance. Dues are delinquent as of December thirty first. Delinquent members must qualify their handicap as a new member (4 tournaments and handicap is current).
2. **Charter Members:** The Cordova Golf Club absorbs the Club dues of the Charter members provide the charter members play in a minimum of four (4) tournaments per year. All Charter members have passed or no longer play with Club.
3. **NCGA Member Dues:** The dues of the Northern California Golf Association shall be payable with the club dues unless the member is already a paid NCGA member of another club and declines an NCGA membership with Cordova Golf Club.
NCGA member dues not paid as of a deadline in December are delinquent. Delinquent members automatically lose their memberships and will be assessed ten dollar (\$10) fee for NCGA reinstatement plus normal club dues. NCGA membership is not required to join as a Club Member.
4. **Director Compensation:** The Cordova Golf Club shall absorb fees of the Tournament Director as follows; Annual NCGA and Cordova Club membership, green and cart fees for all Club tournaments, and any additional compensation as agreed upon by the Board of Directors.
5. **Officer Exemption:** All members of the Board of Directors are given a reduced fee as it applies to Tournament fees for the purpose of Tournament Awards.
6. **Special Dues:** The Board of Directors shall have the power to levy special dues during the year to facilitate the financial stability of the club.

ARTICLE XII

NCGA Tournaments & Trophy Tournaments:

1. **Eligibility:** To be eligible for trophy tournaments, members must have played in **ten** (10) scheduled club tournaments in the twelve month period prior to the trophy tournament. NCGA members must have a club handicap when qualifying for NCGA tournaments and will need to have played in a minimum 10 tournaments with the Club to represent the Club at the Sectional. If special circumstances warrant a lesser amount of tournaments, the Board of Directors will decide. Renewing a Club/NCGA membership after a determined December Deadline of each year must re-qualify as a new member and forfeit all prior year qualifying. The Board of Directors may take special circumstances under consideration to be reinstated without recourse.
2. **NCGA Zone / Club Championship:** The four players of the **ZONE** team consist of the **Club Champion (NCGA member)** and the **three** (3) low net (NCGA member) players, **one** from **each flight** shall be decided the previous year, by **two** (2) **eighteen** (18) holes of qualifying

rounds to be played at a course determined each year by the Board of Directors. Final round for the Club Championship shall be at Cordova Golf Course. In the event of a tie, there will be a sudden death play-off in accordance with USGA Rules. Club Champion runner-up and 1st alternates of each flight fill vacancies. Flight qualifiers will use club Handicap to qualify. All will play to an 18.4 index when representing the Club at the Zone tournament.

3. **NCGA 2-Man Best Ball Teams (SENIOR & REGULAR):** Beginning the year 2018, both teams will be determined the previous year, by 2 separate **eighteen** (18) hole qualifying rounds. One of the qualifying rounds shall be at Cordova Golf Course and the other **eighteen** (18) holes shall be played at a course to be determined each year by the Board of Directors. In the event of a tie, there will be a sudden death play-off in accordance with USGA Rules. If a member of either winning team is unable to fill his obligation to play, his partner may select any Cordova Club NCGA member he wishes. If a full team is unable to fill their obligation to play, the runner-up team will be 1st alternate. A senior must be at least 55 years of age by Sept 1st prior to the scheduled NCGA tournament. Teams will use full handicaps to qualify for the sectional, if more than **eight** (8) strokes separate partners, higher handicap partner reduces until stroke maximum achieved. The teams that qualify play with max.18.4 index at the sectional and beyond.
4. **NCGA Net Amateur Championship: Two** (2) low net winners of a qualifying round played at Cordova Golf Course using full handicaps shall determine the winners. Must have played in **ten** (10) Club tournaments prior to qualifying. In the event of a tie, sudden death play-off in accordance with USGA rules. 1st runner-up shall be 1st alternate and so forth.
5. **Pairings:** In all 2 round major tournaments, the tournament chairman will make pairings for the second round according to first round scores with the leaders going last.
6. **Ties:** In the event of a tie in any trophy or NCGA qualifying tournament, the winner will be determined by a sudden death playoff..
7. **Entry Fee(s):** Cordova Golf Club members who attempt to qualify for Club sponsored NCGA tournaments, shall pay the total cost assessed to the Club by the NCGA. However, cart rental will be the responsibility of each qualifier.

ARTICLE XIII

Hole in One:

1. **Award:** Hole-in-one game (Ace Insurance) is available as an option for the fee of seven dollars (\$7). In the event a hole-in-one is recorded on any hole during any club tournament the total amount of money in this fund will be awarded to the member recording the hole in one. Seven dollars (\$7) will be collected from the members wishing to participate after each hole-in one award. In the event that no member records a hole-in-one during the calendar year, the funds will be distributed to the top **ten** (10) winners and ties of the "closest to the pin" contest. Can win only one slot for the year. Can win only one hole per tournament. 1st place amount will be determined and \$1 less for each inch less than the prior distance for the remaining 9 measures, ties share same amount.
2. **Trophy:** Any club member executing a hole in one during any sanctioned club tournament shall be awarded a trophy by the club.

ARTICLE XIV

Construction of and Amendments to the BY-LAWS:

1. **Construction:** On all questions as to the construction of these BY-LAWS, the decision of the Board of Directors shall be final and conclusive.
2. **Amendments:** These BY-LAWS may be altered, amended, repealed or new BYLAWS may be adopted at a regular Board of Directors meeting or at any special meeting called for that purpose, by an affirmative vote or by two thirds (2/3) of the members present.

ARTICLE VII, XI, amended by the Board of Directors on December 19, 2015

ARTICLE XI & VIII amended the Board of Directors on October 13th , 2017

ARTICLE XII & XIII amended by the Board of Directors May 20th , 2018

ARTICLE XII amended by the Board of Directors March 15th , 2021