

Vista Valencia Senior Men's Golf Club

By-Laws

(Revised November 17, 2011)

ARTICLE I NAME

Section 1 The name of the club shall be "Vista Valencia Senior Men's Golf Club"

ARTICLE II OBJECTIVE

- Section 1 To promote, develop, regulate and conduct golf activities for the mutual benefit of all members.
- Section 2 To establish and maintain standard handicaps for all members, to include assignment of a tournament handicap.
- Section 3 To provide an authoritative body to govern and conduct club competitions including an annual club championship tournament.
- Section 4 To provide a monthly bulletin to all members which shall provide timely information regarding all activities of the club.

ARTICLE III MEMBERSHIP

- Section 1 Membership in the club shall be by application only. Any dues or money paid to the club by a prospective member shall be refunded to him in the event that he is not accepted as a member.
- Section 2 Only members in good standing may participate in club activities.
- Section 3 Total membership in the club may be limited at any time.
- Section 4 The minimum age for membership is 55 years.
- Section 5 Membership confers no voice in the operation of any golf course, clubhouses nor any facilities of the courses.
- Section 6 The fiscal year for the club will be January 1 through December 31.
- Section 7 All membership fees and dues shall be established by the Board of Directors from time to time in such amounts as they deem to be adequate to operate and maintain the club. All monies collected shall accrue to the benefit of the membership.

**ARTICLE IV
OBLIGATIONS AND DISCIPLINES**

- Section 1 Acceptance of Membership in the club shall bind each member to abide by all conditions, rules and regulations of the By-Laws and to accept and comply with all decisions and regulations of the Board of Directors promulgated within its jurisdiction.
- Section 2 No member shall be suspended or expelled without formal charges in writing having been made and filed with the Secretary of the club, and an opportunity having been given to such member to be heard in his defense.

**ARTICLE V
GOVERNMENT AND MANAGEMENT**

- Section 1 The affairs, funds and property of the club shall be governed by eight (8) elected members to be known as the Board of Directors. Within two weeks following the annual business meeting and election, the Board of Directors shall meet and elect the officers.
- Section 2 The officers shall consist of President, Secretary, Treasurer, Membership Chairman, Tournament Chairman, Away Tournament Chairman, Handicap Chairman, Rules Chairman, and Webmaster. Their duties shall be such as their titles would indicate. The duties and responsibilities of each officer contained within Article VII may be changed from time to time by a decision of the Board. Any Director may hold more than one office simultaneously.
- Section 3 The term of each office of the Board of Directors shall be for one year, commencing on January 1 of each calendar year.
- Section 4 A member shall be elected to the Board by a plurality of votes cast for Board members.
- Section 5 No member of the club serving in any capacity shall receive any salary from funds of the club.
- Section 6 A vacancy on the Board, having been filled by appointment, shall allow a new appointee to remain in that position until the next following election.
- Section 7 The Board of Directors shall be the Finance Committee of this club and shall authorize all checks drawn by the Treasurer. All checks, contracts, and other documents needed for the operation of the club shall be signed by the President, Treasurer, or Secretary. Any two of the above signatures are required on all contracts and on checks over one hundred dollars.

ARTICLE VI MEETINGS

- Section 1 The Board of Directors shall meet at least once a month at the call of the President, and every member of the Board shall be notified of the time and place for such a meeting.
- Section 2 The date of the Annual Business Meeting shall be the 3rd Thursday of November. In the event of any scheduling conflicts the Board may select a different date. The Club Championship must be scheduled and completed prior to that meeting.
- Section 3 The Annual Business Meeting shall be for the purpose of annual election of the Board of Directors. In the event the number of applicants (nominations) are equal to or less than the number of Board positions, a formal election will not take place. Those who have properly placed their name in nomination (Article VII, Section 11) will become Directors subject to member's ratification at the Annual Business Meeting.
- Section 4 The President may call a meeting at any time.

ARTICLE VII OFFICERS AND COMMITTEES

- Section 1 **President:** It shall be the duty of the President to preside at all meetings of the club and the Board of Directors to ensure that all By-Laws and such rules and regulations as may be adopted by the club or the course management are properly enforced. Chairs and members of all special and standing committees shall be appointed by the president, and the president shall be an ex-officio member of all committees except the nominating committee. In the absence of the President, the Secretary or the next senior member in office, in that order, shall perform the duties of the President. The President may hold dual responsibilities on the Board, such as but not limited to, President/Tournament Director (Article V, Section 1). In the absence of the Secretary at any meeting, the President shall appoint another officer to take the minutes. The President shall appoint a nominating committee (Article VII Sections 11 and 12) consisting of at least three members not running for the Board, and such appointments will be made by August 1.
- Section 2 **Secretary:** The Secretary shall attend and maintain a record of the minutes of all official meetings. The Secretary shall prepare and publish a quarterly calendar of club activities. The Secretary will oversee forms and letters approved by the Board.
- Section 3 **Treasurer:** The Treasurer shall be the custodian of all club funds. He shall deposit them in some named depository under instruction of the Board of Directors. He shall disburse funds only by authorization of the Board of Directors. He shall provide the Board with timely reports on budgets and financial matters.
- Section 4 **Membership Chairman:** The Membership Chairman shall investigate and act upon all applications for membership and to recommend appropriate action to the Board of Directors. He shall communicate with members on all matters concerning such membership and provide new members with information needed for their orientation. The Membership Chairman shall prepare applications for each year and maintain a roster containing a record of names, addresses, telephone numbers, emails and ages.

- Section 5 **Tournament Chairman:** The Tournament Chairman shall plan, schedule, publicize and manage all intra-club competitions at the home course. Such plans and conduct will be approved by the Board of Directors at its regular monthly meeting. The collection of fees and the disbursement of such cash or cash for prizes will be under the authority of the Treasurer.
- Section 6 **Away Tournament Chairman:** The Away Tournament Chairman shall plan, schedule, publicize and manage all inter-club and away intra-club competition. Such plans and conduct will be approved by the Board of Directors at its regular monthly meeting. The collection of fees and the disbursement of such cash or cash for prizes will be under the authority of the Treasurer.
- Section 7 **Handicap Chairman:** The Handicap Chairman is responsible for maintaining an up-to-date tournament handicap for all members in good standing. He shall monitor all non-tournament play in regards to proper score-posting procedure and bring to the attention of the Board of Directors the apparent need to adjust any member's index (either up or down) in the interest of equity.
- Section 8 **Rules Chairman:** The Rules Chairman shall publish the club playing rules, tournament rules and procedures as directed by the Board. He shall also publish rules for special events scheduled by the Tournament Directors such as Scrambles, 9X9's, and Club Championships to ensure all members are informed on the rules. He shall handle rules disputes and rules questions by members.
- Section 9 **Webmaster:** The Webmaster shall design and maintain the timely content of the club's website under the direction of the Board. The website shall provide all pertinent information to the club's membership and perspective members including the monthly Newsletter.
- Section 10 **Removal of Officers:** Upon affirmative vote of the majority of the entire Board, any officer may be removed with cause and his successor elected at any regular meeting of the Board, or any special meeting called for such purpose. Any officer may resign at any time by giving written notice to the Board, President or Secretary of the club. Any such resignation shall take effect at the date of receipt of such notice or at any later time specified therein. Acceptance of such resignation by the Board shall not be necessary to make it effective.
- Section 11 **Candidates for Office as a Director** shall submit their applications between August 15 and September 15 to the Nominating Committee by mail or by deposit in the club mailbox. The application shall be in written form, signed and dated. The application is for a seat as a Director for the next year (Article VI Section 3; Article VII Section 12).
- Section 12 **The Nominating Committee** shall, in late September, prepare a ballot sheet listing names of candidates. The names on the ballot may be in alphabetical or random order but shall provide for voting for eight (8) candidates. The ballots shall be numbered and mailed to all members on or before October 1. After being voted upon by the members, the numbered ballots may then be returned to the address noted on the ballot, or by depositing in the ballot box at the club no later than November 10. The ballot box shall be under the jurisdiction of the Nominating Committee. Nominating Committee will tabulate the ballots and announce the final results at the Annual Business Meeting. The eight (8) nominees receiving the greatest number of votes cast shall be declared elected as Directors for the next calendar year.

