

RMGC Handbook

Officer Responsibilities.

President:

The President shall be the chief administrator of the Club and shall:

- Preside over all regular and special Board meetings, and shall have voting privileges.
- Be an ex-officio member of all committees EXCEPT the Nominating Committee.
- Appoint, with Board approval, the Chairman of all Committees.
- Ensure that no action is taken on issues of interest to the membership without adequate notification to all Club members.

The President shall always have the best interests of the membership in mind and may bring any important issues to the membership for open discussion.

The President upon completion of his term in office shall become the immediate Past President, an ex-officio member of the Board to ensure an orderly and informed transition of club business.

Vice President:

The Vice President shall assist the President and shall, in his absence, perform the duties of that office. The Vice President will update articles for the Club in SCA Spirit magazine. The Vice President shall perform other duties as assigned by the President.

Secretary:

The Secretary shall:

- Record and post the minutes of regular and special meetings of the Board and membership.
- Be in charge of all records of the Club, except the financial records and the membership lists.
- Be responsible for correspondence as requested by the members of the Board; and shall make available any reports required to conduct the business of the Board.

The Secretary's reports shall be retained both electronically and in hard copy, as necessary, for at least three (3) years. Each Secretary shall pass the reports to his successor.

Treasurer:

The Treasurer is the chief financial officer and shall:

- Be responsible for collecting all monies including the annual dues of members.
- Pay all bills, with Board approval, owed by the Club.

- Present a financial report at each membership meeting.
- Prepare an annual budget to guide planning for expected revenues and expenditures. The budget must be reviewed and approved at a club membership meeting held at the start of the year.
- Prepare and submit the annual financial report to the Activities Department of the Association, in accordance with Association requirements.
- Provide a copy annually of the Treasurer's receipt and expense documents to the Association in accordance with their requirements.

The Treasurer's records will be retained for at least three (3) years. The Treasurer must pass all treasurers' reports to his successor.

Handicap Chairman:

The Handicap Chairman shall be responsible for all aspects of the World Handicap System including:

- Maintain a handicap system that is compliant with the World Handicap System rules and regulations. Monitor system availability and Handicap Index calculations and take corrective action when necessary.
- Perform duties as a systems administrator for the Club's handicap system.
- Post and/or ensure the proper and prompt recording of all acceptable scores to promote fairness in competition.
- Review & support a monthly handicap list (player's records) for correctness and completeness. Insure that players are notified of changes to their Handicap Index and Course Handicap at least one time per month.
- Coordinate with the Board of Directors in ensuring the members play in conformance with established USGA and Local Rules.
- Report all findings and action of the Handicap Chairman's Committee at each monthly Club meeting.
- Examine the results of competitions. If net scores of any player appear exceptional then appropriate action should be taken immediately. See USGA procedures for such action.
- Maintain handicap records of members who have resigned for a period of one year. Make available to a new club if required.
- Support and assist/backup the Tournament Chairman as needed.

Tournament Chairman:

The Tournament Chairman is responsible to schedule and manage the golf tournament program on Men's Day for Club Members. The Tournament Chairman will establish tournament criteria, Standing Rules, and Local Rules to insure fairness of play in accordance with the following:

- The World Handicap System.
- Club Roster.
- RMGC Standing Rules.
- Current handicaps.
- Tournament Calendar (dates, starting time, types of competition).
- Compliance with USGA and local rules.

- Weekly tournament set up and pairings
- Tournament results and payoffs.
- Sign-up, cancellation requirements and penalties.
- Support and assist/backup the Handicap Chairman as needed.

The Tournament Chairman shall also review, comment, and make recommendations regarding the World Handicap System and Rules of play to the Chairmen of the Special Events that are held with participation from Club Members. These recommendations will be considered by the Chairmen of the Special Event who with the approval of the Event Committee, will decide on the specific rules of play for that event.

Membership/Social Chairman:

The Membership/Social Chairman is responsible for all aspects of club membership and all social programs. He shall:

- Manage the process to renew the player's membership in the Club.
- Manage the process to sign up new members.
- Maintain membership lists electronically.
- Notify the Handicap Chairman of all members at regular intervals.
- Maintain a "New Member Packet" that is provided to all new members.
- Manage with golf course management or other organizations all social events including BBQ's, holiday parties, award dinners or luncheons.

Standing Committees.

Social Media Committee:

The Social Media Committee shall be responsible for the development, maintenance and ongoing updates of a club website and other social media sites as needed. The committee shall consist of:

- A Webmaster.
- An assistant Webmaster.

Board of Directors Election Committee:

- The Election Committee shall be responsible for soliciting and vetting potential candidates to replace outgoing Board positions annually. The Chairman shall, in an annual meeting, present the candidates for vote by the membership, tally all votes and present the results to the membership. The Chairman of the committee shall be the immediate Past President.

Member-Member Tournament Committee:

Home and Home tournament Committee:

Siena Ryder Cup Tournament Committee:

OPERATIONS:

Type and frequency of Meetings

The Club Board shall conduct open membership meetings where all issues pertaining to Club operations shall be discussed, and if so required, voted upon. Regular membership meetings shall be held on a monthly basis. Members or non-members requesting that solicitations be made at membership meetings must present such request in writing to the Club President, who with Club Board approval, will determine if such solicitation is appropriate for presentation to the membership.

An Annual General Membership Meeting will be held each October or November at a time and place to be announced not less than 30 days prior to the meeting. All members in good standing are eligible to attend and vote for the election of Officers.

The Club Board has the authority to set the frequency and times of its meetings and other general membership meetings as needed.

Special membership or Club Board meetings may be called at any time by the Club President or by any two (2) members of the Club Board, provided notice of such meeting has been given at least five (5) days prior to the day of such meeting. If an appeal to a Club Board or prior membership decision is desired, a minimum of 10 members must present a written request to the Club Board for a meeting to discuss Club Board action. The request will include a complete appeal and disclosure of the issue of concern. The request for appeal will be posted in advance of the meeting and then presented to the membership for discussion and vote.

All meetings dates and times and agenda will be posted one week in advance. Minutes of all meetings will be recorded and posted for membership review.

Conduct of Meetings/Parliamentary Procedure:

Robert's Rules of Order shall govern the conduct of business at all General Membership and Club Board meetings.

Meeting Quorum and Voting Procedures:

A quorum for the General Membership Meeting is defined as the number of members in good standing who attend the meeting. Each attending member will have one vote by show of hands or secret ballot. A simple majority vote shall determine the passage of a motion.

A quorum for the Club Board meeting is defined as a majority of Board Members in attendance. Each Club Director shall have one vote by show of hands or secret ballot. A simple majority vote shall determine the passage of a motion.