Men's Golf Club at Revere

Charter and Handbook

Club Name: Men's Golf Club at Revere

Club Mission Statement:

The purpose of the club is to develop and coordinate golfing activities and play dates for our membership. The club arranges for golf days and types of play that are organized and responsive, to the membership. Throughout all club activities it is a goal to promote good will and fellowship.

Club Governing Rules

1. **Club Membership**

   Members are Men fifty five (55) years of age or older.
   Club Leadership
   Officers:
   The club's officers are the president, vice president, secretary and treasurer. A club must have a president, but the other officer positions may be combined (vice-president/secretary, vice president/treasurer, or secretary/treasurer). Additional officers may include:
   Membership/Social Officer, Tournament Officer, Handicap Officer and Webmaster.

   Term of Office: Leadership members serve:

   ☒ A two-year term.

   Election of Leaders

   ☒ The general membership elects club leaders to specific officer position.

Officer Responsibilities:

President:

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

- Preside over all regular and special Club Officers meetings, and shall have voting privileges.
- Be an ex-officio member of all committees EXCEPT the Nominating Committee.
- Appoint, with Club Officers approval, the Leader 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 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. 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 officers 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 Club Officers; and shall make available any reports required to conduct the business of the Club Officers.
- Becomes familiar with Club Charter, and Men's Golf Club at Revere Handbook interprets and communicates to the Club Officers as necessary.

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 Club Officers 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 monthly and annual financial reports to the membership during scheduled membership meetings. .

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

Handicap Officer:

The Handicap Officer 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 Club Officers in ensuring the members play in conformance with established USGA and Local Rules.
- Report all findings and action of the Handicap Officer 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 Officer as needed.

Tournament Officer:

The Tournament Officer is responsible to schedule and manage the golf tournament program on Men's Day for Club Members. The Tournament Officer 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.
- Men's Golf Club at Revere 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 Officer as needed.

The Tournament Officer shall also review, comment, and make recommendations regarding the World Handicap System and Rules of play to the Officer of the Special Events that are held with participation from Club Members. These recommendations will be considered by the Officer of the Special Event who with the approval of the Event Committee, will decide on the specific rules of play for that event. It was voted on by Men's Golf Club at Revere Officers all past Men's Golf Club at Revere Presidents are invited to play in our annual Men's Club at Revere Member-Member Tournament. In addition all participants in Member-Member must have a recorded minimum of three (3) rounds of golf in the six (6) months prior to the tournament to be eligible to compete. For past Men's Golf Club at Revere Presidents in lieu of three rounds the last recorded handicap can be used. Special consideration will be given to participants who have special needs or challenges. Participants are not required to play any rounds on Men's Club play days; posted scores may be for rounds played on any USGA-rated golf course.

Membership/Social Officer:

The Membership/Social Officer 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 Officer and Treasure 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.

Web Master Committee:

The Web Master Leader is responsible for the development, maintenance and ongoing updates of the club website.

- The current Men's Golf Club at Revere Web Master shall be required to have access and provide a method of payment for the annual cost of the site and any upgrade expenses with Men's Golf Club at Revere Officer Team prior approval. He will also need to be made the "contact" person and provide his address, cell phone, and other contact information. Address must match that of the method of payment. A security code will be sent to the cell phone when setting up or changing the method of payment.
- Interface with other social media websites, golf genius.
- Create, edit, update, and audit existing content; remove outdated content.

- Coordinate with other Board Members who may provide required content to be published on the Website.
- Forward any inquiries from the website and other social media to the Club Officer who is best qualified to respond to the inquiry.
- As required to insure the Men's Golf Club at Revere Website is managed properly will train back up personnel (Treasure ~~and Secretary~~) in the operations of the Website.

Club Election Committee:

- The Election Committee shall be responsible for soliciting and vetting potential candidates to replace outgoing Officer positions annually. The Leader is responsible to solicit candidates for the position of Web Master when necessary. The Leader shall, in an annual meeting, present the candidates for vote by the membership, tally all votes and present the results to the membership. The Leader of the committee shall be the immediate Past President.

Member-Member Tournament Committee:

Home and Home tournament Committee:

Guest guideline:

- **Members may invite guest up to two times per year**

OPERATIONS:

Type and frequency of Meetings

The Club Officer's 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 an every other month 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 Officers 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 Officer's has the authority to set the frequency and times of its meetings and other general membership meetings as needed.

Special membership or Club Officer's meetings may be called at any time by the Club President or by any two (2) members of the Club Officer's, 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 Officer's or prior membership decision is desired, a minimum of 10 members must present a written request to the Club Officer's for a meeting to discuss Club Officer's 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 Officer's 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 Officers meeting is defined as a majority of Club Officers Members in attendance. Each Club Officer shall have one vote by show of hands or secret ballot. A simple majority vote shall determine the passage of a motion.