

SAN CLEMENTE MEN'S GOLF CLUB
150 E. Ave. Magdalena
San Clemente, CA 92672

CONSTITUTION AND BY-LAWS OF THE SAN CLEMENTE MEN'S GOLF CLUB, SAN CLEMENTE CALIFORNIA (AS ADOPTED JULY 1961 AND AMENDED JANUARY 1962, MARCH 1966, DECEMBER 1970, SEPTEMBER 1980, SEPTEMBER 1982, AUGUST 1986, SEPTEMBER 1990, SEPTEMBER 2004, MAY 2007, SEPTEMBER 2011, MAY 2012, SEPTEMBER 2013)

TABLE OF CONTENTS, ARTICLES BY NUMBER

I. NAME	VIII. MEETINGS
II. PURPOSE	IX. ELECTION OF OFFICERS
III. NON-PROFIT PURPOSE	X. TEAM PLAY
IV. ORGANIZATION	XI. SCHOLARSHIPS AND MISC.
V. DUTIES AND REPONSIBILITIES	XII. AMENDMENTS
VI. MEMBERSHIP	XIII. LIMITATION OF POWERS
VII. TOURNAMENTS	XIV. DISSOLUTION

ARTICLE I: NAME

The name of this organization shall be the San Clemente Men's Golf Club, hereafter the Club.

ARTICLE II: PURPOSE

The specific and primary purpose of this Club shall be to promote the enjoyment of the game of golf among Club members.

ARTICLE III: NON-PROFIT PURPOSE

This organization does not contemplate pecuniary gain or profit to the members thereof and is organized for nonprofit purposes.

ARTICLE IV: ORGANIZATION

- (a) The Officers of the Club shall be a President, First Vice President, Second Vice President, Secretary, Treasurer, immediate Past President and a Director-at-Large, all of whom serve without compensation.
- (b) The executive body of the Club, known as the Board of Directors, shall consist of the seven officers named in (a), plus the Chairmen of all standing committees, with the exception that

should a President be reelected, or should the immediate Past-President not be able to serve on the Board, this vacancy shall not be filled.

- (c) Standing Committees shall be established for: (1) Tournaments; (2) Social Activities; (3) Publicity; (4) Membership; (5) Handicaps; (6) Rules and (7) Greens and Association Representative. The Board may establish such other standing committees as considered necessary. With the exception of (1) (2) and (3) above, Committee Chairmen shall be appointed by the President. Elected Officers of the Club, including the Past-President, may be appointed as Committee Chairmen.
- (d) Each Chairman of a standing committee shall appoint the members of his committee and shall register the names of those appointed with the Club Secretary.

ARTICLE V: DUTIES AND RESPONSIBILITIES:

- (a) The Board of Directors shall manage the affairs of the Club in the manner customary with similar organizations. Major policy matters shall be referred to the Club Membership for discussion and vote.
- (b) The President shall be chief executive and preside at Board and Membership meetings.
- (c) The First Vice-President shall preside in the absence of the President and act as Chairman of the Tournament Committee. He shall be responsible for scheduling and directing all tournaments. He shall also be responsible for managing all tournaments except the Wednesday tournaments.
- (d) The Second Vice-President shall preside in the absence of the two named above. He shall be Chairman of the Social Committee. In addition, he shall manage all Wednesday tournaments under the direction of the Tournament Chairman.
- (e) The Secretary shall record the minutes of all meetings. He shall conduct correspondence and maintain records and files.
- (f) The Treasurer shall keep the financial records of the Club and render reports of receipts and disbursements at each monthly meeting of the Board and at the annual membership meeting. He shall be responsible for the receipt and deposit of all Club Funds and the payment of regular operating expenses. He shall be responsible for the filing of the Club's Exempt Organization tax return. He shall cause an audit to be made of Club financial accounts as of the close of business each fiscal year. No contracts shall be entered into or Club Funds expended, without the authorization of the Board of Directors.
- (g) The Director-at-Large shall chair the Publicity Committee and be responsible for the newsletter.
- (h) The immediate Past President shall preside over the Nominating Committee and shall be assigned such other duties as the President may direct; refer to Article IX (a).

- (i) (1) The Membership Committee shall have cognizance of all matters pertaining to the Club membership. They shall maintain the membership mailing address list, email contact list, and produce and distribute the annual Membership Roster; 2) The Handicap Committee shall have responsibility for the operation of the Club Computer and arrange for the posting of handicaps each month. In the event that a temporary handicap is needed, the Committee will compute and certify a handicap according to the SCGA handicap system; (3) The Rules Committee shall interpret the rules of golf and etiquette for the membership; (4) The Greens Committee shall study the playing conditions of the course and recommend appropriate changes and improvements.
- (j) Committee Chairmen shall report to the Board at its regular meetings concerning the activities of their committees. All committee action shall be subject to review by the Board of Directors.
- (k) Should any member of the Board of Directors fail to attend two consecutive, or a total of any three regular meetings during the year, without adequate reason for such absence, the Board shall consider his resignation as having been submitted and may accept the resignation and thereafter, appoint a successor. The Board shall be sole judge of the adequacy of reasons for such absence.

ARTICLE VI: MEMBERSHIP

- (a) Male persons of good moral character and at least 18 years of age are eligible for membership without regard to race, religion or ethnic heritage. Male persons under the age of 18 may be accepted as Junior Members if accepted for free Membership by the SCGA. The Membership Chairman shall receive and process Application Forms and submit a report recommending membership(s) to the Board of Directors. Acceptance of this report by the Board shall constitute approval of membership. The fee for new membership will be set to begin on November 1. New members joining between October 1 and December 31 will not be assessed annual dues until the following year on November 1. The total membership shall be limited to 900.
- (b) Removal of a person from membership status shall require an affirmative vote of a majority of the Board members following an investigation and recommendation by the Board of Directors. The member in question shall be furnished with any charges against him and shall be given full opportunity for a fair hearing.
- (c) Membership annual dues which include charges for SCGA affiliation and services are payable on November 1 of each year thereafter. A new member must pay an initiation fee in addition to the membership fee with his application for membership. These annual dues may be decreased or increased effective November following a majority vote by the Board of Directors.
- (d) Members whose annual dues remain unpaid after **December 30th** shall be declared delinquent and shall not be eligible to enter tournaments or other Club functions. . Members delinquent beyond January 1 may be restored to good standing by following the procedure for admittance of new members.

- (e) Members in good standing shall be entitled to enter all tournaments authorized by the Board of Directors. Junior Members shall be entitled to enter all tournaments that do not interfere with any school attendance obligation. The Board of Directors may, at their discretion, impose additional qualifications for certain Tournaments (e.g. three month membership and participation in at least three tournaments for Major Tournaments).
- (f) In the discretion of the Board of Directors, a limited number of honorary memberships may be granted to persons worthy of special recognition. Honorary members shall not be entitled to vote or hold office.

ARTICLE VII: TOURNAMENTS

- (a) The Club shall conduct three major Tournaments per year: The President's Cup Match Play Tournament, The Club Championship and The Senior Championship.
- (b) The Club shall conduct regular tournaments on the first Wednesday and third Friday of each month, except that no regular Friday tournament shall be held during the months that the President's Cup and Senior Tournaments are held. Regular tournaments shall also be scheduled on the second Saturday of each month.
- (c) Procedures for all tournaments, including schedule, qualifying criteria, entry fees, format, and awards shall be defined in the Tournament Guidelines approved each year by the Board of Directors.
- (d) The Board will approve the Budget for all tournaments at the beginning of each fiscal year.

ARTICLE VIII: MEETINGS

- (a) The Board of Directors shall have a Board Meeting once each month exclusive of any meetings which may be called by the President or acting President. A quorum for the Board of Directors shall require a majority of that body. Special Board Meetings may be called by personal contact or by telephone or by e-mail.
- (b) The Annual Membership meeting shall be held during *December* each year for the election of officers and other business. Other membership meetings may be called by the President on the written request of 35 or more members or of six or more Directors. A quorum of the membership shall consist of 35 or more members. Members unable to attend a meeting may submit their signed proxy to be read and included in the voting.
- (c) Advance notice of Membership meetings shall be given to members by either email or US Mail at the addresses on file with the membership committee, and by notice posted on the Bulletin Board.
- (d) In the absence of the President and the First and Second Vice Presidents at any meeting, the Secretary shall call for the election of a President, pro-tem.

- (e) Roberts Rules of Order, Revised, shall be the authority governing Club meetings, administration and procedure, except when this Constitution and By-Laws specifically provide otherwise.

ARTICLE IX: ELECTION OF OFFICERS

- (a) Before the October meeting of the Board of Directors, the President shall appoint a five man Nominating Committee, chaired by the immediate past President. This committee shall name at least one candidate for each Club office, namely President, First and Second Vice President, Secretary, Treasurer and Director-at-Large. A list of these nominations shall be posted on the Club Bulletin Board and published in a Newsletter prior to the November annual meeting.
- (b) At the annual meeting, the President shall call for nominations from the floor to supplement those submitted by the Nominating Committee. If there is more than one nomination for any office, a written secret ballot shall be conducted; otherwise voice vote may be used. Members who wish to vote in the election, but are unable to attend the meeting, may instruct the Secretary, in writing, to cast their vote by proxy for candidates of their choice. New officers shall be inducted after election at the next official meeting of the Board and shall serve for one year.
- (c) The Board of Directors may fill vacancies occurring among the six elected officers.
- (d) Elected Club Officers may be recalled by a majority of those voting at a membership meeting. Appointed Directors (Committee Chairmen, etc.) may be dismissed at any time by the President, with approval of a majority of the Board of Directors.

ARTICLE X: TEAM PLAY

The President shall appoint a Team Captain to represent the Club in the SCGA Team Matches. The Captain will develop qualifying criteria for members interested in participating on the Team and will be solely responsible for the final selection of team members. The Team Captain will be responsible for developing a budget annually for Team Play and presenting it to the Board of Directors before the submission of the SCGA Team Play Entry Fee for the approval of monetary support by the Club.

ARTICLE XI: SCHOLARSHIPS AND MISCELLANEOUS

One dollar of each member's dues shall be placed in the Scholarship Fund. Additional money may be added to the Fund at the discretion of the Board of Directors. Preferential treatment shall be accorded in the awarding of scholarships to members of the San Clemente High School Golf Team possessing good records for scholarship and community service. Scholarship funds are disbursed to the accredited College/University of the awardee's choice and shall be used solely for tuition, fees or other costs charged by the school. The recipient must use the award within one year or the unused portion will revert to the Scholarship Fund of the San Clemente Men's Golf Club.

