

# **Constitution and Bylaws of the Roseville Golf Club**

Revised **September** 2011

## **ARTICLE I — NAME**

The name of this club shall be the Roseville Golf Club (RGC)

## **ARTICLE II — OBJECT**

The purpose of this club is to promote the sport of golf in accordance with these by-laws and the rules of the game of golf

## **ARTICLE III — BOARD OF OFFICERS**

The powers of this club shall be vested in a Board of Officers (“Board”) consisting of fifteen (15) positions as follows:

Four (4) elected officers President, Vice President, Secretary and Treasurer /  
RGC Certificate Fund

Four (4) elected Members at large

Five (5) positions appointed by the president (Tournament Director, Tournament Bookkeeper, Webmaster, Rules Chairman and Handicap Chairman)

Two past Presidents (immediate and second year past President)

## **ARTICLE IV — ELECTIONS**

### **1. ELECTION OF CLUB OFFICERS**

Elections will be held during the regularly scheduled open meeting in the month of September with the duly elected officials taking office effective January 1st.

Requirements to become a board member are one full year of active membership prior to the election and six tournaments minimum within the one-year membership.

Nominations of the elected officials shall be by a committee selected by the current President from the Board of Officers, and in addition, nominations shall be called for from the floor.

The committee shall determine and publish their list of nominees in the September newsletter.

The tenure of the office for elected officials (President, Vice President, Secretary and Treasurer) will be for a period of one (1) year. The tenure of office for Members at Large shall be for a period of two (2) years. Only two (2) Members at Large will be elected annually.

The outgoing President will automatically fill one of the outgoing past Presidents seats.

### **2. FILLING VACANCIES**

A vacancy of an appointed or elected official will be filled by appointment of the President and shall require the approval of the majority of the Board of Officers.

The Vice President will automatically fill the vacancy of the President for the balance of the term and shall appoint their successor, for the balance of the term to be approved by the Board.

## **ARTICLE V – DUTIES**

### **1. BOARD OF OFFICERS**

The Board shall:

Conduct, manage, and control the affairs and business of the club, in conformity with these by-laws, to benefit the majority of the members.  
Approve all expenditures of the general funds at their monthly meetings, that have not been approved in the annual budget.

Any expenditure of general funds in excess of one hundred dollars (\$100.00) must be approved by the Board before such expenditure may be made unless it is part of the approved budget.

All club officers will receive a Rose Card each year for their service to the club.

The President, Secretary, Treasurer, Tournament Director (or his/her designee) and Tournament Bookkeeper (or his/her designee) shall have their green fees paid by the tournament fund for all home events played.

### **2. PRESIDENT**

The President shall:

Exercise general supervision over the business and affairs of the club.

Preside at all meetings of the club and Board of Officers.

Call all meetings as required.

Make appointments including committees as required.

Report the business of the club to the membership at the regular open meetings.

This report shall include an audit of all books and all records of the club to be presented at the board meeting in February as outlined in Article VII item #7.

Shall plan, organize and perform the duties of tournament director for the annual David Oxley Jr. Memorial Golf tournament.

### **3. VICE PRESIDENT**

The Vice President shall:

Take the place and perform the duties of the President in their absence.

In the event that both President and Vice President are absent at a meeting, the Board shall appoint a Board member to serve as President for that meeting.

Provide publicity for the club.

Edit and publish a club newsletter in January, April, July and September.

The newsletter will be mailed or e-mailed to all active members, excluding junior members.

The newsletter will be mailed to those members who do not agree to accept the newsletter by e-mail.

Will plan and coordinate the annual RGC Christmas party.

#### **4. SECRETARY**

The Secretary shall:

Keep a full and complete record of the meetings of the club.

A member at large shall be appointed by the President to record the minutes at all board and open meetings.

The minutes shall be approved by the board and sent to the secretary for record keeping.

The minutes shall also be posted to the RGC website.

Maintain a listing of the names, addresses, telephone numbers and membership numbers of all members of the club.

Notify the Vice President, Handicap Chairman, and Tournament Director of new club members.

Keep and maintain the by-laws and provide access of them to all club members, excluding junior members.

#### **5. TREASURER / RGC CERTIFICATE FUND**

The Treasurer shall:

Receive and safely keep all monies except tournament money of the club and deposit same in the name of the club in such bank(s) as the Board may designate.

All checks issued by the treasurer shall be countersigned with a bonded official's signature.

Keep a full and accurate account of the receipts and disbursements of the club and render to the President and Board, a monthly report of accounts of the financial condition of the club.

Maintain a voucher for all indebtedness, which are paid or are to be paid until audited by auditing committee.

Manage and report the balance and status of the RGC Certificate Fund. The Treasurer will be bonded.

#### **6. TOURNAMENT DIRECTOR**

The Tournament Director shall:

Schedule all club tournaments for the year succeeding their term in office, and establish entry deadlines.

With information from the Tournament Bookkeeper will determine the number of required tee times, and establish said tee times.

Publish a list of tee times for each tournament.

Notify the Board and membership of tournament cancellations or rescheduled dates.

Determine, maintain, and publish the results of all RGC tournaments. The Tournament Director shall be bonded.

## **7. WEBMASTER**

The Webmaster shall:

- Report to the Board each month the status of the RGC website.
- Maintain the club's website, keeping tournament schedules, results, and tee times current.
- Manage the on-line payment system.
- The Webmaster will have their green fees paid out of the tournament fund for a maximum of 12 home tournament dates per year.

## **8. HANDICAP CHAIRMAN**

The Handicap Chairman shall:

- Review handicaps from the computer periodically and see that errors are corrected.
- Establish club tournament handicaps.
- Maintain a record of all members' GHIN handicaps.
- The Handicap Chairman will have their green fees paid out of the tournament fund for a maximum of 12 home tournament dates per year.

## **9. RULES CHAIRMAN**

The Rules Chairman shall:

- Be responsible for local rules, decisions, and keeping the rules committee current on rules changes.

## **10. TOURNAMENT BOOKKEEPER**

The Tournament Bookkeeper shall:

- Collect all tournament entries and monies.
- Inform the Tournament Director of the number of players and their names for each tournament
- Be responsible for the accurate account of the receipts and disbursements of the tournament fund, and render to the President and Board, a monthly report of the financial status of the tournament fund.
- The Tournament Bookkeeper shall give a complete written report for tournament fund for the clubs annual audit at the February Board meeting.
- The Tournament Bookkeeper shall be bonded.

## **ARTICLE VI — REMOVAL OF OFFICERS**

Any officer or Director of the club may be recalled by the membership at a special meeting called for that purpose after giving five (5) days notice by mail to all members. A special meeting of the Board of Officers shall be called by the President within 14 days if requested in writing by three active club members.

The Board shall determine if the written petition presents valid reason for a recall. If the Board deems a valid reason exists for a recall, they shall order a special general meeting within 14 days, and providing the requisite minimum 5-day mail notice.

Notice of such a meeting shall be sent to all members by the Secretary.

No Officer or Director shall be removed from office unless for a good cause as shown by affirmative vote of not less than three fourths (3/4) of the members present at the special

meeting.

A Board member, who misses two consecutive meetings, without being excused, may be removed from office after Board review, without action at a special meeting.

## **ARTICLE VII — COMMITTEES**

The chairman of the following standing committees and any other desired committee shall be appointed by the President and shall serve for their tenure of office. All committees will report to the President the current status at board meetings.

### **1. MEMBERSHIP**

The Membership Committee shall provide applications for Membership and devise ways and means to maximize membership as outlined in Article VIII.

### **2. ENTERTAINMENT**

Entertainment committee shall provide and arrange for such entertainment as desired by the membership.

### **3. BY-LAWS**

The by-laws committee shall assure that the by-laws are up to date as approved by the membership.

### **4. HANDICAP**

The handicap committee shall assist the Handicap Chairman in carrying out his / her duties.

### **5. TOURNAMENT**

A member of the tournament committee shall countersign all checks issued by the Tournament Bookkeeper and assure that all expenditures are made by check only.

The Tournament Committee shall be chaired by the Tournament Director.

The Tournament Committee shall assure that the playing procedures are current and up-to-date as required.

### **6. BUDGET**

The budget shall be drawn up in December and proposed at the January Board meeting.

The committee shall consist of the outgoing and incoming President(s), Treasurer(s), and Tournament Bookkeeper and incoming Vice-President.

### **7. AUDIT**

The Audit Committee shall consist of three (3) to five (5) members appointed by the President.

The annual audit of the previous year shall be conducted in February and presented to the Board at the March Board meeting.

## **8. ELECTION**

The Election Committee shall consist of three (3) Board Officers appointed by the President.

The Election Committee is responsible for selecting the nominees to the Board of Officers from the membership of the current year.

It shall consider all inquiries from the membership for the possible appointments and nominations.

The Board of Officers shall approve all nominations.

## **9. LOCAL RULES**

The Rules Committee shall assure that the local rules are up to date, as approved by the membership.

The rules committee shall assist the rules chairman in carrying out their duties.

## **ARTICLE VIII — MEMBERSHIP**

The membership of this club shall include all persons eighteen (18) years of age or older regardless of sex, race, color, religion, ancestry or disability.

If a current junior member of the club turns eighteen (18) years of age, he will be given the option to become an active adult member by paying the adult fees less fees paid to become a junior or maintain their junior status for the balance of the year.

A letter to this effect shall be mailed by the Secretary to the member no later than two weeks before the eighteenth birthday.

The membership of this club shall be open as of October 1st.

The membership of this club shall be closed when it exceeds 549 members.

The Board of Officers can disapprove an applicant for membership by a majority vote.

The Board of Officers shall have the power, by majority vote, to suspend for such period and upon such terms as it may propose, or to expel and forfeit the membership of any member for conduct which, in the Board's opinion, is likely to be prejudicial to the welfare, interest, reputation, or character of the club.

Honorary and complementary memberships shall not be considered as part of the membership count.

## **ARTICLE IX — DUES**

The board shall review the dues for current and new members at the August Board meeting.

An initiation fee shall be charged to all new members.

The annual RGC dues shall be due and payable after October 1st of the prior year.

After November 30th, all members not paid will be deleted and classified as new members requiring a full payment to reactivate their membership.

In addition to the annual RGC dues, the member shall pay the annual dues required by the NCGA.

RGC past Presidents shall receive a lifetime honorary club membership.

The past Presidents will be required to pay the NCGA dues and the annual tournament fee.

No member delinquent in dues or owing any obligation to the club is eligible to play in any of the club tournaments or enjoy any club privileges.

## **ARTICLE X — MEETINGS**

There shall be a regular open meeting of the club on the third or fourth Thursday of January, April, July and September at such a place and time as listed in the RGC tournament newsletter.

Special meetings of the club may be called by the President.

The President must call a special meeting of the club upon request of three or more members of the Board of Officers.

The Secretary shall notify all members of the club meetings at least 14 days in advance of the meeting specifying the time, place and purpose of the meeting.

A quorum for the conduct of the club business will consist of members present at the open meeting.

The order of business for regular meetings will be as follows:

Presiding officer will call the meeting to order.

Minutes approved.

Correspondence.

Reports by the Officers.

Old Business.

New Business.

Elections (only during September meeting).

Adjourn

## **ARTICLE XI — BOARD OF OFFICERS MEETINGS**

The meetings of the Board of Officers shall be at such a time and place as the President shall determine.

Meetings shall be held monthly.

At the president's discretion, the monthly board meeting may be held prior to and on the same day as the quarterly open meeting.

A majority of the Board of Officers shall be necessary and sufficient to constitute a quorum to form the Board for the transaction of business.

## **ARTICLE XII — PROXIES**

Proxy votes will not be allowed.

## **ARTICLE XIII — AMENDMENTS TO THE BY-LAWS**

These by-laws may be altered, amended and/or repealed, or new by-laws may be adopted at the regular January meeting, or any meeting called for that purpose, by an affirmative vote of two-thirds (2/3) of the members present, or written assent of two-thirds (2/3) of the regular members of the club.

On all questions regarding these by-laws, the decision of the Board of Officers shall be final and conclusive.

For items of interest which are not covered by these by-laws, the Board is empowered to act on these items and report to the membership of their action if they deem action must be taken to perform in the best interest of the club.

## **ADDENDUM — CALENDAR OF REQUIRED CLUB EVENTS**

### **JANUARY**

- Installation of new club officers
- Presentation of current club budget
- Open club meeting
- President makes officer appointments

### **MARCH**

- Presentation of annual audit

### **APRIL**

- Open club meeting

### **JULY**

- Open club meeting

### **AUGUST**

- Review and recommend dues for succeeding year

### **SEPTEMBER**

- Publication of Election Committee nominations
- Election of officers for succeeding year
- Open meeting

### **OCTOBER**

- Membership opens October 1st for succeeding year

### **NOVEMBER**

- Renewal dues rate close after November 30

### **DECEMBER**

- Succeeding year budget prepared

### **MONTHLY**

- Board of Officers meeting

## **Dissolution Clause**

If, upon the winding up or dissolution of the Club, there remains after the satisfaction of all its debts and liabilities any property whatsoever, the same shall be given or transferred to some other organization or organizations having objects similar to the objects of the Club, such organizations to be determined by the members of the Club by Resolution passed at a General Meeting at or before the time of the dissolution, and if and so far as effect cannot be given to such provision then to some charitable object.

The property, effects and monies of the Club belong to the Ordinary Members equally during membership but the right and interest of every member shall be personal and limited to himself or herself and shall expire with his or her membership and shall not be assignable or arrestable nor pass to his or her heirs or executors.

No part of the net earnings of the Association shall be to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the Association shall be authorized and empowered to pay reasonable compensation for services rendered and to make payment and distributions in furtherance of the purposes set forth in its Constitution. No substantial part of the activities of the Association shall be carrying on of propaganda or otherwise to influence legislation and the Association shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of or in opposition to a candidate for public office. Notwithstanding any other provision of these articles, the Association shall not carry on other activities not permitted to be carried on (a) by a association exempt from federal income tax under section 501(c) (7) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or (b) by an association, contributions to which are deductible under section 170(c) (2) of the Internal Revenue Code, or the corresponding section of any future federal tax code. No individual may enter RGC into a contract of debt without written approval from the Trustees or governing body.