



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

**Revised March 6, 2025**

**Approved by Electronic Vote**

**April 17, 2025**

## **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 bylaws and the rules and spirit 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:

- A. Four (4)** elected officers: President, Vice President, Secretary and Treasurer.
- B. Four (4)** elected Members-at-Large.
- C. Five (5)** positions appointed by the President: Tournament Director, Tournament Bookkeeper, Webmaster, Rules Chairperson and Handicap Chairperson.
- D.** Two Past Presidents (immediate and second year Past President).

## **ARTICLE IV — ELECTIONS**

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

**A.** Elections shall be performed via an electronic platform, online or otherwise, as approved in advance by the Board. Electronic voting shall open 10 days prior to the regularly scheduled September general meeting, and shall close the evening of the meeting. The new duly elected officials shall take office effective January 1<sup>st</sup> of the following year.

**B. *BOARD MEMBERS MUST HAVE BEEN AN ACTIVE MEMBER IN THE YEAR OF ELECTION AND HAVE SIX PLAY DATES MINIMUM WITHIN THAT YEAR.***

**C.** Nominations of the elected officials shall be by a committee selected by the current President from the Board of Officers as listed in Article VII – H.1. The Committee will consider potential nominees from the membership during the month of August and no floor nominations will be accepted at the September general meeting. The Committee shall determine and publish their list of nominees in the September newsletter.

**D.** 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.** 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.

**B.** The Vice President will automatically fill a vacancy of the President for the balance of the term, and shall appoint their Vice President successor for the balance of the term, subject to approval by the Board.

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## **ARTICLE V – DUTIES**

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

The Board shall:

- A.** Conduct, manage, and control the affairs and business of the Club, in conformity with these by-laws, to benefit the majority of the members.
- B.** Review and approve at the monthly meetings, all expenditures of the general funds 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.
- C.** Compensate all Board Officers based on the current year's approved budget. The compensation amount may be adjusted as necessary during the year.
- D.** Compensate the President, Secretary, Treasurer, Tournament Director, Tournament Bookkeeper, Vice President, Webmaster, and Handicap Chairperson with green fees paid out of the general fund commensurate with the current year approved budget.
- E.** Compensate all Club officers who do not receive green fees with a Rose Card or equivalent each year for their service to the Club.

### **2. PRESIDENT**

The President shall:

- A.** Exercise general supervision over the business and affairs of the Club.
- B.** Preside at all meetings of the Club and Board of Officers with the ability to open, close, or postpone such meetings.
- C.** Call all meetings as required.
- D.** Make appointments including committees as required.
- E.** Report the business of the Club to the membership at the general meetings. This report shall include an audit of all books and all records of the Club to be presented by the April board meeting and presented to the members at the April general Meeting as outlined in Article VII – G.
- F.** 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:

- A.** 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 act as President for that meeting.
- B.** Be responsible for proactive advertising and promotion of the Club.
- C.** Edit and publish a Club newsletter in January, April, July and September. The newsletter will be e-mailed to all active members.

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**D.** Plan and coordinate the annual primary RGC promotional event as identified and approved by the Board.

**E.** Oversee the updating and maintenance of the Club shadow box.

#### **4. SECRETARY**

The Secretary shall:

**A.** Keep a complete record of the meetings of the Club and record the minutes at all board and general 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.

**B.** Maintain a database of the names, addresses, email addresses, telephone numbers and membership numbers of all members of the Club.

**C.** Notify the Vice President, Handicap Chairperson, and Tournament Director of new Club members.

#### **5. TREASURER**

The Treasurer shall:

**A.** 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.

**B.** 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.

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

The Tournament Director shall:

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

**B.** Work with the course of play to determine and establish the required tee times.

**C.** Post on the current software platform a list of groupings and tee times for each tournament.

**D.** Notify the Board and membership of tournament cancellations or rescheduled dates as based on decision of the Tournament Committee.

**E.** For all tournaments, oversee setup and provision of event scorecards, time clocks for enforcement of slow play policies, and Closest to Pin supplies at applicable Par 3 holes.

**F.** Utilize the current software platform to calculate results of all RGC tournaments, and distribute said results to the players and the Club webmaster.

**G.** Maintain all tournament perpetual trophies.

**H.** Maintain Tournament computer and accessories.

#### **7. WEBMASTER**

The Webmaster shall:

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**A.** Report to the Board each month on the status of the RGC website.

**B.** Maintain the current website, keeping tournament schedules, results, and tee times current as well as posting minutes, past data and other pertinent information relating to the Club.

## **8. HANDICAP CHAIRPERSON**

The Handicap Chairperson shall:

**A.** Review handicaps from the USGA website periodically and ensure that posting errors are corrected.

**B.** Establish Club tournament handicaps.

**C.** Maintain a record of all members' World Handicap System (WHS) handicaps.

## **9. RULES CHAIRPERSON**

The Rules Chairperson shall:

**A.** Be responsible for local rules, decisions, and keeping the Rules Committee current on rules changes.

**B.** Have Rules Committee member available at tournaments for the entire time in case a ruling is needed.

**C.** Have a Rules Committee member available at tournaments for keeping track of playing times as required per the Local Rules.

## **10. TOURNAMENT BOOKKEEPER**

The Tournament Bookkeeper shall:

**A.** Collect all tournament entries and monies.

**B.** Inform the Tournament Director and Handicap Chairperson when the players have been updated on the current software platform for each tournament.

**C.** 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 report for tournament fund for the Clubs annual audit when completed.

## **11. MEMBER-AT-LARGE**

The Member-At-Large shall:

**A.** Serve on the various committees under Article VII.

**B.** Act as Sargent-At-Arms when assigned by the President.

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

**1.** Any Officer of the Club may be recalled by the membership.

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2. A special meeting of the Board of Officers shall be called by the President within 14 days if requested in writing by six (6) active Club members.
3. The Board shall determine if the written petition presents valid reasoning for a recall.
4. If the Board deems a valid reason exists for a recall, they shall provide a written notice to such Officer for confirmation of receipt of such notice.
5. The Board shall order a special general meeting within 14 days after the confirmation of the Officer's receipt.
6. Notice of such a meeting shall be sent to all members by the Secretary.
7. No Officer 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.
8. 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 Chairperson 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.

### **A. MEMBERSHIP**

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

### **B. ENTERTAINMENT**

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

### **C. BY-LAWS**

The Bylaws Committee shall assure that the bylaws are up to date as approved by the membership.

### **D. HANDICAP**

1. The Handicap Committee shall be chaired by the Handicap Chairperson.
2. The Handicap Committee shall assist the Handicap Chairperson in carrying out his/her duties.

### **E. TOURNAMENT**

1. The Tournament Committee shall be chaired by the Tournament Director.
2. The Tournament Committee shall assist the Tournament Director in carrying out his/her duties.
3. The Tournament Committee shall assure that the Playing Procedures and Tournament Guide are current and up-to-date as required.

## **F. BUDGET**

1. A balanced budget shall be drawn up and proposed at the January Board meeting.
2. The Committee shall consist of the outgoing and incoming President(s), Treasurer(s), Tournament Bookkeeper and incoming Vice-President.

## **G. AUDIT**

1. The Audit Committee shall consist of members appointed by the President.
2. The annual audit of the previous year shall be conducted by March and presented to the Board by the April Board meeting and presented to the members at the April general meeting.

## **H. ELECTION**

1. The Election Committee shall consist of members appointed by the President and not a candidate for an elected Board of Officers position.
2. The Election Committee is responsible for selecting the nominees to the Board of Officers from the membership of the current year.
3. It shall consider all inquiries from the membership for the possible appointments and nominations.
4. The Board of Officers shall approve all nominations.

## **I. LOCAL RULES**

1. The Rules Committee shall assure that the local rules are up to date, as approved by the membership.
2. The Rules Committee shall assist the Rules Chairperson in carrying out their duties.

## **ARTICLE VIII — MEMBERSHIP**

1. 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.
2. The membership of this Club shall be open as of October 1st.
3. The Board of Officers can disapprove an applicant for membership by a majority vote.
4. 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.
5. RGC Past Presidents shall receive a lifetime Honorary Membership.
6. Honorary and complimentary memberships shall not be considered as part of the membership count. An Honorary Membership entitles the member to receive the quarterly newsletter but does not entitle them to participate in Club Meetings or have voting rights.

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## **ARTICLE IX — DUES**

- 1.** The Board shall review and adjust the dues for current and new members as needed.
- 2.** The annual RGC dues (including NCGA dues and annual tournament fees.) shall be due and payable after October 1st of the prior year.
- 3.** After December 15th all members not paid will be deleted and classified as new members requiring a full payment to reactivate their membership.
- 4.** The Past Presidents will be required to pay the NCGA dues and the annual tournament fee.
- 5.** No member delinquent in dues or owing any obligation to the Club is eligible to play in any of the Club tournaments, can hold office or enjoy any other Club privileges.

## **ARTICLE X — MEETINGS**

- 1.** There shall be a general meeting of the Club on the third or fourth Thursday of April and September at such a place and time as listed in the RGC newsletter, on the website and by email. The member must be in good-standing in order to attend such meetings.
- 2.** Special meetings of the Club may be called by the President.
- 3.** The President must call a special meeting of the Club upon request of six (6) or more members of the Board of Officers.
- 4.** The Secretary shall notify all members of the Club meetings at least fourteen (14) days in advance of the meeting specifying the time, place and purpose of the meeting.
- 5.** A quorum for the conduct of the Club business will consist of members present at the general meeting.
- 6.** The President has a right to remove anyone from a meeting and the removal will be performed by the appointed Sergeant-At-Arms.
- 7.** An agenda will be produced by the Secretary prior to the general meeting.
- 8.** Anything presented by a member at the general meeting will be considered to be new business. The information submitted to the Board will be developed by the Board and presented to the membership at a future meeting.
- 9.** The order of business for regular meetings will be as follows:
  - A.** Presiding officer will call the meeting to order.
  - B.** Minutes approved.
  - C.** Reports by the Officers.
  - D.** Old Business.
  - E.** New Business.
  - F.** Correspondence.
  - G.** Adjourn.

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

1. The meetings of the Board of Officers shall be at such a time and place as the President shall determine.
2. Meetings shall be held monthly.
3. At the Presidents discretion, a monthly board meeting may be held prior to and on the same day as a semi-annual general meeting.
4. 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.
5. Members must be invited by the Board to attend Board of Officers meetings. A member in good-standing may request the Board to attend the Board of Officers meetings but it must be approved by the Board prior to attending.
6. If an Officer that is required to submit a monthly report is unable to attend, this Officer must submit the report to the President prior to the meeting.

## **ARTICLE XII — ELECTRONIC VOTES**

Voting via an electronic platform, online or otherwise, will be allowed for elections or other items deemed appropriate by the Board.

## **ARTICLE XIII — CONDUCT**

Any act of unsportsmanlike conduct, including the use of obscene language or abusive behavior may be cause for further disciplinary action up to and including removal from the Club. Unsportsmanlike conduct includes actions on or off the course.

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

1. These Bylaws may be altered, amended and/or repealed, or new Bylaws may be adopted at a regular 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 votes cast electronically by members of the Club.
2. On all questions regarding these Bylaws, the decision of the Board of Officers shall be final and conclusive.
3. For items of interest which are not covered by these Bylaws, 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.

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## **Dissolution Clause**

If, upon the winding up or dissolution of the Club (“association” as pertains to IRS code references below), 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 nor pass to his or her heirs or executors.

No part of the net earnings of the Club shall be to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the Club 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 Club shall be carrying on of propaganda or otherwise to influence legislation and the Club 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 Club 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.

Submitted by Bylaws Committee

David Bills, President  
Tim Turnquist, Webmaster  
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