

GOLF CLUB CONSTITUTION AND BY-LAWS

(Note 1: A newly forming golf club should modify and adapt the following Articles to fit its particular circumstances and review the document with its own counsel).

(Note 2: Statements in parenthesis are recommendations and may be modified as decided by the club).

Article I- NAME

The name of this golf club shall be _____ Golf Club.

Article II- PURPOSE

FIRST: To stimulate interest in golf at the _____ (company, establishment, etc) by bringing together a group of golfers desirous of forming a golfing organization.

SECOND: To promote and foster among the members a closer bond and fraternity for their joint and mutual benefit, and to promote and conserve the best interests and true spirit of the game of golf as embodied in its ancient and honorable traditions.

THIRD: To encourage conformance to the USGA Rules of Golf by creating a representative authority.

FOURTH: To maintain a uniform system of handicapping as set forth in the NCGA/USGA Handicap System and issue NCGA/USGA Handicap Indexes to the members.

FIFTH: To provide an authoritative body to govern and conduct club competitions at various courses.

Article III- MEMBERSHIP

Section 1. Membership shall be available to all _____ (men/women) _____ (18) years of age or older. There shall be a minimum of 10 members in the club.

Section 2. Memberships in the club are individual and non-transferable. Dues include membership in the Northern California Golf Association. The NCGA provides \$1 toward a subscription to the quarterly magazine (NCGA Golf), monthly computerized handicap updates, NCGA tournament eligibility and any other special membership services available. All members of this club must register for NCGA membership.

Section 3. Only golfers with a reasonable and regular opportunity to play golf with fellow members and who can personally return scores for posting may be members and receive NCGA/USGA Handicap Indexes from the club.

Section 4. Memberships in the club are for a calendar year only, with all memberships expiring on _____ (November 30)

Section 5. The fiscal year for the club will be _____ (December 1- November 30).

Section 6. Each candidate for membership shall be proposed and seconded by two active members in good standing. The Board of Directors shall act upon each proposal by vote and two negative votes shall disqualify any candidate.

Section 7. The Board of Directors may confer honorary memberships upon those whom they feel have contributed to the advancement of golf. The unanimous affirmative vote of the board shall be required to approve such action.

Section 8. In the event that any member of the club shall commit any act which reflects discredit or disrepute there on or shall refuse or neglect to comply with the rules and regulations adopted by the Board of Directors or the Duly appointed officers, such member shall be subject to suspension or expulsion after _____ (ten days) written notice and the right to be heard, by a vote of two thirds of the Board of Directors at any regular meeting called for such purpose.

Section 9. The annual meeting of the _____ Golf Club shall be held on the _____ *(third Wednesday in the month of October)*. The Board of Directors shall provide for the holding of such other meetings as may be deemed necessary or desirable and they shall call special meetings upon written petition signed by not less than _____ *(ten percent of the membership)*.

Section 10. A legal quorum at any meeting shall be _____ *(ten)* members present in person or by proxy. Each active member in good standing shall be entitled to one vote.

Section 11. All membership fees and dues shall be established by the Board of Directors from time to time in such amounts as they deem to be adequate to operate and maintain the club. Members shall be liable for dues until their written resignation has been received and accepted. All monies collected shall accrue to the benefit of the membership.

Article IV – BOARD OF DIRECTORS

Section 1. The Board of Directors shall consist of five members in good standing of the _____ Golf Club and they shall exercise all powers of management of the club not specifically excepted by these By-laws.

Section 2. At least five weeks prior to the Annual Meeting, the Board of Directors shall appoint a nominating committee consisting of five members of the organization. At least four weeks prior to the Annual Meeting, this committee shall submit to the Board and shall post upon the club bulletin board a list of nominees to fill any vacancies for the term of office beginning on the day of the meeting. Names of other members in good standing may be nominated by petition signed by at least _____ *(ten)* members and submitted to the Board at least two weeks prior to the Annual Meeting. At least one week prior to the Annual Meeting, a list of all candidates nominated shall be mailed to each member at their last known address and a copy of such list shall be posted on the club bulletin board or website.

Section 3. Voting shall be written ballot and those names receiving the greatest number of votes cast shall be declared to be elected. The Board shall appoint a committee of three judges who are not members of the Board or candidates for election to supervise the election.

Section 4. The Board of Directors shall meet at such times and places as they may select and a majority of the Board shall constitute a quorum at any meeting.

Section 5. In the case of any vacancy through death, resignation, disqualification or other cause, the remaining directors, even though less than a quorum, may elect a successor by majority vote to hold office for the unexpired term of the director whose place shall be vacant, and until the election of his successor.

Article V – OFFICERS AND COMMITTEES

Section 1. Within _____ (*ten days*) after the Annual Meeting and election, the Board of Directors shall meet and elect the officers.

Section 2. The officers shall consist of president, vice-president, secretary and treasurer, and their duties shall be such as their titles would indicate or such as may be assigned to them respectively from time to time.

Section 3. The Board of Directors shall authorize and define the powers and duties of all committees. Chairman and members of all committees shall be appointed by the president, and the president shall be an ex-officio member of all committees except the nomination committee.

Section 4. Except as modified by the Board of Directors, all appointed committees shall function as recommended in the USGA Golf Committee Manual. The Following Committees shall be appointed each year, with such other committees as the president may deem necessary or advisable:

Tournament Committee to arrange and schedule with the management of any golf course as necessary, and conduct all intra-club and inter-club competitions including NCGA qualifying events.

Handicap Committee composed primarily of members with the responsibility to establish a fair and proper system of handicaps in accordance with procedures set forth in the NCGA/USGA Handicap System Manual.

Membership Committee to investigate and act upon all applications for membership and to recommend appropriate action to the Board of Directors.

Social Committee to encourage and arrange social entertainment features and events for special occasions.

Article VI – AMENDMENTS TO BY-LAWS

Section 1. The Board of Directors shall have the power to repeal or amend any of these By-Laws provided that such action shall not be effective until approved by a majority of the members of the _____ Golf Club at a meeting held in accordance with the provisions contained herein.