

# **IBEW 595 AND FRIENDS Golf Club**

## **By-Laws**

### **I. Purpose**

- A. The purpose of the IBEW 595 AND FRIENDS Golf Club is to provide organized recreational golfing activity in the form of monthly golf tournaments for those persons eligible to participate in activities sponsored by the Club.**
- B. To promote and foster among its members a closer bond for their 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.**
- C. To maintain a uniform system of handicapping as set forth in the rules and regulations of the Northern California Golf Association (NCGA) in cooperation with the United States Golf Association. (USGA)**
- D. To afford a convenient and authoritative body to govern Club tournaments held at various courses.**
- E. To enforce uniformity in the rules of the game by the election of a representative authority.**

### **II. Membership**

- A. The following persons are considered eligible to participate in IBEW 595 AND FRIENDS Golf Club activities.**
  - 1. IBEW 595 members, retirees and their friends.**
  - 2. If a member's original eligibility changes during the course of membership, they may maintain club membership provided they maintain their membership in good standing by adhering to club rules and policies.**
- B. The Club President & Club Treasurer must be an IBEW member in good standing or retiree of IBEW in good standing.**
- C. Memberships are individual and non transferable. Membership dues will also automatically include membership in the NCGA. The NCGA provides a subscription to the NCGA magazine (quarterly), NCGA news letters, monthly updated indexes, NCGA tournament eligibility and any other special membership services available.**
- D. Membership shall be available to (men/women) 18 years of age or older per the NCGA. There shall be a least 10 members with a maximum membership of 200.**
- E. Memberships in the club are for a calendar year only, with all memberships expiring on November 30th.**
- F. The Club's fiscal year will be from December 1<sup>st</sup> through November 30<sup>th</sup>.**
- G. Each candidate for membership shall be proposed and seconded by two active members in good standing. The Executive Board shall act upon each proposal by vote and two negative votes shall disqualify any candidate.**

- H. In the event that any member of this organization shall commit any act which reflects negatively or discredits the Club and it's members or refuses or neglects to comply with the rules and regulations adopted by the Executive Board and the Club's members, any such member shall be subject to suspension or expulsion from the Club after ten days written notice and the right to be heard. Such disciplinary action is decided by a vote of the Executive Board. Tie votes will be broken by the President of the Club. The right to be heard will be at a special meeting called for such a purpose.**
- I. The IBEW 595 and Friends Golf Club shall hold its annual meeting at the end of year dinner after the last tournament of the year (November). The Executive Board 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.**
- J. A legal quorum for any membership meeting shall be ten active members in good standing and in attendance. Each active member in good standing shall be entitled to one vote.**

### **III. Financial Status**

- A. The IBEW 595 AND FRIENDS Golf Club is to be operated as a nonprofit organization.**
- B. The nonprofit feature of the golf club is not intended to bind the officers of the organization to an exact or complete expenditure of income over a short term, but is intended to be nonprofit over a longer period of time with some seasons showing a small deficit and some seasons showing a small profit. Such deficit or profit shall not be large. Membership and tournament fees collected by the treasurer as the result of tournament activity are not to be considered as club income.**
- C. The officers of the club shall determine what the membership fee will be from year-to-year, to enable them to operate this club in an efficient manner.**
- D. If, at any time, it becomes necessary to disband the golf club, any moneys remaining in the treasury after the final event of the club has been concluded and all debts have been paid, shall revert to the existing membership.**

### **IV. Executive Board**

- A. The Executive Board shall consist of five members in good standing of the IBEW 595 and Friends Golf Club and they shall exercise all powers of management of the Club not excepted by these By Laws.**
- B. The Executive Board is the 5 elected Club officers.**
- C. The Executive Board shall meet at least three times yearly. Times and places shall be determined by the members of the Executive Board. A majority of the Board shall constitute a quorum however any votes shall necessitate the presence or the proxy vote of all Board members.**

## **V. Offices**

**A. The offices are to be filled from the membership by the election process. (See officer elections) Offices shall be as follows:**

### **1. President**

- a. The President is the chief administrative officer.**
- b. He bears responsibility for the welfare of the entire organization.**
- c. He shall coordinate all activities, direct and assist his officers in the effective handling of club business.**
- d. He shall call and conduct meetings of the membership and/or officers as often as required to execute club business.**
- e. He shall be the primary representative of the club before the sponsoring organization.**

### **2. Vice President and Secretary**

- a. He is chairman of the tournament prize and awards committee and is directly responsible for the selection, purchase, and awarding of all prizes won during the year and competition.**
- b. He records and maintains minutes of all board meetings and votes.**
- c. He will provide a copy of all meetings minutes to all other club officers within 30 days or prior to the next meeting what is less.**
- d. He shall coordinate all activities, direct and assist his officers in the effective handling of club business.**
- e. He is responsible to the club's President. He shall refer any matters of controversy to the Club President.**

### **3. Tournament Chairman**

- a. The Tournament Chairman is responsible for the effective administration of all tournament activity.**
- b. He is chairman of the course arrangements committee. He is directly responsible for the selection of courses on which tournament play is to be held, and for all details necessary to ensure a complete and businesslike arrangement with the various golf courses.**
- c. He receives all tournament entries together with entry fees. He forwards all payments to the Treasurer.**
- d. He is in charge of all tournament operations and makes the necessary arrangements to provide starters, scorers and any other help required at each tournament.**
- e. He is responsible for the preparation and distribution of all tournament entry forms and notices.**
- f. He prepares and distributes the list of starting times for each tournament.**
- g. He shall coordinate all activities, direct and assist his officers in the effective handling of club business.**
- h. He is responsible to the club's President. He shall refer any matters of controversy to the Club President.**

### **4. Handicap Chairman**

- a. He shall maintain all scoring records for the full year.
- b. He determines and maintains current handicaps for all tournament players.
- c. He shall coordinate all activities, direct and assist his officers in the effective handling of club business.
- d. He shall prepare and publish results and provide them for distribution to the players.
- e. He is responsible to the club's President and Tournament Chairman. He shall refer any matters of controversy to the Club President.

**5. Treasurer**

- a. The Treasurer is the financial officer of the club.
- b. He receives and disburses all moneys.
- c. He shall keep all club funds in a checking account in a convenient bank under the name of IBEW 595 AND FRIENDS Golf Club.
- d. He shall be responsible for the preparation of all checks and the delivery of checks to pay approved bills.
- e. He shall keep a running account of club funds so that a status report may be made at any time.
- f. He shall make an annual report of the club's income and expenditures and provide it to the members and sponsoring organizations, if requested.
- g. He shall coordinate all activities, direct and assist his officers in the effective handling of club business.
- h. He is responsible to the club's President. He shall refer any matters of controversy to the Club President.

**VI. Officer Elections**

- A. The existing officers of the club will conduct the election process. Any existing member of the club may ask to witness the process and should notify the officers during the nomination period of their wishes to do so.
- B. Nomination period for officers is in the months of June and July (mailed out in the June Lob Shots). Ballots will be mailed to the membership the first week of August and must be returned by the end of the second week of September. Election results will be posted and submitted to the NCGA before September 30<sup>th</sup>. The new officers will have two months for a transition period and shall officially take over the club on the first day of December.
- C. Voting shall be by written ballot and those names receiving the greatest number of votes shall be declared elected.
- D. Nominee may run as individuals or as a ticket / slate. The nomination process will determine the election process.
- E. Unless an officer resigns their term of service is 2 years.
- F. In the event of any vacancy on the Executive Board through death, resignation, disqualification or other cause, the remaining members of the Board may elect a successor to finish the term of the Board member's position. In the event that no one is available or willing to complete the term, the remaining officers shall proceed with the operations of the Club using majority rules in the votes. The president shall have the duties to break tie votes. If the President's position is vacant, the Vice President shall break tie votes.

- G. Annual or Biannual elections are "not" mandatory, only the nomination period. If there are multiple nominees that accept a nomination, then elections would be required.

**VII. Officer Membership Fees**

- A. All officers must pay the standard club membership fees.
- B. The President, Vice President and Treasurer shall have one Tournament fee per year paid for by the club.
- C. The Tournament Chairman and Handicap Chairman shall have all their tournament fees paid for by the Club.

**VIII. Changes in club functions or procedures**

- A. Any changes in club Policy Events or Rules should be brought up at the annual November meeting and voted on by the members present.
- B. If something should come up during the year that cannot wait until the end of the year, a newsletter vote can be done and the results be made known.

**IX. Club Rules, Polices and Budget Guidelines**

- A. A copy of the club annual rules, polices and budget guidelines should be maintained and made available with the club bylaws for reference and club operation.
- B. The rules, polices and budget guidelines may be altered by the officers with the procedures provided in the club bylaws.

**X. Specific Club Policies**

- A. NCGA rules shall be played at all tournaments.
- B. Out-of-bounds which are "in course" shall be observed.
- C. Any specific directions by the course professional shall be observed.
- D. Players who do not enter a tournament prior to the posted deadline "fees due date" have no standing or priority, and may or may not, be able to play if they merely present themselves at the course. Such entries may be accepted only after all scheduled players have been accommodated.
- E. A player who wishes to cancel his entry in any tournament must make the cancellation known to the tournament chairman by the tournament deadline (fees due date) or find his own replacement to be eligible for an undisputed refund of fees.
- F. All players in the tournament must sign their scorecard. Any player protesting a score shall not sign the card, but must submit his protest in writing to the tournament chairman before leaving the course in lieu of signing the card.
- G. Voted on and Approved at the Nov. 2008 meeting to adjust the club bi-laws, rules and polices.

Updated and voted on Nov 2008.