

# **CONSTITUTION**

of the  
**Sepulveda Men's Golf Club**

## **Article 1. NAME**

The name of this organization shall be the “**Sepulveda Men's Golf Club**” referred to here as the “Club” or “SMGC.”

## **Article 2. OBJECTIVES**

The purpose of the Club shall be:

- (a) To conduct golf and related activities for members of the Club.
- (b) To sponsor social activities for the enjoyment of the general membership.
- (c) To cooperate with the Department of Recreation and Parks for the betterment of public golf.
- (d) To affiliate with golf associations and other organizations in the interests of the Club.
- (e) To enforce the USGA system of handicapping and to maintain USGA sanctioned handicap index numbers for members.
- (f) To assist the MGA in conducting City Championship competitions and participate in the affairs of the Golf Advisory Committee (GAC).

## **Article 3. MEMBERSHIP**

**Section 1.** Any person 18 years of age or over and of good character shall be eligible for membership in the Club. Any minor between 15 and 17 years of age and possessing capability “certification” from the Department of Recreation and Parks shall be eligible for consideration for Junior Membership in the Club; however, eligibility for Junior Membership shall be determined by the Board of Directors on a case-by-case basis. The application shall be accompanied by dues and initiation fee. The Board of Directors shall establish dues and initiation fees separately for Junior Members. Each applicant shall agree to observe the Rules of Golf, local course rules and SMGC Club rules. Junior members shall observe customs of courtesy and safety at all times

**Section 2.** Only members in good standing of at least 18 years of age are entitled to participate in Club activities. Junior Members may participate in Club activities only to the extent that they are specifically permitted to do so by express permission of the Board of Directors.

## **Article 4. BOARD OF DIRECTORS**

**Section 1.** The policy, business and affairs of the Club shall be conducted by the Board of Directors, which shall consist of fourteen elected members and the immediate past president. The Directors shall be chosen by secret ballot by the general membership at the annual meeting held the last Thursday in October. Voting by members shall be in person. Absentee ballots and proxies are not permitted.

**Part 1.** The President shall appoint a nominating committee, which will present a slate of candidates for seats on the Board of Directors.

**Part 2.** Nominations shall be made prior to the last Board meeting before the annual meeting held in October.

**Part 3.** Seven Directors shall be elected annually for terms of two years. Terms of office begin on December 1st.

**Part 4.** Any vacancies on the Board, whether because of resignations or an insufficient number of candidates for election, shall be filled by the Board. No candidate may be nominated for election to the Board from the floor at the election meeting.

**Section 2.** The Board of Directors shall meet subject to the call of the President, or at the call of no less than one third of the members of the Board of Directors. Regular meetings shall be held on the first Thursday of each month unless the Board otherwise agrees.

**Section 3.** A member of the staff of the Department of Recreation and Parks shall be an *ex-officio* member of the Board of Directors and act in an advisory capacity.

## **Article 5. THE OFFICERS**

### **Section 1. The Executive Committee; Election of Officers**

The Executive Committee of the Club consists of the President, Vice President, Secretary and Treasurer. Officers shall be elected by secret ballot by majority vote of the new Board of Directors at its first meeting. A candidate for the office of President must be an elected member of the new Board.

## **Section 2. Duties of the Officers:**

**Part 1.** The President shall be the chief executive and administrative officer of the Club and shall preside at all meetings of the Board of Directors and the general membership. The President shall appoint an elected director to assume the duties of any absent elected officer at any meeting.

**Part 2.** The Vice President shall assist the President in all activities and shall perform the duties of the President in his absence or whenever designated by the President.

**Part 3.** The Secretary shall record the minutes of the Board of Directors meetings, conduct correspondence of the Club and render periodic reports to the Board.

**Part 4.** The Treasurer shall handle all monies for the Club, maintain itemized accounts of all financial transactions of the Club and render periodic financial reports to the Board of Directors. He shall disburse funds for authorized obligations and events as approved by the Board. In addition, the Treasurer shall honor "out of pocket" expenses of Directors and appointed assistants up to \$100 for such items as supplies, reproduction, postage and communications. No vehicle or mileage costs are to be reimbursed unless authorized by the Board. He is responsible for depositing all Club funds in financial institutions, which he shall judiciously select subject to the approval of the Board

## **Section 3. Terms of Office:**

**Part 1.** No Director shall be President for more than two consecutive one-year terms. The President, upon completion of his term shall become, for the following term of his successor, a member of the Board of Directors, entitled to act and vote as such.

**Part 2.** The term of office of the President and the other elected officers shall be one year from December 1 to November 30, or until a successor has been elected and installed.

## **Section 4. Vacancies**

Any vacancy in any office or on the Board of Directors will be filled by Board appointment. Special consideration may be given for Board appointment to the unelected person who received the highest number of votes in the previous election.

## **Article 6. QUORUM**

**Section 1.** A quorum of the Board of Directors shall consist of eight Board members.

**Section 2.** A quorum for any meeting of the general membership shall be those members present and eligible to vote.

## **Article 7. AMENDMENTS**

**Section 1.** Proposed amendments to this Constitution & the By-Laws shall be presented in writing to the Board and are subject to their approval before they may be presented to the membership for acceptance.

**Section 2.** This Constitution and the By-Laws may be amended by a majority vote of the members present at any membership meeting, provided notice of such amendment has appeared in the preceding issue of the Club publication and/or are disseminated electronically to the membership at least ten days prior to the meeting.

**Section 3.** If the Board deems it appropriate, a special meeting of the general membership may be called to consider and vote on amendments to this Constitution or the By-laws.

# SMGC BY-LAWS

## Section 1. DUES

**Part 1.** The initiation fee for all new and renewing members shall be set by the Board of Directors.

**Part 2.** The annual membership dues shall be payable on or before a date set by the Board of Directors. Penalties for delinquent payment of dues shall be determined by the Board of Directors.

**Part 3.** Past presidents are entitled to life membership, dues free.

## Section 2. COMMITTEES

**Part 1.** The permanent committees are as follows and are established for the specific purposes mentioned:

a. **Membership Committee**, whose duties are to conduct campaigns for membership, to promote such membership activities as may be directed by the Board and to handle all membership issues.

b. **Nominating Committee**, as defined in Article 4, Sections 1a and 1b of the Club Constitution, shall seek out prospective nominees from the general membership and present them at the election meeting.

c. **Tournament Committee**, whose duties are to program, schedule, manage, conduct and score Club competitions. This is the "Committee in charge of the Competition" as referenced in the Rules of Golf.

d. **Handicap Committee** whose duties are to revise handicap indexes whenever (1) scoring infractions occur or (2) a member's handicap index number is not representative of his golf potential in relation to other Club members. The Committee will also respond to requests by members for handicap index adjustments, guidance and information.

e. **Greens and Rules Committee**, whose duties are to recommend improvements to the Sepulveda golf courses and to educate the membership on golf course care and preservation. The committee shall sponsor membership education on the Rules of Golf and hear and finally resolve rules disputes remaining after the

tournament committee makes rulings in competitions.

f. **Entertainment and Program Committee**, whose duties are to create, promote and conduct special activities. It shall be in charge of such social events as approved by the Board of Directors and also provide entertainment for membership meetings as the occasion arises.

g. **Grievance Committee**, which shall investigate disputes arising within the Club and effectuate resolution of the disputes. The Board may delegate decision making authority to the committee with regard to any dispute so long as any party aggrieved by the decision has the opportunity to request and receive a review of the decision by the full Board. In conducting its affairs, the Grievance Committee shall offer a full in-person hearing to any member involved in the proceedings before it and shall otherwise conduct its work in a manner consistent with principles of due process. The committee shall investigate and advise the Board on matters of expulsion or discipline of members of the Club.

**Part 2. Other Committees:** (a) Permanent committees shall be created or abolished only by amendment to these By-laws. (b) *Ad hoc* committees may be formed and retired as necessary by the President.

## Section 3. MEETINGS

**Part 1.** Regular meetings of the Club shall be held on the first Thursday of each month unless otherwise specified.

**Part 2.** The Annual membership meeting shall be held on the last Thursday in October unless otherwise specified.

**Part 3.** Special membership meetings may be called by the President at any time by giving ten days written notice to all Club members in a manner calculated to reach as many members as possible.

**Part 4.** All members of the Club shall be notified of the Annual Meeting in a manner that is calculated to reach as many members as

#### **Section 4. EXPULSION AND DISCIPLINE OF MEMBERS**

**Part 1.** No member of the Club shall be expelled except for failure to comply with the Constitution and rules of the Club, or for conduct tending to bring discredit to the Club or the game of golf. If the subject member promptly requests a full hearing before the Grievance Committee, he may not be expelled until after that hearing is held. If the Board votes for expulsion, the president shall call a special membership meeting for the members to vote for or against expulsion. Written notice must be sent to the subject by certified or registered mail at his last known address, by personal delivery or otherwise given in a manner calculated to reach him, not less than ten days before the meeting. Expulsion takes a majority vote.

**Part 2.** For conduct violating the standards set forth in Part 1 of this Section that is deemed insufficient to warrant expulsion from the Club, the Board may impose discipline upon a member short of expulsion. Proceedings to impose such discipline shall be initiated by the Board, either by referral to the Grievance Committee or pursuant to the recommendation of the Grievance Committee. In either case, no discipline shall be imposed upon a member until after the member has had the opportunity to request, and promptly requests, a full hearing before the Grievance Committee, which committee shall present its findings and recommendations to the Board for its consideration and vote.

#### **Section 5. IMPEACHMENT OF OFFICERS AND DIRECTORS**

**Part 1.** No officer or Board member of the Club may be removed from office until he has had the opportunity to request, and promptly requests, a full hearing before the Board. If the Board deems good cause exists for removal, the matter shall be put to a vote of the general membership. Ten days written notice shall be given the officer or director and the membership of the time and place of the meeting in a manner designed to reach as many members as possible. Removal takes a 60% majority vote.

**Part 2.** Any Board Member who habitually misses Board meetings without cause is subject to dismissal on a majority vote of the Board.

#### **Section 6. RULES OF ORDER**

A current edition of Roberts Rules of Order shall be the parliamentary authority for the conduct of business of the Club subject to the Constitution and by-laws of the Club. A Parliamentarian may be appointed by the President.

#### **Section 7. FINANCES**

**Part 1.** Neither the Board of Directors nor any other Club representative shall have power to enter into any obligation involving payment or expenditure of any monies of the Club in excess of the cash balance in the Club treasury at the time of the action.

**Part 2.** The Club may bond the Treasurer in any amount not less than two thousand dollars (\$2,000) and may bond the Tournament

Chairmen, Membership Chairman or any other member of the Club handling the funds of the Club in such amount as may be decided by the Board of Directors.

#### **Section 8. AMENDMENTS**

**Part 1.** Proposed amendments to these By-Laws and/or the Club Constitution must be presented in writing to the Board of Directors and are subject to their approval before they may be presented to the general membership for acceptance.

**Part 2.** These By-Laws and/or the Constitution may be amended by a majority vote of the members present at any general meeting, provided the details of such amendment has appeared in the preceding issue of the "Eagle" and/or is provided by electronic means at least ten days prior to the meeting.

**Section 9. NON-PROFIT**

This Club is hereby declared to be a non-profit organization and shall not distribute gains, profits or dividends to its members or officers.

**Section 10. OPERATIONS MANUAL**

The Executive Committee shall maintain an Operations Manual and keep it current. The Operations Manual shall contain current versions of the Constitution and these By-laws, Club rules and other details regarding the operations of the Club. The Operations Manual shall be distributed to each Board member for use during his term of office.

