

# **By Laws of the Jacoby Park Men's Golf Club**

## **Article I: *ORGANIZATION***

### **Section 1.1**

#### **Name**

The name of the organization shall be Jacoby Park Men's Golf Club (JMC), or such other name as may be adopted by amending the By Laws.

### **Section 1.2**

#### **Purpose**

The purpose of the organization is to promote good fellowship and sportsmanship among its members by promoting, fostering and encouraging the playing of golf and participation in related social activities.

## **Article II: *MEMBERSHIP & DUES***

### **Section 2.1**

#### **Active Members**

An active member in good standing is at least 18 years old and has paid his dues for the golfing season. Active membership shall be limited to a manageable number set by the Executive Board. Active membership shall entitle the individual to all privileges of the Club including the right to vote at any general meeting of the club membership and the right to vote on any question otherwise presented to the general membership by the Executive Board.

### **Section 2.2**

#### **Honorary Members**

An honorary member is a person who shall be designated as such for meritorious contributions to the Club or its objectives. Honorary membership shall be conferred by the majority vote of the Executive Board. An honorary membership may be assigned for life or for a period of years. An honorary member shall be entitled to all privileges of the Club except he shall have no voting rights. He shall not be subject to payment of membership fees or dues. Honorary membership shall be limited to ten percent of the active membership. Active members of the Club who are called into the Armed Forces of the United States shall automatically be designated as honorary members until their discharge from active duty.

### **Section 2.3**

#### **Term of Membership**

An active membership shall be for a period of one year, renewable for a like period at the beginning of each year at the option of the member upon payment of his annual dues.

## **Section 2.4**

### **Admission to Membership**

Any candidate requesting active membership shall submit an application accompanied by the annual dues. The application may be submitted to the Executive Board at any time during the applicable season. The application must contain the Name, Address, Phone#, and Email Address of the member requesting membership. Application for membership may be declined by the Executive Board if a candidate has previously been reprimanded, suspended or expelled from membership.

## **Section 2.5**

### **Membership and Dues**

The annual dues shall be established by the Executive Board. Annual dues must be paid prior to participation in any men's club sanctioned event. Annual dues are not refundable, except for declined new member applications (see Section 2.4, Admission to Membership). If the annual dues are not fully paid by candidate, the member may be designated as inactive and deleted from the active membership rolls. The Executive Board shall notify the member of a change to inactive status by email within 7 calendar days from the date of status change. The Executive Board reserves the right to accept a subsequent remittance of application and annual dues subject to terms in Section 2.4.

## **Article III: MEMBERSHIP RIGHTS, DUTIES & DISCIPLINE**

### **Section 3.1**

#### **Club Championship**

The Jacoby Park Men's Golf Club Championship tournament is the club's premier tournament annually concluding the golfing season. The event shall be a stroke play event scheduled with Jacoby Golf Course in the last two weekends of the month of August. Participants must:

- Be active members in good standing with Jacoby Park Men's Golf Club
  - Play in at least three (3) JMC sanctioned events prior to the Club Championship (No entry fee required); or
  - Join JMC by May 31<sup>st</sup> of that calendar year and if unable to play in three (3) JMC sanctioned events prior to the Club Championship, pay an entry fee of \$40.
- The three event requirement is driven by the mission to promote the social aspect of the club and build a camaraderie amongst all of its members.*

## **Section 3.2**

### **Pay outs and Trophies**

Active or honorary members of the Club are eligible to win:

- Tournament pay outs awarded as Pro Shop credit
- Tee games offered by the Pro Shop awarded as Pro Shop credit
- Trophies awarded to special tournaments (major events, hole-in-one, etc.)
- Optional Hole-in-one pool paid as a cash prize.

Guests of members of the Club participating in an open event have the option to participate and win:

- Tournament pay outs awarded as Pro Shop credit
- Tee games offered by the Pro Shop awarded as Pro Shop credit

## **Section 3.3**

### **By-laws, Notices, Announcements**

A printable copy of the Rules and By-laws will be available at all times during the season on the official website of the Jacoby Park Men's Golf Club. A copy can be obtained from the President, Secretary or the Communications Chair. Notices of coming events, competitions, awards, dates and agenda of the general and special membership meetings will be posted on the club website/Facebook page. Notices of significance by the Executive Board will be e-mailed to each member. A summary of Club business transacted at each Executive Board meeting will be posted on the website.

## **Section 3.4**

### **Voting**

Active members in good standing shall be eligible to attend all regular or special meetings of the general membership and shall have the right to vote on all items of business coming before such meetings. A member in good standing is one who has paid his dues, is not under suspension or censure and who has met all the requirements of the club.

## **Section 3.5**

### **Duties of Members**

The acceptance of membership in the Club shall require each member to uphold all the provisions of the by-laws and other duly enacted rules of the club.

## **Section 3.6**

### **Discipline**

Members shall be subject to suspension or expulsion for unbecoming conduct detrimental to the game of golf, to the good name of the club, or to the proper functioning and administration of the Club by a majority vote of the Executive Board.

## **Article IV: MEETINGS OF THE GENERAL MEMBERSHIP**

### **Section 4.1**

#### **Regular Meetings**

The annual meetings of the members shall be held during the month of April and September each year. All proper matters of unfinished business and new business may be brought up at such meetings.

### **Section 4.2**

#### **Special Meetings**

Special meetings of the general membership may be called by the Club President, by a majority of the Executive Board or upon written request of not less than ten percent (10%) of the active members. The business of the special meeting shall be confined to the matter set forth in the notice of the meeting.

### **Section 4.3**

#### **Notice**

A written or printed notice stating the place, day and hour of the meeting and in the case of a special meeting, the purpose for which it was called, shall be e-mailed to each active member not less than ten (10) days before the date of the meeting. A notice of such meeting will also be posted on the Jacoby Park Men's Golf Club website and Facebook page.

### **Section 4.4**

#### **Quorum**

The presence of at least ten percent (10%) of the active members shall constitute a quorum for the transaction of business at any meeting of the general membership.

### **Section 4.5**

#### **Voting**

At all meetings of the general membership, all questions shall be determined by a majority of the members present and entitled to vote. Each member may cast only one vote on each matter properly brought before the meeting.

### **Section 4.6**

#### **Order of Business**

At all of the meetings of the Club, the order of business shall be as follows:

Call to order

Proof of notice of meeting

Submission of roster of members entitled to vote

Roll call of officers

Reading of minutes of previous meeting and reading of communications and bills

Applications for membership (Executive Board meetings)

Reports

Election of officers of the Executive Board (last meeting of year)  
Unfinished business  
New business  
Adjournment

#### **Section 4.7**

##### **Minutes of Meetings**

Complete minutes must be kept of all meetings. Minutes of Executive Board meetings will be summarized and posted on official website within a reasonable time frame for the information of the membership. Any member in good standing may request and shall be granted the right to inspect the minutes of the general membership meetings.

### **Article V: *THE EXECUTIVE BOARD***

#### **Section 5.1**

##### **Number of Officers**

The Executive Board shall consist of Seven (7) voting all of whom must be active members in good standing. All board positions are three year terms beginning and ending at the end of season September general meeting. Board members are divided into two groups.

- Group 1 consists of:
  - o President, Treasurer, Secretary and One (1) Executive Member
  - o This group's three year term ends at the end of even years
  
- Group 2 consists of:
  - o Vice President and Two (2) Executive Members
  - o This group's three year term ends at the end of odd years

Number of Officers:  
Four (4) Officers of the Club  
Three (3) Executive Members

#### **Section 5.2**

##### **Qualifications**

To be eligible to serve on the Executive Board any candidate shall have been an active member in good standing for at least one year before his election.  
To serve as President, the candidate must be an active member in good standing and have served on the Executive Board for at least one year before his election.

#### **Section 5.3**

##### **Nominations**

The President shall present to the Executive Board a list of the candidates for the various vacancies at the September Board meeting. Nominations may also be made by active members in good standing.  
A communication to the membership of open Executive Board positions will be provided at least five (5) weeks prior to the regular meeting held at the end of the

tournament schedule to request nominations. Nominations must be received in writing to the President within two (2) weeks of the communication. After the two (2) weeks, nominations will be closed.

The official ballot will be communicated to the membership at least two (2) weeks prior to the regular meeting held at the end of the tournament schedule.

#### **Section 5.4**

##### **Election**

At the regular meeting of the general membership at the end of the tournament schedule, election of the open Executive Board positions shall be held. Only active members in good standing shall be entitled to vote. Voting for multiple candidates is submitted by paper ballot. If there are not multiple candidates, a simple vote of the members to approve the ballot is required.

The position of President will be elected by the majority vote of the Executive Board.

No officer shall be eligible to serve in the same office for a third consecutive term unless the position remains unfilled at the time of elections.

#### **Section 5.5**

##### **Vacancies**

In the event of any vacancy in the membership of the At-Large Members, Committee Chairman or Club Officers for any reason other than expiration of term, the remaining members of the Executive Board shall elect by majority vote a replacement to fill the vacancy until the next regular election.

#### **Section 5.6**

##### **Duties of the Executive Board**

The duties of the Executive Board shall be generally to control and supervise the affairs of the Men's Club for the best interest of all members. The Executive Board shall review and approve recommendations of all committees. The Board may consider any and all matters presented in the regular course of business or in any emergency which may arise and shall take necessary action or recommend appropriate action by the general membership on all matters brought to the Board's attention. Any Executive Board member may be removed from office at any time, for negligence or misconduct, by a two-thirds vote of the Executive Board or a majority vote of active members voting at an annual or special meeting.

#### **Section 5.7**

##### **Board Meeting**

The Executive Board will hold regular meetings throughout the year. Regular meetings will be held during each month from March to September to prepare for the season, plan each month's activities during the season and wrap up the season to prepare for the second general membership meeting. Special meetings shall be called by the President or a quorum of the Executive Board at such times and places as the President or Executive Board deem necessary. Notice of regular and special meetings shall be given each member of the Board. Items of business to be discussed in a special meeting shall be stated in the notice.

## **Section 5.8**

### **Quorum**

A majority of the Executive Board shall be necessary to constitute a quorum for the transaction of business at any meeting of the Board, but less than a quorum may adjourn any meeting to another time or place (or both).

## **Section 5.9**

### **Voting**

Each member of the Executive Board shall be entitled to one vote upon any matter voted upon by the Board. The Executive Board shall consist of seven (7) voting members.

## **Section 5.10**

### **Action by Unanimous Consent in lieu of Meeting**

Any action required or permitted to be taken at any meeting of the Executive Board may be taken without a meeting, if a written consent to such action is agreed to by two-thirds (2/3) of members of the Board and such written consent is filed with the minutes of the proceedings of the Board.

## **Section 5.11**

### **Resignation**

The President should be notified in writing by any Executive Board member who wishes to resign.

## **Section 5.12**

### **Compensation**

Members of the Executive Board shall serve in a voluntary capacity and shall not receive compensation for their duties.

## **ARTICLE VI: EXECUTIVE BOARD ROLES AND RESPONSIBILITIES**

### **Section 6.1**

#### **President**

The President shall call regular and special meetings of the members of the Club and the Executive Board in accordance with these by-laws. He shall, when present, preside at all meetings of the members and Executive Board and he shall have a deciding vote at any meeting in the event of a tie. The President shall appoint such committees and auditors as necessary for proper conduct of the Club and shall be a member, ex officio, of all committees of the Club. The President, when directed by the Executive Board, shall have the authority to sign and execute in the name of the Club any agreements or other instruments. He shall enforce the by-laws and rules and perform such other duties as are incident to the position and office or as he may be directed to perform by the membership or Executive Board. The immediate past-president shall serve as a member of the Executive Committee.

## **Section 6.2**

### **Vice President**

The Vice President shall perform all duties of the President in his absence. He shall also assist in maintaining order at all meetings. The Vice President shall be a member, ex officio, of each of the Club's standing committees and he shall perform such other duties as assigned by the Club President.

## **Section 6.3**

### **Secretary**

The Secretary shall maintain full and correct records of all meetings of the general membership and of the Executive Board. He shall read the minutes of the meetings of the general membership at the next regular meeting of the Club for proper action. He shall summarize the minutes of the Executive Board and see that they are posted on the official website for the information of the general membership. He shall perform such other duties as assigned by the Club President.

## **Section 6.4**

### **Treasurer**

The Treasurer shall have custody of all funds, securities and valuable papers. He shall draft all financial obligations of the Club as authorized by the Executive Board. The Treasurer shall provide and maintain full and complete records of all assets and liabilities. He shall be responsible for the collection of fees, dues and assessments from the members. He shall prepare and submit to the Executive Board a monthly financial statement and an annual financial statement to the general membership. He shall also perform such additional duties as assigned by the Club president.

## **Section 6.5**

### **Membership and Communications Chairman**

The Membership and Communications Chair *shall be assigned by the Executive Board if necessary* and is responsible for tournament activities and lead the membership committee, promote and grow the membership in the club, represent the board for any questions related to membership, collect membership forms and dues for the club and document and track membership information (names, addresses, phone and email used only for official JPMGC business).

The Membership and Communications Chair is also responsible for the development, distribution and maintenance of all print, digital and web related membership collateral, inclusive of but not limited to; membership packets, tournament schedules, cards, letters and application forms. The Chair will oversee all club advertising and promotional initiatives and coordinate any signage and/or display material required by the committee. The Chair will serve as the web site administrator, and the gateway for all membership communications required throughout the year, inclusive of the off-season.



## **Section 6.6**

### **Tournament and Rules Chairman**

The Tournament and Rules Chair *shall be assigned by the Executive Board if necessary* and is responsible for all men's club tournament activity and to lead the tournament committee. The chair will draft the tournament schedule, schedule interclub events, maintain payout tracking, run the match play tournaments (track qualifying and ensure matches are played timely), maintain entries to the hole-in-one pool and work in conjunction with the Jacoby Park Pro Shop to oversee all tournaments conducted by the Jacoby Park Men's Club.

The Tournament and Rules Chair is also responsible for working with the Jacoby Park Golf Club professional in formulating necessary local rules compatible with the rules and policies of the United States Golf Association and it shall be the arbiter in all disputes arising from golf play sponsored by the Club and lead the tournament and rules committee.

## **ARTICLE VII: COMMITTEES**

### **Section 7.1**

#### **Special Committees**

The President may appoint such other temporary or special committees as he may deem necessary to carry out the purpose of the Club.

## **ARTICLE VIII: FINANCIAL**

### **Section 8.1**

#### **Fiscal Year**

The fiscal year of the organization shall be the calendar year, or such other accounting year as the Board of Directors shall determine.

### **Section 8.1**

#### **Indebtedness**

No indebtedness or liability shall be incurred by members of the Executive Board, individually or collectively, or by any other Club member as agent for the Club without proper authorization. A blanket Fidelity bond of a reasonable amount shall be maintained to protect the Club against misuse of funds by Officers entitled to sign checks.

### **Section 8.2**

#### **Auditing [Examination of Financial Records] of Club Books**

The President or, in his absence, the Executive Board shall appoint an independent Certified Public Accountant (CPA) to examine the books of account of the Treasurer and to make a report of such annual audit [examination of the financial records] to the general membership. Special examinations by a CPA

may be directed by the President or, in his absence, the Executive Board whenever this action is warranted.

### **Section 8.3**

#### **Club Records**

The Club President, Treasurer, Secretary and, Tournament and Rules Committee chairman will be responsible for maintaining Club records. Such records will consist of Treasurer Reports, prize distribution, tournament formats and minutes of meetings. These permanent records will be available for all members to review and will be maintained in the confines of the Jacoby Park Golf Club.

## **ARTICLE IX: *GENERAL PROVISIONS***

### **Section 9.1**

#### **Amendment to By-laws**

Any amendment to the by-laws must be presented to the general membership in writing and accepted by a majority vote at a meeting of such membership before becoming effective. No part of these by-laws shall be repealed, amended or suspended unless the proposed change has been submitted in writing to the general membership and communicated at least two (2) weeks before the general meeting at which a vote of the change is to be taken.

### **Section 9.2**

#### **Supplementary Rules and Regulations**

The Executive Board may promulgate such rules and regulations, which it deems necessary to implement the by-laws of the Club. These supplementary rules and regulations may be challenged as contradictory to the by-laws by an instrument in writing signed by at least ten (10) percent of active members. When and if a rule is so challenged, the matter will be presented to the general membership under new business at the next regular or special meeting of the members.

### **Section 9.3**

#### **Rules of Order**

Robert's Rules of Order shall be the recognized authority on all points of procedure not covered by the by-laws or other rules and regulations of the Club.

### **Section 9.4**

#### **Interpretation**

The by-laws will be interpreted in such a manner as will more nearly effectuate the purpose of the Club.