

# BY-LAWS

## MAPLEWOOD MEN'S GOLF CLUB

### Article I - Executive Committee

1. The Executive Committee shall meet at least monthly in regular session and dispose of such business as may properly come before it. All proceedings of the Executive Committee shall be governed by Roberts Rules of Order.
2. Any elected officer is empowered to call the Executive Committee into special session whenever the business of such committee is of sufficient importance in his judgment as to justify such a session, provided that all members of the Executive Committee be given due notification.
3. The minutes of the meetings of the Executive Committee shall be read at the next regular meeting of the club and any exceptions by a member to any such action shall be cause for review of the action by the membership of the Committee present.
4. Two-thirds of the Executive Committee shall constitute a quorum. It shall require a majority vote of the elected board members of the committee present to transact business.

### Article II – President

1. The President shall preside at all meetings of the club and of the Executive Committee. He shall perform all other duties usually devolving upon the Chief Officer of an organization and shall also be empowered to perform all duties of other officers during their absence. He shall remain as an advisor to the Executive Committee until such time as there is a more recent past President in the active membership of the club.

### Article III - Vice President

The Vice President, in the absence or disability of the President, shall perform the duties of the latter.

### Article IV - Secretary/Treasurer

1. As Secretary he shall keep a record of all meetings of the club and of the Executive Committee, and shall prepare the same for permanent record in a book kept for that purpose, and shall at each regular meeting read the minutes of the previous meeting and such meetings of the Executive Committee as may be held, and make such corrections as may be allowed.
2. The Secretary, under the direction of the President, shall cause notice to be given of all meetings.

3. The Secretary shall keep a complete record of the membership of the club.
4. As Treasurer he shall receive and disburse all club funds as authorized by the executive committee within its power or by the club. He shall keep a record of all receipts of money and when disbursements are made. He shall enter or record in a book kept for that purpose the amount of such expenditures and the purpose for which used, and shall file and preserve a voucher for the same. He shall prepare all checks or vouchers and sign same.
5. As Treasurer he shall render to the Executive Committee at the end of each month a record of all receipts and expenditures made by him during the preceding month, and at all times shall keep his books in readiness for the auditing of his accounts by the Executive Committee. He shall make an annual report to the club of all receipts and expenditures of the preceding year. The Financial records shall be available for information of members upon request.

#### Article V - Tournament Chairman

1. The Tournament Chairman shall establish and supervise all tournaments and competition held for the pleasure and interest of the members of this club and, further, shall supervise the proper completion of said tournaments and competitions.
2. The Tournament Chairman shall arrange and secure proper participation by members of this club in inter-club matches with other Golf Associations, Clubs or Organizations.

#### Article VI - Handicap Chairman

1. The handicap chairman shall be responsible for maintaining the GHIN handicap system for each member of the club.
1. The handicap chairman shall maintain and prominently display the current handicap for each member of the club. The handicaps shall be updated at periodic intervals, as to coincide with the GHIN handicap system.
2. The handicap chairman shall maintain a handicap record for each member and shall make these records available for inspection upon request by any member in good standing.

#### Article VII – Trustees

1. The Trustees shall be responsible for periodically auditing the financial records of the club and perform those surveillance tasks deemed appropriate to detect deficiencies of the club operations.

#### Article VIII – Rules Chairman

1. The rules chairman shall assist in creating a fair playing field for all members. He shall work with the executive committee and the Head Golf Professional in establishing local rules that make it fair for all. He shall also work with the Tournament Chairman in

setting up the rules for each competition, although the Tournament Chairman's decisions are final.

#### Article IX - Membership Privileges

1. A member in good standing shall be eligible to participate in all functions of the club, along with all tournaments and competition for which he meets the handicap requirements and special eligibility requirements established by the tournament chairman.
2. A member who has a grievance against a rule or decision made by a club officer shall submit his grievance to the executive committee. The executive committee shall investigate the grievance, determine its validity and initiate corrective action as required. The ruling of the executive committee shall be considered final.

#### Article X – Meetings

Meetings of the club shall be held at the Maplewood Golf Club Facility, unless, in the case of emergency or convenience, the executive committee designates some other place of meeting.

1. A regular meeting of the club shall be held on the first Wednesday of every month. The meeting shall be called to order at 6:00 p.m. A regular meeting of the club may be dispensed with or rescheduled only by special action of the club at a regularly scheduled meeting.
2. Special meetings of the club may be called at any time by the President, The Executive Committee, or upon written notice of any ten members of the club. Notice of a special meeting shall be provided to the membership at least one week prior to holding such meeting.
3. A quorum shall exist at any regular meeting or special meeting of the club before any business may be transacted. A quorum shall exist when two-thirds of the elected board members are present.

The following shall be the order of business at meetings of the club.

- a. Reading of the minutes from the previous meeting.
  - b. Committee reports.
  - c. Unfinished Business.
  - d. New Business and correspondence.
  - e. The good of the club or association. The membership shall be permitted to make suggestions of any kind, character or description.
4. The rules procedure at any meeting of the club shall be those set forth in Roberts Rules of Order, except as they may conflict with the provisions of any article of the Constitution or By-Laws of the club in which case said articles to the Constitution or By-Laws shall govern.

#### Article XI - Membership Expulsion

1. A member may be expelled from the club upon proper showing of cause. Proceedings for membership expulsion shall not begin until written notification of the grounds for the membership cancellations is provided to the affected member and filed with the executive committee.
2. The expulsion notification will be acted upon at the next regular meeting of the club subsequent to filing of the expulsion notice.
3. A vote of two-thirds of the members present at the regular meeting shall be required to expel the member. Voting shall be by secret ballot.

#### Article XII - Membership Dues and Fees

1. Annual dues for membership in the club shall be set forth by the board yearly.
2. Annual dues shall be payable by January 1st of each year. Dues not paid by March 31st shall result in forfeiture of all membership rights and privileges.
3. Annual dues for any individual under the age of 18, here after referred to as a Junior Member shall be one-half of the regular membership dues.
4. After September 1st of the club fiscal year, the dues for new members shall be one-half the annual dues.
5. The Executive Committee shall not be required to pay annual dues during their term in office, but must pay the yearly fee for the automated handicapping system.

#### Article XIII – Elections

1. Nominations of officers shall be opened at the regular meeting in September and closed at the regular meeting in October of each Election Year.
2. Ballots shall be available for each active member October thru December and shall be counted by an appointed ballot committee.
3. The Elected Officers shall be installed during the Executive Meeting following the final counting of ballots.

#### Article XIV – Expenditures

1. No expenditures, for one purpose, of more than seventy-five percent (75%) of the total current amount in the club treasury shall be voted at any meeting of the club unless the motion for the expenditure shall have been laid over for at least one regular meeting.

#### Article XV – Men’s Club Executive Committee Compensation

A compensation pool for the Executive Committee shall be created. This pool will be allocated each year and based on that year's membership. The amount to be put into this pool shall be \$5.00 per member. The pool allocation shall be determined by the President and voted on by the elected members of the Executive Committee for that year.

Article XVI - Adoption of By-Laws

These By-Laws are hereby adopted as the By-Laws of the Maplewood Golf Club.

Brian Espe January 1<sup>st</sup>, 1989

Amended July 11, 2012\_\_\_\_\_

Brian Espe, President Date of Membership Acceptance