

SEQUOIA WOOD COUNTRY CLUB MEN'S CLUB

BY-LAWS

ARTICLE 1 – Name of the Organization:

The Name of the Organization shall be the Sequoia Woods Country Club Men's Club. The Organization's Home Course shall be the Sequoia Woods Country Club.

ARTICLE 2 – Location of the Organization:

The Office of the Organization, for the purpose of conducting business, shall be in the Sequoia Woods Country Club, Blue Lakes Springs, Arnold, California.

ARTICLE 3 – Purpose of the Organization:

The Sequoia Woods Country Club Men's Club is organized for the following purposes:

- a. To provide good fellowship and to encourage good sportsmanship among its members.
- b. To promote tournaments and other golf associated activities of interest among its members.
- c. To provide for and maintain a system for handicapping its members.
- d. To work with Sequoia Wood Country Club Management in establishing player rules for preservation of golf course facilities, player safety, pace of play, and for fair and honest play among its members and guests.
- e. To cooperate with Sequoia Woods Country Club Management in promoting interest in recreational facilities made available for the benefit of its members.

ARTICLE 4 – Fiscal Year:

The Sequoia Woods Country Club Men's Club shall operate on a fiscal year basis as a non-profit organization from January 1 through December 31 of each year.

ARTICLE 5 – Definitions - Abbreviations:

SWCC – Sequoia Woods Country Club

NCGA – Northern California Golf Association

USGA – United States Golf Association

Board – shall herein mean the Board of Directors

Director(s) – shall herein mean a member(s) of the Board of Director

Club – shall herein mean Men's Club

Member – shall herein mean a member of the SWCC Men's Club

ARTICLE 6 – Membership:

Section 1. General

- a. Membership will be open to all SWCC principle male members, twenty-one (21) years of age or older, for whom the SWCC golf club management certifies that their annual dues for SWCC are paid or are not more than 60 days delinquent and who have a current NCGA handicap through SWCC.
- b. Membership Applications shall be made available to all qualifying SWCC principle male members and shall be maintained in the SWCC Pro Shop. Membership Applications shall also be maintained and available on the Men's Club web page link at www.sequoiawoods.com.
- c. Membership dues shall be established by the Board of Directors each year and shall be due by December 31. A member shall be considered delinquent if he has not paid his dues by December 31. Reinstatement will require a payment of all past due fees and or dues.
- d. A member in good standing is entitled to one vote. Voting and holding of an Office shall be limited to one vote.
- e. The Board of Directors may, after a hearing as herein provided, by the affirmative vote of two thirds of board, suspend or expel any member and forfeit his Men's Club membership; or suspend any member for failing to conduct himself in an honorable manner or for any conduct which, in their opinion, is likely to endanger the welfare, interest, or harmony of the Men's Club. Suspension or expulsion may be permanent or for such a period of time as set forth by the Board of Directors.

Section 2. Procedure

1. Not less than one week before action is taken upon suspension or expulsion of a member, the member shall be furnished with a statement of the charges and shall be at liberty to attend in person at said hearing and be heard in his own behalf. After the hearing, the Board shall privately consider the charges and the evidence and determine the correctness of the charges.
2. A condensed statement of the proceedings and determination shall be conclusive and final.

Section 3. Honorary Membership

The Board of Directors may from time to time consider granting an Honorary Membership to such person(s) who in the eyes of the Board have contributed significantly to the betterment of the SWCC Men's Club and for extenuating

ARTICLE 8 – Board of Directors:

Section 1. Board Members

The Board of Directors shall be composed of nine (9) members whose term of office shall be three (3) years. These terms shall be on a staggered basis, with three (3) Board members being elected, or reelected, yearly, to replace members who have served three (3) years. Board members may serve two (2) consecutive three (3) year terms.

Section 2. Election

Nominations shall be made by a Nominating Committee appointed by the President in August of each year. The Nominating Committee shall consist of three (3) Men's Club members at large plus the immediate Past President who will act as Chairman of the Committee. Nominations from the membership shall be accepted prior to the Turkey Shoot or October Annual Meeting as designated by the Board. Any member nominated shall consent to run for the Board prior to his name being placed in nomination.

The members of the Board shall be elected by a majority of the members present and voting at the October Turkey Shoot Tournament or at the October Annual Meeting as designated by the Board. The three (3) newly elected, six (6) continuing Directors, and two (2) Liaisons, adjusted for any vacancies remaining to be filled, will then meet and elect Officers who will assume their offices immediately.

When elections are held by a written ballot the Board shall appoint from the members present a panel of three (3) judges who shall receive, tally the voting, and report the results to the Board and membership present. Judges shall not be candidates whose names have been placed in nomination.

Section 3. Authority

The Officers and the Board of Directors shall have broad, general authority to consider and take official action on any matters concerning and deemed in the best interest of the Men's Club. This authority does not involve placing an additional financial obligation upon its members over and above the annual dues.

Section 4. Vacancies

In the event of a vacancy occurring among the Officers and / or Board members, the vacancy shall be filled, for the unexpired term only, by the President's (or Vice President's in the absence of the President) appointment with a majority approval of the Board. Any Board member missing two (2) consecutive meetings or three (3) non consecutive meetings during any one (1) year without prior notification to the

President or in his absence any officer shall be presumed to have resigned and shall be replaced by the Board.

Article 9 – Officers:

Section 1. President

The duties of the President shall include, but not be limited to;

- a. Make every effort to ensure the purpose of the Organization is enhanced, promoted, and carried out.
- b. Preside at all meetings of the Men’s Club and the Board of Directors.
- c. Be an ex officio member of all Standing Committees.
- d. Appoint Chairmen, Sequoia Woods Country Club Liaison, and one (1) (optional) Men’s Club Member Liaison as shown in the Organizational Chart in Article 7.
- e. Work closely with SWCC Women’s Clubs in order to promote cooperation and thus help to ensure a better overall golf program at Sequoia Woods Country Club.
- f. Provide information on Men’s Club activities to Club Management for the Forecast news letter.
- g. Serve as SWCC Liaison in the absence of another appointment.
- h. Provide Men’s Club feedback at the SWCC Owners Annual Meeting.
- i. Prepare and / or direct correspondence notifying all members of Special and Annual meetings at least 30 days in advance.
- j. Maintain an Office of the President Binder that includes information on all activities and duties of the President. The Binder may be in written and / or digital form.

Section 2. Vice President

The duties of the Vice President shall include but not be limited to:

- a. Preside at all meetings of the Men’s Club in the absence of the President.
- b. Serve as an ex officio member of all Standing Committees in the absence of the President.
- c. Maintain an Office of the Vice President Binder that includes information on all activities and duties of the Vice President. The Binder may be in written and / or digital form.
- d. Maintain and update periodically and when necessary the Men’s Club By-Laws.
- e. Maintain a current version of the Men’s Club By-Laws. Track revisions, deletions, and or replacements to the By-Laws as directed and approved by the Board.
- f. Provide copies of revised and or updated By-Laws to the Secretary for printing and distribution per Article 17.

Section 3. Secretary

The duties of the Secretary shall include but not be limited to:

- a. Maintain a complete and accurate record of all regular and special meetings of the Men's Club.
- b. Distribute meeting minutes to Board members for review and approval.
- c. Receive all communications directed to the Men's Club and prepare responses as directed by the Board when so required.
- d. Purchase and send get well and sympathy cards when appropriate.
- e. Maintain an Office of the Secretary Binder that includes information on all activities and duties of the Secretary. The Binder may be in written and / or digital form.

Section 4. Treasurer

The duties of the Treasurer shall include but not be limited to:

- a. Receive and account for all monies received and disbursed.
- b. Deposit all funds received in the name of the Men's Club in a bank approved by the Board of Directors. Funds disbursed shall be by check. Signature authority shall be with the Treasurer and/or, President or Secretary. Expenses in the amount of one thousand dollars (\$1000.00) or less shall be paid at the discretion of the Treasurer. Expenses exceeding that amount will require two signatures.
- c. Submit to the Board of Directors each month, with the exception of December, a monthly financial statement as to the status of Men's Club monies.
- d. Maintain an Office of the Treasurer Binder that includes information on all activities and duties of the Treasurer. The Binder may be in written and / or digital form.
- e. Prepare an overall Men's Club budget for the golf season based upon the Officers' and Committees' requirements and submit to the Board of Directors for approval at the March regular meeting.

ARTICLE 10 – Standing Committees:

Section 1. Tournament Chairman

The duties of the Tournament Chairman shall include but not be limited to:

- a. Be responsible to the Board of Directors for the planning and conducting of all Men's Club sponsored competitions.
- b. Prepare a schedule of events for the season and present the preliminary draft to the Board of Directors for approval at the November meeting. Review the Board approved schedule with SWCC Management, Women's 9 and 18 Hole clubs, and other interested parties during the month of December.

- c. Be guided in the selection, planning and conduct of tournaments by the latest edition of the USGA Rules of Golf, NCGA Policies and Procedures, SWCC Local Course Rules, and by the SWCC Men's Club Rules of Play Manual.
- d. Select Co-Chairs for each individual tournament to assist the Tournament Chairman in the planning and execution of tournaments. Co-Chairs shall constitute the members of the Tournament Committee.
- e. Obtain prior approval of the Board of Directors for any expenditure or financial obligation to the club.
- f. Distribute to all members and Post, in a written form, the entry instructions of those major tournaments so designated by the Board of Directors.
- g. Distribute Rules of Competition to each tournament participant for all Men's Club tournaments.
- h. Maintain a Tournament Committee Binder that includes information on all activities, tournaments, and duties of the Committee. The Binder may be in written and / or digital form.
- i. Submit a proposed budget for the Tournament Committee for the golf season to the Treasurer at the February Regular Meeting.

Section 2. Handicap & Rules Chairman

The duties of the Handicap & Rules Chairman shall include but not be limited to:

- a. Be responsible to the Board of Directors for all aspects of handicap indexing, including educating the membership on proper posting procedures and verifying that scores are posted accurately.
- b. Adjustments of the handicap index of any Men's Club member differing from that established by NCGA, for extenuating circumstances, shall have Board approval prior to implementation of a handicap adjustment. A member(s) whose handicap index has been adjusted by Board action shall be so notified in writing with accompanying reason(s) for the adjustment.
- c. Maintain and publish the handicap index to the course's slope handicap in the Pro Shop at SWCC.
- d. Be guided in handicapping by the latest rulings from the NCGA. At least one (1) member of the Committee shall have attended the NCGA Handicap Certification Program on the web or in person.
- e. Advise the President, the Tournament Chairman and others to promote the knowledge of both local and USGA Rules of Golf among the membership.
- f. Maintain and revise as directed by the Board, the Men's Club Rules of Play.
- g. Maintain a Handicap & Rules Committee Binder that includes information on all activities and duties of the Committee. The Binder may be in written and / or digital form.

Section 3. Membership Chairman

The duties of the Membership Chairman shall include but not be limited to:

- a. Maintain an up to date list of all members.
- b. Ensure that NCGA listing of SWCC Men's Club is current.
- c. Issue an annual roster of Men's Club members including their addresses, phone number(s), and e-mail address prior to May 1.
- d. Issue an introduction letter to all new Men's Club members about the operations of the Men's Club and its Tournaments.
- e. Issue a list of all Men's Club members to the Secretary and Tournament Chairman with name, address, phone number(s), NCGA Ghin number, and e-mail address.
- f. Maintain Membership Application Forms in the Pro Shop and on-line on the Men's Club web page at www.sequoiawoods.com accessible for prospective Men's Club members.
- g. Maintain a Membership Committee Binder that includes information on all activities and duties of the Committee. The Binder may be in written and / or digital form.

Section 4. Public Relations / Ringer Board Chairman

The duties of the Public Relations Chairman shall include but not be limited to:

- a. Prepare and submit articles of Men's Club activities to local newspapers.
- b. Maintain a Public Relations Committee Binder that includes information on all activities and duties of the Committee. The Binder may be in written and / or digital form.
- c. Organize, maintain and publish records for Ringer Board activity.
- d. Use all means available to inform Sequoia Woods Country Club members of the desirability of joining the Men's Club.
- e. Maintain the SWCC Men's Club web pages.
- f. Promote all tournament activities for the Men's Club.
- g. Provide Monday and Thursday Playday and Tournament results to SWCC Web Master for inclusion in the Men's Club Web Site.

Section 5. Sequoia Woods Country Club Liaison (Appointed Position)

The duties of the SWCC Liaison shall include but not be limited to:

- a. Act as a single point of contact between the Men's Club and SWCC Management except as herein otherwise described under duties of other Club Committees.
- b. Promote a mutually beneficial relationship between SWCC Management and the Men's Club.
- c. Channel all information passing between the Men's Club and SWCC, ensuring that communications reach the proper offices.

- d. Maintain a SWCC Liaison Binder that includes information on all activities and duties of the Committee.

Section 6. Greens Chairman

The duties of the Greens Chairman shall include but not be limited to:

- a. Act as a single point of contact between the Men's Club and SWCC General Manager and Course Superintendent in regards to golf course and/or facilities suggested improvements.
- b. Select up to three (3) Men's Club members to serve on the Greens Committee.
 - 1. The Committee will obtain information on course improvements of play from Men's Club members and through the effort of the Committee itself.
 - 2. The Committee will evaluate suggested improvements and submit Committee approved suggestions to the Men's Club Board for consideration.
- c. Submit in writing Board approved / directed suggestions to the SWCC General Manager and Course Superintendent for consideration and implementation.
- d. Obtain a decision and / or feedback from the SWCC General Manager and Course Superintendent as to which submitted suggestions will be acted upon, including a timetable for implementation and completion of the items submitted. Monitor progress.
- e. Suggest projects that could be done by the Men's Club to improve conditions of play.
- f. Maintain a Greens Committee Binder that includes the following:
 - 1. A copy of suggested improvements submitted to the SWCC General Manager and Course Superintendent.
 - 2. The date that the suggestion(s) was submitted to the Board and subsequently to the SWCC General Manager and Course Superintendent.
 - 3. The date of enactment or response by SWCC General Manager and Course Superintendent.
 - 4. Reasons for acceptance, rejection, or deferral of suggested item(s).
 - 5. A copy of suggested Improvements not acted upon for future consideration.
 - 6. The Binder may be in written or digital form.

Section 7. Men's Club Member Liaison (Appointed Position)

- a. Assist in communications between the general membership and the Board
- b. Provide committee and event support.

Section 8. Other Chairmen / Committees

The President shall designate guide lines and seek approval from the Board of Directors for any additional Committees and their Chairmen that he may wish or need to appoint.

ARTICLE 11 – Meetings and Procedures:

Section 1. Board of Directors Meetings

The Board of Directors Meetings of the Men's Club shall be held on a consistent day each month from January through November, and at such other times as the President may deem necessary to conduct business as may be required, to properly handle the affairs of the Men's Club and to further its purpose. These meetings are for the Board of Directors and Committee members. Men's Club members may attend if they desire. Dates and times of Board of Directors Meetings shall be posted in such a manner as to be available to all Men's Club members.

Any Men's Club member desiring to bring an item to the attention of the Board of Directors during a Board of Directors Meeting shall submit the item in writing to the President at least 10 days in advance of the scheduled meeting. If the member is not present at the meeting, results of the Board's action taken will be sent to the member in writing within two weeks thereafter.

The Men's Club board meetings will be on the 3rd Monday of the month. The meeting schedule will be posted in the Pro Shop and / or on the Bulletin Board at SWCC.

Section 2. Annual Meeting

The Annual Meeting of the Men's Club shall be held each year during the month of October at the Sequoia Woods Country Club. The time and date will be set by the President with the approval of the Board of Directors. The President shall notify the membership in writing of the time and the place not less than 30 days prior to the meeting.

Section 3. Special Meetings

Any Board member, upon approval of a majority of the Board of Directors, may call a Special Meeting of the Board at any time when such a meeting is deemed necessary. The President shall also call a Special Meeting upon receipt of a petition signed by twenty five percent (25%) or more Men's Club members requesting that such a meeting take place. Notice of Special Meetings, called by the Board or membership, shall be made in writing by the President to all members at least 30 days prior to the meetings.

Section 4. Quorums

- a. Board of Director Meeting – Five (5) elected Board members shall constitute a quorum.
- b. Special Meeting – Those Men’s Club members present shall constitute a quorum and a majority vote shall rule.
- c. Annual Meeting – Those Men’s Club members present shall constitute a quorum and a majority vote shall rule.

Section 5. Procedure

In disputes or questions of procedure during any meeting, Robert’s Rules of Order shall be followed. The Secretary shall maintain and have present at all meetings a current copy of Robert’s Rules of Order.

ARTICLE 12 – Annual Budget:

The Treasurer shall present to the Board of Directors an Annual Budget estimate for the ensuing fiscal year at the March Regular Meeting. The Board shall review, modify as may be necessary and approve the Annual Budget. The Annual Budget shall be available for review by the General Membership upon request.

ARTICLE 13 – Expenditures:

Expenditure of Men’s Club funds shall require prior approval of the Board of Directors. Approval of the Annual Budget estimate shall constitute authority for Directors in their roles as Officers and Committee Chairs to incur routine repetitive expenses for such items as printing, stamps, correspondence, tournament expenses, etc. Limits on expenditures for other non-recurring expenses shall be established by the Board of Directors.

ARTICLE 14 - Audit:

The records of the Men’s Club shall be subject to audit or yearly review at the discretion of the Board of Directors.

ARTICLE 15 – Tournaments:

Section 1. Participation

Participation in Men’s Club tournaments and related activities shall be limited to Men’s Club members in good standing, except when such tournaments and related activities are specifically planned as member-guest events. Guests, when playing in member-guest events shall be at least twenty-one years (21) of age and possess an NCGA handicap index. The only exception to this Article will be charitable tournaments.

Section 2. Prizes

Expenditures for Men's Club Tournament prizes and related expenses will be funded from Tournament Entry Fees collected in advance and supplemented by Men's Club Treasury as determined by the Tournament Committee with approval of the Board of Directors.

ARTICLE 16– Rules:

The USGA Rules of Golf, NCGA Policies and Procedures, SWCC Local Rules, and SWCC Men's Club Rules of Play Manual as amended from time to time by the Board of Directors to increase speed and fairness of play and to adjust to local conditions shall govern Men's Club play at all times.

ARTICLE 17 – By-Laws:

The By-Laws of the SWCC Men's Club as set forth herein shall govern the activities and administration of the SWCC Men's Club until such time as they may be amended, repealed or replaced by a majority vote of Men's Club members present at a Special or Annual Meeting. Members must have been given at least 30 days notice of any proposed change to the By-Laws.

Changes in the By-Laws shall be made part of the records of the Organization, and as soon thereafter as is reasonably possible, the Secretary shall have copies made available to all Men's Club members upon request.

ARTICLE 18 – Miscellaneous:

Section 1. Bulletin Board

A bulletin board shall be conspicuously placed in or near the club house at Sequoia Woods County Club upon which all general notices required by the By-Laws shall be posted.

Section 2. Records

All records of the SWCC Men's Club shall be kept for a period of at least three (3) years.