

HERON LAKES MEN'S CLUB BYLAWS

The following bylaws ("Bylaws") shall govern the management and operation of the Heron Lakes Men's Club, an unincorporated association of individuals from the Greater Portland and Vancouver area, engaging in golf and golf-related activities, as described below.

ARTICLE 1 – OBJECTIVE

- Section 1 To work for the betterment and preservation of the Heron Lakes Men's Club ("Club"), in partnership with Heron Lakes Golf Course ("Course").
- Section 2 To promote the game of golf, organize and manage golf competitions for Club members and guests at the Course, and to provide peer reviewed handicap oversight in compliance with the standards and policies set by national, regional and local governing bodies.
- Section 3 To maintain discipline and social courtesy of any member or guest in connection therewith (Section 2), in order that no detriment to the Club occurs.
- Section 4 To furnish to promising golfers, through their membership in this Club, the opportunity to participate in tournaments held by Golf Associations and other organizations.

ARTICLE 2 – MEMBERSHIP & PRIVILEGES

- Section 1 The membership of this Club shall consist of all eligible persons who submit a completed online or paper membership application approved by the Board of Directors ("Board"), and who pay the required membership dues; provided that dues may be waived or reduced by the Board in case-by-case instances; and provided further that all Officers of the Club shall be exempt from paying dues as a stipend for their work and contributions.
- Section 2 Any male at least 18 years of age and in good amateur standing is eligible for membership and to participate in Club events. The Board may, on a case-by-case basis, grant full or limited membership and playing privileges to professionals and Course staff.
- Section 3 Only members in good standing will be permitted to participate in Club activities.
- Section 4 Members who repeatedly register, but fail to show up for or participate in Club events may be assessed penalty fees as determined by the Board. They may be prohibited from future play until such penalty fees have been paid and recorded.
- Section 5 Conduct detrimental to the Club may result in probationary action being taken. The active status of any member may be terminated for cause by two-thirds (2/3) vote of the Board.

ARTICLE 3 – DUES AND ASSESSMENTS

- Section 1 The membership dues shall be determined annually by the Board, prior to the start of the upcoming season. Term of membership shall be from January 1 through December 31.
- Section 2 Regular membership dues shall be uniform in amount, applying equally to all prospective members and not based on any further criteria such as demographics or playing ability.
- Section 3 Special assessments may be levied whenever necessary, as determined by the Board.

ARTICLE 4 – NOMINATIONS AND ELECTIONS

- Section 1 The Nominating Committee, which shall also function as the Election Committee, will consist of a minimum of five (5) members, appointed by the sitting President.
- Section 2 Every two years, the Nominating Committee shall propose members for election as Officers of the Club (“Officers”) to comprise the Board for the next term. The Election Committee shall conduct a meeting of the members to elect Officers, in which they will announce their nominations. The Election Committee may also receive nominations from the floor and shall conduct the election in an orderly manner.
- Section 3 The Officers shall be elected by a majority vote of the members present at the meeting to elect Officers, except for the Tournament Chairman who shall be appointed by the Course and the Oregon Golf Association Representative who shall be appointed by a majority vote of the other Officers at the first meeting following the election of such other Officers.
- Section 4 Only those members who are in good standing will be allowed to vote. Nominees may cast votes for any position; provided that they shall not participate in vote counting of any position which said nominee’s name has been submitted for that position.
- Section 5 Installation of Officers will follow as soon after elections as practicable, but, in any event, prior to the next January 1st. The Officers shall constitute the Board. The Board shall have authority to decide for the Club all matters not specifically reserved herein to a decision by any specific Officer or of the general membership.
- Section 6 In the event of any Board vacancy, any Officer may nominate any member in good standing to that position. A majority vote of the Board will be required to accept the nomination. If approved, the replacement shall serve for the remainder of the active term.

ARTICLE 5 – BOARD OF DIRECTORS

- Section 1 The Board positions shall include: President, Vice President, Tournament Chairman, Handicap/Membership Chairman, Treasurer, Oregon Golf Association Representative, Secretary, Saturday Captain and Wednesday Captain. In the absence of the President, this order above will determine the Officer who shall act in the stead of the President.
- Section 2 Additional Co-Chairmen, and Saturday and Wednesday Co-Captains may be nominated and approved by two-thirds (2/3) vote of the Board; Any Officer may simultaneously hold multiple Board positions, provided that they may still only have one vote.
- Section 3 Term of office is two (2) years. Any Officer may resign upon written notice to the Board. Any elected Officer may be removed for cause by a vote of two-thirds (2/3) of the Board.

ARTICLE 6 – MEETINGS/MANNER OF TAKING ACTION

- Section 1 The Board shall meet monthly in order to conduct such business as is necessary for the operation of the Club. Special meetings may be called by the President on no less than 48 hours written notice. Except as otherwise stated in these Bylaws, all matters to be decided by the Board shall be decided by a majority vote of the Board at a meeting of the Board or by written consent (which may include any electronic form of communication).

- Section 2 A majority of the Board shall constitute the required quorum necessary to conduct business at regular monthly meetings or special meetings called by the President. As used in these Bylaws, a “vote of the Board” (or similar phrase) refers to vote by a quorum of the Board present at a physical or virtual meeting (e.g., a majority vote of the Board is a vote by a majority of those present or participating, not a majority of the entire Board).
- Section 3 Current Rules of Order shall cover the Club in all cases to which they are applicable and in which they are not inconsistent with the Bylaws of this Club.
- Section 4 At a time no later than the first meeting of each year, the Board shall approve by majority vote, a tentative working budget for the year. A copy of the budget shall be made accessible to the Board and updated as funds are disbursed throughout the year. Any significant alteration to the budget must be approved by majority vote of the Board.
- Section 5 At a time no later than the first meeting of each year, the Board shall approve an up-to-date Club Handbook (“Handbook”). The Handbook shall guide all competition and handicap related matters. It should include a list of current Officers with their contact information, membership benefits, handicap education and Local Rules. It should also provide information about Club competitive events including general and specific procedures, rules and policies, as well as a tentative schedule of said competitive events.

ARTICLE 7 – DUTIES OF OFFICERS

- Section 1 All Officers shall have one vote during all general Board votes. Any Officer may be trained in the procedures for running a weekly game or tournament, and may assist the Saturday/Wednesday Captain and Tournament Chairman/Co-Chairman when needed.
- Section 2 The President shall preside over all Board, committee and membership meetings of the Club. He shall appoint members of standing committees and such other committees as may be determined by the Board. He shall be a member ex-officio of all committees, and act as the tiebreaker in all committee votes. He shall prepare an agenda for all meetings, and uphold good order during them. He shall ensure that all Officers are fulfilling their responsibilities and offer assistance whenever additional help is warranted.
- Section 3 The Vice President shall preside over all meetings in which the President is absent. Should the position of President become vacant, he shall assume the role of interim President until the Board appoints and approves a replacement. He shall assist with the general leadership of the Board and complete tasks assigned to him by the President.
- Section 4 The Tournament Chairman shall take charge of the structuring and scheduling of all Club competitive events. He shall provide the season schedule to the Course so that all events are timely booked with the correct date, course and player count information. He shall direct the creation and updating of the Club Handbook and annual budget, and present these items to the Board for approval. He shall become proficient with the systems required to manage events (GolfGenius, TVs, Laptops etc.) and help train other Officers to use these systems. He shall prepare a tournament report for all monthly meetings, promote upcoming Club events, and announce event results. Together with any Co-Chairman, he shall be responsible for the day-of operations for all monthly tournaments and assist with the management of weekly games and other Club matters as needed.

- Section 5 The Handicap/Membership Chairman shall be responsible for activating/deactivating members in the handicapping system, and managing membership applications and records. He shall provide education and assistance with all handicap-related matters, and perform regular audits of member score posting, making adjustments as required.
- Section 6 The Treasurer shall manage the payment of all membership dues and other monies due the Club, and keep a record of all receipts and disbursements of Club funds. He shall work with the President, Tournament Chairman and Handicap/Membership Chairman to develop a tentative budget that will be presented to the Board for approval. He shall have charge of all funds collected and deposited in a Bank authorized by the Board. He shall pay all bills by check, unless otherwise permitted, that the Board approves and provide tournament kick-ins to the Tournament Chairman to disburse to winners. He shall furnish a current statement of income and expenditures at monthly Board meetings. He shall also perform regular audits of prizes and record-books maintained by the Club, removing expired prizes from it and depositing them into the Bank account.
- Section 7 The Secretary shall keep an official record of notes at all Board meetings and submit copies to be published on the Club's webpage. He shall direct the maintenance of a digital archive of important Club documents and assist with the distribution of Club information.
- Section 8 The Oregon Golf Association ("OGA") Representative shall act as the primary liaison between the membership and the OGA. He should make every effort to be informed as to the activities of the OGA and he should assist in getting such information passed along to the membership. He is responsible for contacting members who have earned Club-paid entries into OGA events, and coordinating their registration and reimbursement.
- Section 9 Wednesday and Saturday Captains are responsible for the day-of operations for all regular weekly games, which include: collecting scorecards, collecting and recording collection of entry fees, inputting player scores and posting them for handicap tracking, and distributing prizes to winners according to the guidelines set by the Board. They shall seek recommendations from the Course as to whether any temporary rules might need to be put into effect, and help communicate this to the day's participants. Captains shall also provide monthly reports to the Board as to the state of the weekly games.

ARTICLE 8 – AMENDMENTS

- Section 1 Amendments to these Bylaws may be proposed by the Board and if approved by a two-thirds (2/3) vote of the Board, will take effect. The membership shall be notified of approved changes, which may be overturned by a majority vote of the full membership.

CLUB ESTABLISHED 1972 | BYLAWS EFFECTIVE MARCH 1977
AMENDED JAN 2010, NOV 2013, NOV 2016, NOV 2019, FEB 2020