

Updated November 10, 2019

ARTICLE I - NAME

The name of this organization shall be THE COLONY MEN'S GOLF CLUB, a nonprofit organization (AKA Colony Men's Club).

ARTICLE II- OBJECTIVES

The objectives of this organization are:

- To promote, foster, regulate, develop and conduct amateur golf activities among the members of this organization.
2. To promote and hold such social and recreational activities as the general membership may desire.
3. To cooperate and comply with the general rules and regulations of the Colony Men's Golf Club, and the Southern California Golf Association (SCGA) and United States Golf Association (USGA) except where local rules prevail.

Every club member is individually responsible for learning and adhering to all rules and regulations as well as any ongoing applicable changes.

ARTICLE III - MEMBERSHIP

1. Eligibility

Membership is limited to male resident occupants of Colony homes who agree to abide by and support the By-Laws and standing rules of the Colony Men's Golf Club, and the Southern California Golf Association rules of golf.

- A. To be eligible for any prizes (script), members must have an established current SCGA index or have a minimum of five (5) eighteen (18) hole games and submit attested score cards of same to the Handicap Director. Applicant must complete and submit a Membership Application Form, with applicable dues, to the Membership Director.
- B. In special cases, the Board of Directors may approve Honorary or Social Lifetime non-golfing memberships in the Men's Golf Club to current or past members who are unable to continue golfing.
- C. All members shall observe the basic rules of etiquette/conduct while on the golf course. Evidence of using loud abusive language, throwing clubs, falsifying scores, hitting into the group ahead, are a few examples of what might be considered violations of rules.

2. Violations

Violations of the By-Laws as interpreted by the Board of Directors will be dealt with as deemed appropriate by the Board. First offenders will receive written notification from the Board. Second and subsequent offenses can result in suspension or expulsion. In case of expulsion any prepaid dues are forfeited.

3. Dues

The membership year shall be from January 1st through December 31st. Membership payments are due on or before November 20th and delinquent after November 30th. Members will be suspended for failure to pay dues after written notification by the Treasurer. Members so suspended will be ineligible to participate in tournaments until dues are paid. Reinstatement dues may include a fine, as determined by the Board of Directors, in addition to any renewal or reinstatement cost required by the Southern California Golf Association. The Board of Directors shall establish annual Dues annually.

4. Appeals

Appeals that regard to violations or delinquent dues must be presented to the Board in writing for their review and decision.

ARTICLE IV - BOARD OF DIRECTORS AND COMMITTEE CHAIRMEN

The elective officers of this organization shall consist of President, Vice President, Secretary, Treasurer, Tournament Director, Handicap Director, Membership Director, and Social Director. These officers shall be active playing members of this organization. Voting rights of the Board shall be vested in the eight (8) elected officers plus the Immediate Past President.

Committee Chairmen appointed by the President shall be Publicity/Newsletter Editor, Rules, Special Events, and

such others as may be required.

All elective officers and appointed committee chairmen shall prepare a budget related to his area of responsibility. Proposed budgets will be presented to the President for review and then passed on to the Board. Budgets will be reviewed at the January Board meeting by all Board members and submitted to the Treasurer.

The term of office shall be one (1) year. When an office cannot be filled at election time, then the person in that office may remain until a replacement is found and approved by the Board.

ARTICLE V - DUTIES AND RESPONSIBILITIES OF ELECTED OFFICERS

PRESIDENT SHALL:

Preside at all meetings.

Be ex-officio member of all committees except nominating committee.

Guide and oversee all activities and policies.

Appoint Chairmen of Committees deemed necessary.

At the first official Board meeting of each year a three (3) member auditing team shall be appointed by the Incoming President to audit the books of the Treasurer of the previous year. The results of this audit shall be prepared in a written report and presented to the Board with a copy filed with the Secretary as permanent record; also, a copy shall be given to the Publicity Chairman. Club members shall be advised of audit result by means of the monthly Newsletter.

VICE PRESIDENT SHALL:

In absence or inability of the President, have the powers and perform the duties prescribed for the President.

Succeed the Presidency should that office be vacated during the regular term.

Assume any other duties requested by the President.

TOURNAMENT DIRECTOR SHALL:

Schedule and supervise all weekly Colony Men's Golf Club members-only, sweeps/ tournaments and special events with the aid of assistants.

Prepare a golf calendar of events to be approved by the Board of Directors. The Golf Professionals of the Cal Oaks Golf Course must also approve this calendar/schedule.

Distribute prizes and awards and notify the Publicity Chairman the results of all Club Tournaments and events.

Determine cancellations of the Wednesday Tournament Play and communicate with the Professionals of the Cal Oaks Golf Course.

Make selections of prizes and awards with review and approval of the Board.

Keep records of Tournament Funds, to include moneys paid in or out for awards or prizes, and submit copies of the records to the Treasurer.

Prepare a list of all expenses of prizes and awards with review and approval at or before the October Board meeting.

HANDICAP DIRECTOR SHALL:

Be responsible for verifying and recording of indexes for all members in accordance with the rules and regulations of the Southern California Golf Association.

Assign new members without an index a temporary index based on five (5) eighteen (18) hole rounds.

Notify members of violation of handicap rules and, with Board of Directors agreement, determine penalties and adjustments.

Maintain the integrity of the handicap system.

Set Club handicap policies.

Administer the program.

TREASURER SHALL:

Receive and be accountable for all moneys and shall make all disbursements at the direction of the Board of Directors.

Deposit funds of the organization in name of, and to the credit of The Colony Men's Golf Club, in a local bank selected by any two (2) of the following: Treasurer, President, Vice President.

Prepare a budget for the calendar year (which includes projected expenditures by all Chairmen and Board members), and submit to the Board of Directors at the February Board meeting for approval. All subsequent non-budgeted items must be submitted to the Board for approval prior to the expenditure.

Be responsible for obtaining two (2) signatures on all Colony Men's Club checks.

Prepare and maintain an itemized account of all receipts and disbursements. Render a monthly verbal or written report of it to the Board and Publicity/Newsletter Editor Chairman for inclusion in the next newsletter.

Present Treasurer's books for audit at termination of the membership year and assist the Audit Committee as required.

SECRETARY SHALL:

Record and keep minutes of Board and General Membership meetings. Record in chronological order all motions voted and/or approved by membership. Post minutes of Board and General Membership meetings (with the exception of executive sessions) in a conspicuous place (i.e., pro-shop) immediately after their approval.) Forward a copy of the minutes to the Publicity/Newsletter Editor Chairman for inclusion in the next newsletter. Distribute copies of minutes to Board Members within two (2) weeks after each Board meeting.

Be responsible for all correspondence at the direction of the President and the Board of Directors.

Be custodian of all club official files.

Retain ongoing records of all meeting minutes, correspondence (incoming and outgoing), By-Laws and amendments, and other personal and organizational material pertaining to the Club, passing all records at year-end to the succeeding secretary.

In the absence of President and Vice President, notify the most immediate Past President, who shall conduct any required meetings in their absence.

MEMBERSHIP DIRECTOR SHALL:

Maintain a current roster of members.

Receive applications for membership and appropriate dues from prospective new members and notify Board of Directors and Publicity Chairman of new members' names, addresses, etc.

Submit completed membership applications to the Southern California Golf Association for all prospective new members of the Colony Men's Golf Club.

Provide each new member a copy of the current By-Laws.

Collect annual dues from all members and submit an advisory letter to the Treasurer.

(cc to President).

SOCIAL DIRECTOR SHALL:

Coordinate with the Tournament Director, the Special Events Chairman and the Board to administer social events as required.

Prepare a detailed list of all expenses incurred for each event, with supporting receipts.

Submit completed report to the Treasurer.

Schedule and administer the Pancake Breakfast(s)

Request the appointment of an assistant if deemed necessary.

IMMEDIATE PAST PRESIDENT SHALL:

Chair a Nominating Committee for new officers in September (See Article VIII)

ARTICLE VI - DUTIES OF APPOINTED COMMITTEE CHAIRMEN

SPECIAL EVENTS CHAIRMAN SHALL:

Coordinate with the Tournament Director and the Social Director to schedule and administer the special events as required or approved by the Board, including the following:

- Guys and Gals
- Annual Awards Banquet
- All Home and Away Events
- Other Special Event

Prepare a calendar of events (Jointly with the Social Director) which will require clubhouse facilities in the year following term of office. Review with the Board of Directors in October and, with approval, submit to the Home Owners Association Activities Director.

Coordinate all other non-weekly members' only tournaments that may be approved from time to time.

Assist Social Director as required.

RULES CHAIRMAN SHALL:

Keep current on all changes to the Southern California Golf Association Rules of Golf.

Advise the board and arrange for publication in the Men's Golf Club Newsletter for all changes to the rules of golf and any changes in local Cal Oaks golf course rules.

Periodically explain and publish specific rules and their effect on local play.

PUBLICITY / NEWSLETTER EDITOR CHAIRMAN SHALL:

Edit and publish the Men's Golf Club Newsletter including the latest Treasurer's report and Board minutes.

Solicit and encourage articles from officers, Chairmen and members.

Publish a monthly schedule of all upcoming club activities.

Coordinate the distribution of the Newsletter to all members by the last week of each month.

HISTORIAN SHALL:

Compile, document and maintain ongoing history of the Men's Golf Club.

Coordinate activities with Special Events Chairman and Tournament Director.

Arrange for required photography for all events and document activities.

Periodically display history books at Club events.

AWARDS CHAIRMAN SHALL:

Arrange for the purchase of trophies (suitably inscribed) for the winners of the Club Championship and for the winner of the President's Cup. These trophies to be presented at the Awards Dinner then displayed in the trophy case until the next Awards Dinner. The trophies will then be returned to the winners. Also maintain the Club Championship plaque to show the winners' names and year.

Be apprised of all holes in one accomplished by members during CMGC sanctioned tournaments and inform the Newsletter Editor and the SCGA of said achievement. Arrange for the purchase of a small trophy to commemorate the hole in one and for presentation to the player at the next appropriate CMGC event. Accordingly update the hole in one plaque in the trophy case.

Be informed of any player shooting his age or under during a sanctioned CMGC tournament and relay such information to the Newsletter Editor.

Ensure that the trophy case is properly maintained and that all relevant photos on display are continuously updated as needed.

SCGA delegate SHALL:

Act as the Men's Club liaison with the Southern California Golf Association and keep the Board of Directors advised of future events that may be of interest to Men's Club members.

PUBLICITY CHAIRMAN SHALL:

Convey to local area newspapers the details of newsworthy accomplishments by members or news of noteworthy events. Submit articles, when deemed appropriate and timely, to the HOA News regarding upcoming Men's Club events or particulars about interesting deeds. Coordinate the editing and publishing of the Men's Club Members' Guide on an annual basis, so long as the Board continues to approve of such publication

WEBSITE CHAIRMAN SHALL:

Be advised of Men's Club news, including tournament results, upcoming events and any changes or updates in the Club's History or its By-Laws. Maintain the Website on a regular basis to keep the membership apprised of up-to-date news and occurrences.

50/50 PROGRAM CHAIRMAN SHALL:

Arrange for drawings to be held during all Men's Club luncheons and general meetings. Such arrangements shall include the distribution of raffle tickets, withholding 50% of donations collected to be disbursed to raffle winners, and delivering the balance of collected funds to the Treasurer along with an accurate accounting. Various other non-elective chairmen may be appointed by the Board and their duties assigned at that time.

SCHOLARSHIP CHAIRMAN SHALL:

Perform oversight duties for the management of CMGC funds used to underwrite the clubs Scholarship program.

Develop working relationships with Athletic Director and Golf Coaches at the high schools served by our scholarships. Collect the names of eligible [see Scholarship Protocol] student applicants.

Coordinate with the Tournament Director and Special Events Chairman by providing the names of the scholarship winners and coaches expected to attend the Annual Scholarship Tournament and Luncheon. Contact the College and/or University each award winner will be attending to establish student body ID numbers and departments our scholarship dollars are to be transmitted.

Coordinate with the Treasurer to prepare checks that will be distributed to the Colleges and/or Universities the awardees will be attending to establish accounts to be drawn under their student ID numbers.

Maintain records of all students participating in the Scholarship program [i.e. monies in and out of the CMGC treasury.

SUNSHINE CHAIRMAN SHALL:

The Sunshine Chairman shall encourage all CMGC members (and their spouses) in times of difficulty and illnesses. This may be done through the use of cards, phone calls and personal calls. The Chairman may employ, when needed, a team from within the membership to assist him in his duties. The Chairman shall make regular reports to the CMGC Board and through the CMGC Newsletter, to the membership. Expenses incurred in his duties, to be submitted by receipt to the Treasurer for reimbursement.

ARTICLE VII - GOVERNMENT AND MANAGEMENT:

The control and management of the affairs, funds and property of this organization shall be vested in the Board of Directors, consisting of the eight (8) elected officers as outlined in Article IV, plus the immediate Past President, as outlined in Article IV.

General meetings of all members shall be held no less than twice yearly at The Colony Homeowners Clubhouse. The Board of Directors may call special meetings and the membership shall be so advised one (1) week in advance. Official Business cannot be transacted at a meeting unless one-fourth (1/4) of the membership in good standing is present. A general meeting for election purposes shall be held annually in the month of October.

A quorum of the Board of Directors shall be at least five (5) officers of the organization empowered with voting rights as defined in Article IV.

ARTICLE VIII - NOMINATION AND ELECTION OF OFFICERS:

Election of officers shall be held annually during the month of October. Nominations for each office shall be made by a Nominating Committee, consisting of three (3) Board Members, headed by the Immediate Past President, as appointed by the Board of Directors at least sixty (60) days prior to the election date. The Nominating Committee shall nominate at least one (1) and not more than two (2) candidates for each office, and each candidate must have been a member of the Colony Men's Club for at least six (6) months prior to the election. The slate shall be presented to the membership at the annual meeting in the month of October for voting. Following the reading of the slate by the nominating committee, the President shall call for any further nominations from the floor. Consent of any nominee shall be obtained before any nominations are made. Members of the nominating committee are eligible

for office. In the absence of a voting member a signed and dated proxy will be accepted. Newly elected officers shall be installed in December and assume their duties as of January 1st.

Nominees for President of the Colony Men's Golf Club must have served at least one (1) year as a member of the Board of Directors, or as a Committee Chairman or Committee Co-Chairman, either in an elected or appointed status.

Electioneering of any form, such as written circulars, hand-outs, etc., is strongly discouraged by the Board of Directors.

ARTICLE IX - AMENDMENTS

Members may submit written recommendations to the Board of Directors, in writing, for amendments to the By-Laws. They shall be reviewed by the Board and, if considered valid, will be printed in the Men's Golf Club Newsletter. Two (2) weeks after publication, the Board has the option of calling a Special Membership Meeting. With two-thirds (2/3) approval vote of members present at meeting, amendments can be adopted immediately. Copies of approved amendments shall be dated and distributed to all Club members. The Board is authorized to make changes without membership approval as needed to comply with the SCGA requirements.

ARTICLE X - MAJOR TOURNAMENTS:

The Colony Men's Golf Club will annually hold the following annual tournaments:

Club Championship

President's Cup

And tournaments as approved by the Board

Format for these tournaments shall be determined by the Board.

NOTE: Men's Club Day Sweeps and Tournament play will be limited to current members in good standing as determined by the Board.

Other non-weekly Club member only tournaments may be scheduled by the Tournament Director and held with the approval of the Board of Directors. If social activities are involved, they will be supervised by the Social Director.

ARTICLE XI - RULES OF ORDER:

Robert's Rules of Order (Revised) shall be the authority in all questions of parliamentary procedure covered by these By-Laws.