

**BY-LAWS
of
LA CONTENTA MEN'S CLUB**

**ARTICLE I
Name, Objective, Powers**

The name of this club shall be La Contenta Men's Club. The purpose of forming the club is to promote the sport of golf according to these by-laws and rules of the game. The powers, government, and management of this club, except as otherwise provided in these by-laws, shall be vested in, exercised, conducted, and controlled by a board of six (6) directors. The Board consists of a President, Vice President, Secretary, Treasurer, Handicap Chairman, and Tournament Chairman who shall be members of the club. If a director at any time ceases to be a member of the club, he shall thereby cease to be a director.

**ARTICLE II
Election, Term of Office of Directors**

Section 1: The term of office of the directors of this club shall be twenty-four (24) months, commencing December 1 of each year. An election for directors shall be held during the month of November at a time and place designated by the Board of Directors.

Section 2: In addition to the nominating committee (as defined under the President's duties) any member at the general election meeting may make nominations for any office of Director from the floor.

Section 3: In case two or more competing candidates shall have received an equal number of votes, a ballot shall be taken at the said general election meeting upon such equal candidates, but upon no others, and the candidate receiving the highest number of votes shall be duly elected.

**ARTICLE III
Vacancies in the Board of Directors**

Whenever a vacancy occurs in the Office of Director, an appointee of the Board of Directors shall fill such vacancy, and the person so appointed shall hold office for the remainder of the unexpired term.

**ARTICLE IV
Board of Directors**

First: To conduct, manage, and control the affairs and business of the club, and to make such rules and regulations consistent with law these by-laws, as in their judgment may seem best.

- Second: Generally to do and perform every act and thing whatsoever that may pertain to the office of a board member.
- Third: No unusual expenditure for which no precedent has been established in excess of three hundred dollars (\$300) shall be incurred by the Board of Directors without prior approval of the club at a regular business meeting. Unusual expenditures mean any except those that are common and necessary for the efficient operation of the golf club. The Board of Directors may make any expenditure they deem necessary for the welfare and efficient operation of the club that is not inconsistent with this paragraph.
- Fourth: To contract with the Northern California Golf Association in regard to membership for club members and for electronic handicapping services which may be provided by said Association and to pay all necessary fees for such memberships and services.
- Fifth: To decide upon all tournaments to be played in the coming year and provide each member with the schedule. The Tournament Chairman will provide the schedule and advise directors.
- Sixth: To vote on any matter a quorum of the Board of Directors must be involved.

**ARTICLE V
Officers**

President

The powers and duties of the President are:

- First: To preside at all meetings of the club and the Board of Directors.
- Second: To see that the by-laws and such rules and regulation as may be adopted by the Board of Directors are properly enforced, and to report to the Board of Directors any infractions of the same.
- Third: To call all meetings required in the by-laws, as well as special meetings.
- Fourth: To exercise a general supervision over the business and affairs of the club, and at the general business meetings to make a report of the general concerns of the club during the previous period.
- Fifth: To sign, as required checks issued by the club.
- Sixth: To cause an internal audit of the books and records of the club prior to the annual meeting
- Seventh: To appoint a nominating committee in October to nominate candidates for the (6) director's offices.

Eighth: If both the President and the Vice-President are absent at any meeting of the Board of Directors, or of the club, a chairman shall be elected pro tem by the other directors present, and he shall preside and act at such meeting.

Ninth: Should any officer be negligent in the reasonable attendance of meetings, the President shall bring this to the attention of that individual and if necessary to other Board members for the consideration of removing said individual from office.

Vice-President

The powers and duties of the Vice-President are:

First: In case of the absence or disability of the President, the Vice-President shall take his place and perform his duties.

Second: To be of direct assistance to the Tournament Director with any special orders or considerations decided by the Board. The Vice President, in conjunction with the Handicap Chairman, will monitor member tournament scores and keep records with the intention of exposing sandbaggers; and he shall recommend to the Board any handicap adjustment that is consistent with provisions and recommendations provided by NCGA.

Secretary

The duties of the Secretary are:

First: To keep a full and complete record of the proceedings of the Board of Directors and of the meetings of the club.

Second: To make service and publication of all notices that may be necessary.

Third: To keep a complete roll of all members of the club.

Fourth: To keep a complete record of major club tournaments as provided by the Tournament Committee and be sure they are published on the club's website.

Fifth: To maintain the official correspondence of the club.

Sixth: To collect copies of all tournament member sign up and pay sheets from the Treasurer. Said sheets shall be signed by the Tournament Director and Treasurer and kept on file at all times by the Secretary.

Seventh: In case of the inability, refusal, or neglect of the Secretary to make service or publication of any notice, then such notice may be served and published by the President or Vice-President, or by any person thereto authorized by either of them, or by the Board of Directors.

- Eighth: If the Secretary is not present at any meeting of the Board of Directors of the club, a Secretary pro tem may be chosen to perform the duties of the Secretary at such meeting.
- Ninth: The Secretary shall provide procedural audits in February and August to be sure by-laws are respected and adhered to.

Treasurer

The duties of the Treasurer are:

- First: To receive all monies of the club, for which he may give a receipt, and deposit the same in the name of the club in such bank or banks as the Board of Directors may designate.
- Second: To keep full and accurate accounts of the receipts and disbursements of the club, and render to the President and Board of Directors a statement of his accounts, and of the financial condition of the club. He shall keep vouchers of all indebtedness of the club, which are paid.
- Third: To receive from the Tournament Director all tournament member sign up and paid sheets along with the tournament monies. Said sheets shall be signed by the Treasurer acknowledging reconciliation is acceptable. The Treasurer shall then photo copy said sheets, keeping one in his file and presenting the second to the Secretary.
- Fourth: He shall work with a committee appointed by the Board and prepare an audit at the end of the year or before a new Treasurer is elected.

Handicap Chairman

The duties of the Handicap Chairman are:

- First: To fix the handicap of every member.
- Second: To receive the tournament score card played by a member, and to verify the scores in the handicap records provided by the club.
- Third: To cause all handicaps of members to be checked for revision at least once every month.
- Fourth: In carrying out the foregoing duties, the Handicapper shall be governed by the system recommended and prescribed by the Northern California Golf Association.
- Fifth: He will post on the computer the scores of all contestants after each tournament.
- Sixth: He may select an assistant or committee to assist him in carrying out his duties.

Tournament Chairman

The duties of the Tournament Chairman are:

- First: To prepare and present the annual schedule for each year to the Board of Directors no later than December 10 of each prior year. Once approved, the schedule is to be presented by the Tournament Chairman to the Course Professional for event conflict resolution.
- The conflict free schedule will be made available to the Secretary to be, distributed to the club ~ membership
 - All special tournaments and monthly events shall be listed well in advance of their date and publicized within the club and externally through the Secretary.
- Second: In accordance with the annual schedule the Tournament Chairman shall organize, coordinate and supervise special, traditional, and invitational competitions
- Third: In advance of each event the Tournament Chairman shall discuss with the Board of Directors the theme and format of each tournament, the cost involved, and the prizes to be awarded. If any tournament is in need of additional support the Men's club President shall appoint a committee to assist the Tournament Chairman.
- Typically, the tournaments will be scheduled during the mid-month weeks to avoid conflict with major holidays.
 - No later than the first of each month a poster/sign-up sheet advertising the Monthly tournament will be available to members at a predetermined location.
- Fourth: Sign-ups for each event will not be accepted after "close of business" on Thursday of the week of the scheduled event.
- Fifth: A pairing sheet and prize list is to be provided to the Club Professional and/or his staff no later than the close of business on Thursday of the week preceding each tournament. The pairing sheet shall be posted to the membership at a predetermined location.
- The Tournament Chairman shall coordinate each event in a businesslike and cooperative manner with the Club professional.
- Sixth: The Tournament Chairman shall present all monies and an accounting of finances, in the form of the member sign up sheet and paid sheet of which will clearly identify the method of payment of each member along with a summary of total checks, money et for each event to the Treasurer for reconciliation and resolution. In addition the Tournament Director shall sign said sheet acknowledging the correctness of the sheet and money.

- Seventh: The Tournament Director can select an assistant and a committee to assist him running all tournament events.
- Eighth: Prepare and distribute rules and special considerations for each event to all participants.
- Ninth: Monitor the scoring processes to be sure no contestant or team writes down his own score.
- Tenth: Provide a starter to be sure each participant marks his ball before teeing off and requiring the captain of the team to enforce this ruler throughout play.
- Eleventh: To refuse entry to the Championships rounds each September to those members who had not played in at least four (4) tournaments in the year. The Tournament Director may accept applications should the four tournament minimum not be met if that member was inactive due to illness during the year.

ARTICLE VI Removal of Officers

No officer or director shall be removed from office unless for a good cause shown by an affirmative vote of not less than three-fourths of the members present at a meeting set by a quorum of the Board of Directors. Good cause may include, but not be limited to the failure to attend Board Meetings on a reasonable basis.

ARTICLE VII Membership

- Section 1: the membership of this club shall be confined to male persons. No person under the age of eighteen (18) years shall be eligible for membership.
- Section 2: Applicants for membership shall fill out an application blank properly, signed by the applicant, which shall be submitted to the Board of Directors.

ARTICLE VIII Suspension, Expulsion, Reprimand

- Section 1: The Board of Directors shall have power to suspend or to expel and forfeit the membership of any member for conduct in the course of play, which, in its opinion, is likely to be prejudicial to the welfare, interest, reputé, or character of the club.
- Section 2: An appeal may be taken from the decision of the Board of Directors, and the member may be restored by a vote of the majority of the regular members present.

ARTICLE IX
Meetings of the Club and Board of Directors

Section 1: There shall be a regular annual business meeting of the club held in November of each year, on such day, place, and time as may be designated by the Board of Directors. The purpose of such meetings shall be for receiving reports of the officers and a report of expenditures that have been made since the last annual meeting and any other general business that may be brought before the club. At the annual meeting, the outgoing officers shall make a full and complete report of the operations for the previous year by updating and passing on their Officers binder.

Section 2: Special meetings of the club may be called and held at any time by order of the President, and the President must at any time call a special meeting of the club upon the written or verbal request of four (4) or more directors of the club.

Section 3: The Board of Directors shall meet monthly or as deemed necessary by the Board with said notice of meetings being posted on the website no less than 1 week prior to meeting in order for membership participation. Members may attend these meetings but have no official status and cannot participate in the decisions made.

ARTICLE X
Fees and Dues

Section 1: Annual dues of new and existing members shall be set annually by the Board of Directors.

Section 2: The Board of Directors shall not be assessed any dues.

Section 3: All dues for the following calendar year shall be payable prior to December 15th and are considered delinquent if past said date.

Section 4: No member, who is delinquent in his dues or any obligation owing to the club, is eligible to play in any of the club tournaments or to enjoy any of the club privileges.

ARTICLE XI
Amendments

These by-laws may be altered, amended, or repealed or new by-laws may be adopted at the annual meeting or any special membership meeting called for that purpose.

ARTICLE XII
Status, Dissolution

Section 1: The purpose of this club is a non-profit organization within the meaning of Section 501 (c) of the Internal Revenue Code. Nothing herein shall be deemed to authorize

this club to engage in any activity or activities for profit, which would violate the nonprofit organization provisions of the Internal Revenue Code.

Section 2: Since this club is not organized for profit, no part of the net earnings of the club shall inure to the benefit of any private member thereof or individual. In the event of a liquidation or dissolution of the club, whether voluntary or involuntary, no member shall be entitled to any distribution or division of its property or proceeds. Earnings may be distributed to non-profit organizations, preferably Junior Golf.

ARTICLE XIII Tournament Handicaps

A mandatory tournament handicap will be appointed to any player who scores (25%) below his handicap (based on course rating) in any 2 Men's Club Tournaments within a 6 month period. The tournament handicap will be calculated by averaging that player's lowest 2 scores. This handicap must be used in all Men's Club tournaments and will be assigned for a period (to be established by the next meeting of the governing board) of not less than one tournament, and not to exceed 1 year.

These Bylaws were last modified by the Board on January 30, 2012.