

# **Pacific Grove Senior Men's Golf Club By-Laws**

As amended and approved by the Board of Directors: 11/10/2023

## **Article I - NAME**

The name of the Pacific Grove Golf Links golf organization representing senior men shall be called the Pacific Grove Senior Men's Golf Club (the "PGSMGC" and/or the "Club"). The PGSMGC is an associate member club, club id 23906, of the Northern California Golf Association (NCGA).

## **Article II - PURPOSE**

**FIRST:** Encourage friendly competition among senior players residing in Pacific Grove or in the vicinity and visitors that appreciate and play at the Pacific Grove Golf Links.

**SECOND:** To promote and foster among PGSMGC members a closer bond for their joint and mutual benefit, and to promote and conserve the best interests and true spirit of the game of golf.

**THIRD:** To encourage conformance to the USGA Rules of Golf by creating a representative authority.

**FOURTH:** To maintain a uniform system of handicapping.

**FIFTH:** To adopt a sense of pride, assist and enhance stewardship and to the extent players can, help to maintain and conserve the Pacific Grove Golf Links golf course.

**SIXTH:** To provide an authoritative body to govern and conduct PGSMGC competitions and social events.

**SEVENTH:** To provide a conduit to the NCGA for PGSMGC members who desire to maintain a NCGA membership and GHIN handicap number.

## **Article III - MEMBERSHIP**

Section 1. Membership shall be available to all senior men who have reached the age of 50 upon making application to the PGSMGC and paying dues.

Section 2. Memberships in the club are individual and non-transferable.

Section 3. Membership confers no voice in the operation of the golf course, clubhouse, nor any facilities of the course.

Section 4. The membership year begins each January 1st, with all memberships expiring on the following December 31st.

Section 5. There shall be an annual meeting of the PGSMGC the date and time of which shall be scheduled at the discretion of the President.

Section 6. The Board of Directors shall provide for the holding of such other meetings as may be deemed necessary or desirable, or upon written petition signed by not less than ten (10) members with their reason(s) stated in the petition.

Section 7. A legal quorum at any meeting shall be eight members present in person or via conference call. Each active member in good standing shall be entitled to one vote.

Section 8. Dues and fees.

- A. All membership fees and dues shall be established by the Board of Directors from time to time in such amounts as they deem to be adequate to operate and maintain the club. All monies collected shall accrue to the benefit of the membership and are non-refundable.
- B. Dues may be collected in any month for the remainder of the year. Dues paid in October, November and December will be applied to the current year for new members and the following year for all members.
- C. As a member club of the Northern California Golf Association (NCGA), members of the PGSMGC may become members or renew membership in the NCGA by paying NCGA dues in addition to PGSMGC dues.

Section 9. In the event that any PGSMGC member shall commit any act that reflects discredit or disrepute thereon or shall refuse or neglect to comply with the rules and regulations adopted by the Board of Directors or the duly appointed officers, such member shall be subject to suspension or expulsion after ten days written notice and the right to be heard, by a vote of a minimum of 60% of the Board of Directors present at any regular meeting or special meeting called for such purpose.

#### **Article IV – BOARD OF DIRECTORS AND OFFICERS**

Section 1. The Board of Directors shall consist of a minimum of five members in good standing of the PGSMGC and shall exercise all powers of management of the club not specifically excepted by these By-Laws.

Section 2. The Officers shall be: President, Vice President, Secretary/Treasurer, Tournament Director, Director of Handicaps, Communications Director and up to three Officers At-Large. These positions will constitute the Board of Directors.

Section 3. The term of office for each Officer shall be two years and the term of all officers shall run concurrently. In case of a vacancy on the Board of Directors, a new Officer may be appointed by the Board of Directors to serve the remainder of the



Officer's two year term.

Section 4. Based upon recommendations by the Board of Directors and/or member requests, a slate of officers will be prepared and sent to the membership 30 days prior to December 31<sup>st</sup>.

Section 5. Should an office of the Club be vacated for some reason, e.g. resignation, death or removal, that position shall be filled by an appointee chosen by the Board of Directors in a timely manner. The appointed Officer shall serve until such time as a regular or special election is held

Section 6. A special election shall be held for any office vacated by an Officer, unless a regular election is held earlier.

The special election shall take place within 120 days of the date an office vacated.

A special election may also be held when requested by a vote of a majority of the members and the submission of one or more member names as candidates for that office, however, such a request may be made no more often than once prior to the holding of a regular election.

Elected Officers shall take office at the end of the current calendar year excepting in the event of an appointment or special election when the Officer shall take office upon the appointment or conclusion of the special election.

Section 7. The Board of Directors shall meet at such times and places as they may select and four (4) members shall constitute a quorum at any meeting.

## **Article V - DUTIES OF THE OFFICERS**

### **Section 1. President**

The President shall:

- A. Preside at all meetings of the PGSMGC membership and the Board of Directors.
- B. Appoint any committees he may deem necessary to accomplish the purpose of the club and serve as an ex-officio member of all committees.
- C. Fill any vacancies on the board that occur during a term with the approval of the Board of Directors.
- D. Appoint Officers At-Large as needed with voting rights to be members of the Board of Directors.
- E. Appoint an audit committee to review financial records annually prior to the annual meeting.

### **Section 2. Vice President**

The Vice President shall:

- A. Serve as acting President in the event of the absence, incapacity or disability of the President.
- B. Assume other duties as directed by the President.

### Section 3. Secretary/Treasurer

The Secretary/Treasurer shall:

- A. Keep the minutes of all PGSMGC membership meetings and all meetings of the Board of Directors. He will make them available at all meetings.
- B. Keep a current roster of the PGSMGC membership and shall send notices to all members of the Club when requested by the President or the Board of Directors.
- C. Be the main point of contact for all business dealings with the NCGA.
- D. Collect member dues.
- E. Disburse funds to meet club obligations. Expenditures above \$500.00 shall require the approval of the Board of Directors.
- F. Present to the Board of Directors an annual financial report at the next Board of Directors meeting following the end of the each year. The report should show beginning and ending membership totals; beginning bank balance; income including NCGA dues; each expenditure above \$500; all other expenditures as a total; and ending balance.
- G. Present a financial report to the membership at times and in a level of detail as determined by the Board of Directors.

### Section 4. Tournament Director

The Tournament Director is responsible for overseeing all aspects of tournament competition, communicating to all Members, and organizing all activities and details implicitly involved with each tournament throughout the season. The Tournament Director is in charge of coordinating the roles and responsibilities of all members of the Tournament Committee. All Officers-at-Large are members of the Tournament Committee. Roles and responsibilities of the Tournament Director and the Tournament Committee include, but are not limited to:

#### A. Tournament Schedule

1. Work with the Tournament Committee to determine the various formats for the annual golf tournaments. Selecting formats is typically based on interest from the membership and the ability to organize and score. (Note: Some formats may not be included on the schedule due to the difficulty for members to find partners, difficulty in interpreting the scorecards and determine accurate and fair award money.)



2. A tournament schedule sub-committee may be formed by the Tournament Director to meet in the early part of September to discuss changes to the previous year's schedule, evaluating member's interests and difficulty in organizing the various formats. This work is to be completed no later than mid-October so a proposed tournament schedule can be sent to the Board of Directors for evaluation and final approval.
3. The new tournament schedule will be presented to the PGSMGC membership by the end of the current calendar year. Copies of the schedule are also posted on-line, and placed in the binder in the PG Golf Links Pro Shop.

#### B. Tournament Day

1. Work with the golf course staff to establish course set up for each tournament including tee and pin placements as well as any special drop areas, ground under repair, etc. When the maintenance staff has not complied with these requests, it is permissible for either the Tournament Director or his designee to set up the course as directed. Often the Tournament Director or his designee will play in the first group of the tournament to make sure the tees are in the appropriate location. (All these duties are authorized by NCGA guidelines.)
2. When there are irregular conditions on the golf course (i.e., excessive water, mud etc.) creating unplayable lies, the Tournament Director will determine how the course will be played. Lift, clean and place to the nearest point of relief may be considered on one or all the holes for that day's tournament. That information must be communicated to the players prior to play with signage on the counter in the PG Golf Links Pro Shop.
3. Cancel the official tournament if weather or golf course conditions merit that decision.
4. Work with PG Golf Links Pro Shop staff in preparing for the day's tournament (i.e., scorecards ready, entry fee envelop and any other messages to players).

#### C. Rules

1. Communicate to the PGSMGC membership all club specific golf rules, guidelines and considerations for tournament play via emails at the beginning and throughout the season. Messages should include but are not limited to: a) knowledge of the USGA Rules of Golf; b) being respectful of the 4:10 Pace of Play; c) signing scorecards and reporting finish time after each round; d) calling the Pro Shop if their playing status changes; e) arriving 20-30 minutes prior to player's tee time to check-in.
2. Provide PGSMGC members with rule explanations on a monthly basis.

#### D. Binder

1. Update information in the PGSMGC binder located in the PG Golf Links Pro Shop. Tabs in the binder include: Tournament Schedule, Player Handicaps,

Tournament Rules, Tournament Formats, Applications, Membership Roster, Miscellaneous and Board of Directors.

E. Direct the Tournament Committee to:

1. Distribute, via email, event registration sign up procedures approximately two weeks prior to each event.
2. Make pairings (preliminary and final) and email them to the Membership and the PG Golf Links pro shop on a timely basis.
3. Print scorecards for tournament day. Deliver scorecards to the PG Golf Links pro shop.
4. For team event formats such as Scramble, Shamble, 3 Man – 2 Way the team handicap will be  $\frac{2}{3}$  of the team average rounded to the nearest 10<sup>th</sup>.
5. Validate scorecard data \*\*\*, determine winners, and assign awards for the tournament. Provide player payment and total payout amounts. Distribute award payouts to the Membership and PG Golf Links pro shop within three days of completion of each event. Awards will be credited to the member's account with the PG Golf Links pro shop. (Approximately 40% of the playing field should receive an award.)
6. Solicit Members feedback on future improvements, listen and act on questions, concerns, ideas and complaints. Update Board of Directors of membership feedback.

\*\*\* Per USGA / NCGA tournament scoring policy and procedures a player or team is only responsible for recording accurate individual GROSS scores on each hole. Players are not responsible for accurate net scores, 18 hole total scores, accurate Stableford points, net best ball scores, etc. and cannot be disqualified for inaccurate scoring in these areas. Disqualifications should rarely occur.

## Section 5. Handicap Director

The Handicap Director and Handicap Committee are responsible for maintaining the handicaps for all PGSMGC members.

A. Handicap Algorithm - The PGSMGC handicap method is based on 3 of 5 latest tournament scores. The absolute minimum number of tournament scores is 3 to compute an average. Club handicap method eliminates the high and low outliers and averages the middle 3 scores, subtracting par (70) from this average and half adjust to a whole number.

Maximum number of strokes per hole is double bogey for handicap indexes of 20 or less. For club indexes above 20, triple bogey is the maximum for par 4 and 5 holes, double bogey for par 3. Minimum number of holes for handicap computation is 14 (maximum number of strokes per hole is inserted for non-played holes). The maximum club handicap index for any member is 40.



## B. Handicap Maintenance

The PGSMGC handicap system generates monthly handicaps for members that are to be used for all tournaments. Postable score is the golfer's gross score recorded for a 18 hole event. Postable events include stroke play, 4 man 2 best ball, 2 man best ball, stableford. Non-postable score are team formats where a teammate's ball position may be used, such as scramble or shamble events. Also, 4 club format is considered non-postable.

To ensure one's handicap is current, the most recent posted score must be within 15 months of the tournament date; otherwise, the club handicap index is considered inactive (TBD - To Be Determined). To establish a current club handicap, new member guidelines (defined below) would be applied.

Handicaps and handicap system data will be sent to the board of directors (as needed) and posted for the Club members in the PGSMGC binder in the pro shop.

## C. New Member

New member with a GHIN number and an handicap index is eligible to play in events immediately. Their GHIN course handicap will be used until they have accumulated 3 Pacific Grove postable scores.

For new members without a GHIN index the club requires that the member submit 3 recent (within 6 months) scorecards to be eligible to play in a PGSMGC event.

## Section 6. Communications Director

The Communications Director will coordinate with the Club Secretary and Club Tournament Director to ensure the Membership is informed of all club activities throughout the calendar year including, but not limited to:

1. Annual membership renewal procedures.
2. Club social gatherings.
3. By-law changes.
4. Tournament format clarifications as needed.
5. Course condition announcements as needed.
6. Annual club tournament schedule.
7. Slate of Officers and Officers-at-Large for the upcoming year.

The Communications Director will be responsible for maintenance of the Club website.

**Article VI – AMENDMENTS TO BY-LAWS**

The foregoing By-Laws may be amended by a majority vote of the Board of Directors.