



## **BY-LAWS**

### **ARTICLE I - Duties of Officers**

- Section 1. The President shall preside at all sessions of the Club. He shall call all special meetings, appoint and notify all the committees as created by the By-Laws or vote of the Club, shall have general supervision over all affairs of the Club, and shall be Chairman of the Board of Directors. He shall be the official representative of this Club at all official meetings of the Southern California Public Links Golf Association, or he may appoint, with approval of the Board of Directors, any member in good standing as delegate to represent this Club in his absence at said meetings.
- Section 2. The Vice President shall act as the assistant to the President and in the absence of the President, shall preside at all authorized meetings of the Club or Board of Directors and shall assume the duties of the President in his absence.
- Section 3. The Secretary shall keep correct minutes of all sessions of the Club and meetings of the Board of Directors; keep a correct mailing list of all members; attend to all correspondence, subject to the approval of the President; formally present all pertinent communications received.
- Section 4. The Treasurer shall receive all monies for the Club giving the proper receipts therefore, pay all authorized bills against the Club, and keep a correct account of receipts and amounts and purposes of disbursements. He shall at all times as the Club may direct, or the President require, present for all examination all books, papers, vouchers, etc., that may be necessary for a proper auditing of his accounts. He shall also be treasurer of all Committees and receive all monies, checks, drafts, etc., and report each item and its source whenever the same may be called for by the Club. All approved and authorized disbursements to be made on account of any Committee shall be paid by the check of the Treasurer. He shall present a written report of all transactions of his office semi-annually, to the Board of Directors. He shall deposit all monies in a recognized bank in the County of Los Angeles, deposits to be made promptly and yielding a competitive interest rate.
- Section 5. The Board of Directors shall meet at the call of the President or as hereinafter provided. The Board of Directors shall have full power to manage the current affairs of this Club, to transact all routine business and act for the Club whenever necessary.
- Section 6. All Committee Chairman will submit a Budget or outline of activities for the coming year to the Board of Directors, by the February Board Meeting. This will insure a smooth transition between outgoing Officers and new Officers and set up the proper framework for all Club activities.
- Section 7. All officers and members of the Board of Directors shall serve until the end of the calendar year.

## **ARTICLE II - Meetings**

- Section 1. There shall be General Meetings at a minimum of once a quarter as determined by the Board of Directors.
- Section 2. Special meetings shall be called at any time by the President and must be called upon the written request of fifteen (15) or more members.
- Section 3. A notice mailed by the Secretary to the address given on the application for membership shall be deemed sufficient notice of any meeting of the Club, and/or by posting a notice of such meeting on the official bulletin board of the Club at the Lakewood Country Club.
- Section 4. Meetings of the Board of Directors may be called at any time by the President and must be called upon the written request of five (5) or more members of the Board Members. A majority of the Board of Directors shall constitute a quorum.
- Section 5. Following shall be the order of business at all regular meetings:
- a. Call to order
  - b. Reading minutes of previous session
  - c. President's Report
  - d. Report of Committees
  - e. Reading communications
  - f. Unfinished business
  - g. New business
  - h. Treasurer's report
  - i. Adjournment

## **ARTICLE III - Presiding Officers**

In the absence of the President, the Vice President shall preside. In the absence of both the President and Vice President, the Secretary will call for the election of a Chairman, Pro Tem from another present Board member. The foregoing applies to meetings of the Club and Board of Directors meetings.

## **ARTICLE IV - Election of Officers Procedure**

- Section 1. The annual election of officers shall be a special order of business immediately following the reading of the minutes of the October Meeting.
- Section 2. No member, unless nominated in accordance with the provisions of Article IX of the constitution, or hereinafter provided for in the By-Laws, shall be eligible to election at such annual meeting. A candidate for election must be present or have duly notified the Secretary, or the Chairman of the Nominating Committee, of his intended absence and his intention of being a candidate. Only a member in good standing shall be eligible to be an officer or on the Board of Directors of this club.
- Section 3. Upon the call of the order of business "Election of Officers", the presiding officer shall appoint three (3) members in good standing to act as Tellers to receive and sort the ballots and count the votes. No candidate for office shall act as a Teller. A ballot box, or similar item, shall be provided by the Secretary or Chairman of the Nominating Committee, and must be placed in full view of the Club during the election and the ballot shall not be closed until all members present in good standing have an opportunity to vote.

Section 4. The election shall be by printed ballot. The ballot shall be provided by the Secretary and shall contain in regular order a list of the offices to be filled. It shall contain beneath the title of each office to be filled the names of the candidates for such offices, and there shall be a blank space beneath each office for which no one has been nominated previous to the night of election. Each member voting shall indicate his choice by a cross (X) placed opposite the name of each candidate he votes for and the preparation and casting of each ballot shall be secret and without assistance (except in the case of physical disability and suitable arrangements, therefore, shall be made by the club). No ballot shall be cast or counted other than the ones provided by the Secretary.

Section 5. The candidates receiving a plurality of the votes shall be declared elected.

Section 6. In case of a tie vote, the President shall call forthwith for a written ballot, which shall contain only the names of the candidates who were tied in the number of votes counted. The candidate in this run-off receiving the majority of the votes cast and counted shall be declared elected.

#### **ARTICLE V - Standing Committee**

Section 1. The Standing Committees will be: Auditing, Entertainment, Handicap, Membership, Rules, Special Events, Tournament, Communications. These Committees, including the Chairman, may be appointed in whole or in part from the membership at large by the President, with the approval of the Board of Directors.

Section 2. At the December Board meeting President shall appoint Chairmen for all Standing Committees. These shall be the duties for all Standing Committees:

- a. Auditing - This Committee will include the Treasurer, President or Vice President, and one Board Member at large. The responsibility of this committee is to Audit all financial records of this Club during the months of July and December, and report its findings to the Board and the General Membership.
- b. Entertainment - This Committee will include the entertainment Chairman, one Board Member who is not an officer and one Member at large. Its function is to direct the Ball Raffles, drawings, invite guest speakers, and any other functions as directed by the President.
- c. Handicap - This Committee will include the Handicap Chairman, Tournament Chairman, and a Member at large. This Committee is charged with the upkeep of current Club Member's handicaps. In addition, it is responsible for establishing temporary handicaps to new applicants. Any grievance of handicap must be submitted to this Committee.
- d. Membership - The Committee will include the Membership Chairman, Vice President, the Secretary, and one or more Members at large. It is responsible for the approval of all Club Memberships and renewals. Any complaints concerning Members should be referred to this Committee.
- e. Rules - This Committee will be made up of the Chairman, the Tournament Director and three Club Members at large representing the various handicaps of the Club. The Rules Committee is responsible to interpret and determine all rules both local and USGA. These rules will be in writing and will be distributed to all participants in advance of the sponsored event. It will also be the duty of this Committee to explain these rules to the Membership at large during the regular Club meetings.

- f. Special Events - This Committee will include the Entertainment Chairman, the Tournament Chairman, the Vice President and at least two Members at large. This Committee is responsible for organizing all events other than the regular Club monthly tournaments.
- g. Tournament - This Committee is presided by the Tournament Chairman, one Board Member and at least one Member at large. The Committee's responsibility is to organize and direct all monthly Club tournaments. It will work in conjunction with both Rules and Handicap Committees for all tournaments. In addition, this Committee will determine all monetary breakdowns for each tournament.
- h. Communications - This committee will include the Communications Chairman, the Newsletter editor and at least one or more Members at large. Its responsibility is to write, publish and mail all monthly newsletters containing all pertinent club news. This committee must insure that the Newsletter presents positive informative articles. Any club information should be directed to the Communication Chairman or Newsletter editor. The newsletters must be mailed, and should be received, prior to each monthly tournament.

Section 3. General policies of standing committees are subject to the approval of the Board of Directors.

#### **ARTICLE VI - Authority**

Roberts Rules of Order (revised) shall govern the procedures of all meetings.

#### **ARTICLE VII - Amendments**

These By-Laws may be amended at any regular, special or annual meeting by a majority vote, provided that notice of amendment has been filed with the Secretary and been read at the previous meeting and has been included in the notice of the meeting at which the amendment is to be voted on.