

BYLAWS  
Of the  
Twin Oaks Men's Golf Club

ARTICLE I  
**Name**

Section A. The name of this organization is the Twin Oaks Men's Golf Club (herein referred to as "TOMGC" or the "Club").

ARTICLE II  
**Purpose**

Section A. The purpose of the TOMGC is to serve the general welfare of its members and establish and maintain rapport among the TOMGC, the Southern California Golf Association (SCGA), and related agencies; to promote the best interests and the true spirit of the game of golf as embodied in its ancient and honorable traditions; to afford a convenient and authoritative means of arranging dates and places for holding tournaments, matches and competitions; to conduct an annual Club Championship and certain other competitions among its members and other SCGA affiliated clubs; to offer and give, or contribute toward, gifts, prizes, awards and distinctions; to raise money for prizes, awards and distinctions by subscription, and to give rights and privileges to subscribers, but without profit to the Club.

Section B. The TOMGC is a not-for-profit organization.

ARTICLE III  
**Objectives**

Section A. The objectives of the TOMGC are strictly recreational and fraternal.

Section B. The TOMGC shall not be used as a vehicle for personal benefit.

ARTICLE IV  
**Fiscal Year**

Section A. The TOMGC's fiscal year is November 1 through October 31.

ARTICLE V  
**Membership**

Section A. Upon receipt of a completed application form and the appropriate dues, *Regular* membership may be granted to males 18 years of age or older who agree to conform with the rules, regulations and requirements of the TOMGC and those of any affiliated organizations. A completed application form is defined as one of the Club's printed/electronic membership application forms that records as a minimum the applicant's name, mailing address, telephone number, email address, date of birth, date of application, method of dues payment (cash or check) with the check number recorded and applicant's written signature. All application and payment records must be retained for audit purposes.

1. *Regular* members that meet eligible requirements may enter TOMGC tournaments and may participate in TOMGC activities.

2. Only *Regular* members are eligible to vote in the annual election for members of the Club's board of directors, and to be nominated and elected to serve on the Club's board of directors.

Section B. Upon receipt of complete application form and the appropriate dues, *Junior* membership may be granted to males under the age of 18 years who agree to conform with the rules, regulations and requirements of the TOMGC and the SCGA.

Section C. *Complimentary* or discounted membership in the TOMGC may be granted by majority vote of the board of directors to those deemed worthy. The board may, by majority vote, also grant complimentary or discounted memberships in the SCGA to Twin Oaks Golf Course professional staff in accordance with current SCGA membership guidelines.

Section D. Annual dues, to include SCGA dues, in amounts determined by the board of directors, are due and payable to the Club's treasurer no later than December 15. Nonpayment of dues will result in loss of all membership privileges. Partial years dues may be established and approved by the board of directors.

Section E. The TOMGC's membership year is January 1 through December 31.

Section F. The TOMGC has the right to refuse service to anyone.

## Article VI Suspension and Expulsion

Section A. Refusing or neglecting a strict and honorable compliance with the rules and regulations of the TOMCG, or with the decision of the board of directors, shall render any member liable to suspension or expulsion by a majority member vote of the board of directors.

1. No member will be suspended or expelled without reasonable notification of the action proposed and an opportunity to be heard in its defense before the board of directors. No member of the board of directors involved in any complaint or dispute shall sit in hearing or vote on such complaint or dispute.

## ARTICLE VII Management

Section A. The management of the TOMGC is vested in a board of directors elected by *Regular* members.

1. The board of directors is composed of four officers (president, vice-president, secretary and treasurer), and elected directors. (See ARTICLE IX).
2. No member of the board of directors will receive a salary or otherwise be compensated from Club funds for personal services.
3. The board of directors will meet at a time and place established on a regular basis. Once established, notifications of meetings can be waived.
4. Special meetings of the board of directors may be called at any time by the secretary on the verbal order of the president, or by a written and signed notice or via e-mail by a majority of the board of directors. Notification of special meetings will be made by the secretary using the most expeditious methods.

5. A quorum for board of directors meetings shall be majority of members.
6. Should an other-than-presidential vacancy on the board of directors occur, the board may elect an individual to assume the duties of the vacated position for the unexpired portion of the term.
7. The board of directors shall have the power to enter into cooperative relationships with other agencies or organizations when, in their judgment such a relationship is desirable toward achieving the Club's objectives in the area concerned; in which case they shall have the power, on behalf of the Club, to execute articles of agreement setting forth the rules of the government of the cooperative operation – to include provisions for severing the relationships when, in the judgment of the board of directors, it is in the Club's best interest to do so.
8. The Club, through its board of directors, may hold or dispose of such property, real or personal, as may be given, devised, or bequeathed to it or entrusted to its care and keeping, and may purchase, acquire, and dispose of such property as may be necessary to carry out the purposes of the Club.
9. The board of directors shall control and manage all property of the Club.
10. No contract, debt or obligation shall be binding unless contracted under the authority of a majority vote of the board of directors.

## ARTICLE VIII

### Officers

Section A. The president shall preside at all meetings of the board of directors and of the Club. With the secretary, he shall execute all legal papers, documents, and instruments ordered to be executed by the board of directors. The president shall appoint chairs of standing committees and other committees as may be required, and shall be, ex officio, a member of all committees of the Club.

Section B. The vice-president shall, upon vacancy or in the absence of or inability to act by the president, assume or perform the duties of that office, as appropriate.

Section C. The secretary shall, together with the president, execute such legal papers, documents, or instruments as authorized by the board of directors. The secretary or his designee shall keep and distribute minutes of all meetings of the Club and distribute to the board of directors.

Section D. The treasurer shall serve as custodian of all funds and securities of the Club, and shall cause them to be placed in depositories as approved by the board of directors. He shall execute fund expenditures within guidelines and provisions directed by the board. All checks must carry two signatures: the treasurer's and that of one other officer of the board. The treasurer shall see that accurate record of funds is kept, and shall make monthly reports to the board of directors.

**ARTICLE IX**  
**Standing Committees**

Section A. The administrative work of the board of directors shall be divided into standing committees, and such other committees as the board of directors deem necessary. The standing committees are: Audit; Handicap; Tournament; Rules & Greens, Nominating; Communications; Membership and the SCGA Delegate.

1. The president shall appoint members of the board of directors to chair or serve on standing committees. Members of the board of directors may chair or serve on more than one committee.
2. *Regular* members of the Club may volunteer or be asked to serve on a standing or *ad hoc* committee.

**ARTICLE X**  
**Annual Meeting**

Section A. Members of the TOMGC shall meet annually in October to elect members of the board of directors.

1. A quorum for the Annual Meeting will be 15 *Regular* members.

**ARTICLE XI**  
**Elections**

Section A. Members of the board of directors shall be elected by a majority vote of *Regular* members in attendance at the Club's annual meeting. No member shall be entitled to vote by proxy.

1. Any *Regular* member may nominate a candidate for the board of directors by submitting the nominee's name to the Nominating Committee chair.
2. To appear on the printed ballot, nominations should be submitted to the Nominating Committee chair no later than September 30.
3. Nominations will also be accepted from the floor prior to the elections during the Annual Meeting and written-in on the printed ballot.

Section B. Terms of office for members of the board of directors will be for two years: half to be elected each year.

Section C. Within 60 days after the Annual Meeting, the board of directors will meet to elect the Club's officers for the new year: president, vice-president, secretary and treasurer.

1. At this same meeting the new president will appoint, subject to confirmation by majority vote of the board of directors, chairman for the standing committees.

ARTICLE XII  
**Audit**

Section A. Audits of the Club's financial records will be conducted every six months: in May by the Audit Chair, and in November by the full Audit Committee.

1. All financial, audit, and accompanying documents must be retained and made available for inspection as required by federal and state laws.

ARTICLE XIII  
**Bylaws**

Section A. New bylaws may be adopted and existing bylaws amended or repealed by majority vote of *Regular* members present at any annual or special meeting.

ARTICLE XIV  
**Procedures**

Section A. Unless provided otherwise in these bylaws, procedure at all meetings shall be governed by the most current edition of *Robert's Rules of Order*.

Section B. These bylaws were approved by majority vote of *Regular* members on: April 18, 1995.

Section C. These bylaws were revised and adopted by majority vote of *Regular* members on: October 29, 2011.

Article XV  
**Authentication**

Section A. Authenticated by:

Signatures from 1995 BoD to be scanned to here.

## ARTICLE XVI Tournaments

Section A. All tournaments and competition will be played in accordance to “*The Rules of Golf*” by the USGA current edition.

Section B. Club championship eligibility requirements: 9 participation points.

- 1 point for each Wednesday play
- 3 points for each Wednesday tournament play
- 3 points for each Saturday tournament play
- 1 point for each match played with SCGA team play & senior league up to 6 points total

Section C. Team Play Captains

- Selected SCGA team play captains will serve a 2 year term (no term limits)
- Selected SCGA team play co-captains will serve a 1 year term (no term limits)
- Senior league team play captains will serve a 2 year term (no term limits)
- Senior league team play co-captains will serve a 1 year term (no term limits)

Section D. New Members

1. All new members **without** an established handicap must have 5 acceptable rounds returned\* (official scorecards turned in) to establish a handicap index and must play 2 rounds of golf with established club members in a competition event to be eligible to win prizes. For these 2 rounds the member is not required to pay the game entry fee.
2. All new members **with** an established handicap must play 1 round with established club members in a competition before being eligible to win prizes. For this round the member is not required to pay the game entry fee.

\*This is from page 83, section 10-2 in the USGA Handicap System booklet.

## ARTICLE XVII Authentication of Revised Club Bylaws

The original club bylaws were approved as described in Section B of Article XIV above. They were authenticated in 1995 by the club’s first Board of Directors as shown above in Article XV, above.

These **revised** club bylaws were approved as described in Section C of Article XIV, above. They are authenticated by the 2012 club’s Board of Directors as shown on the following (last) page of these revised bylaws.

We, the 2012 TOMGC Board of Directors, hereby authenticate these revised bylaws by the following signatures.

ADD Names, Titles & Signatures