

BYLAWS  
Of the  
Twin Oaks Men's Golf Club  
November 2018 - Revision 3

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 11  
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, e-mail 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.

3. At the board of directors' option, the board may allow Associate members, as joined through the SCGA Internet portal, to have limited access to Club functions to be defined by the 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. Dues, to include SCGA dues, in amounts determined by the board of directors, are due and payable to the Club's treasurer, or through the SCGA membership portal, no later than the member's renewal date as kept by the SCGA. Nonpayment of dues will result in loss of all membership privileges. Partial year dues may be established and approved by the board of directors.

Section E. The TOMGC's membership year may be different for members depending on when their annual renewal date is with the SCGA. To be consistent with a 2017 change by SCGA, the renewal date of a member that joined the club before this 2017 change is January 1. The annual renewal date of members joining the club on or after this 2017 change is the date that their membership is accepted.

Section F. The TOMGC has the right to refuse service to anyone. This refusal may apply to accepting or rejecting new or renewing membership in the TOMGC. During the membership year a member of any type or standing may only be refused service via Article VI - Suspension and Expulsion.

## Article VI Suspension and Expulsion

Section A. Refusing or neglecting a strict and honorable compliance with the rules and regulations of the TOMGC, 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/president-elect, 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 another-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/president-elect 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. The definition of president elect is provided in Article X I, Section C below.

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, Website 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 on or near the October conclusion of each Fiscal year to elect members of the board of directors.

1. A quorum for the Annual Meeting shall 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 (if no current president-elect exists), vice-president/president-elect, secretary and treasurer. If a president-elect exists from the prior year he becomes the new president.

1. At this same meeting the new president will appoint, subject to confirmation by majority vote of the board of directors, a 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 29 201 1.

Section D. These bylaws were revised and adopted by majority vote of Regular members on: Nov. 5 2016.

## ARTICLE XV Authentication

Section A. The Board that was in place when the original (1995) bylaws were approved, authenticated the bylaws by affixing their Signatures within Article XV.

Section B. The Board that was in place when Revision I to the original (1995) bylaws was approved, authenticated the bylaws by affixing their Signatures within Article XVII of Revision I .

Section C. The 2017 Board authenticates this Revision 2 (2016) to the (1995) and Revision I (201 1) bylaws by affixing their Signatures within Article XVII below of this Revision 2.

## 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:

For a Player to be Eligible to win the Club Championship they must participate in no less than 6 events from the date of the previous year's club championship. These events can be any combination of Wednesday Play, Saturday Tournaments, Sr. Team play, or any other golf event that is managed or sponsored by TOMGC.

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 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 and Revision I of the club bylaws were approved and authenticated as described within Articles X IV and X V, above.

This Revision 2 of the club bylaws was approved by the club membership as described in Section D of Article XIV, above. They are authenticated by the 2017 club's Board of Directors as shown on the following (last) page of this second revision to the club bylaws.

We, the 2018 TOMGC Board of Directors, hereby authenticate this third revision to the club bylaws by the following signatures. (Change ratified by majority vote at October 31, 2018 General meeting.)