

CVCC Men's Golf Association Bylaws – Revised April 2003

MEMBERSHIP

- 1) All men members in good standing with the Conewango Valley Country Club and the Men's Golf Association may become members of the CVCC Men's Golf Association by paying an annual dues (to be determined by the committee at the first Men's Golf Committee meeting of each year) directly to the Treasurer of the Men's Golf Committee by opening men's day of each year. The Treasurer of the Men's Golf Committee will be responsible for providing an address for the annual dues to be remitted. After opening men's day of each year the dues will increase by \$5.00. Exceptions may be made for new members who join CVCC after the opening men's day deadline.
- 2) Golfers who are in good standing and have paid their dues will be eligible to:
 - a. Participate in the Thursday Men's Day events including the hors d' oeuvres, snacks and beverages when available.
 - b. Participate in the One-Day Member/Member - Member/Guest Tournaments.
 - c. Participate in the Annual Member/Guest Tournament.
 - d. Participate in the Club Championship.
 - e. Participate in the Steeplechase (By invitation only).
 - f. Participate in the Two-Day Member/Member Tournaments.
 - g. Be covered by Hole-In-One Insurance with a maximum amount (per hole-in-one) to be determined by the Men's Golf Committee at the initial meeting of each year.
- 3) No man may secure a position for ANY Men's Golf Association – sponsored event unless he has paid his dues for the current year. It is the responsibility of the individual man to ensure that he is a member of the Men's Golf Association before entering a Men's Golf Association – sponsored event. Men who have mistakenly participated in a Men's Golf Association – sponsored event, but have not paid their Men's Golf Association dues will be notified by the committee as soon as the error is discovered. They will have seven (7) days from notification to remit dues payment to the Treasurer of the Men's Golf Association or will be required to forfeit all prize winnings or match from said event and will be ineligible to enter any future Men's Golf Association – sponsored events unless dues are paid in full (with penalty for late payment, if applicable).
- 4) Junior boys may participate in the Men's Golf Association provided that they are:
 - a. 18 years of age
 - b. Have paid their annual dues
 - c. In good standing with CVCC and the Men's Golf Association
 - d. Have a legitimate USGA handicap or assigned handicap at the discretion of the pro.

FUNCTION OF THE MEN'S GOLF ASSOCIATION

- 1) Establish a Governing Committee to oversee the functioning of the Men's Golf Association.
- 2) Establish, implement and monitor the handicap system in accordance with the rules of the USGA and the local rules at CVCC. Establish rules and penalties to ensure fair play should abuse of the established handicap system be discovered.
- 3) Sponsor and help coordinate Thursday Men's Golf Day events and sponsor Men's Day refreshments as the Men's Golf Committee deems appropriate according to budget.
- 4) Sponsor, implement and help run all Men's Golf Association sponsored events. The list of tournaments may be amended to include additional tournaments or delete tournaments by a majority of the total membership of the Men's Golf Committee at a formal meeting only.
- 5) Each year at the discretion of the Men's Golf Committee sponsor a "Golf Course" improvement that will enhance the quality of the golf course or a tournament event that is sponsored by the Men's Golf Association. At no time is this improvement to be a regular maintenance item of the golf course or club house unless agreed upon under special circumstances by a majority of total membership of the Men's Golf Committee.
- 6) Determine the good standing of men players at CVCC in the areas of dues delinquency, fair play and conduct Men's Golf Association sponsored events with regards to eligibility for membership in the Men's Golf Association.

ORGANIZATION

- 1) The Men's Golf Association shall be governed by a committee comprised of nine (9) members. This committee shall consist of a Chairman, Member/Guest Chairman, Member Guest Assistant Chairman, Secretary, Treasurer, Handicap Chairman and three (3) general members.
- 2) Nominations of committee members will be made by submitting a list of interested Men's Golf Association members to the committee at the following meeting after a committee member has submitted and has received of a resignation. Applicants must be a member of CVCC and then Men's Golf Association in good standing of both organizations for at least one (1) year. Applicants will be voted in by nominee receiving a majority of votes. A second applicant may be voted in if needed by a second vote taken by the committee, and so forth.

- 3) The progression of officers will be as follows unless a large turnover of members necessitates the Chairman of the Men's Golf Association to appoint a first or second year member to serve as an officer.
 - a. First year – may serve as a general member and Secretary.
 - b. Second year – may serve as a general member , Secretary, Member/Guest Assistant Chairman, Treasurer and Handicap Chairman
 - c. Third Year – may serve as a general member, Secretary, Member/Guest Assistant Chairman, Treasurer and Handicap Chairman. The previous Member/Guest Assistant Chairman will become Member/Guest Chairman and the previous Member/Guest Chairman will become Committee Chairman.
 - d. The positions of Secretary, Treasurer and Handicap Chairman may be served by the same person in consecutive years. The Chairman will serve a one (1) year term. In case of special circumstances (I.E. previous Member/Guest Chairman moving or leaving CVCC) the Chairman may serve a second consecutive year. Under no circumstances will a person serve more than two (2) consecutive years as Men's Golf Committee Chairman. Any of the general members who does not serve as an officer within four (4) years will be asked to leave the Men's Golf Committee.
 - e. Committee members may indicate which office they would like to hold but the final determination of office holders for the following year will be by appointment by the incoming Men's Golf Committee Chairman.

DUTIES OF COMMITTEE MEMBERS

- 1) Chairman of the Men's Golf Committee – Duties include:
 - a. Scheduling and calling regular monthly meetings and special meetings of the Men's Golf Committee.
 - b. Running meetings on an orderly and proper manner as determined by the bylaws of the Men's Golf Association.
 - c. Responsible for enforcing attendance of members as determined by the bylaws of the Men's Golf Association and dismissing members from the committee who fail to uphold the responsibilities assigned them in the bylaws.
- 2) Member/Guest Chairman – Duties include:
 - a. Scheduling the annual Member/Guest Tournament
 - b. Preparing the budget for the tournament and presenting this budget to the appropriate club personnel to ensure a balanced tournament budget.
 - c. Design the tournament format.
 - d. Select prizes for the tournament.
 - e. Be responsible for addressing all issues involved in running the annual Member/Guest Tournament.
 - f. Will take the office of Chairman of the Men's Golf Committee the following year.
- 3) Member/Guest Assistant Chairman – Duties include:
 - a. Performing all tasks assigned by the Member/Guest Chairman to ensure a successful tournament.

- b. Will take the office of Member/Guest Chairman the following year.
- 4) Treasurer – Duties include:
- a. Preparing a letter to be sent to all prospective Men’s Golf Association members. This must be done in a timely manner to ensure all prospective members have an adequate opportunity to pay their annual dues without penalty.
 - b. Provide an address for members to submit their annual dues payment.
 - c. Collect and promptly deposit dues payments.
 - d. Keep a current cash flow assessment of the financial well being of the Men’s Golf Association.
 - e. Direct payments to cover expenses incurred and pay for projects undertaken by the Men’s Golf Association.
- 5) Secretary – Duties include:
- a. Providing Men’s Golf Committee members with copies of previous Men’s Golf Committee meeting minutes
 - b. Taking attendance at Men’s Golf Association meetings and informing the Chairman of members who do not attend committee meetings as outlined by the bylaws.
 - c. Taking summary notes of discussion and officially recording results of votes taken at Men’s Golf Committee meetings.
 - d. The Chairman may appoint any committee member to serve as acting secretary for an individual meeting should the Secretary be unable to attend.
- 6) Handicap Chairman – Duties include:
- a. Establishment of legitimate USGA handicaps for men players at CVCC.
 - b. Posting appropriate instructions as to the proper way of filling out a scorecard, making proper adjustments and proper posting of scores.
 - c. Ensuring timely updates and postings of current handicaps.
 - d. Verifying proper scorekeeping and posting of individual scores.
 - e. Penalizing players for improper scorekeeping and posting according to the rules and penalties as determined by the USGA, the local rules of CVCC and the Men’s Golf Committee.
- 7) General Members – Duties include participating in discussions and voting on issues at Men’s Golf Committee meetings.
- 8) Officers and General Members – Attendance at Men’s Golf Committee meetings is mandatory unless the Men’s Golf Chairman is notified before 24 hours of the meeting. Failure to attend two (2) or more unexcused meetings or three (3) or more excused meetings in a calendar year will result in removal from the Men’s Golf Committee. All members are expected to participate in Thursday ticket sales, Member/Guest raffle ticket sales (if held) and any other fund raising activity as deemed necessary by the Men’s Golf Committee. Failure to do so will result in removal from the Men’s Golf Committee. Failure to assume responsibility for the stated progression of offices within the committee or failure to serve as an officer

within the committee as stated in the Men's Golf Association bylaws will result in removal from the Men's Golf Committee.

MEETINGS OF THE MEN'S GOLF COMMITTEE

- 1) Meetings of the Men's Golf Committee will be held monthly from March through October at a location to be determined by the Chairman. Members will be given a seven (7) day notice of such meetings. Attendance is mandatory as determined by member duties as stated in the bylaws.
- 2) Special meetings may be called by the chairman of the Men's Golf Committee as deemed necessary but must allow the seven (7) day notice to allow members appropriate time to arrange attendance.
- 3) Meetings will be conducted according to the proper structure as outlined in "Robert's Rules of Order." Disruptive behavior and profanity will not be accepted. Such behavior may result in suspension from the current meeting or removal from the committee as determined by the Chairman of the committee,
- 4) A quorum for an official Men's Golf Committee meeting shall consist of five (5) members.
- 5) Assessing penalties for major rules infractions (as determined by the Handicap Chairman) of scoring, posting or unfair play will be determined by the committee. Each major penalty must be agreed upon by a majority of the total membership of the Men's Golf Committee.
- 6) Amendments to the bylaws requires a majority vote of the total membership of the Men's Golf Committee.

SPONSORED TOURNAMENTS OF THE MEN'S GOLF ASSOCIATION

- 1) Thursday Men's Day
- 2) 1 - Day Member/Member – Member/Guests (Spring and Fall)
- 3) Annual Member Guest Tournament
- 4) Spring Member/ Member Tournament
- 5) Tom Taylor Memorial Member/Member Tournament
- 6) Club Championship
- 7) Steeplechase
- 8) All tournaments will be played under the rules of the USGA and local rules as determined by the Men's Golf Association with regard to handicap determination, proper scoring, posting and attesting scores.