

BURBANK SENIOR MEN'S GOLF CLUB BYLAWS

Article I. NAME

Section 1.01 The name of the organization will be Burbank Senior Men's Golf Club, hereinafter called the Club.

Article II. OBJECT

Section 2.01 To promote the interests of golf.

Section 2.02 To establish and maintain handicaps for members of the Club.

Section 2.03 To schedule and conduct tournaments and other golf events for the enjoyment of the members.

Section 2.04 To cooperate with the City of Burbank in the promotion and conduct of public golf.

Section 2.05 To establish and maintain membership in and to cooperate with the rules and regulations of our affiliated Golf Association.

Section 2.06 To conduct other recreational and social events which in the judgment of the Board of Directors will be deemed appropriate.

Article III. MEMBERSHIP

Section 3.01 Regular Members - Any person 50 years of age or older and not a golf professional will be eligible for membership in the Club. Application for membership will be filed on the approved form, or through the SCGA website and be accompanied by payment of the first-year dues and fees. The Membership Chairman shall approve the applicant, if qualified, and notify the applicant of their acceptance to the Club. The Membership Chairman will notify the Board of Directors of the approved application at the next board meeting and have it recorded in the minutes.

Section 3.02 Honorary Members - Any person who has performed distinguished service in the interests of the game of golf or to the Club may be elected as an honorary member of the club by the Board of Directors. Honorary members will be entitled to all privileges of the Club and pay no annual dues.

Section 3.03 Any member in good standing may participate in Club activities. Potential members or guests may, from time to time, be invited to participate.

Article IV. OBLIGATION and DISCIPLINE

Section 4.01 The acceptance of membership in the Club will bind each member to abide by the rules and regulations of the USGA and this Club, including its Bylaws and Local Rules.

Section 4.02 Any member refusing or neglecting to abide by the rules and regulations of the USGA, this Club, its Bylaws and Local Rules may be disqualified from a tournament or suspended from future play by two-thirds vote of the Board of Directors. Expulsion from the Club shall be recommended to the general membership by a two-thirds vote of the Board of Directors and will require two-thirds vote of the general membership present at a regular meeting.

Section 4.03 The Board of Directors shall notify the member of all charges and any proposed disciplinary action prior to the administration of said action. Members of the Club shall be given a chance to present evidence to defend themselves against the charges at a regular meeting of the Board of Directors.

Article V. BOARD of DIRECTORS

Section 5.01 The Board of Directors of the Club will consist of the following elected officers. The President, Vice President, Secretary, Treasurer, Handicap Chairman, and Tournament Chairman as well as the Immediate Past President, the Chairman of any standing committee, and Members at Large. Each member of the Board will have one vote on matters brought before the Board. The presiding officer of the Board of Director's Meetings will have no vote except in the case of a tie vote when, at his option; he may cast the deciding vote.

Section 5.02 Members at Large will be assigned by the President to perform specific duties in the Club.

Section 5.03 The term of office of the members of the Board of Directors will be for one year, January 1 through December 31.

Section 5.04 The control and management of the affairs, funds and property of the Club will be vested in the Board of Directors. All checks, bonds, or contracts necessary for the conduct of financial business of the Club will be signed by the Treasurer and at least one other member of the following elected officers: President, Vice President, Secretary or Tournament Chairman.

Article VI. OFFICERS

Section 6.01 The officers of the Club will be President, Vice President, Secretary, Treasurer, Handicap Chairman and Tournament Chairman.

Section 6.02 The President will preside at all meetings of the Club and to see that all rules and regulations of the Club will be enforced. He will appoint all committees and will be an ex-officio member of the same. In the President's absence or inability to act, the Vice President, Secretary, Treasurer or Tournament chair, in that order, will perform all the duties of the President. The Presidency is limited to two consecutive terms.

Section 6.03 The Vice President will assist the President in the operation of the Board of Directors. He will look over the budget with the Treasurer and evaluate the findings. He will function as President in the absence of the President.

Section 6.04 The Secretary will keep a written record of the proceedings of all the Board Meetings in a book kept for that purpose and will conduct the official correspondence of the Club. He will send all notices required and address such businesses as may belong to the duties of the office, or as may be directed by the President.

Section 6.05 The Treasurer will be the custodian of the funds of the Club. He will deposit the funds in a depository or depositories under the instruction of the Board of Directors. He will disburse the same on checks signed by the proper officers of the Club and will submit a statement of his accounts at each regular meeting of the Club and of the Board of Directors. The Treasurer books and accounts will be audited at least every two years or at such times as directed by the Board of Directors. The Vice President will look over the budget with the meetings and evaluate the findings.

Section 6.06 The Handicap Chairman will maintain a system of control over member's handicap as required assuring handicaps are consistent with playing abilities, will establish temporary handicaps and assess penalties where required and, will keep all records readily accessible to all members.

Section 6.07 The Tournament Chairman will schedule, supervise, and otherwise make all arrangement for home and away tournaments. He will also be the Chair of the Special Tournament Committee. He will collect all fees and, in cooperation with the Treasurer, and disperse prizes. He will also document the results via email and the website.

Article VII. COMMITTEES

Section 7.01 The following standing committees will be appointed by the President. Other committees may be appointed from time to time at the discretion of the Board of Directors.

- (a) Special Events - Responsible for scheduling and arranging special events for the enjoyment of the members.
- (b) Membership - Responsible for promoting and encouraging new members, reviewing all applications for membership, and recommending qualified applicants.
- (c) Club Liaison - Responsible for being the liaison between the Club and other affiliated associations.
- (d) Greens - Responsible for being the liaison between the Club and the City of Burbank or their representative in matters pertaining to the upkeep and the condition of the golf course.
- (e) News and Information - Responsible for compiling and disseminating information to all members. Maintain a current roster and email list of all members.
- (f) Rules - Responsible for settling disputes involving the Rules of Golf. Must be knowledgeable in the Rules of Golf and is to be the Club authority on the rules of golf.
- (g) Special Tournaments - Responsible for organizing special tournament play. This would include but is not limited to: Scheduling and Captaining the Club Team for inter-club matches between other Senior Men's Clubs participating in inter-club play, Club Championship, and Match Play Tournament.
- (h) Website - Responsible for maintaining the Club website and updating the website with all events and results of the BSMGC.

Article VIII. ELECTIONS

Section 8.01 The president will, not later than September 1, appoint a Chair of the Nominating Committee. The Nominating Committee will be composed of the chair and at least three regular members of the Club who are not members of the Board of Directors.

Section 8.02 The Nominating Committee will recruit candidates for officer positions to be filled. Names will be placed on the recommended list only after the Nominating Committee has determined by an interview that the potential candidates are truly willing to serve. The recommended officer's slate will be presented by the Nominating Committee Chair at a Board of Directors meeting no later than the October Board meeting. At this meeting, the candidate ballot will be approved by the Board of Directors.

Section 8.03 A copy of the approved candidate ballot will be provided to every member of the Club in good standing via email following October Board Meeting. The ballots will be returned to the Nominating Committee no later than November Board Meeting. The results of the election will be emailed to the general membership.

Section 8.04 In the event of directorship becoming vacant for any reason, such vacancy will be filled by the Board of Directors at their next meeting and such director will serve the duration of the unexpired term.

Section 8.05 The President, only, is allowed to make appointments to the Board for a specific time.

Article IX. MEETINGS

Section 9.01 Regular meetings of the Club will be held at times and places as designated by the Board of Directors. Notice of Board of Director's Meetings and all general meetings of the BSMGC will be published and provided to all members at least one week prior to such meetings.

Section 9.02 Regular meetings of the Board of Directors will be held at times and places as designated by the President. All members of the Board of Directors will be notified by the presiding officer by telephone or email as to the time and place of such meetings.

Section 9.03 Special meetings of the Board of Directors may be called by the President or upon request of any three members of the Board. If a quorum is present at such meeting, any action taken at such meeting will have official standing.

Section 9.04 Robert's Rules of order will govern the procedure at all meeting.

Article X. QUORUM

Section 10.01 Official business of and by the Club at any REGULAR MEETING may not be transacted unless a quorum of directors is present.

Section 10.02 A quorum of the Board of Directors consists of fifty percent of the Board members plus one.

Article XI. DUES AND FEES

Section 11.01 The annual dues will be designated by the Board of Directors and will be for the period from January 1 thru December 31.

Article XII. AMENDMENTS

Section 12.01 These By-Laws may be replaced or amended, or new Bylaws adopted, by two-thirds majority of the Board of Directors of record present at any regular Board Meeting, providing such change has been presented to the Directors at the preceding regular Board Meetings.

Article XIII. REVISIONS

Section 13.01 These Bylaws were amended and revised on October 8, 2003 and approved by vote as required at a regular meeting of the Board of Directors on the above noted date.

Section 13.02 These Bylaws were amended and revised on December 9, 2009 and approved by vote as required at a regular meeting of the Board of Directors on the above voted date.

Section 13.03 These Bylaws were amended and revised on October 6, 2015 and approved by vote as required at a regular meeting of the Board of Directors on the above date.

Section 13.04 These Bylaws were amended and revised on February 2, 2023 and approved by vote as required at a regular meeting of the Board of Directors on the above date.