



BAY AREA PINSEEKERS GOLF CLUB

By-Laws

(Revised 12/03/17)

SECTION 1: NAME

The name of this club shall be "BAY AREA PINSEEKERS GOLF CLUB" (hereafter referred to as "BAPGC" or "the club").

SECTION 2: OBJECTIVE

The objective of the BAPGC is to promote the game of golf and to stimulate closer fellowship among all members of the BAPGC. This shall be accomplished by hosting mid-week tournaments and holding an annual member and guest meeting.

SECTION 3: MEMBERSHIP

- A) Any individual sponsored by a current member of BAPGC is eligible for membership as a "full" member in the club. Full members are subject to provisions in Section 4 and any further provisions prescribed in this Section.
- B) Membership in this club shall be predicated on maintaining current membership in the Northern California Golf Association (NCGA) through BAPGC. Members affiliated with more than one golf club may have BAPGC as either their home club or a multi-club.
- C) Total club membership will be limited to 110 members. Applications for membership up to a total of 105 members may come from any source. Applications above 105 members must be sponsored by a current member of BAPGC.
- D) Membership openings, in the event that total membership is at the limit, shall be filled from a waiting list. The provisions of Paragraph C, above, will apply to preference on the waiting list.
- E) A member who resigns from the club, or is dropped from the roster due to non-payment of dues, and wishes to reestablish membership at a later date, will be added to the waiting list and will be subject to all provisions of Section 4.
- F) A member must participate in at least four stroke play events in a calendar year to maintain membership in the club; participation in three events must occur by the end of September. Failure to meet this requirement will place the member on the following year's waiting list. In light of a member's serious injury or illness, the Board of Directors (hereinafter also referred to as "the Board"), by majority vote, may waive this requirement.

SECTION 4: INITIATION AND DUES

- A) There will be an initiation fee for admission to this club, which shall be determined by the Board. Any former member being reinstated will be subject to this fee. Additional fees may be assessed by the Board to ensure solvency of the club.
- B) Annual club dues shall be determined by a majority vote of the Board.
- C) Annual dues shall be payable on the first day of December and will become delinquent at a date published by the Board.
- D) Any member delinquent in payment of their dues shall be so notified by letter or telephone by the Secretary/Treasurer. If dues are not remitted within two weeks of notification, membership shall be terminated. A member may be reinstated as provided in Section 3E.

SECTION 5: OFFICERS

- A) Only full members of the club are eligible to hold office on the Board of Directors.
- B) The Board of Directors will consist of eight (8) officers:
 - 1. President
 - 2. Vice-President
 - 3. Tournament Director
 - 4. Secretary / Treasurer
 - 5. Handicap, Membership and Rules Director
 - 6. Publicity Director / Recording Secretary
 - 7. Web Director
 - 8. Past President
- C) Each Board member (except the Past President) shall have one vote. In case of a tie, the Past President shall cast the deciding vote.
- D) The duties of the members of the Board of Directors are defined in Sections 8 - 15.
- E) The Board of Directors shall administer all affairs of the club.

SECTION 6: ELECTION AND TERM OF OFFICE

- A) The President shall call an annual meeting of the membership for the purpose of electing officers to fill vacancies on the Board for the ensuing year.
- B) Name(s) of candidate(s) shall be placed on the ballot by nomination by any member. The vote will be by a show of hands or by secret ballot of members present as determined by the Board. The member(s) receiving the plurality vote of members present shall be elected to office.

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- C) Other than the Tournament Director, Officers shall only hold the same unique position on Board for two (2) consecutive years. Unless any of the following Board positions are vacated earlier, on 1/1/19, the positions of Publicity Director and Handicap Director shall be open; on 1/1/20, the positions of Secretary-Treasurer and Web Director shall be open. A Director holding one of those positions prior to those dates may seek election to a different Board position, or resign to allow other Club members to join the Board. The intent is to establish a continuous rotation (especially for back-up purposes), and to encourage the membership to participate in the Club's management.
- D) If a vacancy occurs on the Board of Directors, the remaining members of the Board may select someone from the membership to serve as a replacement for the expired term.
- E) The Board of Directors may, by majority vote of the full Board, remove an officer for non-performance.

SECTION 7: MEETINGS

- A) There shall be an annual meeting of the club membership to elect officers to fill vacancies on the Board of Directors and/or to discuss any other business pertinent to the welfare of the club (see Section 6A).
- B) Meetings of the Board of Directors shall be called by the President, or at the request of any Board member; at least one meeting shall be held during the year in addition to the annual meeting.

SECTION 8: DUTIES OF THE PRESIDENT

- A) Preside at all meetings of the club membership and the Board of Directors.
- B) Enforce these by-laws as well as all rules and regulations adopted by the club.
- C) Call meetings as provided by the by-laws.
- D) Exercise supervision over the business and social affairs of the club.
- E) Arrange for the formation of a Nominating Committee to assist in the nomination of qualified candidates for any open Board of Directors position.
- F) Arrange the tournament schedule for each year.

SECTION 9: DUTIES OF THE VICE-PRESIDENT

- A) In the absence of the President, perform the duties of the President.
- B) Perform other duties as assigned by the President.
- C) Transition, if elected Vice-President at the Annual Meeting, into the position of President after two years.

SECTION 10: DUTIES OF THE TOURNAMENT DIRECTOR

- A) In the absence of the President and Vice-President, perform the duties of the President.
- B) Direct all tournament activities of the club, including:
 - 1. Selecting, if necessary, directors for individual tournaments during the current year.
 - 2. Determining the entry fee, including prize money, to be collected from each member entered in each tournament.
 - 3. Determining the amount and type of prizes to be awarded for each tournament.
 - 4. Determining the rules of competition for each tournament.
 - 5. Recording and updating the progress of the list of points accrued by members in stroke play tournaments.

SECTION 11: DUTIES OF THE SECRETARY / TREASURER

- A) At the beginning of the term, arrange with the club's financial institution to change check signature authorizations. If necessary, revise the mailing address for monthly statements.
- B) Deposit all monies collected into the club's account(s), or arrange with individual tournament directors to be advised of amounts deposited by them in connection with tournament activities.
- C) Keep a complete accounting of all club monies received and disbursed, and issue quarterly statements. A copy of all financial reports shall be provided to all members of the Board.
- D) Prepare an annual budget prior to the start of the calendar year and present it to the Board for approval.
- E) Collect membership dues, and notify members who are delinquent in paying their dues (see Section 4D).

SECTION 12: DUTIES OF THE HANDICAP, MEMBERSHIP AND RULES DIRECTOR

- A) Maintain the record of play for each member in each tournament. Adjust tournament scores as necessary via equitable stroke control. Submit adjusted tournament scores to the NCGA in a timely manner.
- B) Advise the Tournament Director of each player's index as stated on the NCGA's monthly index report.
- C) Interpret USGA, local and club rules, and provide advice and counsel when disputes occur during tournament play.
- D) Maintain the GHIN database by performing frequent transmissions to the master database, backups and any other routine maintenance required to safeguard and ensure the integrity of the handicap data.
- E) Maintain the official club membership roster.

SECTION 13: DUTIES OF THE PUBLICITY DIRECTOR / RECORDING SECRETARY

- A) Keep an historical record of club activities which shall be passed to the next holder of the office.
- B) Arrange for the publication and mailing of all club notices, Membership Application, newsletters and any other correspondence as directed by the Board.
- C) Arrange for advertisement and good will publicity to increase the visibility of the club.
- D) Act as the recording secretary for all meetings of the Board of Directors, and provide copies of minutes to all Board members. The original copy shall be maintained permanently.

SECTION 14: DUTIES OF THE WEB DIRECTOR

- A) Suggest methods for improving communication over the web.
- B) Maintain and appropriately update the website in a timely manner.

SECTION 15: DUTIES OF THE PAST PRESIDENT

- A) Provide advice and counsel.
- B) Cast the deciding vote in case of a tie on matters presented to the Board.
- C) Arrange the club's annual meeting.

SECTION 16: GENERAL DUTIES ASSIGNED EACH CALENDAR YEAR

The following duties will be assigned each calendar year among the current Board's members based on interest, skill and time.

- A) Determine the Club Champion by a method approved by the Board. Provide periodic updates to the club membership, and recognize the Club Champion(s) at the annual meeting.
- B) Maintain and update the progress of other tournaments that may be conducted.
- C) Coordinate any social activities planned for a tournament.
- D) Coordinate the Club's Pace-of-Play policy.
- E) Coordinate the annual "Family Fun" trip.

SECTION 17: TOURNAMENT RULES

- A) USGA rules will govern all tournament play.
- B) USGA rules may be modified by local rules if mutually agreed upon by the Tournament and Handicap Directors.
- C) The Handicap Director shall resolve all rules disputes and/or make the final determination regarding the application of rules for all tournament play. An affected member may appeal a decision of the Handicap Director to the full Board of Directors.
- D) A member's current NCGA course handicap based on the member's index will be used for all club tournament play.
- E) The BAPGC will use the "exceptional tournament handicap" as maintained by the USGA Golf and Handicap Information Network (GHIN) System. Any handicap may be adjusted by the Handicap Director if special circumstances exist.
- F) Members competing in the same flight, but from different tees, will have their course handicaps adjusted to reflect the differences in the course rating from the respective tees.
- G) Guests are ineligible to compete for prizes determined by "net" scores.
- H) During tournament play, the low handicap in each foursome shall act as "Rules Director" for that group should an interpretation of the rules be required.
- I) In the event of stroke play ties, the USGA-recommended tie-breaking methodology will be followed.
- J) The club objective is for all players to complete their tournament rounds in four and one-half hours or less. The club's existing "Pace of Play Policy" governs the assessment of penalty strokes applied to individual scores at the conclusion of stroke play tournaments.

SECTION 18: AMENDMENTS TO THE BY-LAWS

- A) These by-laws may be amended by a majority vote of the membership present at the annual meeting. Copies of proposed amendments shall be mailed to all members at least seven days prior to said annual meeting.
- B) These by-laws may also be amended by a majority vote from the return of a special ballot mailing.

BAY AREA PINSEEKERS

Administrative Structure

PRESIDENT

VICE-PRESIDENT

