

# **CONSTITUTION ST. JOHNS COUNTY MEN'S GOLF ASSOCIATION**

## **ARTICLE I NAME**

The organization shall be known as the "St. Johns County Men's Golf Association."

## **ARTICLE II OBJECTIVES**

The objectives of this organization shall be to promote friendly competition, fellowship, and sportsmanship among St. Johns County golfers, to hold membership and guest tournaments, and other such golf events and competitions as may be determined by the Tournament Committee, and in general to promote the best interests of golf among local players, and to encourage conformance to USGA rules of golf by creating a representative authority.

## **ARTICLE III MEMBERSHIP**

A golfer may become a member of the St. Johns County Men's Golf Association if he is at least eighteen (18) years of age, he makes application to, and receives approval by the Membership Committee, and he makes payment of the required dues. He must be a member in good standing to participate in association events.

## **ARTICLE IV OFFICERS**

### **SECTION 1: TERMS OF OFFICE**

- A. The officers shall be a President, Vice President, Treasurer, and Secretary. There shall be a Board of Directors consisting of the chairman of each committee, and the Director of Golf or his agent. All officers shall be elected for a period of one year.
- B. The President and Vice President shall be eligible to succeed themselves in that office for another year, if so elected, but may not exceed a total of two (2) successive years.
- C. All officers shall serve until their successor has been elected by a vote of the membership. With the exception of president and vice president, two offices may be held by the same person.
- D. In the event an officer no longer serves for any reason, his office will be filled by an appointment made by the remaining officers.

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**SECTION 2: DUTIES**

- A. The **President** shall have general management of the affairs of the Association and shall preside at the meetings. He shall appoint and be an ex-officio member of all committees with the right to vote at all meetings thereof.
- B. The **Vice President** shall, in the absence of the President, act in his stead in all matters.
- C. The **Treasurer** shall have charge of all funds of the Association, and deposit them in a financial institution as voted on by the membership. He shall pay all bills incurred for activities authorized by the membership and present a statement of receipts and expenditures at each general membership meeting. The Treasurer shall receive and account for all income from events and other sources. He shall have the authority to incur any reasonable expense to carry out his duties. Any officer of the Association who handles funds may be bonded if deemed necessary by the membership.
- D. The **Secretary** shall keep the minutes of all meetings and provide all members a copy as soon as possible after each meeting via distribution by the Communications Committee using Constant Contact email. He shall assist all committees and the President whenever possible when correspondence is required. He shall maintain a file with copies of all relevant Association operating materials. In the absence of the President, Vice President, and Treasurer, the Secretary shall chair the regular meetings.

**ARTICLE V  
COMMITTEES**

**SECTION 1: NOMINATING COMMITTEE**

- A. The President shall, prior to the month of October, request that the Nominating Committee (made up of three (3) Association members) select a slate of proposed candidates consisting of members they feel have the ability to perform the duties of the office for which they have been selected. No names shall be submitted unless the selected candidates have agreed to accept the position and to perform the required duties. The report of this committee shall be made at a general membership meeting held in early October. Nominations may also be made from the floor at this meeting. The election of officers shall occur at least three (3) weeks later at a general membership meeting in November.

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### **SECTION 2: HANDICAP COMMITTEE**

- A. The President shall appoint a Handicap Chairman who shall select his committee from the Association membership. The USGA handicap system will be used to determine handicaps.
- B. To establish a handicap, all score cards must be turned in to the Handicap Committee or placed in the envelope at the front desk. The committee will adjust the scores, if necessary, and then enter them into the GHIN computer program. New handicaps are posted weekly.
- C. All tournament entrants must have a valid USGA handicap to play for prize money in any weekly tournament. New handicaps will be established in accordance with USGA rules and regulations.

### **SECTION 3: TOURNAMENT COMMITTEE**

- A. The President shall appoint a Tournament Chairman who will select his committee from the Association membership. The committee membership will include members from different handicap flights. The committee shall determine the various types of competition (including different games) and rules and regulations applying thereto. This is not to be confused with the official USGA Rules of Golf that govern the sport itself. The committee shall also notify the members of the date, time, and place of each event, and the game rules & regulations of each event, via the Communications Committee using Constant Contact email.
- B. A member of the Association must have played at least seven (7) rounds of golf in daily tournaments during the twelve (12) months preceding each major tournament to be eligible to play in that major tournament.

### **SECTION 4: COMMITTEES**

- A. The President may appoint committees as required from the Association membership, with expenditures to be approved by the Treasurer, the President, and the appointed committee's chairman.

## **ARTICLE VI**

### **MEETINGS AND QUORUM**

#### **SECTION 1:**

An annual general membership meeting will be held each November. Officers for the following year will be elected at this meeting. Additional meetings of the membership may be called throughout the year by the President. Members present shall constitute a quorum provided it is not less than 15 members.

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### **SECTION 2:**

The order of business of a general membership meeting shall be as follows:

- (1) Approval of the prior meeting's minutes
- (2) President's report
- (3) Treasurer's report
- (4) Committee reports
- (5) Unfinished business
- (6) New business
- (7) Adjournment

### **SECTION 3:**

Special meetings of the Officers or specific members or committees may be called from time to time by the President. No quorum is necessary for these special meetings. If there are any issues requiring a full membership vote, they must be brought forth and presented later at a general membership meeting with a 15-member quorum.

### **SECTION 4:**

Newly elected officers shall take office in November following that month's election and will hold office until the November election of the following year.

### **SECTION 5:**

The Secretary or President shall notify the membership, via the Communication Committee using Constant Contact email, giving the date, time, and place of all general membership meetings.

## **ARTICLE VII**

### **DUES**

**SECTION 1:** Annual dues are established at thirty-five dollars (\$35.00) per year and must be paid no later than December 31<sup>st</sup> for the next year. Dues may be increased by a vote of the membership if deemed necessary. New members must pay the full \$35 for the current year regardless of when they joined the Association. If dues are not paid on time by December 31<sup>st</sup>, there will be a fifteen-dollar (\$15.00) late penalty fee added to the \$35 for a total of fifty (\$50.00) due after December 31<sup>st</sup>.

**SECTION 2:** The officers and membership of the Association may accept donations from any legitimate source, and make grants, or donations, for the benefit of the Association. However, all and any grants or donations over \$100 must be approved at a general membership meeting.

**SECTION 3:** The officers and committees of the Association shall not receive any money as salary for their service.

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**ARTICLE VIII  
AUTHORITY TO AMEND**

To amend the Constitution and Bylaws of the Association, there are three main Parts (A), (B), & (C), and a final Component (D) that must be completed in full as follows:

**(A) FIRST PART: Approval of a Motion for an Email Vote at a General Membership Meeting**

The amendment must first be brought up at a general membership meeting wherein a **motion for an all-members-email-vote** on the amendment must be proposed, seconded, discussed, and approved by a majority vote of the members present at this general membership meeting.

**(B) SECOND PART: Procedures for Conducting the Email Vote**

If that motion passes, then an **all-members-email-vote** on the amendment will be announced shortly thereafter via Constant Contact email to all members, along with a description of the proposed amendment. The email voting shall commence on the day after the email announcement and will continue for one week with a deadline at the end of the seventh day. The email votes will be tallied by the end of the next day, and the President shall be notified of the results as soon as possible.

**(C) THIRD PART: Subsequent Meeting - Voting Procedures for Members with no Email access**

**If a member is not able to vote via email**, he may vote in person at a subsequent general membership meeting that will be announced via Constant Contact email and scheduled after the email voting deadline and within 30 days of the general membership meeting wherein the email vote motion was passed. If the 15-person quorum is not met at this subsequent general membership meeting, it shall instead revert to a special meeting which requires no quorum, but which will still be presided over by the President, with the sole purpose of in-person, individual voting on the amendment.

**(D) FINAL COMPONENT: Adoption & Implementation**

To be adopted, the amendment must be approved by a majority of the total votes tallied in the two aforesaid voting methods: (1) the email votes received within the one-week email voting deadline, and (2) the votes done in person at the subsequent meeting for members who are unable to vote by email.

At the conclusion of in-person voting at the subsequent meeting, the President shall certify the entire voting process as properly completed. If feasible, the President may announce the results at the conclusion of that meeting; but regardless, the results shall be posted via Constant Contact email to all members as soon as possible.

If approved the amendment will go into effect at the next Association golf event, or as soon as possible thereafter.

## **BY-LAWS**

### **ST. JOHNS COUNTY MEN'S GOLF ASSOCIATION**

1. Policies and procedures implemented by a majority vote of the membership will become BY-LAWS of the Association and shall remain in effect until superseded by a subsequent majority vote of the membership using the email & in-person voting procedures outlined in Article VIII of the Constitution.
2. Current Association officers, committee members, and past presidents will receive priority assignment when members are assigned to play using the weekly sign-up sheets in the SignUpGenius computer program, e.g., they may not be eliminated if too many players sign up.

### **HANDICAPS**

1. Association members shall not enter individual scores into the GHIN handicap computer for any Association events played at our course. All Association event scorecards will be adjusted, if necessary, and posted into GHIN solely by the Handicap Committee. Players may turn in score cards from rounds played on our course of play and other courses for entering into the GHIN handicap program by the Handicap Committee. A new member may begin play with an official handicap index from another golf course.
2. GHIN handicaps will be posted weekly on Saturday and used for all Monday-Wednesday-Friday tournaments held during the following new week.

### **FINANCIAL**

1. The Association will award one hundred dollars (\$100.00) to each member who scores a hole-in-one during any Association-sponsored event.
2. Members participating in weekly tournaments will contribute five dollars (\$5.00) to the Association prior to each event. Fifteen percent (15%) of the entry fee will go to the Association treasury and the remainder toward prizes. Prizes will be in full dollar amounts using Association money to round out prizes to full dollar amounts if necessary.
3. With the exception of the President's Cup, all major tournaments will be self-funded through entry fees. If the tournament uses weekly tournament tee times, fifteen percent (15%) of the entry fees will go to the Association treasury. The President's Cup tournament will be funded through the Association treasury.
4. The Tournament Committee Chairman will recommend major tournament entry fees and prizes to the Association president.
5. The fiscal year for Association finances will run from January 1<sup>st</sup> through December 31<sup>st</sup>. Current annual dues are thirty-five dollars (\$35.00).

**BY-LAWS**  
**ST. JOHNS COUNTY MEN'S GOLF ASSOCIATION**

**MONDAY-WEDNESDAY-FRIDAY TOURNAMENTS**

1. Monday and Wednesday tournaments will be individual competitions. Members will be placed in flights according to handicaps. Games will vary. See posted list in Constant Contact.
2. Prize distribution:
  - a. One payoff per person. If a blind draw on Friday qualifies for a payoff on two teams, he will receive the larger amount.
  - b. Closest to the pin prizes may be awarded during competition. Prizes will be based on equitable handicap groupings. A golf course credit of \$10.00 will be paid to each winner provided there are a minimum of ten (10) golfers participating.
3. Friday tournaments will consist of two man or four-man competitions. Game format will vary. See posted list in Constant Contact.
4. A member must complete 18 holes to qualify for prizes, except in competitions based on 9-hole scores, in which case a player is eligible after completion of 9 holes. However, for closest to pin awards, a player must complete 18 holes.
5. If a tournament is terminated prior to the completion of 18 holes by all participants due to bad weather, but all players complete 9 holes, the tournament will be treated as a 9-hole tournament.
6. The decision to cancel or call tournaments/matches due to adverse conditions rests with the Tournament Managers, i.e., the Tournament Committee, which also includes the Table Workers.
7. Tournament scores are final / official upon being posted into GHIN, unless a scorecard mistake is verified and corrected by the Handicap Committee and then re-posted into GHIN. If the prize money distribution needs to be changed, then the Treasurer must be notified.
8. The Table Workers shall be specialized members of the Tournament Committee and report to its Chairman. They set up and manage the Monday-Wednesday-Friday Tournaments in accordance with established procedures. The Table Workers have no assigned responsibilities concerning the Flight Fight and the three Major Tournaments (The President's Cup, The Club Championship, and the Match Play Tournament) which are set up and managed by other members of the Tournament Committee, but they may volunteer to help out at the direction of the Tournament Committee Chairman.

**BY-LAWS**  
**ST. JOHNS COUNTY MEN'S GOLF ASSOCIATION**  
**RULES**

1. New members who do not have a USGA handicap can play in weekly events without the five-dollar (\$5.00) contribution until such time a handicap is established.
2. Members will be placed in flights according to handicaps. Members may play from and establish handicaps from the Combo (C), Relief (R), Hybrid (H), General (G), or Match (M) tees. Members who move from one tee to another must stay on the new tee for a minimum of four weeks before changing again.
3. Association members will play in accordance with regular official USGA Rules, and any Local Rules that have been approved by the membership using the **mandatory** procedures delineated below:

To approve any Local Rule, there are three main Parts (A), (B) & (C), and a final Component (D) that must be completed in full as follows:

**(A) FIRST PART: Approval of a Motion for an Email Vote at a General Membership Meeting**

The proposed Local Rule must first be brought up at a general membership meeting wherein a **motion for an all-members-email-vote** on the Local Rule must be proposed, seconded, discussed, and approved by a majority vote of the members present at this general membership meeting.

**(B) SECOND PART: Procedures for Conducting the Email Vote**

If that motion passes, then an **all-members-email-vote** on the Local Rule will be announced shortly thereafter via Constant Contact email to all members, along with a description of the proposed Local Rule. The email voting shall commence on the day after the email announcement and will continue for one week with a deadline at the end of the seventh day. The email votes will be tallied by the end of the next day, and the President shall be notified of the results as soon as possible.

**(C) THIRD PART: Subsequent Meeting - Voting Procedures for Members with no Email access**

**If a member is not able to vote via email**, he may vote in person at a subsequent general membership meeting that will be announced via Constant Contact email and scheduled after the email voting deadline and within 30 days of the general membership meeting wherein the email vote motion was passed. If the 15-person quorum is not met at this subsequent general membership meeting, it shall instead revert to a special meeting which requires no quorum, but which will still be presided over by the President, with the sole purpose of in-person, individual voting on the Local Rule.



**BY-LAWS**  
**ST. JOHNS COUNTY MEN'S GOLF ASSOCIATION**

**(D) FINAL COMPONENT: Adoption & Implementation of Local Rules**

To be adopted, the Local Rule must be approved by a majority of the total votes tallied in the two aforesaid voting methods: (1) the email votes received within the one-week email voting deadline, and (2) the votes done in person at the subsequent meeting for members who are unable to vote by email.

At the conclusion of in-person voting at the subsequent meeting, the President shall certify the entire voting process as properly completed. If feasible, the President may announce the results at the conclusion of that meeting; but regardless, the results shall be posted via Constant Contact email to all members as soon as possible.

If approved the Local Rule will go into effect at the next Association golf event, or as soon as possible thereafter.