



BY LAWS

Adopted

June 13, 2006

ARTICLE 1

Name

Section 1. The name of the Club shall be West Sacramento Golf Club.

ARTICLE 2

Object

Section 1. The purpose for which this non-profit Club has been formed is to promote the sport of golf in West Sacramento according to these By-laws and rules of the game.

ARTICLE 3

Powers

Section 1. The powers, government and management of this Club, except as otherwise provided in these By-laws, shall be vested in, exercised, conducted and controlled by a board of **nine (9)** who shall be members of the Club. If a Director at any time ceases to be a member of the Club, they shall thereby cease to be a Director.

ARTICLE 4

Term of Office of Directors

Section 1. The term of office of the Directors of this Club shall be twelve (12) months commencing on January 1.

ARTICLE 5

Election of Directors

Section 1. An election for Directors shall be held during the **third quarter meeting on the second Thursday of October** at a time and place designated by the Board of Directors.

Section 2. The election shall be held at such place as shall be designated by the Board of Directors. A notice in writing of the time and place of the election shall be mailed by the Secretary to each member at least seven (7) days before the meeting.

Section 3. In case two or more competing candidates shall have received an equal number of votes, a ballot shall be taken at the said election meeting upon such equal candidates, but upon no others, and the candidate receiving the highest number of votes shall be duly elected.

ARTICLE 6

Vacancies in the Board of Directors

Section 1. Whenever a vacancy occurs in the Office of Director, such vacancy may be filled by an appointee of the Board of Directors, and the person so appointed shall hold office until the next general business meeting of the Club, at which meeting the vacancy shall be filled by an election of members of the Club.

ARTICLE 7

Section 1. The powers of the Board of Directors are:

- a. To conduct, manage, and control the affairs and business of the Club and to make such rules and regulations therefore, not inconsistent with law and By-laws, as in their judgment may seem best.
- b. Generally, to do and perform those duties that may pertain to the office of a Director.
- c. No unusual expenditure for which no precedent has been established in excess of **two-hundred and fifty dollars (\$250.00)** shall be incurred by the Board of Directors without prior approval of the Club at a regular business meeting. Unusual expenditures means any except those that are common and necessary for the efficient operation of the Golf Club.

ARTICLE 8

Directors

Section 1. The officers of this Club shall be the nine (9) Directors as elected by the members at the annual election, and shall consist of President, Vice-President, Secretary, Treasurer, Two Handicappers, Membership Director, Tournament Director and Webmaster, to serve until the members of the Board of Directors, elected at the next succeeding annual election shall enter upon their terms of office.

Section 2. All checks issued by the Club will be signed by two of the following Directors: President, Secretary or Treasurer.

ARTICLE 9

President

Section 1. The Powers and Duties of the President are:

- a. To preside at all meetings of the Club and the Board of Directors.
- b. To see that the By-laws and such rules and regulations as may be adopted by the Board of Directors are properly enforced, and to report to the general concerns of the Club during the previous quarter.
- c. To call all such meetings as are herein provided to be called by him/her.

- d. To exercise a general supervision over the business and affairs of the Club, and at the quarterly general business meetings to make a report of the general concerns of the Club during the previous quarter.
- e. He/she shall be an ex-officio member of all Standing Committees, whose chairperson shall be named by him/her at the commencement of their term of office to serve twelve (12) months or at the President's pleasure
- f. He/she shall appoint a committee of at least two members to review the books and records of the Club. The committee shall make a report to the President of all reviews made by it as soon as reasonably possible and the President shall communicate this report to the Club at its next business meeting. The Club will have a professional service audit its records every two- (2) years and report findings to the Club.

ARTICLE 10

Vice-President

Section 1. The Powers and Duties of the Vice-President are:

- a. In case of the absence or disability of the President, the Vice-President shall take his/her place and perform their duties.
- b. He/she is charged with maintaining a historical record of the Club for the current year.
- c. Generally, to do and perform all such duties as pertain to his/her office, as may be required by the Board of Directors not inconsistent with these By-laws.

ARTICLE 11

Secretary

Section 1. The duties of the Secretary and Membership Director are:

- a. To keep full and complete record of the proceedings of the Board of Directors and of the meetings of the Club.
- b. To sign all instruments in writing requiring his/her signature.
- c. To make service and publication of all notices that may be necessary or proper without command or direction from anyone.
- d. To maintain the official correspondence of the Club.

Section 2. In the case of the inability, refusal or neglect of the Secretary to make service or publication of any notice, then such notice may be served and published by the President or Vice-President, or by any person thereto authorized by either of them, or by the board of Directors.

Section 3. If the Secretary is not present at any meeting of the Board of Directors or of the Club, a Secretary pro-tem shall be chosen to perform the duties of the Secretary at such meeting.

ARTICLE 12

Membership Director

Section 1. The duties of the Membership Director are:

- a. To keep a complete roll of all members of the Club.
- b. To receive and screen all applications for membership and report their recommendations regarding acceptance to the Board of Directors.

ARTICLE 13

Treasurer

Section 1. The duties of the Treasurer are:

- a. He/she shall countersign all checks as required.
- b. To keep full and accurate accounts of the deposits and disbursements of the Club, and render to the President and Board of Directors, whenever they may require it, a statement of his/her accounts, and of the financial condition of the Club. He/she shall keep payment vouchers of the Club for one calendar year.

ARTICLE 14

Handicapper

Section 1. The duties of the Handicapper are:

- a. To monitor the handicap of every member.
- b. To cause all handicaps of members to be checked for revision at least once every month. (NCGA transmission)
- c. In carrying out the foregoing duties, the Handicapper shall be governed by the system recommended and prescribed by the Northern California Golf Association.

Section 2. The Handicapper shall be assisted by the members of the Handicapping Committee.

ARTICLE 15

Tournament Directors

Section 1. The duties of the Tournament Directors:

- a. Arranging all tournaments, updating for trophies and awarding prizes.
- b. Administer the tournament prize fund.
- c. Keep complete records of each tournament.

ARTICLE 16

Membership, Fees and Dues

Section 1. The membership of this Club shall be open to all persons living or working, or sponsored by someone living or working in West Sacramento of eighteen (18) years or older, except as provided in Sub-Section 4 (e).

Section 2. Candidates for membership shall fill out an application blank properly signed and submitted to the Membership Director.

Section 3. The Board shall have charge for the approval of all candidates for membership and shall have power to adopt such rules for its guidance as it shall deem wise, provided, however, that such rules shall not be inconsistent with the law and these By-laws.

Section 4. The membership of this club shall be comprised of the following grades of membership:

(a) Members are those who have been approved by the Board of Directors and have satisfied the obligations stipulated in these By-laws.

1. (a) The dues of members shall be twenty-five (\$25) per year, plus any dues or assessments charged by NCGA. In addition to the annual WSGC membership fee, each member shall pay the annual NCGA fees for a new or renewal membership.

(b) A member joining after July 1 shall pay dues of fifteen dollars (\$15) plus any NCGA dues and assessments applicable.

2. A member whose dues are not paid by the 27th day of November shall pay a membership fee consistent with the fees for a new member.

3. Members shall be entitled to all privileges of the Club.

(b.) Junior Members are those junior golfers who have passed the Board of Directors' approval as to sportsmanship, adherence to golf courtesy, willingness to compete under the Club's established rules and be normally acceptable to the Club.

1. A minimum age of fourteen (14) years shall be required for eligibility except in a case of where a junior shows exceptional ability and maturity in the opinion of the Board of Directors.

2. The dues of Junior Members shall be those charged by the NCGA to member clubs for Junior members.

3. Junior Members shall be entitled to all privileges of the Club except (1) they shall not be allowed a vote in the business affairs of the Club, and (2) they shall be allowed to participate in the Club Championship Flight or in a Junior Flight, and (3) Juniors are not permitted to attend our business and special meetings.

4. It is the responsibility of the Junior Member upon reaching their eighteenth birthday to notify the Secretary, who shall change the Junior Member's grade to Member with no additional fees or dues required for the remaining portion of the calendar year.

Section 5. All dues shall be payable on the first day of October and all memberships expire on December 31, of the next year.

ARTICLE 17

Suspension and Expulsion

Section 1. The Board of Directors shall have power, by a vote of four (4) of its' members, to suspend, or to expel and forfeit the membership of any member for conduct, which, in its' opinion, is likely to be prejudicial to the welfare, interest, repute or character of the Club.

Section 2. No vote shall be taken by the Board of Directors on a proposed forfeiture, suspension or expulsion, until ten (10) days notice in writing, setting forth the charge or charges against such member, shall have been served upon the member concerned by sending to them by registered mail, and such member shall have the right to be heard before any final vote is taken thereon.

Section 3. At any time within thirty (30) days after such forfeiture, suspension or expulsion, a meeting of the Club to consider the same shall be called if a request in writing be made by twenty (20) or more members to the President: to which meeting an appeal may be taken from the decision of the Board of Directors, and the member may be restored by a vote of the majority of the regular members present.

ARTICLE 18

Meetings of the Club

Section 1. There shall be a regular quarterly general business meeting of the Club during the months of January, April, July and October, on such day place and time as may be designated by the Board of Directors. The purpose of such meetings shall be for receiving reports of the Directors and Committee Chairpersons and a report of expenditures that have been made since the last quarterly meetings and any other general business that may be brought before the Club. The meeting held in the month of October of each year shall be designated the election meeting. At the annual meeting in January the officers shall make a full and complete report of the operations for the past calendar year.

Section 2. The order of business at the election meeting of the Club shall be as follows:

- a. Call of the roll of members
- b. Reading of the minutes of the previous meeting
- c. Report of the President
- d. Report of the Secretary
- e. Report of the Membership Director
- f. Report of the Treasurer
- g. Miscellaneous Business (Report of Committees)
- h. Authorization and approval of disbursements
- i. Installation of new Directors and introduction of Committee Chairpersons
- j. New Business

Section 3. Special meetings of the Club may be called and held at any time by order of the President, and the President must at any time call a special meeting of the Club upon the written request of four (4) or more Directors of the Club.

Section 4. At least five (5) days before the holding of any special meeting of the Club, written notice thereof specifying the time and place of the meeting and the purpose for which the same is called, shall be mailed by the Secretary to each member.

Section 5. a. At all meetings of the Club, whether regular, special or adjourned, Twenty (20) members or ten (10) percent of the current membership, whichever is lesser shall constitute a quorum for the transaction of business, but a smaller number than a quorum may, in the absence of a quorum, continue any meeting from time to time until a quorum shall be present, and until the business of the meeting shall have been accomplished.

b. If both the President and the Vice-President be absent at any meeting of the Board or of the Club, a chairman shall be elected pro-tem by the other Directors present, and he shall preside and act at such meeting.

ARTICLE 19

Meeting of the Board of Directors

Section 1. The meetings of the Board of Directors shall be at such time and place as the Board shall determine.

Section 2. A majority of the Directors shall be necessary and sufficient to constitute a quorum and to form a Board for the Transaction of business; provided however, that a smaller number of Directors than a majority may, in the absence of a quorum, continue and adjourn any meeting, from time to time, until a quorum shall be present.

ARTICLE 20

Amendments

Section 1. These By-laws may be altered, amended or repealed, or new By-laws may be adopted at the annual meeting or at any special meetings called for that purpose, by an affirmative vote of two-thirds (2/3) of the members present, or by written assent to two-thirds (2/3) of the regular members of the Club.

ARTICLE 21

Construction of By-laws

Section 1. On all questions as to the construction of these By-laws, the decision of the Board of Directors shall be final and conclusive.

ARTICLE 22

Proxies

Section 1. At any regular meeting of the members, signed proxies of members in good standing may be voted on all questions except on election or recall of Directors.

ARTICLE 23

Removal of Directors

Section 1. Any Director of the Club may be recalled by the membership at a special meeting called for that purpose following the giving of five (5) days notice by mail to all members. The notice shall be given by the Secretary.

Section 2. No Director shall be removed from office unless for a good cause shown by an affirmative vote of not less than three-fourths (3/4) of the members present at the meeting.

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