

# BYLAWS OF SANTA ANITA GOLF CLUB

Effective August 17th, 2023

These Bylaws are for the purpose of effecting uniformity in administering the privileges and benefits of membership in the Santa Anita Golf Club (“Club”), which is incorporated as a non-profit organization under and pursuant to the laws of the State of California.

## ARTICLE 1 – OFFICES

### 1.01 PRINCIPAL OFFICE

The principal office of the Club for the transaction of its business is located at 405 South Santa Anita Avenue, City of Arcadia, County of Los Angeles, State of California.

### 1.02 OTHER OFFICES

The Club may also have offices at such other places, within or without the State of California where it is qualified to do business, as its business may require and as the Board of Directors may from time to time designate.

## ARTICLE 2 – MEMBERSHIP

### 2.01 MEMBERSHIP TYPES AND DUES

The Club shall have three types of memberships only and no member shall hold more than one membership in the Club. The three types of memberships and related annual dues are designated as:

- |              |   |
|--------------|---|
| a) Regular   | New and renewal membership is \$110.                |
| b) Associate | New and renewal membership dues determined by SCGA. |
| c) Junior    | No Dues   |
| d) Life      | No Dues   |

### 2.02 REGULAR MEMBER

Regular membership may be granted to any male person who has reached his 18<sup>th</sup> birthday, who is of good moral character, who exhibits an interest in golf and golf activities, upon payment of annual dues and subject to approval of the Board of Directors, shall be eligible for membership in the Club. Such regular membership shall continue for one year from the date added to the Club roster in the SCGA system but said Regular member shall have priority for consideration of membership over all other persons provided his renewal and payment of

annual dues are received by the Board of Directors on or before their annual anniversary date. Failure to present renew their membership by deadline will result in a break in membership service and will result in ineligibility for tournament events until dues are paid in full.

### **2.03 ASSOCIATE MEMBER**

Associate memberships will be accepted at any time, with no bearing on the Regular membership capacity. The qualifications for Associate membership are the same as for Regular membership. Associate members are eligible to play in Directors at the discretion of the current Vice President. Associate members are not eligible to play in the "major" tournaments.

### **2.04 JUNIOR MEMBER**

Junior membership may be granted to any male person who has reached his 13<sup>th</sup> birthday, but not reached his 18<sup>th</sup> birthday, who is of good moral character, who exhibits an interest in golf and golf activities and subject to approval of the Board of Directors shall be eligible for membership in the Club as a Junior member.

### **2.05 LIFE MEMBER**

Life membership may be granted to any male person upon a written petition submitted to the Board of Directors signed by at least fifty (50) of the Regular membership in good standing, together with unanimous approval of the Board of Directors.

Life Member Criteria:

Has made a significant contribution to the club, which may include service to the club, leadership roles, mentorship or any other meaningful contribution for the duration of their membership.

### **2.06 ADMISSION**

Applicants shall be admitted to membership by making written application on such forms and in such manner as shall be prescribed by the Board of Directors.

### **2.07 MEMBER HOLE-IN-ONE BENEFIT**

A hole-in-one award will be paid by check only to a member for a hole-in-one during a round under the following conditions:

- (a) A round played in a **Director's Tournament at Santa Anita Golf Course is paid \$500**
- (b) A round played in a **Home Sanctioned Event is paid \$250**

i.e. Match Play, Team Play, Major non-Director's rounds, S.A. Par-3 events, Challenge Cup, and any other sanctioned home event agreed by the board of directors that is not listed here (not Member Guest because we have hole in one insurance).

(c) A round played in a Club sponsored away event at another golf course is paid \$100 i.e. Desert Willow, Team Play Event, Arcadia Par-3 etc.

(d) A casual round played at Santa Anita Golf Course witnessed by another current Club Member is paid \$100.

## **2.08 MEMBER RIGHTS**

All memberships in this Club shall be personal and no member may transfer his membership or any right arising therefrom. Any type of membership shall terminate on the resignation or death of a member, or on his failure to pay dues as herein required on the date they fall due or on his failure to submit an annual application for membership. All members shall be entitled to recognition as members of Santa Anita Golf Club and to a current USGA or SCGA handicap.

## **2.09 TOURNAMENT ELIGIBILITY**

Any regular member can play in a Club golf tournament, such as a Director's tournament, an away trip or the Member Guest, but only regular members with an established handicap can play in the major tournaments (Match Play Championship, Partners Extravaganza, Club Championship and Senior Club Championship) and only if they played in at least three Director's Tournaments in the preceding twelve months.

- a) **Major Tournament Exception Rule:** Exceptions are allowed by appealing to the board and stating their case as to why they should be allowed to play in a Club Championship Major without having played in at least 3 Director's Tournaments in the preceding 12 months. Member must attend a Board Meeting prior to the event and appeal in person.

## **2.10 JUNIOR MEMBER ELIGIBILITY**

Junior members shall not be eligible to participate in the Member Guest or the three major tournaments. Junior members shall not be eligible for any club tournament wherein merchandise or prizes are awarded.

## **2.11 LIFE MEMBER RIGHTS**

Life members shall have all of the rights and privileges of a regular member, except that life members shall be exempt from paying annual dues or from making yearly application for membership.

It is encouraged to give priority tee times for life members, past presidents, board members, and past board members.

## **2.12 MEMBER NON-LIABILITY**

No member of this Club shall be personally liable for the debts, liabilities, or obligations of the organization nor shall any member have any right or interest in any of the property or assets of this organization and membership in this Club shall be non- assessable.

## **ARTICLE 3 – GOLFER OF THE YEAR POINTS**

### **3.01 GOLFER OF THE YEAR**

The Club determines the Golfer of the Year (“GOY”) based on total GOY points earned during the 12-month period from ~~September 1~~ December 1st of the previous year to ~~August 31~~ November 30th of the current year. All members earn GOY points based on participation and results in specified Club events and tournaments for which they are eligible. If there is a tie for GOY, then total results points will decide GOY, and if still tied, then total results points in major tournaments will decide GOY. Unless otherwise agreed by the Board of Directors, the Treasurer, by default will maintain the GOY points and post updates to the Club website and bulletin board.

### **3.02 PARTICIPATION POINTS**

GOY participation points are earned based on participation in Club events and tournaments, as follows:

- a) Each monthly General Meeting is 4 points.
- b) Each monthly Directors tournament is 3 points, even if the player is not included in the buy-in for games/payouts, as long as they follow the event format.
- c) Each major tournament is as follows: Partners Extravaganza is 6 points, Club Championship is 8 points and Match Play is 6 points.
- d) The Member Guest tournament is ~~4~~ 5 points.
- e) Each Away / Car Trip event is 4 points.

### **3.03 RESULTS POINTS**

GOY results points are earned based on results in Club tournaments, as follows:

- a) In each flight for each monthly Directors tournament, points are awarded to the top 8 low net (1st is 20 points, 2nd is 17 points, 3rd is 14 points, 4th is 12 points, 5th is 10 points, 6th is 8 points, 7th is 6 points, 8th is 4 points) even if the player is not included in the buy-in for games/payouts, as long as they follow the event format. The USGA tie breaker method based on lowest net back nine, last six holes, last 3 holes, etc. is used to break all ties.
- b) Each match won in the Partners Extravaganza tournament is ~~4~~ 5 points to each partner.
- c) In each flight of the Club Championship tournament, points are awarded to the top 8 low net (1st is 50 points, 2nd is 40 points, 3rd is 35 points, 4th is 30 points, 5th is 25 points, 6th is 20 points, 7th is 15 points and 8th is 10 points). The USGA tie breaker method based on lowest net final day, then back nine, last six holes, last 3 holes, etc. is used to break all ties. The overall low gross winner is considered the Club Champion, and if there is a tie, then a sudden-victory playoff will take place starting on first hole.
- d) Each match won in the Match Play tournament is 10 points.

### **3.04 CHALLENGE CUP**

The Club uses the GOY point totals on ~~August 31~~ November 30th to determine players eligible to play in the Challenge Cup team competition, which is held bi-annually or annually, as determined by the Board of Directors. There are two 16-player teams (Blue and Red), with 4 players in each of four flights selected based on handicaps as of September 1. The top 16 GOY point leaders overall, top 4 by flight and top 5 by age category are automatic selections, while the remaining players in each flight up to 8 per flight will be selected by the Team Captains from the remaining top 48 point leaders. If more than 8 players in a flight are automatic selections, then the player with the highest index will move to next highest flight, except that if more than 8 players are in C flight, then lowest index will move to B flight.

### **3.05 TEAM CAPTAINS**

Unless otherwise agreed by the Board of Directors, the defending Team Captain and the current year GOY (or next highest GOY point leader available if current GOY is unavailable) will captain the current year teams.

### **3.06 PLAYER AVAILABILITY**

The Tournament and Rules Chairman will verify availability of the top 48 GOY point leaders prior to team selection. If one or more of the top 4 point leaders in each flight or top 5 point leaders in each age group is unable to play, then they will be replaced as an automatic selection with the next highest point leader in each flight or age group as appropriate that are available to play. If there are no players available to fill the flights from the top 48, then the next highest point leader for each flight that is available to play will be added as a potential Captains pick.

### **3.07 TEAM SELECTION**

The two Team Captains will alternate picking one player at a time starting with automatic players first, then Captains picks within each flight beginning with the Championship flight, followed by A, B and C flights. A coin flip will determine which Team Captain has first pick in the Championship flight, and then the Team Captains will alternate first picks in the remaining A, B and C flights.

### **3.08 REPLACEMENT SELECTIONS**

If one or more players become unavailable to play after the team selections have been made, then the Team Captains will pick replacements from the remaining top 48 players and if none are available, then they will be replaced with the next highest point leader that is available for each flight. A coin flip will determine which Team Captain has first pick in the event both teams need to replace a player from the same flight.

## **ARTICLE 4 – WAIVER OF LIABILITIES AND CLAIMS**

### **4.01 GENERAL WAIVER**

All members and officers agree to hold harmless and waive the Club and all current and former members and officers from any and all liability claims for bodily injury, property damage, defamation and personal injury arising out of any club meetings or tournaments being held at Santa Anita Golf Course or other courses if the event has been sanctioned by the Club.

### **4.02 MEMBERSHIP REVOKED WAIVER**

All members of Club are AT-WILL members of the Club and they may cease being a member of the Club at any time. Therefore, if the Board of Directors determines that the behavior or actions of a member is determined to not be in the best interest of the Club and the membership of said member is revoked, the member will hold harmless and waive the Club and all current and former members and officers from any and all liability claims for defamation, bodily injury or personal injury arising from their membership being revoked. Further, the member will not be entitled to his membership fee being refunded if his membership is revoked.

### **4.03 BOARD POSITION REVOKED WAIVER**

~~Ne~~ Any member of the Board of Directors who is removed from his position by the sitting Board of Directors due to actions that are determined to not be in the best interest of the Club associated with their designated Board position, agrees to hold harmless the Club and all current and former members and officers from any and all liability claims for defamation, bodily injury, or personal injury arising from their removal as a Board member.

### **4.04 MEMBERSHIP DENIED WAIVER**

All potential members who have applied for membership in the Club agree that membership into the Club is AT-WILL and the sitting Board of Directors may not approve the application into the Club for any reason, (excluding race, religion, and sexual orientation) and if a membership application is not granted, the applicant agrees to waive the Club and all current and former members and officers for any and all liability claims of defamation, bodily injury, and personal injury arising out of the applicants membership application not being granted.

## **ARTICLE 5 – MEETINGS OF MEMBERS**

### **5.01 PLACE**

All meetings of members shall be held at such place in the City of Arcadia, County of Los Angeles, State of California, or elsewhere, as designated by the Board of Directors.

## **5.02 ANNUAL MEETING**

An annual meeting of members for the election of Directors and for the transaction of such other business as may properly come before the meeting shall be held every year in the month of November on such particular date and at such particular place as designated by the Board of Directors.

## **5.03 NOTICE**

Notice of any and all meetings of members shall specify the place, the day, the hour or the meeting and, in the case of special meetings, the general nature of the business to be transacted.

## **5.04 QUORUM**

~~A minimum of 10% of members present in person shall constitute a quorum at any regular or special meeting for the transaction of business. In the absence of a quorum, any meeting of members may be adjourned by a vote of a majority of the members present, but no other business shall be transacted.~~ . A minimum of 10% of the current total Regular Membership count shall constitute a quorum at any regular or special meeting for the transaction of business. The quorum must be present at the meeting. In the absence of a quorum, any meeting of members may be adjourned by a vote of a majority of the members present, but no other business shall be transacted.

## **5.05 NOTICE OF ADJOURNED MEETING**

Notice of Adjourned Meeting. When a meeting is adjourned for thirty (30) days or more, notice of the adjourned meeting shall be given as in the case of the original meeting. When a meeting is adjourned for less than thirty (30) days, it is not necessary to give any notice of the time and place of the adjourned meeting or the business to be transacted other than by announcement at the meeting at which the adjournment is taken.

## **5.06 LOSS OF QUORUM**

The members present at a duly called or held meeting at which a quorum is present may continue to do business until, adjournment notwithstanding, the withdrawal of enough members to leave less than a quorum.

## **5.07 VOTING RIGHTS**

The voting rights of each Regular and Life member are equal. Each member shall be entitled to one vote on all matters and shall have the right to vote only in person. Proxy voting is not allowed. Cumulative voting shall not be allowed. Junior members shall not have voting rights.

## **5.08 CONDUCT OF MEETINGS**

Conduct of Meetings. Meetings of members shall be presided over by the President of the Club or, in his absence, by the Vice President or, in the absence of both, by a chairman chosen by a majority of the Board of Directors present in person. The Secretary of the Club shall act as Secretary of all meetings of members, provided that in his absence the presiding officer shall appoint another person to act as Secretary of the meeting. Meetings shall be governed by Robert's Rules of Order, insofar as such rules are not inconsistent or in conflict with these Bylaws, with the Articles of Incorporation of this organization, or with law.

## **ARTICLE 6 – BOARD OF DIRECTORS**

### **6.01 NUMBER**

The Club shall have seven (7) Directors, and collectively they shall be known as the Board of Directors.

### **6.02 DEFINITIONS**

The words "Directors" and "Board," as used in the Articles of Incorporation for this organization, or in these Bylaws in relation to any power or duty requiring collective action, means "Board of Directors."

### **6.03 RESIDENCE, ELECTION AND TERMS**

Directors shall be residents of this state. Directors shall be elected by secret ballot at the annual meeting of the members held in the month of November each year. Term of office shall be for one (1) year beginning January 1 of the year following the annual meeting and ending December 31 of the same year. The member elected to the position of President may not hold that position more than three consecutive years, and can only be nominated for a consecutive year if the current Vice President does not accept nomination for position of President. The other offices on the Board of Directors may serve multiple years but may not hold the same board position for more than three consecutive years.

### **6.04 NOMINATION**

Each year a nominating committee shall be organized by the President. The provisions of Article 9.01, to the contrary notwithstanding, this committee shall consist of the current President, the immediate past President as Chairman, and either one or three additional members to be appointed by the President after consultation with the Committee Chairman. If the immediate past President is unable to serve as Chairman of the Nominating Committee, the current President shall appoint the most recent past President who is available to serve as Chairman. At the September meeting of members, the Nominating Committee shall present its slate of candidates for the specific positions of the Board for President, Vice President, Secretary, Treasurer, Tournament and Rules Chairman, Handicap Chairman, and



Entertainment Chairman. At the October meeting of members, the President shall ask for nominations from the floor for each of the specific positions on the Board. No individual shall be nominated for more than one position on the Board, either by the Nominating Committee or by nominations from the floor. No nominations shall be made at the annual meeting of members. Members nominated for a position on the Board (by either the nominating committee or the general membership) may serve in only one position at any given time. Therefore, should a member be nominated for more than one Board position, that member may accept only one such nomination for which he will run. Under these circumstances, the member must make his decision in a timely manner, so as to avoid confusion and allow for an orderly voting process. The Board may set time limits in this regard, if deemed necessary.

### **6.05 ELECTION**

At the annual meeting of members, the full slate of candidates shall be presented and a secret ballot shall be cast. The individual receiving the most votes for each of the positions shall be deemed elected to that position. Votes cast for each of the candidates shall not be published, but will be available to any candidate who requests the information from the President.

### **6.06 POWERS**

The Directors shall exercise the powers of the organization, control its property, and conduct its affairs, except as otherwise provided by law, by the Articles of Incorporation, or by these Bylaws. All checks, bonds, and contracts in writing, necessary for the conduct of the business of the Club shall be signed by at least one (1) officer of the Club.

### **6.07 COMPENSATION**

Directors shall serve without compensation, but each Director may be reimbursed his necessary and actual out of pocket expenses, subject to approval by the Board of Directors. Any Director may elect, however, to decline said reimbursement.

### **6.08 ORGANIZATION MEETING**

As soon as possible after the November meeting, but no later than December 31 of the year of the election, the newly elected Board of Directors shall hold an organizational meeting.

### **6.09 MEETING LOCATION**

Meetings of the Directors shall be held at such place in the City of Arcadia, California, or elsewhere, as maybe designated from time to time by the Board of Directors.

## **6.10 REGULAR MEETING**

Regular meetings of the Board of Directors shall be held at such time and place as shall be prescribed from time to time by resolution of the Board.

## **6.11 SPECIAL MEETING**

Special meetings of the Board of Directors may be called by the President, or if he is absent or is unable or refuses to act, by the Vice President or by any two Directors, and such meetings shall be held at a place within the State of California, designated by the person or persons calling the meeting, and in the absence of such designation at the principal office of this organization.

## **6.12 QUORUM**

Quorum. Five (5) members of the Board of Directors shall constitute a quorum of any meeting of said Board of Directors.

## **6.13 CONDUCT OF MEETINGS**

The President, or in his absence, the Vice President, or in the absence of both a chairman chosen by a majority of the Directors present, shall preside at all meetings of the Board of Directors, and such meetings shall be governed by Robert's Rules of Order, as such rules may be revised from time to time, insofar as such rules are not inconsistent or in conflict with these Bylaws, the Articles of Incorporation of this organization, or with law.

## **6.14 RESIGNATION AND VACANCIES**

Any Director of this Club may resign at any time by giving written notice to the President or to the Board of Directors. Such resignation shall take effect at the time specified therein and, unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective. Vacancies created by reason of any resignation shall be filled by appointment of the Board of Directors.

## **6.15 DIRECTOR NON-LIABILITY**

No Directors shall be personally liable for the debts, liabilities, or other obligations of the organization.

# **ARTICLE 7 – OFFICERS**

## **7.01 TITLES**

The officers of this organization shall be a President, a Vice President, a Secretary, and a Treasurer. No person may hold more than one (1) office.

## **7.02 ELECTION AND TERM OF OFFICE**

Each Director elected at the annual meeting of members shall hold office until his successor has been elected and qualified or until his removal, resignation, or death. The Board of Directors may appoint subordinate officers to perform various duties, and all such subordinate officers shall hold their office at the pleasure of the Board and shall be subject to removal by the Board at any time.

## **7.03 REMOVAL AND RESIGNATION**

Any officer or director may be removed, either with or without cause, by a majority of the Directors at the time in office, at any regular or special meeting of the Board, and such officer shall be removed should he cease to be qualified for the office as herein required. Any officer may resign at any time by giving written notice to the Board of Directors or to the Secretary of the organization. Any such resignation shall take effect on the date of the receipt of such notice or at any later time specified therein, and, unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective.

## **7.04 VACANCY**

Any vacancy caused by the resignation, removal, disqualification, death, or other of an officer shall be filled by the Board of Directors for the unexpired portion of the term.

# **ARTICLE 8 – DIRECTORS’ GENERAL RESPONSIBILITIES**

## **8.01 ATTENDANCE**

Each Director shall attend all Board and Business meetings and if unable to attend a meeting, be sure that an attending Board member is informed prior to the meeting of your unavoidable absence.

## **8.02 EQUALITY**

Each Director shall govern equally with each of the Board members, engage in the discussion of Board matters, and support the majority decisions regardless of personal feelings.

## **8.03 AWARENESS AND UNDERSTANDING**

Each Director shall be aware at all times that Board members are elected to serve in the best interests of the Club, be informed of and understand all Board decisions pertaining to all Club matters and activities.

## **8.04 READINESS AND WILLINGNESS**

Each Director shall be ready and willing to accept special assignments whenever possible or practical, coordinate specific activities with other Board members, be aware of deadlines and try to meet all of them by a specific date. Missing these dates can severely impact many members of the Club itself.

## **8.05 ACTIVE ENGAGEMENT**

Each Director shall actively engage and support Club activities and events whenever possible.

# **ARTICLE 9 – OFFICERS AND DIRECTORS DUTIES**

## **9.01 PRESIDENT**

The President shall be the representative of the Board of Directors and is the recognized leader of the Club. The President's authority is only exceeded by a majority vote of the Board. He shall have general control and management of the affairs, property, and business of this organization, subject to the control of the Board of Directors and the provisions of these Bylaws. He may, if necessary, sign and execute in the name of this organization deeds, assignments, mortgages, bonds, contracts, and other instruments duly authorized by the Board of Directors, subject to Article 6.06, and generally he shall perform all duties as may from time to time be assigned to him by the Board of Directors.

- a) He shall appoint the chairman, members of all committees and the SCGA Delegate, and shall have the power to remove any chairman, committee member or SCGA Delegate at his pleasure.
- b) He shall, whenever it may be necessary in his opinion, prescribe the duties of officers and employees of this corporation whose duties are not otherwise defined in these Bylaws or by the Board pursuant to the authority contained in these Bylaws.
- c) He shall preside over all meetings of the members and of the Board of Directors, prepare an agenda for all meetings. There are several special meetings during the year that need advance planning. They are:
  1. The January meeting is New Members Night. All new members should be contacted personally by a Board member or other established member.
  2. The February meeting is Past-President's Night. All Past Presidents with active membership are guests of the Club for dinner that night.
  3. The November meeting is the Club's Annual Meeting. This is election night for the next year's Board and it is also an appropriate time for any special items, such as changes to the bylaws. Attendance will probably be highest this month.
  4. The December meeting is the Club's Annual Christmas Party. All the members are guests of the Club for dinner that night, the incoming Board members are sworn in and awards for the year are handed out, including recognizing the Member of the Year and the Golfer of the Year.

- d) Appoint an Audit Committee, and other committees as necessary. These might include a Rules Committee, Member Guest Committee, Member of the Year Committee.
- e) Serve as a member of the Nominating Committee. The recommended slate will be put in nomination at the September meeting.
- f) Keep a record of the nominations and election results for the Board of Directors for one (1) year. The actual ballots should be destroyed after the results are official.
- g) Invite any special guests to the monthly/special/Board meetings and make any necessary arrangements therefore.
- h) Assume responsibility for supervision of all Club affairs and activities, and maintain current notebook with copies of all correspondence, affairs and activities of the year.
- i) Post Club updates on Club website and bulletin board as necessary.

## **9.02 VICE PRESIDENT**

The Vice President shall assume the duties and powers of President in the President's absence or disability to act and shall perform such duties and possess such other powers as shall be prescribed or conferred by the Board of Directors or by the President.

- a) Assist the President in coordinating the duties assigned to the officers.
- b) Prepare and submit to the Santa Anita Golf Course Supervisor all Club requests for monthly Director's tournament starting times. Contact the Course Supervisor to verify current County regulations regarding starting times, fees, etc.
- c) Secure Board approval for payout strategy and any monthly format changes, announce date and times of next tournament, take sign-ups at the monthly meeting, assign starting times and post tee time assignments on website and bulletin board.
- d) Prepare scorecards and other things necessary on tournament day.
- e) Collect entry fees, ensure green fees are paid on tournament day and reconcile entry fees collected with green fees paid and cash payout total, and submit reconciliation along with green fee receipts, checks and cash to Treasurer for deposit.
- f) Determine all winners and payout amounts in accordance with Board approved payout strategy and submit detailed tournament results to Treasurer for script processing and retain and file all scorecards and results online.
- g) Post tournament results on Club website and bulletin board and notify members that results are available for review.

## **9.03 SECRETARY**

The Secretary shall certify and keep at the principal office of this Club or at such other place as the Board of Directors may order, the original or a copy of these Bylaws as amended or otherwise altered to date, a book of minutes of all Board meetings and meetings of members, recording therein the time and place of holding, whether regular or special, and, if special, then how authorized, notice thereof given, the names of those present at Board meetings, the number of members present or represented at meetings of members, and the proceedings thereof. In addition, the Secretary shall see that all notices are duly given in accordance with the provisions of these Bylaws or as required by law and in general, perform all duties incident to the office of Secretary, and other such duties as may be required by law, by the Articles of Incorporation of this organization, or by these Bylaws, or which may be assigned to him the Board of Directors or by the President.

- a) Take minutes at all Board meetings and meetings of members, submit typed Board minutes to Board members at the next Board meeting and monthly meeting minutes to members at next meeting of members for approval by the members.
- b) Maintain annual records of membership application and attendance records.
- c) Notify all Directors and the SCGA Delegate of meetings at least five (5) days prior to the meeting date.
- d) Maintain current membership roster on Club website including addresses, offices held, major tournaments won and member since date (year). ~~and with the assistance of all Directors, lead the task of preparing the annual roster book. It is a time consuming job, and the books should be ready for distribution no later than March.~~
- e) After the annual election, submit a list of the next year's officers to the SCGA office.
- f) Notify and invite all past Presidents to the February meeting for a night in their honor.
- g) Prepare the ballot for the annual election after the nominations are officially closed.
- h) Purchase and maintain an adequate supply of Club stationary.
- i) Post all items of interest to the members on the Club website and bulletin board and keep the bulletin board in presentable order with the assistance of other Board members.
- j) Act as Chairman of the Member-of-the-Year Committee, appointed by the President.
- k) Obtain and consider publicizing news of Club and member activities, such as holes-in-one and tournament results, future events in local and general area newspapers, and maintain a list of current Sports/Golf editors of these newspapers.
- l) Report to the members at the monthly meeting any items of interest as called upon by the President.
- m) Post copies of news releases and any other items that may be of interest to the Club and its members on the Club website and bulletin board.

#### **9.04 TREASURER**

The Treasurer shall receive and have charge of all funds of the corporation and shall disburse such funds only as directed by the Board of Directors, and shall, in general, perform all duties incident to the office of Treasurer and such other duties as may from time to time be assigned to him by the Board of Directors or by the President, including:

- a) Prepare a proposed budget for the following year to present at the January Board Meeting, based on realistic membership, income and expense levels and discuss with the full Board, then adjust and finalize as agreed by the Board and present to members at the February monthly meeting.
- b) Receive and deposit all funds related to Club activities timely, maintain checking, money market or time deposit accounts with a financial institution approved by the Board, and transfer funds between accounts in a manner maximizing any available interest income.
- c) Pay all bills and make all disbursements related to Club activities by due date, including cash payouts related to tournament results payable in cash or posted to Course script system.
- d) Unless otherwise agreed by the Board of Directors, maintain Golfer of the Year points based on tournament results and attendance at monthly meetings, and post updates on the Club website and bulletin board.

- e) Maintain the Club accounting records and compare actual and forecasted income and expenses to the budget at least every two months, provide explanations of any expenditures that are not within budget, and make budget and forecast revisions as requested by the Board and present to members at monthly meeting.
- f) File any necessary annual tax forms such as Federal Form 990EZ and CA Form 199 by due date (outgoing Treasurer should prepare and file these tax forms in January if possible) and file the CA Secretary of State Statement of Information Form SI-100 in January of even-numbered years.
- g) Distribute financial updates to members at monthly meeting and post financial updates on Club website as necessary.

### **9.05 TOURNAMENT & RULES CHAIRMAN**

The Tournament & Rules Chairman shall prepare a schedule for the traditional tournaments, secure Board approval for all payouts and any format changes and be familiar with and have a good understanding of the USGA Rules of Golf so they can guide the Board in the settlement of all questions and disputes involving rules.

- a) Monitor any tournaments where specific time limits are involved and be sure they are completed on time and/or take appropriate action.
- b) Provide proper sign-up sheets and scoreboards for all tournaments along with complete rules and instructions, post them on the Club website and bulletin board.
- c) Prepare scorecards and other things necessary for the starting table on tournament day.
- d) Collect entry fees and submit to Treasurer for deposit. If green fees are included in entry fees, ensure green fees are paid on tournament day and reconcile entry fees collected with green fees paid and cash payout total, and submit reconciliation along with green fee receipts and cash to Treasurer for deposit.
- e) Determine all winners and payout amounts in accordance with Board approved payout strategy and submit detailed tournament results to Treasurer for script processing and retain and file all scorecards and results online.
- f) Post tournament results on Club website and bulletin board and notify members that results are available for review.
- g) Secure any special approved trophies or prizes, coordinate with Treasurer to account for all tournament expenses, such as trophies or special prizes and announce the winners and present awards at the December meeting.
- h) Maintain records of tournament winners and prize amounts and retain results indefinitely for Club Championship and for at least two (2) years for all other tournaments.
- i) Provide for the dissemination of rules information to the members, including rules changes as they occur and consider having rules quizzes and discussions at monthly meetings.

### **9.06 HANDICAP CHAIRMAN**

The Handicap Chairman, certified by the SCGA, shall monitor each member's handicap using the SCGA computer system and available reports.

- a) Raise or lower a member's handicap in accordance with SCGA guidelines with the prior approval of the Board, which is already provided for items (b), (c) and (d) below. Any other adjustments must be approved by the Board before they are put into effect.
- b) Adjust or "cut" a member's handicap based on exceptional scores (net ~~67~~ 68 or lower) in any medal play events, such as monthly Directors tournaments and impose the cut in the next monthly Director's or Club tournament round in which the member participates, in coordination with any handicap reduction by the handicap system as follows:

1. A member shoots a net 65 in a tournament round calling for a ~~three (3)~~ four (4) stroke handicap cut; however, the system has lowered the member's index prior to the next tournament round resulting in a handicap that is lower by ~~one (1) stroke~~ two strokes, so the cut would be only 2 strokes.

2. A member shoots a net ~~67~~ 68 calling for a one (1) stroke handicap cut; however, the system lowers the member's index prior to the next tournament round resulting in a handicap that is one (1) stroke lower, so no additional cut is imposed.

- c) Adjust a member's handicap based on the trend index when a member's skill level is improving faster than the system is able to adjust.
- d) Provide new members with temporary handicaps so that they can play in monthly Director's tournaments, which normally requires ~~five (5)~~ three (3) scores from regulation golf courses or use the trend index.
- e) Correct posted scores in accordance with SCGA guidelines for any members that are not posting scores for rounds played, posting without adjusting or incorrect adjusting, and for any errors found in the differentials shown in the system.
- f) Provide the membership with all handicap rules and procedures, including handicap and course rating changes as they occur and consider having handicap rules quizzes and discussions at monthly meetings.
- g) Post all handicap cuts and any other handicap and/or course rating information that may be of interest to the Club and its members on the Club website and bulletin board.

## **9.07 ENTERTAINMENT CHAIRMAN**

The Entertainment Chairman shall verify our continuing reservation for the monthly meeting of members, normally on the 3rd Thursday of each month. If it is decided to look for new sites for the meeting, consideration should be given to meal prices, location of the facility availability of private rooms, audio-visual equipment and other items as needed. Should a 9-hole or putting contest be held before the meeting, arrange for any necessary changes to the dinner / meeting times.

- a) Prepare for and hold year-long Super Raffle with sales of tickets at each monthly meeting, and at other events, if possible, with prize drawing at December meeting of the members, purchase raffle prizes, and turn over the Super Raffle receipts and prize invoices to the Treasurer for deposit each month. Recommended but not mandatory.
- b) Hold 50/50 raffle at December meeting and turn over net raffle receipts to the Treasurer for deposit. Recommended but not mandatory.



- c) During the daylight savings/summer period, consider conducting some pre-meeting events such as putting contests, a 9-hole tournament, or skins game, and make prior arrangements with the starter of course supervisor for times or use the putting green.
- d) Plan at least two (2) car trips to interesting courses and possibly an overnight trip covering two (2) rounds of golf. Planning should cover transportation, green fees, meals, refreshments, tournament format, pairings, special rates at hotels or stay and play packages, and prize funds provided by Club, and all financial arrangements, including prize fund payouts must be approved by the Board.
- e) Provide proper sign-up sheets along with complete rules and instructions, post them on the Club website and bulletin board.
- f) Collect entry fees and submit to Treasurer for deposit. If green fees are included in entry fees, ensure green fees are paid on tournament day and reconcile entry fees collected with green fees paid and cash available for payout, and submit reconciliation along with green fee receipts, checks and cash to Treasurer for deposit.
- g) Determine all winners and payout amounts in accordance with Board approved payout strategy and submit detailed tournament results to Treasurer for script processing and retain and file all scorecards and results online.
- h) Consider other monthly meeting events such as films, special guests, non-golf trips such as day at races or ball games.
- i) Notify the members of all events or trips at monthly meetings of members, on the Club website and bulletin board.

## **ARTICLE 10 – OTHER POSITION DUTIES**

### **10.01 PAST PRESIDENT BOARD ADVISOR**

The Past President Board Advisor is appointed by the Board. The purpose is to retain the experience and knowledge of the past president's years on the Board. This position cannot vote on Board matters but shall, as requested, attend meetings as an advisor to the President, assist and advise all other Board members, act as chairperson for special projects and as chairperson for Directors nominating committee.

### **10.02 SCGA DELEGATE**

The SCGA Delegate is appointed by the President to attend all SCGA meetings and in the President's absence, vote the Club's interests on all major SCGA issues, and assist the President and Board as requested, including:

- a) Report SCGA business to the Board and membership at their monthly meetings, including any significant or interesting SCGA business, upcoming SCGA tournaments and member accomplishments in SCGA events.
- b) Maintain files of SCGA minutes and other information as necessary.
- c) Obtain SCGA Tournament calendar, including tournament information and entry forms or their availability online, and post on the Club website and bulletin board.
- d) Serve on SCGA committees and at tournaments if requested by SCGA officials.

## **ARTICLE 11 – COMMITTEES**

### **11.01 GENERAL**

The Board of Directors may create such committees, provide for appointment of the chairman and members thereof, and prescribe their duties, as it deems advisable.

### **11.02 AUDIT COMMITTEE**

The Board of Directors shall, at the beginning of each calendar year, appoint an Audit Committee made up of Regular or Life members in the Club to examine and analyze and summarize all receipts and expenditures of the Club during the past fiscal year and to furnish a report to the Board of Directors at the end of the year or at such particular time as the Board may direct.

## **ARTICLE 12 – CORPORATE RECORDS, REPORTS, AND SEAL**

### **12.01 MINUTES OF MEETINGS**

The corporation shall keep at its principal office, or at such other place as the Board of Directors may order, a book of the minutes of all meetings of Directors and of all meetings of members, with the time and place of holding, whether regular or special, and, if special, how authorized, the notice given, the names of those present or represented at members' meetings, and the proceedings thereof.

### **12.02 FINANCIAL RECORDS**

The organization shall keep and maintain adequate and correct accounts of its properties and business transactions, including accounts of its assets, liabilities, receipts, disbursements, gains, and losses for current and preceding five years.

## **ARTICLE 13 – FISCAL YEAR**

### **13.01 DEFINITION**

The fiscal year of the Club shall be January 1 to December 31.

## **ARTICLE 14 – BYLAWS**

### **14.01 EFFECTIVE DATE**

These Bylaws shall become effective immediately on their adoption. Amendments to these Bylaws shall become effective immediately on their adoption unless the Board of Directors or members of the Club in adopting them provide that they are to become effective retroactive to a stated date or at a later date.

### **14.02 AMENDMENT**

These Bylaws may be altered, amended, or repealed by a majority of members present in person at any meeting of members at which a quorum is present or by a majority vote of all directors at any meeting of the Board of Directors, provided, however, that said Directors may not change the number of Directors provided in Article 6.01 of these Bylaws.

## **CERTIFICATE OF SECRETARY**

The undersigned does hereby certify:

1. That I am the duly elected and acting Secretary of Santa Anita Golf Club, a California non-profit organization.
2. That the foregoing Bylaws, consisting of fourteen (14) Articles, constitute the Bylaws of said organization as duly adopted by the unanimous vote of the Directors of this Club at a meeting of the Board of Directors duly held on November 7, 2016.

IN WITNESS WHEREOF, I have hereunto subscribed my name and affixed the seal of the organization this Sixth day of April 2023.

Grover McCarthy (signature on original in file)

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Secretary