

CONSTITUTION AND BY-LAWS
Revised – February 09,2024

**ARTICLE I
ORGANIZATION NAME**

The name of this organization shall be "**BUENAVENTURA SENIOR MEN'S GOLF CLUB**," herein referred to as **BSMGC**.

**ARTICLE II
POLICIES AND PURPOSE**

1. Promote the interest and enjoyment of golf for senior men.
2. Promote good sportsmanship, and friendly competition among BSMGC members and other golf clubs.
3. Provide a means of organizing and conducting golf tournaments and related events.
4. Enforce compliance with the Rules of Golf, as established by the United States Golf Association (USGA).
5. Affiliate with the Southern California Golf Association (SCGA) and use the GHIN Handicap Index System.

**ARTICLE III
MEMBERSHIP**

1. Members shall be 50 years of age or older. The acceptance of membership in BSMGC shall bind each member to abide by the club By-Laws and to accept and enforce all decisions of the Board of Directors.
2. Membership dues shall be established by the Board of Directors and shall be for a 12-month period.
3. If a member does not play in six (6) weekly BSMGC tournaments in the previous twelve (12) months, the Board of Directors may vote, by a 2/3 majority present at a regular board meeting, to remove said member. Medical problems of the member or his family will be an exemption to this section.

4. Members may be removed from BSMGC for: (a) failure to comply with the Rules of Golf, (b) failure to comply with the BSMGC By-Laws, (c) exhibiting poor sportsmanship, (d) cheating, and (e) disrespectful conduct toward any member. This removal requires a written complaint to the Board of Directors and a 2/3 vote of the directors present at a regular board meeting. The member(s) involved in this action may present a written or oral statement at such meeting.
5. In order to play in any significant special tournament, as determined by the Tournament Director, a member must have played in at least ten (10) weekly BSMGC tournaments within the previous nine (9) months.
6. In the Club Championship or other major club tournaments that the Tournament Director decides to include a Super Senior category, the qualifying age of the BSMGC member shall be 77 years of age or older.

ARTICLE IV GOVERNMENT AND MANAGEMENT

The governing board shall consist of not more than eleven (11) members in good standing of the BSMGC and they shall exercise all powers of management not specifically excluded by these By-Laws. The executive directors shall consist of the President, Vice President/Tournament Director, Secretary and Treasurer. The remaining Board of Directors shall consist of the Membership Chairman, Webmaster, Scholarship Chairman, Away Tournament Director, Historian, SCGA Representative, and Tee Time, Social and Information Chairman. The board will decide the operating policy and all other matters pertaining to club activities.

The Board of Directors terms shall be for one year beginning on the first of January and ending on the last day of December. The follow-on board shall be nominated by a nominating committee and announced prior to the October General Meeting, at which time the general membership may nominate other members for the board and shall vote for the following year's Board of Directors.

Compensation and incentives for the Board of Directors shall be determined by the Board of Directors, published and approved by the general membership at the first general membership meeting of the New Year. Such compensations and incentives shall be announced by email or published on the BSMGC website by the Secretary. Any BSMGC member who has been re-elected and served 5 years on the Board of Directors, shall be presented free lifetime membership in the BSMGC.

ARTICLE V DUTIES OF THE GOVERNING BOARD

THE PRESIDENT

Shall preside over all official BSMGC meetings, become an advisory member of all committees (except the nominating committee), and in general direct the activities of BSMGC. The President shall be the primary Representative and spokesman for BSMGC, and direct and author all official club correspondence. The President shall call special meetings and assign official duties to other officers and directors as appropriate. Any vacancy which occurs in any office, by resignation, protracted absence, serious illness, or other causes rendering the officer unable or unwilling to serve, shall be filled by a person appointed by the President and approved by the Board of Directors. The appointed member shall serve for the remainder of the year. Presidential discretion permits replacement of any board member who becomes derelict in his duties or by missing three (3) consecutive meetings. He shall notify the incumbent and at the next meeting, appoint a successor, subject to approval by the Board of Directors. The President shall oversee an annual audit of BSMGC financial reports and funds prior to the installation of the new officers. The President shall not initiate motions or propose actions during normal conduction of official meetings. The President shall break ties in voting on agenda items. If he elects to, he may act as the chairman for the Presidents Cup Match Play Tournament and manage and conduct all aspects of the tournament once the Tournament Director has given the qualifying players to him. If he elects not to or is not available to conduct the Tournament, he may delegate that responsibility to the Tournament Director or others who will be available to assist.

THE VICE PRESIDENT/TOURNAMENT DIRECTOR

He shall remain informed of club activities and stand ready to assume the President's duty as required. Shall be responsible for (a) planning, scheduling, conducting, and reporting results of the club's weekly home tournaments, (b) requiring that all scores are properly recorded and conform to the requirements of the USGA Handicap System currently in effect, (c) posting all weekly tournament scores in GHIN, and (d) making changes/corrections of scores and other data previously entered in GHIN. He may appoint other BSMGC members to assist with his duties. He shall secure, award, and distribute tournament prizes. He will maintain an expense report for all tournaments he has directed. The report shall at a minimum consist of funds received, expenses, payout totals for tournaments and optional awards (Par-3, and Longest Putt awards) and a bottom-line cost to the club (consisting of fees related to running the club tournaments).

THE SECRETARY

Shall be responsible for the official recording and accuracy of the minutes of BSMGC meetings and to keep such minutes on file. He is responsible for management of club correspondence and maintaining BSMGC records, including a log of approved motions. He sends out letters, correspondence, or email at the direction of the President or other board members. He sends out the club's minutes that were taken during each meeting to all board members for reviewing prior to the next meeting for approval at the next meeting.

THE TREASURER

Shall be the custodian of all official BSMGC funds. He prepares the BSMGC budget and reports the funds status at all meetings. He shall deposit all funds in the BSMGC bank account, maintain the bank liaison, and expend funds to meet BSMGC obligations. He shall prepare a year-end financial disclosure report. He shall pay all bills received from the Board of Directors. Anyone requesting payment shall provide receipts or, when not available, a signed description of the expense requested.

THE MEMBERSHIP CHAIRMAN

Shall accept membership applications and renewal forms and maintain a current list of paid members. He shall present all checks and/or cash received for membership dues to the Treasurer, along with a list of dues paid by each member. He shall maintain a list of all members of the club with address, phone numbers, age, email, and any other pertinent information that might be needed by the club. He contacts all new members of the club and provides them with various club information, such as a club membership booklet, a membership orientation list which describes how the club runs its tournaments, explains tournament fees and other important information about the club.

THE WEBMASTER

Shall be the website editor and shall compose and maintain the club website. He reviews all articles to be posted on the website and ensures that all articles are in good text and meet with the high standards of the club. He provides current handicap indexes to the chairman of the various club tournaments when needed and consults with the Tournament Director to resolve any scorecard errors or disputes for disqualification from a tournament. He maintains BSMGC Golf Genius application including master roster, player's default tees, and weekly pairings tee sheet. He assists the Away Tournament Director by setting up tee sheets and team handicaps in Golf Genius and scoring the away tournament results. He updates and maintains the "rounds played" qualifications data for the club's special tournaments (i.e., Ron Ulreich Memorial, Member Memorial, Club Championship and Presidents Cup). He creates and updates the pairings sheet (i.e., the bracket) for the annual Presidents Cup

Tournament. He fills in as Tournament Director when the Tournament Director is not available to manage and score tournaments.

THE SCHOLARSHIP CHAIRMAN

Provides scholarship applications to participating high schools in the community for qualified students to apply for the scholarship award. He acts as a point of contact for the schools, golf coaches, and students to resolve questions relating to the scholarship program. He receives submitted applications. He sets up a committee to review and score the applicants according to interests, aptitudes and abilities for the scholarship award. He provides the name and the highest scoring applicant to receive the club's scholarship award to the Board of Directors for approval. He sends the scholarship award to the winning student's college/university of his/her choice to be used for scholastic pursuits.

THE AWAY TOURNAMENT DIRECTOR

Shall schedule all away golf outings for the club and will also perform as Captain of our club in the Ventura County Senior Cup Tournament. He will determine the number of away tournaments to be played and provide a "flyer" for each away tournament that will include when, where and cost of tournament. This flyer will then be given to the Webmaster for posting on the club's website. Two-month advanced notice of the tournament should be given. He will collect all moneys necessary for the away tournament and make payments to the golf course. The Away Tournament Director will determine the format of the tournament and will prepare all necessary documents that will be required to conduct the tournament. He will make up a tee time assignment list and forward the tee time list to the Webmaster for posting on the club's website. The Away Tournament Director will produce a result page for the away tournament. These results will be made available to the Webmaster for posting on the club's website. As captain, he shall recruit and coordinate a team for the Ventura County Senior Cup Tournament.

THE HISTORIAN

Shall be responsible for compiling quarterly summaries and year end results of tournaments. He shall compile weekly tournament results into a suitable format for quarterly reporting of results for posting on the club's website, and shall forward these results in a timely manner at the end of each quarter to the Webmaster for posting on the website. In addition to the quarterly summary of results, he is responsible for a year end summary of all the events during the year, which will also be posted on the club's website and for maintaining a historical file of special club events and tournaments such as results of the Ron Ulreich Memorial Tournament, Presidents Cup, Club Championship, and Member Memorial Tournament.

THE SCGA REPRESENTATIVE

Represents the BSMGC as the voting representative at any SCGA business meeting not attended by the President. The BSMGC President and SCGA Representative are both members of the SCGA Board of Directors. Even though the club has only one vote, both have a voice in any SCGA business decisions. He is responsible for passing of information between BSMGC and SCGA for benefit of the club's membership. This information includes upcoming events, tournaments and financial matters pertaining to BSMGC relationship to SCGA. The SCGA representative shall be reimbursed for any board authorized expenses incurred when traveling to the SCGA monthly meetings.

THE TEE TIME, SOCIAL AND INFORMATION CHAIRMAN

Shall be responsible for all tasks related to informing the BSMGC membership and related/associated members of the public of the happenings in our club. This includes informing the members of any information (e.g., related to social, rules, SCGA, GHIN, etc.) of interest to the club members either through email or publishing on the club's website. It is his prerogative to decide what is newsworthy and when it should be published. He is also responsible for sending condolences to the family of members who have passed. Shall be responsible for scheduling tee times for the club's weekly home tournaments.

ARTICLE VI MEETINGS

BOARD MEETINGS

The President shall schedule board meetings as needed to attend to club business. There shall be approximately 6 board meetings per year. There will be a 7-day advance notice of any meeting, which will include an agenda, time and location of the meeting. A quorum of the Board of Directors shall be a majority of the members of the board. The general membership is welcome to attend all board meetings.

GENERAL MEETINGS

Shall be held four times per year. Normally a shotgun tournament will be held that day and the general membership meeting and luncheon will follow the tournament. The Board of Directors will provide committee reports to the general membership. The meeting in October will be for the purpose of electing directors for the coming year and any other club business.

ARTICLE VII AMENDMENTS

The BSMGC Constitution and By-Laws may be repealed, amended, or re-written by a 2/3 majority vote of the Board of Directors provided the membership has been properly notified of the intent to do so and no objection has been received in writing. Proper notification will consist of posting of the intended change(s) on the club's website at least fourteen (14) days prior to finalizing the change(s) or by sending a copy by email to each member. The proposed change(s) shall also be posted on the weekly bulletin board for review and comment by members who do not have email or access to the club's website.

ARTICLE VIII PROCEDURE

The Roberts Rules of Order shall be the Parliamentary authority in the conduct of business of the BSMGC subject to the Constitution and Statutes of the club.