

**Constitution**

**And**

**By-Laws**

**Long Beach Pack  
Golf Club**

**Long Beach, California**

**Organized  
Incorporated**

**MAIN PURPOSE CLAUSE**

It is the declared policy of this organization that its sole and singular purpose is to promote the interests of golf between men and women and junior golfers irrespective of the ability or lack of ability of any prospective member; that further, membership herein and all activities of the organization of members shall be restricted by the single criterion of number only and majority rule without regard to race, creed or color, the single motivating factor being the betterment of the relations of men, women and junior golfers in the pursuit of the play of golf both socially and competitively.

**By-Laws**

**Long Beach Pack Golf Club**

**Table of Contents**

**Article I.....Name and Objectives**  
**Article II.....Purpose**  
**Article III.....Dues and Membership**  
**Article IV .....Membership Acceptance**  
**Article V .....Government and Management**  
**Article VI ..... Meetings and Election of Officers**  
**Article VII ..... Officers**  
**Article VIII ..... Committees, Standing**  
**Articles IX ..... Amendments**  
**Articles X .....Parliamentary Procedures**  
**Article XI .....General**  
**Article XII .....Junior Golf**  
**Appendix A.....Duties of Elected Officers and Committees**

**ARTICLE I**  
**NAME AND OBJECTIVES**

THE NAME OF THIS ORGANIZATION SHALL BE THE "**LONG BEACH PACK GOLF CLUB**", an affiliate member of the Western States Golf Association.

**ARTICLE II**  
**PURPOSE**

**Section 1:** The purpose of this club shall be to promote and conserve the best interests and true spirit of the game of golf, as embodied in its ancient and honorable traditions.

**Section 2:** To maintain fair and proper methods of handicapping between the members of the club in their intra-club events, and to determine and regulate such handicaps within this club for registration of the same with any bona fide body, organization, or association with which the club may be identified or affiliated from time to time.

**Section 3:** To conduct tournaments and/or other sporting or social events for the benefit or enjoyment of the members, their families and their guests as may be determined from time to time.

**Section 4:** To do any and all other things, in manner or form as may be best designed to carry out, further, or advance any of the special or particular purposes herein defined as may be determined upon by vote of the members, or action of their properly constituted officers.

**Section 5:** Support and promote Junior Golf.

**ARTICLE III**  
**DUES AND MEMBERSHIP**

**Section 1:** The annual dues shall be the same for all regular members, determined annually by the Executive Board, and shall be due and payable at a date designated by the Executive Board, or at the time of joining Long Beach Pack Golf Club. Associate Members will pay a reduced annual fee, to be determined each year by the Executive Board.

**Section 2:** All members of Long Beach Pack Golf Club shall pay a fee for the handicapping service. The amount shall be determined and established by the WSGA, and shall be included as part of the membership dues.

**Section 3:** Operation Year of the club shall be from January 1st to December 31.

Note: New Member joining after October 31 will be charged the annual fee for the following years' membership. New member joining during this period will have all rights of membership except their handicap will not be established until the following year.

**Section 4:** Renewal Membership dues are due on or before the 15th of December of each year. If membership is not renewed by December 15, an additional fee will be paid to cover the cost of adding a new member to the handicapping system.

**Section 5:** Any amateur golfer shall be permitted membership by a majority vote of the membership committee, with the final approval of membership by majority vote by the Board.

- a. A person over the age of 18 years shall be eligible for membership in the club as a regular or associate member.
- b. Application for membership shall be made in writing, accompanied by check, money order, or draft in the amount determined by the Executive Board each year.
- c. No person shall be denied membership because of his/her race, creed or color.
- d. Application for membership shall be made on a form approved by the membership, and shall be accompanied by such dues, assessments and fees as prescribed by the club's by-laws.
- e. Properly completed application forms shall be referred to the membership committee, the identity of which shall be known to all applicants.
- f. Upon recommendation of the membership committee the applicant shall become a regular member provided a majority of the membership.

**Section 6:** All matters of membership qualification shall be fulfilled before any member shall be entitled to any benefits of this organization including tournament competition sponsored by this organization. Club competition shall require the following matters of eligibility:

- a. Be an amateur golfer under Rules of U.S.G.A.
- b. Have a current established handicap with a recognized Golf Association.
- c. Possess and display on request a paid-up Club Membership card properly validated as to handicap.
- d. Be on a suspension free status.

- e. Have a valid WSGA handicap.

#### **ARTICLE IV**

#### **MEMBERSHIP ACCEPTANCE**

**Section 1:** The acceptance of membership in this organization shall bind each member to abide by all of the conditions, rules, and regulations of the organization, and to accept and enforce all decisions of the Board of Directors within its jurisdiction.

- a. Any abrogation of Section 1 of this article shall subject any member to suspension or expulsion by a two thirds vote of the Board of Directors, from whom decision appeal can only be taken to the membership at a regular or special meeting.

#### **ARTICLE V**

#### **GOVERNMENT AND MANAGEMENT**

**Section 1:** The control and management of the affairs, funds and property of the organization shall be vested in the Board of Directors.

#### **ARTICLE VI**

#### **MEETINGS AND ELECTION OF OFFICERS**

**Section 1:** Regular Board Meetings of the general membership shall be held once monthly at a time and place as designated by the Board.

**Section 2:** The President shall call Board meetings; the President may call special meetings with advance written notice to the Board members.

**Section 3:** The Board shall appoint a nominating committee (up to five persons) excluding all present officers and directors, at the regular Board meeting six (6) months preceding the close of the business year. At the next following regular Board meeting, the Committee and the Board shall decide on candidates for slate.

**Section 4:** Election of Officers shall be held at the general membership meeting in August preceding the close of the business year. From September through

December the newly elected officers will be given on-the-job training by current officers.

**Section 5:** New officers and Directors shall be installed at the close of the business year, or at the club's first event of the new year. Term of office shall be two years.

## **ARTICLE VII**

### **OFFICERS**

**Section 1:** The Officers of the Club shall be President, Vice-President, Secretary, Financial Secretary, Treasurer, Tournament Chair, Handicap Chair, and the Chairperson of each standing committee.

**Section 2:** The Board of Director shall consist of Officers listed in section 1 of this article.

## **ARTICLE VIII**

### **COMMITTEES, STANDING**

**Section 1:** The President shall announce the Chairperson of the following committees at the annual meeting:

- a. MEMBERSHIP
- b. GOOD AND WELFARE
- c. ENTERTAINMENT AND PUBLICITY
- d. AUDITING

## **ARTICLE IX**

### **AMENDMENTS**

**Section 1:** These Articles and By-Laws may be repealed or amended by 2/3 majority vote of the membership present at any Annual, Regular, or Special Meeting, called for the purpose.

**Section 2:** On all questions of construction or interpretation of the Articles and By-Laws, the decision of the Board of Director shall be final.

**ARTICLE X**  
**PARLIAMENTARY PROCEDURES**

**Section 1:** Roberts Rules of Order shall govern procedure at all meetings.

**ARTICLE XI**  
**GENERAL**

**Section 1:** All matters not covered herein shall be referable only to the Board of Directors sitting as a whole for decision and adoption, subject to the right of veto of 2/3 majority of the general membership.

**Section 2:** Any members that do not make good on insufficient fund check within thirty days of request for payment will be placed on three month suspension.

**Section 3:** There will be a \$15.00 charged for any insufficient check.

**Section 4:** All members in good standing will be allowed to carry monies on the club books for no more than 60 days without providing direction of how the funds should be used. The only monies that will be carried on the books during this time are monies received for tournament fees or overpayment of dues.

**Section 5:** The Financial Secretary will refund to any member in good standing any funds that remain on the club's book as of the 61st day.

**ARTICLE XII**  
**JUNIOR GOLF**

**Section 1:** The Long Beach Pack Golf Club will support WSGA Junior Golf program.

**Section 2:** The Long Beach Pack Club will pay the green fees for all junior golfers that are connected to the Long Beach Pack. The cost of cart fee to ride is the responsibility of the Junior.

**Section 3:** The club will only pay the cost of the course's green fees on the date of play.

**APPENDIX A**  
**DUTIES OF ELECTED OFFICERS**

**PRESIDENT**

It shall be the duty of the President to preside at all meetings of the Club and to see that By-Laws and such Rules and Regulations as may be adopted by the Club are enforced, to supervise generally all affairs of the Club and at the Annual Meeting to make a report of the accounts and general business of the Club during the previous year. The President shall set at least two (2) goals for the Club to accomplish each year. The president shall serve as an ex-officio member of all Standing Committees. The President is a member of the WSGA Southern Area Board and attends three meetings of the WSGA Board of directors. The President informs the Club of the activities of each board.

**VICE PRESIDENT:**

The Vice President will stand in for the President in the instances where the President is unable to attend a meeting or commitment. The Vice President shall assist the president in the coordination of the Club's activities. Vice President shall act with the president as a representative of the organization. The Vice President may advise and assist the officers when appropriate and necessary.

**RECORDING SECRETARY:**

The Recording Secretary shall keep and maintain all records of the Club, a record of the proceeding of all meetings of the Club, and a record of all matters for which a record shall be ordered by the Board of Directors or the President. The Recording Secretary shall provide a summary of topics discussed and decisions made at the Club's meetings. This summary shall be in the form of outlined notes or minutes. The Recording Secretary shall perform such other duties as may be assigned by the organization. At the termination of the responsibilities, the Recording Secretary shall attend the transitional meeting for the purpose of turning over all records to the incoming secretary.

### **CORRESPONDING SECRETARY:**

The Corresponding Secretary shall mail all notices of meetings and tournaments, and keep a record of the names and addresses of members of the Club as forwarded by the Financial Secretary. The Corresponding Secretary shall distribute a 'newsletter' to all Club members providing timely information on the Club's upcoming and past events. The Corresponding Secretary shall keep the President informed in the most timely manner as possible of the receipt and context of all correspondence received that is addressed to the Club. The Recording Secretary shall perform such other duties as may be assigned by the Club

### **FINANCIAL SECRETARY:**

The Financial Secretary shall keep an accurate record of all financial proceedings of the Club in cooperation with the Treasurer. The Financial Secretary shall collect all funds of the Club and deposit said funds as soon as possible after receipt of same. The Financial Secretary shall: keep an accurate file of all members of the club and their financial status, and submit all new members to WSGA; remind members of their financial obligations to the Club whenever necessary; disperse funds of the Club per contractual agreements (requiring a second signature on all checks for payment); render a monthly Financial report to the Board of Directors.

### **TREASURER:**

The Treasurer, in cooperation with the Financial Secretary, shall keep regular accounts in books belonging to the Club which shall be open to inspection by the members. At the Annual Meeting of the Club, the treasurer shall make a full report of the receipts and disbursements of the Organization which will include an estimate of resources and suggestions pertinent thereto that may deem proper. The Treasurer shall be a member of the year-end Auditing Committee.

### **TOURNAMENT CHAIRPERSON:**

The Tournament Chairperson shall secure all monthly tournaments for the Club, and review of all contracts for such tournaments, including coordination with Financial Secretary for required deposits. The chairperson shall contact each golf course at least one month in advance of a tournament to confirm reservations. prepare pairings for each tournament and provide a monthly report of tournament activity, including tournament results.

### **HANDICAP CHAIRPERSON:**

The Handicap Chairperson shall keep on file an accurate record of each individual member's scores and handicaps as received by USGA GHIN. The Handicap Chairperson shall submit all scores for club members following a Club tournament to GHIN. The Handicap Chairperson shall maintain all GHIN numbers for club members; submit all new members to GHIN for receipt of a member number; and distribute handicap cards to all members monthly.

### **PARLIAMENTARIAN:**

The Parliamentarian shall interpret the Constitution, By-Laws and Robert Rules of Order when the need arises at Annual Board of Directors meeting, Semi-Annual Board of Directors meeting and Executive Committee meetings to ensure orderly procedure of such meetings. The Parliamentarian shall chair the Resolutions Committee for the purpose of scrutinizing resolutions submitted to the body for action.

## **STANDING COMMITTEES**

### **MEMBERSHIP**

This committee shall make provide current membership applications to potential members and to members for distribution. A list of potential members shall be maintained in order to send the Club newsletter and other information about Club activities.

### **GOOD AND WELFARE**

This committee shall send correspondences and/or gifts/flowers as appropriate to club members or family members for significant events or occurrences (i.e. births, deaths, illnesses, etc.)

### **ENTERTAINMENT AND PUBLICITY**

This committee shall publicize the Club's activities whenever possible.

### **AUDITING**

This committee shall be responsible for year-end auditing of the Club's financial records, in coordination with the Financial Secretary and Treasurer.

## **WSGA LIAISON COMMITTEES**

### **JUNIOR GOLF**

This representative shall serve on the WSGA Southern Area Junior Golf committee, and attend Southern Area meetings quarterly; provide information to the Club regarding WSGA junior golf activity; and provide information to the Southern Area regarding the Club's Junior Golf activity.

### **SCHOLARSHIP**

This representative shall serve on the WSGA Southern Area Scholarship committee, and attend Southern Area meetings quarterly; provide information to the Club regarding WSGA scholarship activity; and provide information to the Southern Area regarding the Club's scholarship activity.

### **WOMEN IN GOLF**

This representative shall serve on the WSGA Southern Area Women In Golf committee, and attend Southern Area meetings quarterly; provide information to the Club regarding WSGA Women In Golf activity; and provide information to the Southern Area regarding the Club's Women In Golf activity. This representative will assist in establishing schedules for the Club's participation in the Women In Golf training program.