

# Hunter Men's Golf Club, Inc.

## Bylaws

### Article 1 - Name

This organization shall be known as Hunter Men's Golf Club (the Club). The headquarters shall be located at the George Hunter Memorial Golf Course, 688 Westfield Road, Meriden, CT 06450 or such address as may be designated by the HMGC membership.

### Article 2 - Membership

Section 1. Eligibility and conditions of membership in the Club shall be voted by the general membership. A written application with payment of dues in the form of a check or money order must be submitted. Additional payment options are at the discretion of the Executive Board.

Section 2. Memberships in the Club are individual and non-transferable.

Section 3. It is the duty of each member to participate in all elections. Members are encouraged to actively participate in Club functions and to serve on committees when requested.

Section 4. All members agree to abide by the Bylaws, rules and regulations agreed to by the Membership.

### Article 3 - Dues

Section 1. Dues and Initiation Fees (if applicable) shall be established by the Executive Board and approved by the General Membership. Annual Membership is April 1 through March 31. All members will be deactivated by March 31. Payments received after April 1 may delay a member's activation in the GHIN system by up to 15 days.

Section 2. Reduced Dues shall be provided to the Club President, Vice President, Secretary-Treasurer, Tournament Chairman, Handicap Chairman and Trustees. The rate will be \$35 or an amount necessary to cover the expense of maintaining an individual's GHIN handicap.

Section 3. Reduced Dues shall be provided to any member who is at least 80 years old on April 1 of the current golf season and has maintained continuous membership for the previous 10 years. The reduced rate for this shall be 50% of the approved dues.

Section 4. Honorary members may be provided free or reduces dues at the discretion of the Executive Board.

## Article 4 - Executive Board

### Section 1. General Rules

Subsection A. Elections shall be held during the annual Fall Meeting. A simple majority is required for election. Absentee nominating and voting shall be permitted via email communication to the Secretary-Treasurer. Absentee ballots must be received one week prior to the election meeting.

Subsection B. Terms are 2 years for Officers and 3 years for Trustees. They run on a calendar year basis. Officers elected in the Fall begin their terms on January 1.

Subsection C. Each Officer and Trustee is entitled to one vote. In the event of a tie, the President may cast 1 additional vote.

Subsection D. The President and Secretary-Treasurer shall be bonded. They are the sole officers responsible for collecting and distributing funds. At the end of their terms, all documents, monies and other Club property must be turned over to the Executive Board.

Subsection E. In the event of replacement due to death, resignation, etc. of any officer, the Executive Board may fill the vacancy by appointing an active member of the Club approved by a majority vote of the Executive Board. The member will serve until the next General Membership or Special Membership Meeting where an election for the office will be held to fill the remaining term of office.

Subsection F. The Executive Board shall be empowered to represent the Club between meetings and shall be the sole representative and spokesman for the Hunter Men's Club, Inc. in affairs affecting the welfare of the Club. The Executive Board shall see that all provisions of the Bylaws are enforced

Subsection G. The Executive Board shall have the authority to make disbursements of Club funds other than normal disbursements as require by the Secretary-Treasurer. Such transactions involving special disbursements must be approved by a majority vote of the Executive Board.

Subsection H. Expenses incurred by Officers, Committee Chairs and Membership to attend CSGA or other authorized events will be reimbursed by the Secretary Treasurer. The President must approve the participation in events that expenses are incurred prior to attendance.

### Section 2. Officers

#### Subsection A. President

The President shall preside at all Club meetings and shall enforce the provisions of the Bylaws. He shall be the Executive Officer of all Committees and Executive Board Meetings.

He shall see that various Committees are actively engaged in carrying out their respective duties and responsibilities and shall report inactivity of any Committee to the Executive Board and Membership.

He shall, with the consent of the Executive Board, appoint Chairman for all Committees who are best qualified to serve the best interests of the Membership.

He shall have the authority to disburse Club funds in the event that the Secretary-Treasurer is unavailable.

He shall designate the Vice President (or other Executive Board member) to represent the Club at Meriden Golf Commission meetings.

He shall designate a Trustee who is not up for re-election to communicate through the Secretary-Treasurer the positions open for elections for the upcoming year. He shall nominate and officiate the Elections at the annual Fall Meeting.

#### Subsection B. Vice President

The Vice President shall assist the President in the discharge of duties of the President in case, of death, absence, incapacity or resignation from office.

The Vice President, as directed by the President shall attend monthly meetings of the Meriden Public Golf Course Commission. If unavailable, another Club Member may attend in his absence and shall report any relevant issues to the Vice President.

The principle function of the Vice President shall be overseeing the Club's ongoing membership drive.

#### Subsection C. Secretary-Treasurer

It shall be the duty of the Secretary-Treasurer to keep a record of the proceedings of the Club, read all communications and report the financial status of the Club.

The Secretary-Treasurer shall keep minutes of all Executive Board Meetings and report on them at the general Membership Meetings. General Membership Meetings shall be posted on the Club website.

The Secretary-Treasurer shall handle all routine correspondence and refer to the Members any action requiring membership approval. He shall be responsible to activate Members based on annual payment of dues.

It shall be his duty to make all payments duly authorized by the Membership or the Executive Board.

He shall, on demand of the Executive Board or Membership, produce Club records for examination and audit.

He shall submit an annual IRS Filing no later than May 15<sup>th</sup>.

He shall act as the Registered Agent for the Corporation and file an Annual Report with the Secretary of the State no later than September 1<sup>st</sup>.

He shall present to the Executive Board an estimated budget for the upcoming year based on the previous year's expenditures no later than March 1<sup>st</sup>.

### Section 3. Trustees

In addition to the Officers, the Executive Board shall have 3 Trustees, each serving 3-year terms. The intent is that one Trustee be elected each year.

A Trustee, under the direction of the President, shall serve as a member of the Handicap and Tournament-Rules Committees. In the event that a new Committee is established, a Trustee shall be assigned as a member.



## Section 4. Committees

### Subsection A. General

Committee chairmen are non-voting, reporting-only members of the Executive Board.

Committee chairmen are appointed by the President. Chairmen should staff their committees as needed and report active members to the Executive Board.

Committee chairmen shall facilitate their committees to be active and functioning in accordance with the by-laws. They must represent the decisions of their members and report activity to the executive board and membership.

The President or another Club Officer designated by him, is a member of every Committee.

### Subsection B. Handicap Committee

The Handicap Committee should consist of 3 members plus a Trustee with access to the GHIN online system.

The Handicap Committee shall have the power to make all decisions pertaining to Club Member's handicaps.

### Subsection C. Tournament-Rules Committee

The Tournament-Rules Committee should consist of at least 5 members, one being a Trustee or other Club Officer.

The Tournament-Rules Committee shall submit a schedule of the year's tournaments to the Executive Board prior to the March Meeting.

The Tournament-Rules Committee shall establish the rules for each tournament. Playing conditions on the day of a tournament shall be determined by the Tournament-Rules Chairman upon consultation with the Golf Course Superintendent and the Golf Professional.

The Tournament-Rules Chairman shall use the recommended CSGA software to facilitate all aspects of Tournament activities.

## Section 5. Other Committees

Other committees may be established as needed by the Executive Board with the approval of the General Membership.

## Article 5 - Compensation

Section 1. Funding for the Compensation of Officers shall be voted on by the Executive Board at the July Executive Board Meeting. Funds should be based on Club membership counts and align with the Annual Budget. The Fund should not exceed 15% of the annual revenue. The suggested compensation for each officer is based on responsibilities and should be similar to this:

- 12.50% President
- 06.25% Vice President
- 25.00% Secretary-Treasurer
- 50.00% Tournament-Rules Chairman
- 06.25% Handicap Chairman

## Article 6 - Meetings

Section 1. Two regular membership meetings will be held each year. The annual Spring Meeting will be held on a date near the official Hunter Golf Course opening date and the beginning of the Connecticut State Golf Association (CSGA) season. The annual Fall Meeting will be held near the end of the Club Tournament Schedule. The President will designate the time and place of each meeting. Notice of meetings will be sent to all members via email, posted to the Club website, and posted at the Hunter Golf Club Pro Shop.

Section 2. Special Meetings may be called when deemed necessary by the Executive Board or upon petition of 10% of the membership. Special Meetings will be communicated in the same manner as the Regular Meetings.

Section 3. Any Member issue brought by a member or Committee Chair that needs Executive Board review may be rendered electronically. The documentation and decisions on the email thread from the President or Vice President shall constitute the minutes of the meeting. Executive Board Meetings may be conducted via the internet.

Section 4. Two Executive Board Meetings will be held annually scheduled in January and July. The January meeting will review and approve the previous year Financial Report and review the Tournament Schedule for the upcoming year. The July meeting will review finances as of June 30th and authorize compensation based on Article 5 of the Bylaws. Other business will be conducted as needed.

Section 5. Quorum. Ten percent of the Club membership shall constitute a quorum for all Regular and Special Meetings. Three Executive Board Members shall constitute a quorum for an Executive Board Meeting.

Section 6. Rules. Roberts Rules of Order shall govern all meetings:

- Roll Call
- President's Remarks
- Approval of Minutes
- Finance Report
- Committee Reports
- Old Business
- New Business
- Adjournment

## Article 7 - Bylaw Changes and Amendments

These Bylaws may be amended, altered or revised by the following procedures:

- A resolution or motion calling for amendment, alteration or revision shall be presented for vote at a Membership meeting.
- The Club President shall call a special meeting of the Executive Board to review and make recommendations.
- Bylaw changes must be read at a Membership meeting and approved by 2/3 favorable vote.