

St. JAMES

MEN'S GOLF ASSOCIATION

Constitution

As Amended 11/10/2022

www.stjamesmga.com



MGA

St. JAMES MEN'S GOLF ASSOCIATION CONSTITUTION AND BYLAWS

CONSTITUTION

ARTICLE I – NAME

SECTION 1. The name of this organization shall be the **St. JAMES MEN'S GOLF ASSOCIATION (SJMGA)**.

ARTICLE II – OBJECTIVE

The objectives of this organization shall be to foster the best interest of its members in the playing of golf; to promote fellowship and good sportsmanship among its members; and to hold such golf tournaments / events as the association shall decide.

ARTICLE III – MEMBERSHIP

SECTION 1. Membership in the Association shall be classified and defined as follows with members in all classifications being entitled to enjoy all the privileges of the Association, except as noted below in Section 2. The SJMGA reserves the right to deny membership to or terminate a membership that is inconsistent with the objectives as stated in Article II.

- a. **REGULAR:** Any male resident golf or social member of any of the St. James golf courses who attains the age of twenty-one (21) years prior to January 1st of the current year.
- b. **NON-RESIDENT:** Any male Non-Resident Property Owner golf or social member of any of the St. James golf courses who attains the age of twenty-one (21) years prior to January 1st of the current year.

SECTION 2. Only REGULAR members shall be entitled to vote, hold office or share in the assets of the association in the event of dissolution (IRS – 501c). Otherwise, all classifications of members shall enjoy the same rights and privileges of the association.

SECTION 3. Application forms may be obtained at any pro shop. The completed application form and the annual fee may then be left at any pro shop or given directly to the SJMGA Treasurer.

SECTION 4. Membership Exclusion / Playing Rights Exception.

· Due to real or perceived conflicts of interest, any male golf member of the St. James golf courses who has a direct or indirect business relationship with any of the St James enterprises is excluded from SJMGA membership (IRS – 501c).

· Because of this extenuating circumstance, not due to any fault of the member, said member is extended the courtesy of playing in any of the SJMGA events, provided he is of amateur status and has an established and current U.S.G.A. handicap.

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ARTICLE IV - OFFICERS AND APPOINTEES

The officers shall be the President, Vice President, Secretary, Treasurer, and Tournament Director. These five officers may also be referred as the Executive council. The President, Vice President, Secretary, and Treasurer shall be elected by the REGULAR members at the biennial election cycle meeting, and shall hold office until their respective successors take office. Term of office shall be for Two Years. An existing officer may be re-elected to a consecutive term for the same office or elected to a different office. The exception is the President, who may not be elected as President to a consecutive term. A partial term served due to being appointed to fill a vacancy does not count in considering the (1) one term rule. The President upon the advice and consent of the other elected officers shall appoint the Tournament Director. The Tournament Director shall be an "ex officio" member of the Executive Council with full voting rights EXCEPT in matters pertaining to the removal of an elected officer.

ARTICLE V – GOVERNMENT

Section 1. The control and management of the association and its affairs shall be entrusted to the Executive Council. Three (3) officers shall constitute a quorum.

Section 2. The association will operate as a Non-Profit organization, and will adhere to the Internal Revenue Service guidelines for 501c tax exempt status for Social and Recreational Clubs.

Section 3. The Executive Council Officers, except for the Tournament director, shall be elected by the REGULAR members at the biennial election cycle meeting.

Section 4. The immediate past President of the SJMGA shall serve as an advisor. He is a participating voting member in deliberations before the Executive Council (Except in matters pertaining to the removal of an elected officer).

Section 5. The Tournament Director shall appoint the tournament committees. The President shall be responsible for appointing any other committees, as deemed necessary.

Section 6. The President, upon the advice and consent of the other elected officers, shall appoint the Advisor to the Executive Council. He is a participating voting member in deliberations before the Executive Council (Except in matters pertaining to the removal of an elected officer).

ARTICLE VI – ANNUAL DUES / SPECIAL ASSESSMENTS

Section 1. The annual dues shall be established by the Executive Council, and shall be the same for all classifications of members (IRS – 501c). Annual dues for all classifications of members shall be due and payable by January 31. The dues for any new first time member joining after September 1 shall also be established by the Executive Council, at a reduced amount.

Section 2. Special assessments of the REGULAR membership shall require a two third (2/3) vote of the membership present and voting at the annual meeting for approval.

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Section 3. An individual membership will be terminated if annual dues are unpaid by March 1.

Section 4. No funds of the Association shall be expended and no debts shall be contracted for any purpose, by any Committee, unless the Executive Council shall have first made an appropriation for that purpose; nor shall the expenditures made, or any debts contracted for any purpose, exceed such appropriations.

Section 5. Funds collected through special assessments shall be used only for capital improvements for the SJMGA (IRS – 501C), any of which may include replacement of depreciated equipment, and in no way be expended for any other purpose.

Section 6. General operating expenses are limited to the total funds accrued as dues.

Article VII – TOURNAMENTS / EVENTS

Section 1. The wording in all Articles pertaining to Tournaments / Tournament Director / Tournament Committee(s) are from the perspective of the Association, in that the Tournament Director and committee members represent the general membership of the SJMGA. Tournaments and events shall be planned and scheduled with the direct involvement of the respective St James Golf Professionals and their representatives. Therefore, the full committee for all tournaments shall include said Professionals and their representatives, and the full committee shall work within scheduling constraints of the St James golf courses and facilities.

Section 2. The Tournament Director, with advice from the Executive Council, shall have overall SJMGA responsibility for all SJMGA tournaments. In the event of a disagreement between the Tournament Director and a member of the Executive Council, the issue may be brought to the Executive Council for resolution by a simple majority vote.

Section 3. All SJMGA members (regular and non-resident) with an established and current handicap, and who have posted the required minimum percentage of rounds played as determined by The Clubs at St. James to be eligible to participate in a “Major” golf event, are eligible to compete in any SJMGA tournaments / events

Section 4. The Executive Council shall determine, and reserves the right to change, the “Open/Closed” status for each Tournament / Event pertaining to the participant requirement of SJMGA membership.

Section 5. Participants in all tournaments / events must be of amateur status.

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ARTICLE VIII - AMENDMENT PROCEDURE

Section 1. Any proposed amendment is to be presented to the Executive Council. The proposed amendment will require approval by a simple majority of the Council for preparation and presentation to the general membership.

Section 2. The Constitution may be amended by a two-thirds (2/3) vote of the members present, and voting at any regular Meeting. Proposed amendments shall be published and distributed no later than one (1) week prior to the meeting.

Section 3. For a meeting to be official, a quorum consisting of a minimum 35% of the total REGULAR membership and three of the five Executive Officers must be present.

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BYLAWS

ARTICLE I – OFFICERS

Section 1. Titles- The officers of the association shall be a President, Vice President, Secretary, Treasurer, and Tournament Director.

Section 2. Elections

- a. A Nominating / Election Committee, selected by the President with the advice and consent of the Executive Council, shall present the names of candidates for each position. The President shall accept other nominations for each office from the membership. These other nominations must be submitted in writing and include the signatures of at least ten (10) regular members supporting the nomination and must be submitted at least one week prior to the elections in order to be included on the slate.
- b. Officers shall be elected at the biennial election cycle meeting of the association by a plurality of the votes of the members present. Voting shall be by ballot or voice acclamation when applicable.
- c. The term of office shall be for two years, and shall begin the ensuing January 1st.
- d. If an office becomes vacant during the term of office, for any reason, the elected officers may appoint a **regular** member to fill the office for the remaining portion of the term.
- e. During the Annual Meeting and after the biennial election, a list of volunteers will be solicited from the **regular** members for all appointed positions for the coming year. The succeeding President will use this list as an aid, but will not be limited to the list, in making his appointments.

ARTICLE II -DUTIES OF OFFICERS

Section 1. PRESIDENT

- a. The President, or in his absence, the Vice President, shall preside at all meetings of the Association.
- b. Be an ex-officio member of all committees.
- c. Appoint the Nominating / Election Committee.
- d. Appoint the Audit Committee.
- e. Provide a list of potential St James Handicap Committee members to the St James Golf Director. The President shall endorse and encourage the support of the St James Handicap Committee by the membership.
- f. Appoint the Tournament Director, with the advice and consent of the other elected officers.
- g. Upon simple majority approval of the Executive Council, ensure the recommendations of the Audit Committee are implemented.
- h. Appoint the Advisor to the Executive Council with advice and consent of the Executive Council.

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Section 2. VICE PRESIDENT

- a. In the absence of the President, perform all duties of the president.
- b. Greet new members and provide them with an orientation to the Association's policies and activities.
- c. Act as Sergeant-At-Arms at all SJMGA meetings.
- d. Act as Public Relations / Publicity Director.
- e. Perform such other duties as may be imposed upon him by the President.

Section 3. SECRETARY

- a. Keep an accurate record of all meetings of the association and the Executive Council.
- b. Maintain a file of all correspondence in connection with the affairs of the Association, including Committee notes and reports.
- c. Provide to the new Chairmen the notes and reports of the previous committee.
- d. Collect the notes and reports of committees once their work is complete.
- e. Notify any member who has been appointed by the President to any position.
- f. Post and e-mail a notice of the annual and all special meetings of the club to all REGULAR members at least (15) days prior thereto.
- g. Maintain all official documents pertaining to the association.
- h. Perform such other duties as may be imposed upon him by the President.

Section 4. TREASURER

- a. Keep a roll of the membership.
- b. Keep an accurate record of the funds of the Association.
- c. Deposit all dues and funds received in the appropriate Association account.
- d. Present a complete report of financial affairs of the Association at all meetings, and such other reports as the Executive Council may request.
- e. Make disbursement of funds only upon presentation of itemized statements for pre-approved disbursements.
- f. Perform such other duties as may be imposed upon him by the President.

Section 5. TOURNAMENT DIRECTOR

- a. Serve as an "ex officio" officer on the Executive Council.
- b. Schedule all existing tournaments with the respective St James Golf Professionals. The tournament schedule shall be posted no later than March 15 of each year.
- c. Sit as Chairman on all Tournament Committees, or appoint a chairman in his place.
- d. Appoint and notify **regular** members to Tournament Committees (members of the Executive Council may also be appointed to Tournament Committees).
- e. Solicit suggestions from members for new tournaments.
- e. Perform such other duties as may be imposed upon him by the President.

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ARTICLE III – COMMITTEES

Section 1. NOMINATING / ELECTION COMMITTEE

- a. The President, with the advice and consent of the Executive Council members, shall appoint the Nominating / Election Committee. The committee shall consist of a chairman and two (2) members, all being REGULAR members and none being current elected Executive Council office holders.
- b. The committee shall be appointed in September of the biennial election cycle year and shall nominate at least one (1), preferably two (2), but no more than three (3) candidates for each office, to be elected at the next annual meeting.
- c. The Committee shall notify the Secretary at least thirty (30) days before the date of the annual meeting of the names of such candidates and the Secretary shall post / email a copy thereof immediately for all regular members to review.
- d. The committee shall conduct the election of officers at the biennial election cycle membership meeting.

Section 2. TOURNAMENTS / COMMITTEE(S)

- a. The Tournament Director shall either preside over all tournament committee(s) or appoint the committee chairman. He may appoint a single committee to oversee all tournaments (in which case he must preside as the tournament chairman), or appoint separate committees for each tournament.
- b. The tournament committee(s) shall award appropriate prizes for the tournament winners and arrange appropriate tournament social functions.
- c. Each committee will be responsible for coordinating the tournament, its format and special or social events with the respective St James Golf Professionals and their representatives.
- d. Tournaments shall be added / deleted / conducted as deemed appropriate by the Executive Council and/or the general membership.
- e. In the weekly event, resident non-members may participate a maximum of 4 times, after which they must become a member.

Section 3. AUDIT COMMITTEE

- a. The Audit Committee shall be appointed by the President, and shall consist of two or more regular member(s), none of which may be members of the Executive Council. The committee will be responsible for auditing the Association books and records once each year.
- b. The committee will submit a report in writing to the Executive Council, and said report will be made available to the general membership.
- c. If deemed necessary by the committee, it will also submit recommendations to the Executive Council.

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ARTICLE IV – MEETINGS

Section 1. GENERAL MEMBERSHIP MEETINGS

- a. The Annual meeting shall be held in November. At this meeting, the business of the SJMGA, as directed by the executive council, will be discussed with the regular membership. Additionally every other year (biennially) the Nominating Committee will present the slate of candidates for positions on the executive council, except for the tournament director. Subsequently, the election of the SJMGA officers shall occur at this meeting. The newly elected officers shall assume their duties as of January 1st of the ensuing year.
- b. The time and place of all meetings shall be determined by the Executive Council, and due notice will be given to all members.
- c. A special meeting of the Association may be called by the President on his own initiative or whenever he shall be duly requested to do so by twenty (20%) percent of the **REGULAR** members. Such requests shall be in writing and shall state the business to be proposed or transacted at the meeting; no business shall be transacted there except that mentioned in the notice. The time and place of the meeting will be determined by the Executive Council, and due notice will be given to all **REGULAR** members.

Section 2. EXECUTIVE COUNCIL MEETINGS

- a. Executive Council members shall meet periodically in closed session. The Council shall determine the frequency of these meetings, based on need, but minimally they shall meet quarterly.
- b. The minutes of the Executive Council meetings shall be made available to the general membership.

ARTICLE V – AMENDMENTS

Any amendment to the SJMGA BYLAWS will follow the same procedures and requirements for amendments to the SJMGA Constitution. See ARTICLE VIII of the SJMGA Constitution for the amendment procedure details.

ARTICLE VI - SJMGA EVENTS AND TOURNAMENTS – RULES OF PLAY

- a. All competition shall be played in accordance with the rules of golf as adopted by the U.S.G.A., or that have been adopted by SJMGA. Seasonal and weather conditions shall be taken into account.
- b. Weekly SJMGA events will have their scores posted for handicap purposes.

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ARTICLE VII – REMOVAL FROM OFFICE PROCEDURES

Section 1. Positions Appointed by the Tournament Director or a Committee Chairman.

- a. The Tournament Director or Chairman shall initiate the request, and submit it to the elected Executive Council members.
- b. A simple majority of the elected officers (3 out of 4) shall remove the appointed member from the position.
- c. The Secretary shall notify the removed appointee.
- d. The Tournament Director or Chairman may make a replacement appointment.

Section 2. Positions Appointed by the President (Including the Tournament Director)

- a. The President shall initiate the request, and submit it to the other three (3) elected officers.
- b. A simple majority of the other elected officers (2 out of 3) shall remove the appointed member from the position.
- c. The Secretary shall notify the removed appointee.
- d. The President may make a replacement appointment.

Section 3. Elected Officers Who Have Become Incapable of Serving Due to Health

- a. A unanimous consent of the other elected officers (3) shall remove the elected officer from position.
- b. The Secretary shall notify the removed officer, if possible.
- c. The President or Vice president may make the necessary replacement appointment(s).

Section 4. Elected Officers for Reasons Other Than Health

- a. The request for removal of an elected officer may be made by:
 - a.1 The unanimous consent of the other three (3) elected officers, **or**
 - a.2 By petition from the general membership, consisting of 35% of the total **regular** membership. The unanimous consent of the other three (3) elected officers shall then be required in order to proceed.
- b. The elected officer to be removed shall then be given the opportunity to resign. If a resignation is not forthcoming, then:
- c. The President (or Vice President) shall schedule a Special Meeting, with the stated purpose of voting on the removal of an elected officer.
- d. A two-thirds (2/3) vote of all **regular** members present at the meeting is required to remove the elected officer from position.
- e. The Secretary (or President) shall notify the removed elected officer.
- f. The President (or Vice President) may make the necessary replacement appointment(s).

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ARTICLE VIII - PARLIMENTARY AUTHORITY

The rules contained in the latest edition of "Robert's Rules of Order" shall govern all meetings of the Association, unless inconsistent with the By-laws.