

DESERT MASHIE GOLF CLUB

Constitution and Bylaws



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Preamble

We, the members of Desert Mashie Golf Club, Inc. desire to promote fair play and good sportsmanship in the game of golf. To be a member of the United States Golf Association and the Western States Golf Association, to operate this "golf club" under the rules and regulations of these associations to provide for the participation and development of Junior Golfers, do ordain and establish this Constitution.

ARTICLE I: Name, Colors and Logo

- 1.1 **Name:** The organization shall be known as the Desert Mashie Golf Club, Inc. hereinafter referred to as the Club.
- 1.2 **Colors:** The colors of the Club shall be purple and white.
- 1.3 **Logo:** The logo of the Club shall be a cactus standing center of crossed clubs with a tee on the right and a golf ball on the left all encircled by the words Desert Mashie – Phoenix, Arizona

ARTICLE II: Membership

- 2.1 Membership in this club shall be granted to any person who subscribes to the rules and regulations as set forth in the Constitution and By-Laws of the Desert Mashie Golf Club.
 - a. No person shall be denied membership because of race, creed, religion or sexual orientation.
 - b. A member in good standing has paid in full all required dues, fees and met any other financial obligation to the Club.
 - c. Eligible members in good standing shall be granted the privilege to participate in all Club tournaments, events and the Western States Golf Association with its member clubs.
 - d. Voting privileges shall be granted to all members in good standing.
 - e. Only members of good standing can run for an office.
 - f. The officers have the right to deny a member from participating in a Club function or activity if they feel that their participation would adversely affect the other members of the Club.
- 2.2 The membership status in the Club shall be as follows:
 - a. Regular Member – Amateur Golfer who pays annual membership fees and dues - Has Voting Privileges

- b. Non-Golfer - Does not play golf; pays annual non-golfer membership fees and dues - Has Voting Privileges
- c. Associate Member: Pays an Associate Member fee for GHIN Number only - Non-Voting
- d. Honorary Member - Status given by club - Non-Voting
- e. Lifetime Member - as voted by BODs - Voting Privileges
- f. Junior Golfer - Golfer age 5-17- Non-Voting
- g. Dual Membership – Amateur Golfer with membership in other WSGA Clubs – Voting

2.3 The Club's membership year shall commence on the first day of January and end of the thirty-first day of the December of each year.

ARTICLE III: Meeting

3.1 Annual/General Meeting

- a. The annual meeting of the membership shall be held during the month of October each year, at such time and place as designated by the President to provide info to the membership, including election of officers every three years.
- b. Notice of the annual meeting shall be posted and mailed/emailed at least ten (10) days prior to said meeting. Any special or subsequent meetings shall be called by the President. Notice of such meetings shall be given by the Corresponding Secretary by either letter or email at least seven days prior to said meeting.
- c. The manner of voting shall be determined by the presiding officer, except the elections of officers shall be by written ballot.
- d. The general meetings of the membership shall be held bi-annually unless otherwise designated by the Board of Directors.
- e. Ten (10) members shall constitute a quorum inclusive of the President or Vice President. The time and place of the general meetings shall be determined by the President. The manner of voting shall be determined by the Presiding Officer. Any member in good standing shall have the right to vote on any measure duly and properly presented, in person or by proxy.

3.2 Conduct of Board of Directors

The Board of Directors meet at the call of the President. No less than eight (8) Board of Directors shall constitute a quorum inclusive of the President or Vice President.

3.3 Conduct of Meeting

Meetings shall be conducted under the parliamentary provisions of Roberts Rules of Order.

ARTICLE IV: Officers

4.1 Board of Directors

- a. The Club shall be governed by the Board of Directors.
- b. The administration, enforcement and operations of the approved Bylaws will be carried out by the fourteen (14) Board of Directors composed of the following elected officials: President, Vice President, Recording Secretary, Corresponding Secretary, Financial Secretary, Treasurer, Sgt. of Arms, Immediate Past President, Director of Junior Golf, Tournament Director, and four (4) elected Members at Large.
- c. Six non-voting positions will be the seven committee chairs; Handicap Chairperson, Membership Chairperson, Welfare Chairperson, Social Chairperson, Community/Public Relations Chairperson, and Rules Chairperson.
- d. All Board of Directors must attend a minimum of fifty percent (50%) of the meetings per fiscal year (except in extraordinary circumstances).

4.2 Term of Office

- a. All officers shall be elected or reconfirmed at the annual meeting of the membership.
- b. The President shall serve no more than two (2) consecutive terms without the consent of a majority membership vote at an annual meeting.
- c. All Officers must be qualified to hold the office as described in the bylaws, and/or determined by the existing Board of Directors.

4.3 Installation

All elected officers shall be duly sworn in by the Immediate Past President or Vice President at the annual installation meeting which shall be held during the month of December. Officers shall hold their respective office for the period January 1 through December 31 for a period of three (3) years following their elections.

4.4 Vacancy

- a. If a vacancy occurs in the presidency, the Vice President shall assume the full duties of the President for the remainder of the term.
- b. Should a vacancy in any other elected officer occur, regardless of cause, the President, with the approval of the Board of Directors shall have the power to appoint any regular member by majority vote of the Board of Directors to fill said vacancy for the remainder of the term of said vacancy.

4.5 Recall of Officer

- a. An officer may be recalled for non-performance of duties.
- b. Such actions may be instituted by the Board of Directors.

- c. Upon receipt of said charges, the Board shall conduct its own investigation to determine the seriousness and validity of the charges.
- d. The Board of Directors shall, by majority vote of its members, reprimand, suspend, request resignation of or expel said member.
- e. Any member charged has a right to face his/her accuser.
- f. The Corresponding Secretary shall notify the parties involved of the Board of Directors decision.

ARTICLE V: Junior Golf

5.1 Junior Golf Program

- a. The Junior Golf Program will be governed by the Desert Mashie Golf Club, Inc.
- b. The Junior Golf Program is funded by the Desert Mashie Foundation.
- c. The Club exercises full authority and responsibility for the conduct and success of this program.
- d. The Club will conduct a program for junior golfers' ages 7 to 20 years of age, who is enrolled in school/college.
- e. The program is designed to teach young golfer the value of fellowship, selfesteem, education, and family. The vehicle for these life experiences is golf.

ARTICLE VI: Amendments

6.1 Committee

- a. The Club's constitution and bylaws can be amended by a fifty-one percent (51%) majority vote of the eligible members of the Club present at any regular meeting.
- b. A proposed amendment must be submitted to the Board of Directors via e-mail or US Post, with a copy sent to each member by the Club's Corresponding Secretary, not less than thirty (30) days prior to consideration by the membership.

6.2 Members

Every proposed amendment not emanating from the Constitution/Bylaws Committee shall be endorsed by at least ten (10) regular members in good standing. All proposals shall be communicated at least fifteen (15) days prior to the meeting at which action thereon is to be taken.

Desert Mashie Golf Club, Inc.

Bylaws

ARTICLE I: Duties of Officers

1.1 Board of Directors

- a. The Club shall be governed by the Board of Directors. The administration enforcement and operation of the approved Bylaws of the Club will be carried out by the Board of Directors composed of the following fourteen (14) elected officers: President, Vice President, Recording Secretary, Treasurer, Financial Secretary, Corresponding Secretary, Director of Junior Golf, Sergeant at Arms, Immediate Past President, Tournament Director and four (4) elected Members at Large.
- b. All Board of Directors must attend minimum of fifty percent (50%) of the meetings per fiscal year (except in extraordinary circumstances).

1.2 President

- a. It shall be the duty of the President to preside at meetings, to see that the Bylaws and rules and regulations of the Club are followed.
- b. Supervise and direct all affairs of the Club.
- c. At regular meetings, present an agenda for the general business of the Club.

1.3 Past President

- a. Past President is the immediate past president of the last term.
- b. Responsibility is to provide advice and counsel to the President due to experience in the office.
- c. Automatic Member of the Board of Directors for the term serving as Past President.

1.4 Vice President

In the absence of the President, the Vice President shall perform all the duties of the President and shall perform such other duties as the President may assign.

1.5 Recording Secretary:

- a. It shall be the duty of the Recording Secretary to keep a record of all regular Club meetings and at such other times as requested by the President.
- b. Maintains the official Club Seal, and other pertinent official club records.

1.6 Corresponding Secretary:

- a. The Corresponding Secretary prepares and sends all written announcements, letters, meetings notices, and reports required by the Club, with the approval of the Board of Directors.
- b. All mass distribution by the members, other than the Corresponding Secretary, must be approved by the President.
- c. The principal author of the Club periodic publications, emails and notices.

1.7 Financial Secretary:

- a. The Financial Secretary and Treasurer are responsible for all financial duties of the Club. Because of the enormous responsibility of this position it must be bonded for a minimum of \$100,000.
- b. The Financial Secretary shall make all deposits into the Club bank accounts and make a report of all monies received at every regular meeting of the Club.
- c. A deposit verification should be given to the Treasurer within five (5) days of the deposit with a report listing the amount and source of funds.
- d. The treasurer will sign a copy of this report as a receipt of the Financial Secretary.
- e. A copy of this report will be furnished to the Recording Secretary.
- f. All monies collected/received for the Club from any source must be turned over to the Financial Secretary within seven (7) business days of receipt.
- g. All documentation to support such must be provided and maintained on file.
- h. The Financial Secretary, in conjunction with the Treasurer shall prepare and present the Club budget for each fiscal year.
- i. Responsible for annual year-end audit report prepared with the Treasurer.
- j. The Financial Secretary and Treasurer are responsible for filing all required tax documents.

1.8 Treasurer

- a. The treasurer and the Financial Secretary are responsible of all financial duties of the Club. Because of the enormous responsibility of this position it must be bonded for a minimum of \$100,000.
- b. The duties for the Treasurer are:
 - 1. Develops an annual budget with assistance of the Financial Secretary and input from the Board of Directors, the budget committee and other various members. Submit a proposed budget for the Board of Directors' approval at the beginning of the fiscal year.
 - 2. Prepare a balanced budget for each Board of Directors meeting and general meetings.
 - 3. Disburse all funds requiring a two-signature approval process.
 - 4. Work with the Tournament Director to ensure that each tournament budget is balanced and submitted for the Board of Directors' approval.

5. Must review all expenditures to ensure that they are a budget expense prior to reimbursement.
6. The Treasurer, President, and Tournament Director must make sure that all tournaments are self-supporting unless otherwise approved by the Board of Directors.
7. All gifts, donations, and perks received from events are recorded and must be available for review, upon request, by the President and/or Board of Directors. These items are to be received by the Treasurer with a recommendation for use by the Tournament Director or the President.
8. Must work with all committee Chairpersons and co-Chairpersons to develop and oversee annual line items for annual budget.
9. The Treasurer, in conjunction with the Financial Secretary shall prepare and present the Club budget for each fiscal year. This office is responsible for annual yearend audit report prepared with the Financial Secretary. Treasurer and the Financial Secretary are responsible for filing all tax documents required.
10. Present final bank statements at year's end for Board of Directors' Review.
11. Official audit to be performed by an independent committee of no more than three members, other than the Treasurer and Financial Secretary, appointed by the Board of Directors.
12. The officer assures a check and balance process for the Club with the Financial Secretary.

1.9 Tournament Director

- a. The Tournament Director is responsible for the Tournaments and oversee the Tournament Committee which consist of the Tournament Director, Co-Director, and a minimum of one Member at Large.
- b. The duties for the Tournament Director are:
 1. Develop and submit to the Board of Directors for approval, an annual tournament schedule and other special events to be held throughout the year.
 2. Report all collected monies to the Treasurer within three (3) business days of deposit and request checks for payment of tournament expenses.
 3. Report all gifts, donations and perks to the Treasurer or Board of Directors with recommendation for their use.
 4. Supervise pairings, tee sheet, scoring and post format prior to each event.
 5. Work with Handicap Committee to ensure that the correct handicaps are being used for each participant.
 6. Must work with Rules Committee to setup courses for each event.
 7. Must ensure that each tournament is self-supporting and all prizes are budgeted.
 8. Must establish and supervise a prize committee for all major tournaments and this committee must determine the type and number of honors and awards to be approved by the Board of Directors each year.

1.10 Sergeant at Arms/Parliamentarian

- a. The Sergeant at Arms will also act as the Club's Parliamentarian
- b. Shall be responsible for assisting the President with proper conduct of all meetings of the Club, in accordance with the parliamentary procedures based on Roberts Rules of Order.
- c. It is the duty of the Sergeant at Arms to maintain order and discipline at all general meetings.
- d. The Sergeant at Arms is authorized to levy fines as directed by the Board of Directors on members or request the member to leave the meeting.

1.11 Director of Junior Golf

- a. The Director of Junior Golf is elected to manage the Club's Junior Golf Program.
- b. The Director will have a committee of three (3) to assist in conducting the program.
- c. The committee will be augmented by other volunteer members of the Club.
- d. The Director and Committee are responsible for planning and supervising a completed Junior Golf Program.
- e. A budget for each fiscal year must be submitted for Board of Directors' approval.

ARTICLE II: Committees

2.1 Standing Committees

- a. The President will appoint the following committees; Handicap Chairperson, Membership Chairperson, Scholarship Chairperson, Nominating Chairperson, Social Chairperson, Welfare Chairperson, Community/Public Relations Chairperson, and a Rules Chairperson, which shall maintain and administer the rules and regulations of Desert Mashie in accordance with the Bylaws and the Board of Directors.
- b. The President or his/her designee will serve on all committees.
- c. All Committees must report all gifts, donations and anything of value to the Board of Directors with recommendation for their use.
- d. All Committees must submit a budget and year end annual report, if applicable.

2.2 Tournament Committee

- a. The Tournament Committee will consist of the Tournament Director and a minimum of one Member at Large, which will assist the Tournament Director perform the duties listed in Section 1.9 (Tournament Director).

2.3 Handicap Chairperson

- a. The Handicap Chairperson is appointed by the President. The Handicap Chairperson will select committee members and a Co-Chairperson.
- b. The committee will work very closely with the Tournament Committee to provide data for each participant in all tournaments, by ensuring the following.
 1. Posting a current handicap for each member in good standing
 2. Ensure that all scores are posted in the GHIN system... All scores are to be posted unless you participate in a scramble format; Post a nine-hole score if you play seven (7) to twelve (12) holes; Post an eighteen-hole score when you play 13 or more holes.
 3. Assist all members in posting their scores. It is the responsibility of each member to post all scores in the GHIN System unless posted by the tournament committee, any member found to be in violation of the posting policy will have their handicap adjusted to a lower handicap.
 4. Members will be notified of handicap adjustments in the GHIN system.
 5. Assure that all known handicaps are used in club events.
 6. The Handicap Chairperson may set temporary handicap indexes for special situations or approved absences of play i.e. health, military, etc. Adjustments should not exceed 3 strokes and will be as per a designated time frame.
 7. The Chairperson will serve as a Western States Representative for the Desert Mashie Club.
 8. Supervise and assist with all aspects of handicapping per the GHIN and USGA handicapping systems.
 9. Provide a current handicap report to the Tournament Chairperson for each event to determine flights for the event.
 10. All tournament participants MUST have a valid handicap.
 11. Determine the Most Improved Golfer of the Year Award to be presented at the Desert Mashie Annual Awards Banquet.

2.4 Membership Committee

- a. The Membership Chairperson shall be appointed by the president for a term of three years.
- b. Desert Mashie Website Membership information shall be updated monthly by the committee chairperson
- c. The membership roster will be emailed/mailed to members monthly by the Corresponding Secretary.
- d. Members will be entered or deleted from the website by the membership chairperson.
- e. A letter informing new members how to logon to website will be generated by website program or membership chairperson.
- f. An email/letter will be sent to all members nlt November 1 as a reminder to pay dues online or mail to the membership chairperson.

- g. Membership chairperson will review all membership forms and online applications.
- h. The membership chairperson may meet with new members to explain Desert Mashie procedures and website usage.
- i. All checks and cash will be given to Treasurer for deposit within 7 days of receipt.
- j. Maintain open lines of communication to inform Treasurer, Corresponding Secretary and Handicap Chairperson of new member status.
- k. Associate and Junior Golf Memberships will be kept by the Membership Chair
- l. Golf fusion website correspondence regarding membership issues will be replied to by the Membership Chairperson.

2.5 Nominating Committee:

- a. The Nominating Committee shall consist of a Chairperson and two Members at Large.
- b. The committee is responsible for canvassing the membership to establish a list of candidates for elected positions in the Club.
- c. The committee conducts all the functions of the nomination process.
- d. The committee shall provide its list of nominees to the Corresponding Secretary not later than two (2) weeks prior to the date on which the election is scheduled. Potential nominees may apply for only one office or position.
- e. The Committee shall also monitor term limits where applicable and submit any questions regarding eligibility to the Board of Directors for final determination.
- f. Members of the Nominating Committee will serve for one election cycle; however, individuals may be reappointment in the future at the discretion of the President.

2.6 Social Committee

- a. The Social Committee shall consist of a Chairperson and not less than two (2) other regular members.
- b. This Committee shall manage and arrange all social functions of the Club, including any festivities or refreshments in connections with the golf tournaments.
- c. All functions shall be arranged, managed and budgeted by the committee with the approval of the Board of Directors.

2.7 Welfare Committee:

- a. The Welfare Committee shall consist of a Chairperson and not more than three (3) members.
- b. It shall be the duty of this committee to make inquiry and report to the Club all members who may be ill or otherwise incapacitated.
- c. Visit such members in the name of the Club.

- d. The Chairperson will determine what role a deceased member's family wishes the Club to perform.

2.8 Community/Public Relations Committee

- a. The Community/Public Relations Committee is appointed by the President.
- b. This committee shall consist of a Chairperson and not more than two (2) members.
- c. This committee is responsible for presenting a strong presence in the community as it relates to Desert Mashie Golf Club through community service and golf. This committee is responsible for:
 - 1. All press communications/ coordination, written or spoken, for the Club.
 - 2. Shall appoint and supervise the activities of the historian and photographer.

2.9 Rules Committee:

- a. The President will appoint a Rules Chairperson.
- b. The Chairperson must have exemplified a vast knowledge of the USGA rules of golf.
- c. The Chairperson will be assisted by the Tournament Director and the local golf professional at the course being played.
- d. The Committee will be responsible for:
 - 1. Preparing the designated course for the tournament play, by preparing an official rules sheet for the event.
 - 2. Shall keep the members informed of any changes in the rules of golf. (email, flyers, etc.)
 - 3. Shall enforce USGA and local rules of golf, as they apply.
 - 4. The Chairperson must be given the opportunity to acquire certification via rules workshops; offered by Western States or USGA.

Amendments

These Bylaws may be amended by a majority vote of the Board of Directors at any meeting called for amending the Bylaws. Notice must be communicated to the membership of the proposed changes, with justification, and the date of the meeting.