

# ANCIL HOFFMAN GOLF CLUB CONSTITUTION AND BYLAWS

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## ARTICLE I

### NAME, PURPOSE AND OBJECTIVES

Section 1 The name of this Association shall be the Ancil Hoffman Golf Club. It may be officially designated by this name or by the capitalized initials AHGC. Throughout these bylaws and in every official manner it may also be referred to as the Club in the forms designated above.

Section 2 The purposes and objectives of AHGC shall be to:

- a. Provide a nonprofit corporation within the written meaning of the Internal Revenue Code to promote the sport of golf according to these bylaws and rules of the game. The Club will not engage in any activity for profit nor engage in any partisan political activity.
- b. Provide organized competition among its members in the form of tournaments and provide social activities.
- c. Provide an organized means of establishing handicaps that will provide equality in the net scoring potential of individual members.
- d. Cooperate with other golf associations such as the Sacramento Golf Council, Northern California Golf Association, United States Golf Association and the Sacramento County Parks and Recreation Department in the accomplishment of the purposes and objectives.

## ARTICLE II

### MEMBERSHIP

Section 1 Membership in this Club will be open to all.

Section 2 Membership applicants may secure applications from the Club Secretary and submit the completed application to the Secretary for review and appropriate action.

Section 3 The Board of Directors shall constitute the Committee for Admission to membership in the Club. When sitting as such a committee, the Board shall approve all candidates for membership and it shall have power to adopt such rules for its guidance.

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However, such rules shall be consistent with the law and these bylaws.

Section 4 The applicant shall only be considered a member of the Club and therefore eligible for all Club benefits and activities upon completion of the following actions:

- a. The Treasurer has confirmed that the applicant has paid all Club entrance dues.
- b. Board approval is recommended to the Secretary.
- c. The Handicapper has established an entry on his/her rolls assigning an index if possible.

Section 5 Membership is based on a calendar year; January 1 – December 31. Members who wish to renew their membership and receive the renewal rate shall submit their Membership Application and payment before December 31. All Membership Applications and payments received after January 1 shall be considered New.

Section 6 Suspension and Expulsion of members for cause will be handled as follows:

- a. The Board of Directors shall have the power by a vote of six (6) of its members to suspend, expel, forfeit or take lesser action concerning the membership for conduct which, in the Board's opinion, is likely to be prejudicial to the welfare, interest, repute or character of the Club.
- b. No vote shall be taken by the Board of Directors on a proposed action until fourteen (14) day's notice setting forth the charge or charges against such member shall have been served, in writing, upon the member concerned. This notice shall be sent to him/her by certified mail and such member shall have the right to be heard before a final vote. In the case of lesser charges the member will also be notified of the right to appear before the Board before a final vote on any action.
- c. At anytime within thirty (30) days after action has been taken against a member, a special meeting of the general membership may be requested if a petition for such a meeting is received by the President and signed by a minimum of twenty-five (25) members. The member may be restored by a vote of the majority of the regular members present at the special meeting.

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Section 7 Junior membership will be available to those under eighteen (18) years of age. Their dues will be limited to NCGA charges. They will not be eligible to compete in any AHGC tournaments.

## ARTICLE III

### OFFICERS AND DIRECTORS

Section 1 Managing and Directing. The powers, government and management of the Club, except as otherwise provided in these bylaws, shall be vested in, exercised, conducted and controlled by a Board of eleven (11) Directors who shall be members of the Club.

Section 2 The Board of Directors shall consist of a President, Vice-President, Secretary, Treasurer, Handicapper, Parliamentarian, Immediate Past President, Weekend Tournament Chairperson, Midweek Tournament Chairperson, Program Director and Publication Director.

Section 3 The duties of the Board of Directors collectively are as follows:

- a. Conduct, manage and control the affairs and business of the Club and implement rules and regulations consistent with law and these bylaws all in the best interest of the Club.
- b. Approve and annual budget necessary for operation of the Club and publish it in the Flagstick.
- c. Limit unusual or one time expenditures over and above those approved in the budget to an amount not to exceed \$300. Such expenditures over \$300 require majority approval at a membership meeting.
- d. As a general practice provide and regulate Club subsidy to tournaments in proportion to the member participation in same.
- e. Direct the payment to the Northern California Golf Association (NCGA) for membership services provided to members.

Section 4 Election of Directors.

- a. The Board's term of office shall be one year beginning January 1.

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- b. An election and installation of Directors (other than the Immediate Past President) shall be held at the membership meeting during the month of October. Organization, direction and control of the election will be the responsibility of the incumbent Parliamentarian. The Board's term of office shall be for one year beginning January 1.
- c. In addition to the nominating committee, nominations for the Board of Directors may be made from the floor at the July membership meeting by a member providing he/she can demonstrate approval of the person nominated.
- d. Ten (10) days notice in writing of the time and place of the election shall be sent to each member. All votes (except unanimous or uncontested ballots) shall be by secret vote.
- e. In case two or more competing candidates shall have received an equal number of votes another ballot must be taken.
- f. No Director shall hold two or more elected offices concurrently.
- g. A member may not serve as a Director for more than six (6) consecutive years unless approved by the general membership. After an interruption of two (2) years a new period of service may commence.

## Section 5 Removal and Replacement of a Director.

- a. Any Director of the Club may be recalled because of incapacity, lack of participation in his/her duties or other sufficient reason by a two-thirds (2/3rds) vote of Directors at a special Directors' meeting called for that purpose following fourteen (14) days notice by mail to all Directors. The notice shall be given by the Secretary or an alternate designated by the Board.
- b. The Director who has been removed may appeal at a special membership meeting called for that purpose following the procedure outlines in Article III Section 5 a. A majority of the members present may reinstate the Director.
- c. Whenever a vacancy occurs on the Board, such vacancy shall be filled by the Board of Directors. The person so appointed shall hold office for the remainder of the unexpired term.

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Section 6 All Directors who handle money and, in the opinion of the Board, should be covered, will be covered by a bond. The cost of the bond will be borne by the Club.

Section 7 Duties of individual Directors are:

a. PRESIDENT

- Call and preside at all meetings provided for by the bylaws.
- See that the bylaws and such rules and regulations as may be adopted by the Board are properly enforced and report to the Board any infractions thereof.
- Make a report at quarterly meetings of the general concerns of the Club during the previous quarter.
- Appoint the chairperson of any standing or ad hoc committee.
- Cause an audit to be made of the books and records of the Club for the previous year and prior to the April membership meeting.
- Appoint a nominating committee by May 1 to nominate candidates for Directors. The slate of candidates shall be presented to the Board at the June Directors meeting and published in the July Flagstick.
- Supervise all business and other affairs of the Club and perform all such duties as may be required by the Board consistent with these bylaws.

b. VICE PRESIDENT

- In the absence or disability of the President, the Vice-President shall take his/her place and perform his/her duties.
- Act in an ex-officio capacity as a member of all committees.
- As required, countersign checks issued by the Club.
- Vice President in responsible for club sponsorships/fundraising efforts.

c. SECRETARY

- Maintain complete record of the proceedings of the Board and the meetings of the Club.
- As required, countersign checks issued by the Club.
- Publish all Club notices that may be necessary or proper.
- Carry on necessary correspondence.
- Keep a complete roll of all members of the Club.
- In the event of the failure of the Secretary to publish a notice, then such notice may be published by the President, Vice-President or by any person authorized by either of them or the Board.

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## d. TREASURER

- Receive the monies of the Club for which he/she may give a receipt and deposit same in the name of the Club in such bank as the Board may approve.
- Initiate, sign and/or countersign, as required, checks and see that all disbursements are by check only.
- Keep full and accurate accounts of the receipts and disbursements and report to the Board monthly a statement of his/her accounts and the financial condition of the Club.
- Keep vouchers of all payments for three (3) years or longer if required by law.
- File all necessary State and Federal tax documents
- Perform other duties than may be required by the President or Board

## e. HANDICAPPER

- Supervise the calculation of the index of each member.
- Receive the score cards for Club tournaments as necessary and verify posting of proper scores.
- Cause each index to be checked for revision monthly and provide an index for new members as soon as possible.
- The Handicapper will be governed by the NCGA system.

## f. PARLIAMENTARIAN

- Act as custodian of the Club bylaws and Board policies and oversee the development of historical files.
- Interpret the meaning of the Club bylaws when called upon by the Board or the membership.
- Distribute copies of the bylaws to incoming Directors of the Club and to members upon request.
- Conduct the election of the Board at the annual meeting.
- Ensure that Club membership and Director's meetings are conducted according to Roberts Rules of Order.
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## g. COURSE AFFAIRS

- The position will be help by a former Board Member.
- Serve as the AHGC member on the Ancil Hoffman Course Affairs Committee
- Assist in the interpretation of Club policies.
- Shall participate in other Committee's as recommended by the Board of Directors.

## h. PROGRAM DIRECTOR

- Responsible for all Club membership social events including quarterly meetings and the annual Fun Day.



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- i. WEEKEND AND MIDWEEK TOURNAMENT CHAIRPERSONS
  - Conduct tournaments in accordance with an annually published schedule and a set of policies and rules. All members will receive a copy of this publication.
  - Recommend to the Board each fall the revised tournament schedule, policies and rules for the following year for distribution to all members.
  - Appoint a coordinator for special events such as Club putting championships, Fun Day tournament and any other tournament not part of the regular schedule.
  - Receive entry fees, determine specific tournament rules and awards and submit a monthly financial report to the Board.
  
- j. PUBLICATION DIRECTOR
  - Produce or have produced all general information publications that go to the general membership and see to the mailing or other distribution details. The actions of the Publication Director will not supersede or replace the official notifications that are the responsibility of the Secretary as detailed in previous sections.

## ARTICLE IV

### MEETINGS

- Section 1
  - There shall be regular quarterly meetings of the Club during the months of January, April, July and October. The day, place and time will be designated by the Board of Directors. The meetings will serve as an open forum for the members and will include reports of the Directors and special Committees.
  - The meetings held during the month of October of each year shall be designated the Annual meeting.
  - The outgoing Board shall make a full and complete report of the previous year's operation at the January meeting.
  
- Section 2
  - Special meetings of the Club may be called and held at any time by order of the president. The President must call a special meeting of the Club upon the written request of a minimum of six (6) Directors of the Club.

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- Section 3 - At least ten (10) days before any regular or special meeting of the Club, written notice specifying the time, place and purpose for which it has been called shall be sent by the Secretary to each member.
- Section 4 - At meetings of the Club, whether regular, special or recessed, forty (40) members shall constitute a quorum for the transaction of business. A smaller number than a quorum may wait a reasonable time until a quorum shall be present.
- Section 5 - The meetings of the Board of Directors shall be a such time and place as the Board shall determine. A quorum will be defined as a simple majority of active directors. Vacancies will not be counted.
- Section 6 - Proxies may be used at any meeting of members. Signed proxies of members in good standing may be voted on all questions except on election or recall of Directors.

## ARTICLE V

### FEES, DUES AND STIPENDS

- Section 1 - The annual dues of members shall be established by the Board or by the membership if changed from the previous year or to reflect any additional dues and assessment charged by NCGA. It will be at the discretion of the Board when late charges for renewal are appropriate.
- Section 2 - The dues of the Directors will be waived during their term in office.
- Section 3 - All dues for the following year shall be payable after the first day of September of the current calendar year and shall be delinquent after the 3<sup>rd</sup> Monday in December of such current year. A delinquent renewal fee may be charged.
- Members who have not paid dues for the following calendar year will be dropped effective January 1.
- Section 4 - A member who is delinquent on any obligation owing the Club is not eligible to play in any of the Club tournaments nor to enjoy any of the Club privileges.
- Section 5 - Stipends are intended to defray part of the expenses incurred in

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the conduct the Club duties.

- Stipends will be identified in the budget published annually.

## ARTICLE VI

### STANDING AND SPECIAL COMMITTEES

- Section 1
- The Board shall direct the establishment of committees to fulfill permanent, recurring or temporary needs of the Club. Committee chairpersons shall be appointed by the President. Committee members shall serve a term of twelve (12) months unless directed otherwise by the Board. Expenditure of Club funds by any Committee must have prior authorization of the Board. A list of each Committee and its members shall be prepared and posted on the Club bulletin board or else publicized to the membership through another medium.

### Section 2 CURRENT COMMITTEES AND DUTIES

a. Course Affairs Committee

- Its purpose is to improve the overall operation of the golf course.
- It is designed to improve communications with the administration of the course at all levels.
- It advocates the needs of the golfing community and recommends how improvements it deems necessary may be implemented.
- The Committee is composed of representatives from the home clubs affiliated with the course and also representatives from the Pro Shop, Coffee Shop and the County Parks and Recreation Department.
- The Immediate Past President will be the AHCG representative on the Course Affairs Committee

b. Constitution and Bylaws Committee

- This Committee will be chaired by the Parliamentarian.
- The Constitution and Bylaws Committee is responsible for updating the Constitution and Bylaws to reflect changes in the activities of the Club and the responsibility of its members, officers and directors. Updates are structured and presented at a membership meeting in accordance with the constitution for review and approval by the membership.

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## ARTICLE VII

### MISCELLANEOUS

- Section 1 - These bylaws may be altered, amended or repealed and new bylaws adopted at any membership or special meeting when the membership has been notified of such intention in the meeting notice. Any member receiving notice of the intention to amend the bylaws may request a copy of the proposed amendments in advance. He/she must receive such copy with three (3) days of the Board receiving the request. Adoption requires the affirmative vote of two-thirds (2/3rds) of the members attending a duly constituted meeting.
- Changes in the Constitution and Bylaws proposed in proper form shall not require complete printing and mailing to all members. The Board of Directors will arrange to have all members notified in writing in advance of proposed changes.
  - Complete copies of the Constitution and Bylaws will be available on request from the Parliamentarian.
- Section 2 - On all questions as to the construction of the bylaws, the decision of the Board of Directors is final.
- Section 3 - Nonprofit describes the purpose of this organization within the meaning of Section 501 (c) of the Internal Revenue Code and nothing herein shall be deemed to authorize this Club to engage in any activity or activities for profit which would violate the nonprofit organization provisions of the Internal Revenue Code.
- Since this Club is not organized for profit no part of the net earnings of the Club shall inure to the benefit of any private member thereof or individual. In the event of liquidation or dissolution of the Club, whether voluntary or involuntary, no member shall be entitled to any distribution or division of its property or proceeds and in such event any such property or proceeds remaining after outstanding debts and claims have been satisfied shall be used exclusively for the benefit of or distributed to any other organization maintaining similar objectives of this Club and which is, or may be entitled to, the exemption of Section 501 (c) of the Internal revenue Code or any future corresponding provision.

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We the undersigned hereby attest that the Ancil Hoffman Constitution and Bylaws that appears in the proceeding pages initialed by us was amended at a general membership meeting held on July 25, 1990 and again at the April 1993; July 1993; and July 2008 and December 2017 board meeting meeting held at the Ancil Hoffman County Golf Course.

\_\_\_\_\_, President                      Date \_\_\_\_\_  
Robert Viebrock

\_\_\_\_\_, Parliamentarian              Date \_\_\_\_\_  
Matt Carrillo

This Constitution and Bylaws was transcribed from the version last amended after the general membership meeting on July 25, 1990 and incorporates amendments made at general membership meetings held in April 1993 ([Article V, Section 3 "delinquent dues"](#)); July 1993 ([Article VI, Section 2 "Current Committees and Duties"](#)); July 2008 ([Article II, Section 5 "Lapsed membership"](#)); and July 2008 ([Article III, Section 7 \(g\) "Immediate Past President"](#)) and December 2017([Article II, Section 5 "Lapsed membership and Article III Section 3 "Officers and Directors Duties"](#)); into this revised copy. Also grammatical changes were made to insure the word "Club" was always capitalized when referring to AHGC and that the reference to "he" ("his") or "he/she" ("his/her") was consistent and always "he/she" or "his/her".