



Moorpark Golf Club - Bylaws

Adopted: 20 Oct 1998
Revised: 12, March 2010

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1.0 PURPOSE

The Moorpark Golf Club is organized for the purpose of giving the members of the Club an opportunity to play golf in organized and scheduled tournaments. These Bylaws are established in order to provide a structure to facilitate the effective and efficient operation of the Club, and to enable the Club to provide the best possible services to the Club members.

2.0 BYLAWS

2.1 General Membership Meetings

The Club shall convene a meeting of the general membership at least once each year (annual meeting). One of the items of business at the annual General Membership Meeting shall be the election of new OFFICERS to the Board of Directors.

2.2 Board of Directors:

- The purpose of the Board of Directors (herein “BOARD”) is to administer the operations and business of the Club.
- The term of office for the each member of the BOARD shall be one year, from January to December.
- The Officers (herein “OFFICERS”) to be elected to serve on the BOARD are listed as follows:
 - a. President
 - b. Secretary / Treasurer
 - c. Tournament Director
 - d. Handicap Chairperson
 - e. Membership Chairperson
 - f. Tournament Chairperson
- Compensation to BOARD members shall take the form of a Credit earned toward green fees for a future Golf Tournament. Said Credit shall not exceed \$100 per annual term of office. Such compensation may be prorated to a lesser amount for a term of less than one year. Each BOARD member shall be eligible for such Credit on June 1, provided the BOARD does not find, prior to that date, that a given BOARD member has not satisfactorily performed the duties of his/her position.
- The BOARD shall meet at least once per quarter. A telephone conference can be substituted when it is not possible for the Board to physically meet, but this is on an exception basis only. Also, the President will have the authority to call additional meetings should there exist a need. The General Membership Meeting will be considered one of the quarterly meetings mandated above.
- Three OFFICERS are needed to comprise a Quorum.
- The BOARD may appoint Deputy Officers, or Assistant Chairpersons, including a Web manager, to assist the OFFICERS in the performance of the business of the Club. The Deputy Officers and Assistant Chairpersons can attend Board meetings.



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- Although general items of business at a BOARD meeting may be decided by informal consensus of the OFFICERS, Deputy Officers and other Club members in attendance, any “official” vote or item of business which does not have consensus support shall be decided by a vote of only the OFFICERS present.
- Any unforeseen vacancy on the BOARD during the year may be filled by appointment from the BOARD and does not require general membership approval.
- Each year, prior to the annual General Membership Meeting, the BOARD shall prepare a slate of candidates for election to the BOARD for the following year. The BOARD may appoint a nominating committee to perform this task.

2.3 Duties and Responsibilities of the OFFICERS

A general description of the duties and responsibilities of each OFFICER includes, but is not limited to, the following:

2.3.1 President

- Serve as the chairperson at all BOARD meetings and at all General Membership meetings.
- Prepare Agendas for each Board Meeting and/or General Membership meeting.
- Interpret Club By-laws and BOARD policies, and otherwise provide direction to the OFFICERS in the administration and performance of Club business.
- Interpret Club policy, as determined by the BOARD, and otherwise advise the General Membership regarding the operations and business of the Club.
- Review the policies and procedures of the Club and formulate recommendations to the Board regarding suggested revisions, as deemed necessary.
- Call additional Board meetings beyond the quarterly meetings required in **2.2**.
- *Tournament Sign-up (for each Tournament):*
 1. Receive and log all tournament sign-up requests including entries for Side Contests (“Closest-to-Hole,” “Longest Drive”, “Skins”, Fewest Putts, etc.).
 2. Forward all green fees received from players to the Club Treasurer.
 3. Manage Side Bet Contests and receipts and disbursements for same.
 4. Determine the final pairings & number of players.
- *Tournament Management:*
 1. Manage Tournament start/check-in.
 2. Distribute prizes for Side Contests.
 3. Distribute prizes for Tournament.
 4. Provide Treasurer with prizes to be mailed to winners not present.

2.3.2 Secretary / Treasurer

2.3.2.1 Secretary

- Preside as chairman at all BOARD meetings in the absence of the President.
- Write responses to Club correspondence as required.
- Receive and distribute all Club correspondence.



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- Compile and maintain a **List of Policies** established by voting action of the BOARD, said list to be periodically appended to these Policies and Procedures as Exhibit 'A'.

2.3.2.2 Treasurer

- Manage the Club's Bank Account.
- Manage Dues Receipts and Dues payments to SCGA.
- Manage all Club accounts, receipts and payments.
- Manage receipt of green fees from the President and track payments to the Golf Courses.
- Present a Monthly Finance Activity Report at each BOARD meeting.
- Present a Yearly Budget at the initial BOARD meeting for approval.
- Prepare an Annual Finance Report (AFR) to the BOARD.
 1. AFR shall be thoroughly reviewed and approved by the BOARD or a sub-committee appointed by the BOARD.
 2. AFR shall be made available at the Annual General Membership meeting.
 3. A brief summary of the AFR shall be presented at the Annual General Membership Meeting.
- *Tournament Support (for each Tournament):*
 1. Deposit green fees received from each player prior to the start date of the tournament.
 2. Process any refunds for players that are unable to play that have provided sufficient notice of cancellation (Section 2.6.2), upon approval by the Tournament Director and President.
 3. Upon notice from the Tournament Chairperson, prepare envelopes for prizes.
 4. Distribute any prizes for winners not present following the scheduled tournament.

2.3.3 Tournament Director

- *Requirements:* The Tournament Director shall be responsible for assuring that all of the Rules set forth herein pertaining to Tournaments, are implemented and adhered to.
- *Setting and managing the schedule for upcoming calendar year:*
 1. In May of each year, develop and present to the BOARD for comment and input, a tentative list of golf courses and a tentative twelve-month schedule for the upcoming calendar year (the Tournament Director shall determine the final schedule).
 2. In June of each year make contact with each of the golf courses selected, requesting the preferred dates and times of play for each month's tournament (make follow-up contacts as necessary).
 3. Upon receipt of same, sign and return contract to the golf course along with any required deposit payment. Notify Treasurer of deposit amount (if any). A copy of every contract shall be kept on file with the Club Secretary.
 4. Summarize the requirements of each contract, track due dates and deadlines, and otherwise take steps to assure that all of the requirements of each tournament contract are met.



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- *Tournament Support (for each Tournament):*
 1. Review the Contract for each Tournament and take steps to assure that all rules and Requirements of the host golf course are met.
 2. Take steps to advise all potential players of all rules and regulations of the host golf course.
 3. Make final payment to the golf course on or before the deadline set forth in the Tournament contract. Notify the Treasurer of payment amount.
 4. Assist President in managing Tournament start/check-in.
 5. Provide markers for Side Contests.
- *Special Events:* Manage special events (banquets, Yellow Ball, etc.) scheduled to occur in conjunction with the Tournament.

2.3.4 Handicap Chairperson

- Receive, and keep on file, handicap listing and related information received from the SCGA.
- Provide handicap information to Club Members as required.
- Confirm member score postings from club tournaments on a regular basis.

2.3.5 Membership Chairperson

- Facilitate efforts to increase the number of members.
- Coordinate efforts to publicize the Club and its services and benefits.
- Assist in performing telephone roll calls to advise members on issues of concern.
- Prepare News Articles and/or Newsletters for the Website.
- Mail Website info to members who do not have access to the Club's Website.
- Process applications from new members then send to the SCGA.
- Manage annual membership renewals.
- Manage and maintain the Club membership roster.
- Prepare Meeting Minutes from each Board Meeting and/or General Membership meeting.

2.3.6 Tournament Chairperson

- *Tournament Sign-up (for each Tournament):*
 1. Manage Side Bet Contests and receipts and disbursements for same.
 2. Provide tournament prize information to Treasurer and Tournament Director.
 3. Provide indexes and handicap for each club tournament.
- *Tournament Management:*
 1. Prepare Scorecards for each Tournament.
 2. Determine the winner's and pay out prizes for Side Bets.
 3. Determine the winner's and pay out prizes for Tournament Flights.

2.4 Rules Committee

The BOARD shall appoint a Rules Committee to formulate and recommend amendments to the Rules of Play. If a separate committee is not appointed, the BOARD shall serve as the Rules Committee. Said Committee shall also be responsible for reviewing any questions and/or disputes



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regarding the Rules of Play, and shall, when asked, render a decision regarding any such question or dispute. The decision of the Rules Committee shall be final, unless appealed to the BOARD.

2.5 Club Membership

Membership in the Club shall require payment of an annual membership fee. Club membership shall include, at no additional cost, membership in the Southern California Golf Association (SCGA), which in turn allows the Club Member to be issued a GHIN number and a handicap. The amount of the annual membership fee shall be set, and may be periodically revised, by voting action of the BOARD. The BOARD may deny any person membership in the Club upon making a finding that said person has demonstrated behavior deleterious to the Club. The BOARD may also eject any member from the Club upon making such a finding. Any person so rejected or ejected from the Club shall have the right to appeal said action to the BOARD. Upon review of the facts causing such action, as well as any additional information presented by the appellant, the BOARD shall take final action on the matter. The decision of the BOARD shall be final.

2.6 Tournaments

2.6.1 Scheduling

- A minimum of one tournament per month shall be scheduled. Additional tournaments or golf trips may be scheduled and/or set up as necessary to meet the needs and desires of the membership, provided the efforts required to administer any such additional tournaments can be managed by the Tournament Director and/or assisting Deputy Officers or volunteers. The Tournament Director shall be solely responsible for determining whether or not any such additional Tournaments can be managed.
- The days of the week (Saturdays, Sundays or weekdays) selected for the scheduling of tournaments, shall be determined by the BOARD.
- The scheduling of Tournaments, execution of contracts, payment of deposits and other related tasks associated with the administration of a Tournament, is the responsibility of the Tournament Director. However, these tasks may be undertaken and completed by any OFFICER of the Club, with the approval of the Tournament Director.
- If possible, the minimum number of players scheduled to play in a Tournament shall be twenty-four (24).
- A schedule of tournaments to be played during a given year shall be provided to each Club member on or before January of that year.

2.6.2 Tournament Sign-up

- Tournament play shall be available to Club Members and their guests, on a first-come first-serve basis.
- Any person interested in playing in a tournament (herein "PERSON") must send in an entry form and pay the required green fee, and any desired Side Bets, on or before the stated sign-up due date. Said advance sign-up and payment of green fees is required in order to protect the Club's advance payment of the total green fees paid for the tournament.
- Tournament sign-ups shall include advance payment of green fees and any Side Bets.



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- In the event a PERSON cancels prior to the sign-up deadline, any green fees and Side Bets paid shall be returned.
- If the PERSON cancels after the sign-up deadline, green fees and Side Bet monies will be refunded only if payment is received from the course, from a Replacement Player provided by the PERSON or taken from the Stand-by List. Refund of Side Bet monies shall not exceed the amount of Side Bet monies paid by the Replacement Player. The Tournament Director is granted discretionary power as to refunding of moneys to prevent a PERSON from misusing/overusing this refund policy.
- If on the date the PERSONS entry form and fees is received, and the allotted number of slots have already been filled. The name of the PERSON will be placed on a “Stand-By List” and the PERSON will be notified when and if an opening becomes available.
- Failure of a PERSON to pay the green fee prior to the sign-up due date may result in the PERSON being denied participation in that tournament.
- Failure of a PERSON to show-up on the date of the tournament shall result in forfeiture of all Green Fees and Side Bets paid, unless said Green Fees and any portion of the Side Bets are paid by a third party (Replacement Player) or are returned by the course. Refunds of Side Bet monies shall not exceed the amount of Side Bet monies paid by the Replacement Player. The Tournament Director is granted discretionary power as to refunding of moneys to prevent a PERSON from misusing/overusing this refund policy.

2.6.3 Tournament Play & Player Handicaps

- Tournament Play shall be governed by the Rules of Play approved by the Board, except as modified by any mandatory rules of the host golf course.
- Only Club members shall be eligible to win flight prizes offered by the Club (Note: This does not include side contests, such as closest-to-the-hole).
- Each player shall post his/her “Adjusted Score” (not net score) at the end of play, using the GHIN computer terminal located at the host golf course or promptly on SCGA/GHIN’s Net Post. (Note: Adjusted Score shall mean the player’s gross score adjusted as required by SCGA rules).
- Prior to each tournament, the Tournament Chairperson shall establish the handicap for each player. Said handicaps shall be calculated by obtaining the most current GHIN index for each player and calculating the handicaps based upon the Slope rating for the host golf course.
- When and if a handicap is required for the tournament format being played, players who do not have a GHIN index will receive a handicap for the tournament using the Calloway System. (Note: Calculation of handicaps for non-members may not be required because non-members are normally not eligible to win prizes).

2.6.4 Tournament Green Fees & Prizes

- Unless prior approval for each specific event is given by the BOARD, the amount of the Green Fee to be charged to Players shall be an amount sufficient to fully fund Tournament costs to the Golf Course, plus all Prizes paid to the Players. The amount of the “mark-up” of the per-Player costs to the Golf Course shall be determined by the BOARD.



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- Unless prior approval for each specific event is given by the BOARD, the total cost of the Tournament Prizes shall not exceed the amount of the “mark-up” of the actual costs to the Golf Course.
- For each tournament, the Tournament Chairperson shall determine the number and amount of the prizes to be awarded, provided the total amount of the Prizes does not exceed the limits stated above.
- Except as provided below, prizes shall be paid to Members ONLY.
 - *Team Play Format*: Non-Members shall be eligible for prizes when and if they are playing on a Team with a Club member.
 - *Stroke Play Format*: Non-Members may elect to join the Club and apply the Prize to the Membership Dues. If he/she declines this option, he/she shall be ineligible to receive the Prize.
- *Side Contests*, as described herein, shall be open to both Members and Non-Members.
- The Tournament Chairperson may also organize and manage additional *Side Contests* (“Closest-to-the-Hole”, “Longest Drive”, “Skins”, etc.). The amount of the prizes for any such *Side Contests* shall be limited to the monies contributed by the participants. The total amount of the entry fees paid for such *Side Contests* shall be limited to five dollars (\$5) per side contest. In order to participate in a Skins competition, the player MUST have an established Handicap.
- See below for information regarding the Hole-in-One Prize.

2.6.5 Hole-in-One Fund / Prize

- The Board shall establish a “Hole-in-One” fund and shall deposit into this fund a contribution of \$100.
- Each month the Club shall add to this fund an additional \$10.
- Any Club Member who shoots a “Hole-in-One” during a Club tournament shall win the Hole-in-One prize, as defined below. In the event more than one Club Member shoots a “Hole-in-One” during a given Club tournament, the Hole-in-One prize shall be divided between the winners.
- The amount of the Hole-in-One prize shall be equal to the amount in the fund but not less than \$100 or more than \$500.
- If on the date the prize is won and the fund amount is less than the required \$100 minimum amount required, the Club shall pay into the fund, an amount equal to the difference between the required \$100 minimum and the then current fund amount.
- In the event the amount of the fund reaches \$1,200, the \$10 monthly contributions from the Club shall be suspended until the fund balance drops below \$1,200.
- Non-members shall not be eligible to win the Hole-in-One prize. In order to be eligible to win this prize, the player must be a member in good standing and must have paid membership dues to the Club prior to the first tee time for the Tournament at which the Hole-in-One was shot.