

**Men's Golf Association at Ford's Colony Country Club**  
**By-Laws**  
(Revised March, 2007)

**ARTICLE I - NAME AND PURPOSE**

**SECTION 1 - NAME:**

1. The name of this organization shall be Men's Golf Association at Ford's Colony Country Club (FCCC), otherwise known as the MGA.

**SECTION 2 - PURPOSE:**

1. The purpose of the MGA is to operate a non-profit organization for the enjoyment of and participation in the game of golf.

**ARTICLE II - MEMBERSHIP**

**SECTION 1 - MEMBERSHIP:**

1. Membership in the MGA is open to all dues paying male members of Ford's Colony Country Club with full golfing privileges. The Board of Directors may grant exceptions to this.

**ARTICLE III - ORGANIZATION**

**SECTION 1 - BOARD OF DIRECTORS:**

1. The MGA shall be governed by a Board of ten directors. Each director shall serve a two year term.
2. Approximately half of the Board shall be elected each year, thereby assuring continuity of leadership.
3. The Nine Hole Activities Group of the MGA shall elect one of the ten members of the Board independently every two years.

**SECTION 2 - OPERATING YEAR:**

1. The Operating Year for the MGA shall be December 1 to November 30.

**SECTION 3 - DUTIES:**

1. To set the policies and procedures under which the MGA shall operate.
2. To develop, publish and maintain an annual schedule of MGA meetings and activities.
3. Oversee Board officers and committees in the performance of their Duties.
4. To make recommendations to the MGA membership on matters coming before the board or the membership, which affect the overall operations or well being of the MGA.
5. To strictly enforce the By-laws of the MGA, whose Board and members are expected to be cognizant of and to follow the rules and etiquette of golf as pronounced by the United States Golf Association (USGA), FCCC, and MGA. In cases of serious and continuing violations, the Board shall have the right and duty to censure, and even to recommend to the membership the expulsion of flagrant offenders from the MGA.

**SECTION 4 -ELECTION OF THE BOARD**

1. An election of the Board of Directors shall be held annually prior to the beginning of each new operating year.
2. Eligibility: All members of the MGA are eligible to serve on the Board provided they have been a member for at least twelve months as of December 1, have served actively as Special or Weekly Tournament Director, MGA committee member or Board member within the past three years, and are not presently on the Board, the Nominating Committee or the Election Committee.
3. Nominating: A nominating committee of no less than three members shall be appointed by the President and approved by the board sufficiently in advance of the election to provide a qualified list of candidates for the Board. This committee specifically shall be responsible for the solicitation of nominations from the membership, the preparation of a list of qualified candidates equal to twice the number of Board positions being filled, and the forwarding of this list without endorsement to the VP-Secretary for inclusion on the ballot.
4. Election: The VP-Secretary of the MGA shall be responsible for the conduct of the election in accordance with provisions set forth by the Board (Board of Director's Election Procedures) and published to the membership, such provisions to include voting by secret, written ballot. He shall appoint an Election Committee of at least three members to assist him in this process.

**SECTION 5 – VACANCIES ON THE BOARD:**

1. Should a vacancy occur on the Board, it shall be filled by Board appointment of a qualified member of the MGA to serve the un-expired portion of the term, as an officer during this period in a capacity to be designated.

**SECTION 6 - MEETING:**

1. Board of Directors shall meet at least three days prior to a meeting of the membership to establish the order of business, the agenda and the presentation of matters to come before the MGA membership.
2. Additional meetings shall be called as deemed necessary for the efficient functioning of MGA activities. A quorum for the conduct of business shall be a majority of Directors at any meeting.

**ARTICLE IV – OFFICERS**

**SECTION 1 - OFFICERS:**

1. There shall be ten officers of the MGA, with each officer position held by a member of the Board of Directors.

**SECTION 2 – ELECTION OF OFFICERS:**

1. The upcoming Board, consisting of the returning Directors and the newly elected incoming Directors shall meet immediately after being notified of the election results. At this time, they shall elect one of their members to serve in each officer-ship, notification of the names of the Directors serving in each position shall be communicated to the membership at the same time as the Director election results.

**SECTION 3 - HIERARCHY:**

1. The officers of the MGA shall be comprised of the following; President, Vice President Secretary, Vice President Treasurer, Vice President Weekly Tournaments, Vice President Special Tournaments, Vice President Outside Activities, Vice President Nine Hole Activities Group, Vice President Communications, Vice President Handicaps, and Vice President At-Large.

**ARTICLE V – DUTIES OF THE OFFICERS**

**SECTION 1 - PRESIDENT:**

1. Preside at all meetings of the Board and MGA membership.
2. Provide direction for the various officers in the performance of their duties.
3. Approve all disbursements of MGA funds in accordance with MGA financial budgets and plans.
4. Sign all check and withdrawals when treasurer and third authorized board Members are unavailable.
5. Serve as chief liaison between the MGA and the FCCC golf and management staffs, the Country Club Membership Association (CCMA) and between any outside organizations, in matters affecting the MGA and its activities as required.
6. Appoint and supervise such standing committees as may be deemed desirable to effectively administer programs and activities not specifically covered by the duties of the various other officers.
7. Maintain an up-to-date list of all committees and their members, and other persons serving with or under his area of responsibility, and provide such lists when requested.
8. Appoint a third board member each year as authorized to sign checks for disbursement of MGA funds.

**SECTION 2 - VICE PRESIDENT SECRETARY:**

1. Keep and preserve the records of the MGA, including minutes of Board meetings, Membership meetings, Board of Directors Policy Statements and By-Laws of the MGA.
2. Announce and make arrangements for all regular and special meetings of the MGA. Be responsible for the conduct and management of annual and special elections of the MGA, including eligibility reviews, nominating process, ballot preparation and dissemination, voting, tabulating and reporting.
3. Maintain an up-to-date list of all committees and their members, and other persons serving with or under his area of responsibility, and provide such lists when requested.

**SECTION 3 - VICE PRESIDENT TREASURER:**

1. Collect and receive all monies from dues, fees and other sources, and deposit them in an approved bank account.
2. Disburse all funds for approved expenditures from the MGA bank account In accord with board plans and budgets.
3. Prepare and submit for Board approval an annual budget for MGA activities with input from other officers and committees.

4. Prepare and present to the Board (at least quarterly), and the MGA membership (at least annually), financial reports indicating the MGA financial condition.
5. At a minimum, separate accounting entries will be maintained for Holes-In-One, Gifts, and for each significant Special Event (charity tournaments, events with a planned expenditure of \$500 or more, etc.). Funds remaining in any account should be used for the same purpose or event in a subsequent year, unless the Board explicitly approves a transfer to another account.
6. Keep all records in condition for audit **which will be conducted every two years.**
7. Manage the process for enrolling new members.
8. Provide assistance to other functions in budgeting, collection of entry fees or other financial matters. Make available funds for all trophies, awards and prizes in accordance with Board instructions.

**Section 4 - VICE PRESIDENT WEEKLY TOURNAMENTS:**

1. Arrange and conduct all regular (M-W-F-S) weekly tournaments.
2. Establish rules of play for each event in accordance with USGA, FCCC and MGA guidelines.
3. Appoint and supervise the activities of Weekly Tournament Committee composed of MGA members whose primary responsibility shall be to administer and conduct the MGA weekly tournament activities. Provide written guidelines to each Tournament Director.
4. Monitor weekly MGA golf activities and recommend to the Board provisions relating to rules, etiquette and instruction designed to enhance and improve the golf experience of MGA members.
5. Coordinate 18 Hole Tournament Activities with those of 9 Hole players to ensure integration of both groups in MGA events where appropriate, and provide for timely golf course availability when separate play is scheduled.
6. Maintain an up-to-date list of all committees and their members, and other persons serving with or under his area of responsibility, and provide such lists to the President or Secretary when requested.

**SECTION 5 - VICE PRESIDENT SPECIAL TOURNAMENTS:**

1. Prepare, maintain and publish an approved schedule, along with amplifying data, as needed, of all special golf events scheduled by the MGA during the year.
2. Develop, promote and conduct all special tournaments held at FCCC as approved by the Board.
3. Establish rules of play for each event in accordance with USGA, FCCC and MGA guidelines.
4. Appoint and supervise the activities of individual Special Tournament Committees composed of MGA members whose primary responsibility shall be to administer and conduct each of the MGA Special Tournaments.
5. Monitor MGA golf activities during special tournaments and recommend to the Board provisions relating to rules, etiquette and instruction designed to enhance and improve the MGA golf experience.
6. Be responsible for planning, arranging and conducting MGA golf events with other groups within FCCC.
7. Maintain an up-to-date list of all committees and their members, and other persons serving with or under his area of responsibility, and provide such lists to the President or Secretary when requested.

**SECTION 6 - VICE PRESIDENT OUTSIDE ACTIVITIES:**

1. Serve as MGA representative to outside golfing organizations and periodically report to the Board and the MGA on their activities and implications for MGA operations.
2. Be responsible for planning, arranging and conducting MGA golf events with compatible groups outside FCCC.
3. Represent the MGA in the Williamsburg Senior Inter-club Golf Association. Be responsible for the selection of MGA teams, arrangement for participation in matches and reporting results of this program to the Board and the MGA.
4. Develop, as may be appropriate and when directed, MGA membership travel events to golfing venues away from FCCC.
5. Maintain an up-to-date list of all committees and their members, and other persons serving with or under his area of responsibility, and provide such lists to the President or Secretary when requested.

**SECTION 7 - VICE PRESIDENT NINE HOLE ACTIVITIES GROUP:**

1. Be responsible for development and administration of those MGA activities designed for members desiring to play less than 18 holes, usually 9 holes, of golf.
2. Co-ordinate with the VP Weekly Tournaments and VP Special Tournaments to ensure integration of 9 hole golfers with 18 hole golfers for participation in certain tournament events and weekly programs throughout the year
3. Develop tournament events for 9 Hole players and publish a schedule of such activities.
4. Maintain an up-to-date list of all committees and their members, and other persons serving with or under his area of responsibility, and provide such lists to the President or Secretary when requested.

**SECTION 8 - VICE PRESIDENT COMMUNICATIONS:**

1. Maintain an up-to-date roster of the MGA.
2. Prepare and transmit to new members an information kit containing Calendar of Events, Rules and Description of MGA play and a membership roster.
3. Prepare, publish and disseminate information bulletins covering meeting notices, major event publicity and other general information to the membership.
4. Follow up to make sure statistical performance records for the recognition of outstanding MGA performances are maintained.
5. Serve as, or appoint, the MGA Webmaster.
6. Maintain the MGA Bulletin Board at FCCC.
7. Receive and transmit to local media the results of significant MGA events and results.
8. Interface with community and outside agencies as a Public Relations Representative and assist the Board in determining beneficiaries of MGA charitable events and or donations.
9. Maintain an up-to-date list of all committees and their members, and other persons serving with or under his area of responsibility, and provide such lists to the President or Secretary when requested.

**SECTION 9 - VICE PRESIDENT HANDICAPS:**

1. Determine the handicaps to be used in regular MGA events (In compliance with the current version of USGA Handicap System) and make a recommendation to the Board for approval.
2. Recommend to the Board which MGA events will be considered tournament rounds for purposes of recording in the handicap computer.
3. Establish and communicate to the members what constitutes an acceptable scorecard in MGA events, how it will be posted and by whom.
4. Establish an Audit Committee to ascertain that MGA rounds are posted promptly, accurately and adjusted to reflect the USGA Equitable Stroke Control.
5. Investigate complaints about individual member's handicaps by reviewing the playing record of the member and recommending to the Board what handicap adjustment, if any, should be made. Implement the Board's decisions.
6. Establish a working relationship with the MGA Rules committee; obtain a copy of the USGA Handicap Manual and attend any appropriate Virginia State Golf Association {VSGA} handicap seminars to enhance personal knowledge of rules and handicapping.
7. In conjunction with the Rules committee, conduct educational sessions for members when appropriate.
8. Establish communications links with any FCCC and CCMA Handicap Committees dealing with rules and handicaps and/or serve on that committee.
9. Maintain an up-to-date list of all committees and their members, and other persons serving with or under his area of responsibility, and provide such lists to the President or Secretary when requested.

**SECTION 10 - VICE PRESIDENT AT LARGE:**

1. In the temporary absence of the President, perform the duties of that office and preside over meetings of the Board of Directors and membership.
2. Perform oversight of all standing committees appointed by the President, with the advice of the Board, as necessary, to ensure proper performance of their duties.
3. Perform other duties specifically assigned by the Board, and generally assist the President as needed.
4. Plan and manage all members Breakfast and Luncheon meetings and all major social events, such as an annual Dinner Dance, as approved by the Board of Directors and/or the membership, aided by committees to be appointed as needed.
5. Maintain an up-to-date list of all committees and their members, and other persons serving with or under his area of responsibility, and provide such lists to the President or Secretary when requested.

## **ARTICLE VI – COMMITTEES**

### **SECTION 1 - COMMITTEES:**

1. The President, with the advice of the board, shall appoint standing and special committees, as necessary, to ensure the proper performance of the MGA responsibilities.

### **SECTION 2 - STANDING RULES COMMITTEE:**

1. Develop and deliver educational presentations to the membership focusing on the USGA rules of golf and FCCC local and temporary rules and their impact on MGA speed of play, etiquette and understanding of the game.
2. Working with the appropriate FCCC and CCMA Rules committees and the MGA Tournament Committees, develop and publish local rules for use in MGA play.
3. Review and make recommendations to the Board regarding rules in play for MGA play.
4. Assist in review and resolution of disputes in the interpretation or application of the rules of golf in any MGA event.

## **ARTICLE VII - MEETINGS AND QUORUMS**

### **SECTION 1 – MEETING OF THE MEMBERSHIP:**

1. The MGA shall have three regular meetings of the membership each year, the last of which shall be designated as “the annual meeting of the MGA.”
2. The membership shall be notified by the Board of the time and place of all meetings at least ten days in advance of the meeting.
3. If additional or special meetings are needed, the membership shall be notified by the Board of the time and place of all meetings at least ten days in advance of the meeting.

### **SECTION 2 - QUORUMS:**

1. A quorum for membership meetings of the MGA shall consist of twenty-five percent of the membership and five Directors, one of which shall preside and one of which shall record the proceedings.

### **SECTION 3 - ORDER OF BUSINESS:**

1. The order and conduct of business at MGA meetings shall be guided, in general and where practical, by Robert’s Rules of Order.

### **SECTION 4 - VOTES:**

1. Matters in need of resolution by vote of the membership shall require a simple majority of those members present and voting to pass.
2. However, amendments or changes to the By-Laws shall require an affirmative vote of a simple majority of the membership present and voting by proxy, such proxy delivered to the Secretary prior to the meeting and signed by the member indicating his intention.

## **ARTICLE VIII - DUES**

### **SECTION 1 - DUES:**

1. Annual dues represent the amount of monies received and utilized to operate the programs of the MGA.
2. The Board of Directors shall set the amount of individual annual dues for the MGA.
3. Approval by a majority of those present at a membership meeting shall be required to change the amount of annual dues.

### **SECTION 2 - BILLING:**

1. The membership shall be billed for annual dues for the twelve-month period beginning December 1, and ending November 30 of the following year.
2. New members shall pay the full amount of the annual dues upon joining the MGA and before becoming eligible to participate in any MGA event.
3. However, if a new member joins between July 1 and the Annual Dinner Dance, he shall pay one half of the annual amount.
4. Thereafter, a new member pays the full annual dues, which will be credited to the upcoming year beginning December 1.

## **ARTICLE IX – SPECIAL ITEMS**

### **SECTION 1 - HOLES-IN-ONE:**

1. Any member of the MGA who records a Hole-in-One at Ford's Colony Country Club or in an MGA sponsored event elsewhere (must be witnessed by at least one other MGA member in all cases) shall be recognized by the MGA for his achievement.
2. The Treasurer, upon submission by the member of appropriate documentation, shall provide limited reimbursement to the achieving member under approved guidelines set by the MGA Board of Directors' "Policy for Hole-In-One Insurance".