

Bend Golf Club (BGC)
Men's Golf Association (MGA)
Bylaws

(As amended February 1, 2020)

ARTICLE I. PURPOSE

- a. To promote, assist and advise Golf shop and Club Head PGA Professional on the Men's Golf Tournaments, Special Golf Events and related Social Activities. (See Club "Schedule of Golf Events and Tournament Play").
- b. To foster an environment and venues for friendly MGA competition and fellowship and to ensure a "level playing field" for all levels of golf expertise.
- c. For the MGA and its members to be ambassadors of the Bend Golf Club in promoting the use of club facilities and encouraging new members.
- d. To encourage MGA members to exhibit high standards of character and sportsmanship that reflect the values of the Bend Golf Club.
- e. To ensure MGA members cooperate and comply with the general rules and regulations of the golf course
- f. To provide opportunities and incentives for each member to compete with persons of any age group and skill level with equal opportunity to share in prizes and awards.
- g. To assist the Bend Golf Club (BGC) Tournament Committee in the planning and scheduling of each year's "Annual MGA Golf Events Schedule".
- h. To assist in the planning, scheduling and conducting of all men's tournaments.
- i. To assist Club Head Professional in establishing games to be played and tournament ground rules for each Men's Golf Association (MGA) event.

ARTICLE II. MEMBERSHIP

- a. Any male Bend Golf Club golf member regardless of class of membership along with their male qualifying dependents age 18 and older is eligible to be an MGA member and receive the associated benefits.
- b. The MGA "Board of Directors" will set Association Dues, Tournament, Social Activities, and Hole-in-one fees and their method of payment.

- c. The MGA Board of Directors will determine regular membership fees on an annual basis during the first meeting of the new Board each year.
- d. All other MGA Tournament fees and or Social Activities will be defined by the MGA Board of Director's in coordination with the Club Head PGA Professional (*or Social Activities*) in advance of each event.
- e. All MGA golf members are encouraged to maintain a handicap. All members of the MGA who wish to participate in club games or tournaments are required to maintain a handicap. Golf is a game of integrity, honesty and fairness. It is incumbent upon all members to appropriately record and post all of their acceptable scores in a timely manner pursuant to the Bend Golf Club handicap policy and the rules set forth by the World Handicap System. Players shall try to make the best score at every hole in every round regardless of where the round is played and under any condition when playing an acceptable round for posting.

ARTICLE III. GOVERNMENT

Section 1. Board of Directors

The Management of the Association, the control of its activities, assets, and property is entrusted to its Board of Directors, consisting of seven Directors including elected officers of President, Vice-President, Secretary, and Treasurer.

(The officers of the previous year shall be Ex-Officio members of the Board for a period of (1) one year after they cease to hold office)

Section 2. ELECTION OF MEN'S GOLF ASSOCIATION BOARD MEMBERS

- a. The election of directors will be conducted and executed by using an on-line ballot capability via the BGC webpage. Prior to the election, the Men's Golf Association Board of Directors will prepare a slate of candidates (a minimum of four for the three open positions.). The candidates will be presented in the club newsletter "*The Tradition*" and BGC "News Notices" for membership consideration. The candidates receiving the most votes shall be elected to the open positions.
- b. The newly elected Men' Golf Association Board of Directors shall take office effective immediately after the annual fall meeting in October.
- c. The election of President, Vice-President, Secretary, and Treasurer will be conducted by the Men's Golf Association Board of Directors during the first meeting of the new Board.

Section 3. TENURE OF OFFICE

- a. Two members of the Men's Golf Association Board of Directors shall serve for one year, two for two years, and three for three years.
- b. The President, Vice-President, Secretary, and Treasurer shall hold office for a period of a minimum of one year or longer as determined otherwise by the MGA BoD's. If circumstances warrant, and if it is determined to be in the best interest of the MGA Board of Directors, any term of office for elected board officers can be extended with majority approval of the MGA Board of Directors.

Section 4. VACANCY OF OFFICE

In the event of any vacancy on the Men's Golf Association Board, it shall be filled by appointment by the MGA Board of Director's. Based on results of the Men's Golf Association Board election, the person having the next highest votes will be asked to serve. If there were no other candidates that ran for office and a board vacancy existed, the MGA Board of Directors will take the action to select a qualified MGA member who acknowledges to the board that they are willing to fill the vacated position.

ARTICLE IV. OFFICERS AND COMMITTEE'S

Section 1. GENERAL

- a. The officers shall consist of the President, Vice-President, Secretary and Treasurer, and their duties shall be such as their titles would indicate and as stated in Section 2 of Article IV below.
- b. The Board of Directors shall authorize and define the powers and duties of all committees. Chairmen and members of all committees shall be appointed by the President, and the President shall be an ex-officio member of all committees except the nominating committee.

Section 2. OFFICERS

a. PRESIDENT.

(1) The President shall preside at all Men's Golf Association meetings. He is responsible for leading and directing the Association business affairs. He acts as Liaison Officer between the Association, the Club Manager, and the Club Board of Directors.

(2) If the Office of President becomes vacant, the Vice-President becomes President.

(3) The President will:

- Conduct all MGA Board of Directors meetings
- Conduct all business between the MGA and BGC BoD, as necessary
- Appoint (with the Vice President) all committee chairmen
- Approve (with the Vice President) all committee members selected by committee chairmen
- Review and approve annual MGA budgets in coordination with the MGA Treasurer
- If necessary, sign checks with the Treasurer for MGA expenses
- Personally welcome new MGA members
- Receive all written member questions and complaints, and respond to same after consultation with the MGA BoD and BGC BoD, as appropriate
- Schedule, conduct and chair the MGA committee meetings the week prior to the monthly MGA Board of Directors meetings.
- Serve as a “de facto” member on the BGC Tournament Committee
- Conduct audit of MGA account with BGC Chief Financial Officer and MGA Treasurer in October prior to the annual MGA Fall Meeting

b. VICE-PRESIDENT

(1) The Vice-President takes the place of the President and performs his duties if the President is absent or unable to act.

(2) The Vice-President will:

- Conduct all MGA business meetings in the absence of the President
- Assist the President in such ways as the President may request
- Assist the President in naming committee chairmen and approving committee members
- Oversee and assist all MGA committee chairmen as he deems necessary or chairmen may request
- Personally, welcome new MGA members

c. SECRETARY

(1) The Secretary shall maintain the records of the Association, prepare the Minutes of Board Meetings, and maintain a list of all Association Members.

(2) The Secretary will:

- Take charge of all correspondence for MGA
- Record formal minutes of all MGA BoD meetings to include any Executive Sessions Meetings, if convened; distribute minutes to MGA BoD Officers and Directors for comment or correction within 3 days; finalize minutes for posting on the BGC MGA homepage, and for subsequent approval at next MGA BoD's meeting
- Maintain an up-to-date MGA membership roster consisting of name, address, phone number, e-mail address; distribute roster updates at monthly MGA BoD's meetings and via web page update

d. TREASURER

(1) The Treasurer shall have custody of, and be responsible for, the MGA funds, depositing them in the name of the Association in the bank or credit union designated by the MGA Board. He shall arrange for transfer of all Association funds from the Bend Golf Club to the Men's Golf Association. He shall receive and pay all Association bills, notes, and other orders for payment of money. He shall prepare an annual report depicting income and expenditures. He shall sign and endorse in the name of the Association all checks, drafts, and notes.

(2) The Treasurer shall:

- Be responsible for all monies collected and maintain in an interest-bearing checking account for the MGA
- Make disbursements for authorized MGA expenses by check (recommended); make cash disbursements when appropriate in judgment of treasurer; round cash reimbursements to members to nearest whole dollar for convenience.
- Maintain a record of all revenues and disbursements and assure receipts are on file as basis for all paid expenses
- All checks should be signed by both Treasurer and President whenever possible; however, a single signature by the Treasurer is sufficient
- Maintain the BGC MGA checkbook, with oversight from the President
- Provide monthly accounting of MGA monies and brief the resultant financial report to BoD at monthly meeting
- Consult with the Chairman of the Bend Golf Club Tournament Committee to review and authorize tournament expenses, and assure limits pre-set by the MGA BoD's are not exceeded

- Ensure MGA financial records undergo an annual audit by the BGC Chief Financial Officer prior to the annual MGA Fall Meeting
- Review and approve all F&B Event Orders received from the BGC Tournament Committee for each MGA sponsored tournament

Section 3. COMMITTEE'S

- a. There shall be two standing committees in the MGA, the Communications & Information Services, and the Hospitality/New Member Orientation committees, and any additional Ad Hoc committees from the membership that is needed to help in carrying out the purposes of the Association. Committee chairmen shall be assigned by the President and Vice-President, and will report directly to the MGA Board of Directors. At the beginning of each term of office, the President shall recommend the establishment of any Ad Hoc committees deemed necessary to support the MGA.
- b. **DUTIES OF COMMITTEE CHAIRMEN.** The following are the duties common to all of the Committee Chairmen. Specific duties related to their respective committees are described in subparagraphs b and c below. For their respective area(s) of responsibility, each chairman shall:
 - Participate in all committee meetings called by the MGA President.
 - Plan, organize and implement operations for their area of operations.
 - Establish and set the policies and provide operational guidance to their committee members.
 - Recruit and train committee members as needed.
 - Update and maintain the Continuity Notebook/Instructions and Desktop Procedures Handbook, as appropriate.
 - Provide recommended updates to the bylaws to the MGA Vice President.
 - Submit a proposed Budget for the following year to the Treasurer by October 31st of each calendar year, as necessary.
 - At the end of the season (o/a October), provide a written After-Action Report of committee operations.
 - Solicit feedback from the MGA membership to improve the association and its operations.
- c. **Communications/Information Services Committee**

Responsible for maintaining a MGA membership directory and coordinating communication activities between the Board and MGA membership. The Communications Committee will be comprised of the Chairman, and one member of the MGA.

- (1) Chairman, Communications/Information Services Committee shall:

- Assist the President by reviewing and editing any correspondence generated from the BoD's destined to the MGA membership
- Assist the MGA BoD's Secretary in the maintenance of the MGA membership directory
- Provide recommendations to the President/BoD's for "best course of action" for meeting communications requirements with the MGA membership
- Assist the other MGA standing committee's in supporting their communications requirements
- Assist the BGC Tournament Committee in the development of Communications Plans for each MGA sponsored golf tournament
- Make recommendations for any improvements to the MGA webpage on the BGC internet homepage
- Post MGA related information on the MGA webpage as directed by the MGA President

d. **Hospitality and New Member Orientation Committee.**

Under the direction of the Hospitality Chairman the committee will be comprised of the Chairman and two MGA members to investigate and act upon all applications for membership and to recommend appropriate action to the MGA Board of Director's.

(1) Chairman, Hospitality/New Member Orientation Committee shall:

- Assign committee member to serve as a liaison to the BGC Membership Committee
- Receive personal information on any new BGC golf member from either the General Manager, President, MGA BoD's, Membership Committee, Head Golf Pro, or the BGC Business Office
- Contact new golf members within their first week of their joining BGC
- Personally, greet and meet with all new golf members
- Assign a committee member to serve as a sponsor for new golf members
- Assign a committee member to serve in his behalf when the Chairman is either ill, out-of-town, etc.
- Conduct new member orientation for new golf members
- On behalf of the MGA membership, purchase, sign and send cards of Well Wishes, Congratulations, Sympathy, etc. to members of the MGA, when needed
- Obtain explicit permission from the member prior to disclosing or distributing the health issues of any member or his family.

ARTICLE V. MEETINGS

Section 1. ANNUAL MEN’S GOLF ASSOCIATION MEMBERSHIP MEETING

- a. The Annual Fall Men’s Golf Association Membership Meeting shall be held annually on the third Thursday of October at the Bend Golf Club.
- b. The MGA President shall publish the Notice of the Annual Meeting by email or in the Club Newsletter (*The Tradition*), or BGC “News Notices” in October.
- c. Election results of newly elected Men’s Golf Association Board Members and alternates shall be announced at the Fall Annual Meeting.

Section 2. SPECIAL MEN’S GOLF ASSOCIATION MEMBERSHIP MEETINGS

- a. Special meetings of the Men’s Golf Association may be called at any time by order of the MGA President, or by four members of the MGA Board. Fifteen percent of the members of the Men’s Golf Association may call a special meeting by posting a written call over their own signatures upon the bulletin board of the club and notifying the Secretary. The call for the special meeting shall set forth the purpose of the meeting and the notice thereof shall be mailed by the Secretary to each member ten days prior to the time of the meeting, and no business other than that specified in the call and notice shall be transacted. The MGA President shall set the time for the special meeting to be held at the clubhouse within (30) thirty days of posting of the call.
- b. Ten percent of the members shall constitute a quorum at any such Membership meeting.

Section 3. MEN’S GOLF ASSOCIATION BOARD MEETINGS

- a. The regular meetings of the MGA Board of Directors shall be held at the club house at least once a month, the time and date to be determined by the MGA Board of Directors. The agenda shall be mailed to each MGA Board Member at least (7) seven days prior to the meeting, if feasible and reasonable, and copies shall be posted on the BGC/MGA webpage and also on the club bulletin board with minutes of the previous MGA board meeting. All Association Members are welcome to attend MGA Board of Directors meetings.
- b. As needed, additional MGA Board meetings, not meeting the criteria of a “Special Board Meeting” may be called at the request of the MGA President or any Board Member. Notice of such meetings will be given a minimum of (7) seven days in advance. Four Board Members shall constitute a quorum at any MGA Board of Directors meeting.

- c. Two un-notified absences (“un-notified” means the member did not call ahead to a reasonable contact in the MGA before the upcoming meeting to indicate they would be gone from the meeting) are subject to termination by the board.

Section 4. RULES OF ORDER

- a. The Rules of Order, contained in Robert’s Manual, when not in conflict with these or the Country Club Bylaws shall govern the Men’s Golf Association Board Meeting.
- b. The Order of Business of Regular meetings shall be:

- Call to Order
- Approval of Minutes
- Treasurer’s Report
- Agenda Items
- Membership Items
- Adjournment

- c. The Order of Business at the Annual Meeting shall be:

- Call to Order
- Approval of Minutes
- President’s Report
- Treasurer’s Report
- Introduction of Board Members
- Agenda Items
- Awards
- Adjournment

ARTICLE VI. BYLAWS

- a. The Men’s Golf Association Bylaws are subject to review and approval of the Bend Golf Club Board of Directors.
- b. Any amendment of these MGA Bylaws shall be proposed in writing by the Board of Directors of the Men’s Golf Association or by (5%) five percent of the members of the Association and if approved must be passed by a minimum of (10%) ten percent of the Association members.
- c. Should there be any conflict between the Club and MGA Association Bylaws, the Club Bylaws shall prevail. Applicable Club Bylaws shall be used to cover conditions not covered by the MGA Association Bylaws.