

BYLAWS

SUNNYVALE SENIOR SITIZENS GOLF CLUB

ARTICLE I

The name of this CLUB shall be the Sunnyvale Senior Sitizens Golf Club.

ARTICLE II - PURPOSES

FIRST: The by-laws promote camaraderie while supporting the traditions of golf.

SECOND: To enforce uniformity in the rules of the game by creating a representative authority.

THIRD: To maintain a uniform system of handicapping as set forth in the regulations of the Northern California Golf Association in cooperation with the United States Golf Association.

FOURTH: To afford a convenient and authoritative body to govern all club golf tournaments.

FIFTH: This Association is organized substantially for pleasure, recreation, and other non- profitable purposes.

ARTICLE III - MEMBERSHIP

SECTION 1: Membership shall be available to male golfers, age 55 or older. The maximum club membership shall be 160. Residents of the City of Sunnyvale will be given first priority on the waiting list regardless of the date of their application. If no Sunnyvale resident application has been received, non-residents shall be considered on a first come first served basis.

SECTION 2: Memberships are individual and non-transferable. Dues include membership in the Northern California Golf Association.

SECTION 3: The fiscal year for the Club will be January 1 through December 31.

SECTION 4: Each candidate for membership shall be proposed by the Membership Committee and presented by the Secretary to the Board of Directors. The Board of Directors shall act upon each proposal by vote and any two negative votes shall disqualify any candidate.

SECTION 5: In the event any member of this organization shall commit any act which reflects discredit or disrepute thereon, or shall refuse or neglect to comply with the Rules and Regulations adopted by the Board of Directors or the duly appointed officers, such member shall be subject to suspension or expulsion after ten days written notice and the right to be heard, by a vote of two-thirds of the Board of Directors at any regular meeting or special meeting called for such purpose.

SECTION 6: The Annual Meeting of the SSSGC shall be held on a date in the fall (normally October) of the year to be determined by the Board of Directors. The Board of Directors shall provide for the holding of such other meetings as may be deemed necessary, and they shall call special meetings upon written petition signed by not less that twenty percent of the membership.

SECTION 7: A legal quorum at any meeting shall be thirty members present. Each active member in good standing shall be entitled to one vote.

SECTION 8: All membership fees and dues shall be established by the Board of Directors from time to time in such amounts as they deem to be adequate to operate and maintain the Club.

ARTICLE IV - BOARD OF DIRECTORS

SECTION 1: The Board of Directors shall consist of eight members in good standing of the SSSGC and they shall exercise all powers of management of the Club not specifically excepted by these By-Laws. The Board shall be structured under the guidelines of the following organization chart:

President

Vice-President	Social Committee
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Secretary	Membership Committee
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Treasurer	Audit Committee
Budget Controller	

Handicap Chairman	Handicap Committee
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Home Tournament Chairman	Greens Committee	Tournament Committee
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Away Tournament Chairman	Tournament Site Selection Committee
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INITIAL 1-YEAR TERM, BEGINNING JAN. 1, 1992	INITIAL 2-YEAR TERM, BEGINNING JAN. 1, 1992
PRESIDENT, SECRETARY, BUDGET CONTROLLER, HOME TOURNAMENT CHMN.	VICE-PRESIDENT, TREASURER, HANDICAP CHAIRMAN, AWAY TOURNAMENT CHMN.
ELECTED FOR 2-YEAR TERM BEGINNING JAN. 1, 1993, 1995, 1997, 1999, 2001, 2003, 2005, 2007, 2009, 2011, 2013, ETC.	ELECTED FOR 2-YEAR TERM BEGINNING JAN. 1, 1994, 1996, 1998, 2000, 2002, 2004, 2006, 2008, 2010, 2012, 2014, ETC.

SECTION 2: Board of Directors Nomination Process:

- a. The President will post the names of the Nominating Committee that he has appointed prior to the start of the second home tournament in August. The Nominating Committee will be chaired by a current Board member who will be assisted by a past Director and three members of the Club.
- b. Prior to the start of the second home tournament in September this committee shall submit to the Board and shall post upon the Club website and bulletin board, a list of nominees to fill any vacancies for the term of office beginning January 1.

- c. Names of other members in good standing may be nominated by petition signed by at least ten members and submitted to the President at least two weeks prior to the Annual Meeting. The Secretary will add the names of additional candidates, if any, to the list posted by the Nominating Committee. These names will be posted prior to the start of the last tournament day in September.

SECTION 3: The election of officers shall take place at the Annual Meeting. If there is only one nominee for a particular office, voting shall be done by a show of hands or verbal acclamation. Otherwise votes shall be cast by written ballot. The President shall appoint a committee of three judges who are not members of the Board or candidates for election to count the ballots and turn the list of winning candidates over to the President.

SECTION 4: The President shall convene meetings of the Board of Directors every two months and special meetings as needed. A majority of the Board shall constitute a quorum at any meeting.

SECTION 5: A vacancy of an elected director will be filled by appointment of the President and shall require approval of the Board of Directors. The Vice-President will automatically fill the vacancy of the President.

ARTICLE V - POWERS OF THE BOARD OF DIRECTORS

SECTION 1: The Board shall make such rules and regulations necessary to manage and control the affairs and business of this Club.

SECTION 2: The Board shall have the right to establish and change policy.

ARTICLE VI - OFFICERS

The officers of this Club shall consist of eight directors (President, Vice-President, Secretary, Treasurer, Budget Controller, Handicap Chairman, Home Tournament Chairman, and Away Tournament Chairman) and serve two-year terms. They may be nominated and approved for subsequent terms without limit.

PRESIDENT

The powers and duties of the President are:

- A. Exercise general supervision over the business and affairs of this Club. Preside at all meetings of this Club and Board of Directors. Call all meetings as required. Make appointments to committees as required. The President may sign all checks issued for this Club.
- B. Report the business of this Club to membership at the regular meetings.
- C. Will be a member of the Tournament Committee.
- D. Appoint Directors to act as Committee Chairman for the Standing Committees.

VICE-PRESIDENT

The powers and duties of the Vice-President are:

- A. In case of the absence or disability of the President, the Vice-President shall take his place and perform his duties.
- B. May act as Chairman of a Standing Committee selected by the President.
- C. Will be a member of the Tournament Committee.
- D. Will be in charge of all arrangements for the annual meeting and banquet.

SECRETARY

The duties of the Secretary are:

- A. To keep a full and complete record of the meetings of this Club. If the Secretary is not present at a meeting, the presiding Director will appoint a Secretary pro-tem to perform the duties at such meeting.
- B. To prepare and distribute such notices as required by these By-Laws and which the Board of Directors deems necessary for the notification of the Club members. To maintain the official correspondence of this Club.
- C. To maintain a listing of the names, addresses, e-mail addresses and phone numbers of the members of this Club in conjunction with the Treasurer. To keep all applications for membership, and countersign all NCGA applications of membership. Notify Handicap Chairman and Tournament Chairman of new Club members.
- D. May act as Chairman of a Standing Committee selected by the President.
- E. The Secretary will Chair the Membership Committee.
- F. Will be a member of the Tournament Committee.

TREASURER

The duties of the Treasurer are:

- A. To collect all membership dues and fees, to receive and safely keep all money of this Club and deposit it in such bank or banks as the Board of Directors may designate. List all receipts in the ledger of this Club along with the amount of the payment.
- B. To sign checks issued by him for club expenses and assure that all expenditures are made by check only. It is preferable that the Treasurer issues all checks, however, when deemed necessary any other Director who has his signature on file with the bank may issue a check. He shall report his disbursement to the Treasurer as soon as possible.
- C. To keep a full and accurate account of the receipts and disbursements of this Club. To render to the President and the Board, whenever they require, a statement of accounts the financial condition of this Club. Maintain a voucher for all indebtedness that is paid or is to be paid until audited by the Auditing Committee.
- D. Will be a member of the Tournament Committee.
- E. May act as Chairman of a Standing Committee selected by the President.
- F. Will Co-Chair Audit Review Committee with the Budget Controller.
- G. No Board member may sign a check made out to himself.

HOME TOURNAMENT CHAIRMAN

The duties of the Home Tournament Chairman are:

- A. Confirm arrangements for all home tournaments.
- B. Distribute all tournament prizes per budget allocations.
- C. Provide, or delegate to other Directors, all operations necessary to conduct home golf tournaments, outings, etc., associated with this Club.
- D. Maintain a history of tournament records and expenses incurred for it.
- E. May act as Chairman of a Standing Committee selected by the President.

- F. The Tournament Chairman may sign any check issued by the Club.
- G. The designated Home Tournament Chairman will receive green fees, sweeps and ½ cart fee, if used, for each home tournament managed.
- H. May sign checks issued by the Club.

HANDICAP CHAIRMAN

The duties of the Handicap Chairman are:

- A. To receive the scores for every tournament round of a member played on the City of Sunnyvale's Municipal Golf Course or any properly rated golf course.
- B. To cause all scores of full rounds of members played to be entered in the handicap records maintained by this club.
- C. To cause all handicaps of members to be checked for revisions at least once every month.
- D. In carrying out the foregoing duties, the Handicap Chairman shall be governed by the Northern California Golf Association
- E. May act as Chairman of a Standing Committee selected by the President.
- F. Will be a member of the Tournament Committee.
- G. The designated Handicap Chairman will receive green fees for each home tournament scored (carts and sweeps not included).

BUDGET CONTROLLER

The duties of the Budget Controller are:

- A. Establish and maintain the Club's Annual Budget with input from all Directors.
- B. Will Co-Chair the Audit Review Committee with the Treasurer.
- C. Will be a member of the Tournament Committee.
- D. May act as Chairman of a Standing Committee selected by the President.

AWAY TOURNAMENT CHAIRMAN

The duties of the Away Tournament Chairman are:

- A. Confirm arrangements for all away tournaments.
- B. Distribute all tournament prizes per budget allocations.
- C. Provide or delegate all operations to conduct away golf tournaments, outings. etc., associated with this Club.
- D. Maintain accurate cost records for each away tournament and report.
- E. May act as Chairman of a Standing Committee selected by the President.
- F. Will be a member of the Tournament committee.
- G. The designated Away Tournament Chairman will receive green fees, sweeps and ½ cart fees, if cart fees are mandatory, for each away tournament he directs.
- H. May sign checks issued by the Club.

ARTICLE VII - REMOVAL OF OFFICERS

SECTION 1: Any Director of this club may be recalled by the membership at a meeting called for that purpose by a petition to the Board of Directors via the Secretary signed by a minimum of 20% of the current membership. Such meeting shall be scheduled no sooner than ten days after notification of the membership. Acceptable notification shall consist of a written posting at the next local tournament in addition to a similar posting on the Club's Bulletin Board and/or Website if available. The notice shall be given by the Secretary.

SECTION 2: No Director shall be removed from office unless an affirmative vote of not less than three-fourths (3/4) of the members present at such a meeting. At least 30% of the membership shall be represented at the meeting.

ARTICLE VIII - STANDING COMMITTEES

The Standing Committees to be appointed by the President, as provided in ARTICLE VI of these By-Laws, shall be as follows and meet when called by the responsible Director:

Handicap Committee

Greens Committee

Social Committee

Tournament Site Selection Committee

Each of said committees shall consist of at least two members, one of whom shall be a Director. The Handicap Committee will have an odd number of members, including at least the Handicap Chairman, Home Tournament Chairman and Away Tournament Chairman.

SECTION 1: The Handicap Committee shall be responsible for all matters pertaining to the club member's handicap.

SECTION 2: The Social Committee shall, subject to the approval of the Board of Directors, arrange and have direction of all indoor and clubhouse events, amusements, dances and celebrations. Said Committee shall have the power to appoint such sub-committees to assist at any such entertainments, from among the members of this club, as it may deem necessary.

SECTION 3: The Committees named in this ARTICLE shall be subject to the supervising power of the President, and to the authority of the Board of Directors. A list of Standing Committees and of the persons composing them shall be published. The responsible Director shall fill all vacancies, temporary or otherwise, in the Standing Committees.

SECTION 4: The members of said Committees shall hold office for the term of twelve months, unless otherwise ordered by the Board of Directors. None of the Standing or Special Committees have authority to enter into any contract involving the expenditure of money and none of said Committees shall make any purchase or purchases except on written authorization of the Board of Directors or its duly authorized agent, and then only with a written requisition.

ARTICLE IX - PROPOSED CHANGES TO THE BY-LAWS

Any proposed changes in these By-Laws must be presented at a regular or special Board of Directors meeting and then shall be posted for two weeks prior to presentation to the membership. Approval by a two-thirds majority of a quorum is required for adoption. Voting will take place at a regular or special meeting of the membership.

Original: January 1, 1992

Revisions: October 24, 1995; August 12, 1997; April 14, 1998; June 12, 2001;

Sept. 25, 2007