

BY-LAWS
For
THE MEN'S GOLF ASSOCIATION
Of
KINGWOOD COUNTRY CLUB

Revised and Approved: November 11, 2017

The following document constitutes the By-Laws by which the Kingwood Country Club Men's Golf Association (KMGA) will operate. These By-Laws may be altered or amended by a 2/3rds vote of the members present at any regular or special meeting of the KMGA.

ARTICLE I – NAME & OBJECTIVES

Section 1. The name of this organization shall be the Kingwood Country Club Men's Golf Association (KMGA).

Section 2. The objectives of the KMGA are:

- A. To encourage its members to play in golf competitions conducted in accordance with the rules of golf as defined by the USGA and sponsored by the KMGA;
- B. To schedule and conduct golf tournaments and related social functions;
- C. To promote the interest of golf for juniors by supporting various junior programs; and
- D. To offer constructive suggestions and recommendations to the management of Kingwood Country Club (KCC).

ARTICLE II - MEMBERSHIP, MEETINGS, AND DUES

Section 1. Any male member, who is at least 21 years old, with golf privileges at The Clubs of Kingwood is eligible to become a member of the KMGA by paying the annual dues.

Section 2. A KMGA member is subject to suspension or dismissal by a 2/3 vote of the KMGA Board members and Committee Chairmen after they meet with the offender to discuss the allegedly offensive incident(s) that reflects negatively on the KMGA.

Section 3. The KCC Club Manager, Director of Golf, Head Golf Professional(s), Greens Superintendent and other KCC management officials as deemed appropriate by the KMGA are recognized as ex-officio members of the KMGA. They are encouraged to attend all meetings and activities of the KMGA and to participate in selected KMGA competitions, but are not entitled to vote on any matter.

Section 4. All meetings of the KMGA shall be held at KCC in accordance with the KMGA Basic Rules of Meeting Procedure as defined in the KMGA Operating Guidelines.

Section 5. Special membership meetings may be called at any time by order of the President or, in the absence of the President, the Vice President. Any three members of the Board may also call a special membership meeting. The Secretary shall give fifteen days' notice to the membership for any special membership meeting. All KMGA notices will be posted at KCC on the KMGA bulletin board and in KMGA publication(s) and website(s).

Section 6. Changes to the annual dues may be made only after approval by a 2/3 vote of the KMGA membership present at the annual meeting. Dues are payable in the month following billing.

Article III – OFFICERS AND THEIR DUTIES

Section 1. The officers of the KMGA shall be: President, Vice President, Secretary, and Treasurer.

Section 2. The KMGA President shall:

1. Provide advance notice and agenda for each meeting;
2. Preside at all meetings of the KMGA and Annual Membership meeting;
3. Make required arrangements for all KMGA meetings to include the Annual Membership meeting;
4. Have general supervision of all KMGA affairs;
5. Have and maintain a working relationship with the KCC General Manager, Golf Professionals, and Superintendents; and
6. Represent the KMGA on the KCC Golf Committee.

Section 3. The KMGA Vice President shall:

1. Perform the duties of the President in his absence;
2. Chair the Kingwood Invitational in the event it is/becomes a KMGA sponsored event;.
3. Be responsible for the KMGA Operating Guidelines and KMGA By-Laws and perform an annual review to ensure their pertinence; and
4. Assist other Officers and Chairmen as required.

Section 4. The KMGA Treasurer shall:

1. Collect and keep all monies of the KMGA and disburse them as directed by the Board;
2. Keep the accounts and books belonging to the KMGA and maintain them in such a way that they are also open for examination;
3. Prepare a monthly report of all receipts, expenditures, accounts receivable, accounts payable and cash on hand. Email such to the Board prior to each meeting and review at each meeting as well as provide reports and information to the Board upon their request;
4. Handle all activities with the bank, balance the checkbook, disperse checks as required (note any check over \$3,000 shall be require signatures from two separate individuals, cosigned by the KMGA President or Vice-President ensuring these positions are not also filled by the Treasurer);
5. Prepare the KMGA annual budget and present such to the Board for discussion and approval and present to the membership at the annual meeting;
6. Provide to the Board a financial review/summary of each tournament/event; and
7. Retain prior year records for a minimum of 7 years.

Section 5. The KMGA Secretary shall:

1. Accurately record all minutes of the KMGA Board meetings and the Annual Membership meeting;
2. Record all votes during official meetings;
3. Distribute copies of prior meeting(s) to the Board prior to the next meeting; and
4. Retain the minutes for a minimum of 3 years.

Section 6. The KMGA Past President shall:

1. Sit on the KMGA Board;
2. Have all the same voting rights as other Board members;
3. Assist the Board with extra duties or vacancies;
4. Assist the Tournament Chairman in developing and organizing tournaments; and
5. Be a member of the Kingwood Invitational Committee in the event it is/becomes a KMGA sponsored event.

Section 7. Officer vacancies are filled by the following procedure: The Vice President will become the President. For other vacant Officer Positions that occur, the Board has the prerogative to combine/de-combine such positions. If the Board opts to fill a vacancy that occurs prior to September 1, the Board shall solicit current Board members to fill the position(s). If a Board member(s) accepts the vacant position(s), the resulting vacant position(s) shall be posted for a period of two weeks on the KMGA bulletin board. If no one applies, the Board shall by majority vote appoint a member to serve the remainder of the term. If KMGA members apply, the Board shall select from the individuals who apply at its next scheduled meeting. If the vacancy occurs on or after September 1, the Board, at its option, may fill the position(s) by posting or by having a current Board member fill that position(s).

ARTICLE IV - COMMITTEE CHAIRMEN & BOARD ADMINISTRATION

Section 1. The Board is the governing body of the KMGA and is charged to carry out its objectives and purposes. The Board shall consist of the President, Vice President, Secretary, Treasurer, and Immediate Past President, as well as the following Committee Chairmen: Tournament, Membership, Social, Junior Golf, Interclub, Handicap, Communications, and OFWW President. The OFWW President must be a member of the KMGA. All Committee Chairmen shall be entitled to vote on matters at Board and membership meetings.

Section 2. The Tournament Chairman shall:

1. Chair a committee of the Past President and Communication Chair to develop and organize tournaments;
2. Present next year's tournament schedule to the Board in October for approval;
3. Determine and book with the Director of Golf and Head Professional the next year's

- tournament schedule;
4. Coordinate with the Head Professional tournament details, rules, prizes, and course(s) to be played;
 5. Provide a report to the Board after each event at the Board monthly meetings;
 6. Ensure the Shootout Points are accurate and up-to-date; and
 7. Ensure all tournament results and Shootout points are posted to the website.

Section 3. The Social Chairman shall:

1. Coordinate with the Food and Beverage and the KMGA Treasurer, room and food scheduling for each event; and
2. Schedule and conduct all associated social events.

Section 4. The Membership Chairman shall:

1. Develop and provide the Golf Staff and KCC Membership staff with pertinent information to supply to new members;
2. Attend New Member social events and orientations;
3. Develop and deploy strategies to increase KMGA membership and participation; and
4. Keep an accurate account of the KMGA membership

Section 5. The Junior Golf Chairman shall:

1. Participate on the committee (Golf Professional staff, KMGA and OFWW) that promotes and assists the KCC junior golf programs;
2. Develop an annual budget of support for junior golf from donations from the various KCC golf associations;
3. Administer the annual Kingwood Golf Associations Scholarship; and
4. attend junior events as required or applicable.

Section 6. The Interclub Chairman shall:

1. Organize and select team participants for each month;
2. Coordinate match details with KCC staff and opposing club/interclub organizations;
3. Provide monthly updates on activities and standings to the Board and membership via the website and bulletin board;

4. Maintain records and finances of the Interclub and ensure scores and match results are submitted; and
5. Organize any social activities associated with the matches or Interclub overall.

Section 7. The Handicap Chairman shall:

1. Monitor all KMGA members' handicaps, proper recording of scores and compliance with the USGA Handicap System;
2. Communicate to members issues and/or discrepancies with the assistance of the KCC Handicap Chairman and KCC Golf Director/Head Professional;
3. Be responsible for any handicap adjustments in accordance with current KMGA Board directives;
4. Represent the KMGA on the KCC Handicap Committee; and
5. Participate on the Kingwood Invitational tournament committee.

Section 8. The Communication Chair shall:

1. Post all updates to the website and generally ensure the website data is current, accurate, and pertinent;
2. Maintain member contact information;
3. Maintain the KMGA Bulletin Board;
4. Be responsible for the annual advertising campaign; and
5. Handle contract negotiations with the website provider.

Section 9. The OFWW President shall:

1. Be a member of the KMGA; and
2. Represent the KMGA to the OFWW and vice versa.

Section 10. Special committees of KMGA members may be appointed at any time by the President to do specific tasks or projects. Such committees shall report on their activities to the Board, and the Board shall be free to accept or reject their recommendations. The Board must accept the recommendations of the Nominating Committee (see Article V section 5).

Section 11. The Board will meet monthly, on the second Thursday at 06:30 PM.

Section 12. The absence of any member for two consecutive KMGGA Board meetings, without a prior excuse by the President, or in his absence, the Vice President, shall be considered a resignation from the Board. In such an event the President will make the notification and if appropriate, open a search for a replacement immediately.

Section 13. The Board retains the prerogative to combine/de-combine Chairman vacancies at any time as needs arise. If the Board opts to fill a vacant Chairman position that occurs prior to September 1, the Board shall solicit current Board members to fill the vacant position(s). If a Board member(s) accepts the vacant position(s), the resulting vacant position(s) shall be posted for a period of two weeks on the KMGGA bulletin board. If the vacancy occurs on or after September 1, the Board, at its option, may fill the position(s) by posting or by having a current Board member also fill that position(s). If a Past President vacancy occurs, it will not be filled for that term.

ARTICLE V – ELECTIONS

Section 1. The KMGGA shall hold its annual meeting for the election of Officers and Committee Chairmen on or about the first week in November.

Section 2. The Secretary shall display on the KMGGA bulletin board, no later than Labor Day, a sign-up sheet for interviews for Committee Chairmen and Officer Positions. The sign-up sheet shall be posted for a period of at least two weeks. Any KMGGA Member wishing to run for the Board, except the current Vice-President and President, must sign up for an interview with the Nominating Committee.

Section 3. The Board shall convene a 6-person Nominating Committee to solicit/interview interested members for upcoming elections for vacancies (combined or de-combined Officer/Chairman positions) as determined by the KMGGA Board. The members of the Nominating Committee shall be the current KMGGA President, the current KMGGA Vice-President, 2 other KMGGA Board members, a member of the Golf/Club Professional staff, and one member from the Shoot-Out points list, starting with the person who is number one on the list and working down until one has agreed to serve. However, the Shoot Out point representative may not be a current Board member or have indicated their intent to run for a Board position.

Section 4. The Vice President shall become the President. Should the Vice-President be

unwilling or unable to become the President, any current or previous Board member may interview with the Nominating Committee. Consideration for the Vice President's position will only be given to individuals who have completed one year or more of service on the KMGGA Board. The President shall not succeed himself to an elected year, except as noted in Article 3, Section 7. The current President must become the Past President and cannot run for another position.

Section 5. The Nominating Committee's slate of Officers and Committee Chairmen shall be posted at least two weeks prior to the annual meeting. At the annual meeting the Nominating Committee's slate of Officers and Committee Chairmen will be presented to the membership. Nominations other than for President and Past President may be made from the floor. Voting will be by voice vote, show of hands or, if necessary, by ballot.

Section 6. The newly elected Officers and Committee Chairmen will attend November and December meetings for a transition period with the current Board. Their term will officially begin on January 1 and end on December 31 of the following year.

ARTICLE VI - AMENDMENTS

Section 1. Any member of the KMGGA may propose amendments to these By-Laws by submitting the proposed change, in writing, to any Board member. The Board shall consider the proposal, and if the Board determines that the proposal has merit, the Board shall post the proposed change(s) on the KMGGA bulletin board and in KMGGA publications and websites at least fifteen days prior to any vote. Any By-Law change(s) that are passed will become effective immediately or as otherwise stated in the change(s).

Section 2. These By-Laws may be altered or amended by a 2/3 vote of the members present at any regular or special meeting of the KMGGA.

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