

BURBANK SENIOR MEN'S GOLF CLUB BYLAWS

ARTICLE I NAME

The name of the organization will be BURBANK SENIOR MEN'S GOLF CLUB, hereinafter called the CLUB.

ARTICLE II OBJECT

First: To promote the interests of Golf. Second: To establish and maintain handicaps for members of the club. Third: To schedule and conduct tournaments and other golf events for the enjoyment of the members. Fourth: To cooperate with the City of Burbank in the promotion and conduct of public golf. Fifth: To establish and maintain membership in and to cooperate with the rules and regulations of our affiliated Golf Association. Sixth: To conduct other recreational and social events which in the judgment of the Board of Directors will be deemed appropriate?

ARTICLE III MEMBERSHIP

SECTION 1. Regular Members - Any person 50 years of age or older and not a golf professional will be eligible for membership in the Club. Each application for membership will be filed on the approved form and be accompanied by payment of the first year dues and fees. The applicant will become a member provided a majority of the Board of Directors approves the application at a board meeting and has it recorded in the minutes.

SECTION 2. Honorary Members - Any person who has performed distinguished service in the interests of the game of golf or to the Club may be elected as an honorary member of the club by the Board of Directors. Honorary members will be entitled to all privileges of the Club and pay no annual dues.

SECTION 3. Any member in good standing may participate in Club activities. Potential members or guests may, from time to time, be invited to participate.

ARTICLE IV OBLIGATION and DISCIPLINE

SECTION 1. The acceptance of membership in the Club will bind each member to abide by the rules and regulations of the Club including Bylaws and playing rules.

SECTION 2. Any member refusing or neglecting to abide by the rules and regulations of the Club may be suspended by two-thirds vote of the Board of Directors. Expulsion from the Club can be recommended to the general membership by a two-thirds vote of the Board of Directors and will require two-thirds vote of the general membership present at a regular meeting.

SECTION 3. No member of the club will be suspended or expelled without formal charges being made in writing and the member having a chance to defend himself against these charges at a regular meeting of the Board of Directors.

SECTION 1.

The Board of Directors will consist of the elected officers of the Club: President, Vice President, Secretary, Treasurer, Tournament Chairman, Immediate Past President and Chairman of any standing committee and Members at Large. Each member of the Board will have one vote on matters brought before the Board. The presiding officer will have no vote except in the case of a tie vote when, at his option; he may cast the deciding vote.

SECTION 2.

The Club will function on a calendar year basis. The term of office of the members of the Board of Directors will be for one year, January 1 through December 31.

SECTION 3.

The control and management of the affairs, funds and property of the Club will be vested in the Board of Directors. All checks, bonds or contracts necessary for the conduct of financial business of the Club will be signed by the treasurer and at least one other member of the following elected officers: President, Vice President, Secretary or Tournament Chairman.

SECTION 4. The president will, not later than September 1, appoint a chairman of the nominating committee. The nominating committee will be composed of the chairman and at least three regular members of the Club who are not members of the Board of Directors.

Section 5.

The nominating committee will recruit candidates for officer positions to be filled. Names will be placed on the recommended list only after the nominating committee has determined by interview that the potential candidates are truly willing to serve. The recommended officer's slate will be presented by the nominating committee chairman at a Board of Directors meeting no later than October board meeting. At this meeting the candidate ballot will be approved by the Board of Directors.

SECTION 6.

A copy of the approved candidate ballot will be provided to every member of the Club in good standing as part of the next regular newsletter mailing following October Board Meeting or by direct presentation. The ballots will be returned to the election committee no later than November Board Meeting. The results of the election will be documented in the December newsletter.

SECTION 7.

In the event of directorship becoming vacant for any reason, such vacancy will be filled by the Board of Directors at their next meeting and such director will serve the duration of the unexpired term.

SECTION 8.

The President, only, is allowed to make appointments to the Board for a specific time. ARTICLE VI OFFICERS SECTION 1. The officers of the Club will be President, Vice President, Secretary, Treasurer and Tournament Chairman. SECTION 2. It will be the duty of the President to preside at all meetings of the Club and to see that all rules and regulations of the Club will be enforced. He will appoint all committees and will be an ex-officio member of the same. In the absence or inability of the President to act, the Vice-president, Secretary, Treasurer and Tournament chairman, in that order, will perform all the duties of the President. The presidency is limited to two consecutive terms. SECTION 3. The Vice-President will act as President in the absence of the President. He will assist the President in the operation of the Board of Directors. SECTION 4. The Secretary will keep a written record of the proceedings of all the board meetings in a book kept for that purpose and will conduct the official correspondence of the Club. He will send all notices required and attend to such businesses as may belong to the duties of the office, or as may be directed by the President. SECTION 5. The Treasurer will be the custodian of the funds of the Club. He will deposit the funds in a depository or depositories under the instruction of the Board of Directors. He will disburse the same on checks signed by the proper officers of the Club and will submit a statement of his accounts at each regular meeting of the Club and of the Board of Directors. The treasurer books and accounts will be audited at least every two years or at such times as directed by the Board of Directors. A couple of the Board members will look over the budget with the treasurer and evaluate the findings. SECTION 6. Tournament Chairman: To schedule, supervise and otherwise make all arrangement for home and away tournaments. The Chairman will collect all fees and, in cooperation with the treasurer, and disperse prizes. The Chairman will document the results for the newsletter and the website. ARTICLE VII MEETINGS SECTION 1. Regular meetings of the Club will be held at times and places as designated by the Board of Directors. Notice of Board of Director's meetings and all general meetings of the BSMGC will be published in the Club newsletter or other method of notification and provided to all members at least one week prior to such meetings. SECTION 2. Regular meetings of the Board of Directors will be held at times and places as designated by the President. All members of the Board of Directors will be notified by the presiding officer by telephone or email as to the time and place of such meetings. SECTION 3. Special meetings of the Board of Directors may be called by the President or upon request of any three members of the Board. If a quorum is present at such meeting, any action taken at such meeting will have official standing. SECTION 4. Robert's Rules of order will govern the procedure at all meeting. ARTICLE VIII QUORUM SECTION 1. Official business of and by the Club at any REGULAR MEETING may not be transacted unless a quorum of directors is present. SECTION 2. A quorum of the Board of Directors consists of fifty percent of the Board members plus one. ARTICLE IX DUES AND FEES SECTION 1. The annual dues will be designated by the Board of Directors and will be for the period from January 1 thru December 31. Dues are payable October 1 and will be delinquent on November 30. ARTICLE X COMMITTEES SECTION 1. Standing committees: The following standing committees will be appointed by the President. Other committees may be

appointed from time to time at the discretion of the Board of Directors. Programs and Special Events - To schedule and arrange programs and special events for the enjoyment of the members. Membership - To promote and encourage new members, review all applications for membership and recommend qualified applicants. Maintain a roster at all times. Association Representative - To be the liaison between the Club and our affiliated golf associations. Greens - To be the liaison between the Club and the City of Burbank or their representative in matters pertaining to the upkeep and the condition of the golf course. Newsletter -To compile and set up material for the publication of the Club newsletter and to arrange for the distribution of the same to all members. Rules - To settle disputes involving the Rules of Golf. Must be very knowledgeable and is to be the Club authority on the rules of golf. Handicap - To maintain a system of controls over members' handicaps as required assuring handicaps are consistent with playing abilities. Will establish temporary handicaps and assess penalties where required. Will keep all records in a place readily accessible to all members. Inter-Club Responsible for organizing and captain BSMGC and help schedule inter club matches with other senior men's clubs in immediate area. Website Coordinator To continually update all events and results of the BSMGC. Guys and Dolls Tournament To organize annual Guys and Dolls Tournament for purpose of fundraising for High School Golf teams in City of Burbank. ARTICLE XI AMENDMENTS SECTION 1 These By-Laws may be replaced or amended, or new Bylaws adopted, by two-thirds majority of the Board of Directors of record present at any regular board meeting, providing such change has been presented to the Directors at the preceding regular board meeting. Revision 1 These Bylaws were amended and revised on October 8, 2003 and approved by vote as required at a regular meeting of the Board of Directors on the above noted date. Revision 2 These Bylaws were amended and revised on December 9, 2009 and approved by vote as required at a regular meeting of the Board of Directors on the above voted date. Revision 3 These Bylaws were amended and revised on October 6, 2015 and approved by vote as required at a regular meeting of the Board of Directors on the above date.