

# **Operating Guidelines for The Gentlemen's Golf Association at Norbeck (1/1/2024)**

## **Name and Purpose**

The name of the organization is the Gentlemen's Golf Association herein referred to as "GGA". It is a social organization formed to foster the golfing pleasure of the senior men at Norbeck Country Club, herein referred to as "NCC", as well as to promote goodwill and fellowship.

## **Membership**

Men, with playing privileges under a NCC membership in good standing, who have reached the age of 50 years, are eligible to join GGA. GGA members shall receive all GGA communications and have the right to participate in all GGA golf and other events. Members shall also abide by the USGA and local rules of golf including the establishment and maintenance of handicaps.

**Distinguished Member:** The position of Distinguished Member is established to honor one or more GGA members who have made exceptional contributions to the organization over an extended period of time.

## **Dues**

A Member must pay annual membership dues determined by the Board at the end of the previous year. The dues should be paid in cash and dropped off at the Pro Shop. Through the year Member dues will be used for prize money for GGA events, subsidizing members to play in Board selected events, our GGA Annual Dinner, and any other items the Board designates throughout the year. GGA events include all GGA tournaments and activities. GGA membership dues should be paid by April 1, and payment is required before participation in any GGA event. Golfers who pay annual dues after April 1 are eligible only for activities that follow the date when their dues are paid. For golfers who join near the end of the year, the Board may authorize a pro-rated reduction in annual dues for the remainder of the year on a case-by-case basis.

## **Registration**

To become a GGA member, an eligible person simply needs to register by submitting his name, dues, and email address to the Treasurer or any other member of the Board.

## **Officers and Duties**

Elected officers of GGA shall be President, Vice President, Secretary, and Treasurer.

### **A. Duties of the President**

1. The President shall preside at all meetings, appoint committee chairs (with consent of the Board), and call meetings at such times as required by these Guidelines or other circumstances.
2. The President, or his designate, shall be the only authorized representative for GGA except where otherwise specified in these Guidelines or as authorized by the Board.

B. Duties of the Vice President

1. If the President is absent or unable to fulfill his duties, the Vice-President shall substitute. Should the President resign, the Vice President shall assume the duties as acting President until the next Annual Meeting when an election shall be held to fill the position.
2. The Vice President shall assist the President and perform such other tasks as may be assigned by the President.

C. Duties of the Secretary

1. The Secretary shall keep a record of the proceedings of all GGA meetings and present minutes from the previous meeting for approval at the next appropriate meeting.
2. The Secretary shall provide general GGA correspondence as directed by the President or Board. This includes providing meeting notices and any supplementary material to the Communications Chair for distribution to all GGA members. If the President requests, the secretary shall make room reservations for board meetings.

D. Duties of the Treasurer

1. The Treasurer shall be the custodian of all GGA funds; collected member annual dues and all other monies due to GGA (50-50 proceeds, for example). Treasurer shall maintain a current list of paid GGA members including full name and email addresses.
2. The Treasurer shall monitor expenses and pay GGA bills in a timely manner according to the approved budget and any unanticipated incremental expenses incurred by GGA as directed by the President within limits approved by the Board.
3. The Treasurer shall review the final budget from the previous year, along with a template of the new year in the January Board meeting.
4. The Treasurer shall submit a summary report of the finances at each Board meeting. More detailed budget reviews shall be presented at the March and August Board Meetings. The President shall be promptly notified anytime a budget issue is identified that is unexpected or could have more than a minor budget impact. The Treasurer shall be prepared, to the best of his ability, to discuss the financial implications and budget impacts resulting from proposals or motions discussed in the Board Meetings.
5. The Treasurer shall present an annual budget report to the members at the Annual Meeting.
6. If a review or audit is requested by the Board, the Treasurer will provide all necessary information to the independent person, group, or firm conducting the review or audit.
7. The Treasurer shall maintain a spreadsheet with actual or projected amounts of pass-through funds and indicate their source and destination. The Treasurer shall maintain a file of previous financial documents.

## **Committees and Duties**

Permanent Committees are established to conduct GGA activities. The President will appoint members to chair or co-chair each of the Permanent Committees subject to consent of the Board. These chairmen are voting members of the Board of Directors and serve for a period of one year. In addition, the President, with the consent of the Board, may appoint GGA members to chair ad-hoc committees which focus on specific issues or tasks and may appoint, with the consent of the Board, such ad hoc committee chairmen to the Board for a term of one year or while the ad hoc committee has standing whichever is less.

The Permanent Committees and duties are indicated below. GGA members may be recruited to serve on a committees and assist with the activities. They are welcome to attend Board Meetings, but they are not Board Members and do not have a vote on the Board. Note that some duties involve collaboration between Committees, so specifics are arranged by agreement of the Chairs.

### **A. Events and Tournaments**

1. The Events and Tournaments Chair is responsible for planning, organizing, and promoting all GGA Events and Tournaments with the consent of the Board. He is encouraged, however, to recruit GGA members to assume responsibility for individual events. This includes the individual and 2-man match play tournaments and the Ryder Cup. Responsible for posting on our GGA Bulletin Board all special events including the individual and 2-man match play tournaments.
2. Coordinate with Communications Chair to distribute information.

### **C. Membership**

1. Recruit new and rejoining golfers for GGA.

### **D. Communications**

1. Provide communications to GGA members by direct e-mail and by working with appropriate NCC staff to ensure that GGA information and schedule available on the NCC Website.

## **Nominations and Elections**

Elections are held at the Annual Meeting. A general election is held biannually to elect new Officers for a term of two years. In alternate years, elections are held only if a vacancy occurs in one or more of the offices, and there is sufficient time before the Annual Meeting to perform the activities needed to conduct an election. In this case, the election selects a person or persons to fill the remainder of the term. Before the election, a Nominations Committee will be established to recruit candidates for each office up for election. After approval by the Board, this slate of candidates shall be provided to all GGA members by e-mail along with a notice of the election and Annual Meeting (see Meetings Section for details). There shall be a two consecutive term limit for a Member in any elected office.

Any GGA member can volunteer to run for office or submit a nomination of another member to the Nominations Committee at least 1 month prior to the election. Moreover, nominations for one or more of the open Officer positions may be offered from the floor at the annual meeting.

When necessary, vacancies for an office, except President, shall be filled by appointment (herein referred to as “appointed term”) by the President with the consent of the Board. Any “appointed term” shall only be for the remaining time until the next election at an Annual Meeting.

### **Meetings**

During the year, GGA conducts Board Meetings, an Annual Meeting, and, if needed, Special Meetings. The President shall preside at all Meetings, but in the absence of the President, the Vice President shall preside. If both the President and Vice President are absent, the President shall designate another officer to preside over the meeting. All meeting shall be conducted under Robert’s Rules of Order provided they are not in conflict with these Guidelines. For voting or counting in the quorum, a person must be present, provide a proxy to someone who is present, or attend electronically (if available).

A Board Meeting is conducted each month during the year to plan, review, and approve GGA activities. The President may call additional Board Meetings if there is a need for immediate Board action or input. Details of the Board Meetings can be found in the section Board of Directors.

The Annual Meeting involves the full membership of GGA and shall be held each year, on or near the scheduled date of the Closing Day Event. The purpose is to review events of the past year for members, to conduct any business as may properly come before the meeting, and to hold any elections as required in these Guidelines. No later than 15 days in advance of the date set for the Annual Meeting, notice of the event shall be posted on the GGA bulletin board, and an electronic mail notice shall be sent to all GGA members. Important agenda items can be included in the notice if desirable. When elections are held, the notice must include the full slate members standing for election to the Offices of the organization that are up for election. A quorum for the Annual Meeting shall be 10 members of GGA including a minimum of 4 from the Board. All matters calling for a vote shall require a majority of the votes from members present (or represented).

Special Meetings: The President, with the consent of the Board, may call a meeting of all GGA members when a decision or other action requires input by the full membership. All conditions and requirements are the same as those for the Annual Meeting, including notification of all members, as outlined previously.

### **Board of Directors**

The Board has the executive authority to act in the best interest of GGA and is empowered to make policy, rules, and regulations that are consistent with the Guidelines of GGA and requirements of NCC. The Board’s responsibilities include approval of collection and distribution of pass-through funds, approval of tournament budgets and schedules, and coordination and approval of other items.

The Board has the authority in how the organizations money is to be spent. In some cases, i.e.; when last minute changes are required, the default for approval would go to the President (who will inform the Board of the change at the next monthly meeting).

During the year the Board will be required to review and approve in their monthly Board meetings, all funds designated for that month prior to the funds being spent.

The Board shall consist of the elected Officers and each of the Permanent Committee Chairmen (and Co-Chairmen if applicable) as set forth in Committees and Duties Section and the immediate past president, to be known as the President Emeritus. Except as outlined next, only

these positions are members of the Board, have a vote, and count toward a quorum. A quorum for a regular Board meeting will be 4 Board members provided that at least one is an officer who shall chair the meeting.

Chairs of the ad-hoc committees may attend the Board meetings, but they are not Board Members and do not have a vote unless the President requests this, and the Board consents for the specific position and person. Attendance at the Board meeting is open to all Members and invitees, but voting is restricted as outlined above.

### **Approval or Modifications of these Operating Guidelines**

The process for approving or modifying these Operating Guidelines involves first providing a version to the Board for comments and suggestions. Once a revised document is approved by the Board, it is submitted to GGA members at a Special or Annual Meeting. It becomes effective only after approval by a majority of the votes at that Meeting. If circumstances make it impossible to hold a Special or Annual Meeting, Board approval can make the Operating Procedures effective on a temporary basis until a Meeting can be held.