



**BYLAWS
OF
RCRVR GOLF CLUB**



ARTICLE I – NAME

The name of this golf club shall be RCRVR Golf Club. (RCRVR stands for Rancho California RV Resort).

Note: In these By-Laws “BOD” stands for RCRVR **Golf Club Board of Directors** and not for the Rancho California RV Resort HOA Board of Directors.

ARTICLE II – PURPOSE

- A) To conduct organized golf tournaments and other golf related events or activities that foster fellowship and conviviality among our RCRVR Golf Club members.
- B) To encourage conformance to the USGA Rules of Golf by creating a representative authority.
- C) To maintain a uniform system of handicapping as set forth in the USGA Handicap System.
- D) To provide an authoritative body to conduct and govern club competitions.

ARTICLE III – MEMBERSHIP

Section 1 – Membership Requirements

- A) A member is any Rancho California RV Resort lot owner, family member, or guest who has an established handicap in accordance with the RCRVR Golf Club Tournament Handicap Policy for the purpose of participating in any of our club run events and tournaments.
- B) The Tournament Director will determine how the handicaps will be applied to each club event and tournament.

Section 2 – Types of membership

- A) Voting and Non-voting.
- B) Voting members are RCRVR lot owners who have an established handicap described above.
- C) Voting members have the privilege of voting in club elections.

- D) Non-voting Members are owners' family members and guests who have an established handicap described above.
- E) Renters, both long term and short term, are considered guests.

Section 3 – Membership Fees

- A) There are no membership fees.
- B) The club shall fund itself by withholding a percentage of the weekly tournament entry fees that are set by the BOD. (Men's, Women's, and Saturday Scramble.)
- C) It is the responsibility of the BOD to see that monies withheld are used for the benefit of the Members by covering at least a portion of the costs of:
 - 1) Club social functions.
 - 2) Awards.
 - 3) Supplies incidental to the running of the club.

ARTICLE IV – BOARD OF DIRECTORS (BOD)

Section 1 – Duties

- A) The control and management of the Club shall be vested in the BOD who shall exercise all powers of management of the Club not specifically excepted by these by-laws.
- B) The BOD shall authorize and define the powers and duties of all committees.

Section 2 – Composition

- A) The BOD shall be composed of seven (7) Voting Members, four of which will be the Club's Officers: President, Vice President, Secretary, and Treasurer.
- B) Additionally, there shall be three other director positions appointed by the President. Those positions are: Handicap/Rules Director, Tournament Director, and Social Director.
- C) These appointed positions may be combined, resulting in one or more "Director at Large" positions. (See Article VII for Directors' duties.)

Section 3 – Compensation

- A) No Director shall in any manner whatsoever receive a salary or compensation for services from the funds of the club.
- B) However, a Director or other person under the BOD's direction may be reimbursed from club funds for out of pocket expenses authorized by the BOD.

Section 4 – Vacancies

- A) In the case of vacancy of any Director position due to death, resignation, disqualification, or other cause, at its next regular meeting the BOD shall appoint an incumbent Director to temporarily fill the vacancy.
- B) At this time the President, or the Election Chairperson at the President's direction, shall find and recommend by the following regular meeting, a qualified and willing club member to serve the unexpired term of the director he/she is replacing.
- C) At the meeting in B) above, the President shall conduct a vote of the BOD by show of hands to approve or disapprove the member(s).

ARTICLE V – MEETINGS

Section 1 – BOD Meetings

- A) From September through May of the following year, a monthly BOD meeting shall be held the second Wednesday of each month at a location and time decided by the President.
- B) To accommodate the RV lifestyle, the date of this meeting is flexible and may be postponed or cancelled by agreement of a majority of the BOD.
- C) Those Directors who are travelling may participate via conference call as they are able.
- D) All club members are welcome to attend the monthly meeting however only the BOD may vote on Club business.
- E) Club members who desire to introduce new business for the BOD's consideration may do so by submitting their suggestions, in writing, by any of the following methods:
 - 1) Hard copy directly to any BOD member.
 - 2) Email to any BOD member.
- F) At the next BOD meeting all suggestions will be introduced to the BOD for discussion and a decision about how to proceed with each.
- G) All Club Members may see BOD decisions by viewing the meeting minutes on the Club Website.

Section 2 – Quorum

- A) At BOD meetings a quorum shall be 4 Directors.
- B) Votes ending in a tie shall result in the matter being tabled pending further discussion.

Section 3 – Elections

- A) Elections will be conducted as per Article VI.

Section 4 –Special working committees

- A) May be appointed by the President as needed.
- B) Such committees shall meet at a time and location set by the Committee Chairperson.
- C) The President shall be a non-voting member of all committees that he/she does not chair.

ARTICLE VI – ELECTION OF OFFICERS AND DIRECTORS

Section 1 – Term of office

- A) Two years with alternating terms.
- B) If the membership is pleased with the service of a Director, they may reelect him/her indefinitely.

Section 2 - Election Chairperson (EC)

- A) At the October BOD Meeting the President shall appoint an EC who shall be one of the BOD members not up for reelection.
- B) The EC is responsible for providing qualified nominees for election to the ensuing year's BOD.
- C) The EC may appoint other non-BOD persons to serve on an Election Committee to assist the EC.

Section 3 – Nomination and Election Procedure

- A) At the November BOD Meeting, the Election Chair shall present a list of qualified Director Candidates to the BOD.
 - 1) All incumbent directors who intend to run for the ensuing year's BOD must submit their names to the EC prior to the November BOD Meeting.
- B) Such list shall indicate all positions the candidates would be willing to serve.
- C) The Election Chair shall make the names of Director Candidates available to the Voting Members as soon as possible, but not later than the second Saturday after the November BOD General Meeting, by:
 - 1) posting a sample ballot on the Club website,
 - 2) posting sample ballot on the bulletin board behind the golf computer, and,

- 3) announcing the candidates at either the first or second Saturday Scramble following the November BOD Meeting.
- D) When there are not more candidates than open positions, the EC shall, at the first Saturday Scramble following the November BOD meeting, conduct the election by show of hands of the members present,
- E) At the conclusion of the first Saturday Scramble in December, the EC shall conduct the election of Directors via paper ballot.
- F) The EC shall call for floor nominations, which, upon a second, the membership may enter on the ballot as a write-in candidate.
- G) Each Voting Member present shall have one vote for each of the open director positions.
- H) The individuals with the most votes will fill the open positions.
- I) The EC shall settle ties by coin toss.
- J) Before the second Saturday Scramble in December, the EC shall convene and chair a meeting of the newly elected directors who shall then elect the four Officers: (President, Vice President, Secretary, Treasurer).
- K) The new President shall then appoint each of the remaining Directors to one or more of the following positions: Tournament Director, Handicap/Rules Chair, Social Director.
- L) It is acceptable to have one or more “Director at Large” positions. (See Article VII for Directors’ duties.)
- M) Before the third Saturday Scramble in December, the incumbent Secretary shall post on the club website and bulletin board a list containing the names and positions of the new BOD.
- N) At the third Saturday Scramble in December, the outgoing President shall introduce the new BOD to the Club Members who are present.
- O) The new BOD shall assume their duties as soon as the December meeting but no later than January 1.

ARTICLE VII – DUTIES OF OFFICERS AND DIRECTORS

Note: All directors must have the ability to work with electronic media which, at the least, includes creating and printing: email, PDF, MS Word, and MS Excel documents as well as sending and receiving text messages.

Section 1 - The President’s Duties

- A) Exercise supervision over the business and social affairs of the Club.

- B) Be the Club interface with the Rancho California RV Resort BOD and the Home Owner's Association office.
- C) Be the Club's primary spokesperson as well as the author, or approving authority, of all official club communication to the club members.
- D) Secure meeting locations and call and preside over all meetings of the BOD.
- E) See that the By-Laws and other such rules and regulations as may be adopted by the BOD are followed and enforced.
- F) Appoint and supervise committee chairs as necessary to accomplish club business.
- G) Disband special committees when they have accomplished their goals or, as deemed necessary, for lack of performance.
- H) Lead the BOD in evaluating members' suggestions for course and/or club improvements.
- I) Present suggestions approved by the BOD to the course superintendent.
- J) Assign club action items to the appropriate Director.
- K) See that "Course Action Items" and "BOD Action Items" are current and making satisfactory progress.
- L) Assign a Director to be responsible for upkeep of the Club Website.

Section 2 - The Vice President's Duties

- A) In President's absence assume all the President's responsibilities.
- B) Perform in areas as directed by the President.
- C) Assist other directors as needed to accomplish their duties.
- D) Be responsible for having the correct number of tables and chairs for all events and see to their setup and takedown.

Section 3 - The Secretary's Duties

- A) Under direction of the President, give notice of all regular and special meetings and record minutes of same.
- B) Via email - send meeting minutes to BOD for review/corrections/approval.
- C) Post such minutes to website after approval of the BOD and keep a permanent copy.
- D) Be custodian of all official Club records except for financial, handicap, and tournament.
- E) Post event flyers as directed by the BOD.

- F) Maintain the upkeep of the club news bulletin boards and trophy case.
- G) At the end of term for which elected or appointed, deliver to the BOD all official Club records and property.

Section 4 - The Treasurer's Duties

- A) Keep a full and accurate account of all receipts and disbursements of the Club and render a financial statement at each monthly BOD meeting.
- B) Ensure accuracy of the Club checking account and make bank deposits and withdrawals at the direction of the BOD.
- C) Maintain the Hole in One Pool by maintaining the list of participants, posting the list of participants in the small club house, paying out monies promptly to winners, and starting the next pool after a pay-out.
- D) Provide the President with an annual financial report to be reviewed with newly elected officers prior to them taking office.
- E) At the end of term for which elected or appointed, deliver to the BOD all official Club records and property.
- F) Serve as Secretary during the Secretary's absence.

Section 5 - The Handicap/Rules Director's Duties

- A) Maintain the Club's computer and its handicap application and associated data base.
- B) Maintain all postings on the Handicap Bulletin Board.
- C) Recalculate, print, and post the memberships' monthly handicap on the first of each month.
- D) Maintain a hardcopy and website copy of the "Hole in One Club."
- E) Be familiar with and work to adhere to the responsibilities spelled out by the USGA Handicap System manual.
- F) Assist the Tournament Chair with handicapping and scoring.
- G) As deemed necessary, form and chair a handicap/rules committee.
- H) Be familiar with the USGA rules of golf.
- I) Work to continually educate and encourage the club members to "play by the rules" and to post scores in compliance with Equitable Stroke Control.
- J) Assist the Tournament Director to ensure the rules for each tournament are clearly stated.
- K) Be the custodian of the Club's local rules.

L) Rule on disputes arising from tournament play.

Section 6 - The Tournament Director's Duties

- A) Arrange and conduct all club tournaments and matches.
- B) Conduct three annual major club competitions: Chapman Match Play in November, Individual Match Play in January, Club Championship in April.
- C) Conduct additional monthly special events/tournaments as approved by the BOD.
- D) Submit a proposed calendar of events to the BOD for approval at the September BOD meeting.
- E) Post the approved calendar of events in the small club house and on the Club website.
- F) Form and chair a tournament committee as needed to help with the running of tournaments.

Section 7 – The Social Director's Duties

- A) For all events where there will be food and beverages provided, and within the event budget decided by the BOD, plan and coordinate all steps necessary to deliver a successful dining experience for the members. This includes but is not limited to:
 - 1) decorations/table cloths,
 - 2) menu,
 - 3) delivery of food, beverages, all condiments and utensils,
 - 4) setup and take down of serving stations,
 - 5) clean up afterwards.
- B) Be responsible for stocking the entertainment bar.
- C) Convene and chair committees as needed to accomplish each event.

ARTICLE VIII – AMENDMENTS TO BY-LAWS

The BOD shall have the power to repeal or amend any of these By-Laws at any BOD meeting with a majority affirmative vote of a quorum of the BOD. (Article V, Section 2.)

Change Record: 9/25/2016 – Original Adoption

- 11/08/2017 – Revised Article III, added Appendix A (Handicap Policy)
- 01/11/2018 – Revised Handicap Policy from 10/15 to 15/20
- 04/29/2019 – Multiple revisions:
 - Article III, Section 1, A)
 - Article IV, Section 4, B); added C)
 - Article V, Section 1, E) 2) & 3); F) and G)
 - Article VI, Section 3, C) 2) & 3); added D); revised M) and O)
 - Article VII, Section 1, deleted K)
 - Article VII, Section 2, added D)
 - Article VII, Section 4, C)
 - Article VII, Section 7, deleted A) 1)
 - Removed Appendix A (Handicap Policy)