

**COLONIE
SENIOR
MEN'S
GOLF CLUB
2016**

**CONSTITUTION
RULES & BY-LAWS**

COLONIE SENIOR CITIZENS MEN'S GOLF CLUB

CONSTITUTION

and

BY-LAWS

Revised April 12, 2016

ARTICLE 1

NAME The name of the club under its Charter is The Colonie Senior Citizens Men's Golf Club.

ARTICLE 2

OBJECTIVE The objective of this Club shall be to promote and develop social, athletic and recreational activities for the benefit of the membership.

RULES AND BY-LAWS

ORGANIZATION AND PROCEDURES

Organization: The organization will be known as "The Colonie Senior Citizens Men's Golf Club", referred to hereafter as "The Club". The Club will be governed by a Board of Directors, referred to hereafter as "The Board".

Board of Directors Nomination: A Board of Directors Nominating Committee shall present nominations annually for new Board members for a term of three years each at the Awards Luncheon.

The nominations will be made to replace retiring Directors and maintain a Board of 12 Directors. Normally 4 nominations from the membership will be made annually.

Although Directors may serve more than one term the nominating committee will look to new members in making their nominations.

Past Club Officers Support: To ensure continuity within the Club, retiring "ex-officio" officers are encouraged to remain active within the Club by providing direct support to the current Board of Directors in a non-voting capacity. Past officers involvement with the Board will not be governed by a specific term, but their direction is to ensure the success of the Colonie Senior Men's Golf Club.

Board of Directors: The Board (with new and current members present), will meet at the close of the Awards Luncheon. The current President will ask for nominations, from the Board Members present, for a President for the coming season. A majority of votes of those present will elect a new President for a term of one year.

The New President: The President shall call a meeting of the Board in the current year to determine event schedule for the coming year, make appointments (with the consent of the appointee), for officers: Vice-President, Treasurer, and Secretary from the Board Members for a term of one year. Board Members and Officers will have equal voting

rights on the Board. Seven members of the Officers and Board Members will be considered a quorum. Officers are not limited to one term of office.

Nominating Committee: The President shall appoint the Chairman of the Nominating Committee at the annual Spring Meeting. The Chairman will select two members for his committee from the membership. The committee will select nominees for Board membership to be presented for election at the next Awards Luncheon. The membership will elect three members to serve on the Board for a term of three years each. Board members are not limited to one term.

Changes in By-laws: Changes in the By-laws may be presented by any member of the Club. The changes will be considered by and voted on by the officers with the presence of a quorum. If accepted by the Board, the President shall present these changes to the membership at the annual Spring Meeting for approval. If approved, the Secretary will transmit the changes to every member of the Club. In the event of changes that must be made for efficient operation of the Club, the Officers may make temporary changes. These changes may be considered to be permanent if necessary by presentation to the membership for approval. Votes on By-Law changes must be approved by a quorum of fifty two percent of the members present.

MEMBERSHIP

Requirements: Each Member must be a Town of Colonie resident, at least sixty years old, and a current paid-up member of the Town of Colonie Senior Citizens Club Inc.

Dues: Dues will be determined by Board of Directors. Dues will cover membership in the Colonie Senior Citizens Club Inc., Secretary and Treasurer Expenses, prizes, Club expenses and the end of year banquet or luncheon for the member and one guest.

All members must notify the banquet chairman ten days prior to the banquet or luncheon of their intention to attend. Any changes beyond the ten day notice must be accompanied by an individual fee of the current restaurant price. There will be no refunds. If not attending, the proceeds will be transferred to the prize monies for distribution.

The dues are currently \$70.00 which includes \$5.00 for membership in the Colonie Senior Citizens Club Inc. The Treasurer will mail to the membership, by December 31, outlining the specifics of the total dues required. Checks should be made out to the “Colonie Senior Citizens Club Inc.” and sent to the Treasurer by January 31 current year. Dues are not refundable except in special circumstances as authorized by the Officers.

Club Structure: Membership will be limited to sixty (60) players, plus (12) stand-bys “D Flight”, divided into three flights of not more than twenty (20) players each. The players will be placed in Flights according to handicaps. The lowest handicap players will be placed in the “A” Flight; the next lowest will be placed in the “B” Flight, with the remaining players in the “C” Flight.

Players from the previous year are given preference, taking into account any who had to drop out for health or personal reasons. Then, any vacancies will be filled from Flight "D", (Stand-bys) players based on request for membership and availability. This "D" Flight will have full membership privileges and remit the current dues that are paid by the regular members.

New players holding a current handicap will be placed in an appropriate Flight according to handicap at the opening of the year. New players without a handicap will be placed in the "C" Flight. During the year, if a permanent position opens, the next substitute in terms of continuous membership longevity will be elevated to the vacated A, B, or C Flight position without regard to handicap. The elevated substitute and their scheduled opponents will play a regular match and will no longer "play the card". The minimum number of scores to establish a handicap is three. The Secretary will place players at the start of the season, when all information is available. Players will remain in their assigned Flights throughout the season.

As stated previously, players in "D" Flight will have all privileges and pay the same dues as other members. They will play each week and accumulate points. The exception being they will play the card as explained further on in this document. They will also be entitled to prizes, awards, tournaments payouts and year end luncheon. If openings occur in A, B or C Flight during the season they may be asked to fill a position in another Flight according to their membership dates and handicaps. While filling another Flight position they will continue to play the card, as should their opponents.

OFFICERS:

Officers shall be President, Vice-President, Secretary, and Treasurer.

DUTIES OF OFFICERS:

PRESIDENT:

1. Appoint the Vice-President, Treasurer, Secretary and Alternate Secretary, from the Board of Directors.
2. Call and preside over all regular and special meetings and committees, of which he is a member.
3. Call special meetings with one week advanced notice to the membership.
4. Serve as Chairman of the By-Laws committee.
5. Appoint the chairman of the nominating committee. The committee will make nominations for the ensuing year; and present them to the membership at the spring meeting.
6. If for any reason an officer can not fulfill his duties during their term, the President shall appoint a replacement for that officer from the Board.

VICE-PRESIDENT:

1. Assist President as requested; preside in his absence at any meeting where the President would normally preside.

SECRETARY:

1. Maintain membership information in “League Manager” computer program, that is assigned to the Club.
2. Set-up weekly golf schedule for all members, regular and stand-by to play each season.
3. Record from score cards and publish weekly scores and handicaps for all members.
4. Assist Special Events committees in scheduling members play.
 - a. Publish start-up information manual (START PACK) each season, to include members roster, season schedule Club by-laws to new members and list of Club Officers, Committee Chairmen.
 - b. Provide weekly up-date by E-mail back-up file of League Manager to Treasurer and President who will maintain a duplicate of the League Manager program.
 - c. Publish end of year results for the Award Luncheon.
 - d. In consideration for services the Secretary shall receive an allowance of \$200.00.
 - e. Record minutes of all General and Board meetings of the Club. Provide a copy of the Minutes to all Board members.

TREASURER:

1. Early in January, make the necessary changes to the preseason letter to all members. Get an updated list from the secretary of all perspective members, addresses and phone numbers.
2. Purchase envelopes and sufficient stamps from checking account, and envelopes for mailing. On or about January 1, mail out membership letters requesting dues. Maintain a listing of all members with their intent to play and the date of the receipt of their dues payment.
3. On or before the “Colonie Senior Citizens Club Inc.” monthly meeting on the first Wednesday of the month get 75 membership cards from the person in charge of membership. Keep a log of membership cards with the name and issuing number that you give to the paid member. Present the membership cards to each paid member at the spring meeting. Maintain a log of each payment made to the “Colonie Senior Citizens Club Inc.” indicating the members name, card number and the date, check number and amount paid.
4. Collect all monies for outings, tournaments and special events and maintain necessary records.

5. Use the check register as a journal for all entries, a program such as Quicken is acceptable a long as it is kept current and balanced. Keep both copies of checks and deposits. The currently approved Banking institution is Citizens Bank. When checks are written, indicate a description of reason for the issue. Keep all copies of deposit slips and balance books each month according to the Bank statement.
6. In September, after the number of attendees is determined to attend the luncheon, deduct that amount and \$500 plus all final expenses to determine the amount left for yearend prize monies.

Example: Account Balance	\$4100
Less Luncheon	- 1800
	\$2300
Balance Carry Over	- 500
	\$1800
Secretary/Treasurer Allowance	- 400
	\$1400

7. After receiving the amount of total points for all players, divide the total into \$1400.00 to get the amount to be awarded for each point.
8. Example: 1400 divided by (12,000 approximate estimate of total points) = \$.12 per point. Write checks for each member according to his yearly point total and place in envelope for presentation at the yearend luncheon.
9. In Consideration for services, the Treasurer shall receive a total allowance of \$200.
10. The Treasurer shall seek authorization for alternate signatures on the checking account.
11. Tournament prize monies. There are normally four separate tournaments per season. The total monies allowed are \$600.00 or \$150.00 per outing. Any prizes exceeding \$150.00 for special outings must be added to the fees for those attending, as no further monies are available for events. In the event that a tournament is cancelled or less than the \$150.00 of the allotment is used, the balance cannot be added to any other tournament. It will be remitted to all members via earned point money.

CLUB COMMITTEES:

The President will select Club members to serve as Chairmen on various committees. These Chairmen will select committee members as needed and will be responsible for ALL arrangements of their respective activity.

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| 1. Nominating Committee | See Attachment C1A |
| 2. Awards Luncheon Committee | See Attachment C2A |
| 3. End of Season Tournament | See Attachment C3A |
| 4. "Away" Golf Tournament | See Attachment C4A |
| 5. Blind Partner Tournament | See Attachment C5A |
| 6. 18 Hole Four Man Scramble | See Attachment C6A |

Golfing Schedule

A schedule of play will be prepared by the Secretary for distribution to each member at the Spring Organizational Meeting. This schedule will indicate the dates of play, make-up of the foursomes and the player designated to call for the tee time for his foursome. The designated player is to call the Colonie Golf Course (374-4181) Sunday morning to request an early tee time for Tuesday morning. The designated player will then notify his foursome of the time and nine assigned. If the tee time he receives is late, the foursome may elect to meet early at the course and ask the starter if they can get out earlier. If the player designated to call knows that he will be absent the Sunday of his assignment, it is his responsibility to ask a member of his foursome to call for him.

Pre-playing Matches: If a player knows in advance that he will be unable to play on a scheduled day, he may contact his opponent and arrange to pre-play their match at a mutually agreed upon time. The score card should clearly indicate the originally-scheduled date of the match and the date actually played and should be forwarded to the Secretary via the pocket file located on the bulletin board at the course between 7:00 a.m. and 12 Noon on our regular Tuesday.

Playing the Card: A player, in the absence of an opponent, will "Play the Card." This procedure is explained in the **Start Packet** which each golfer receives at the beginning of each season.

Absences

A member who cannot fulfill his schedule due to health or personal reasons must notify the Club Secretary as soon as possible.

A member absent for an extended time for an acceptable reason will retain full membership privileges for the year but will not accumulate points as his opponents play the card.

If a member resigns during the season, he forfeits any money accrued. He loses all membership benefits and can reenter the Club only by applying as a stand-by. An appropriate stand-by player will fill his place.

In the event a player drops out of play for the season and a substitute player is not available, his opponents will play the card the rest of the season or until a substitute player becomes available.

A player who must miss a match because of previous plans, and can't pre-play the match should notify his opponent and his foursome's tee time caller. He should also call a player from the stand-by list to fill in for him. His opponent will play the card.

Club Rules of Play – Otherwise per USGA Rules of Golf

The GOLD tees will be used on all holes for Club matches.

Out of Bounds: If your ball goes out of bounds at any point, you must hit another ball with stroke and distance penalty. EXAMPLE If your drives go out of bounds, you will be hitting three on the second shot from the tee. When in doubt, hit a provisional ball.

Water Hazards: If you hit your ball in the water from the tee, you can elect to play your second shot from a designated drop area. You will then be hitting three. On any hole where your ball clears the water, then rolls back in, you may place the ball on the ground nearest the spot where it rolled in with a penalty of one stroke.

Ball Lost in the Woods (Not out of bounds): If the ball cannot be found, go back along the agreed upon line of entry, drop a ball and take a one stroke penalty. If the ball is found, but is unplayable, also go back along the agreed upon line of entry, drop a ball and take a one stroke penalty.

Winter Rules: The Club will play using “Winter Rules”. A player may improve his lie, only on the fairway, by moving the ball with the club head, not more than one club length, but not closer to the hole.

Sand Traps: A player hitting a ball into a sand trap is allowed ONE free lift out of the trap, no closer to the pin. If the player hits into the trap again he must then play the ball as it lies.

Putts: Every putt shall be played out. “Gimmees” are not allowed.

Scoring

Strokes: The maximum number of strokes per hole is 10 regardless of par. A player scoring a 10 under this rule without playing out the hole shall receive no points for the hole unless his partner also scores 10 without playing out the hole.

Points: A total of twenty points are to be awarded for each nine-hole match. Two points are to be awarded to the winner of each hole after handicap deductions (Match Play). Two points will be awarded to the winner for the fewest total strokes after handicap deductions (Medal Play). Ties will split the points.

Responsibility: Players are responsible for calculating points and the points must be marked on the scorecard before submittal. Before you sign the card, check that you agree with the score and the points.

Score Cards: A score card, dated and signed by both players, must be turned in for each match during the season. Players must use their last names on the scorecard and include their club identification number and current handicap.

Handicaps: The Secretary will calculate each player's handicap using the USGA system computer program as agreed upon by the Officers. The Club handicap sheet will be published weekly.

Absent Players: When a player is absent for any reason he will receive no points. If a player has no opponent the player will "play the card". (See **Start Pack for a detailed explanation**)

Playing the Card: When a player's opponent is absent, the player will "Play the Card". (See **Start Pack for a detailed explanation**) He will keep his own score. Another member of the foursome should sign the scorecard. The absent player will receive no points. The absent player still has the responsibility of notifying his opponent or one of the other golfers in the scheduled foursome of his pending absence.

Special Arrangements: Please indicate on your scorecard (legibly) any other special arrangements made regarding your match so that the Secretary can record all information correctly.

Holes-in One and Other Miracles: Please mark any such Acts of God on the scorecard.

Rain

If the Course is open the Club will play a regular scheduled event.

If it is raining prior to Tee time, and a player does not wish to play, he must contact his opponent and other members of his foursome.

If the rain starts after play has begun, both players, by mutual agreement, may stop playing and consider the points up to that time and split the rest.

ATTACHMENTS

Colonie Senior Men's Golf Club Committee Responsibilities

C.1.A Nominating Committee Responsibilities

C.1.A.1 The committeemen must select at least three candidates annually from the Club members to be a Board Member who would be willing to serve in the Offices of President, Treasurer, and Secretary at some time during their term of office.

C.1.A.2 The nominating committee will present the candidates names to the Club membership and conduct an election during the Annual Awards Luncheon.

C.1.A.3 They will count votes and name the winners.

C.1.A.4 They will report the results to the outgoing Secretary and to the members.

C.2.A Awards Luncheon Committee Responsibilities

C.2.A.1 The committee will canvas the Club members to determine attendance at the Annual Awards Luncheon. Only members in good standing and one guest each are to be invited. All members must notify the Committee Chair of their intention to attend. (See: MEMBERSHIP).

C.2.A.2 They will survey local restaurants, and determine their suitability, menu and cost and other items, such as availability of microphones, etc.

C.2.A.3 They will notify the Treasurer of costs, etc. before any contracts are made.

C.2.A.4 They will work with the Secretary to make announcements thru the weekly handicap report.

C.2.A.5 They will check the members' and guests' choices of menu and compile lists of items to be ordered.

C.2.A.6 They will, in conjunction with the President of the Club, create an agenda for the meeting, obtain a Master of Ceremonies, persons to give an Invocation and benediction and arrange to give out all prizes with the aid of the Tournament committees. If door or any other special prizes are available, they will also run the raffle.

C.2.A.7 They will meet with the Treasurer and the restaurant management the day of the event and ensure that the bill is correct.

C.2.A.8 This committee should begin their work early in the season in order to get a desirable venue and date. This event is usually held within two weeks of the end of the season.

C.3.A End of Season Tournament Committee

C.3.A.1 This committee should begin its work as early in the year as possible. The better courses are busy in the late summer and tend to fill dates quickly.

C.3.A.2 The Committee will decide what type of event will be held. Where the event will be held and at a reasonable distance. Carts must be available at the course chosen.

C.3.A.3 They will work closely with the Club treasurer, advise him of all financial arrangements and furnish him with copies of all contracts made with the selected course.

C.3.A.4 They will notify the Secretary of their plans so that he can publicize the event in the weekly handicap sheet.

C.3.A.5 They will publish an announcement to the membership, detailing costs, course location with directions to it and the type of accommodations and other activities available.

C.3.A.6 They will take a tally of interested members and guests, ensure that deposits are collected and make the necessary arrangements with the course through the Treasurer.

C.3.A.7 They will arrange a tournament, collect entry money, make up foursomes, set tee times, collect and tabulate scorecards and announce the winners. Tournament prizes will be awarded at the course. The Secretary will be informed of the results.

C.3.A.8 Note guests are not eligible for prizes in this tournament because of a lack of handicaps. Do not collect entry fees from them. Stand-by players with established handicaps) are eligible for prizes. Any other large group of golfers attending this function as guests may form their own tournament as desired.

C.4.A Away Tournament Committee Responsibilities

C.4.A.1 This committee will visit golf courses in the surrounding area.

Find one suitable for a 9 and 18 hole handicap tournament at the date specified on our yearly schedule.

C.4.A.2 They will reserve a block of tee times using estimated numbers of golfers and agreed-upon greens fees.

C.4.A.3 They will work with the Secretary to publish this information to the members. They will canvas the Club to determine attendance, set up foursomes and tee times.

C.4.A.4 They will collect scorecards, determine winners and turn this information in to the Treasurer and Secretary.

C.4.A.5 Guests are not eligible for prizes in this tournament because of lack of handicaps. Do not collect entry fees from them. .

C.4.A.6: Start looking early in the season.

C.5.A: The (Blind Partner) Tournament Committee Responsibilities

C.5.A.1 The committee will canvas the members to determine attendance at this event.

C.5.A.2 They must assign pairings according to handicap as evenly as possible, make up foursomes and assign tee times. The Secretary will provide the latest handicaps.

C.5.A.3 They must ensure that all scheduled pairings tee off. In case of an absentee, they must make changes as necessary.

C.5.A.4 They will collect scorecards, tabulate the results and determine the winners. This information will be given to the Treasurer and the Secretary.

C.5.A.5 Stand-by players with an established handicaps are eligible for prizes.

C.5.A.6 The committee will ensure that players understand the rules of “Blind Partner”, Tournament.

C.6.A 18 or 9 Hole Four Man Scramble Committee Responsibilities

C.6.A.1 The committee will canvas the members to determine attendance at this event. They will assign foursomes, keeping team handicaps as even as possible, using handicaps furnished by the Secretary.

C.6.A.2 They must ensure that full foursomes tee off. In case of absentees, they must make changes as necessary.

C.6.A.3 They will collect the scorecards, tabulate the results and determine the winners. This information is to be given to the Treasurer and the Secretary.