



TOPSTONE

men's golf club

Member Handbook

Table of Contents

Sign-up policy	1
Cancellation and weather policy.....	2
General policies.....	3
Tournament Descriptions	4
Ringers	8
Hole-in-one Pool	9
Pace-of-play requirements	9
Ready golf best practices and tips for improving pace of play	9
Club Bylaws	10

Sign-up policy

These are the guidelines for signing up for and playing in all tournaments throughout the season. It is important that every member read and understand these rules as they will be strictly adhered to. All tournaments will have sign-ups available two weeks in advance. No member will be able to sign-up prior to that time

Topstone Pro Shop uses SignUpGenius to manage tee times for weekend tournaments and a variety of other Men's Club events (such as Banquet R.S.V.P. and special tournaments). The sign-ups for all Men's Club events can be found on the Tournaments page of the Men's Club website (www.topstonegc.com/mensclub/). You may sign up for a Men's Club event whether or not you create a SignUpGenius account. Having a SignUpGenius account will expedite your sign-up process, as your information will automatically be populated. There are minimal instructions herein describing the sign-up process. Go to <http://www.signupgenius.com/videos/signing-up.cfm> for detailed video instructions regarding signing up for an event.

When signing up for a tournament, you sign up for an approximate time. The numbers on the sign-up sheet correlate to an approximate time (1=early, 22=late). If you do not sign up in a foursome, you may be moved around to create foursomes. If you want to play with a friend or with a specific group, simply select the number of playing partners that you will have in your group and write in their names in the comment section.

If you must cancel or change your tee time reservation, you can delete/edit your sign-up in SignUpGenius to cancel or remove any number of playing partners. Signups will remain open until the close of Golf Shop business the Wednesday before the weekend tournament.

[Return to top](#)

Cancellation and weather policy

A member can cancel and withdraw from any event by the close of business, Wednesday before the weekend tournament by deleting the reservation in SignUpGenius, or by calling the Golf Shop and speaking directly to staff. If a member cancels and withdraws after close of business on Wednesday, he must find a replacement, or the member will be assessed by the Golf Shop for greens fee(s). If a replacement is not found, the member will be required to pay the greens fee(s) prior to their next scheduled tournament play. If a member cancels after Wednesday and has a compelling reason as to why they can't play, (sick, injury, family emergency, work emergency, etc.), the member will not be assessed the greens fee(s).

If the course is open and a Men's Club event is scheduled, we are required to play. Course management at Topstone makes the final decision as to when we play and when we start in consideration of inclement weather. In the past there have been frost, fog and thunderstorm delays. If you withdraw based on weather conditions or due to delay of tee times, the member will be charged for greens fee(s) and will receive a rain check to play golf at Topstone Monday through Friday. Both policies are in place to protect the Men's Club preferred tee times for the weekends. No shows and cancellations for no reason jeopardize our requests when the Men's Club needs more tee times to accommodate its members who want to play but can't get into a weekend event.

General policies

1. Cost of all club tournaments is the total of the current greens fee and tournament fee.
2. Dues include prepayment of 10 tournament fees. Daily tournament fees are \$5.00. Tournament cards must be presented to the Golf Shop before your tee time. If you do not present your card, you must pay a tournament fee of \$5.00, cash only. (No exceptions and no credit will be given the following week.) After your tournament card is completed, all men's club events will be \$5.00 per tournament.
3. The Men's Club pay-out system will be posted in the clubhouse and on the club website.
4. Members without CSGA handicaps qualify for gross payouts only.
5. Tournaments will be played from designated Men's Club tees.
6. Members will have until Wednesday evening to register for tournaments on Saturday and Sunday. Membership does not guarantee specific tee times for tournaments. Every effort will be made to accommodate your request for requested tee times.
7. All tournaments are played regardless of weather. If a member is unable to fulfill his commitment to play in a tournament, he must notify the Golf Shop or find a replacement for his tee time. Replacement member must notify the Golf Shop that he is a replacement. Any no-show for a tournament will result in a bill for greens fees paid prior to your next tournament.
8. Ruling questions - If there is a question regarding a golf ruling, please play two balls. A decision will be made by the Golf Shop Professional or the Rules Committee.
9. The Men's Club tournament policy is soft spikes only. Members who do not conform to this policy are subject to penalties by the Rules Committee.

Tournament Descriptions

2-Man Best Ball Championship (90% HDCP – White Tees Only):

This is a 36-hole gross/net event, 18 holes on Day 1 and 18 holes on Day 2. Each player on the team plays their own ball throughout the round and on each hole the low score – or “best ball” of the group serves as the team score. This championship will be conducted on a gross and net basis.

2-Man Ryder Cup (60% HDCP):

Each team consists of two players. This is an 18-hole gross and net event. The format will include a modified alternate shot (both players hit tee shots, alternate shots from there) the first 6 holes, scramble the next 6 holes and two-man best ball format the final six holes.

If there are 40 or more players, there will be two flights which are evenly distributed by team combined course handicap. Otherwise, there will only be one flight.

4-Man Best Ball Championship (80% HDCP – White Tees Only):

This is a 36-hole gross/net event, 18 holes on Day 1 and 18 holes on Day 2. Each player on the team plays their own ball throughout the round and on each hole the low score – or “best ball” of the group serves as the team score. This championship will be conducted on a gross and net basis.

4 Man Progressive Best Ball (80% HDCP):

In this event each member of the team plays his ball throughout. But a 3-hole rotation exists for determining how many scores are used to create the team score. On the first hole, the one low ball counts as the team score. On the second hole, the two low balls count as the team score. On the third hole, the three low ball scores count as the team scores. This cycle continues throughout the 18 holes.

If there are 80 or more players, there will be two flights which are evenly distributed by team combined course handicap. Otherwise, there will only be one flight.

4-Man Shamble (60% HDCP):

Each team will consist of 4 players. A shamble is a type of golf format that combines elements of a scramble with elements of regular stroke play. Like in a scramble, all members of a team tee off and the best ball of the four tee shots is selected. All players play from the spot of the best ball. From this point, the hole is played out at stroke play, with all members of the team playing their own ball into the hole.

If there are 80 or more players, there will be two flights which are evenly distributed by team combined course handicap. Otherwise, there will only be one flight.

Best Ball (2-Man: 90% HDCP or 4-Man: 80% HDCP):

Each player on the team plays their own ball throughout the round and on each hole the low score – or “best ball” of the group serves as the team score. These tournaments will be conducted on a gross and net basis.

If there are enough teams for two flights, they will be evenly distributed by team combined course handicap. A 4-Man Best Ball requires 80 players to have multiple flights, a 2-Man Best Ball requires 40 players to have multiple flights.

[Return to top](#)

Club and Flight Championships (White Tees except Championship Flight (Blue)):

This is an individual gross only event (except E flight, which is played as net only). Scoring is by designated flights (e.g. Championship, A, B, C, D, E). The Club and Flight Championships are a 54-hole event and members will be required to commit to all three days when signing up for the event. Any member can play in the Championship Flight, if they declare to do so prior to the start of the tournament. However, their score will only be eligible in the Championship Flight, not in their respective handicap flight.

Fall Classic Championship (Scramble/Best Ball: 40%/90% HDCP - White Tees Only):

This is a 36-hole gross/net event, 18 holes on Day 1 and 18 holes on Day 2. The format will include a scramble the first 18 holes and two-man best ball format the second 18 holes. This championship will be conducted on a gross and net basis.

For the scramble event, each team member drives, and the best drive is selected. Each team member plays a second shot from the spot where the selected drive lies and the best second shot is selected. The process is repeated until the hole is completed. The hole is completed when the ball enters the cup, therefore do not putt out unless your team members have putted.

In the best ball format, each player on the team plays their own ball throughout the round and on each hole the low score – or “best ball” of the group serves as the team score.

Father's Day Classic (40% HDCP):

(2-Man Scramble) Each team consist of two players. On each hole, each team member drives, and the best drive is selected. Each team member plays a second shot from the spot where the selected drive lies and the best second shot is selected. The process is repeated until the hole is completed. The hole is completed when the ball enters the cup, therefore do not putt out unless your team members have putted.

This event will feature the "bring a relative" option. The intent is to have fathers playing with their sons or daughters and to promote junior golf. To facilitate this, each two-person team will consist of one member and either their father, grandfather, son or daughter or grandchild. The minimum age for the child is 10. The event will be divided by three age categories: child age 10-13, age 14-17, age 18 and over.

Hate 'em:

This is a variation of an Individual gross/net event in which the player selects 4 holes (2 on each side) to take “pars” on prior to teeing off. The score made on that hole will be irrelevant and par is recorded. Otherwise, the event is scored like any other Individual Stroke Play event.

Individual Stroke Play:

This is an individual gross and net event. The player plays his own ball and his score alone counts toward the total.

If there more than 30 players, we will use the standard 5 flights for scoring the event. If <30, the number of flights will be based on the number of players.

[Return to top](#)

Individual Match Play Championship (100% HDCP – White Tees Only):

Qualifying for this event is based on net score only. Ties in qualifying will be broken using USGA tiebreaking procedures (Last 9 holes, Last 6 holes, Last 3 holes, etc.). The best 63 match play scores will qualify for the event. The defending champion is an automatic qualifier.

After the 64 qualifiers are determined, the field will be broken into 4 brackets of 16 players, seeded by qualifying score. If there are less than 64 participants, byes will be awarded based on qualifying score.

The higher handicap will receive the differential in strokes. Example: Player A's course handicap is 15, Player B's is 17. Player B will receive 2 strokes (on Holes 14 and 7).

Interclub Events:

A team of 20 Men's Club members is formed to take on rival Men's Clubs. These will be two-day events (one day at Topstone and the other at the competitor's course) and commitment is required for both days. Each team member will play an individual match on one day and a 2 Man Best Ball match the other. To the victors go the spoils, the winning team gets possession of the Interclub trophy for the year.

Modified Alternate Shot (50% HDCP): On each hole, each team member drives, and the best drive is selected. The player's drive that was not selected will play the second shot. Shots will be alternated until the hole is completed.

If there are 40 or more players, there will be two flights which are evenly distributed by team combined course handicap. Otherwise, there will only be one flight.

Scramble (2-Man: 40% HDCP or 4-Man: 10% HDCP):

Each team consists of two or four players. On each hole, each team member drives, and the best drive is selected. Each team member plays a second shot from the spot where the selected drive lies and the best second shot is selected. The process is repeated until the hole is completed. The hole is completed when the ball enters the cup, therefore do not putt out unless your team members have putted.

If there are enough teams for two flights, they will be evenly distributed by team combined course handicap. A 4-Man Scramble requires 80 players to have multiple flights, a 2-Man Scramble requires 40 players to have multiple flights.

Seniors/Super Seniors/Legends Championship (White Tees, except 70+ (Gold))

This is the Club Championship for the seniors. This event is an 18-hole Gross only event to determine a champion for 3 age related flights. Seniors will be from 50 to 59 years old. Super Seniors will be from 60 to 69 years old. And Legends will be 70 years and older.

Stableford:

An individual gross/net tournament based on points attributed to the player's hole-by-hole scores.

Points are scored as follows:

Double Bogey or higher: -1 Points

Bogey 1 Points

Par: 2 Points

Birdie: 3 Points

Eagle: 5 Points

Double Eagle: 10 Points

If there more than 30 players, we will use the standard 5 flights for scoring the event. If <30, the number of flights will be based on the number of players.

Team Match Play Championship (Qualifying/Match: 90%/80% HDCP – White Tees Only):

Qualifying for this event is based on team net best ball score. Ties in qualifying will be broken using USGA tiebreaking procedures (Last 9 holes, Last 6 holes, Last 3 holes, etc.). The best 31 match play scores will qualify for the event. The defending champions are an automatic qualifier.

After the 32 qualifiers are determined they will be seeded by qualifying score. If there are less than 32 teams, byes will be awarded to the highest seeds. Handicap strokes given during the matches will be done off the lowest handicap's course handicap.

Example:

Team A (80% course handicaps)

Player 1: 4

Player 2: 8

Team B (80% course handicaps)

Player 3: 10

Player 4: 12

Player 2 gets 4 strokes (8 minus 4), Player 3 gets 6 strokes, Player 4 gets 8 strokes.

Ringers

Ringers is a season long event where your best gross and net score for each hole counts towards your best overall score at the end of the season.

Participation:

Participation in Ringers is limited to active members in good standing and is strictly voluntary.

Restrictions:

This pool applies to official men's club weekend tournaments that meet the format restriction. Only tournament formats where the player golfs his own ball for the entire round will be counted (i.e. excludes scrambles, shambles, Ryder Cup, alternate shot, etc.)

Cost:

The entry fee is a one-time fee of \$10 for the season.

Details:

- Ringers begin with the start of active handicap season (around the beginning of April).
- Ringers end on the last tournament weekend before the banquet.
- Scores will be accumulated for the entire season from the date you pay the entry fee.
- Scores are counted for the holes completed during a round. Players that X out of a given hole will still have their other scores counted for each hole completed.
- Your net score each week will be based on your current handicap revision for the tournament.
- Participants are eligible to win both gross and net scores.
- Ties will be broken based on course handicap (i.e. 1st tiebreaker is score on #14, 2nd is score on #7 and so on)

Payout:

Ringers winnings are paid in cash at the season ending banquet. The number of places paid is determined by participation in the event. The same number of places will be paid for both gross and net scores.

Hole-in-one Pool

Participation:

Participation in the hole-in-one pool is limited to active members in good standing and is strictly voluntary.

Restrictions:

This pool applies to all official men's club weekend tournaments. If two or more registered members record a hole-in-one during the same round, the pool will be divided equally between them.

Cost:

The entry fee is \$6. For each entry \$5 goes into the pool, and \$1 funds insurance that takes care of the winner's obligation in the bar. If a participating member records a hole-in-one during the golf season, a new pool will be created. (sign-ups generally take place with the starter on the first tee when new pools are created in-season)

Carryover:

Members that were in the pool at the end of the previous season will be carried over automatically to the current season.

Benefits:

The hole-in-one pool is one of only two cash payouts. Additionally, a nameplate will be engraved on men's club perpetual wall plaque. If no participating member records a hole-in-one during the active season, the funds are carried over to the following year.

Local Rules

Refer to the current approved course local rules on the Tournament menu of the Men's Club website, www.topstonegc.com/mensclub

Handicap flight distribution

- A flight: 0 – 8
- B flight: 9 – 12
- C flight: 13 – 16
- D flight: 17 – 22
- E flight: 23+

Pace-of-play requirements

Refer to the current approved course Pace of Play Policy on the Tournament menu of the Men's Club website, www.topstonegc.com/mensclub

Ready golf best practices and tips for improving pace of play

Refer to "Tips for Improving Pace of Play" on the Tournament menu of the Men's Club website, www.topstonegc.com/mensclub

[Return to top](#)

Club Bylaws

Revised March 2014

ARTICLE I: ORGANIZATION

Section 1.1

Purpose

The purpose of the organization is to promote good fellowship and sportsmanship among its members by promoting, fostering and encouraging the playing of golf and participation in related social activities.

Section 1.2

Name

The name of the organization shall be The Topstone Men's Golf Club.

ARTICLE II: MEMBERSHIP AND DUES

Section 2.1

Type of Membership

There shall be two types of membership:

Active

Honorary

Section 2.2

Active Members

An active member in good standing is at least 16 years old and has paid his dues for the golfing season. Active membership shall be limited to a manageable number set by the Executive Board. Active membership shall entitle the individual to all privileges of the Club including the right to vote at any general meeting of the club membership and the right to vote on any question otherwise presented to the general membership by the Executive Board.

Members of the age 16 or 17 will be considered "Junior" members. In order to be considered for membership, junior applicants must accompany their application with a letter of recommendation from the following sources:

- A parent currently active in the Topstone Men's Golf Club
- A high school coach recommending the applicant based on involvement with a high school golf team
- A current member who is not the parent of the applicant, but can vouch for the applicant

Junior applicants may be subject to an interview by the board, to ensure they meet certain standards required of members, to understand the rules of the game, course local rules, and men's club requirements for standards of play and etiquette.

Junior members will be allowed to participate in all tournaments including trophy events for which they have achieved the minimum requirements for specific events.

Junior members are eligible for winnings in all tournaments and pro shop games, subject to applicable USGA rules for amateur status and guidelines for eligibility for participation in high school or college athletics.

Final decision to accept a junior applicant will be at the discretion of the Board.

Section 2.3

Honorary Members

An honorary member is a person who shall be designated as such for meritorious contributions to the Club or its objectives. Honorary membership shall be conferred by the majority vote of the Executive Board. An honorary membership may be assigned for life or for a period of years. An honorary member shall be entitled to all

[Return to top](#)

privileges of the Club except he shall have no voting rights. He shall not be subject to payment of membership fees or dues. Honorary membership shall be limited to ten percent of the active membership. Active members of the Club who are called into the Armed Forces of the United States shall automatically be designated as honorary members until their discharge from active duty.

Section 2.4

Term of Membership

An active membership shall be for a period of one year, renewable for a like period at the beginning of each year at the option of the member upon payment of his annual dues. The Executive Board reserves the right to consider the petitioning member's previous year's participation as one of the qualification for membership. The minimum number of tournaments shall be determined by the Executive Board.

Section 2.5

Admission to Membership

Any candidate requesting active membership shall submit an application accompanied by the initiation fee and the annual dues. The application will be submitted to the Executive Board no later than a date specified by the Board. Applications received after the membership reaches the maximum allowed for the year will be placed on a waiting list. Notification in writing of acceptance or declination for membership shall be promptly given to the candidate. If a candidate is placed on the waiting list his application and initiation fee and initial dues will be promptly returned.

Section 2.6

Membership and Dues

The initiation fee for first time members and annual dues shall be established by the Executive Board. All initiation fees and annual dues must be paid by the due date as determined by the Executive Board. Notification of the due date will be communicated to club members a minimum of 30 days prior to the due date. Initiation fees and annual dues are not refundable, except for declined new member applications (see Section 2.5, Admission to Membership). If the initiation fees and annual dues are not fully paid by the due date established, the member may be designated as inactive and deleted from the active membership rolls. The Executive Board shall notify the member of a change to inactive status by email within 7 calendar days from the date of status change. The Executive Board reserves the right to accept a late remittance of annual dues if accompanied by a written Reinstatement Request. The Reinstatement Request must include payment for any unpaid fees, annual dues, and assessments, and contain the Name, Address, Phone#, and Email Address of the member requesting reinstatement. The Executive Board shall notify the member requesting reinstatement and provide the determination of status by email within 14 calendar days from the date the Reinstatement Request is received.

Section 2.7

Member Initiated Termination.

A member can terminate membership at any time. Initiation fees and annual dues are not refundable. When the reason for termination is for illness, injury, or other extenuating circumstances an active member (see Section 2.2, Active Members) may request that his membership be deferred to the following year. To request a deferment an active member must submit a Deferment Request in writing to the President of the Men's Club. The Deferment Request must contain the Name, Address, Phone#, and Email Address of the member requesting deferment, and the reason for the deferment request. The President shall present the Deferment Request to the Executive Board. When determining and authorizing a deferment, the Executive Board reserves the right to review each Deferment Request independently and weigh it against the commitments made by the club, financial and otherwise. The Executive Board shall respond to the member requesting a deferment and provide the determination of deferment status by email within 30 calendar days from the date the Deferment Request is received.

[Return to top](#)

ARTICLE III: MEMBERSHIP RIGHTS, DUTIES AND DISCIPLINE

Section 3.1

Pay outs and Trophies

Active or honorary members of the Club are eligible to win:

- Tournament pay outs awarded as Pro Shop credit
- Tee games offered by the Pro Shop awarded as Pro Shop credit
- Trophies awarded to special tournaments (major events, hole-in-one, Interclub, etc.)
- Optional Hole-in-one pool paid as a cash prize.
- Optional Ringers pool paid as a cash prize.

Guests of members of the Club participating in an open event have the option to participate and win:

- Tournament pay outs awarded as Pro Shop credit
- Tee games offered by the Pro Shop awarded as Pro Shop credit

Section 3.2

By-laws, Notices, Announcements

A printable copy of the Rules and By-laws will be available at all times during the season on the official website of the Topstone Men's Golf Club. A copy can be obtained from the President, Secretary or the Communications Chair. Notices of coming events, competitions, awards, dates and agenda of the general and special membership meetings will be posted on the club website. Notices of significance by the Executive Board will be e-mailed to each member. A summary of Club business transacted at each Executive Board meeting will be posted on the website.

Section 3.3

Voting

Active members in good standing shall be eligible to attend all regular or special meetings of the general membership and shall have the right to vote on all items of business coming before such meetings. A member in good standing is one who has paid his dues, fees and assessments, is not under suspension or censure and who has met all the requirements of the club.

Section 3.4

Duties of Members

The acceptance of membership in the Club shall require each member to uphold all the provisions of the by-laws and other duly enacted rules of the club.

Section 3.5

Discipline

Members shall be subject to suspension or expulsion for unbecoming conduct detrimental to the game of golf, to the good name of the club, or to the proper functioning and administration of the Club. Any member charged with having engaged in such unbecoming conduct shall be entitled to a written notice of the specific offense(s) that he is alleged to have committed. The member shall be given the opportunity to speak in his own defense at a meeting of the Executive Board at a specific date set by the Board. The date set will be such to afford the member a reasonable time to prepare to address the written charges. By a majority vote of the Executive Board present at such hearing, the member may be reprimanded, suspended, expelled from membership or the charges may be voided, and in which case all reference thereto will be expunged from the record. The decision of the Executive Board will be final.

Section 3.6

Tournament No Shows

The Executive Board shall enact rules regarding penalties for members that fail to appear at a prearranged starting time for tournament play. The rules can be found in the Cancellation Policy section of this membership guide.

[Return to top](#)

ARTICLE IV: MEETINGS OF THE GENERAL MEMBERSHIP

Section 4.1

Regular Meetings

Regular meetings of the general membership shall be held at least twice during the year, one prior to the beginning of the tournament schedule and one at the end of the tournament schedule. All proper matters of unfinished business and new business may be brought up at such meetings.

Section 4.2

Special Meetings

Special meetings of the general membership may be called by the Club President, by a majority of the Executive Board or upon written request of not less than ten percent (10%) of the active members. The business of the special meeting shall be confined to the matter set forth in the notice of the meeting.

Section 4.3

Notice

A written or printed notice stating the place, day and hour of the meeting and in the case of a special meeting, the purpose for which it was called, shall be e-mailed to each active member not less than ten (10) days before the date of the meeting. A notice of such meeting will also be posted on the Topstone Men's Golf Club website.

Section 4.4

Quorum

The presence of at least ten percent (10%) of the active members shall constitute a quorum for the transaction of business at any meeting of the general membership.

Section 4.5

Voting

At all meetings of the general membership, all questions shall be determined by a majority of the members present and entitled to vote. Each member may cast only one vote on each matter properly brought before the meeting.

Section 4.6

Order of Business

At all of the meetings of the Club, the order of business shall be as follows:

Call to order

Proof of notice of meeting

Submission of roster of members entitled to vote

Roll call of officers

Reading of minutes of previous meeting and reading of communications and bills

Applications for membership (Executive Board meetings)

Reports

Election of officers and Executive Committee (last meeting of year)

Unfinished business

New business

Adjournment

Section 4.7

Minutes of Meetings

Complete minutes must be kept of all meetings. Minutes of Executive Board meetings will be summarized and posted on official website within a reasonable time frame for the information of the membership. Any member in good standing may request and shall be granted the right to inspect the minutes of the general membership meetings.

[Return to top](#)

ARTICLE V: THE EXECUTIVE BOARD

Section 5.1

Number of Officers

The Executive Board shall consist of thirteen (13) voting members, all of whom must be active members in good standing. The term of the Executive Board shall be from January 1st to December 31st of the following year.

All board positions are two-year terms. Board members are divided into two groups. The term end date of each group is offset to ensure the key positions of the board are not changing in the same year.

- Group 1 consists of:
 - President, Vice President, Treasurer, Secretary, Past President and (2) At Large Members
 - This group's two-year term ends at the end of even years
- Group 2 consists of:
 - Tournament Chair, Membership Chair, Handicap and Rules Chair, Communications Chair and (2) At Large Members
 - This group's two-year term ends at the end of odd years

Number of Officers:

Four (4) Officers of the Club

Four (4) At Large Members

One (1) Handicap and Rules Chairman

One (1) Membership Chairman

One (1) Tournament Chairman

One (1) Communications Chairman

One (1) Immediate Past President

Section 5.2

Qualifications

To be eligible to serve on the Executive Board any candidate shall have been an active member in good standing for at least one year before his election.

To serve as President, the candidate must be an active member in good standing and have served on the Executive Board for at least one year before his election.

Section 5.3

Nominations

The President shall present to the Executive Board a list of the candidates for the various vacancies at the September Board meeting. Nominations may also be made by active members in good standing.

A communication to the membership of open Executive Board positions will be provided at least five (5) weeks prior to the regular meeting held at the end of the tournament schedule to request nominations. Nominations must be received in writing to the President within two (2) weeks of the communication. After the two (2) weeks, nominations will be closed.

The official ballot will be communicated to the membership at least two (2) weeks prior to the regular meeting held at the end of the tournament schedule.

Section 5.4

Election

At the regular meeting of the general membership at the end of the tournament schedule, election of the open Executive Board positions shall be held. Only active members in good standing shall be entitled to vote. Voting for multiple candidates is submitted by paper ballot. If there are not multiple candidates, a simple vote of the members to approve the ballot is required.

The position of President will be elected by the majority vote of the Executive Board.

[Return to top](#)

No officer shall be eligible to serve in the same office for a third consecutive term unless the position remains unfilled at the time of elections.

Section 5.5

Vacancies

In the event of any vacancy in the membership of the At-Large Members, Committee Chairman or Club Officers for any reason other than expiration of term, the remaining members of the Executive Board shall elect by majority vote a replacement to fill the vacancy until the next regular election.

Section 5.6

Duties of the Executive Board

The duties of the Executive Board shall be generally to control and supervise the affairs of the Men's Club for the best interest of all members. The Executive Board shall review and approve recommendations of all committees. The Board may consider any and all matters presented in the regular course of business or in any emergency which may arise and shall take necessary action or recommend appropriate action by the general membership on all matters brought to the Board's attention. Any Executive Board member may be removed from office at any time, for negligence or misconduct, by a two-thirds vote of the Executive Board or a majority vote of active members voting at an annual or special meeting.

Section 5.7

Board Meeting

The Executive Board will hold regular meetings throughout the year. Special meetings shall be called by the President or a quorum of the Executive Board at such times and places as the President or Executive Board deem necessary. Notice of regular and special meetings shall be given each member of the Board. Items of business to be discussed in a special meeting shall be stated in the notice.

Section 5.8

Quorum

A majority of the Executive Board shall be necessary to constitute a quorum for the transaction of business at any meeting of the Board, but less than a quorum may adjourn any meeting to another time or place (or both).

Section 5.9

Voting

Each member of the Executive Board shall be entitled to one vote upon any matter voted upon by the Board. The Executive Board shall consist of thirteen (13) voting members.

Section 5.10

Action by Unanimous Consent in lieu of Meeting

Any action required or permitted to be taken at any meeting of the Executive Board may be taken without a meeting, if a written consent to such action is agreed to by two-thirds (2/3) of members of the Board and such written consent is filed with the minutes of the proceedings of the Board.

Section 5.11

Resignation

The President should be notified in writing by any Executive Board member who wishes to resign.

Section 5.12

Compensation

Members of the Executive Board shall serve in a voluntary capacity and shall not receive compensation for their duties.

[Return to top](#)

ARTICLE VI: EXECUTIVE BOARD ROLES AND RESPONSIBILITIES

Section 6.1

President

The President shall call regular and special meetings of the members of the Club and the Executive Board in accordance with these by-laws. He shall, when present, preside at all meetings of the members and Executive Board and he shall have a deciding vote at any meeting in the event of a tie. The President shall appoint such committees and auditors as necessary for proper conduct of the Club and shall be a member, ex officio, of all committees of the Club. The President, when directed by the Executive Board, shall have the authority to sign and execute in the name of the Club any agreements or other instruments. He shall enforce the by-laws and rules and perform such other duties as are incident to the position and office or as he may be directed to perform by the membership or Executive Board. The immediate past **president** shall serve as a member of the Executive Committee.

Section 6.2

Vice President

The Vice President shall perform all duties of the President in his absence. He shall also assist in maintaining order at all meetings. The Vice President shall be a member, ex officio, of each of the Club's standing committees and he shall perform such other duties as assigned by the Club President.

Section 6.3

Secretary

The Secretary shall maintain full and correct records of all meetings of the general membership and of the Executive Board. He shall read the minutes of the meetings of the general membership at the next regular meeting of the Club for proper action. He shall summarize the minutes of the Executive Board and see that they are posted on the official website for the information of the general membership. He shall perform such other duties as assigned by the Club President.

Section 6.4

Treasurer

The Treasurer shall have custody of all funds, securities and valuable papers. He shall draft all financial obligations of the Club as authorized by the Executive Board. The Treasurer shall provide and maintain full and complete records of all assets and liabilities. He shall be responsible for the collection of fees, dues and assessments from the members. He shall prepare and submit to the Executive Board a monthly financial statement and an annual financial statement to the general membership. He shall also perform such additional duties as assigned by the Club president.

Section 6.5

Communications Chairman

The Communications Chair is responsible for the development, distribution and maintenance of all print, digital and web related membership collateral, inclusive of but not limited to; membership packets, tournament schedules, cards, letters and application forms. The Chair will oversee all club advertising and promotional initiatives and coordinate any signage and/or display material required by the committee. The Chair will serve as the web site administrator, and the gateway for all membership communications required throughout the year, inclusive of the off-season.

Section 6.6

Tournament Chairman

The Tournament Chair is responsible for all men's club tournament activity and to lead the tournament committee. The chair will draft the tournament schedule, schedule interclub events, maintain payout tracking, run the match play tournaments (track qualifying and ensure matches are played timely), maintain and publish ringers results, maintain entries to the hole-in-one pool and work in conjunction with the Topstone Pro Shop to oversee all tournaments conducted by the Topstone Men's Club.

[Return to top](#)

Section 6.7

Handicap and Rules Chairman

The Handicap and Rules Chair is responsible for working with the Topstone Golf Club professional in formulating necessary local rules compatible with the rules and policies of the United States Golf Association and it shall be the arbiter in all disputes arising from golf play sponsored by the Club and lead the handicap and rules committee. The Handicap and Rules Chair is also responsible for attending required training to maintain club compliance.

Section 6.8

Membership Chairman

The Membership Chair is responsible for tournament activities and lead the membership committee, promote and grow the membership in the club, represent the board for any questions related to membership, collect membership forms and dues for the club and document and track membership information (names, addresses, phone and email used only for official TMGC business).

ARTICLE VII COMMITTEES

Section 7.1

Special Committees

The President may appoint such other temporary or special committees as he may deem necessary to carry out the purpose of the Club.

ARTICLE VIII: FINANCIAL

Section 8.1

Indebtedness

No indebtedness or liability shall be incurred by members of the Executive Board, individually or collectively, or by any other Club member as agent for the Club without proper authorization. A blanket Fidelity bond of a reasonable amount shall be maintained to protect the Club against misuse of funds by Officers entitled to sign checks.

Section 8.2

Auditing [Examination of Financial Records] of Club Books

The President or, in his absence, the Executive Board shall appoint an independent Certified Public Accountant (CPA) to examine the books of account of the Treasurer and to make a report of such annual ~~audit~~ [examination of the financial records] to the general membership. Special examinations by a CPA may be directed by the President or, in his absence, the Executive Board whenever this action is warranted.

Section 8.3

Club Records

The Club President, Treasurer, Secretary and Tournament Committee chairman will be responsible for maintaining Club records. Such records will consist of Treasurer reports, prize distribution, tournament formats and minutes of meetings. These permanent records will be available for all members to review and will be maintained in the confines of the Topstone Golf Club.

ARTICLE IX: GENERAL PROVISIONS

Section 9.1

Amendment to By-laws

Any amendment to the by-laws must be presented to the general membership in writing and accepted by a majority vote at a meeting of such membership before becoming effective. No part of these by-laws shall be repealed, amended or suspended unless the proposed change has been submitted in writing to the general membership and communicated at least two (2) weeks before the general meeting at which a vote of the change is to be taken.

[Return to top](#)

Section 9.2

Supplementary Rules and Regulations

The Executive Board may promulgate such rules and regulations, which it deems necessary to implement the by-laws of the Club. These supplementary rules and regulations may be challenged as contradictory to the by-laws by an instrument in writing signed by at least ten (10) percent of active members. When and if a rule is so challenged, the matter will be presented to the general membership under new business at the next regular or special meeting of the members.

Section 9.4

Rules of Order

Robert's Rules of Order shall be the recognized authority on all points of procedure not covered by the by-laws or other rules and regulations of the Club.

Section 9.5

Interpretation

The by-laws will be interpreted in such a manner as will more nearly effectuate the purpose of the Club.