

# **BY-LAWS - GOLF CLUB at LAKE RIDGE**

## **GENERAL**

1. The Golf Club at Lake Ridge is an autonomous club whose membership is open to all Lake Ridge residents and those former Lake Ridge residents, as noted in MEMBERSHIP, who wish to join. The club is a 'Not for Profit' organization with the primary activity of 'Recreation'. The Club's main purposes are
  - a) To promote enjoyment of the game of golf
  - b) To promote friendship, camaraderie and good fellowship through golf
  - b) To educate our members regarding golf rules and procedures
  - c) To provide golf instruction to our members
  - d) To support golf related charities
2. The Golf Club at Lake Ridge represents that it is an unincorporated entity separate from the Lake Ridge Homeowners Association, Inc., and that the Golf Club has adopted its own by-laws, maintains a separate bank account and separate financial records.
3. Upon dissolution of the club, undistributed prize money will be distributed to members based on a formula to be determined by the Board. Other moneys on hand will be contributed to the Lake Ridge Homeowners Association, Inc. and/or to specific charities as approved by vote of the membership.

## **OFFICERS/COMMITTEES/MEETINGS**

1. The Club shall be managed by the Board of Directors of the Golf Club at Lake Ridge, which consists of eleven (11) elected members, including the President of the 9 Hole and 18 Hole Golf Leagues. Each elected member shall serve a three (3) year term. To facilitate continuity, the terms will be staggered with approximately 1/3 of the members elected each year.
2. Vacancies on the Board, for any reason, shall be filled by a vote of the majority of the remaining Board members. The person so elected shall serve for the remainder of the term of the Board member (s) he is replacing.
3. Nominations for all positions on the Board of Directors, except the President of the two Golf Leagues, shall be made by a Nominating Committee designated at the August General Meeting. Nomination for members of the Board of Directors may also be made from the floor at the September General Meeting. The Board of Directors will appoint the chairperson of the Nominating Committee
4. The Presidents of the Golf Leagues will be elected by the League, as per their By-Laws.
5. Annual elections to the Board of Directors will occur at the September General Meeting. At that time, the membership will elect the requisite number of new Board members. The specific position of each member will be determined by the Board, at the first executive session following the elections.
6. The Board will be organized into the positions, listed below.
  - o President
  - o Secretary
  - o Treasurer
  - o VP - Tournaments – Scheduling
  - o VP – Tournaments – Conducting
  - o VP – Handicap
  - o VP – Membership
  - o VP - Banquet
  - o GC@LR 18 Hole Golf League - President
  - o GC@LR 9 Hole Golf League - President
  - o Trustee at Large – Fund Raising, 50/50

## **BY-LAWS - GOLF CLUB at LAKE RIDGE**

7. The Duties of the members of the Board of Directors shall be as follows:

The **PRESIDENT** shall preside at all meetings of the Club and the Board of Directors; be a member ex-officio on all committees except the Nominating Committee; create the agenda for the Board and General meetings; perform all other duties usually pertaining to the office and shall appoint chairpersons of all committees.

An **EXECUTIVE VP** shall act as an aide to the President and shall perform the duties of the President in his/her absence. The **EXECUTIVE VICE PRESIDENT** is not a separate office but rather shall be selected by the Board from among the existing **VICE PRESIDENTS**.

The **SECRETARY** shall keep a record of all meetings of the Club and the Board of Directors; keep an attendance record of all Board meetings according to roll call and review all absenteeism with the President; be responsible that the proper transfer of all records and documents between incoming and outgoing officers takes place and be responsible for keeping all official club documents on file; handle all incoming and outgoing mail and maintain an Action Items log from every Board and General meeting; keep a copy of all communications received and correspondence sent shall be kept on file. The **SECRETARY'S** signature shall be required on all official club papers.

The **TREASURER** shall receive all monies of the Club and shall issue checks countersigned as noted below; be responsible for keeping an accurate record of all receipts and expenditures; present a statement of accounts at every General Meeting and at other times when requested by the Board of Directors; prepare the annual Club budget (based upon input from appropriate committee and functional chairpersons) and present it to the Board for approval prior to the March General Meeting.

The **VP - TOURNAMENTS - SCHEDULING** shall arrange all tournaments of the Club; take appropriate action to get these dates on the approved Lake Ridge calendar; approve all tournament venues and prices. The **VP - TOURNAMENTS - SCHEDULING** or his designee, must sign all tournament contracts.

The **VP- TOURNAMENTS - CONDUCTING** shall determine the format and pairings for each tournament; conduct tournament sign-ups and notify the venues of participants.

The **VP - HANDICAP** shall record all scores placed by members in the LRGC Scorecard **box** and calculate a local GC@LR handicap (utilizing a 'handicap calculation' software program approved by the Board); work with the **GC@LR 18 GOLF LEAGUE - PRESIDENT** and **GC@LR 9 GOLF LEAGUE -PRESIDENT** to do the same for all league scores; calculate Golfer of the Year statistics; inform members of their latest handicaps and to notify the **VP- TOURNAMENTS - CONDUCTING** and **LEAGUE PRESIDENTS** of the latest handicaps, when required.

The **VP - MEMBERSHIP** shall work with all appropriate sources to identify, contact and sign-up new members; introduce new members to the general membership and work with the **VP - HANDICAP** to obtain GC@LR ID numbers and distribute the information to all members of the Board; insure timely issuance of Web Blasts to inform membership as appropriate.

The **VP - BANQUET** shall arrange all aspects of the annual GC@LR banquet including, but not limited to, select the venue, caterer, entertainment, Master of Ceremonies and obtain raffle prizes.

The **GC@LR 18 GOLF LEAGUE - PRESEDENT** shall schedule the league, conduct all sign-ups, determine all formats and pairings, review scores and provide same to the **VP- HANDICAP** to determine moneys won by each player.

## **BY-LAWS - GOLF CLUB at LAKE RIDGE**

The **GC@LR 9 GOLF LEAGUE - PRESIDENT** shall schedule of league, conduct all sign-ups, determine all formats and pairings, review scores and provide same to the **VP- HANDICAP**.

The **TRUSTEE AT LARGE** shall conduct all 50/50 and other raffles at tournaments, meetings and other GC@LR functions; insure appropriate refreshments at general meetings.

8. The Board is authorized to establish whatever bank accounts are necessary to conduct the business of the Golf Club. Two (2) signatures from among the **President, Executive Vice President, Secretary, Treasurer or VP – Tournaments - Conducting** is required for every check written on or withdrawal from any Golf Club bank account.
9. The Golf Club at Lake Ridge will have one (1) standing committee -
  - o **Good and Welfare** - keep abreast of Golf Club members and/or their family who are ill or have recently passed away, inform the Board and general membership of these situations and be responsible for sending appropriate 'GET WELL' and/or 'CONDOLENCE' cards from the Golf Club.At the discretion of the Board, additional ad-hoc committees may be established, whenever necessary. These additional committees can be for a general or specific function.
10. A quorum for a General Meeting shall consist of 25% of the membership and at least two elected officers. All matters/motions shall be decided by a simple majority (one more than half) of the members present and voting. Amendments to the bylaws, however, require a 2/3 majority of members present and voting.
11. A quorum for a Board of Directors Meeting shall consist of 51% of the Directors. All matters/motions shall be decided by a simple majority (one more than half) of the Directors present and voting. However, recommendations to the membership for amendments to the bylaws require a 2/3 majority of members present and voting.
12. The bylaws shall be reviewed at least once every four years or as deemed necessary. All changes shall be handed out and read to attending Club members at a General Meeting and voted upon at the following General Meeting.
13. In the event that an issue arises that is not covered in the bylaws, Robert's Rules of Order shall prevail.

### **MEMBERSHIP**

All membership in the Golf Club will be on a yearly basis, from the Third (3<sup>rd</sup>) Monday in April to April Fourteenth (14<sup>th</sup>) of the following year.

There will be three (3) classes of membership in the Golf Club - Full Membership (Lake Ridge Resident), Full Membership (Non-Lake Ridge Resident) and Member Emeritus.

**FULL MEMBERSHIP (LAKE RIDGE RESIDENT)** – Available to current Lake Ridge residents, this membership provides full access to all activities of the Golf Club, at member rate, upon payment of annual dues.

**FULL MEMBERSHIP (NON-LAKE RIDGE RESIDENT)** - Available to former Lake Ridge residents who were members of the Golf Club at their time of moving, this membership provides full access to all activities of the Golf Club, at member rate, upon payment of annual dues.

**MEMBER EMERITUS (LAKE RIDGE or NON-LAKE RIDGE RESIDENT)** - This lifetime membership will be automatically conveyed on any FULL MEMBER in good standing upon reaching his/her ninetieth birthday. This membership requires NO PAYMENT of annual dues and provides full access to all activities of the Golf Club, at member rate.

# **BY-LAWS - GOLF CLUB at LAKE RIDGE**

## **DUES**

1. All members will be assessed annual dues. The annual dues for the ensuing year, by class of membership, will be determined by the Board at the November executive session and announced to the membership at the November General Meeting.
2. The dues of this organization shall be payable at the beginning of each calendar year. If an individual fails to pay dues by the April General Meeting, that individual's name will be dropped from the roster. However, the Board can extend this dues paying period in case of special situations (e.g., 'snowbirds' still away).
3. Annual dues cover - -
  - a. Prize money and/or golf equipment awarded at tournaments conducted by the Golf Club. The cost of the tournament, exclusive of prize money (e.g., green fee, cart, included food), is the responsibility of each participating member.
  - b. GC@LR Handicap
  - c. participation in any in-house, on-site, instructional programs
4. Annual dues DO NOT cover - -
  - a. prize money/golf equipment awarded during the annual, multi-day Golf Club trip and any limited participation tournaments that may be scheduled at the discretion of the Board of Directors
  - b. USGA GHIN Handicap, in conjunction with the New Jersey Golf Association.

## **TOURNAMENTS**

1. Tournaments will be primarily conducted in the following format - participants play a designated course on the same day, usually at a designated time.
2. Determination of the type of tournament, format, selected course and rules governing play are the responsibility of the Tournament Committee under the chairmanship of the **VP - TOURNAMENTS - CONDUCTING**.
3. To the extent possible, information regarding tournament dates, times, formats, course locations and costs for the calendar year will be made available to members at both the March and April General Meetings. However, circumstances may cause changes and should they occur, members will be notified as soon as possible.
4. The Tournament Committee, in conjunction with the **TREASURER**, will have the sole responsibility for establishing the green fee/cart/meal cost to be charged for the tournament.
5. Monetary and/or golf equipment prizes may be awarded at GC@LR tournaments. It is the Tournament Committee's responsibility to establish the amount/value of prizes to be awarded at each tournament.
6. For each tournament, sign up and/or information sheets will be issued approximately 2-3 weeks prior to each tournament. These sheets will be issued via the internet and may be posted on the GC@LR Bulletin Board in the clubhouse. To the extent possible, information regarding tournament prizes will be provided to members on these sign up/information sheets. However, circumstances may cause changes and should they occur, members will be notified as soon as possible.

## **BY-LAWS - GOLF CLUB at LAKE RIDGE**

7. Except for limited participation, ‘invitation only’ events (e.g., matches with other communities), participation in functions of the Golf Club is on a “first come”, sign-up basis. In other words, participation in a given function will be based upon the order of members’ names on the sign-up sheet for that function. If any limitation on participation for a given function is reached (e.g., course limits number of starting times), the last name(s) on the sign-up sheet will be the first ones dropped until the appropriate number of participants is reached. The name(s) that were dropped will be put on a waiting list
8. For tournaments and limited participation events, excluding the Member/Guest Tourney, non-GC@LR members may be invited or request to participate. Participation will be at the discretion of the **VP-TOURNAMENTS - CONDUCTING**. Except for the Member/Guest Tourney, participating non-members will be eligible for prizes only if they pay the same tourney fee as LRGC members plus an additional fee to cover the prize fund.
9. All trips and/or events shall be funded by the people participating in them. Members, on a “first come, sign up basis”, have first priority. A trip and/or event may be offered to Lake Ridge residents who are non-members and non-Lake Ridge residents. An additional fee may be charged to non-members at the discretion of the **PRESIDENT** and/or the **VP-TOURNAMENTS - CONDUCTING**.

The timetable for offering a trip/event to non-members is two weeks after the initial offering to members. Initial offering constitutes announcement at a meeting, email, publication in the VIEWS, telephone or mail notification, whichever comes first.

In the event that the time period does not permit the above guidelines to be followed for a given event, the **PRESIDENT** may make a one-time adjustment to fit the situation.

APPROVED BY:

---

Michael Gallagher, Secretary  
Golf Club @ Lake Ridge

---

Tom Barnes  
President LRHOA Board of Directors

Revision Date: 9/20/21