

**CONSTITUTION AND BY-LAWS OF  
SENIOR MEN'S GOLF ASSOCIATION OF  
HILTON HEAD ISLAND, INCORPORATED**

**REVISED 10/14/21**

**ARTICLE I – Name**

Section 1

This Association shall be known as and recognized by the name "Senior Men's Golf Association of Hilton Head Island, Incorporated."

**ARTICLE II – Purpose**

Section 1

The objectives of this Association are to encourage friendly competition in the game of golf by holding regularly scheduled golfing events for its members, as well as regulating, promoting and encouraging the game of golf among its membership.

**ARTICLE III – Member Clubs**

Section 1

- a. A **member club** must have regular golfing members with USGA handicaps.
- b. A **member club** must be approved by the SMGA Board of Governors
- c. A **member club** must agree to host at least one SMGA golfing event each year, with any exceptions approved by the Board of Governors.
- d. A **member club** must be located within Beaufort, Jasper or Chatham Counties. The Board may make exceptions if conditions a. through c. are met.

**ARTICLE IV – Members**

Section 1

To qualify for membership, men must:

- a. Have reached their fifty-fifth (55) birthday.
- b. Have a USGA Index not exceeding 24.0 at the time of application.

c. Are golfing members who enjoy golfing privileges at one of the golf clubs designated by the Board of Governors as an approved member club.

Golfing privileges are defined as:

1. A golfing membership at an SMGA member club.
2. A golf package at an SMGA member club that must be in effect at the time a member registers for and plays in an event. If the member allows this package to expire or exhausts all golfing privileges, he will be suspended from SMGA events until golfing privileges are restored.

## Section 2

a. Regular membership in the Organization shall be reviewed periodically to maintain membership at a manageable level. New members will be admitted twice a month on a first come first served basis during the year. The membership will be divided into two sections, A and B, as determined by the Board of Governors.

b. Those members of the Association who have reached their 75th birthday shall be reclassified as Honorary members the following year, provided they have served a minimum of one year as a regular member. Such members upon payment of the regular annual dues shall be entitled to all rights and privileges of the association, and shall be exempt from any minimum play requirements, should they be implemented. Their I.D. number will contain an "H" in front of their A or B section indication.

c. Those Honorary members upon reaching their 20th consecutive year of membership shall become "Emeritus Members" and in addition to the privileges accorded Honorary Members shall be exempted from paying regular annual dues. Their I.D. number will contain an "E" in front of their A or B indication. Emeritus members will be exempt from the requirement to maintain a membership in a member club, if they are no longer participating in SMGA golfing events.

## Section 3

a. Any member physically unable to complete any minimum event standards set by the Board may submit a letter to the Membership Chair requesting a medical leave. This letter must include a statement from his physician describing and estimating the duration of the physical impairment. A letter will be sent to the member making the request stating the conditions under which the request is granted or not granted.

b. A Leave of Absence for one calendar year may be granted if requested prior to the beginning of the year at the discretion of the Board of Governors. During the Leave, no dues will be required. The member will retain his membership identification number and restored to full rights and privileges of membership at the end of the leave after payment of current dues. Leaves of Absence will not be granted for a period exceeding one calendar year.

c. A Leave of Absence for less than one year may be granted at the discretion of the Board of Governors. A written request for the leave must be submitted to the Membership Chair citing the reasons for such leave. Such a leave will be considered for reasons such as family illnesses or other unexpected personal reasons.

#### Section 4

Any member may be expelled from membership by the Board of Governors after being informed of the charges against him and being allowed to be heard, either at a BOG meeting or by email, with a vote of a two-thirds (2/3) majority of the total Board of Governors.

#### Section 5

a. Applications for membership shall be submitted on an application form provided by the Board of Governors. Applicants must meet all membership requirements (Article IV, Section 1) at the time the application is submitted. Applicants for membership must be endorsed by the member club SMGA Board Representative.

b. An applicant rejected by the Board of Governors will not be eligible for membership consideration for a one-year period.

#### Section 6

When a member resigns from the SMGA, he forfeits the full rights and privileges of membership and is not eligible to reapply for membership during that calendar year. Dues paid for that year will not be refunded. When a SMGA member resigns from his member club and does not join another member club or does not otherwise qualify under Article IV, Section 1.d.2. above, he forfeits his full rights and privileges of membership in the SMGA.

#### Section 7

All members of the SMGA must have access/subscribe to the GHIN Handicap System other than through the SMGA, as called for by the SMGA agreement with GHIN.

### **ARTICLE V – Board of Governors**

#### Section 1

The affairs of the Association shall be governed by a Board of Governors composed of no fewer than fifteen (15) nor more than twenty (20) members. At each annual meeting, a sufficient number of Governors will be elected to maintain the Board membership at no fewer than fifteen (15) nor more than twenty (20) members. Governors shall be elected to serve for terms of three (3) years beginning on December 1<sup>st</sup>, to fill vacancies occurring by expiration of terms of Governors.

#### Section 2

The Board of Governors shall decide all questions not determined by the By-Laws and fill all vacancies on the Board of Governors and Officers. If a member of the Board is unable to

serve, the President, with the approval of the Board, shall appoint a replacement to complete that member's term. The Board of Governors shall have the authority to construe and interpret these By-Laws and Constitution, and any decision made by the Board of Governors shall be binding on all members.

### Section 3

Each club holding membership in the Association, as provided in Article III, Section 1, shall be represented by a member of the Board of Governors, designated as that member club's Club Representative. Each Representative will be recommended by the President and approved by the Board.

### Section 4

A Board member may succeed himself if re-nominated and reelected.

### Section 5

The Board of Governors shall elect and be administered by the following officers, including, but not limited to: President, First Vice-President/Tournament Chairman, Second Vice-President/Membership Chairman, Technology Chairman, Hospitality Chairman, Handicap Chairman, Secretary and Treasurer.

### Section 6

These officers shall comprise the Executive Board, which will meet from time to time at the request of the President to discuss items to be placed before the entire Board of Governors. This will include any compensation to be paid to officers or staff, significant changes in policy, or other matters deemed significant.

## **ARTICLE VI – Officers**

### Section 1

The Officers of the Association shall consist of President, two (2) Vice-Presidents, Secretary, Treasurer, Hospitality Chairman, Handicap Chairman and Technology Chairman.

### Section 2

The officers shall be elected by a majority vote of those present at the monthly Board of Governors meeting held prior to the Annual Meeting of the Association. Term of office for all officers of the Association shall be for a period of one (1) year and shall assume office on December 1st of that year. Announcement of new officers will be made to the membership at the Annual Meeting.

### Section 3

The President shall be responsible to the Board of Governors for the operations of the Association. He shall preside at all meetings of the Association. The President shall, from time to time, send emails to the membership outlining actions of the Association.

#### Section 4

The First Vice-President shall be Tournament Chairman. The duties of the Tournament Chairman are outlined in the Board Handbook.

#### Section 5

The Second Vice-President shall be Membership Chairman. The duties of the Membership Chairman are outlined in the Board Handbook.

#### Section 6

The Vice-Presidents, in descending order, shall perform all the duties of the President in the event of his absence. Officers may form a Committee from time to time for advice or support.

#### Section 7

The Treasurer shall have care and custody of all moneys, funds and properties of the Association and, in addition, shall:

- a. Deposit or cause to be deposited all such moneys of the Association in and at such depository as the Board of Governors shall from time to time approve,
- b. Be responsible for the collection of all accounts and maintain proper books of accounts,
- c. Have the power to endorse for deposit all checks, drafts, or notes in such a manner as may be approved by the Board of Governors,
- d. Be responsible for the payment of all debts and obligations after they have been approved by the President, the Board of Governors, and the Chairman of the Committee who incurred them.
- e. Render an annual statement of the receipts and expenditures for the preceding year at each Annual Meeting and such other reports for the preceding year at each Annual Meeting as the Board of Governors may request. Provide monthly updates to the Board

#### Section 8

The Secretary shall:

- a. Give notice of the meetings of the Association and the Board of Governors and keep the minutes thereof. He shall also distribute the minutes to the Board and retain a copy for our records.

- b. Prepare letters and emails that are intended for distribution to the general membership unless delegated to other Officers.
- c. Have other powers and duties as assigned by the Board of Governors of the Association.

### Section 9

The Technology Chairman shall:

- a. Coordinate the transmission of information between the event chairmen and the Technical Associate.
- b. Have responsibility for hiring and supervising of the Technical Associate and Web Master,
- c. Create the necessary forms for the communication of all Event information between the event chairmen and the web site.
- d. Coordinate with the Webmaster updates on all information contained on the website.
- e. Review and update Member and Board Handbooks and then Constitution & Bylaws.

### Section 10

The Hospitality Chairman shall:

- a. Identify a facility at which to hold the annual meeting and contract for arrangements for meeting space and food/beverage service within the budgetary guidelines established by the Board,
- b. Arrange for food service at certain events as may be determined the Tournament and event Chairs and approved by the Board of Governors.

### Section 11

The Handicap Chairman shall:

- a. Monitor scores put into GHIN from all events and ensure members are not duplicating.
- b. Review handicap information from time to time to ensure fairness in our competitions.

## **ARTICLE VII – Annual Dues**

### Section 1

The Board of Governors of the Association shall set the membership dues for the year, and such dues shall be payable upon renewal or, in the case of a new member, at the time of application.

## Section 2

Any member not paying his annual dues by the specified date shall be dropped from the roll of the Association, subject to review of the Board of Governors.

## Section 3

Any member whose membership has been terminated in accordance with Section 2 of this Article may be reinstated to membership only upon payment of all past dues.

# **ARTICLE VIII – Committees and Their Duties**

## Section 1

### **Tournament Committee**

- a. The Tournament Committee will be composed of the Tournament Chair and the Event Chairs for the event involved.
- b. The Event Chairmen shall be assigned by the Tournament Chairman with the approval of the President.
- c. The Event Chairmen shall undertake the management of all SMGA events and shall have responsibility for coordinating communications between the Technology Associate, the Club staff, the Webmaster and the Tournament Chair in accordance with such guidelines as the Board may establish.
- d. The Event Chairmen shall be the arbitrator of all complaints and appeals pertaining to the SMGA events and the players, with the exception of refunds of fees. Refunds will be handled as outlined in the Board Handbook. If a member wishes to appeal the findings of the Event Chairmen, he may appeal to the Board of Governors.
- e. The Event Chairmen shall have the power to purchase all prizes and enter into any arrangements and incur any expenses considered necessary for the successful conduct of the SMGA events, not exceeding the amounts appropriated for the purpose by the Board of Governors.

## Section 2

### **Membership Committee**

- a. The Membership Committee shall be composed of the Membership Chair and the Club Representative for the member involved.

b. All applications for membership shall be reviewed for proper qualifications by the Club Representative and Membership Chairman. Upon the agreement of both, the member shall be accepted. If there are unresolved issues, the Club Representative will go back to the applicant for clarification.

c. The Membership Chairman shall notify the applicant of his acceptance by email with necessary instructions for activating his membership.

f. The Membership Chairman, at the request of the Club Representative, may grant a leave of absence to any member for up to one year with automatic reinstatement at the end of that time, providing he is a member in good standing.

g. It shall be the responsibility of the Club Representative from each member club to notify the Membership Chairman of the change in status of SMGA members of that club which would render them ineligible to continue membership in SMGA, such as a failure to maintain golfing membership in a SMGA member club. If an SMGA member club arbitrarily refuses to conduct an event, as requires in these bylaws, it shall be the Membership Chairman's responsibility to recommend to the Board of Governors whether to grandfather existing members or drop them. The Board of Governors' vote on this shall be final and binding. It shall be the Membership Chairman's responsibility to notify those members being dropped due to this change in status.

h. The Club Representative from a member club has the responsibility to monitor the golf privileges of any member qualifying under Article IV, Section 1-d-2. If such a member allows the package to expire or exhausts all golfing privileges, the Club Representative shall inform the Membership Chairman upon this occurrence, and the Membership Chairman will take appropriate action to suspend said member from SMGA events.

### Section 3

#### **Technology Committee**

a. The Committee shall consist of the Technology Chairman and two (2) or more members who shall be appointed by the Chairman with the approval of the President. The members may be designated as the Technical Associate(s) and the Webmaster.

b. The Technology Chairman and Committee shall undertake to research and apply computer software, equipment, and applications to continuously improve all processes used to conduct SMGA activities.

c. The Committee shall document all current processes and propose changes to the processes as technology evolves.

d. The Committee shall train each Board of Governors member in using computer programs as necessary.

e. The Committee shall train outside resources utilized to perform SMGA computerized administrative duties as necessary.

### Section 4



## **Nominating Committee**

- a. The Chairman of the Nominating Committee shall be the current President.
- b. The Committee shall consist of up to five (5) members who shall be appointed by the Chairman subject to the approval of the Board of Governors. The Committee may consist of present and former members of the Board of Governors.
- c. It is the responsibility of the Nominating Committee to recruit replacements for those Board members whose term is expiring. These nominations shall reflect that no more than two (2) members of the Board may be from the same club.
- d. The membership shall be notified of the Nominating Committee's report not less than thirty (30) days prior to the Annual Meeting.
- e. Other nominations may be made by the membership in the form of a written statement filed with the Secretary and signed by not less than ten (10) percent of all the members of the Association in good standing from at least three (3) different clubs. Such nominations shall be submitted to the Secretary not less than ten (10) days before the Annual Meeting of the Association.

### Section 5

## **Audit Committee**

- a. The Chairman of the Audit Committee shall be appointed by the President when an audit is considered appropriate and necessary by a majority of the Board of Governors.
- b. The Committee may consist of one or more members. The Chairman is responsible to select a qualified current member or a professional to review the financial records and issue a statement to the President.
- c. The President shall review the statement and report to the Board prior to the Annual Meeting of the Association.

## **ARTICLE IX – Meetings**

### Section 1

The Annual Meeting of the Association shall be held on the date and at a place determined by the Board of Governors. At such meeting, Governors shall be elected as provided by Article V, Section 1, of these By-laws. Notice of the time and place of the meeting shall be given to the members at least thirty (30) days prior to the date of the meeting. The notice shall also include information regarding all matters known to the Governors at the time of the notice that are to be presented to the membership.

Any fifteen (15) members desiring any matter to be presented at the meeting shall present such matter in writing to the Board of Governors 45 days before the annual meeting. Should this matter, or any other matter, other than By-Law amendments, require a membership vote, it

shall be included in the thirty (30) day notice together with the Board of Governors position on the matter. Voting may be conducted by written ballot or voice vote, and requires a simple majority of those in attendance at the Annual Meeting for adoption. No matters requiring a vote, other than those specified in the Notice, may be taken up at the Annual Meeting.

## Section 2

The members of the Association present at the Annual or any Special Meeting of the Association shall constitute a quorum.

## Section 3

The Board of Governors shall by resolution, from time to time fix the date, time and place for holding of its meetings. Reasonable notice of all meetings of the Board of Governors shall be given by the Secretary to each Governor.

## Section 4

A special meeting of the Association may be called by the Board of Governors, or by request of the membership. Members may request a meeting by submitting a written request of twenty percent (20%) of all members in good standing to the Secretary giving the names and addresses and SMGA club affiliation of all requestors. Notice of such special meeting of the Association shall be mailed or emailed to all members not less than thirty (30) days prior to the meeting, stating the date, time and place of the meeting, as well as the purpose and all matters on the agenda.

## Section 5

Special meetings of the Board of Governors of the Association may be called at any time by the President and may be called upon the written request of four (4) Board Members filed with the Secretary. Reasonable notice of all such meetings shall be given by the Secretary to each Governor.

## Section 6

A majority of the members of the Board of Governors shall constitute a quorum for the transaction of the business of the Association.

# **ARTICLE X – Order of Business (Annual Meeting)**

## Section 1

The order of business at the Annual Meeting shall be as follows:

1. Reading of Minutes of the previous Annual Meeting
2. Report of President
3. Report of Treasurer

4. Reports of Committees
5. Unfinished Business
6. New Business
7. Election of Governors
8. Introduction of New Officers

## **ARTICLE XI – Annual Year**

### Section 1

The annual year of the Association shall begin on the first day of January of each year and end on the last day of December of the following year unless otherwise provided by the Board of Governors.

### Section 2

The Officers will assume their duties immediately following the Board of Governors meeting at which they are elected. Newly elected Board Members shall assume their positions immediately following the Annual Meeting at which they are elected.

## **ARTICLE XII – Events**

### Section 1

The Tournament Chairman shall be authorized to hold SMGA golfing events, as may be appropriately arranged.

### Section 2

A member shall receive a minimum of one credit for each Event in which they participate. In the case of two-day Events, a total of 2 credits for the Event will be given. Certain events may include more member credits, at the discretion of the Tournament Chair and President. These credits will accumulate and be used to determine participation in the Frequent Players Tournament.

### Section 3

The Board of Governors may make rules and regulations concerning the operations of the Association not contrary to law and these by-laws, the qualifications of the members playing in SMGA events and the method and manner of play, as they may deem fitting and appropriate.

## **ARTICLE XIII – Fees and Charges**

### Section 1

The entry fee and all other charges in connection with any of the SMGA Events shall be established by the Board of Governors. Only members in good standing are eligible to participate in SMGA Events. Entry fees and other charges must be paid electronically where possible to be eligible for each event.

## Section 2

Entrants playing in an SMGA Event contested over more than one day are responsible for cart fees covering all days of play. (The exception is for single elimination events, e.g., Individual Match Play).

## **ARTICLE XIV – Amendments**

### Section 1

These By-laws may be amended by either of the following:

(a) the vote of two-thirds (2/3) of the members present at an Annual or Special Meeting of the Association, provided thirty (30) days written notice of the proposed changes shall be sent to each member; or

(b) the affirmative vote of two thirds (2/3) of the total Board of Governors at any meeting provided the notice of each meeting shall include the proposed amendments.

## **ARTICLE XV – Method of Notifications**

### Section 1

**The use of electronic notification, or “email,” shall constitute proper notification to members at large and to the SMGA Board of Governors for any purpose outlined in the By Laws.**