

Constitution & By-Laws Leisure Hour Golf Club

Article I

1.1 Club Name:

The name of the club shall be the *Leisure Hour Golf Club* hereafter also known as the *LHGC*. The colors of the LHGC shall be Green, White, and Black.

1.2 Nature:

Founded in 1944, in the midst of racial segregation, LHGC was formed as golf and social club in Portland, Oregon. The LHGC became a non-profit civic and social club in support of the greater Portland Multicultural Community. The LHGC has a focus on involving the African American community but is a multicultural organization and welcomes all members! We build on LHGC's legacy as a caring and responsible organization.

To do this, we will seek out and support well deserving individuals and organizations that strive to address education, community health/wellness and youth development.

1.3 Purpose:

The LHGC is organized exclusively for charitable, educational, and sporting events; including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501 C 3 of the Internal Revenue Code or corresponding section of any future federal tax code.

LHGC is also formed to generate interest, good fellowship and sportsmanship among golfers living in and around the Pacific Northwest.

No part of the net earnings of the organization shall insure to the benefit of or be distributed to its members, trustees, officers, and/or other private person, except that the organization shall be authorized and empowered to reimburse individuals for necessary expenses incurred on the clubs behalf. Pay compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in the clause thereof. No part of the activities of the organization shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the organization shall not participate in or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of this document, the organization shall not carry on any other activities not permitted to be carried on by an organization exempt from federal income tax

under section 501 C 3 of the Internal Revenue Code, or corresponding section of any future federal tax code.

Under the dissolution of the organization, assets shall be distributed for one or more exempt purposes within the meaning of section 501 C 3 of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or state or local government, for public purpose. Any such assets not disposed of shall be disposed of by the Court of Common Pleas of the County of which the principal office of the organization is then located. Exclusively for such purposes or to such organization(s) as said court shall determine, which are organized and operated exclusively for such purposes.

1.4 Location:

The principal place of business shall be in Portland, OR.

1.5 Operating Year:

The operating year of LHGC shall be January 1st through December 31st.

Article II

2.0 Club Membership:

The membership of this club shall be unlimited. Any resident, male or female golfer or non-golfer shall be eligible for membership, provided that all prospective members are of good moral character committed to our cause and the Membership Chair has recommended the applicant.

2.1 Membership Categories:

The membership of LHGC shall consist of two (2) categories:

- (1) The Regular Membership
- (2) The Honorary Membership

2.1a Regular Membership:

Regular membership in the LHGC shall be any individual ranging from age 18 and older.

2.1b Honorary Membership:

Upon a written recommendation and approved by seventy five percent (75%) of its membership; a person shall become an honorary member. An Honorary Member has the same rights and privileges as a regular member except WSGA affiliation.

2.4 We Seek To Be Highly Regarded:

Any member or officer whose conduct is determined to be injurious to the character or interest of the LHGC, or who shall violate this Constitution & By-Laws, and established rules, may be expelled or suspended from the LHGC by an affirmative recommendation of the Board of Directors and a majority vote of LHGC.

Article III

3.1 Board of Directors:

Composition – The Board of Directors shall consist of nine (9) members which will be elected by the membership. The board officers shall be Board Chair: Vice Chair, Sergeant at Arms, the Club President, Treasurer, Recording Secretary, and three members at large. The Board shall meet a minimum of four (4) times per year and must have a two-thirds majority in attendance. This composition does not preclude LHGC from having outside Board members.

The term for each directorship shall be two (2) years with the exception being the first elected Board Chair, Sergeant at Arms, and one member at large who will each serve a three year term. After these terms are fulfilled, all terms will expire at the end of a two year period thereby establishing members with experienced tenure from year to year for the Board. All Board members shall be elected “by the membership” by secret ballot in the month of September and their duties to commence in October of said year.

3.2 Indemnity:

The Board of Directors shall not be liable, individually or collectively, for any act performed for or in behalf of LHGC where such act is performed in good faith. Whenever any officer or Board member shall be held liable for an act performed in good faith and for the benefit of the club, then he/she shall be held harmless and be indemnified by the club’s financial account. The Board of Directors shall be liable for debts incurred by the club only to the extent of the club’s financial account, and persons extending credit to it, contracting with, or having any claims against the club shall look only to the club’s financial account for payment of such debts, damage, judgment or decree. Neither the Board of Directors nor the members or agents of this club, present or future, shall be personally liable for any such claim or demands.

3.3 Club Officers & Their Duties:

The Elected Officers of the LHGC shall be:

President, Vice President, Recording Secretary, Corresponding Secretary, Treasurer, Tournament Coordinator, Handicap Chairperson, Parliamentarian, Membership Chairperson, and Monthly

Events Chairperson.

The Appointed Officers of the Club shall be:

Entertainment Chair, Audit Chair, Benevolent Chair, Sergeant at Arms, Historian, Public Relations Chair, Phone Committee Chair, Ladies Golf Committee Chair, Scholarship Chair, and Election Chair.

Note: LHGC shall vote on the Western States Golf Association Area Vice President.

3.4 Elected Officers:

Elected officers shall be elected by secret ballot in the Month of September.

3.5 Installation:

Officers shall be installed and assume their duties at the October regular membership meeting. No member shall hold more than one (1) elected office at the same time.

3.6 President's Duties:

The President shall preside over all meetings of LHGC and attend all Board meetings. The President shall be a member of all committees and shall have general supervision of the affairs of LHGC. The President shall have the responsibility of signing checks. The President shall appoint all standing committees and perform other duties as required for the success of LHGC, and shall uphold the Constitution & By-Laws. The President will notify the Corresponding Secretary of any special or emergency meetings and request correspondence to the Recording Secretary and necessary members.

3.7 Vice President's Duties:

The Vice President shall act as aid to the President and shall be vested with all powers to perform all of the duties of the President in the absence of the President. The Vice president shall conduct meetings and perform such other duties as it may be required of the Vice President. The Vice President shall have the responsibility of signing checks.

3.8 Recording Secretary's Duties:

The Recording Secretary shall take on the duties of the Corresponding Secretary in his/her absence. Prepare and maintain full and correct records of all meetings of LHGC. He/she shall perform such duties delegated to him/her consistent with maintaining the Constitution & By-Laws. Be responsible for providing current copies of current Constitution & By-Laws to all members. The Recording Secretary shall conduct all meetings in the absence of the President and Vice President.

3.9 Corresponding Secretary's Duties:

The Corresponding Secretary shall take care of all correspondence such as: notifying members of meetings, by letters, cards, or electronically; act as Recording Secretary in his/her absence and any other duties delegated to the office of the Corresponding Secretary upon the request of LHGC. Additionally, duties include notification of emergency or special meetings requested by the President of the club or the Board of Directors.

3.10 Treasurer's Duties:

The Treasurer shall insure all deposits, dues and other monies due LHGC are properly recorded. He/she shall report to LHGC all members whom are delinquent, so that necessary action may be taken. The Treasurer shall be responsible for all funds collected and deposited in LHGC's checking account; operating in accordance with the laws of the state of Oregon and authorized by the membership. The Treasurer shall have the responsibility of signing checks. **All** bills will be paid by check and will require at least two (2) of the three (3) authorized signatures (President, Vice President, and/or Treasurer). The Treasurer shall furnish said membership with a monthly statement of income and expenditures. He/she shall submit a written annual report, at the January meeting. The Treasurer shall be bonded in the amount sufficient to cover the finances of LHGC; said bond to be paid for by LHGC.

3.10a Request for Reimbursement:

In order to be reimbursed for legitimate expenses, the member/officer must complete a *Request for Reimbursement* form with the original receipt attached, to the Board of Directors for approval. Upon approval, the Treasurer will reimburse the member/officer for the authorized amount.

3.10b Voucher System

A voucher system shall be utilized to authorize expenditures and to help reconcile the financial records.

3.11 Tournament Coordinator's Duties:

The Tournament Coordinator shall secure a golf course, dates and facilities for the Annual Tournament one year in advance (or as soon as possible). Arrange for carts and room accommodations for LHGC's Annual Golf Tournament. The Coordinator shall head all negotiations in securing sponsors, with the help of the Tournament Committee and shall appoint all sub-committees for the success of the Annual Tournament. The sub-committees shall be Advertisement and Booklet, Scoring, Paring, Best Ball, and KP. Tournament results shall be posted by end of the event and on LHGC's website. Send information relative to the Annual

Tournament to Western States Golf Association (WSGA).

3.12 Delegates to WSGA:

The President (or if unable to attend, his/her designee) shall be the sole delegate to the WSGA meeting in February (1st Bi-annual). The President, Tournament Chairperson and Handicap Chairperson will be the legal delegates to the June (2nd Bi-annual) WSGA meeting. The President or his/her designee, as delegate for all LHGC business, will receive transportation, meals and lodging as reasonable reimbursement to insure that the LHGC has proper representation and voice. All delegates shall receive coach airfare (or I.R.S. mileage if driving) and D.O.L. per diem for lodging and meal expense, for applicable day(s), providing it meets fiduciary responsibility. [Fiduciary responsibility means that at least 60 (sixty) days prior to departure the President will present to the Board of Directors the related costs (i.e. airfare or mileage expense as calculated by the most expeditious route) and per diem for the city in question for approval by the Board of Directors]

3.13 Handicap Chairperson's Duties:

The Handicap Chairperson shall be responsible for maintaining LHGC's eligibility for receiving USGA and WSGA handicaps. The Chairperson shall be certified by passing the USGA Handicap quiz. The Chairperson will also be responsible for maintaining and heading a "Handicap Committee" for peer review to protect the integrity of the handicap system and the LHGC.

3.14 Membership Chairperson's Duties:

The Membership Chairperson shall be responsible for soliciting new members for LHGC. The Chairperson shall track all new member applications, keep a current membership list, and provide current copies of the membership roster to all members. The Chairperson shall also maintain a supply of applications.

3.15 Monthly Events Chairperson's Duties:

The Monthly Events Chairperson shall be responsible for planning and coordinating all monthly fundraise and social events and serve as a committee member for all fund raising activities. Tournament results must be posted by end of the event and on the LHGC's website. The Chairperson may assist the Tournament Chair with various duties along with the President, while also acting as liaison between the LHGC and golf course personnel.

3.16 Officers Attendance:

Officers must attend all regularly scheduled meetings, or properly notify the Presiding Official, at least, twenty-four (24) hours prior to the meeting. Board of Directors meetings are to commence

within one (1) week prior to the regular meeting. If more than two (2) consecutive meetings or four (4) meetings in LHGC's calendar year (Oct. 1 – Sept. 30) are missed and considered inexcusable, and the officer may be subject to recall.

3.17 Recall:

The LHGC Members may recall a member of the Board of Directors or LHGC Officers by filing with the Recording Secretary a petition of recall. The petition must contain the signatures of at least a number equal to 33 percent (33%) of the total membership at the last election.

Upon a receipt of the recall petition and verification of signatures and sufficiency of numbers of signatures, the Recording Secretary shall within 30 days, mail a ballot to all members of LHGC. The ballot shall simply state, (name of the Board Member or Officer) shall be recalled and provide a box each for "YES or NO" vote. The ballot shall also state a date by which the ballots must be returned. The date shall be no sooner than 30 days and not later than 45 days after the date of mailing. The returned ballots shall be tabulated by the Recording Secretary and two (2) impartial observers selected by the President. If the majority of the ballots received are a "YES" vote then the Recording Secretary shall declare the Board of Directors or Officers seat is vacant immediately and the Board Member or Officer notified by registered mail, with return receipt, that the individual has been removed from office.

3.18 Vacancy of an Office:

A vacancy of an office is defined as a resignation, leave of absence, death, vacate, or recall.

3.18a: If a vacancy in the office of the President occurs, the Vice President shall assume the duties, a new Vice President will be elected to LHGC in a special general membership meeting.

3.18b: If a vacancy in any other elected office occurs, it shall be filled by recommendation from the Board of Directors. A special election shall be held within sixty (60) days from the date of the vacancy. This shall not constitute a full term, but the remaining (unexpired) term of the vacated office.

3.18c Resignation: An officer must submit his/her resignation in writing to the Board of Directors thirty (30) days prior to the effective date of the resignation (i.e. if the Board of Directors receives written notice of resignation at the June Board of Directors meeting the resignation would be effective thirty (30) days later at the July meeting).

Leave of Absence: An officer must submit, in writing, to the Board of Directors a request for a leave of absence.

Article IV

4.1 Eligibility:

Every member of this LHGC in good standing is defined as having paid all dues and assessments.

4.2 Membership Dues:

The membership dues shall be:

Golfer and Non-Golfer.

Dues shall be set each year by the LHGC for golfer and non-golfer. Membership dues shall be paid in full on or before February 1st, for the upcoming year. A reminder notice shall be sent to any members whose dues are not received by February 1st. Members in good standing shall receive a LHGC shirt in all even number years, beginning 2012. (Members originally joining in an odd number year will receive a LHGC shirt at that time.)

4.3 Meeting:

Regular monthly meetings shall be the first Wednesday of each month, or special meetings, to be called by the President, as may be required. Special meetings shall be scheduled as necessary.

4.4 Quorum:

A quorum for the LHGC's regular monthly meeting shall be one fourth or (1/4) of its membership, or no less than fifteen (10) of its members, including two (2) Elected Officers of the Club.

Article V

5.1 Nomination and Elections:

The Nominating Committee shall consist of three (3) members. The Committee shall be elected by the membership in the month of May. The person receiving the most votes shall be the Chairperson. The Committee will then get a list of the current membership from the Recording Secretary for the purpose of contacting potential candidates for office. Upon receipt of a signed document from each candidate of the candidate's intention to seek office, the Committee shall then submit the list of candidates to the membership and nominate the candidates in the month of July. The elections shall take place in the month of September. Nominations may also be accepted from the floor, if the candidate is present or has signified willingness in writing to be a nominee for office.

5.2 Election Committee:

An Election Committee, appointed by the President after nominations are closed at the July meeting, shall consist of three (3) members. This committee will consist of a Chairperson and two (2) members, all in good standing. The Election Committee shall create a ballot with the offices listed in the same order as these Constitution & By-Laws. Each office shall have the name(s) of the candidate(s) for that office in alphabetical order and a box to the left of the name of the candidate, so that the voter can designate for whom they are voting. Each ballot shall have a control number to identify the ballot as authentic. The ballot shall be approved at the Board of Directors meeting immediately prior to the August regular meeting.

5.3 Voting:

Voting shall be by secret mail ballot. A simple majority of all votes cast shall determine the result.

5.4 Absentee Ballots:

Absentee ballots shall be permitted, if mailed to P.O. Box 11942, Portland, OR 97211 and postmarked no later than fifteen (15) days prior to the election.

5.5 Vote Counting & Certification:

No candidate for office shall participate in vote counting. Members of the Election Committee shall complete the counting, including absentee ballots. The Election Committee will certify the election results in a report to the Board of Directors, at the September Board of Directors meeting.

Article VI

6.1 Order of Business:

The order of business of all LHGC meetings shall be as follows:

Call to Order, Roll Call of Officers, Reading of Minutes, Communications and Bills, Treasurer's Report, Reports of Committees, Elections, (if necessary) Unfinished Business, New business, Good of the Order, and Adjournment.

6.2 Roberts Rules of Order:

All proceedings of LHGC shall be conducted under Roberts Rules of Order.

6.3 Amendment of the Constitution & By-Laws:

This Constitution & By-Laws may be amended from time to time at any regular meeting by a vote of two-thirds (2/3) of the members present. Provided that the proposed amendment(s) has/have been submitted in writing, read at the regular membership meeting and written notice sent to all members at least thirty (30) days prior to voting on the proposed amendment(s).