

BY LAWS
of the
BIRCH BAY VILLAGE GOLF CLUB
Washington State Non-Profit Organization

ARTICLE I
NAME AND LOCATION

The name of this organization shall be the Birch Bay Village Golf Club, hereinafter referred to as the "Golf Club" or "BBVGC" and shall be located in Birch Bay Village, Blaine, Whatcom County, Washington.

ARTICLE II
PURPOSE

The purposes of the Golf Club are to:

- Promote interest in golfing on the Birch Bay Village golf course and in the sport of recreational golfing
- Provide an authoritative body to coordinate, govern and conduct Golf Club tournaments and related social events;
- Support other golfing organizations having comparable goals
- Support improvements to the Birch Bay Village golf course
- Develop good fellowship and sportsmanship among BBVGC members and the general public
- Encourage conformance to the USGA Rules of Golf by creating a representative authority
- Maintain a uniform system of golf handicapping as set forth in the USGA Handicap System and through the Pacific Northwest Golf Association
- Promote the acquisition of a USGA Handicap Index by Golf Club members

ARTICLE III
MEMBERSHIP

Section1. General

Membership in the club shall be open to persons who are in good standing and reside in Birch Bay Village; or, who are covered by other classifications approved by the BBV Community Club (BBVCC) Board of Directors (e.g., Sponsored Golf Pass holders); or, other persons who have an active interest in golfing and support the aims and purposes of the club (e.g., guests of BBV residents).

Membership confers no voice in the operation, maintenance, budgeting, or management of the golf course or any of its support facilities. Such activities fall under the purview of the BBV Golf Committee.

Annual membership in the BBVGC will encompass a 12-month period from January 1 through December 31.

Section 2. Applications for Membership

Prospective BBVGC members shall submit an initial application accompanied by the annual membership fees for BBVGC membership. Upon receipt of membership fees, applicants are considered to be club members in good standing. Continuation of membership requires the annual payment of applicable fees and the updating of an individual's contact information that has changed since their initial application.

Section 3. Classes of membership

ACTIVE MEMBER: An Active Member is one who has applied for and paid the membership fees established by the BBVGC Executive Committee for their club membership. Active Members in good standing with the BBVGC are entitled and encouraged to participate in all golf club activities, shall have one vote per individual member and may hold a BBVGC officer position.

HONORARY MEMBER: Upon approval of the membership, at any duly constituted meeting, any person who has demonstrated exceptional or unusual interest in golfing and who is considered by the membership to have made significant contributions to the advancement of the Golf Club or represents a special significance to the Golf Club, may be designated an Honorary Member.

Honorary members shall complete an application (for contact information purposes), but are not be required to pay annual ~~dues~~ membership fees. Honorary members are granted the rights and privileges of Active Members and shall have one vote per individual member and may hold a BBVGC officer position.

ARTICLE IV

RIGHTS AND OBLIGATIONS OF MEMBERS

Section 1. Except as otherwise provided, members must submit an initial membership application and pay applicable annual membership fees.

Section 2. Eligibility to vote is extended to Active Members and Honorary Members as defined in Article III.

Section 3. Members in good standing, if elected by the membership, may hold Golf Club officer positions and serve on the Executive Committee.

Section 4. All members are strongly encouraged to maintain a current GHIN (or equivalent) golf handicap index for play in Golf Club sponsored tournaments requiring a GHIN index. Any members who choose not to maintain a GHIN (or equivalent) golf handicap index will receive a zero (0) index for those golf club activities requiring a GHIN (or equivalent) index.

ARTICLE V OFFICERS

Officer's titles and duties are:

Section 1. President: The President shall:

- Preside at all membership and Executive Committee meetings of the Golf Club
- Enforce these By Laws and have general supervision of all affairs of the Golf Club
- Appoint committees and be an ex-officio member of those committees, except the Nomination Committee
- Develop an annual Golf Club budget with the assistance of the Executive Committee members

Section 2. Vice-President: The Vice-President shall:

- Assist all officers of the Golf Club in the performance of their duties
- Perform the duties of the President in his/her absence
- Serve as liaison to the BBVCC Golf Committee

Section 3. Secretary: The Secretary shall:

- Publicize all General Meetings and Special Meetings (to include providing proxy materials, as needed) to Golf Club members
- Record all proceedings of membership and Executive Committee meetings in the “minutes” book of the Golf Club
- Maintain an official copy of the By Laws of the Golf Club, as amended, and reports of officers
- Prepare the annual membership and fees information; distribute to all members
- Prepare the annual roster of Golf Club members
- Certify documents as required by the Executive Committee

Section 4. Treasurer: The Treasurer shall:

- Maintain the records of accounts for all funds received and disbursed, including the status and distribution of funds

- Make or direct disbursements only by check ~~or~~ (cash may be used when supported by voucher or other evidence)
- Deposit all monies received by the Golf Club to a depository selected by the Executive Committee
- Prepare and deliver statements of accounts as scheduled by the Executive Committee; the account books shall be kept in readiness for examination. A member may examine the books upon reasonable notice at a reasonable place and time
- Perform other duties as the President or Executive Committee may deem proper
- Maintain tax status with Washington State. File tax reports to Washington State and the IRS as required.

ARTICLE VI

EXECUTIVE COMMITTEE

- Section 1.** The Executive Committee shall consist of the President, Vice-President, Secretary and Treasurer as described in Article V above, all elected by the membership as described in Article VIII. The Executive Committee shall conduct the routine business of the Golf Club.
- Section 2.** Upon taking office, the Executive Committee shall prepare and publish an annual budget for revenues and expenditures of the club.
- Section 3.** The Executive Committee shall have no authority to pay for any expenditure in excess of \$500 that is not in the approved annual budget. All checks written shall be executed with two signatories authorized by the Executive Committee.
- Section 4.** A qualified individual shall be secured by the Executive Committee to examine and audit the Golf Club's accounts and report thereon to the membership annually. Such audits shall also be performed when a new Executive Committee assumes office, and at such other times as may be deemed necessary by the Executive Committee.
- Section 5.** Officers shall hold office for a period of one year, or until re-elected, or their successors are elected or appointed.
- Section 6.** No person shall hold more than one office concurrently.
- Section 7.** A person may hold the same office for a maximum of three successive terms only.
- Section 8.** In the event of any officer vacancy through death, resignation, disqualification or other cause, the remaining officers, even though less than a quorum, shall elect a successor by majority vote to hold office for the unexpired term of the vacated office.
- Section 9.** The Executive Committee, on the recommendation of the Tournament/Social Committee, will establish a schedule of events for the Golf Club. The development of each year's schedule of events should include input from the Golf Shop Manager/Golf Pro.

Section 10. Annual Membership Fees: All membership fees shall be established by the Executive Committee from time to time in such amounts as the Executive Committee deems adequate to operate and maintain the golf club. Annual fees are payable by March 1 and must be current to participate in Golf Club sponsored events. A higher fees amount may be assessed for payments not paid on/before March 1. Golf Club memberships will be honored for the Golf Club fiscal year (January 1 – December 31) on receipt of the applicable fees.

ARTICLE VII COMMITTEES

Section 1. The Executive Committee shall authorize and define the powers and duties of all committees. Chairs and members of all committees shall be appointed by the president, and the president shall be an ex-officio member of all committees except the Nominating Committee.

Section 2. The following standing committees shall be appointed each year:

TOURNAMENT/HANDICAP COMMITTEE: Arranges, schedules, and manages golf tournaments and conducts all intra-club and inter-club golf competitions; establishes a fair and proper system of handicaps for the Golf Club in accordance with procedures set forth in the USGA Handicap System Manual and requirements of the Pacific Northwest Golf Association

SOCIAL COORDINATION COMMITTEE: Encourages, coordinates, and conducts the social aspects of golf tournaments and special occasions (e.g., General Meetings, Golf Fund Raiser, Club Championship/End-of-Year Party, etc.)

AT-LARGE MEMBER COMMITTEE: Coordinates and liaisons with the above standing committees to represent the unique interests and needs of the Men's, Ladies, Scramble and Friday Night Couples golf groups; comprised of a representative from each of the preceding golf groups

Ad hoc or special purpose committees shall be established by the Executive Committee as deemed necessary or advisable.

ARTICLE VIII NOMINATIONS AND ELECTIONS

Section 1. Upon taking office, the President shall appoint a three-person Nominating Committee, to include and chaired by the immediate Past President (if available) plus any two other members. The Nominating Committee shall nominate one candidate for each office. Nominees must agree to fulfill the obligations of the office to be eligible for election.

- Section 2.** The Nominating Committee shall publicize the nominations to the membership.
- Section 3** At the Year-end General Meeting, any member in good standing may make additional nominations for any elected officer position from the floor. Upon the closing of the nominations the membership shall elect the officers. Voting shall be by a show of hands of the eligible voting members present at the meeting and those names receiving the greatest number of votes cast shall be declared elected.
- Section 4.** The installation of officers shall occur at the Year-end General Meeting and newly elected officers shall take office, effective at its conclusion

ARTICLE IX MEETINGS

- Section 1.** There shall be a minimum of two (2) General Meetings of the Golf Club membership each year: a Spring General Meeting held no later than May 15 to approve the annual budget of the Golf Club and conduct other business as may be appropriate; and, a Year-end General Meeting held no later than September 30 to elect officers for the following year and conduct other business as may be appropriate. The Executive Committee may call additional Special meetings for the membership as may be deemed necessary.
- Section 2.** General and Special meetings must be publicized no less than 30 days prior to the meeting.
- Section 3.** General and Special meetings of the Golf Club membership shall be held in the Birch Bay Village Clubhouse or at such other location(s) as selected by the Executive Committee. A quorum (see Article X) must exist to conduct any Golf Club business. In the event a quorum is not present at the Spring General Meeting and a proposed annual budget cannot be approved, the prior year's budget shall become the new annual budget until a new annual budget is approved by the membership at a Special Meeting.
- Section 4.** The President may call Executive Committee meetings when he/she deems it necessary, desirable, or in the best interests of the Golf Club.

ARTICLE X QUORUMS

- Section 1.** The quorum for any General or Special meeting shall be twenty (20) percent of the eligible voting membership of the Golf Club (present in person and/or by proxy).

Section 2. The quorum for any meeting of the Executive Committee shall be equal to one less than the total number of Executive Committee Members currently serving.

ARTICLE XI

FEEES, ASSESSMENTS, AND CHARGES

Section 1. Annual membership fees, assessments, and other charges of the Golf Club shall be established by the Executive Committee. All Golf Club fees, assessments, and charges are payable by or before a published date.

Section 2. Annual membership dues are payable on or before March 1. After March 1 a higher annual membership cost may be due. The names of members who have paid their annual fees by March 1 shall be listed in the Golf club membership roster for the current year. Members who have not paid applicable Golf Club annual fees, other assessments and charges by March 1 will not have continuing rights of membership, including voting privileges, until such applicable annual dues fees, other assessments and charges, have been paid.

ARTICLE XII

FISCAL YEAR

The Fiscal Year of the Birch Bay Village Golf Club shall be from January 1 through December 31.

ARTICLE XIII

AMENDMENTS

Section 1. These By Laws of the Birch Bay Village Golf Club may be amended, or any section or portion thereof deleted, at any General or Special membership meeting at which such amendment or deletion is a part of the regular business of the meeting, provided that the text of the proposed change is included in the notice of the meeting which shall have been presented to the members at least thirty (30) days prior to the meeting at which the vote is to be taken.

Section 2. An amendment to these By Laws, or a deletion of any section or portion thereof, shall require the affirmative vote of two-thirds (2/3) of the eligible voting members present at the meeting.

Section 3. No amendment or deletion to these By Laws shall alter or modify the non-profit status of the Golf Club.