

Bylaws of Ascarate Golf Course Association, a Not-For-Profit Organization

ARTICLE I ORGANIZATION

1. The name of the organization shall be Ascarate Golf Course Association (AGCA).
2. The organization may at its pleasure by a vote of the membership body change its name.

ARTICLE II PURPOSE

The following are the purposes for which this organization has been established:

The mission of the AGCA is to promote the game of golf and increase its accessibility in the El Paso community.

Goal #1: To serve as an advocate in the promotion of golf for the community

Objective # 1: To promote and increase the membership of the AGCA

- Maintain handicaps for all members
- Hold tournaments for the membership
- Maintain the moral and financial integrity of the organization

Objective # 2: Increase the enjoyment of the golf experience

- Promote good sportsmanship
- Increase knowledge of the game
- Promote ownership and respect for the course

Objective # 3: Establish and maintain an effective working relationship with all supporting entities of Ascarate Golf Course

- Maintain active participation in government/community meetings
- Ensure representation to provide input in the negotiation of any and all changes affecting Ascarate Golf Course
- Serve as ambassadors promoting the game of golf at Ascarate Golf Course

Goal #2: To establish a spirit of cooperation and inclusiveness supporting the El Paso Community

Objective # 1: Utilize portions of net proceeds to provide charitable contribution to local agencies. This will be at the discretion of the board.

Objective # 2: Provide opportunities for scholarships in the pursuit of higher education

Objective # 3: Collaborate with other Golf Associations in promoting goodwill and sportsmanship in the game of golf.

ARTICLE III MEMBERSHIP

Section 1. Any person is eligible for active membership upon payment of annual dues. Members that have been deemed a "Lifetime Member" are exempt from having to pay annual dues and tournament fees. They are considered active members. All future inductees will pay 50% of tournament fees and have their annual dues for the AGCA waived.

Section 2. The membership year shall be February 1st through January 31st.

Section 3. The annual association membership dues will be \$15.00 for all members, including board members.

ARTICLE IV BOARD OF DIRECTORS

Section 1. The Board of Directors must designate Ascarate Golf Course as their home course

Section 2. The Board of Directors shall be composed of nine (9) members of AGCA which are; President, Vice President, Secretary, Treasurer, Handicap Director, Tournament Director, Publicity Director, Sergeant-at-Arms, and Fore Editor. The Board of Directors shall be elected to a 2-year term.

Section 3. Election of the Board of Directors shall be held on the first day of the October tournament. The newly elected board members will take office in January. All members of the Board of Directors shall be elected by the general membership.

Section 4. Elections of the board shall consist of half the board on even years and half the board on odd years. The President, Treasurer, Handicap Director, Fore Editor, and Sgt. at Arms will be elected in even years. The Vice President, Secretary, Tournament Director, and Publicity Director will be elected in odd years.

Section 5. A special election will be held in conjunction with the next regular election to replace any board position that has become vacant and has an unexpired term. The elected board member will replace the temporary member appointed by the President to fill that position unless the temporary member is elected to that position.

ARTICLE V ROLES AND RESPONSIBILITIES

Section 1. President: The President shall be the Chief Executive Officer of the association. He/She shall preside at all board meetings and set the time and place of such meetings. He/She shall be the representative of the association and may enter into any agreement as long as the Board of Directors are informed within one month after the agreement was made. Such agreements will be held binding unless rejected by a majority of the Board. The President may remove any

Board member for cause shown. He/She shall appoint or remove any or all committee members not expressly laid out in Article VII and fill vacancies of office for the remainder of the current season. The President shall actively participate in any or all committees. He/She is responsible for appointing a replacement with the approval of a simple majority of the board. The President shall only vote in the case of a tie during all board meetings. During by-law revisions, the President shall have voting rights equivalent to all board members.

Section 2. Vice President: The Vice President shall perform the duties of the President in his/her absence or disability. He/She shall be responsible for any other duties assigned by the President.

Section 3. Secretary: The secretary shall attend all board meetings and keep a detailed record of all business transacted at the meetings. In case of the secretary being unable to attend a meeting, the President will appoint someone to take the minutes. He/She shall be responsible for any other duties assigned by the President or Vice President.

Section 4. Treasurer: The Treasurer shall have general charge of the financial affairs of the association subject to the supervision of the President. He/She shall collect all fees, dues, and other accounts due to the club. The Treasurer shall pay all bills on such approval as directed by the President. He/She shall send an electronic spreadsheet of each tournament's revenues and expenses (via email) to each board member. The Treasurer shall submit a monthly written report at every board meeting with copies to the President and Vice President. The Treasurer is responsible for and shall receive all incoming mail addressed the AGCA, passing on to the Board any mail pursuant of their duties. He/She shall be responsible for any other duties assigned by the President or Vice President.

Section 5. Handicap Director: It shall be the duty of the Handicap Director to keep records of the established handicaps for all members. Such records of handicaps shall be made available to the Pro Shop. He/She will serve as vice-chair of the Tournament Committee, performing the duties of the Tournament Director in his/her absence. He/She is also responsible for any other duties assigned by either the President or the Vice President.

Section 6. Publicity Director: The Publicity Director shall keep club members advised of all club-sponsored activities by designing and creating publicity concerning the AGCA and supplying such to the Fore Editor for dissemination to the membership. He/She shall be responsible for creating/maintaining the association's digital presence (website, social media, etc.). He/She shall sponsor good will between the AGCA and other golf clubs. He/She is responsible for any other duties assigned by the President or the Vice President.

Section 7. Tournament Director: The Tournament Director shall have complete charge of all club tournaments and shall head the tournament committee. The Tournament Director under advisement from the Tournament Committee will have final word in all disputes pertaining to the tournaments. He/She will be responsible for maintaining timely reports on all tournament activities to be presented to the board of directors. He/She shall also be responsible for assigning all duties to fellow board members and volunteers for each particular tournament. He/She is also responsible for any other duties assigned by the President or the Vice President.

Section 8. Fore Editor: It shall be the duty of the Fore Editor to serve as spokesperson for the AGCA. He/she will disseminate all information created and designed by the Publicity Director to the membership through the following:

1. Monthly newsletter (emailed and copies made for distribution at the course.
2. Email communications for Events/Deadlines/Reminders of all AGCA events.
3. Email communications on behalf of the President (and the AGCA Board) whenever necessary.

Section 9. Sergeant-at-Arms: The responsibility of the Sergeant-at-Arms is to keep order during all board meetings, and to ensure the meeting follows the “order of Business” as prescribed in Article VI Section 3. He/She shall act as parliamentarian and see that the actions taken by the board are within the powers delegated by the current bylaws. He/She is also responsible for any other duties assigned by the President or the Vice President.

Section 10. In order to maintain continuity, it shall be the duty of all outgoing board members to turn over all records, written and digital, accumulated during their tenure in office as a director. In addition, all outgoing board members are encouraged to assist and be available to their replacements as needed to assure a smooth transition. In addition, an independent audit of the financials will be conducted whenever there is a change of the position of Treasurer.

ARTICLE VI MEETINGS

Section 1. Board of Directors’ Meetings:
The Board of Directors shall meet at the time and place set by the President. Five (5) members shall constitute a quorum, not including the President.

Section 2. Special Meetings:
Special meetings of the membership may be held upon the order of the President, or a petition of any 50 members with the same to be called within a period of one month. Special meetings of the Board of Directors may be held upon the order of the President or any 3 board members but not including the President.

- Section 3. Order of Business:
The order of business shall be
- Call to order
 - Roll call of board members
 - Introduction of guests
 - Reading and approval of last meeting minutes
 - Approval of the financial statement
 - Unfinished business
 - Report of directors
 - Report of standing committees
 - New business
 - Adjournment

- Section 4. Executive Session:
The Board of Directors may conduct any portion of the meeting in Executive Session provided that the majority of the board present agree to such. Only board members and invited person(s) may participate in the closed meeting.

- Section 5. Succession:
In the event both the President and Vice President are absent, the Board of Directors shall appoint an acting president to preside over the meeting.

ARTICLE VII STANDING COMMITTEES

- Section 1. All committee members must be members of the AGCA or the spouse of an AGCA member approved by the board of directors.

- Section 2. Scholarship Committee:
The Scholarship Committee shall consist of five (5) members on the current AGCA Board of Directors. The President shall select the members no later than June 1st. The committee shall screen applicants and present nominees to the Board for approval.

- Section 3. Tournament/Handicap Committee:
The Tournament/Handicap Committee shall consist of the Tournament Director, who shall head the committee, Handicap Director who shall serve as vice-chair of the committee, Publicity Director, and Treasurer. The committee shall be responsible for resolving all tournament-related disputes. The committee will oversee the GHIN handicap system at Ascarate Golf Course and ensure members' handicaps are fair and equitable for all. The committee will also develop and implement a system to review members' handicaps and ensure all are competing in tournaments on an equitable basis. The committee will review each tournament participant's handicap before each tournament and change handicaps before, during, and after a tournament, as is applicable to ensure equitable competition. The committee is responsible for duties stipulated in

Section 4 of rule 7 of the USGA Handicap Manual and any local AGCA policies.

Section 4. Election Committee:
The presiding Board of Directors shall act as election committee, with the President/Vice President, whichever is not up for election, serving as committee chairperson. The committee will be responsible for placing before the membership a slate of nominees for the anticipated vacancies in office. The list should be posted in a readily accessible area of the Ascarate Golf Course pro shop or restaurant as well as emailed to the current membership no later than two (2) weeks prior to the election. It is the responsibility of each board member to actively recruit prospective board members if it is known that one or more current board members will not or cannot serve a consecutive term. The Committee will also be responsible for setting all election procedures prior to any election and presenting these procedures to the current membership no later than one (1) week prior to the election via email.

Section 5. Sponsorship Committee:
The Sponsorship Committee shall consist of the Board of Directors with the Publicity Director as Chairperson. The committee seeks financial support for golf tournaments, scholarship monies, or other association business from appropriate vendors and sponsors. The Committee also arranges display space for the vendors/sponsors at tournaments and ensures that the vendors/sponsors receive proper recognition to the membership for their support. As part of seeking direct or indirect support, the committee will:

- Identify activities and events for sponsorship opportunities, including golf tournaments, goody bags, hole-in-one contests, putting contests, closest to the pin awards, newsletter, and website advertisements.
- Prepare and mail or e-mail solicitations of sponsorship opportunities to potential sponsors.
- Recognize publicly the contributions of all sponsors.
- Review the policies affecting sponsorship and make recommendations when appropriate.

ARTICLE VIII BOARD EXPENDITURES

Section 1. The president is allowed to authorize expenditures under \$100.00 related to the AGCA.

Section 2. Any other expenditure must be approved by a majority of the board of directors.

ARTICLE IX FEES AND DUES

- Section 1. The dues of this association shall be set by the Board of Directors. (Junior fees included)
- Section 2. Tournament fees and special event fees shall be set by the Board of Directors. (Juniors included)
- Section 3. Tournament fees for board members will be 50% of the tournament entry fees. Tournament fees shall be waived for board members if there are 100 participating players.

ARTICLE X AWARDS/SCHOLARSHIPS

- Section 1. Awards made by the AGCA shall be in compliance with the U.S.G.A. Amateur Acceptance Policy.
- Section 2. Eligibility for prizes related to association play, will be laid out in the conditions of competition prior to each tournament.
- Section 3. To be eligible to compete in the Club Championship, all players must have completed the following requirements during the current year:
1. Must be active member of the AGCA
 2. Must have played in two (2) AGCA tournaments
 3. Must have posted at least six (6) complete rounds
- Section 4. The AGCA grant in aid shall be determined by the Board of Directors. The scholarship applicants must be sponsored by a current AGCA member. The AGCA member must have actively participated in at least two (2) of the AGCA tournaments during the current year and must include one of the two scholarship tournaments. All applicants must have volunteered a minimum of four hours to the AGCA within the last 12 months. All applicants must meet all requirements for new applicants and renewals as outlined in the current year scholarship application and submit their application and all required items by the required date to be considered.

ARTICLE XI IMPEACHMENT

- Section 1. Any member of the Board of Directors may be removed without question when missing two meetings without reasonable cause or for negligence of duty within their term of office. The President or a simple majority of the Board may remove any Board member for cause shown. The President will appoint another member to fill any vacancy upon confirmation by the Board. The removed board member may request a special meeting to be held within 7 days of removal. A simple majority is required to be re-instated.
- Section 2. The President may be impeached by a majority of the Board of Directors and AGCA members present at the Board of Director's Meeting.

ARTICLE XII RATIFICATION AND AMENDMENT

- Section 1. This constitution may be amended by two-thirds majority of the Board of Directors and presented to the membership at the first tournament of each year.
- Section 2. The original constitution became law as of April 23, 1976.
- Section 3. The last version of the constitution and bylaws of the Ascarate Golf Course Association was revised and amended in its entirety on June 6, 2005 and approved by the Board of Directors on this date.
- Section 4. The current version of the constitution and bylaws of the Ascarate Golf Course Association was revised and amended in its entirety on April 4, 2012 and approved by the Board of Directors on this date.
- Section 5. The current version of the constitution and bylaws of the Ascarate Golf Course Association was revised and amended in its entirety on April 4, 2014 and approved by the Board of Directors on this date.
- Section 6. The current version of the constitution and bylaws of the Ascarate Golf Course Association was revised and amended in its entirety on December 3, 2015 and approved by the Board of Directors on this date. These bylaws shall become law effective February 1, 2016.
- Section 7. The current version of the constitution and bylaws of the Ascarate Golf Course Association was revised and amended in its entirety on December 11, 2017 and approved by the Board of Directors on this date. These bylaws shall become law immediately and will be distributed to the membership and posted on the website.
- Section 8. The current version of the constitution and bylaws of the Ascarate Golf Course Association was revised and amended in its entirety on March 21, 2020 and approved by the Board of Directors on this date. These bylaws shall become law immediately and will be distributed to the membership and posted on the website.

Tom Eppler, President

John Figueroa, Vice President

Sylvia Martinez, Treasurer

Sean Gonzalez, Handicap Director

Rick Phinney, Tournament Director

Antonio Martinez, Secretary

Gabriel Gonzalez, Publicity Director

Alfonso Lopez, Sergeant-at-Arms

James Martinez, FORE Editor

Original
Signed