

**SEA 'N AIR MEN'S GOLF CLUB**  
**PO BOX 18051**  
**CORONADO, CA 92178**

(A NON-PROFIT CORPORATION CHARTED UNDER THE LAWS OF THE STATE OF CALIFORNIA ON JUNE 24, 1994)

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**CLUB CONSTITUTION**  
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**ARTICLE I**

**ESTABLISHMENT**

Section 1. NAME: The name of the club shall be SEA 'N AIR MEN'S GOLF CLUB herein after referred to as the Club.

Section 2. EXISTENCE: The Club shall remain in existence until such time as three fourths of the regular membership shall vote to disband the Club. Upon dissolution of the Club, the Board shall, after paying or making provision for the payment of all the Club's outstanding liabilities, dispose of the Club's remaining assets in such a manner which will benefit the SEA 'N AIR GOLF COURSE, N.A.S NORTH ISLAND, CALIFORNIA.

**ARTICLE II**

**OBJECTIVES**

Section 1. PURPOSE: The Club is formed and exists for the purpose of:

- A. Playing the game of golf
- B. Promoting good fellowship and sportsmanship
- C. Learning and promoting the rules and etiquette of golf among members.
- D. Promoting tournaments among the members of the Club and with members of other men's clubs.
- E. Establish and maintain, through membership in the SOUTHERN CALIFORNIA GOLF ASSOCIATION (SCGA), handicaps for the members.

**ARTICLE III**

**MEMBERSHIP**

Section 1. COMPOSITION: The Club shall be composed of the following classes of members:

- A. REGULAR MEMBERS: Male members of the United States Armed Forces on active duty, other than for training purposes, for a period of more than ninety days; retired male members of the United States Armed Forces (including Fleet Reserve); and male dependents over eighteen years of age.

- B. HONORARY MEMBERS: Honorary membership may be granted to eligible male personnel by unanimous vote of the Board. Honorary members may not vote at any meeting nor may they be a member of the Board. Honorary member may serve on any committee of the Club.
- C. JUNIOR MEMBERS: Junior membership may be granted to any male dependent less than eighteen years of age of a qualified regular member. The junior member must be acceptable to the Board. Junior members may not vote at any meeting nor may hold any office on the Board. A junior member may serve on any Club committee. A junior member is subject to the same dues and initiation fee as regular members.
- D. DEPARTMENT OF DEFENSE MEMBERS: Male employees over the age of eighteen years of age holding a valid DOD identification card. Once the DOD card is terminated, the DOD membership is terminated.
- E. U. S. COAST GUARD MEMBERS: Male active duty and retired Coast Guard personnel.
- F. CIVIL SERVANT MEMBERS: Male civil servants directly employed in recreation program functions. Once direct employment ceases, the individual's membership is terminated.

Section 2: SELECTION: Each candidate for membership, regardless of class, shall submit his application in writing on the proper Club forms to the Board. The Membership Committee shall act on each proposal and pass its finding to the Board. No candidate will be disqualified by reason of race, color, or creed. The decision of the Board of Governors on any application for membership is final and is not subject to appeal to the membership. The Board may not be required to divulge its reasons for non-acceptance of any candidate for membership.

Section 3: RESIGNATIONS: A member may resign at any time by submitting a written notice to the Secretary and paying all outstanding obligations. Initiation fees and dues will not be prorated nor refunded.

Section 4: ABSENTEE STATUS: A member in good standing who will be absent from the area a great length of time and who expects to resume participation in Club activities upon his return will, upon submission of a written request to the Board, be granted ABSENTEE STATUS. The Board will issue a written ACKNOWLEDGEMENT, which will be retained by the member. The absentee shall, within thirty days of his return, present the ACKNOWLEDGEMENT to the Board for his membership renewal. The absentee will not be subject to annual dues during his absence but must pay the required annual dues for his regular Club membership renewal. ABSENTEE STATUS Club membership renewal will not be subject to an initiation fee

Section 5: MEMBERSHIP: Membership in this Club shall not be assessable or transferable.

Section 6: ELIGIBILITY: A member who loses his eligibility for regular membership due to change in his service status shall submit his resignation as soon as practical. If a resignation is not received within four months after member's eligibility ceased, the Board shall drop this member from the membership role.

Section 7: COMPLAINTS AND DISPUTES: The Board shall hear all complaints and disputes between Club members. In the event a Board member is involved, directly or indirectly, that Board member shall not participate in the hearings nor be allowed to vote in the proceedings.

Section 8: MEMBERSHIP LIMITATION: There shall be no limit as to the number of Club members.

#### **ARTICLE IV**

#### **INITIATION FEES AND DUES**

Section 1. INITIATION FEE: The initiation fee for new members will be set annually by the Board. This fee will accompany the application form. Active duty members and honorary members are exempt from this fee.

Section 2. DUES: The annual dues for the members will be established annually by the Board. For new members annual dues will accompany the application form. Renewing members will submit the amount due prior to the deadline specified in the annual membership renewal notice. The Club Secretary will mail the renewal notices to the members in October of each year.

Section 3. DELINQUENCIES: A member will be considered delinquent if his annual dues are not paid prior to the established deadline. Delinquent members will be assessed a penalty for late payment up to February 15 of the New Year. After that date (February 15) the delinquent individual's membership is terminated. The terminated member, to achieve membership, must submit a new application and be subject to annual dues and initiation fees. Delinquent members may not participate in any Club activities.

#### **ARTICLE V**

#### **CLUB HANDICAP POLICY**

Section 1: GENERAL:

- A. SOUTHERN CALIFORNIA GOLF ASSOCIATION (SCGA) handicap system will be the Club's handicap system.
- B. If a new member does not have a SCGA handicap, the Club Handicap Chairman will assign a handicap. The new member will submit the necessary information required by the Club Handicap Chairman prior to his handicap assignment.
- C. Handicaps will be verified by SCGA's monthly printout.
- D. Only members with an established SCGA handicap will be eligible to compete in the Club Championship.

#### **ARTICLE VI**

#### **CLUB MEETINGS**

Section 1: REGULAR MEETINGS: There will be a minimum of one regular meeting of the membership to be held during the calendar year at a place and on a date specified by the Board.

Section 2: CONDUCT OF MEETINGS: Club meetings shall be conducted in accordance with established parliamentary procedures. The rules of order shall normally conform to the following format:

- A. Call to order
- B. Introduction
- C. Approve minutes of previous meeting
- D. Treasurer's report
- E. Announcements/items of general interest
- F. Unfinished business
- G. New business items
- H. Open discussion
- I. Special events, i.e.: speakers, movies, raffles, etc.
- J. Adjournment

Section 3: AGENDA ITEMS: The Club Secretary, in his meeting announcement letter, shall include new and unfinished agenda items. If a member desires to have an item on the agenda, he must submit it in writing to the Secretary as early as possible prior to the date of the announced meeting.

Section 4: ANNUAL ELECTION MEETING: The annual election meeting shall be held prior to the last day of November. It should occur with the last regular meeting of the membership.

Section 5: SPECIAL MEETINGS: The President, the Vice-President acting for the President, or the Board, may call Special meetings of the general membership.

Section 6: NOTICE OF MEETINGS: The Secretary shall mail to the members, at least ten days prior to the meeting date, the place, time, and date of the meeting.

Section 7: VOTING PRIVILEGES: Only Regular members in good standing may vote at the Club meetings.

Section 8: QUORUM: Regular members present at the meeting shall constitute a quorum.

Section 9: PROXIES: Proxy voting is prohibited.

## **ARTICLE VII**

### **OBLIGATIONS AND DISCIPLINE**

Section 1: OBLIGATION: The acceptance of membership in the Club shall bind the member to uphold the provisions of the Club's Constitution and other rules of the Club. The member will accept and enforce the rules and decisions of the Board acting within its jurisdiction.

Section 2: UNBECOMING CONDUCT: A member shall be subject to suspension or expulsion for unbecoming conduct detrimental to the game of golf, to the good name of the Club, and to the proper function or administration of the Club. Charges preferred against a member must be in writing and signed by a Regular member.

Section 3: SUSPENSION OR EXPULSION: A member charged under Section 2 above will be notified in writing of the charges. The charged member, within thirty days of receiving the charges, may submit

to the Board a written request for a hearing. The Board will comply with this request as soon as practical. The charged member will be suspended or expelled from membership by a two-thirds vote of the Board. A suspended or expelled member may appeal his suspension or expulsion by appearing in person before the membership at a special or regular meeting of the general membership. A two-thirds vote of the voting members will be required for the appeal to be successful.

## **ARTICLE VIII**

### **NOMINATIONS**

**Section 1: NOMINATING COMMITTEE:** The Board, at least six weeks prior to the annual election meeting, shall appoint a Nominating Committee consisting of three Regular members. This Committee will select the candidates and submit the names to the Secretary two weeks prior to the election meeting. The candidates will be presented to the membership at the meeting.

**Section 2: INDEPENDENT NOMINATION:** A Regular member(s) may submit an independent nomination for the Board. It must be submitted in writing to the Secretary at least one week prior to the election meeting. Nominations will not be accepted from the floor at the annual election meeting.

## **ARTICLE IX**

### **BOARD OF GOVERNORS**

**Section 1: COMPOSITION:** The Board of Governors shall consist of twelve elected members: Four Officers - President, Vice-President, Secretary, and Treasurer; and eight

Governors - Tournament Chairman, Assistant Tournament Chairman, Public Relations Chairman, Entertainment Chairman, Handicap Chairman, Week-Day Play Chairman, Rules Chairman, and Special Projects/Awards Chairman. Board members must be Regular members of the Club. If a Board member becomes ineligible for Regular membership for any reason, his seat will be considered vacated. The Board will fill the vacated seat as soon as practical. Whenever a vacancy occurs of a Board member, the Board may appoint a Regular member to fill the vacancy for the unexpired term.

**Section 2: ELECTION:** Six members of the Board shall be elected by secret ballot at the annual election meeting. The term of office shall be for two years. Once a member has served two years in an office, he may not be reelected or appointed to that office until a year has elapsed. The Board, by unanimous vote, may make an exception of the elapsed year requirement of an outstanding individual who is deemed to have done an exceptional job.

**Section 3: INSTALLATION:** The elected Board shall be duly installed and shall assume their duties no later than January of the year following their election.

**Section 4: POWERS AND DUTIES:** Subject to the provisions of this Constitution and Appendices thereto and such actions as may be taken from time to time by the Club at regular or special meetings, the Board shall have control and management of the affairs, policy, and property of the Club. The Board may add, delete, or change Appendices to the Constitution by a two-thirds vote of its members.

Section 5: MEETINGS: The Board of Governors shall meet monthly or at the call of the President or Vice-President acting for the President. Two consecutive unexcused absences by any Board member shall be considered detrimental to the Club's interest and the Board of Governors may vacate the seat by a two-thirds vote of the Board members. Any vacancy thus created on the Board shall be filled as provided by Article IX, Section 1 of the Constitution.

Section 6: QUORUM: Except as provided elsewhere in the Constitution, a majority of the Board of Governors shall constitute a quorum for the transaction of all business at any Board meeting. The affirmative vote of the Board majority constituting a quorum shall be necessary to pass any resolution. Proxy voting at Board meetings is prohibited.

Section 7: LIABILITY: The Board of Governors shall incur no indebtedness or liability exceeding the amount of available funds on hand in any one year. Board members are authorized to spend \$100 per item with a cap of \$500 per year for items to benefit the membership. Expenditures above this amount shall require a majority vote by the board at a duly constituted board meeting. Any Club Committee shall incur no liability unless authorized by the Board of Governors.

Section 8: DUTIES AND RESPONSIBILITIES: In addition to the Articles of the Constitution, the Board will perform duties and responsibilities in accordance with Appendix IV.

## **ARTICLE X**

### **OFFICERS**

Section 1: PRESIDENT: The President shall preside at all Club meetings. He shall perform the duties of his office and shall take such action as necessary to increase the effectiveness of the Club. When required, the President, or, in his absence, the Vice-President, shall appoint members to the Appeals Committee.

Section 2: VICE-PRESIDENT: In the absence of the President, or his inability to act as President, the Vice-President shall assume the duties of President. The Vice-President shall chair the Membership Committee, which is responsible to the Board regarding new member applications. The Vice-President shall be responsible for the completeness and accuracy of the Constitution, including appendices.

Section 3: SECRETARY: The Secretary shall record the minutes and maintain the records of all meetings of the membership and the Board. He shall be responsible for the Club Directory board and all correspondence, files, records, and papers of the Club except those pertinent to the Treasurer. In conjunction with the Public Relations Chairman he will edit and publish any Club newsletters.

Section 4: TREASURER: The Treasurer is responsible for the financial accounting of the Club. He shall maintain accurate records of all monies received, monies deposited in the Board approved checking or saving institution, and monies disbursed for Club obligations. The Treasurer, at the Board or regular meetings, shall present a report of the Club's financial status. The Board may request a financial report at any time. In the absence of the Treasurer, the President or the Secretary shall assume the Treasurer's responsibility.

## **ARTICLE XI**

### **GOVERNORS**

Section 1: TOURNAMENT CHAIRMAN: The Tournament Chairman shall be responsible for developing the Club's annual tournament schedule, supervising the tournament conduct, formulating and posting the special rules participants must follow in each tournament, and arbitrating disputes arising from tournament play that are not the responsibility of the Rules Chairman.

Section 2: ASSISTANT TOURNAMENT CHAIRMAN: The Assistant Tournament Chairman shall assist the Tournament Chairman in carrying out his duties.

Section 3: PUBLIC RELATIONS CHAIRMAN: The Public Relations Chairman shall be responsible for preparing and submitting to the news media proposed articles concerning Club tournaments, awards, and activities. He shall coordinate and process inputs from the various committee chairmen and other Club members in order to prepare a Club newsletter.

Section 4: ENTERTAINMENT CHAIRMAN: The Entertainment Chairman shall have the responsibility for the Club's social activity. He shall submit to the Board the planned Club social activities. Upon Board approval, he shall have the authority to enter contractual agreements for food, beverage, entertainment, and other items required for the planned social activity.

Section 5: HANDICAP CHAIRMAN: The Handicap Chairman shall be responsible for the supervision and administration of all matters pertaining to handicaps.

Section 6: WEEKDAY PLAY CHAIRMAN: The Weekday Play Chairman is responsible for the scheduling and conduct of the Club's organized play in weekday tournaments.

Section 7: RULES CHAIRMAN: The Rules Chairman is responsible for the development, maintenance, and promulgation of local rules pertaining to course conditions. He shall inform the membership concerning USGA and local course rules. He shall inform the membership when special rules of play occur in such competitive leagues that the Club participates. The Rules Chairman and his committee shall prepare themselves to arbitrate all disputes in tournament play involving USGA and local rules. The Rules Chairman shall chair the Appeals Committee.

Section 8: SPECIAL PROJECTS/AWARDS CHAIRMAN: The Special Projects/Awards Chairman shall be responsible for the development and supervision of special projects and special tournaments/activities that may be assigned by the Board. After Board approval, he will be responsible for the procurement, display, and presentation of the awards. He shall be the Club representative for matters relating to Club members or their families who are hospitalized or passed away.

## **ARTICLE XII**

### **FINANCIAL CONTROLS**

Section 1: GENERAL: The Board, at least once a year, shall appoint a Finance Committee consisting of three Regular members, who are not members of the Board, to audit the Club's accounts. The Finance Committee shall submit its report to the Board within thirty days after its appointment.

## **ARTICLE XIII**

### **AMENDMENTS**

Section 1: PROCEDURES: Amendments to the Constitution must be approved by a two-thirds majority of the votes cast at a regular membership meeting. Proposed amendments must be submitted in writing to the Secretary sixty days prior to the meeting. The Secretary shall post the proposed amendments on the Club's bulletin board in the clubhouse thirty days prior to the meeting. Changes to the appendices of the Constitution may be made at any Board meeting by a two-thirds majority of its members.

## **APPENDIX 1**

### **CLUB TOURNAMENT POLICY**

Section 1. WEEKDAY PLAY: Weekday play will be in accordance with Appendix VII, SOP 2. Sign-up sheets for club play on Monday and Wednesday mornings will be posted in the clubhouse by the assigned starter desk members, normally one week in advance of scheduled play. To be assured of a firm starting time, club members must sign in by 0730 on the day of play. Members refusing the assigned duties of the starter desk, non-members, or members not paying into the money pool, are not eligible for prize money in Weekday tournaments.

Section 2. TOURNAMENT NO-SHOWS: A tournament NO-SHOW is defined as a club member who signs up to participate in a scheduled monthly club tournament, then fails to show up at his required starting time without notifying the Tournament Chairman at least twenty four (24) hours in advance. Notifying the course starter is NOT acceptable. A tournament NO-SHOW will be billed the entry fee for the tournament missed and will NOT be eligible to participate in any future scheduled club functions until his fee is paid in full or until six months has elapsed. In addition, if his no-show adversely affects any other player, the Board of Governors will review the matter and, if warranted, additional penalties may be imposed.

Section 3. CLUB CHAMPIONSHIP:

- a. The competition shall be conducted under USGA RULE 33 THE COMMITTEE. The tournament committee shall consist of the Tournament Chairman, Assistant Tournament Chairman, and Rules Chairman as a minimum number. The tournament committee shall lay down the method of entry, eligibility requirements, format, method of deciding ties, and other necessary requirements as stated in RULE 33.
- b. Type of Tournament: Stroke Play - Individual Low Gross and Individual Low Net. Each player will use his lowest SCGA handicap for the past twelve (12) months as verified by the Handicap Chairman.
- c. Rules: USGA rules apply, supplemented by local rules.
- d. Competition: Stroke play over thirty-six (36) holes for the Club Champion and net play over thirty-six (36) holes for the Low Net Champion. In addition there will be a Senior Low Net competition for members seventy years of age or older. In the event a senior (70 or older) should win either the

Club or Low Net Championship, then the second lowest NET SCORE among the seniors will be the Seniors Champion.

- e. In Case of Ties:
  - 1. Club Champion: Players tied after 36 holes will proceed to the first tee and play “Sudden Death Match Play Format” until a winner is decided.
  - 2. Low Net Champion and Senior Low Net Champion: RULE 33 empowers THE COMMITTEE to determine how and when a stroke play shall be decided.
- f. Eligibility: Any club member in good standing is eligible to participate in the annual club championship.
- g. Awards: Trophies and cash awards of one hundred dollars (\$100) will be awarded to the Club Champion, Club Low Net Champion, and Senior Champion. The Club Treasury will provide trophies and cash. In addition, cash will be awarded to winners and runners up in each flight. Flight awards will be funded from the tournament entry fees.
- h. SCGA Tournament: The club will sponsor or co-sponsor the entry fee up to the amount of one hundred (\$100) dollars for the Club Champion or the Low Net Champion to the SCGA Tournament of Club Champions. The Club Champion will represent the Club at the SCGA Tournament of Club Champions. If the Club Champion cannot participate, then the Low Net Champion, providing he meets the SCGA eligibility requirements, may play the Tournament. The Low Net Champion may participate in the SCGA Amateur Net Champion Tournament.

Section 4 HOLE-IN-ONE AWARD: For each hole-in-one completed by a club member during any monthly or weekday tournament the Club will present a trophy to such member. In addition, if the member has paid into the HOLE-IN-ONE pool money, this pool money will be paid to the member making the hole-in-one. In case of more than one hole-in-one in the same tournament, the pool money will be evenly split amongst those members making a hole-in-one.

Section 5. MEMBER – GUEST TOURNAMENT: Guests not having a current/valid SCGA/USGA handicap index will play with a zero handicap.

Section 6. MEMORIAL TOURNAMENT: The monthly club tournament conducted every January will be designated as a Memorial Tournament for all deceased club members.

Section 7. PRIZE MONEY DISTRIBUTION: At least fifty percent (50%) of the field will receive prize money for the monthly tournament play.

Section 8. TROPHIES: Trophies will be awarded to the following: Club Champion, Club Low Net Champion, Senior Champion, Most Improved Golfer, and Hole-in-One recipients.

Section 9. LOW NET PRIZES: Only low net prizes will be awarded for all monthly tournaments.

Section 10. SUNDAY MIXED TOURNAMENT SCORECARDS: All members who participate in such tournaments shall submit a duplicate score card to the Handicap Chairman.

Section 11. SCOREKEEPING AND SCORE POSTING: This Club abides by the rules regarding “Equitable Stroke Control” as set forth by the SCGA.

- a. As a general premise, each member is deemed equally responsible for:
  - 1) Complete and accurate execution of his scorecard;
  - 2) Complete and accurate posting of his adjusted score in the computer;
  - 3) Deposit of his scorecard in the locked scorecard box on the date the round was played.
- b. The Handicap Committee is responsible for maintaining and enforcing proper score keeping and proper posting of scores. When detected, errors shall be brought to the attention of the individual member. Both major and minor errors shall be noted. Major errors include:
  - 1) No scorecard submitted for the round played;
  - 2) Signature(s) missing from scorekeeper and/or attestor (member should be scorer);
  - 3) Arithmetic resulting in incorrect score;
  - 4) Failure to adjust gross score when required by rules governing equitable stroke control;
  - 5) Posting wrong score.
- c. Major errors may result in a penalty being levied against the member(s) concerned (The score for that date shall be “the lowest differential for the last twenty (20) rounds played.”). Minor errors, unless repeated, do not normally draw a penalty. Minor errors include:
  - 1) Date missing from scorecard and/or score sheet;
  - 2) First name or initial of member missing from scorecard;
  - 3) Notation of “non-member” or “guest” missing from scorecard when a non-member or guest is in the group;
  - 4) Scorecard deposited on a date subsequent to date of round; and
  - 5) Course rating missing from the scorecard and/or score sheet (69.2 will be assumed).
- d. Every member has the right to inspect the scorecard involved in a proposed penalty and every member has the right to make a timely appeal to the Board of Governors regarding a proposed penalty. To be deemed timely, the appeal must be made in writing and must be received by the Handicap Chairman prior to the date computer data is submitted to SCGA (generally about the 23rd of each month). Submission of a timely appeal suspends any proposed penalty until a resolution by the Board. The posting of “Tournament” scores is reserved for major events such as our Club Championship, Turkey Shoot, Member-Guest, or other monthly tournaments as deemed appropriate by the Committee. Regular Monday/Wednesday weekday play is not considered to be in that category and does not warrant a “Tournament” posting. Monday/Wednesday event scores will be posted as regular daily play.

Section 12. CLAIMS AGAINST PAYOUT:

- a. A claim concerning weekday tournament payout must be made to the Weekday Play Chairman within one week of the tournament date.
- b. A claim concerning monthly tournament prizes must be submitted in writing to the Tournament Chairman within thirty (30) days of the completion of the tournament.
- c. Any claim concerning trophies and awards that are provided by the Board of Governors must be submitted in writing to the Board no later than 10 December of each year. This is necessary to permit remedial action during a Board’s tenure. Future Boards will not be accountable for non-actions of prior Boards.

Section 13. “TURKEY SHOOT”: For a member to be eligible, he must participate in a least three (3) monthly tournaments or participate in at least ten (10) men’s club weekday events during the previous twelve (12) months. Previous tournament or weekday participation for active duty members is waived.

## **APPENDIX II**

### **CLUB GOLF TEAMS**

Section 1. GENERAL: The Club may participate in SCGA TEAM PLAY competition as may be approved by the Board of Governors. Required entry fees for such team competition will be provided from the Club treasury, as approved by the Board of Governors.

Section 2. TEAM CAPTAINS: The Board of Governors shall appoint Club Team Captains from the Club membership.

Section 3. TEAM CAPTAIN'S RESPONSIBILITIES: The Club Team Captains shall be responsible to the Board of Governors for the following:

- a. Overall supervision and management of all matters pertaining to the Club's golf teams and participation of the teams in match play competition.
- b. Attendance at league meetings and submission of reports to the SCGA and other organizations pertaining to Club participation in yam match play competition.
- c. Submission of all financial reports to the Board of Governors after completion of team march play competition accounting for the expenditures of all allocated Club funds in connection with team play.
- d. Shall recruit members to play in the team match play competitions. He should make every effort to use as many as members as possible during the playing season. In those competitions where "Home and Home" formats used, team members should be those members who agree to play both matches. If lower handicap players cannot play "Away" matches, they should not be scheduled to play in the "Home" matches. Where practice rounds on the "Away" courses are authorized, members of the team who play in the "Away" match will have the first opportunity to play those practice rounds.

Section 4. CO-CAPTAINS: If necessary, the golf team captain shall select another Club member to assist him in carrying out the team captain's duties. It is strongly recommended that only one captain play in each match so that the other captain may see to the administrative details of the current match. In any absence of the appointed team captain, the team co-captain shall have full authority to function as the team captain.

Section 5. TEAM COMPETITION: The purpose of the team competition is two-fold:

- a. To permit the membership to experience and enjoy competition with other clubs.
- b. To provide opportunities to play other golf courses.

## **APPENDIX III**

### **MOST IMPROVED GOLFER OF THE YEAR AWARD**

Section 1. GENERAL: Effective 1986 and thereafter, the Sea 'n Air Men's Golf Club will recognize a member as the most improved golfer of the year. This award is open to all members of the Club regardless of handicap and subject to eligibility requirements set forth below. The Most Improved Golfer could be either a low or high handicapper in that the award is made to the individual with the most improved handicap based on a percentage change.

Section 2. ELIGIBILITY REQUIREMENTS: To be eligible the golfer must:

- a. Be a paid –up member of the Club as of 01 December of the year and have a handicap based on the following January’s SCGA printout for the Club.
- b. Remain active throughout the competition year by posting a minimum of six rounds each calendar quarter for handicap (at least three of these quarterly rounds must have been played and recorded at the Club’s course). Rounds in addition to those required at the Club’s course may be played and recorded at any course accepted by SCGA. Required rounds, both at the Club’s course and elsewhere, must be played between 01 January and 19 November and must appear on the SCGA monthly index printout. Eligible members must be aware that the required six rounds in the fourth quarter must be completed between 01 October and the November SCGA computer cutoff date.

Section 3. DETERMINATION OF WINNER: the SCGA computer printout will determine The Most Improved Golfer.

Section 4. AWARDS: The winner’s name will be inscribed on the perpetual MOST IMPROVED GOLFER OF THE YEAR PLAQUE displayed in the clubhouse. In addition, the winner will receive an individual trophy and a gift certificate in the amount of fifty (\$50) dollars to be awarded at the Spring General Membership meeting.

## **APPDENDIX IV**

### **BOARD OF GOVERNORS DUTIES AND RESPONSIBILITIES**

Section 1. DUTIES OF THE PRESIDENT:

- A. He shall preside at all meetings until his successor has been elected and installed.
- B. He shall appoint the Committees and the Committee Chairmen to conduct the business of the club and shall appoint other Committees, as necessary, not otherwise designated in the Constitution.
- C. It is the President’s responsibility to:
  1. Appoint a nominating committee from the Board or the general membership to insure qualitative and quantitative representation on the ballot for election of new Board members.
  2. Select from the membership and recommend to the Board suitable members to fill any vacancies occurring on the Board.
  3. Attend or direct attendance at all NAS North Island Golf Course Advisory Board meetings. He, or his representative, is a voting member of the Advisory Board.
  4. As the authorized representative of the Club, maintain close liaison with the golf course manager and staff of the Sea ‘n Air Golf Course, the Director of Recreational Services, and the Commanding Officer of NAS North Island.
  5. Recommend two members of the Club to the Board of the Southern California Military Golf League.
  6. Appoint a three member Finance Committee to conduct an audit of the Club’s accounts and report its findings to the Board prior to the election of the incoming President.
  7. Report the status of “Old Business” or “General Interest” items under his cognizance at each Board meeting.

Section 2. DUTIES OF THE VICE PRESIDENT

- A. The Vice President shall preside at all meetings in the absence of the President.
- B. He is the Chairman of the Membership Committee, which shall be responsible to the Board of Governors for the handling of new member applications.

- C. He shall report on the status of “Old Business” and “General Interest” items under his cognizance at each Board meeting.
- D. He is responsible for the completeness and accuracy of the Club’s Constitution and its Appendices.

Section 3. DUTIES OF THE SECRETARY

- A. The Secretary shall keep the records of all meetings of the Club and of the Board of Governors. He shall give and serve notice of all meetings. He shall receive and distribute all incoming mail, be responsible for, and have charge of all correspondence, files, records, and papers of the Club except those pertaining to the Treasurer.
- B. He shall be a member of the Membership Committee and it shall be his duty to:
  - 1. In accordance with Appendix VII, SOP 1, receive all membership applications, verify fees and data, and record data in the Club's master personnel file.
  - 2. Submit member reinstatements to the SCGA (Form GOLF 003)
  - 3. Delete dropped members from the Club’s roster and submit dropped members to the SCGA via SCGA FORM GOLF 002.
  - 4. He shall be the Club’s personnel file custodian and he shall:
    - a) In conjunction with the IT Manager, maintain a file of current data on all Club members including address, phone number, SCGA handicap number, and other data as deemed necessary.
    - b) Prepare and distribute Club rosters to Board members and others as approved by the Board. The roster will not be given to any one unless approved by the Board. This roster shall be used solely for the purpose of sending mail to members. Individual address may, at the discretion of the Secretary, be given to a Club member upon the member’s request.
    - c) Submit member address changes to SCGA (FORM GOLF 001)
- A. The Secretary shall be a member of the Handicap Committee and is responsible for tasks as specified under duties of the Handicap Chairman.
- B. He is responsible for all information posted on the Club's bulletin boards and shall see those items are removed when they have served their purpose. He shall also remove all unauthorized notices and information not related to the Club's business or interest.
- C. The Secretary shall coordinate with the President and other Officers in the preparation of an agenda for the General Membership and Board meetings. He shall provide each Board member with a copy of the agenda along with copies of the minutes, Treasurer’s report, and other such information that may be pertinent to the meeting.
- D. He shall be the editor of the Club Newsletter and shall, upon approved by the Board, receive newsletter inputs from the President and other Board members, publish and distribute the newsletter two times a year as follows:
  - Spring edition, prior to the spring general membership meeting.
  - Fall edition, prior to the fall general membership meeting. This edition should contain the Annual Dues Notice/Submission Form and the annual election of candidates for Board of Governors.
- E. The Secretary shall exercise initiative in improving the overall administrative operations of the Club.
- F. He shall report the status of “Old Business” and “General Interest” items under his cognizance at each Board meeting.

Section 4. DUTIES OF THE TREASURER

- A. The Treasurer shall maintain full and accurate accounts of all money received, and shall deposit the monies in the name and to the credit of the Club in such depositories as may be designated by the Board of Governors. He shall disperse all monies under the direction of the Board of Governors. He shall have authority to receive and give receipt for all monies due and payable to the Club from any source whatsoever; and to endorse on behalf of the Club all checks, draft, notes, warrants, and orders and to give full discharge for same. He shall have the authority to sign all checks, drafts, notes, warrants, and orders for the payment of money.
- B. In accordance with Appendix VII, SOP 1, he shall receive all membership fees and endorse the membership application before forwarding to the Secretary for processing.
- C. He will arrange with the bank to provide an authorized signature card for the President and Secretary authorizing either to sign checks in the absence of the Treasurer.
- D. He will provide records of all accounts and reports for auditing as directed by the Board of Governors.
- E. He shall, through the Secretary, give due notice to the members on the annual renewal of the Club's and SCGA dues prior to 01 October of each year.
- F. The Treasurer shall, through the Secretary, give due notice to delinquent members on 01 November of each year and shall advise the membership of those members who have failed to renew their membership.
- G. He shall prepare a Monthly Treasurer's Report for presentation at each Board of Governors meeting and each General Membership meeting. This report will become a permanent part of the Minutes of these meetings.
- H. The Treasurer shall report on the status of "Old Business" and "General Interest" items under his cognizance at each Board meeting.

Section 5. DUTIES OF THE TOURNAMENT CHAIRMAN AND ASSISTANT TOURNAMENT CHAIRMAN:

- A. The Tournament Chairman shall be in charge of the monthly golf tournaments sponsored by the Club and any special tournaments as directed by the Board.
- B. The Tournament Chairman and/or his assistant shall:
  1. Serve as tournament director for each monthly tournament.
  2. Designate period of lowest handicap which shall be used in a given tournament and verify all handicaps prior to play.
  3. Coordinate with the Secretary to verify all members signed up to play in a tournament are Club members in good standing.
  4. Prepare and submit for the Board's approval a budget for each tournament requiring funds beyond the collected funds for that specific tournament.
  5. Determine prize money distribution for each tournament within the budget designated by the Board. Prize money shall be awarded to fifty percent (50%) of the field unless otherwise specified by the Board.
  6. Provide for an adequate manned scoreboard.

- 7. Designate the flights to be charted for each tournament.
  - 8. Make recommendations to the Board for approval regarding format and type of play for monthly tournaments.
- C. He will coordinate the scheduling of monthly tournaments dates with the golf course manager and submit the schedule to the Secretary for publication, annually, prior to 01 January.
  - D. He will refer all questions concerning application of rules in any tournament to the Rules Chairman.
  - E. He and/or his assistant shall report the status of “Old Business” and “General Interest” items under his cognizance at each Board meeting.

Section 6. DUTIES OF THE PUBLIC RELATIONS CHAIRMAN:

- A. The Public Relations Chairman shall be responsible for the preparation and submission, to the news media, proposed articles concerning Club tournaments, awards, and activities.
- B. He shall assist the Club Secretary in coordinating and processing inputs of Board and Club members for publication in the Club’s newsletter.
- C. He shall report the status of “Old Business” and “General Interest” under his cognizance at each Board meeting.

Section 7. DUTIES OF THE ENTERTAINMENT CHAIRMAN:

- A. The Entertainment Chairman shall be responsible for the scheduling, preparation, and conduct of the Club’s social functions which include:
  - 1. Spring general membership meeting.
  - 2. Fall general membership meeting.
  - 3. Dinners, luncheons, or buffets connected with tournaments.
  - 4. Such other social functions as the Board may determine.
- B. He will be responsible for the procurement of door prizes for the above social events.
- C. He shall report the status of “Old Business” and “General Interest” items under his cognizance at each Board meeting

Section 8. DUTIES OF THE HANDICAP CHAIRMAN

- A. The Handicap Chairman has the authority and responsibility to administer the handicap system for the Club in accordance with the SCGA Handicap Manual
- B. He may change a player’s handicap when normal computation methods produce a handicap obviously inconsistent with the player’s ability. This may be done locally for any specific tournament or by requesting a permanent change to the SCGA handicap report in accordance with the procedures set forth in the SCGA Handicap Manual.
- C. He shall have the responsibility to:

1. Supervise the posting of scores
  2. Review scorecards and check entries on:
    - a. Home score sheets
    - b. New member interim score record
    - c. "Green" Away score sheets.
    - d. Out of state posting sheets
  3. Submit all score sheets to the SCGA on schedule.
  4. Assess penalties in accordance with the SCGA Handicap Manual
- D. The Handicap Chairman, in coordination with the Club Secretary, Treasurer, and IT Manager and in accordance with Appendix VII, SOP 1, shall be responsible for:
1. Submission of new member applications
  2. Submission of change forms
  3. Submission of delete forms
  4. Annual review and submission of the SCGA Update Membership Roster.
  5. Correspondence directed to the SCGA other than score sheets.
  6. Receipt, review, and posting of SCGA monthly handicap report.
- E. He shall report the status of "Old Business" and "General Interest" items under his cognizance at each Board meeting.

Section 9. DUTIES OF THE WEEKDAY PLAY CHAIRMAN:

- A. The Weekday Play Chairman is in charge of the weekly Monday and Wednesday golf tournaments sponsored by the Club. Procedures for weekday play are incorporated in SOP 2
- B. The Weekday Play Chairman shall:
1. Serve as tournament director for each weekday tournament
  2. Provide from the general membership volunteers to assist in the scheduling, scoring, collection of fees, and distribution of prize money for each weekday tournament.
  3. Provide priority tee times for above volunteers as required to perform assigned tasks.
  4. Provide for security of collected fees.
  5. Determine format and type of play for all weekday tournaments.
  6. Designate flights to be charted for each tournament.
  7. Coordinate scheduling of weekday tournaments with the golf course manager and staff.
  8. Refer all questions concerning application of rules of golf in any tournament to the Rules Chairman.
- C. He shall report the status of "Old Business" and "General Interest" items under his cognizance at each Board meeting.

Section 10. DUTIES OF THE RULES CHAIRMAN:

- A. The Rules Chairman shall have charge of publicizing to the members, the rules which are current and applicable to control the play of golf in all Club events and other rounds participated in by Club members.
- B. He shall also publicize those special rules of play necessary because of unusual playing conditions.

- C. Any disputes arising wherein the rules of golf are called into play shall be referred to the Rules Chairman for resolution.
- D. He shall coordinate with the golf course manager in the preparation and publication of local rules.
- E. He shall report the status of “Old Business” and “General Interest” items under his cognizance at each Board meeting.
- F. The Rules Chairman shall coordinate with the golf course manager for marking of the course for tournament play.

Section 11. DUTIES OF SPECIAL PROJECTS/AWARDS CHAIRMAN:

- A. The Special Project/Awards Chairman is in charge of those special projects pertaining to the functions of the Club, which are not specifically provided for in other committees.
- B. The Special Project/Awards Chairman shall:
  - 1. Provide for and post pictures of Board members
  - 2. Provide for an engraving plaque with names of past Club Champions.
  - 3. Provide for an engraving plaque with names of past Club Presidents.
  - 4. Provide for engraving plaques and present trophies to members who make a hole-in-one during a Club competition.
  - 5. Provide for and maintain all display cases and Club bulletin boards.
  - 6. Present to the Board new ideas for displaying honors and memorials.
  - 7. Procure plaques, trophies, and special awards as required or specified by the Board.
  - 8. He shall be the Club representative for matters relating to Club members or their families who are hospitalized or passed away. This shall include the purchasing and delivery of cards or flowers and the posting of hospital visitation information or funeral information as appropriate.
  - 9.
- C. He shall report the status of “Old Business” and “General Interest” items under his cognizance at each Board meeting.

SOUTHERN CALIFORNIA GOLF ASSOCIATION DELEGATE

Section 1. The Board, from the club membership, shall appoint a SCGA Club Delegate. The appointment shall be for a two-year term, shall be timely made (usually in November) so as to be included in the SCGA Directory of Golf issued in January, and can subsequently be renewed in yearly increments at the discretion of the Board.

Section 2. The Delegate shall act as liaison between the Club and the SCGA. The Delegate shall report monthly to the Board any communication he receives from the SCGA.

Section 3. The Delegate shall timely notify the Board if he is unable to attend any scheduled SCGA meeting so an alternate, selected by the Board, can attend.

Section 4. The Delegate will be replaced, if, in the opinion of the Board, the Delegate’s performance is unsatisfactory.

## **APPENDIX VI**

### **CLUB INFORMATION TECHNOLOGY (IT) MANAGER**

Section 1. The Board, from the club membership, shall appoint a member to be responsible for and to maintain and update the club's computer systems, the member database and the website as appropriate and/or as directed by the board. This appointment shall be for an indefinite term. At such time as the IT Manager can no longer perform the duties or chooses to turn over the IT duties, the Board of Governors shall appoint a replacement.

Section 2. The duties of the IT Manager shall include but are not limited to:

- Recommend, purchase and install the club's computer hardware; including peripherals (such as printers).
- Recommend, purchase and install the club's computer software.
- Maintain the membership database.
- Distribute updated copies of the membership contact information, as directed by the Board of Governors.
- Work with the Handicap Chairman to coordinate with the SCGA to ensure the proper functionality of the handicap-reporting computer in the Pro Shop.
- Maintain contact information for SCGA computer assistance personnel.
- Work with the MWR IT Department to ensure proper network connectivity and operation between the Pro Shop's computer and the Men's Club's computer.
- In accordance with Appendix VII, SOP 1, work with the Handicap Chairman, the Treasurer and the Secretary in processing membership applications.
- Prepare and mail out reminder postcard to members tardy with renewal.
- Work with the Handicap Chairman to resolve and report the SCGA end of the year "Delete for Credit" report.
- Maintain the Men's Club website.
- Update all sections of the website as necessary.
- Update, annually, the contact information for the Board of Governors.
- Coordinate with the Tournament Chairmen for the posting of the yearly tournament schedule.
- Coordinate with the Tournament Chairmen for the posting of the monthly tournament pairings and results.
- Coordinate with the Military League Captain to post the annual Military League schedule.
- Coordinate with the Senior League Captain to post the annual Senior League schedule.
- Coordinate with the Secretary to develop, post and distribute the Men's Club Newsletter.
- Post the Newsletter on the website.
- Maintain digital original Membership and Renewal Applications and update as needed.
- Maintain digital original entry forms for Club Championship and Member/Guest Tournaments and update as needed.
- Perform backup operations, as necessary, for the files on the office computer.

Section 3. The IT Manger will be replaced, if, in the opinion of the Board, the IT Manager's performance is unsatisfactory.

Section 1.

STANDARD OPERATING PROCEDURE 1

Processing of New Member Applications, Membership Renewals and Member Reinstatements

Member applications come to the Men's Club in several forms and to several locations:

- a. There is the New Member Application that can be utilized any time of the year, even for renewals. It could arrive by mail and is picked up at the Coronado Post Office Box. It could also be dropped off at the Club's lock box next to the posting computer in the Pro Shop. The new application could also be handed to a Board Member for further delivery to the proper Chairperson.
- b. There is a Renewal Application that is usually published in the fall Newsletter and functions as a source for members to update contact information that may have changed during the year. Renewal Applications arrive in the same manner as the New Member

Applications (see above). Occasionally, members renew by sending in only a check. The only update data available is the address on the check.

Since the applications arrive in an unpredictable manner, precise procedures can't be prescribed in this document. The procedures below are just a guideline to prescribe the proper steps needed to ensure membership eligibility, record accurate contact information, facilitate SCGA membership requirements and to collect the proper amount of money, The order of application handling, as outlined below, isn't as important as the fact that all of the persons listed below must receive and process the application properly and in a timely fashion.

To speed up the data collection process, copies of any application should be made by the person receiving the application and distributed to each of the Handicap Chairman, the IT Manager, the Treasurer, and the Secretary. In addition to routing the application copies, the original application must be routed to the Handicap Chairman, the IT Manager, the Treasurer and the Secretary and be initialed by all. The Secretary shall maintain a file of all the original applications.

New member applications and applications for membership renewal and/or reinstatement will be processed as follows:

1. New member applications will be processed as follows:
  - a. The Handicap Chairman will:
    - initially receive New Member Application and check
    - determine applicant eligibility for membership
    - make copies of New Member Application and forward to IT Manager, Treasurer and Secretary
    - verify appropriate fee is received based on membership category and status
    - enter applicant's personal information in handicap computer; transmit same to SCGA and receive new member's SCGA Member Number from SCGA
    - notify new member of his SCGA Member Number
    - instruct new member in correct handicap, scorekeeping and posting procedures, personally or by telephone
    - assist new member, as necessary, in early weeks of membership with correct handicap, scorekeeping and posting procedures
    - initial and forward the original application and check to IT Manager for immediate action

- b. The IT Manager will:
  - enter personal contact information into the club's membership database
  - initial and forward the original application and check to Treasurer for immediate action
- c. The Treasurer will:
  - receive application and check from the IT Manager
  - verify appropriate fee is received based on membership category and status
  - record new member's payment and personal information in Treasurer's records
  - remove check and deposit into club's bank account
  - along with other club fees and dues payments, forward new member's payment to SCGA when required
  - initial and forward the original application to Secretary for immediate action
- d. The Secretary will:
  - receive application from Treasurer
  - verify appropriate fee is received based on membership category and status
  - maintain the original application in the Secretary's files
  - upon receipt of new member's SCGA Membership Card from SCGA, forward same to new member along with personalized "Welcome Aboard" letter, tournament schedule card, local rules letter, and most recent club newsletter, if applicable

2. Applications for membership renewal received before the renewal deadline will be processed as follows:

- a. The Handicap Chairman will:
  - initially receive Renewal Applications and checks
  - determine applicant eligibility for membership
  - make copies of Renewal Application and forward to IT Manager, Treasurer and Secretary
  - verify appropriate fee is received based on membership category and status
  - annotate SS59 Club Member Checklist to indicate member's renewal
  - coordinate with the IT Manager to develop the Delete for Credit report as required by SCGA.
  - forward annotated SS59 Club Member Delete for Credit Report to SCGA when required
  - initial and forward the original application to the IT Manager for immediate action
- b. The IT Manager will:
  - enter any new personal contact information into the club's membership database
  - coordinate with the Handicap Chairman to develop the Delete for Credit report as required by SCGA.
  - develop and mail out renewal reminder postcards to tardy members
  - initial and forward the original application to the Treasurer for immediate action
- c. The Treasurer will:
  - receive application from IT Manager
  - verify appropriate fee is received based on membership category and status
  - record member's payment in Treasurer's records
  - remove check and deposit into club's bank account
  - along with other club fees and dues payments, forward member's payment to SCGA when required
  - initial and forward the original application to the Secretary for immediate action

- d. The Secretary will:
  - receive renewal form from the Treasurer
  - verify appropriate fee is received based on membership category and status
  - ensure the fall newsletter mailing includes new members and has clear instructions regarding the proper renewal deadline
  - maintain the original application in the Secretary's files
  
3. Applications for membership renewal received after the renewal deadline will be considered late and shall be processed as a reinstatement as follows:
  - a. The Handicap Chairman will:
    - initially receive late or reinstatement applications and check
    - make copies of application and forward to IT Manager, Treasurer and Secretary
    - verify appropriate late fee is received based on membership category and status
    - update applicant's personal information in handicap computer; transmit same to SCGA and reinstate member's SCGA Member Number with SCGA
    - notify member of the status of his SCGA Member Number
    - initial and forward the original application to the IT Manager for immediate action
  - b. The IT Manager will:
    - enter any new personal contact information into the club's membership database
    - restore the membership status to active
    - initial and forward original application to the Treasurer for immediate action
  - c. The Treasurer will:
    - receive application from IT Manager
    - verify appropriate fee is received, including additional fee for late renewal
    - restore member's personal information in Treasurer's records and record member's payment
    - remove check and deposit into club's bank account
    - along with other club fees and dues payments, forward reinstated member's payment to SCGA when required
    - initial and forward original application to the Secretary for immediate action
  - d. The Secretary will:
    - receive reinstatement application from Treasurer
    - verify appropriate fee is received based on membership category and status
    - file completed reinstatement application in Secretary's records
  
4. Final Report of Membership required by SCGA:
  - a. The IT Manager will:
    - review the membership list with the Handicap Chairman to ensure validity
    - crosscheck reinstated members list with Final Report
  - b. The Handicap Chairman will:
    - review the SCGA membership list with the IT Manager to ensure validity
    - submit the Delete for Credit Report to SCGA
    - crosscheck reinstated members list with Final Report
  
5. Annual Membership Invoice sent by SCGA at the beginning of the year
  - a. The Handicap Chairman will:
    - receive the annual invoice from SCGA



one is available with a key for getting the moneybox or putting it away, go to the Pro Shop and ask for the key.

3. Collect an entry fee of \$3.00 from anyone wanting to participate in the payoff pool. Do not make change for anything over \$5.00. Collect the fee and mark paid by the member's name on the starter sheet. Place the completed starter sheet in the Week Day Chairman's In-Box.

4. **Remind personnel not to post scores when temporary greens are in use.**

5. After all players have checked in, place the daily entry fees in the pay-box and place in the office in the weekday play chairman's drawer as you enter the door on the left. **Place the tournament sign-up sheet on the counter.** MAKE SURE THE LIGHT IS OUT AND THE DOOR IS LOCKED WHEN LEAVING.

6. After play is completed, players will enter names and scores for the round on a prepared sheet in accordance with designated "FLIGHTS".

7. The weekday assigned personnel will check all scorecards for proper entries and signatures and select the day's winners. Winner's only scorecards should be verified and check-marked for correct gross, net, adjusted, and game scores.

8. Payout is normally for half the field in each flight, ten dollars for first place and break it down with last 27 September 2007 place receiving \$2.00. The amount for each place will be in accordance with the size of the fields. THERE CAN ONLY BE ONE FIRST, SECOND OR THIRD PLACE, etc., IF YOU HAVE A TIE, CARD THE TIE OFF HOLE BY HOLE UNTIL YOU HAVE A WINNER, STARTING WITH THE FIRST HOLE, USING THE NET SCORES.

9. DISQUALIFICATION IS ASSESSED FOR ONLY TWO DISCREPANCIES:

- a. The scorecard is not signed and/or not attested.
- b. The adjusted and/or game score is incorrect. (Prize winners only)

NOTE

**IF ANY MEMBER OF THE INCORRECT SCORE CARD IS STILL PRESENT, THE CARD MAY BE CHANGED IF HE CAN FIND THE ERROR TO AVOID DISQUALIFICATION.**

10. After participating pool winners are verified, payout to the day's winners will be placed in the individuals envelope and placed in the front of the file i.e., a, b, c, etc. If winning members are still present, payout may be made to them directly and will be indicated on his envelope and placed in the rear of the appropriate file.

11. Upon completion of payouts, the payout box is to be returned to the weekday chairman's file drawer. Place score cards in the handicap chairman's inbox, completed

starter sheet in the weekday chairman's in box and completed payout sheet on the bulletin board. DO NOT PLACE THE ABOVE IN THE REAR OF THE PAY OUT BOX!

NOTE

ALWAYS LOCK THE DOOR BEHIND YOU WHEN THE MONEY BOX IS IN THE OFFICE. DO NOT RELY ON THE DOOR CLOSING BY ITSELF, PULL ON IT TO MAKE SURE IT'S LOCKED.

A COPY OF THIS SOP WILL BE ON THE MONDAY AND WEDNESDAY PAY OUT BOARD.

### **ADDENDUM**

1. The following is an addendum to the SOP to establish flights for weekday play. First flight is handicaps 0 – 16. Second flight is handicaps 17 – 26. Third flight is handicaps 27+ and then red tee flights (if applicable), any handicaps. Flights do not have to be even. Do not change the flights unless you have contact with the weekday chairman.
2. The following is an addendum to the SOP to establish the maximum handicap utilized in weekday play. Thirty-six (36) is the maximum handicap which can be used to determine winners of weekday play competitions.

### **APPENDIX VIII**

#### **LIFETIME MEMBERS**

Section 1. DEFINITION: To recognize outstanding service to the Sea 'n Air Men's Golf Club, any member in good standing who meets the eligibility requirements of Section 2 below may be designated, by unanimous approval of the board, to become a LIFETIME MEMBER. As such, said member shall become a dues-paid-up member of the Club provided he is a resident of San Diego County and continues to play golf. SCGA dues for such member shall be paid annually out of the club treasury.

Section 2. ELIGIBILITY: To be eligible for consideration of designation by the board as a LIFETIME MEMBER, a member must have been a member of the Club for a minimum of 10 years, served a minimum of 1 term on the Board or been of recognized service to the club in other capacities such as golf team captain, senior league captain, SCGA representative, retired representative on the MWR Golf Advisory Council, IT Manager or other such service recognized by the board.

Section 3. LIMITS: Once appointed by the Board as a LIFETIME MEMBER, he shall continue in that capacity provided he remains in San Diego County and continues to actively play golf. If he moves from San Diego County but subsequently returns, his membership shall be restored.

There shall be no limit on the total number of LIFETIME MEMBERS at any given time; however no new ones shall be appointed until such time as the number drops below one for every fifty members in good standing. Appointment of new LIFETIME MEMBERS shall be by unanimous vote of the Board from a list of nominees provided by the Vice President in his role as membership committee chairman when a vacancy exists.