

**CHAPTER II
BY-LAWS**

**ARTICLE I
NAME**

The name of this organization shall be “CYPRESS HEAD MENS GOLF ASSOCIATION”, a non-profit organization under laws of the STATE OF FLORIDA. For the purpose of this document, the organization will be known as the MGA.

**ARTICLE II
OBJECTIVES**

The objectives and purpose of the MGA shall be: to promote golf and interest in the game of golf at THE GOLF CLUB AT CYPRESS HEAD, and at any other course at which its members are participating, to promote fellowship among all golfers and spectators who enjoy the facilities of THE GOLF CLUB AT CYPRESS HEAD, to hold tournaments and meetings for the benefit of its members, and to take an active and constructive interest in the clubhouse and the golf course itself.

**ARTICLE III
MEMBERSHIP**

SECTION I

QUALIFICATIONS:

Any person who pays MGA dues. The golf professionals at The GOLF CLUB AT CYPRESS HEAD will be granted honorary memberships.

SECTION II

Active members must be at least eighteen years of age.

SECTION III

The Executive Committee may suspend the acceptance of new membership applications during the year to assist in the management of seasonal player volume.

SECTION IV

The Executive Committee may elect to grandfather members from one season to the next. They may also set a cutoff date that annual dues must be received for the members to retain grandfathered membership status.

**ARTICLE IV
OFFICERS**

SECTION I

The elected officers of the MGA shall be President, Vice-President, Secretary, and Treasurer.

**ARTICLE V
DUTIES AND POWERS OF ELECTED OFFICERS**

SECTION I

PRESIDENT:

The President shall be chief executive officer of the MGA and will preside at all meetings of the Executive Committee. The President shall be ex-officio member of all standing committees and groups. He shall perform such other duties as may be defined in the By-Laws or required by action of the Executive Committee.

SECTION II

VICE-PRESIDENT:

The Vice-President shall:

- A. Assist the President in the discharge of his duties and in the absence of the President, shall act in his place and stead.
- B. Assume the office of the President in the event of a vacancy before the President's term is up.
- C. Act as parliamentarian at all meetings and shall be familiar with "Roberts Rules of Order."
- D. Serve as Sergeant at Arms should it become necessary, or upon the President's request.
- E. Serve as Chairman of a committee(s) upon appointment by the President.

SECTION III

SECRETARY:

The Secretary shall:

- A. Keep a record of all proceedings of the MGA.
- B. File and preserve all documents, records, reports, and communications connected with the operation of the MGA.
- C. Make reports at meetings as directed by the President

SECTION IV

TREASURER:

The Treasurer shall:

- A. Receive all monies due to the MGA and deposit the same in an approved account within thirty days of receipt. Monies to be held in the name of, CYPRESS HEAD MENS GOLF ASSOCIATION.
- B. Ensure that all appropriate Tax Exempt documentation required by the IRS and the current bank holding the MGA account is submitted within three months after the start of the fiscal year.
- C. Pay all bills as contracted by the MGA as certified correct by the President.
- D. Keep a true and complete record of all monies received and dispersed by him in his capacity as Treasurer of the MGA.
- E. Have prepared for presentation at the Annual meeting an itemized report of disbursements and receipts for the year.
- F. Perform such other duties as required by the President and the Executive Committee.
- G. Present a copy of the monthly bank statement to the Executive Committee once a quarter (Dec., Mar., June and Sept.), then post a Financial Summary on the MGA Bulletin Board for membership review.

ARTICLE VI THE EXECUTIVE COMMITTEE

SECTION I

There shall be an Executive Committee, which shall consist of all elected officers, the preceding past two Presidents, and the Chairman of each committee appointed by the President.

SECTION II

The Executive Committee:

- A. Pursuant to and within the limitations of the By-Laws, act as the principle governing body of the MGA.
- B. Have general charge of the policies, management and finances of the MGA.
- C. Fill any vacancy in any elected office except that of the President, by a majority vote of the committee.
- D. Designate the bank in which funds may be deposited.
- E. Take necessary action on all measures introduced at, and acted upon at any general or special meeting.

- F. Establish a calendar of events for each season and properly post such calendar for all MGA Members.
- G. The Executive Committee will meet at least three times each year.

SECTION III

Individual members of the Executive Committee shall have no policy or decision making power, unless seated at a properly called meeting as stated in these By-Laws.

ARTICLE VII STANDING COMMITTEES

SECTION I

The standing committees of the MGA shall be:

- A. Tournament Committee
- B. Handicap Committee
- C. Membership Committee
- D. Registration Committee
- E. Rules Committee
- F. Food, Beverage & Event Support

SECTION II

The President, immediately after his election, will appoint to the chairmanship of each committee, a member at large. Each member so appointed will serve on the Executive Committee and perform the duties of his respective committee with the assistance of any aids he may require.

SECTION III

Tournament Committee

The Tournament Committee shall:

- A. Work with the management of The Golf Club at Cypress Head to set up dates, days, and types of tournaments and events suitable to the members of the MGA.
- B. Establish local rules for each tournament and event.
- C. Post a calendar of tournaments along with descriptive information.
- D. Establish a price breakdown for each tournament.
- E. Provide a monthly calendar of events to be posted on the MGA Bulletin Board.

SECTION IV

Handicap Committee:

The Handicap Committee shall:

- A. With the assistance of Golf Club Management, provide the handicap

of each member at the beginning of each month. The posting will list the member's handicap.

- B. Handicaps will be established in accordance with USGA GHIN handicap system.

SECTION V

Membership Committee

The Membership Committee shall:

- A. Be responsible for the development of a Membership Application Form to be used for the application process. The form will provide a brief outline of membership requirements and all necessary information to properly evaluate the candidate's application.
- B. Maintain a record of all MGA members.
- C. Collect all monies for MGA membership and forward to Treasurer.
- D. Provide an accurate account of monies and membership to the MGA Treasurer and Registration Committee.

SECTION VI

Registration Committee

The Registration Committee shall:

- A. Provide a sign-in sheet(s) each week for each tournament including any special tournaments. This sign-up sheet(s) will list all current members.
- B. Provide a sign-in process each week that will collect that week's tournament monies.
- C. Provide support to all special tournaments including any 50/50 raffle.
- D. Provide personnel to support the weekly 50/50 raffle.

SECTION VII

Rules Committee

The rules Committee shall:

- A. Be knowledgeable of USGA and MGA local rules.
- B. Provide the MGA members with rulings as needed.
- C. Provide rule interpretations to the Tournament Committee should disputes arise.

SECTION VIII

Food, Beverage & Event Support Committee:

Food, Beverage & Event Support Committee shall:

- A. Provide the menu for and arrange all MGA luncheons and special events.

B. Coordinate all food and beverage costs with the Treasurer.

SECTION IX

Special Committees

- A. The President may, at his discretion, appoint special committees to perform certain duties, which in his opinion require the aid and attention of such a committee.
- B. The chairman of each committee shall be an ex-officio member of the Executive Committee.

ARTICLE VIII NOMINATING COMMITTEE

SECTION I

The Nominating Committee will be confirmed by a majority vote of the MGA members present at the Spring General Meeting.

SECTION II

The Nominating Committee shall consist of members of the Executive Committee plus any at large members or members nominated and supported by a majority vote of MGA members present at the Spring General Meeting.

SECTION III

Each member to be elected to the nominating committee shall:

- A. Be nominated by a motion from the floor at the Spring meeting.
- B. After the nomination has been seconded, the election shall be confirmed by a standing majority of the membership present at the meeting.
- C. The members of the Nominating Committee shall elect their own chairman

SECTION IV

Nominating Committee, pursuant to the provisions of Article IX of these By-Laws, shall canvas the membership and select a slate of officers. Each person to be placed on the slate should have the following qualifications:

- A. Be a member of the MGA for a minimum of three (3) years.
- B. Be a member of the MGA in good standing.
- C. Have served and been an active and participating member of one or more committees.
- D. Have agreed to serve, if elected.

These selections shall then be filed with the Secretary by the first day of August each year. The Secretary will then post the nominations on the MGA Bulletin Board in the hall of the clubhouse by the end of the first week of August.

ARTICLE IX
NOMINATIONS, ELECTIONS AND VACANCIES

SECTION I

At the annual meeting held in August, the nominating committee will present its slate of candidates to the membership. At this time, the President will entertain nominations from the floor.

SECTION II

Any candidates nominated and seconded from the floor must have the following qualifications:

- A. Be a member of the MGA for a minimum of three (3) years.
- B. Be a member of the MGA in good standing.
- C. Have served and been an active and participating member of one or more committees.
- D. Have agreed to serve, if elected.

SECTION III

The election to any office will be by majority.

SECTION IV

Election to an office at the Annual Meeting will take effect with the start of the new year which begins on October 1st and ends on September 30th of the following year.

SECTION V

The Vice-President shall fill a vacancy occurring in the office of President. Other vacancies in elective offices shall be filled by appointment of the Executive Committee.

SECTION VI

No member will be elected to the office of President for more than two terms without one term intervening.

ARTICLE X
MEETINGS AND NOTICES

SECTION I

The Annual Meeting shall be held in the month of August. This meeting shall be held at a place and time announced by the Executive Committee, not later than the fifteenth of July preceding.

SECTION II

In addition to the Annual Meeting there shall be at least two more general meetings held during the year. One to be held in the Winter and the other to be held during the Spring.

SECTION III

The President or the Executive Committee may call special meetings. Other general meetings may be called upon written request of ten or more members in good standing. The notice of special meetings must state the purpose thereof, and on other matters shall be acted at any such meeting.

SECTION IV

Notice of general or special meetings shall be posted on the bulletin board at the clubhouse at least ten days before each meeting date. Each notice shall be accompanied by an agenda.

SECTION V

The following order of business shall be observed at all meetings, except special meetings.

- A. Reading of the minutes of the previous meeting
- B. Reports of officers
- C. Reports of committees
- D. Communications
- E. Unfinished business
- F. Elections
- G. New business

SECTION VI

All questions of parliamentary practice shall be determined in accordance with "Roberts Rules of Order."

ARTICLE XI QUORUMS

SECTION I

The members present shall constitute a quorum at any meeting of the MGA.

SECTION II

Five members shall constitute a quorum at Executive Committee meetings.

ARTICLE XII DUES AND FEES

SECTION I

In order to be a member in good standing with the MGA, all dues and fees must

be paid in full. The four elected officers and all designated Committee Chairmen shall be exempt from paying membership dues for the year(s) they serve. Included in the annual payment is each member's handicap fee. The dues and fees combined shall be \$45.00. To raise the dues and fees above \$45.00 will require a majority vote of the Executive Committee.

SECTION II

All members shall be responsible for any assessment, which has been approved by two thirds of the members present at a properly called general meeting.

SECTION III

All dues and fees shall become due by the first day of October each year.

SECTION IV

All members not satisfying their financial obligations by the first of October of the current year may be dropped from the handicap list and may lose their MGA privileges.

SECTION V

Anyone wishing to become a member after October first of the current year may do so by completing a new application, meet the qualifications for membership and submitting their dues and fees for the current year to the treasurer. The dues and fees for late season membership from July through September shall be \$25.00

SECTION VI

If the Golf Course Management wishes to pay the handicap fee for certain individuals, they may do so by submitting a list of names of those individuals to the MGA Treasurer.

**ARTICLE XIII
PRIVILEGES OF MEMBERS**

SECTION I

Members of the MGA who are in good standing may:

- A. Attend all meetings of the MGA.
- B. Participate in MGA sponsored events.
- C. Hold office and serve on committees if appointed.

**ARTICLE XIV
AMENDMENTS**

SECTION I

These By-Laws may be amended or changed by a new By-Law, only when

approved by a vote of two thirds of the members present at a regular or special meeting called for that purpose.

SECTION II

The purposed amendment or new By-Law change must be stated in full on the notice of any meeting called for the consideration of the new By-Law amendments.

SECTION III

When a proposed By-Law amendment is properly placed before any such meeting for consideration, it may be altered or amended only if approved by a vote of two thirds of the members present at the meeting.

ARTICLE XV CLUB PROPERTY

SECTION I

All funds belonging to the MGA will be held in a checking account in a bank that has a branch within the City of Port Orange.

SECTION II

All monies shall only be withdrawn upon the signature of the President, Vice-President or Treasurer.

ARTICLE XVI INTERPRETATION

SECTION I

Interpretation of these By-Laws and all revisions and amendments to the same shall rest in the hands of the Executive Committee. Their decision shall be final.

SECTION II

These By-Laws upon their passage and acceptance by the membership of the MGA shall become the sole governing laws. All other By-Laws and any other former constitutions, By-Law amendments and changes are hereby nullified. These By-Laws were voted on and approved by the MGA membership.

CHAPTER III OPERATING PROCEDURES AND RULES

A. OPERATING PROCEDURES:

1. MEMBERSHIP

MGA Members must be at least 18 years of age and meet minimum handicap requirements.

While it is understood that the Mens Golf Association is a WHITE Tee organization, it is also recognized that there are preferences on the part of some MGA members to play from FORWARD Tees. To allow all active MGA Members to continue to enjoy the full benefits of the MGA, the Executive Committee has ruled that members may opt to play from FORWARD (GOLD or RED) Tees. Each MGA member should submit their choice of Tee to the Tournament Committee at the beginning of each season. If no request is made, players must play from the WHITE tee position. Players may choose to move to a more FORWARD tee position one time during the year by submitting their request to the Tournament Committee. Once a player has moved to a more FORWARD tee, he may opt to move back to a LONGER tee position at any time by notifying the Tournament Committee, but must then remain there for the remainder of the year.

All new applicants MUST "demonstrate" the ability to play to an established USGA handicap for the tee position of their choice before the application will be fully accepted. In order to accomplish this, the player must "demonstrate" his ability of a 36 handicap maximum from the WHITE tees, 33 or less from the GOLD tees, or 31 or less from the RED tees; based on five (5) rounds of golf from the chosen tees in the MGA at The Golf Club at Cypress Head. Once this is demonstrated, the new member's handicap will be indexed based on his lowest three (3) rounds.

2. SIGN-UP

Sign-up for the next week's tournament will be from Thursday AM through Wednesday 9AM of the following week. MGA members should cancel by 9AM Wednesday the day before the tournament.

3. REGISTRATION

The normal play day is each Thursday. Tee time is 8:15 AM, with a shotgun start from the assigned tees. On the day of play, registration is from 7:00 AM-7:45 AM. If you fail to register before 7:45 AM, you might be replaced by an alternate. It's best to arrive at the course at least by 7:30 AM for registration. If you are signed up to play, but find that you will not be able to play, you MUST

call and speak to a member of the Tournament Committee or Executive Board before 9AM on Wednesday.

After 9AM on Wednesday, a signee will call a member of the Executive Committee and talk with them to properly cancel and not be considered a **NO SHOW**. Calling the Pro Shop and informing an employee may not fulfill this requirement.

TARDY players, checking in at registration after 7:45 AM, will be handled by the Tournament Committee accordingly.

4. TOURNAMENT / PRIZES

All score cards in MGA play must be turned in by the scorekeeper immediately after each round. They must be **CAREFULLY KEPT, SIGNED, ATTESTED TO, AND DATED**. Each player's local club number must be shown on the card. For the sake of accuracy, a backup scorecard should always be kept and compared in your group.

Normal tournament fees will be \$6.00 which includes the closest to-the-pin (CTP) competition. Guests may also participate in the CTP competition for a \$1.00 entry fee. After a player pays the tournament fee for that week and unless the Tournament Committee cancels play, the tournament fee is forfeited, should a player not complete the round.

For each MGA event, prizes will be awarded to twenty-five percent (25%) or more of the field.

The Tournament Committee may elect to change the format of the weekly tournament dependent on circumstances such as weather, low MGA attendance, etc.

The Handicap Committee reserves the right to manually adjust MGA Members handicaps based on "USGA Exceptional Tournament Scores (ETS) chart. This will not affect your GHIN handicap for golf events outside the MGA.

Most events are flighted based on the number of members playing, and are determined by handicap indexes and paired by the computer. Players must play with their assigned team or partner. If a particular flight is not equal to other flights due to format or handicap indexes, prize monies paid into that flight might be disbursed accordingly. The 25% or more payout rule will remain in effect.

In the event that a member or members are fortunate enough to make a hole-in-one, each player making a hole-in-one will be rewarded \$100 in cash, and the MGA will provide free beer to members (one beer per person). If a member wants a beverage other than beer, he will ask the person or persons who made the hole-in-one to buy them a drink out of his \$100 prize money. No beverage will be served until the person or persons who made the hole-in-one arrives and a member of the Executive Committee informs the bartenders they may start serving the beer. There will be no carryovers under any circumstances.

In the event of weather concerns, the following will apply:

- If Cypress Head closes the course, Cypress Head will address the ‘rain check’ condition. The MGA will address the tournament fee (which will be carried over to the following week).
- The decision to cancel the tournament will be made by the majority of the Executive Committee present.
- If the MGA ‘suspends play (no longer than 45 minutes) for weather during the round and the player leaves the course, the player will forfeit the tournament fee.

Members who fail to register and pay prize money prior to play will not be eligible to receive prize monies in the event they or their team wins.

5. MISC.

If a member violates Article II of the By-Laws, or acts in a manner detrimental to the purpose of the MGA and/or to the spirit of fair play, the Executive Committee has the right to review the matter, and with just cause, suspend the member **without refund of membership dues.**

Monies won in MGA events will be credited to the member’s computer account, and will remain there while one remains a member or until spent. Winnings may be used for Pro Shop items, greens fees, or for practice balls. *If one decides not to renew his membership for the next golf year which begins on October 1st, he will have until the following March 31st to use the funds in his account. If he fails to do so, his account will be closed and any remaining balance will revert back to the MGA account.* In the event of a member’s death, his family will be notified of any existing balance, giving them the option of using it, leaving it in the account or receiving a refund.

Members should repair all holes made by divots with sand, repair ball marks, rake sand bunkers and operate carts in a safe manner.

All members will be provided with a green MGA identification card that contains three numbers:

- MGA # - Used by the pro shop staff to credit winnings to your account or when making a purchase from your account.
- GHIN # - Number used for posting scores either online (www.ghin.com) or at other golf courses.
- LOCAL # - Used to enter scores at terminal in the pro shop.

B. RULES GOVERNING PLAY DURING MGA SPONSORED EVENTS:

USGA, LOCAL and the following MGA rules will govern play during all MGA events.

1. The ball will always be played down unless announced otherwise, and everything must be putted out in accordance with that day's tournament format. Lie improvement is a rule violation subject to penalty (ball to be lifted for identification must be done according to USGA Rule 7.3). If playing conditions warrant, the MGA may elect to play the ball "up" or allow "rolling the ball over" in your own fairway. You may move your ball no more than one club length and must remain in the same playing environment (fairway, fringe or rough), but no closer to the pin. This does not apply when the ball is in a hazard.
2. If a ball is suspected as being lost, a provisional ball may be played to speed-up play. If a provisional ball is not played and a player does not find his ball in the general area, he must either go back and replay the next shot from the previous spot where the original ball was played with a one stroke penalty or use Model Local Rule E-5 with a two stroke penalty.
3. If you believe your ball may not have cleared a penalty area (i.e. holes #s 3, 4, 8, 9, 12, 13, 14, 15, 17), to speed-up play, you may play a provisional ball from the same spot as the original ball. If the original ball is found outside the penalty area, you 'must' play the original ball. If your ball is found inside the penalty area, you have the option of playing the original or provisional ball. If a ball is deemed unplayable in areas other than those previously described, see USGA Rule 19 for proper procedure.
4. Most of the penalty areas, wooded and Environmentally Sensitive Areas (ESA) around the golf course have been marked as red or yellow. All ESAs are marked with green tops and cannot be played out of.

All ground or water within the margin of a water hazard marked with a (Yellow Line) or yellow stakes, or a lateral hazard marked with a (Red Line) or red stakes is part of a penalty area. See USGA Rule 17 for proper procedure.

NO HUNT/PLAY ZONES: There are three “No Hunt/Play” zones at Cypress Head. They are Hole # 2 just short of the green, Hole # 6 and Hole #16 areas between the tee and the green. The MGA designates this as a “NO PLAY” zone. **PLAY IS PROHIBITED FROM THIS AREAS.** If a ball is played into this area, the player must take a drop in front of the zone, using the ‘line of flight’ principle and incur a one-stroke penalty. If a player attempts to play from a “NO PLAY” zone, he **WILL BE DISQUALIFIED.**

5. Out of bounds is defined by white boundary posts or fence lines bordering the golf course. See USGA Rule 18 for proper procedure. If you think your ball might be out of bounds, declare it so and hit a provisional ball in order to speedup play. NOTE: If the original ball is found in bounds, the original ball must be played and the provisional ball picked up. Also, If a provisional ball is not played, when a player finds his ball OB he may use Model Local Rule E-5 with a two stroke penalty.

6. The bunker areas on the left side of the hole #1 fairway, and on the right side of the #18 fairway, are considered waste areas. You may ground your club while addressing the ball.

7. If a fellow member/competitor violates a particular rule of golf, you are obligated to immediately inform him, in a kind way, of the violation. Failure of a member to comply with a rule of golf may be cause for disqualification. If you disagree, play two (2) balls to the finish of that hole and upon completion of the round of golf see rules official for clarification before signing your scorecard.

8. In taking a legal drop, you must hold the ball at knee height, and drop it. Placing the ball, when only a drop is allowed, is a rule violation, 1 stroke penalty.

9. A ball embedded in its own pitch mark in the general area and outside a penalty area, may be lifted, cleaned and dropped without penalty, in the same environment.

10. A ball lying in a divot hole, ant hill or in a hole made by armadillo, Sandhill Cranes, Egrets, etc., in your own fairway will be treated as Ground

Under Repair and may be lifted, cleaned and dropped in accordance with USGA Rule 16.

11. A pond penalty area overflowed outside the margin of the area is temporary water. The ball in question must be identified. Where there is overflow from a penalty area, take relief from the condition and drop to the ‘nearest point of relief’ according to USGA Rule 16.

12. On occasion and due to weather, certain areas of the golf course experience “less than ideal” conditions. So the golf course can be more fairly experienced, the Rules Committee will enact ‘SAND TRAP’ exceptions as follows:

Condition 1: “RAKE AND PLACE” - Except when the ball is plugged in the slope of a sand trap, you may find a spot in the trap NO CLOSER to the hole and at the NEAREST POINT OF RELIEF, still in the sand trap, RAKE the sand and PLACE the ball WITHOUT PENALTY.

Condition 2: “SELECTED GROUND UNDER REPAIR” – When SPECIFIC sand traps are identified, you may REMOVE your ball from the sand trap WITHOUT PENALTY. The ball will be dropped within 2 club lengths of the edge of the sand trap, keeping the point where the ball was retrieved between the hole and the drop point.

Condition 3: “ALL TRAPS ARE PLAYED AS GROUND UNDER REPAIR” – You may remove your ball from ANY sand trap WITHOUT PENALTY. The ball will be dropped within 2 club lengths of the edge of the sand trap, keeping the point where the ball was retrieved between the hole and the drop point.

13. If there are no penalty area lines or stakes or the stakes are not aligned properly, the margin of the area is determined by where the ground breaks down to form the depression containing the penalty area.

Rangefinders

For all play in the MGA, a player may obtain distance information by using a device that measures distance only. If a player uses a distance measuring device that is designed to gauge or measure other conditions (gradient, wind-speed, temperature, etc) the player is in breach of Rule 4-3 for which the penalty is disqualification.

Assumption

All USGA rules, Cypress Head and MGA LOCAL rules apply to play in the

MGA and it is each person's responsibility to know these rules. Players should refer to the MGA Bulletin Board and Website to view current rules.

Ball Hawking

Ball Hawking during MGA events is NOT permitted. It is defined as "looking for a ball(s) other than your own or your partners, if applicable, resulting in you delaying to play your ball when it is your turn." The penalty can range from a verbal warning to the adding of a penalty stroke(s) to disqualification for subsequent violations. (e.g. 1st violation - verbal warning; 2nd violation - 1 stroke penalty; 3rd violation - 2 stroke penalty; 4th violation - disqualification)