

**SANDY BURR INNER CLUB  
P.O. BOX 298  
WAYLAND, MASSACHUSETTS  
01778**

**CONSTITUTION**

**Article I – Name**

The name of this association shall be the “Sandy Burr Inner Club”, hereinafter referred to as the “SBIC”. The SBIC is a nonprofit “Social Club” as defined in Section 501(c)(7) of the Internal Revenue Code.

**Article II – Objectives and Powers of the SBIC**

- Section 1** It shall be the objective of the SBIC to further the interest of golf. This shall be achieved through the promotion of fellowship, recreation, competition, integrity, good sportsmanship and similar non-profitable purposes.
- Section 2** The powers of the SBIC shall be such as may be reasonably calculated to attain its objectives.

**Article III – Membership**

- Section 1** The club does not discriminate against any person on the basis of race, gender, color or religion. Membership is on a calendar year basis and is limited to active members who are at least 18 years of age. The Executive Board maintains the right to place a cap on the maximum number of active members each year.
- Section 2** Prior members in good standing receive first priority for application to a new season. Remaining openings will be accepted on a first-come, first-served basis and require a completed application and payment of dues. New members are required to attend the first meeting (usually held in March) of the year to submit their application and membership dues. In the event that the number of applicants exceeds the cap set by the Executive Board, new members will be randomly selected in a lottery format.
- Section 3** Membership is open to the general public. However, tournaments, ceremonies, banquets, and other SBIC-related activities are not. You must either be an active member, or a guest to participate in SBIC events.

**Article IV – Governance**

- Section 1** The SBIC shall be governed by a President, Vice-President, Treasurer and Secretary; and an Executive Board consisting of the aforementioned officers, the

preceding President and two (2) elected at-large members.

- Section 2** The President, Vice-President, Treasurer, Secretary and two members at-large shall be elected by active members at a fall meeting; the date and place to be designated by the President. The term for all elected members shall be one (1) calendar year. All officers in good standing are eligible for re-election. Vacancies on the Executive Board shall be filled at the discretion of the President upon the approval of the Executive Board. Such appointees shall hold office until the next scheduled election. At that time they are eligible for re-election.
- Section 3** Annually, at the inaugural meeting, the President shall appoint a Chairperson for the Tournament Committee, the Handicap Committee, the Rules Committee and such other committees as deemed necessary for the efficient operation of the SBIC. The Executive Board must confirm the President's appointments by a majority vote. The chairpersons shall then select the members for their respective committees.
- Section 4** The Executive Board shall have full powers and authority in the intervals between meetings of the SBIC to do all acts and perform all functions which the SBIC might do or perform.
- Section 5** President: The President shall preside at all meetings of the SBIC and the Executive Board; and in general, shall perform the duties incident to his office, and be ex-officio member of all committees. The President, or his/her designee, shall have the power to represent the Sandy Burr Inner Club in any interclub association.
- Section 6** Vice-President: In the absence of the President, the Vice-President shall assume the duties of the President in all matters pertaining to the business of the Sandy Burr Inner Club.
- Section 7** Treasurer: The Treasurer shall keep the financial and budgetary records of the SBIC. The Treasurer is responsible for maintaining the SBIC tax-exempt status and files the SBIC annual tax return. The Treasurer shall collect, receive, and receipt for all monies payable to the SBIC and deposit same when received. The Treasurer is responsible for following the Constitution's Investment Policy (outlined in Article VI) with regard to operating income. The Treasurer will collect and expend all club monies according to the direction of the Executive Board.
- Section 8** Secretary: The Secretary documents the minutes of each SBIC and Executive Board meeting. The Secretary shall submit and post for each of such meetings the minutes of the preceding meeting, and generally perform other such duties as the Executive Board may prescribe. The Secretary shall maintain records of meetings, membership rolls, and interclub and intraclub correspondence, according to the direction of the Executive Board.
- Section 9** Members-at-Large: The responsibility of the Members-at-Large is to increase representative viewpoint and deliberations at Board meetings. One member will be selected by the preceding President to assist in the annual audit of the SBIC Treasurer's records.

- Section 10** Preceding President: The preceding President shall be responsible for the annual audit of the Treasurer's records and tax returns for the fiscal year he/she were President. This shall take place no later than April 15<sup>th</sup> of the following year. A Member-at-Large will be selected by the former President to assist in the audit.
- Section 11** The Executive Board shall have the power to suspend or expel any member of the SBIC for any act or omission in violation of the Constitution or Bylaws of the SBIC. The action of the Board on such cases shall only be taken upon written charges deemed sufficient by the Board upon hearing, after proper notice to the accused and upon evidence satisfactory to the Board.
- Section 12** The Executive Board has responsibility to review and set an appropriate charge for annual membership dues.
- Section 13** The Tournament Chairman shall develop the SBIC Tournament Schedule and playing rules for the calendar year and rule on and assess appropriate penalties for any reported infraction. A member may appeal such ruling to the Executive Board. Appeals must be made in writing within ten (10) days of receiving notification of ruling or penalty; otherwise, the Tournament Chairman's ruling will be final.
- Section 14** The Handicap Chairman shall be responsible for computing handicaps from the scores recorded and attested by members of the SBIC, regardless of where the golf was played. These scores will be posted at least biweekly.

#### **Article V – Meetings**

- Section 1** The annual membership meeting shall be held in the Spring at a time and place to be designated by the President. Special meetings may be called at a time and place designated by the President or his/her designee. At each meeting of the SBIC, the President and committees shall submit reports of their proceedings subsequent to the last meeting, together with any recommendations they deem proper to make in the interest of the SBIC and for the attainment of its objectives.
- Section 2** The Executive Board shall meet as needed throughout the year at a time and place designated by the President.

#### **Article VI – Finances**

- Section 1** All monies collected or received for account of the SBIC shall be deposited in a local bank selected by the Treasurer and shall be withdrawn only by check or draft by the Treasurer or President. These monies must be deposited as soon as practicable.
- Section 2** All SBIC monies shall be maintained and protected in a separate account in the name of the Sandy Burr Inner Club. Monies may only be deposited in FDIC or SIPC insured accounts. Appropriate investment options for the SBIC's operating income include CD's, interest-bearing checking accounts and money market funds only.

**Section 3** The SBIC fiscal year is from January 1<sup>st</sup> through December 31<sup>st</sup>.

### **Article VII – Contracting of Debts**

**Section 1** No member of the SBIC shall contract or cause to be made in the name of this SBIC any debt of any nature whatsoever without first receiving proper authorization by a majority vote of the Executive Board, at any regular or special meeting.

### **Article VIII – Committees**

**Section 1** Appointment: The President shall appoint whatever committees deemed necessary to carry out the objectives of this SBIC whenever the occasion warrants the same, except such committees that are provided for in the Bylaws of this SBIC.

### **Article IX – Assessments**

**Section 1** Annual membership dues, tournament participation fees and obligations set forth by the golf course shall represent the only financial obligation of the members of the SBIC.

### **Article X – Amendments**

**Section 1** The Executive Board shall have the power to amend the Constitution and Bylaws of the Inner Club subject to the approval by a majority of the general membership present and voting at the next membership meeting.

### **Article XI – Adoption**

**Section 1** This Constitution shall be declared adopted by a majority of all members present at the meeting at which it is considered.

## **BYLAWS**

**Section 1** The President or his/her designee from the Executive Board shall chair all meetings of the SBIC.

**Section 2** The President may summon additional membership and / or Executive Board meetings when it is deemed that such meetings are necessary.

**Section 3** The date, time and place of Executive Board meetings shall be given personally by the President or his/her designee to each member of the Board.

**Section 4** At all properly summoned meetings, including the annual membership and Executive Board meetings, a quorum is present if there is a majority of the

Executive Board present.

- Section 5** Voting on motions that have been seconded shall be by majority vote of those present and voting.
- Section 6** The election of officers shall be determined by a majority vote of active members in good standing as determined by the Executive Board.
- Section 7** All members present at membership meetings are eligible to vote if they are in good standing. Such members are entitled to make and second motions and to speak on matters before the meeting. Robert's rules of parliamentary procedure shall govern all the Sandy Burr Inner Club meetings.
- Section 8** Members must pay dues on or before a date set by the Executive Board if such members are to remain in good standing.
- Section 9** The schedule and allotment of all tournament entry fees shall be determined by the Executive Board.
- Section 10** The schedules and allotment of all assessments for the club functions and club associations shall be determined by the Executive Board.
- Section 11** Members in good standing are eligible to participate in all SBIC tournaments and functions. The Executive Board reserves the right to debar indefinitely or for a specified period of time, any member, from any or all SBIC tournaments or functions if the member is deemed to be in flagrant violation of the rules of golf, or if the member has behaved at an SBIC tournament, function, or on the grounds of the Sandy Burr Golf Course in a manner deemed by the Executive Board to be detrimental to the Sandy Burr Inner Club or the Sandy Burr Country Club, to the Constitution of Bylaws of said club, or to the game of golf. Reimbursement of membership dues for disbarred members will be at the discretion of the Executive Board.
- Section 12** The Executive Board may designate a limited number of honorary SBIC members. Such member shall be entitled to all privileges of membership except their participation in each and every club tournament shall be at the discretion of the President and the Executive Board.
- Section 13** All committees shall make their basic decisions with the advice and consent of the President and the Executive Board.
- Section 14** The handicap system for the Sandy Burr Inner Club shall conform to the rules of the USGA unless otherwise stated. The exceptions to the USGA rules are the exclusive prerogative of the Handicap Chairman.
- Section 15** The conduct of each and every tournament, including dates, starting times, prizes, and eligibility, shall be within the exclusive prerogative of the Tournament Committee. The Tournament Committee shall be responsible for posting a schedule of the year's tournaments on the opening day of the golf season and to maintain the posting and whatever changes necessary in the schedule throughout the season.

- Section 16** The Rules Committee shall be responsible for the interpretation of the rules of golf and shall be the final authority in all rules disputes arising during the course of tournaments.
- Section 17** The Treasurer, Handicap and Tournament Chairpersons shall be accorded an annual membership in the Sandy Burr Country Club. Inner Club dues shall be waived for the Executive Board members.
- Section 18** Eligibility for nomination of the office of President of the SBIC shall be restricted to members who have previously served as members of the Executive Board or have been members of the Inner Club for a period of three (3) years.
- Section 19** A written Treasurer's report shall be available at every general meeting.

Created 1/8/2009

**Revision history:**