



**BYLAWS OF BAY AREA
GOLF GROUP**
A NCGA Registered Club

Abstract

The text of these Bylaws is 9 pages. The formatting of the document, header and footer, the table of contents, revision history, and the appendix are not part of the ByLaws.

This is the text of the Bylaws of the Bay Area Golf Group (BAGG), passed by the Membership on March 25th, 2018.

These Bylaws will be effective April 1st, 2018.

Version 1.0

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Article I Name

The name of this club shall be the Bay Area Golf Group (BAGG)

Article II Purposes

1. The purpose of this club is to promote the sport of golf in accordance with these by-laws and encourage conformance to the USGA Rules of Golf by creating a representative authority.
2. To encourage club members to play more golf, promote ways to increase participation and foster among the members a closer bond for their joint and mutual benefit.
3. To maintain a uniform system of handicapping as set forth in the USGA Handicap System and facilitate issuance of USGA Handicap Indexes to the members.
4. To provide an authoritative body to govern and conduct club competitions.

Article III Governance (BAGG Committee)**Section 1. Authority**

1. The BAGG Committee (BC) shall abide by the Bylaws of this club.
2. Conduct, manage, control the day-to-day affairs, finances and business of the club, in conformity with these Bylaws, to benefit all the members.

Section 2. Committee Members

1. The BC shall consist of 3 members.
2. The number of BC members can increase to a max of 9 by an amendment to the Bylaws.
3. The number of BC members shall always be an odd number.

Section 3. Eligibility Criteria for Committee Members

1. Any voting member of the club who has maintained active membership for a period of 1 year, in good standing, immediately preceding the election year.

Section 4. Term

1. BC shall serve for a term of one (1) year.
2. Former BC members who have served a term may run for another term. After serving 2 consecutive turns, they may not become candidates for a new term until a full year has elapsed since the end of their previous term.
3. The new term will commence from January 1st after election.

Section 5. Compensation and Reimbursement

1. BC Members shall not receive compensation for their services to BAGG.
2. BC Members may receive reimbursement of expenses, as approved by all the members of the BC.
3. BC Members shall be entitled to one (1) complimentary round of golf, not to exceed \$75, as a token of appreciation for their services. Complimentary round will be applicable any time during the following year upon completion of the full term as a BC member.

Section 6. Resignation of Committee Members

1. Any BC member may resign by giving written notice to the other remaining members of the committee. The resignation shall be effective once it has been acknowledged by the remaining members of the BC.
2. All BC members shall not resign at the same time, until special elections are held to elect a new BC for the remainder of the term.
3. RC and HC members will continue to manage BAGG affairs during the interim period until the special elections are held in an event where the entire BC resigns and refuses to stay until the new BC is elected.

Section 7. Replacement of Committee Members

1. In the event of a vacancy among the elected members, the remaining members may select a successor to take office to fill the vacancy. The replacement member shall serve for the remainder of the term of the member he/she is replacing.
2. All replacement members must meet the requirements set forth in Article III Section 3.

Article IV General Membership

Section 1. Eligibility

1. The membership of this club shall be available to all persons twenty-one (21) years of age or older regardless of sex, race, color, religion, ancestry or disability.
2. Memberships in the club are individual and non-transferable.
3. Member shall be a resident of Northern California
4. Membership confers no special privileges in connection with any golf course, clubhouses nor any facilities of the courses.

Section 2. Duration

1. Memberships in the club are for a calendar year only, with all memberships expiring on December 31st.

Section 3. Nomination

1. Each candidate for new membership shall be proposed and seconded by two active members in good standing.

Section 4. New Membership

1. Must pay a one time club initiation fee of \$200.
2. Without established NCGA handicap: Must have played five (5) official 18-hole rounds with BAGG member(s) after the nomination.
3. With established NCGA handicap: Must have played three (3) official 18-hole rounds with BAGG member(s) after the nomination.
4. Nomination confirmation requires a minimum of 3 “yes” votes from the BAGG members who have played an official round with the potential new member, excluding the nominating member.

Section 5. Membership Criteria

1. Must pay annual member fees.
2. Must play six (6) official 18-hole rounds, regular or tournaments, per election year as defined in Article V Section 1. See Appendix B for exceptions for 2018.
3. Must enter scores for all games played per NCGA tracker.

Section 6. Membership Benefits

Benefits	Meet Criteria	Unable to Meet Criteria
NCGA Index*	✓	✓
E-mail List	✓	✓
Whatsapp Scheduling Group**	✓	✓
Whatsapp BAGG Group**	✓	✓
Tournament Participation	✓	✓
Eligible for POY	✓	✓
Eligible for MIG***	✓	
Voting Rights	✓	
Running for Elections	✓	
Serving in Committees	✓	
* BAGG is a NCGA club member - All members must pay annual dues.		
** Whatsapp groups are for members convenience and social interaction. Members can choose to participate or opt out of these groups.		
*** Most Improved Golfer (MIG) - Requires participation in 20 rounds in a calendar year.		

Section 7. Tournament Participation Credit

1. All members will get an official 18-hole round credit as long as they sign up and stay waitlisted till tournament day.

Section 8. Dues

1. All membership fees and dues shall be established by the BC after their election in such amounts as they deem to be adequate to operate and maintain the club.
2. Members shall be liable for dues until their written resignation has been received. All monies collected shall accrue to the benefit of the membership.
3. A member may petition the BC and the BC may elect to waive or reduce the membership fee on grounds of financial hardship, medical reasons, personal reasons or temporary relocation depending on the situation.

Section 9. Withdrawal

1. Withdrawal from membership is voluntary. Member can withdraw from the club anytime by sending a written notification to the BC.
2. Membership dues are not refundable or prorated.

Section 10. Reinstatement

1. A member who withdraws from membership can be reinstated by fulfilling criteria stated in Article IV Section 4.
2. A member may petition the BC and the BC may elect to waive a portion or all of the new membership criteria on grounds of existing track record.

Section 11. Extended Absence

1. In the event that any member is unable to comply with the BAGG membership criteria due to an injury or personal reasons he/she can inform the BC by providing a written notice.
2. Member must provide regular status updates, in the event the absence extends longer, every three (3) months.
3. The BC may elect to waive the membership requirements on grounds of medical or personal reasons.

Article V Elections

Section 1. Election Year

1. Election year shall be from second Tuesday of November to second Tuesday of November of the following year.

Section 2. Calendar

1. Elections shall be held on the third Tuesday of November.
2. Election Committee shall publish the calendar of events leading up to the election date.

Section 3. BC Members Nomination Criteria

1. Must meet membership requirements outlined in Article III Section 3 and Article IV Section 5.
2. Each candidate shall be proposed via email by an active member. An active member can self-nominate.
3. Each candidate shall be seconded via email by one active member.
4. Each candidate will compete as an individual or as a part of a panel.
5. Each candidate must accept the nomination.

Section 4. Electoral List

1. Electoral list shall consist of all members meeting criteria listed in Article IV Section 5.
2. Electoral list shall be published by the second Tuesday of November.

Section 5. Voting

1. Each member will have an option to vote for an individual(s) or a panel.
2. Individual voting: Each member is entitled to as many votes as the number of open BC positions
3. Panel voting: Each member is entitled to one vote.
4. Voting shall be conducted in the manner prescribed by the Election Committee.

Section 6. Winners

1. Election Committee shall announce the results to the entire club membership.
2. Individual(s) or the panel with most votes shall be elected to the BAGG Committee and manage the affairs of the club.
3. If no nominations are received for candidates for next BC, the current BC continues the term for next year. The two year term limit doesn't apply in that case.

Article VI Committees

Section 1. Creation and Powers of Committees

1. The BC, may create one or more additional committees with a clear charter to assist in running the affairs of BAGG.
2. Term of sub-committees shall be limited to the duration of the BC term.
3. Appointments to committees shall be by majority vote of the BC members then in office. All committees will work within BC approved charter or scope of work. Each committee may internally elect its own Chair. No committee may:
 - 3.1. Fill vacancies on the BC;
 - 3.2. Fix compensation of the BC Members or on any committee;
 - 3.3. Amend or repeal Bylaws or adopt new Bylaws; or
 - 3.4. Create any other sub committees without BC's approval.

Section 2. Meetings and Action of Committees

1. Meetings and actions of committees shall be governed by, held, and taken under the provisions of these Bylaws. The BC may adopt rules for the governance of any committee if the rules are consistent with these Bylaws.

Section 3. Required Committees and Charter

1. Handicap Committee (HC): The handicap committee shall ensure compliance with NCGA's handicap system. HC will publish the NCGA handicaps at least once a month and maintain BAGG's ranking system. HC will also be responsible to issue tournament handicaps prior to each tournament and will deliberate and decide on all matters related to players' handicaps.
2. Rules Committee (RC): The Rules Committee shall maintain and update the BAGG Members Handbook, issue rules clarifications and provide guidance on infractions in an official game or tournament play.
3. Election Committee (EC): The Election Committee is responsible for holding the elections to elect the members of the BAGG committee.
 - 3.1. The Election Committee (EC) shall consist of members who are not serving on the BC during the election year or running for elections themselves.
 - 3.2. EC shall use agreed upon Bylaws to conduct fair elections.
 - 3.3. EC shall publish a timeline of events to the general membership one month in advance of the election.
 - 3.4. EC shall consider all inquiries from the membership for the possible nominations.

Section 4. Optional Committees and Charter

1. Tournament: The tournament committee shall be responsible for creating and maintaining the BAGG tournament calendar. Manage negotiations with the golf course and devise ways to improve tournament participation. Assure that the playing procedures are current and up-to-date as required.

2. Membership: The membership committee shall devise ways and means to maximize membership. Maintain and provide status of the current membership on a quarterly basis as outlined in Article IV Section 4.
3. Finance: The finance committee shall maintain records of all financial transactions of the BAGG. Create an annual budget and present to the BC. Share financial reports with the membership on an annual basis.
4. Social: The social committee shall encourage and arrange social entertainment features and events for special occasions.
5. ByLaws: The bylaws committee shall assure that the Bylaws are up to date as approved by the membership.
6. Disciplinary: The disciplinary committee is an adhoc committee tasked with examining alleged breaches of standards of conduct and adjudicating on them.

Section 5. Council of Advisors

1. The BC may appoint a Council of Advisors to provide assistance to the BC on specific tasks. For example: Negotiate rate with golf courses, arrange BAGG functions.

Article VII Standards of Conduct

Section 1. Affirmative Standards of Conduct

1. Communicate and work together with common courtesy and collegial respect; disagree without being disagreeable.
2. Create a welcoming environment for new members and guests. Seek to welcome and engage people who reflect the diversity of the community.
3. Always represent the Club and its mission in a positive and professional manner; keep disagreements within the Club.
4. Accurately present the Club's policies and positions when communicating on behalf of the Club.
5. Respect your obligation to the Club's members; use member lists and information about members for Club purposes only.
6. Foster an open democratic decision-making process; respect decisions once they are made.
7. Seek to resolve differences with other Club members, avoid factionalism and behavior that exacerbates or prolongs conflict.
8. Respect the policies and procedures that have been established by and for members engaged in Club activities; when in doubt, ask.

Section 2. Actions of Misconduct

1. Physical or sexual assault or violent threats toward others.
2. Embezzling or misdirecting Club funds, membership lists or other assets for activities not authorized by the BC.
3. Any repeated actions that makes the individual uncomfortable.
4. Cliquishness behavior that fosters an "insider" vs. "outsider" culture and language or behavior that offends others.

5. Use a Club leadership role or title to advance personal views that are not the Club's position.
6. Actions or behavior that denigrates, threatens, shows hostility or aversion towards, or seeks to exclude an individual or group from participation.
7. Fraud, libel, defamation or illegal activity of any kind in the conduct of Club business.
8. Illegal or unethical professional conduct outside the Club if that misconduct could significantly damage the Club, its members or its assets.

Section 3. Dealing with Disruptive Personal Behavior

1. Sitting BC has an obligation to deal quickly and decisively with violations of the affirmative standards of conduct or actions constituting misconduct. All disputes over member behavior that may violate the affirmative standards of conduct or may constitute misconduct should be resolved at the most local level, and informally whenever possible. Disputes over personal behavior may also warrant the removal, suspension or barring of the member from leadership positions or participation in certain activities.
2. Impact on privileges
 - 2.1. The BAGG Committee shall have authority to impose penalties on a member as described in Article VII Section 4 for misconduct.
 - 2.2. Any action taken against a member for misconduct must be based on a fair assessment (clear documentation, multiple reports, direct communication with those involved) that creates strong reason to believe that misconduct occurred.
 - 2.3. Any Club member may request a grievance against another member by submitting a written request to the BC.
 - 2.4. The reason for such a request must be that the actions listed in Article VII Section 2 have taken place.
 - 2.5. Upon receipt of a request, the BC have the discretion to determine that the request appears to be premature, of an insignificant nature, merely a personal grievance, or possessing some other circumstance that should be dealt with more appropriately by other means. They shall not be obligated to take any further action on such requests other than to inform those who have requested such action of that determination.
 - 2.6. If the BC determines unanimously that the request may warrant action, then the BC will inform the member and those who have requested the investigation of that determination. The BC, shall form a disciplinary committee to then conduct an investigation.
 - 2.7. The disciplinary committee, shall contact with the member who is the subject of the request and with others who have knowledge about the situation. The disciplinary committee must reach consensus on the appropriate action and results of that investigation must be presented to the BC.
 - 2.8. The BC will notify the member in writing of this decision, the reasons for it, and the effective date of the action. The action will become effective 15 days after notice is given.
 - 2.9. In a scenario where all the corrective actions have been exhausted. The BC shall have the power, after receiving approval from two-thirds of Club membership

via vote, to expel any member whose conduct shall be detrimental to the welfare of BAGG.

- 2.10. Every member has the right to appeal the decision by following the process outlined in Article VII Section 5.
- 2.11. In an event the person filing the grievances withdraws their request then the disciplinary committee shall be dissolved and no corrective actions will be required.

Section 4. Corrective Actions

1. **Warning:** A warning may be issued which is written notification that a violation, or an inexcusable action, has occurred, is a matter of record, and that the action shall not be repeated.
2. **Probation:** No member shall be placed on probation unless they have been warned as in Article VII Section 4.1 and have ignored or repeated the offense. Probation is a more severe penalty and may be described in the following manner. Normally, an individual on probation is on conditional membership, but may be permitted to engage in a regular schedule and BAGG sponsored events. This is provided that the individual has taken steps to ensure the problem which placed the individual on probation has been alleviated and will not re-occur.
3. **Suspension:** No member shall be placed on suspension unless they have been on probation as in Article VII Section 4.2 and have ignored or repeated the offense. An individual participant may be suspended from competition or from participation for one month. This penalty includes suspension from games, tournaments, whatsapp groups and email.

Section 5. Appeal Process

1. The appeal must be brought within fifteen (15) days of the final decision or action of the BC.
2. The impacted member must submit a written complaint with any and all supporting material to the RC.
3. Within five (5) days of receiving the written request, the RC will convene to discuss the decision and make a determination based on the appeal, explanation from the disciplinary committee and BC. The member has the burden of demonstrating why the decision was unwarranted.
4. The RC may reach a final decision in a single session or adjourn and reconvene as necessary to reach a final decision.
5. Within five (5) days of reaching the final decision. The RC shall render its decision in writing to the BC and the impacted member. The decision of the RC is final.

Section 6. Grievance Against BC

1. Any member may request a grievance against the sitting BC by submitting a written request to RC.

2. The reason for such a request must be that the actions listed in Article VII Section 2 have taken place.
3. RC shall follow the process listed in Article VII Section 3 to determine violations of the affirmative standards of conduct or actions constituting misconduct have taken place.

Article VIII Motions of No Confidence

1. Motions of no confidence in any or all BC members shall be initiated by a written petition signed by at least 30% Club members and forwarded to the BC.
2. Upon the receipt of such motion the BC, no later than 7 days after the receipt, shall instruct the Election Committee to send out a ballot on the subject.
3. In order for the no confidence motion to pass, it shall be approved by a two-thirds majority of the Club membership of BAGG.
4. No BC member removed by a motion of no confidence may be re-elected or re-appointed by the BC for the following year.

Article IX Maintenance of Financial Records

1. BC shall keep adequate record of funds collected.
2. BC shall provide bi-annual report of all transactions via email to the club membership.
3. BC shall create an annual budget for the yearly activities and share with club membership prior to taking charge.

Article X Maintenance and Inspection of Bylaws

1. This club shall keep on its website the original Bylaws, as amended to the current date, for membership to review and understand.

Article XI Right to Inquire

1. Every Club member shall have the right to ask BC for explanation of their decisions, financial and otherwise, and to request details and support for budgeted and actual expenses. BC shall respond to all such requests in a timely and reasonable manner.

Article XII Fiscal Year

1. The accounting period shall begin on January 1 and shall end on December 31.

Article XIII Amendment of Bylaws

1. These Bylaws may be altered, amended, or repealed and new Bylaws adopted by two-thirds majority of voting membership.
2. Initial set of Bylaws will be reviewed in March 2018 and adopted by BAGG membership in April 2018.
3. Once the initial Bylaws have been ratified, going forward, any proposed changes to the Bylaws will be accumulated during the course of the year. Bylaws committee shall review all the changes in December with the BAGG membership, arrange voting, and changes that receive two-thirds majority will be approved and updated into the bylaws. Approved changes will take effect from January 1st of the following year.

Revision History

Rev. #	Changes	Approved by:	Date	Changes by:
1.0	Initial BAGG Bylaws	BAGG Membership	3/25/2018	Rules Committee 2018
1.1	BAGG Bylaws Updates	BAGG Membership	12/27/2020	Bylaws Committee 2020

Appendix A: Voting Explanation

1. Member(s) can choose to vote for a panel or an individual.
2. If voting for a panel, then members get 1 vote.
3. If voting for an individual(s), then members get 1 vote per individual.
4. In case of a tie, a runoff election will be conducted.

Example 1: An individual and a panel are competing for elections.

1. Panel gets more votes than an individual. Panel is elected to the BC.
2. Individual gets more votes than a Panel. Individual gets elected to the BC and selects the two remaining members from the losing members or the Club membership.

Example 2: Two individuals and a panel are competing for elections.

1. Panel gets more votes than the two individuals. Panel is elected to the BC.
2. Individual gets more votes than a panel

	Individual A	Panel	Individual B
Situation 1: Votes	14	12	11
Situation 2: Votes	14	11	13

- Situation 1: Individual A gets elected to the BC and selects the two remaining members from the losing members or the Club membership to form the new BC.
- Situation 2: Individual A and B get elected to the BC and select the 3rd member from from the losing members or the Club membership to form the new BC.

Example 3: Three individuals and a panel are competing for elections.

1. Panel gets more votes than the three individuals. Panel is elected to the BC.
2. Individual gets more votes than a panel

	Individual A	Panel	Individual B	Individual C
Situation 1: Votes	14	12	11	10
Situation 2: Votes	14	11	13	10
Situation 3: Votes	14	11	13	12

- Situation 1: Individual A gets elected to the BC and selects the two remaining members from the losing members or the Club membership to form the new BC.
- Situation 2: Individual A and B get elected to the BC and select the 3rd member of BC from the losing members or the Club membership to form the new BC.
- Situation 3: Individual A, B and C are elected to the BC.

Example 4: Four or more individuals and a panel are competing for elections.

1. Panel gets more votes than the individuals. Panel is elected to the BC.
2. Same as example 3 with the addition that in a scenario where individuals have more votes than the panel, top 3 individual vote getters will be elected to the BC.

Appendix B: 2018 Membership Exception Criteria

1. Must play four (4) official 18-hole rounds, regular or tournaments.
2. Rounds must be completed by second Tuesday of November.