

BY LAWS
of
THE CALTRANS CAPITOL (HEADQUARTERS) GOLF CLUB
Revised October 7, 2023

Article I. Name and Location

The name of this club shall be the Caltrans Capitol Golf Club, and it shall be located in the City of Sacramento, County of Sacramento, State of California.

Article II. Objectives

Section I

The objectives of this club are:

- a. To encourage and promote the game of golf among the employees of the California Department of Transportation and the Caltrans Capitol Golf Club membership.
- b. To organize, arrange and direct golf tournaments and competitive play among the members.
- c. To promote and arrange tournaments with other Golf Clubs.

Section II

The club shall be operated exclusively for the purposes set forth in Section I of this Article, and no part of its net income shall benefit any of its members.

Section III

The club membership shall participate in golf tournaments in accordance with the rules of golf as set forth by the USGA and Club rules.

Article III. Officers

The government and management of the Club shall be vested in a Board of Directors (Board), consisting of a President, Vice President, Treasurer, Tournament Director, Handicap Director, and Communication Officer. The President, Vice President and Treasurer shall be Club Members. Two (2) of the remaining three (3) at large Director positions may be filled by Associate Club Members. The third at large position must be a Club Member, maintaining the majority of the Board as Club Members.

Article IV. Elections

Section I

Nominations will be solicited by the Board and accepted from the general membership. Candidates may be nominated for a specific Board position. A Club Member must be nominated for at least one (1) of the at large Board positions.

Section II

Election of the Board of Directors shall be conducted in September of each year. The candidates polling the highest number of votes for each position shall be elected. In the event the voting results in a majority of the positions being filled by Associate Club Members, the Club Member receiving the highest number of votes for an at large position will be appointed to that position in favor of the Associate Club Member. In the event of a tie between Club Members, the outgoing President will select the candidate for the at large position.

Section III

All Directors shall be elected annually and shall take office on October 1 and hold office until September 30 of the following year.

Article V. Meetings

Section I

General meetings shall be held monthly, or as needed. Four (4) Directors shall constitute a forum for a general meeting.

Section II

A special meeting may also be called by the President or by written request of ten (10) members to any board member. A quorum for a special meeting shall consist of attendance by at least four (4) Directors.

Section III

All general and special meetings specified in Sections I and II above shall be announced in advance and shall be open to all members.

Article VI. Duties of Directors

Section I

The duties of the President shall be to preside at all meetings of the Board of Directors and at all meetings of the Club; to appoint all committees; to remove committee members so appointed with the approval of the Board of Directors; to see that the By-Laws of the club are enforced; enforce the rules of the courses on which organized play is conducted; to call meetings of the Club or Board of Directors; and to exercise general supervision of the affairs of the club. The President shall be an ex-officio member of all committees. If a vacancy should occur on the Board of Directors, the President shall appoint, with the concurrence of a majority of the Board of Directors, a qualified member of the club to fill the vacancy until the end of the term of office.

Section II

The duties of the Vice President shall be to act for the President in their absence and to succeed to the Presidency in case a vacancy occurs during the term of office. The Vice President shall record proceedings at all meetings and maintain the bylaws of this organization.

Section III

The duties of the Treasurer shall be to accept all monies due the club, to pay all bills, to maintain complete records of all receipts and reimbursements, to prepare a budget and recommend dues for the ensuing year for action at the October General Meeting, to render a financial report as required or requested by any other Director, and be responsible for seeking financial assistance from the Public Works Association.

Section IV

The Tournament Director shall be responsible for running all tournaments directly or through a volunteer Tournament Chairperson. The Tournament Director shall ensure that the Tournament Chairperson runs the tournament in accordance with the Tournament Chairperson Rules & Guidelines. The Tournament Director is responsible for securing tournament tee times for all club sanctioned events (for the subsequent year) and making all necessary deposits. All volunteer Tournament Chairpersons shall receive compensation for running a tournament as specified in the Tournament Chairperson Rules and Guidelines. The compensation will be paid from the Club's Treasury and shall be established and budgeted each year by the Board.

Section V

The Handicap Director shall be responsible for: membership and maintaining a current roster; monitoring the club members' indexes and course handicaps; supplying an index list for all members to the Communication Officer for distribution to the membership as needed; recording members' Club tournament scores to the current USGA handicapping system; and supplying applicable indexes and course handicaps to Tournament Chairs as necessary.

Section VII

The duties of the Communication Director shall be to initiate all official publication of notices and announcements, and to distribute copies to the Board of Directors, and to the membership. The Communication Director shall also distribute all tournament information to the membership, including entry forms, tee times, results, credit lists, and other Club information.

Article VII. Membership

Section I

Club Members shall be any present or former employee of the California Department of Transportation (Caltrans). The membership may also include Associate Members. Associate Members may be the spouse of a current Club Member, an adult family member (18 years of age) of a current Club Member, an adult sponsored by a current Club Member, or an employee of another State Agency. Associate members may not sponsor another for Club membership. The Board of Directors must approve all Associate memberships. New Associate Members shall be presented to the Board of Directors for approval. The Board has the right to refuse membership.

Section II

Each person in the club shall conform to and abide by the By-Laws and such other rules as may be adopted by the Board of Directors.

Article VIII. Fees and Dues

Section I

The annual dues for the following year shall be determined at the August General Meeting and they shall be due as published.

Section II

Members shall be considered delinquent if their annual dues are not paid prior to the published due date and will be assessed a late fee charge as determined by the Board of Directors. Individuals who have not paid their current annual dues may not participate in club activities beginning in January of the new golfing year as a member.

Section III

The Board of Directors' annual dues for the following year (Club dues & NCGA dues) shall be paid by the club as determined in Article VIII, Section I.

Article IX. Caltrans State Invitational Tournament

Section I

A ten-person team will represent the club at the annual State Tournament. All ten persons must be Club members or Associate members and meet State Tournament requirements. The President or an alternative Board Member will be the Team Captain. The other nine (9) members will be selected based on the lowest net scores in qualifying tournaments as designated by the Tournament Director and approved by the Board.

Section II

Those who represent the club in the team event shall receive a partial reimbursement of the entry fee from the club's treasury to the extent authorized in the approved annual budget.

Article X. Amendments

These By-Laws may be amended, or new By-Laws adopted, at any meeting of the membership by a vote of two-thirds of those present, provided written notice of the proposed amendment shall have been given in the notice calling the meeting.