



**2UP GOLF Club of Miami
P.O. BOX 552485
MIAMI, FLORIDA 33055**

**BY-LAWS
2UP GOLF CLUB OF MIAMI, INC.**

ARTICLE I NAME AND PURPOSE

Section A The name of this club shall be the 2UP GOLF CLUB OF MIAMI.

Section B **PURPOSE**

1. The purpose of this organization is to promote and facilitate junior golf.
2. Teach juniors, citizenship and leadership skills, that they may become leaders in their communities.
3. To promote and foster among the membership a close bond and fraternity for their joint and mutual benefit, and to promote and conserve the best interests and true spirit of the game of golf.
4. To provide scholarships for deserving students.

ARTICLE II MEMBERSHIP

- Section A
1. Membership shall be available to any person in good amateur status; 2 UP does not discriminate on age, race, sex and nationality.
 2. Membership Eligibility and Admission Procedure. Any adult shall be eligible for membership, provided that such applicant shall be proposed by one member and second by another member of the Board of Directors. A proposal for membership, signed by two Endorsees,

shall be sent to the Recording Secretary, who shall report it, together with the names of the sponsors, at the next regular meeting of the Club. Voting upon the admission shall take place at the next regular meeting there after. A two-third vote shall elect to membership. A person elected shall be declared a member of the club upon payment of the application fee and the annual dues for the year.

3. **Application Fee and Dues.** The application fee shall be twenty-five dollars (\$25.00). The annual dues shall be three hundred dollars **(\$300.00)** payable in two installments, January 1st and July 1st. Dues that are paid thirty days (30) after their due date will be assessed a twenty-five dollar (\$25.00) delinquent fee. The treasure shall notify member(s) two months in arrears and when dues are not paid by March 31st, membership shall be automatically terminated.
4. Associate Membership Dues: one hundred fifty dollars (\$150.00) annually, **payable upon acceptance**.

Associate member is a non-voting member. **Associate can participate in all Sunshine State Amateur Golfers Association (SSAGA) tournaments and attend all 2UP and SSAGA functions.**

Associate Membership does not qualify to play in 2UP Golf Club Championship.

5. Honorary Membership: are non-dues paying members, non-voting members.
6. All assessments shall be due **May 31st of each year.**
7. Application fees are **non-refundable.**

Section B

TERMINATION OF MEMBERSHIP

1. Any member may resign his membership from the organization at any time by submission of a letter to the Board of Directors. The letter should include the reasons for resignation. Any member wishing to be considered for future reinstatement should submit a letter of reinstatement to the Board of Directors. Failure to submit such letter could affect consideration for future membership.
2. Stealing from the organization or other members of the organization
3. Misrepresentation of the organization.
4. Fraudulent repeated infraction of the rules of conduct as established by the USGA and Roberts Rules of Order.

5. Failure to apply for reinstatement to activate status after twelve months inactive membership.
6. Failure to bring dues and assessments up to date after 60 days delinquency.
7. Any member whose membership is terminated because of violations of the BY-LAWS will not be subject to receive any reimbursement of dues or assessments. All monies paid to the organization become the property of the organization.

ARTICLE III OFFICERS AND DUTIES

Section A

1. The Officers of the Club shall be President, Vice President, Secretary, Treasurer, Tournament Director, Handicap Director, Junior Golf Director and Parliamentarian. These Officers shall perform the duties prescribed by these by-laws and the parliamentary procedures of Robert's Rules of Order.
2. It shall be the duty of the **President** to preside over all meetings of the organization and the Board of Directors. He shall be able to appoint the Treasurer and Standing Committee Chairs and act as a member ex-officio of all committees; to serve as Chairman of the Board of Directors, to perform such other duties and exercise such power as is customary to that office.
3. The **Vice –President** shall assist the President and shall assume such administrative duties as the President shall suggest. He/she shall preside over all meetings in the absence of the President.
4. The **Secretary** shall record the minutes of all Board meetings and shall attend to all correspondence of the club; shall perform other duties delegated by the President. He/She shall keep an accurate record of monies and disbursements by the organization; shall turn all monies over to the Treasurer, taking a receipt for the sum, and shall render written quarterly and annual statements to the organization.
5. The **Treasurer** shall be bonded. He/She shall receive all monies of the organization and shall keep accurate records of all receipts and disbursements. He/She shall pay all bills and vouchers honored by the body. He/She shall present a statement of the account at each regular meeting, and make a complete written report at all annual meeting.
6. The **Parliamentarian** is to advise the presiding officer on questions of parliamentary procedure and matters of the By-Laws. He/She is also responsible for conduct and expediency of the meeting.

7. The **Junior Golf Director** is responsible for the planning, coordinating and executing the junior program. The program will consist of a learning center and the conducting of clinics for our juniors. In order to conduct those clinics and learning center the director must advertise and recruit young people to participate in the program. The Director must also secure personnel and a place to conduct clinics.
8. The **Tournament Director** shall conduct all tournament play and settle all disputes according to local USGA rules. He/She shall have the power to decide the type of tournament to be played and where.

Section B

REMOVAL FROM OFFICE:

1. Any officer may be removed from office by majority vote of the Board of Directors. All allegations of misconduct or any recommendation to remove an officer must be made in writing and submitted to the Board of Director to determine if there is sufficient justification for removal. Officers may be removed from office for the following reasons:
2. Misconduct while in office
 - A. Dereliction of responsibility
 - B. Deliberate attempt to falsify records or reports
 - C. Conflict of interest
 - D. Dissolution of position with the organization
3. Misrepresentation of office and responsibilities: Any officer removed from office upon majority vote shall remain a member in regular active status with all rights and privileges reserved. Removal from office shall not exclude the member from future candidacy.

Section C

VACANCIES:

All vacancies created by removal, resignation or death of an Officer shall be filled at the discretion of the President. Such officer shall remain in his/her appointed position until the next regular election, or special called meeting for the same purpose. The Board of Directors may overrule any appointment made by the President by a majority vote at the special called meeting.

ARTICLE IV ELECTION

Section A

At the regular meeting held on the second Saturday in November, a **Nominating Committee** of three to five members shall be elected by the club. It shall be the duty of this committee to nominate candidates for the

offices to be filled at the annual meeting in January. The nominating committee shall report at the regular meeting in December. Before the election at the annual meeting in January, additional nomination from the floor shall be permitted.

Section B All Officers shall serve a term of two (2) years. All elected Officers shall hold their office until their successors are elected, and their term of office shall begin at the close of the annual meeting at which they are elected.

Section C **Office –Holding Limitation.** No members shall hold more than one office at a time, and no member shall be eligible to serve more than two consecutive terms in the same office.

Section D **The membership have the power to elect Officers to serve more than two (2) consecutive terms by a two- thirds vote.**

ARTICLE V MEETINGS

Section A Regular Meetings. The regular meeting of the Club shall be held on second Saturday of each month.

Section B Annual Meeting. The regular meeting on the second Saturday in January shall be known as the annual meeting and shall be for the purpose of electing officers, receiving reports of officers and committees, and for any other business that may arise.

Section C Special Meetings. Special meetings may be called by the President or the Executive Board and shall be called upon in written request of three members of the Club. The purpose of the meeting shall be stated in the call. Except in cases of emergency, at least three (3) days' notice shall be given.

Section 4D Quorum.-One third (1/3) of the membership shall constitute a quorum.

ARTICLE VI THE EXECUTIVE BOARD

Section A **Board Composition.** The Officers of the Club, including the President shall constitute the Executive Board.

Section B **Board's Duties and Powers.** The Executive Board shall have general supervision of the affairs of the Club between its business meetings, fix the hour and place of meetings, make recommendations to the Club and perform such other duties as are specified in these By-Laws. The Executive Board shall be subject to the orders of the Board of Directors.

ARTICLE VII

BOARD OF DIRECTORS

Section A **Board Composition:** All **officers** of the club, standing committee **Chairs** and **two appointees** by the president.

Section B **Board’s Duties and Power** are to steer the organization toward a sustainable future by adopting sound, ethical and legal governance and financial management policies, and making sure the organization has adequate resources to advance the mission. In general, the Board provide oversight of the organization.

Section C **Board Meetings.** Unless otherwise ordered by the Board, Regular meetings of the Executive Board shall be held quarterly Special meetings of the Board may be called by the President and shall be called upon the written request of three members of the Board.

ARTICLE VII

CHECK AUTHORIZATION

Section A All checks issued will require two (2) signatures, the President and Treasurer. In the absence of the President or Treasurer the Vice-President and Tournament Director is authorized. The organizations checkbook shall be secured and maintained by the Treasurer at all times.

ARTICLE VIII

CONTRIBUTIONS

Section A Persons authorized to accept contributions on behalf of the organization shall include the President, or his/her designee on the Executive Board. Contributions solicited in and received in the name of the 2 UP GOLF CLUB OF MIAMI, INC. shall become the property of the 2 UP GOLF CLUB OF MIAMI, INC. immediately upon receipt. The use of such contributions shall be authorized by the Executive Board in accordance ‘with the approved 2 UP GOLF CLUB OF MIAMI, INC. budget and program guidelines.

ARTICLE IX

COMMITTEES

Section A	Fundraising	Hospitality
	Junior Golf	Membership
	Public Relations	Rule’s & Ethic
	Scholarship	Tournament & Handicap

ARTICLE X COMMITTEES: DUTIES AND RESPONSIBILITIES

- Section A Fundraising Committee:** General responsibilities, to support and assist the Fundraising Committee Chair and any fundraising campaign the chair recruit for the organization.
1. Specific Responsibilities: work with Fundraising Committee Chair and accept responsibilities as assigned to you and help successfully implement the fundraising program.
 2. Work with the Fundraising Committee Chair to constantly evaluate your group's fundraising goals and adjust when necessary.
 3. Be on the lookout for other non-members that may be interested in participating with your group's fundraising efforts in some manner. Bring their names to the attention of the Committee Chair.
 4. Assist the Fundraising Committee Chair to set fundraising priorities, policies, and goals throughout the year.
(Work with the Board to define the short-term and long-term fundraising needs of the organization)
- Section B Hospitality Committee:** the purpose of the Hospitality Committee is to help foster and promote a friendly, welcoming, and caring community within the organization and to reach out to anyone interested in the organization.
1. Plan and arrange events for welcoming members and Golfers
 2. Reflect on how our club can best greet and welcome visitors and new members.
 3. Coordinate events according to needs of our Tournaments and non-golf events.
 4. Plan and arrange events for welcoming new members and non-members.
 5. Create operation budget for events.
- Section C Membership committee:** Sustain or increase its membership base, develop leaders capable of serving in the club beyond the club level.
1. To promote and achieve awareness of membership benefits.
 2. Develop and implement strategies for welcoming new members.
 3. Develop and implement strategies for recruitment of new members.
 4. Develop and implement strategies for re-instating lapsed members.
- Section D Public Relations Committee:** The public relation committee is responsible for ensuring 2UP Golf Club events and news are released to local publications and media outlets in an effort to gain awareness of what 2UP Golf Club do for and in our community and attract new members to our organization.

The public relation committee has two main purposes.

1. For our club and chapter membership, be considered by other golf enthuses.
2. To promote the programs and values of 2UP Golf Club, to drive more golfers and non-golfers to activate their membership and participation in 2UP Golf Club tournaments and other events.

Section E Scholarship Committee: The committee shall provide recommendation on scholarship program issues and awards; the board will retain authority over final **decisions**.

1. Make recommendation to the board for changes and or improvements on the scholarship program.
2. Review applications for scholarships.
3. The committee will recommend four or more candidates for scholarships.

Section F Rules and Ethics committee: The rules and ethics committee may review applications or reapplications for membership in 2UP Golf Club. The Committee and may review allegation that membership was obtain based upon false or fraudulent information. The committee may review all alleged unethical conduct.

1. Members found guilty of violations of the rules and ethics of 2UP Golf Club may appeal within thirty days of a guilty verdict.
2. Complaints must be submitted in writing with in ten days of violation. In resolving a case the committee may (a) dismiss it, (b) recommend that it be resolved with a reprimand or censure, with or without supplemental directives, (c) recommend to the Board of Directors that the responded be expelled from membership; or offer the member the option of resigning subject to stipulated conditions and subject to approval by the Board of Directors.

Section G Committees: Term and Duration, 1-year term, January to December 31
The term of membership on the committee is one year; however, since continuity is important, it is anticipated that most members will serve for two (2) years.

Section H Meeting: The committee generally will meet once a month. If needed it can meet more frequently.

Section I Reporting: The committee will report to the Board for approval and financial reports.

ARTICLE XI PARLIAMENTARY AUTHORITY

Section A. The rules contained in the current edition of Robert’s Rules of Order Newly Revised, shall govern the Club in all cases to which they are applicable and in which they are not inconsistent with these By-Laws and any special rules of order the Club may adopt.

ARTICLE XI AMENDMENT OF BY-LAWS

Section A These By-Laws may be amended at any regular meeting of the club by a one-third vote, provided that the amendment has been submitted in writing at the previous meeting.

Certification

These by-laws were approved at a regular monthly meeting of the membership by a quorum of 1/3 vote on _____

