

SANDIA GOLF ASSOCIATION

ARTICLES of CONSTITUTION

ARTICLE I: NAME

Section 1. The official name of the organization shall be Sandia Golf Association (afterwards, the Association or SGA).

ARTICLE II: MEMBERSHIP

Section 1. Membership in the Association shall be open to all active and retired employees of Sandia Laboratories and the Department of Energy. All contractor personnel and associate members as defined by SERP shall also be eligible for membership. All Association members must be active members of the Sandia Employee Recreation Program (SERP).

ARTICLE III: GOVERNMENT

Section 1. The Board of Directors shall consist of a President, Vice President, Secretary-Treasurer, and Tournament Director.

Section 2. The management of the Association shall be vested in the Board of Directors. It shall exercise and discharge all duties and powers granted and required by the Constitution and By-Laws. It shall determine details of policy on all matters not specifically provided for in the Constitution and By-Laws.

Section 3. Sandia and SERP policies regarding alcohol consumption and smoking shall be observed during all Association activities.

Section 4. It shall be within the power of the Board of Directors to discipline members for violations of the Constitution and By- Laws, or for conduct derogatory to the basic interest of the Association.

ARTICLE IV: AMENDMENTS

Section 1. Revisions to the Constitution or By-Laws shall require the approval of three or more board members.

ARTICLE V: APPROVAL

Section 1. The Constitution and By-Laws are subject to the approval by the SERP Recreation Director.

ARTICLE VI: RESPONSIBILITY FOR INJURY

Section 1. Association members shall participate at their own risk. Neither Sandia National Laboratories, SERP, nor the Department of Energy shall assume responsibility for injuries incurred.

BY-LAWS

ARTICLE I: ELECTIONS

Section 1. The election of the Board of Directors shall be held at either an annual meeting called by the President during the month of October or November or electronically. The terms of office shall be one year and begin immediately after adjournment of the above meeting. If electronic voting is used, the term shall be one year and begin one week after voting is closed.

Section 2. Notice of the annual meeting will be given to SGA members at least seven days prior to elections. If electronic voting is used, notice shall be sent to all SGA members of the intention to use electronic voting and to open the floor for nominations seven days before electronic voting begins. Electronic voting shall be open for a minimum of two weeks.

Section 3. Only members of the Association shall be eligible to nominate or be nominated for office. Members shall have voting privileges. Voting by proxy shall not be permitted. To be a candidate for office, members must:

A. Be a current member of the Sandia Golf Association; and

B. Verbally or in writing notify a member of the Board of Directors of willingness to accept nomination for office and for which office(s).

Section 4. Per SERP policy, Officers of the Board of Directors can only serve four consecutive one-year terms. After a one-year break, they may run for office again.

Section 5. Nomination and election of each officer shall be conducted one at a time in the following order:

A. President

B. Vice President

C. Secretary-Treasurer

D. Tournament Director

Section 6. The Vice President shall succeed automatically to the office of President if the President cannot fulfill his duties.

Section 7. A majority vote of the members present at an annual meeting or a majority of members voting electronically shall be required for election.

Section 8. Vacancies occurring in any office shall immediately be filled by an election within the Board of Directors. Such election shall be for the remaining term of office.

Section 9. The Golf Year will be approximately defined as October 1 current year to September 30 following year.

ARTICLE II: DUTIES OF OFFICERS

Section 1. The President shall preside at all meetings of the Association and the Board of Directors, and shall perform all other duties customary to the office. The President shall be *ex officio* member of all committees and shall be a member of and/or appoint a representative to the SERP Recreation Committee. The President shall also serve as the Director of Leagues which includes the following duties:

A. At the beginning of the season, the President as Director of Leagues will organize the membership, flighting, and the League Director selection for the SGA evening leagues, as described in ARTICLE V.

B. Determine teams eligible for participation in, and arrange for, playoffs for the SGA League team championship.

C. Have authority to rule on any situation concerning the leagues that is not explicitly covered either in the bylaws or by direct action of the Board of Directors.

Section 2. The Vice President shall assume the duties of the President when the President is absent. The Vice President shall also serve as Director of the Protest Committee, the Rules Committee, and the Handicap Committee. The Vice President shall be responsible for keeping the by-laws up to date. The Vice President is the Handicap Chairman and shall have the following duties:

- A. Collect tournament scores, keep records as necessary.
- B. Review handicaps of members and adjust as necessary.
- C. Keep abreast of the USGA handicap system and changes thereto and advise the Board of significant information.

Section 3. The Secretary-Treasurer shall have the following primary duties:

- A. Prepare correspondence and other written material as required.
- B. Serve as Director of Membership.
- C. Receive, deposit, disburse, and account for funds and property of the Association.
- D. Render periodic statements of the financial condition of the Association and other reports as required to SERP.
- E. Render a statement of the financial condition of the Association at least quarterly for review by the Board of Directors.

Section 4. Director of Tournaments shall have the following primary duties:

- A. Prior to each season, draw up a tournament schedule and confirm the dates and "tee" times in writing with managers of the golf courses where the tournaments are to be played.
- B. Publish a tournament schedule, with the tournament format, as soon as possible after arrangements have been confirmed. Tournaments will be a mix of individual stroke play and other formats.
- C. Select Tournament Chairman and Co-Chairman for each tournament. Coordinate format and handicap allowances with the Handicap Chairman.
- D. Indoctrinate Tournament Chairmen and Co-Chairmen and assure that all published SGA instructions for conducting tournaments are being adhered to.
- E. Assure that all literature (notices, schedules, and results) relating to a tournament are published clearly, concisely, and on time.

ARTICLE III: BOARD OF DIRECTOR MEETINGS

Section 1. The Board of Directors shall hold such meetings as may be deemed necessary by the President, and the President shall call a meeting of the Board whenever requested to do so by not less than three members of the Board of Directors. A majority vote of a quorum shall be required to conduct ordinary business. A quorum shall be three voting members.

ARTICLE IV: MEMBERSHIP, DUES AND FUNDS

Section 1. Membership in the Association is on an annual basis. Membership applications will be provided, by email or other means, to the previous year's membership and all other interested persons qualified in Article II, Section 1, of the Constitution. Providing applications to the membership is the responsibility of the Secretary-

Treasurer and shall be performed before the first of February so that members have the opportunity to renew their memberships before the rolls are purged by the Sun Country Amateur Golf Association in mid-February.

Section 2. Dues are to be determined annually by the Board of Directors. Dues are payable with applications for membership in the Association.

Section 3. No one shall be permitted to participate in any regular season Association event unless the application for membership has been received and dues paid.

Section 4. The money collected in dues, and league or tournament fees shall be deposited in the SGA bank account.

Section 5. SGA operating funds received from SERP shall be disbursed at the Board of Director's discretion by vote, in the best interest of the Association.

Section 6. One authorized signature for disbursement of funds shall be required from the following:

- A. Secretary-Treasurer
- B. President
- C. Vice President

Section 7. Disbursements of funds of the Association shall be by Electronic Funds Transfers (EFT), checks, or other written instruments in accordance with an approved budget or other determination by the Board.

ARTICLE V: LEAGUE PLAY

Section 1. USGA Rules of Golf shall govern all Association competition. Local rules may be developed by the Director of Leagues and distributed to the membership at the beginning of or during any particular season. If developed, they must apply to all Leagues. If no local rules are provided, the Rules of Golf apply.

Section 2. Membership Enrollment. Membership shall usually consist of 64 players, with 32 players in each of two Leagues, however the Director of Leagues may change this at his discretion, depending on demand. The Director of Leagues will organize the membership by:

- A. Inviting previous year members to join during a pre-enrollment period prior to open enrollment.
- B. Then inviting open enrollment from SGA membership.
- C. Then inviting enrollment from members willing to play in more than one league.
- D. The Director of Leagues will maintain a waiting list of interested players. The list will be ordered by date of expression of interest and maintained throughout the year. Replacement players will be selected from the waiting list with consideration given to maintaining the competitive balance of league play.

Section 3. Flighting. The Director of Leagues will flight the membership according to handicap and in consultation with the Handicap Director.

Section 4. League Directors. Each league will have a director volunteer selected from its membership. The league directors shall be responsible for coordinating and administering season play.

Section 5. League By-Laws. Leagues shall be governed by the "SGA League By-Laws", an attachment to these By-Laws.

ARTICLE VI: TOURNAMENTS

Section 1. USGA Rules of Golf shall govern all Association competition. Local rules may be developed and distributed or announced to the players in any particular tournament by the Tournament Chairmen. If no local rules are provided, the Rules of Golf apply without modification.

Section 2. A schedule of tournaments for a season shall be arranged by the Tournament Director and approved by the Board of Directors.

Section 3. Responsibility for planning and conducting each tournament shall be delegated to a Tournament Chairman or Co-Chairmen, as appropriate.

Section 4. Funds for prizes for each tournament scheduled during the regular season shall be allocated in the annual budget. These funds shall be allocated from SGA membership dues and/or tournament entry fees.

Section 5. Tournaments are to be conducted in accordance with guidelines approved by the Board of Directors. The most recent USGA handicap calculated on the Wednesday before the tournament will be used. The tournament chairman will request and implement handicap allowances in accordance with the USGA Handicap System for individuals and teams in consultation with the Handicap Chairman.

Section 6. In the event of a tie, the preferred method to break the tie is a score card play-off to determine final standings. Score card play-off will begin with the number one handicapped hole and progress through the next highest handicapped holes in decreasing order until the tie is reconciled. Tie breaks are mandatory; the tournament chairman can choose an alternate means to break ties so long it is announced in advance of the tournament.

Section 7. Absolutely no refunds will be given after the tournament entry deadline has passed except in the following circumstances:

- Company business, or
- Personal emergency, e.g., death in the family etc.

Requests for refunds must be submitted to the SGA Board of Directors in writing within a week after the tournament was completed. The Board will then determine if a refund is due.

ARTICLE VII: SPECIAL ASSOCIATION AWARDS

Section 1. The following special individual Association awards are authorized annually and are to be distributed to the Association's banquet at the conclusion of the season:

- A. Association Champion
- B. President's Cup Winner
- C. President's Plaque
- D. Hole-In-One Trophy
- E. Double Eagle Award

Section 2. The President shall appoint a trophy committee consisting of three SGA members. The type and value of the awards will be approved by the Board of Directors.

Section 3. The Association Champion shall be the member who compiles the best four 18-hole gross scores adjusted by course rating total in tournament play. In order for a tournament score to count for the low gross competition the player must hole out every hole, regardless of the tournament format.

Section 4. The President's Cup winner shall be the member who compiles the best four 18- hole net scores adjusted by course handicap in tournament play. (Note: The course handicap and the handicap allowance for a particular competition may be different.) In order for a tournament score to count for the low net competition the player must hole out every hole, regardless of the tournament format.

Section 5. At the beginning of each season, the Board of Directors shall publish a tournament schedule. All SGA tournaments, except the end-of-season charity tournament, are to be used in determination of the awards specified in Section 3 and 4 above.

Section 6. If a golfer is first for both the low gross and the low net awards, they shall be the Association Champion, and the low net runner-up shall be the President's Cup Winner.

Section 7. In case of a tie for either the Association Championship or the President's Cup, there will be an 18-hole stroke-play play-off arranged by the individuals concerned. For the Association Champion, the low gross score will win, and for the President's Cup the low net score will win. If a second tie occurs, a sudden-death play-off will determine the winner. If, after a reasonable time as approved by the Board of Directors, a tying golfer is unable to compete in or complete the play-off match, they will forfeit the match to the remaining players.

Section 8. At the end of each season, the Board of Directors has the option to award the President's Plaque.

- A. A majority of a quorum shall be required to elect a member for this award.
- B. The Award may or may not be given each year.
- C. The award shall be given to any member who, in the opinion of the Board, has performed:
 - 1. An exceptional service to the organization, or
 - 2. An outstanding feat in the field of golf.

ARTICLE VIII: HANDICAPS

Section 1. No one shall be eligible to participate in any association competition without a USGA handicap established through the Sun Country Amateur Golf Association (SCAGA), except as follows: If at least five 18-hole scores have been submitted to the USGA handicap system, but an official handicap has not been issued, the Vice President as the Handicap Chairman may develop an interim handicap. Current USGA Handicap Rules apply.

Section 2. The Handicap Chairman will prepare handicaps in advance of the draw for League play, for all tournaments, and will post handicaps of all SGA members on a regular basis. He will also post all tournament scores with USGA.

Section 3. Members will post all scores of other rounds, including League, played of seven holes or more, according to the USGA Rules of Golf and Handicap Rules. Guidance for estimating scores is available in the USGA Handicap Rules or from the Handicap Chairman. Estimated scores will be marked with an "X-", will be used only for handicap calculation, and are explicitly excluded from use for any other scoring purposes.

Section 4. The Handicap Chairman will develop and publish criteria by which a tournament score is considered exceptional, monitor all tournament scores, and recommend action to the Handicap Committee.

ARTICLE IX: SPECIAL COMMITTEES

Section 1. PROTEST COMMITTEE. Upon receipt of a written protest, the Vice President shall appoint, convene and chair a Protest Committee consisting of the Vice President himself and two non-Board Members from the Association who have no direct interest in the protest. In the event of the Vice President's direct involvement, or absence, the President shall assume or delegate the responsibilities of the Vice President.

- A. The Committee Chairman shall make the Committee's decision known to the parties concerned and to the Board of Directors as soon as possible after receipt of the written protest.
- B. A protest shall be permitted in league play provided the following conditions are met:
 - 1. The opposing team members are notified at the time of the dispute that the match is being played under protest,
 - 2. The word "protest" is written on the result sheet at the end of the match, and
 - 3. Written notice is filed with the Vice President and the President within three (3) working days.
- C. A protest shall be permitted in tournament play provided the following conditions are met:
 - 1. The alleged offender is notified at the time of the incident that a protest is being lodged,
 - 2. The Tournament Chairmen are notified that a protest has been made, and
 - 3. Written notice is filed with the Vice President and the President within three (3) working days.

Section 2. NOMINATING COMMITTEE. At least one month prior to the annual meeting, the president shall appoint a Nominating Committee consisting of three members from the Association. The Committee shall nominate at least one member for each elective office and obtain their consent to serve if elected. The list of nominees shall be presented to the members in advance of the annual meeting.

Additional nominations may be made by any member at the time of the election during the annual meeting.

Section 3. RULES COMMITTEE. The Vice President and three appointed members from the Association shall make up the Rules Committee. This committee has the following duties:

- A. Interpretation of the Rules of Golf for the membership,
- B. Periodic distribution of example topics which would clarify certain rules for the membership, and
- C. Petition the USGA for a ruling if the committee is unable to reach an agreeable decision.

Section 4. STATISTICS COMMITTEE. The Vice President and the Tournament Director shall make up the Statistics Committee. This committee has the following duties:

- A. Track and post tournament scores for all participants, calculating both low gross and low net.
- B. Research and report pertinent information for the prior year concerning the organization to SERP and other entities as requested.

Section 5. HANDICAP COMMITTEE. The Vice President and a maximum of four appointed members from the Association shall make up the Handicap Committee. The Committee shall have the following duties:

- A. Investigation of complaints concerning individual handicaps,
- B. Investigation of complaints concerning league play and tournaments,
- C. Investigation of exceptional tournament performance, and
- D. Making appropriate adjustments to member handicaps. If adjustments are made, they will be reviewed at each USGA handicap update cycle.

Section 6. Decisions made by any Special Committee may be appealed to the SGA Board.

ARTICLE X: LOCAL RULES

Section 1. Slow play is monitored by both the League Directors and Tournament Chairmen, golf course personnel, and participating SGA directors. Slow play is defined as falling more than one hole behind the group ahead. Warnings to groups are at the discretion of the League Directors and Tournament Chairmen, the golf course personnel, and participating SGA directors. Warnings may be given to groups approaching the slow play criteria. All slow play notifications are to be reported to the SGA Board of Directors via the League Directors and Tournament Chairmen for continuous monitoring through the golf season. The SGA Board of Directors reserves the right to administer corrective measures to SGA members who have multiple slow play violations. Corrective measures include warnings, probation, denial of play, and eventual loss of SGA membership.

Section 2. Players may use devices that measure or gauge distance only. The use of a distance-measuring device that is designed to gauge or measure other conditions that might affect a player's play (e.g., gradient, wind speed, temperature, etc.) is not permitted regardless of whether such an additional function is used.

Section 3. Additional local rules may be developed for league or for tournaments as discussed in Articles V and VI, respectively.