

Linville Land Harbor Golf Committee

BYLAWS

ARTICLE I – Definitions

Section 1: Name

The name of the organization shall be: “Land Harbor Golf Committee”, hereinafter referred to as the “Committee”.

Section 2: Location

The Club/Committee is located at Linville Land Harbor, Linville, North Carolina.

Section 3: Purpose

Purpose: The purpose of the Linville Land Harbor Golf Committee shall be to encourage and promote friendly and orderly playing of golf by the Members in good standing of the Linville Land Harbor POA, Renters and Guest; to make suggestions, recommendations and such pertaining to the operation and maintenance of said golf course to the Golf Operations Manager and the Land Harbor General Manager and follow the direction and guidance of the POA Board of Directors.

Section 4: Reference

The Committee operates under the authority of the Linville Land Harbor Property Owners Association. These Bylaws shall not in any way replace or supersede the delineation of the Committee as covered under Article XI of the Linville Land Harbor Property Owners Association Bylaws. The General manager shall provide direction under guidance of the POA Board of Directors when the Club requires.

Section 5: Fiscal Year

- A. The fiscal year shall be October 1 through September 30.
- B. Members’ annual dues are based on a calendar year. **NOT APPLICABLE**
- C. Members’ annual Membership Fees are based on a calendar year but are valid until May 1st of the following year. **NOT APPLICABLE**

Section 6: Facilities

The POA Facilities for the Committee use include but are not limited to; located at in Linville Land Harbor. **NOT APPLICABLE**

Section 7: Golf Committee

The affairs of the Committee shall be managed by the Committee composed of 7 Members.

Section 8: Enterprise Fund: NOT APPLICABLE

Section 9: Capital Reserve: NOT APPLICABLE

Section 10: Social Fund: NOT APPLICABLE

ARTICLE II – Governing Rules

The Committee shall be governed by its Bylaws and guided by Roberts’ Rules of Order.

ARTICLE III – Membership

Section 1: General Membership Meetings and Quorum:

- A. At a Regular Committee Meeting a simple majority must be present to constitute a quorum. No business shall be conducted in the absence of a quorum. Regular meetings shall be held the third Monday of each month from May through October at 3:00.
- B. Special meetings may be held as required at the Direction of the Chairman.
- C. A minimum of 4 Members present shall constitute a quorum.
- D. A simple majority vote of those members present shall be required to pass or reject a motion. The Chairman shall only vote to break a tie.
- E. A Special meeting of old and new members shall be held as soon as practical after the annual election at the September meeting to affect the transition from the old to the new Committee.
- F. The following order of business shall prevail at all Regular Meetings:
 - a. Call Meeting to Order
 - b. Approval of Minutes of Last Meeting
 - c. Approval of Treasurer’s Report
 - d. Report from Golf Operations Manager
 - e. Permanent Sub Committee Reports
 - f. Special Committee Reports
 - g. Unfinished Business
 - h. New Business
 - i. Adjournment

ARTICLE IV – Management and Administration

Section 1: Committee Qualifications, Responsibilities and Procedures

- A. All Committee members shall be voting members of current Annual POA Golf members in good standing and Linville Land Harbor POA in good standing.

Section 2: Composition of Committee

- A. The Composition of the Committee shall be a total of 7 persons to be derived as follows:
 - a. Three persons elected at large who will serve for 3 year terms. Each year there will be an election of at least one person at large. One representative from each following associations and elected by ballot from within:
 - i. 18 Hole Men’s Association
 - ii. 9 Hole Men’s Association
 - iii. 18 Hole Ladies Association
 - iv. 9 Hole Ladies Association

The term of newly elected At Large members and association representatives begins at the September monthly meeting following August election.

Section 3: Election of Officers

- A. The election of At Large new members of the Committee will be held in August of years in which a member’s term expires. Voting will be done by ballot which may be obtained either in the golf shop or at an August Association meeting. The ballot must be signed when obtained and returned to the golf shop either in person or by mail (post marked) by the due date in late August. Only Annual POA Golf members in good standing will be allowed to vote and serve.
- B. A vacancy during the year among the at-large members may be filled by the person receiving the most votes among candidates not elected at the Annual Election and serve out the remainder of that year.
- C. The election of the representatives of each of the four associations listed above shall roughly coincide with the election of the members at large so that the newly elected representatives will be present at the incoming/outgoing Committee members September Meeting.
- D. A person running for an at-large member position may not also run concurrently for one of the association representatives and visa versa.
- E. Term Limits: At large members can only serve for a maximum of 2(two) three-year terms.

ARTICLE V – Officers’ Duties and Responsibilities,

- A. The following officers shall be elected each year from the At-Large Committee Members for the ensuing year except the Treasurer. The Treasurer may be an At-Large Committee member or a League Representative Committee member:

- B. **Chairman** – It shall be the duty of the Chairman to coordinate activities of this Committee, preside and provide the agenda at meetings and appoint subcommittees as necessary to carry out the functions of this organization. The Chairman shall also act in accordance with Article 4 Section III if required by a vacancy to appoint a successor at-large member.

- C. **Vice Chairman:** It shall be the duty of the Vice Chairman to serve in the absence of the Chairman, to assist the Chairman as required, and serve as the Treasurer. If the Vice Chairman does not wish to perform the duties of Treasurer, any designated At-Large Committee Member or any League Representative may serve in this capacity. Duties include keeping accurate records of income, expenses and expenditures, maintaining and balancing the banking account, and issuance of all checks upon approval by the Golf Committee (one signature needed).

- D. **Secretary:** It shall be the duty of the Secretary to keep accurate minutes of the meeting and to post a cop of the unapproved/unapproved minutes on the bulletin board at the Golf House. The Secretary shall keep the ballot record of the annual at-large election for 3 years.

- E. **Treasurer:** Duties include keeping accurate records of income, expenses and expenditures, maintaining and balancing the banking account, and issuance of all checks upon approval by the Golf Committee (one signature needed).

ARTICLE VI – Compensation and Ethics

All members of the Committee and its officers shall serve and participate on a voluntary basis and receive no remuneration for their time. Actual expenses incurred by a committee member,

whether standing or ad hoc, or officer, while conducting Committee business may be reimbursed as approved in advance by the Committee.

1. Each Committee member shall:
 - a. Serve the best interests of Linville Land Harbor as a whole, regardless of personal interests.
 - b. Treat all committee members, board members, property owners, and Linville Land Harbor employees with respect.
 - c. Participate in all committee meetings. Each committee member shall arrive at meetings prepared and ready to engage in thoughtful dialogue. Any committee member with an excessive number of unexcused absences shall be dismissed from the committee.
 - d. Work with other committee members in a collegial manner. Each committee member shall keep disagreements impersonal and shall state differences of opinion or opposing views in a professional manner.
 - e. Perform their duties without bias for or against any individual or group.
2. Each committee member shall not:
 - a. Harass, threaten or attempt to control or instill fear in any individual.
 - b. Engage in writing or speech that defames any committee member, board member, property owner, resident, employee, or worker in Linville Land Harbor.
 - c. Divulge confidential information obtained during committee meetings.
 - d. Misrepresent facts related to committee work.
 - e. Use their position to enhance their financial status by using certain contractors or suppliers. Any potential conflict of interest must be communicated to the Board of Directors.
3. Although committee members will frequently be required to work with and advise the General Manager and other POA employees, committee members have no authority to direct employees to take any action or to obligate POA funds.
4. Committee members shall be held responsible for adherence to the POA Bylaws, committee bylaws and/or guidelines, and rules defined in this policy. If found in violation, a committee

member shall be given one (1) written warning by the committee chair or POA General Manager. Any additional violation(s) shall be referred to the Board of Directors for further action, warning, suspension or termination from the committee.

ARTICLE VII – Subcommittees

- A. **By-Laws:** This Subcommittee shall review the Bylaws and when required make changes, additions or deletions to the Committee.

- B. **Handicap:** The Subcommittee shall:
 - a. Assist the Golf Operations Manager to establish and maintain a handicap record for each member of the Golf Club desiring same in accordance with the U.S.G.A Handicap System Guidelines.
 - b. Ensure that players with a “short course” or non-U.S.G.A. handicap obtain a U.S.G.A Handicap as soon as possible.
 - c. Work with Associations on entering each individual score in the computer within a reasonable time after play to maintain a current handicap as per the Information Handbook.
 - i. Instruct golfers to use the equitable stroke control procedures before posting scores into the computer.
 - ii. Educate golfers on the 7-hole and 13-hole rule (5-1a) as per the Information Handbook.
 - d. In coordination with the Golf Operations Manager ensure that all handicaps shall be posted in the Golf House on the revision date.
 - e. Under direction of the League Manager Facilitator, assist the League Managers in the proper use of the TM Club/Golf Genius software system.

- C. **Publicity:** This Subcommittee shall:
 - a. Write an article for the Harbor Lights each month.
 - b. Monitor outside Golf House Bulletin Boards to keep them orderly and clear of outdated material and things not pertaining to golf.
 - c. Assist the Committee Secretary when Requested.

- D. **Rules/Information Handbook Score Card:** This subcommittee shall:
 - a. Be familiar with all U.S.G.A rules and all local Land Harbor Golf Rules.
 - b. Share responsibility with the Golf Operations Manager as final arbitrators of any golf rule dispute involving Land Harbor Golf Club.
 - c. Share responsibility with the Golf Operations Manager to update the information Handbook.
 - d. Share responsibility with the Golf Operations Manager to update the scorecard.

- E. Safety/Course Violations/Suggestions:** This Subcommittee shall:
- a. concerned with the safety of the golfers on the course.
 - b. Collaborate with the Golf Operations Manager regarding complaints of golf course violations, assist in investigating same and recommend to the Golf Committee any action to be taken. Penalties for noncompliance with the course rules are:
 - i. *First Violation – A warning phone call to the offender.*
 - ii. *Second Violation – A warning letter*
 - iii. *Third Violation – A 2-week suspension of golf privileges.*
 - c. Be responsible for maintaining the suggestion box and bring responsible suggestions to the attention of the Committee for possible actions.
- F. Nomination Committee:** This Subcommittee shall:
- a. No later than July 1, the Chairman of the Golf Committee shall appoint a Nomination Subcommittee Chairperson and 3 other non-candidate annual POA Golf members for the Rosters of Golfers to select at least one per and preferable more to run for each vacant position on the Golf Committee to be filled by ballot of the Golfers at the Annual *August Golf Committee Election.*
 - b. A notice shall also be posted on the Golf House Bulletin Board announcing the election and making space available on the ballot for any annual POA Golf Member desiring to run.
 - c. The Chairman of the Committee shall appoint four golfing members to count the ballots the day following the Election. The unofficial results shall be posted the day following the count. The results become official when approved by the POA Board of Directors in accordance with Article XI Section 2 of the POA Bylaws.

