

Northeast Seniors Golf Association (NESGA)
Constitution and Bylaws

Section I

NAME

This organization is known as the Northeast Seniors Golf Association or NESGA. The Association is established as a non-profit corporation in the State of New Mexico and is a member of the USGA and its Allied Golf Association (AGA), the Sun Country Amateur Golf Association.

MISSION

NESGA's mission is to provide its member golfers opportunities for recreation, exercise, and social interaction through a series of golf tournaments each year at a variety of golf courses wherein the members may compete for prize points in friendly competitions.

OBJECTIVE

The objective of this Association is to provide an official structure for the organization to enable it to plan, organize, and conduct golf tournaments at a variety of golf courses located throughout the State of New Mexico for the benefit of and enjoyment by the membership of the Association. To accomplish this, NESGA is incorporated as a non-profit entity in the State of New Mexico with a volunteer Board of Directors (Board) who direct the day-to-day activities of the Association.

PARLIAMENTARY AUTHORITY

NESGA is incorporated in the State of New Mexico as a non-profit corporation in compliance with New Mexico's Nonprofit Corporation Act. Incorporation documents are filed by the NESGA'S President and the Secretary. An annual report must be submitted to the Secretary of State to maintain non-profit status.

Section II

TOURNAMENTS

NESGA applies the Rules of Golf established by the USGA to all its tournaments. The Association has adapted certain provisions in the Rules of Golf as NESGA Local Rules of Golf applicable in NESGA tournament play.

NESGA tournaments offer competition to the members for lowest gross score and lowest net score in a variety of playing formats and in individual or team play. Members are required to maintain an active golf handicap index (GHIN) with the USGA. The GHIN is used to calculate individual and team playing handicaps for each tournament. The Association tournament director posts all tournament scores to GHIN at the completion of each tournament if it is appropriate. It is the responsibility (and a USGA requirement) that each member post all other golf scores throughout the year to the GHIN system to assure fairness in tournament net score competitions.

The Association maintains a tournament participation points system wherein members earn points for competing in an Association golf tournament (currently five points per tournament). Points are awarded to the lowest scoring players in the tournament, and to players who win other contests established for the tournament such as "closest-to-the-pin." The accumulated points earned by the members throughout the year are credited to the respective members for application towards future Association events.

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Tentative golf course selection and dates for each tournament are proposed by the Board to the members who then vote on the schedule. The actual tournament dates, green fees, format, and other incidentals are subsequently negotiated with the golf courses by the Board.

NESGA utilizes tournament management software to plan, set up, and conduct its golf tournaments. Tournament management software gives NESGA much flexibility in processing tournament registration, playing format, scoring, posting scores to update the players' GHIN, and produce reports without having to rely on outside parties.

TOURNAMENT ENTRY FEE

The executed contract or agreement with the golf course establishes the green fee the golf course will charge NESGA for each player. An Association tournament entry fee is added to the green fee to provide a points total awarded to eventual winners and competitors in each tournament. The Association entry fee is approved by member vote and is currently \$15 added to the golf course fee. The player pays the total tournament fee upon registering for the tournament.

The tournament director will distribute all points at the completion of each tournament. The distribution is in two parts: participation points to each member competitor in the tournament and prize points to players finishing in the top gross or net scoring positions.

Members are encouraged to invite guest participants to Association tournaments to increase Association membership and enhance the tournament experience. The guest tournament fee for a NESGA tournament is equivalent to the green fee plus an administrative fee established by the Board. Guests are not eligible to earn award points unless guest flights are included in the tournament competition.

TOURNAMENT SCORING

Tournaments will consist of 18 holes played in the order determined by the tournament director and will include both a competition for lowest gross score and a competition for lowest net score; an individual or team cannot win in both categories. Each player, or team, will record a score for every hole in the competition on the official tournament scorecard provided for the tournament. The scorecard must be signed by each player to indicate that the score marked on the scorecard is correct and that every hole has been scored. A missing score on the scorecard or a score marked lower than the actual score are causes for disqualification of the individual competitor or the team in team competition.

The tournament committee (tournament director and assistants) will compile the scores from each scorecard and will verify the total score for each player or team. The committee will be the final arbiter for any discrepancy or disagreement. The tournament results will be reported to all the players in the tournament as quickly as possible after completion of each tournament.

The tournament results will give the order of finish in each flight for the field, in gross competition and in net competition. The tournament director will establish the competitive flights for the tournament based on the number of competitors and each player's course handicap as calculated by the USGA GHIN system.

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The lowest scores in each flight will be ranked from 1st lowest gross score and net score to as many places as can be ranked based on the points available to award. Generally, the total points available will be distributed to at least the 1st, 2nd, and 3rd lowest scores in each flight in respective percentages of the total points available, for example, 45%, 30%, 25%.

If there is a tie in the tournament score, the tie will be broken by using the following scorecard tiebreaker methodology:

- 1) Use the best score for the back nine scores (holes 10-18). If a tie persists,
- 2) Use the best score for the last six holes (holes 13-18). If a tie persists,
- 3) Use the best score for the last three holes (holes 16-18). If a tie persists,
- 4) Use the best score for the last hole (hole 18).

If the scores are tied in gross score competition, only the gross scores are used. Likewise, if the scores are tied in net score competition, only the net scores are used.

The points distribution should be consistent throughout all flights and to each winning place.

Section III

MEMBERSHIP

Association membership is available to anyone age fifty (50) years or above or will reach 50 years old in the current year.

An individual becomes a member by submitting a membership application, paying membership dues, and establishing and maintaining a Golf Handicap Index (GHIN) with the USGA. Payment to activate a GHIN managed by NESGA is required if he or she does not already have an active GHIN through another golf association.

Existing members may renew their Association membership by paying the membership dues and applicable GHIN fees for the upcoming year.

MEMBERSHIP DUES

The Association requires annual dues and applicable GHIN fees from each member. The Association Officers are exempt from annual membership dues while in office. The dues collected pay administrative and other operating costs.

The Board of Directors (Board) of the Association will periodically review the Association's annual budget and may recommend a change in the annual membership dues amount for approval by vote of the membership.

Member dues are nonrefundable.

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Section IV

BOARD OF DIRECTORS

The Board consists of five officers: the President, the Vice-President, the Treasurer, the Secretary and the Website Administrator. Officers must be current members and are elected annually by majority vote of the general membership to serve a one-year term. There are no term limits on any position.

Officers also serve as the Handicap Committee for the Association.

Minimum requirements: Candidates for officer positions must have a working computer and be sufficiently computer literate to produce, receive, and transmit reports and correspondence electronically.

Replacement: Should an officer become incapacitated, resign, or be removed for cause during his/her term, the other members of the Board will name an interim officer to serve the term for the remainder of the year or assign the responsibilities of the position to another Board member until another officer is elected by the members.

Removal for cause: Any officer may be terminated from his/her position by a majority vote of the Board for failure to fulfill his/her roles and responsibilities or for conduct unbecoming an officer of the Association as determined by fellow Board members.

The elected individuals are listed in the annual report to the NM Secretary of State and other service providers as requested. The duties and responsibilities of each position are listed below.

PRESIDENT

Responsible for coordinating and overseeing the Association's activities to assure that the Association continues to meet its goals and that the Board fulfills its fiduciary duties.

The President is the sole authority to negotiate and execute contracts on behalf of the Association with third parties.

The President serves as tournament director for the Association. Once the members approve the annual tournament schedule, the President, or his/her delegate, negotiates with each golf club to establish tournament dates and green fees and other services. The President is the primary contact for the tournament management software utilized by NESGA for tournament organization, which may include player registration, payment of tournament entry fees, handicapping, scoring, flighting, prize distribution, and reporting.

The President is the primary contact with Sun Country Amateur Golf Association for any affiliation issues.

The President reviews the Association's bank and credit card statements monthly with the Association's Treasurer to review expenditures and assure that all accounts are reconciled in a timely manner. The President will provide the Treasurer with an immediate accounting of all administrative and tournament expenditures and payables as they occur.

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He or she reviews the activities of the Association's Secretary to assure that communications with the members or outside parties are conducted in a timely manner.

The President will communicate procedures to the Vice-President to assure that the Vice-President is prepared to assume his or her duties should that become necessary.

The President serves as the guarantor for the Association's credit card during his or her term through the Bank of Albuquerque. The Association credit card has a credit authorization up to \$23,000.

The President coordinates the agenda for the annual membership meeting, prepares presentation materials, and conducts the meeting with the objective to review the state of the Association, elect or re-elect the Officers, establish objectives, update the Bylaws of the Association if necessary, and invite feedback and discussion among the members in planning the year's activities.

The President serves as the Association's agent and point of contact with the Office of the Secretary of State of New Mexico for establishing the Association as a non-profit corporation. He or she will ensure that all regulatory requirements to maintain the non-profit corporation status are met.

VICE-PRESIDENT

The Vice-President will be ready to replace the President, as necessary, and conduct the duties of the President as listed above with the sole exception of replacing the President as guarantor of the Association's credit card.

The Vice-President will become familiar with the procedures to be followed to fulfill the President's duties. He or she will continue to perform those duties in case of a temporary or permanent absence of the President until a new President is elected.

TREASURER

The Treasurer is responsible to account for all revenues, expenditures, receivables, and payables of the Association. He or she maintains a ledger of all deposits and withdrawals from the Association's bank account. He or she reviews the credit card transactions monthly and pays the credit card bill in full every month. Once each year, the Treasurer will deposit the "cash back" earned by credit card use for the year into the Association's bank account.

The Treasurer is the primary authorized signature for processing payment from the Association's bank account whether by check or other method of payment.

The Treasurer will refund any credit balance accumulated in a member's Association credit account when requested by the member and approved by the President. USGA Amateur rules forbid cash payments for any tournament winnings. Therefore, gift cards are issued for credit earned through tournament participation.

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The Treasurer will reconcile the Association's bank account monthly and provide a reconciliation report to the President. The Treasurer will present the Association's financial report to the members at the annual meeting.

SECRETARY AND HANDICAP CHAIR

The Secretary is the communications center for the Association and serves as Handicap Chair.

The Secretary contacts prospective new members and communicates Association information, membership application forms, records or establishes GHIN numbers, collects membership dues from new and renewing members, and maintains the membership roll.

The Secretary communicates with Sun Country Amateur Golf Association (SCAGA) to establish and maintain active GHIN numbers for the members and to resolve any issues that may arise with a member's GHIN status or recorded scores. He or she will receive and review any bills or statements received from SCAGA and approve those for payment by the Treasurer.

As Handicap Chair, the Secretary will conduct meetings of the Handicap Committee, as necessary, regarding peer reviews, random audits, and any other issues that may arise concerning GHIN maintenance.

The Secretary will prepare and process any required documents to maintain the Association's non-profit corporate status after review by the President.

The Secretary serves to support the President to resolve any issue that may arise with the application of tournament management software. He or she will communicate with the software provider as requested by the President to facilitate resolution.

The Secretary will prepare minutes of any Association meetings and distribute same to the Association membership.

WEBSITE ADMINISTRATOR

The Website Administrator (WA) is responsible for designing, creating, and maintaining the NESGA website by ensuring its functionality, usability, and visual appeal. This includes making design changes as necessary, posting content, and working with the web hosting provider to troubleshoot technical issues and optimize website speed and performance. The WA assists with implementing online marketing strategies developed by NESGA to attract new members. The WA also provides technical support, site maintenance, monthly backups, training, and is the liaison to the hosting provider to ensure website security and continuity.

Section V

NORTHEAST SENIORS GOLF ASSOCIATION CREDIT CARD

The NESGA credit card is an awards business credit card to be used ONLY for conducting NESGA business. The card may be used to pay for any legitimate expense such as NESGA

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tournament green fees, administrative supplies, tournament supplies, membership and Board of Directors or other meeting expenses.

The “cash back” award earned during use of the card is considered miscellaneous revenue to the general fund and will be used to offset NESGA administrative expenses.

Two officers of NESGA will be authorized to use the card to pay for legitimate NESGA expenses -- the President and the Treasurer. Each will have online access to the credit card account to monitor the activity in the account and assure that the monthly balance is paid in full.

Any personal use of the credit card is prohibited and will result in termination of NESGA membership and require reimbursement of the unauthorized amount charged to the card immediately.

BACKGROUND AND AGREEMENT

The initial NESGA credit card was obtained through the Bank of Albuquerque’s Business Bonus Rewards Credit program. The bank petitioned the underwriter of the credit card, ELAN Financial, on NESGA’s behalf. The fact that NESGA had no established credit prohibited issuance of a credit card without a Guarantor.

Michael Baca, current President of NESGA and long-time client of Bank of Albuquerque, offered to be the Guarantor. Michael Baca proposes to continue as Guarantor until such time that NESGA has established a favorable credit history and can obtain an awards credit card on its own merit OR Michael Baca is no longer an officer of NESGA. The Board agrees that NESGA will either cancel or close this credit card account should Michael Baca no longer be an officer of NESGA.

Section VI

MEETINGS

The Association shall hold at least one general membership meeting per year. The President of the Association shall conduct the meeting as described above in duties and responsibilities.

The Association’s annual general membership meeting is open to all members and serves as an opportunity for the members to review the activities of the Association, to provide feedback about current and future activities, and to vote on any proposed changes. Membership applicants are welcome to attend and vote at the annual meeting by paying his or her membership dues.

All Board and committee meetings must have no fewer than three members present.

The Board shall meet as needed to discuss and resolve the administrative issues of the Association.

All meetings of the Association shall be conducted in accordance with Robert’s Rules of Order.

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Section VII

COMMITTEES

The Handicap Committee consists of the Board and is chaired by the Secretary. The Handicap Committee is responsible for ensuring compliance with the obligations under the World Handicap System in accordance with the Rules of Handicapping of the USGA. As a committee, it will verify that acceptable scores are posted for handicap purposes and are made available for peer review. The Handicap Committee will perform random audits and review members' scoring records to ensure that players consistently can use their handicap index to compete with any golfer on a fair and equal basis. The USGA expects all members to post ALL his/her golf scores. The Handicap Committee may issue penalty scores or take other action for those members who fail to post all his/her golf scores.

The Board may, as needed, establish other committees to research, discuss, and propose a course of action on an issue beneficial to the Association. The Board shall establish the purpose and scope of each Committee, appoint its members, and establish reporting requirements.

OTHER REVENUE

The officers may authorize activities to generate revenue for the Association. Any subsequent revenue will become part of the general fund and be used to conduct activities to benefit the Association. No authorized activity may risk Association funds or the non-profit nature of the Association.

Section VIII

DISSOLUTION

The Association may be dissolved at any time when such action is approved by vote by at least two thirds of the active members. The Board shall execute the following actions to dissolve the Association equitably and fairly:

1. Immediately account for all Association funds, receivables, and payables.
2. Assure that all accounts payable are paid.
3. Pay (as outlined above) all active members any points accrued in the current year.
4. Arrange a final golf tournament for the current members using all the remaining Association funds. Should the remaining funds not be enough to cover the green fees for the members who wish to participate, then the funds shall be used to subsidize the tournament green fees equally for each member participant. Should the remaining funds be more than the golf course green fee, the balance will be used to purchase or subsidize refreshments and food for the member participants. Should there still be funds remaining, they will be distributed as participation and place points in the final tournament.

Section IX

AMENDMENT

This Constitution and Bylaws may be amended by a majority vote of the Board present in quorum or by a majority vote of the current members. This Amendment to NESGA's

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Constitution and Bylaws was approved unanimously by the directors present at a meeting held November 13, 2023, and replaces all previously approved versions of this document.

Appendix

2024 OFFICERS

The following individuals were elected to their respective positions by unanimous vote of the 75 members voting via email survey in the month of December 2023.

President: Michael Baca

Vice-President: Pete Sandoval

Treasurer: David Castillo

Secretary and Handicap Chair: Renae Baca

Website Administrator: Jose Ramirez