



By-Laws of *Surfside Golf Club*

(Latest Version - Revised July 2019)

I. GOLF YEAR

The golf year of the SSGC begins on July 1 and concludes on June 30 of the following year.

II. MEETINGS:

A. An annual general meeting of the SSGC Board and membership should be held each golf year for the purpose of discussing items submitted by the membership. This meeting shall be held not later than May of each golf year.

B. Meetings of the Board of Directors:

- Board meetings, for the purpose of coordinating and conducting administrative and other business of the SSGC, shall be held monthly.
- A minimum of three Board members will constitute a quorum.
- Board meetings may be called by the President, or when requested by a minimum of three Board members. Any member of the SSGC in good standing, having matters pertinent to the welfare of the SSGC, may attend any Board meeting upon petition to the Secretary, prior to the meeting of the Board. Members may come to the meeting, present their item and then leave. Such members attending the meetings of the Board of Directors, shall have no voting privilege at the meeting. The Secretary shall notify the petitioner for attendance, of any proposed meeting not less than five (5) days prior to such meetings. All Board meetings will be minuted and minutes shall be posted at the Clubhouse and on the website.

C. Special Meetings:

A special meeting of the regular members of the SSGC may be called at any time by the President or a minimum of three Board members. The Secretary shall, at the direction of the President of the Board of Directors, send a notice

in writing of such a meeting, to all members eligible to vote, at least one week prior to the date of the meeting. At any such special meeting, no action shall be taken on any business not specified in the notice.

D. Arbitration

The Board shall hear all complaints of all disputes between Members, but no Board Member involved in such complaint or dispute shall be permitted to sit in judgment of such.

III. APPLICATION FOR MEMBERSHIPS

A. Regular Memberships

Application for regular membership shall be applied for at the Clubhouse. The completed application and dues shall be given to the Clubhouse Attendant to be presented to the Secretary for approval. Membership dues will not be refunded in a golf year (July 1 through June 30) for any reason (transfer, termination, resignation included). The Board with the approval of Recreation, reserve the right to refuse membership to any applicant.

B. Temporary Memberships

Application for temporary membership shall be applied for at the clubhouse. The completed application and dues shall be paid to the Clubhouse Attendant to be presented to the Secretary for approval under Article V, Section 4, of the Constitution.

- C. The Board of Directors with the approval of Community Services, have the authority to suspend or expel a member for conduct or behavior which the Board consider could bring the club into disrepute. No refund of dues would be given following such action.

IV. ANNUAL DUES

- A. Annual dues are payable after the start of the golf year (July 1). Payment of dues is a requirement of membership.
- B. Annual dues must be paid in full at least 7 days prior to a member participating in an SSGC tournament or league after the start of a new golf year.
- C. The financial condition of the club will be reviewed near to the end of the tenure of the current Board of Directors in order for the incoming Board of Directors to determine appropriate annual dues for regular (family and bachelor) and temporary memberships for the ensuing golf year.

V. ASSESSMENTS

Assessments may be levied, in addition to annual dues, by the Board of Directors, if it be deemed necessary to defray expenses of the SSGC.

VI. TOURNAMENTS, RULES, AND HANDICAPPING

- A. The Club shall maintain membership in the USGA in order to utilize the USGA Handicap System.
- B. All tournament play shall be conducted on basis of amateur play and be governed by United States Golf Association, Royal and Ancient Golf rules for Amateur Play, SAGA rules when appropriate and the currently approved Local Rules of the SSGC. USGA Rules in effect at the beginning of each golf year shall be used until the new USGA Rules are issued to the membership. The SSGC Local Rules shall be a part of the By-Laws. Where revisions to the Local Rules are proposed, they shall be deemed to be approved, if the proposed change(s) is (are) posted prominently in the clubhouse with a means to offer suggestions and if there is no response submitted within the required ten (10) days notice.
- C. Eligibility for the Club Championship and the President's Cup must be a regular member in good standing.
- D. To maintain both handicap and maintain membership in good standing, at least five (5) acceptable Surfside Golf Club scorecards (18 holes) per golf year must be submitted. Scorecards over two (2) golf years old are not acceptable for handicapping purposes.
- E. SSGC competitions are restricted to Members in Good Standing, except for the Membership Drive Tournament and the Charity Tournament which will be open to non-members as determined by the tournament committee. (*)
- F. If any Member has a calculated handicap index in excess of the Maximum USGA Handicap Index (Section 3-4 of the USGA Handicap System Manual), which maximums are 36.4 for men and 40.4 for women, then the Maximum USGA Handicap Index shall be used. (2005 Revision).
- G. Establishment of an initial club handicap is by:
 - Presentation of (all) valid handicap certificate(s) from recognized golf club(s) or association(s)- (to be posted as 5 scores for initial handicap),
 - OR (if member does not have a valid handicap at another golf club or association) submitting at least 5 acceptable scorecards (18 holes) played at SSGC (Surfside Golf Course), at least two (2) score cards must be attested by a member in good standing.

VII. ELECTIONS

Election of officers shall be held annually not later than May 20. Elections shall be held by secret ballot at the clubhouse or at the discretion of the voter, by email. Officers will be elected by a majority of the officially recorded vote cast for each office. In the event of a tie between candidates for any of the offices of the SSGC, the candidate deemed to have been elected will be determined by a new ballot cast for that office, within ten (10) days of the first vote cast.

VIII. BOARD OF DIRECTORS

A. President.

The president shall preside over all SSGC and Board Meetings and in general perform the duties incident to the President's office, including but not limited to, supervision of the business affairs for the SSGC and the officers. The President shall execute, sign and transmit in the name of the SSGC all correspondence with outsiders; however, the President may delegate, in a specific manner, signature authority on matters which are of a routine and repetitive manner for which policies and procedures are clearly established. The President shall direct the activities of all chairpersons and see that replacements or substitutes are available to act in their place during a chairperson's absence.

B. Vice-President

The Vice-President shall have such powers and perform such duties as may be assigned by the Board or President. At the request of the President, or in case the absence of the President, the Vice-President shall perform the duties of the President. The Vice-President shall be responsible for the clubhouse, clubhouse operations and all property of the SSGC including equipment, props, decorations and undistributed awards and prizes. The Vice-President shall keep full and accurate records of all properties and such records and properties shall be audited by the Board annually.

C. Secretary

The Secretary shall keep the records of all meetings of the SSGC and the Board. The Secretary shall prepare and distribute notices and agendas for all meetings and social events, have charge of all correspondence, papers and records of the SSGC, except those that pertain to the office of the Treasurer. The Secretary shall maintain the membership roster and the golf cart shed roster. The Secretary shall submit to the Ras Tanura Residential and Recreational Services a list of officers including home phone, work phone, and box numbers within two weeks of the election of officers. The Secretary shall perform such other duties as may from time to time be assigned by the Board or the President.

D. Treasurer

The Treasurer shall have charge and custody of, and be responsible for all funds, securities and valuable effects of the SSGC. The Treasurer shall receive and give receipts for all moneys to the credit of the SSGC and make the deposits to the assigned SSGC Bank account. Make all payments for all RTGC related invoices under S/R2000 associated with the financial running of RTGC. Payments exceeding S/R2000 will require to have two (2) signatories on the check or draft and will be prepared by the Treasurer with supporting documentation attached and counter signed by the Secretary or in his absence the President prior to payment.

The Treasurer shall prepare a complete financial report at the end of the golf year (June 31) and present to the President with copies being retained to support the year-end audit. The Treasurer shall submit an independently audited financial report for the period, January 1 through December 31, to Recreation at the end of each calendar year or upon request. The Treasurer shall perform such other duties as may from time to time be assigned by the Board or the President.

E. Past President

The Past President shall give advice on new business and experience based on the previous golf year, when deemed necessary. The Past President shall handle unfinished business from the previous golf year. The Past President shall negotiate and coordinate all contract actions. The Past President can be chosen as a temporary replacement for any Board member absent due to vacation, business, etc. The Past President shall perform such other duties as may from time to time be assigned by the Board or the President.

IX. VACANCIES ON THE BOARD OF DIRECTORS

- A. If a member of the Board of Directors resigns, is transferred, or is otherwise separated from the Company or the Club for any reason, the vacancy shall be filled as follows:
 - 1. The President shall be replaced by the Vice-President.
 - 2. The Past President shall be selected as stipulated in Article VI of the Constitution.
 - 3. The Vice-President, Secretary or Treasurer shall be selected by majority vote of the remaining Board members.
- B. A member so selected shall assume complete responsibility of the office so vacated. The appointment shall be for the unexpired term of the office vacated.

X. COMMITTEES

- A. The President shall appoint a chairperson with the approval of the Board of Directors, for each of the following positions:

Saudi Aramco Golf Club/Out-Of-Kingdom Tournaments

SSGC Tournaments

Grounds

Handicaps

Social and Entertainment

Rules

Scoring

Publicity

Awards

Pro Shop

- B. The responsibilities for the majority of the above chairpersons are well defined in the USGA Committee Manual.
- C. Any committee, for purpose specified by the President or the Board of Directors, may be delegated such powers and duties as may be advisable and not inconsistent with the Constitution and/or By-Laws of the SSGC.
- D. Committees and/or Committee Chairpersons shall be appointed for definite duties and may be removed or re-assigned by the President or the Board of Directors.
- F. A Nominating Committee, to consist of members in good standing of the SSGC shall be selected by the Board of Directors in office. No member of the Nominating Committee shall be a member of the existing Board of Directors. Duties of the Nominating Committee shall be to nominate candidates for the office of President, Vice-President, Secretary and Treasurer and post a list of candidates for the above offices for the ensuing year at least 10 days prior to the date of the election. Independent nominations for candidate for the above offices may also be made from the floor at a meeting, or a write-in.

XI. VOTING

- A. Voting by the SSGC members shall be restricted to regular members as shown by the records of the SSGC.
- B. A vote of the membership of the SSGC for changes of the Constitution, By-Laws, or operational procedures, may at the discretion of the Board of Directors be either by secret ballot (at the clubhouse or at the discretion of the voter, by e-mail) or in a general meeting by a show of hands; provided, however, that at least ten (10) days written notice be given to all members in good standing of the proposal.

- C. A vote of the membership of the SSGC for the election of officers shall be by secret ballot at the clubhouse or at the discretion of the voter, by e-mail.

XII. EQUIPMENT FOR MEMBERS

The Pro Shop Chairperson shall endeavor to maintain a reasonable supply of golf equipment, including golf balls, caps, gloves, tees, grass matting, towels, shirts & shorts for sale to members and other golfers affiliated with other Saudi Aramco Golf Clubs. In cases of limited supplies of these items sales shall be restricted to SSGC members only. The Pro Shop Chairperson shall submit to the

President all proposed orders for review by the Board. The Treasurer shall advise the Board that there are sufficient finances available to cover all such cost related to the proposed purchase including freight, broker & Saudi Customs charges.

XIII. TERMINATION OR SEPARATION FROM SAUDI ARAMCO

When an employee is terminated or resigns from Company service, his privileges of being a regular or temporary member of the SSGC ceases.