

Admiral Baker Men's Club



GOVERNOR DUTIES AND OPERATIONS MANUAL
Updated FEB 2024

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SECTION I

BOARD OF GOVERNORS OFFICERS - CHAIRMEN

Reference: Constitution / Article VII / Bylaws / Articles I & VI

A. The Officers of the Club shall be:

- 1. President**
- 2. Vice President**
- 3. Secretary**
- 4. Treasurer**

B. The Officers shall be elected at the first monthly meeting of the newly elected Board of Governors and serve for a period of two years.

C. The President shall appoint, at the first annual meeting:

- 1. Tournament Chairman**
- 2. Handicap Chairman**
- 3. Rules Chairman**
- 4. Golf Team Captains (2)**
- 5. Membership Chairman**
- 6. Blitz Director**
- 7. ABMC Website Manager**

SECTION II

DUTIES OF THE PRESIDENT

A. The President is elected annually, from the Board of Governors and by the Board of Governors, at the first meeting of the Board in January.

B. He shall preside for a period of one year at all meetings of the club and the Board of Governors, including the first annual meeting until his successor has been elected and installed.

C. The President shall designate the necessary committees and appoint two Golf Team Captains to conduct the business of the Men's Club and shall appoint all Committee Chairmen.

D. It is the President's responsibility to:

1. Select from the membership and recommend to the Board suitable members to fill any vacancies occurring on the Board of Governors.

2. Prepare the annual budget of the Men's Club with the assistance of the Officers and Chairmen.

3. As the senior representative of the Men's Club maintain close liaison with the Head Pro, Manager and Greens Superintendent of Admiral Baker Golf Course and with the Director, Morale, Welfare and Recreation and the Commander, Navy Region Southwest.

4. Approve the scheduling request of the Major Tournaments to the Head Professional.

5. Approve all official correspondence to any other organization.

6. Be the joint owner of the Club Treasury along with the Club Treasurer.

7. Have custody of the Club's Debit Card.

8. Have custody of the "Petty Cash Fund," and submit periodic reports to the Treasurer on the activity thereof.

SECTION III

DUTIES OF THE VICE PRESIDENT

A. The Vice President is elected annually from the Board of Governors and by the Board of Governors at the first meeting of the Board in January.

B. He shall hold office for a period two years and shall act on behalf of the President in his absence at all meetings of the Club and the Board of Governors including:

- 1. Monthly Board meetings**
- 2. General membership meetings**
- 3. Such other meetings as may be necessary.**

C. The Vice President shall be the chief assistant to the President in coordinating activities with all committee chairmen directors.

SECTION IV

DUTIES OF THE SECRETARY

- A. The Secretary shall keep the records of all meetings of the Club and of the Board of Governors.**
- B. The Secretary is responsible for all information posted on the Men's Club Bulletin Board and shall see that any items are removed when expired or unauthorized to be posted.**
- C. The Secretary shall coordinate with the President, other officers and chairmen; and prepare an agenda for each Board meeting. He shall provide each Board member with a copy of all meeting minutes.**
- D. The Secretary shall post all Board minutes on the Club Bulletin Board.**
- E. The Secretary shall provide the club Webmaster with a copy of all Board minutes for posting on the Club's website for all members to review.**

SECTION V

DUTIES OF THE TREASURER

A. The Treasurer shall keep full and accurate accounts of all money received, and shall deposit the same in the name and to the credit of the club in such depositories as may be designated by the Board of Governors. He shall disperse all monies under the direction of the Board of Governors. He shall have authority to receive and give receipt for all monies due and payable to the Club from any source whatsoever; and to endorse on behalf of the Club all checks, drafts, notes, warrants, and orders, and to give full discharge for same. He shall have power to sign all checks, drafts, notes, warrants, and orders for the payment of money.

B. The Treasurer shall be the joint owner of the Treasury funds along with the President.

C. The Treasurer or President shall pay the Pro Shop for all Tournament fees, and the Golf Course Food Manager for all the Men's Club functions where food or beverage is provided.

D. The Treasurer will periodically submit his records for audit by the person appointed by the President to perform such activity. Normally an audit will be conducted at least annually.

E. The Office of Secretary and Treasurer may but not need be held by the same person, at the discretion of the Board of Governors.

F. The Treasurer shall report the status of the Club's finances at every monthly meeting comparing the current bank balance with the Annual Budget.

SECTION VI

DUTIES OF TOURNAMENT CHAIRMAN & COMMITTEE

- A. The Tournament Chairman and Committee shall be appointed by the President annually at the January Board Meeting.
- B. The Tournament Chairman/Committee shall have charge of the following major golf tournaments sponsored by the Men's Club:
1. Men's Club Week-end SPECIAL tournaments
 2. Club Championship
 3. Spring Tournament
 4. Member Guest
 5. Spring General Meeting
 6. Fall General Meeting
 7. Club Match Play Championship
 8. Fall Tournament
 9. Thanksgiving and Holiday Turkey Shoots.
- C. The President and/or Tournament Chairman may change the composition of the tournament committee at any time they deem necessary.
- D. The Tournament Chairman shall:
1. As needed, designate a committee member, or other member of the Board as a tournament director for each tournament.
 2. Engage the Golf Genius tournament software that the club purchases yearly as full as possible which reduces manhours needed significantly.
 3. Designate what handicap index date shall be used in each tournament.
Coordinate with the Membership Chairman to verify all members signed up to play in a tournament are in fact members of the Men's Club in good standing.
 4. Designate and post prizes for each tournament within the President's Budget.
 5. Designate the flights to be chartered for each tournament.
- E. The Tournament Chairman will refer all questions concerning application of rules of golf in any tournament to the Rules Chairman.
- F. SCMGL (SoCal Military Golf League) Team Captains:
1. Attend scheduled SCMGL Board meetings.
 2. Maintain current listing of all eligible team players.
 3. Schedule and coordinate HOME team matches with visiting team captains.
 4. Maintain match sign-up sheets, make up team assignments and post on bulletin Board.
 5. Comply with Constitution of the SOCAL Military Golf League.
 6. Submit the annual schedule of tournament dates to the Head Pro.

SECTION VII

DUTIES OF BLITZ CHAIRMAN & COMMITTEE

The Blitz Chairman, the Blitz Treasurer and the Blitz Duty Personnel constitute the Blitz Committee and as such are responsible for the following.

A. Blitz Chairman:

1. Ensures all information on the Blitz Portal page is up to date.
2. Ensures all members are aware of their Duty Day and responsibilities.
3. Update and email weekly tee sheets using Golf Genius software.
4. Post and email results and payouts of the Blitz events using Golf Genius.
5. Create and add winnings to envelopes to be distributed by the Duty personnel each Blitz Tuesday morning.
6. Conduct the annual Blitz Lottery of tee times.

B. Blitz Committee Treasurer:

1. Pickup Blitz Duty bag from locker #34 after his round for monetary summary.
2. Send money breakdown to Blitz Chairman.
3. Stuff money envelopes using the cash forms sent from the Blitz Chairman.
4. Return Blitz Duty bag to locker prior to the next Blitz Day.

C. Blitz Duty Personnel shall:

1. Report for duty at 0600 and meet with the Blitz Chairman.
2. Check in players and collect fees. No Walk On's.
3. Distribute the money envelopes to those listed members.
4. At completion, place all Blitz Duty Materials in the Men's Club Locker #34, lock it and return the key.

SECTION VIII

DUTIES OF HANDICAP CHAIRMAN & COMMITTEE

A. The Handicap Chairman and committee have the authority and responsibility to administer the handicap system for the Club in accordance with the SCGA Handicap Manual.

B. The Handicap Committee may change a player's INDEX obviously inconsistent with the player's ability. This may be done locally for any specific tournament or by requesting a permanent change to the SCGA index report.

C. The Handicap Committee shall consist of the Handicap Chairman and other Board members, or Club members who shall have the responsibility to perform the functions of the Handicap Committee as listed in the USGA Handicap System manual.

SECTION IX

DUTIES OF MEMBERSHIP CHAIRMAN

- A. The Membership Chairman primary responsibility is to process all new membership applications and membership renewals in a timely manner, verifying that fees and all data are correct.**
- B. Submits member applications to the SCGA for new and reinstated members.**
- C. All new applications and renewals are processed by SCGA and are automatically updated to the Golf Nations website.**
- D. All new regular members are processed to the Golf Genius website by the member chairperson.**
- E. Present the number of Regular and Associate Members at each Board Meeting.**
- F. Delete all members who drop or are dropped from the Men's Club roster and notify the SCGA of the same.**

SECTION X

DUTIES OF RULES CHAIRMAN

- A. The Rules Chairman shall select committeemen from the Board or from the general membership as necessary.**
- B. The Rules Chairman shall have charge of publicizing to the members the rules of golf which are current and applicable to control the play of golf in all Club events and other rounds participated in by Club members.**
- C. Any disputes arising wherein the rules of golf are called into play shall be referred to the Rules Chairman for resolution.**
- D. The Rules Chairman shall prepare the Admiral Baker Golf Course Local Rules and present them to the Board of Governors for approval and publishing.**

SECTION XI

DUTIES OF SPECIAL PROJECTS CHAIRMAN

A If appointed by the President, the Special Projects Chairman shall have charge of those special projects pertaining to the functions of the Men's Club which are not specifically provided for in other committees.

B. The Chairman shall select committeemen from the Board or from the general membership as necessary.

C. The Special Projects Committee shall:

- 1.** Provide for engraving plaques with names of the Club Champions.
- 2.** Provide for engraving plaques for members who make an authorized hole-in-One.
- 3.** Pursue new ideas for displaying honors and memorials and present same to the Board.

SECTION XII

DUTIES OF THE TAX ACCOUNTABLE OFFICIAL

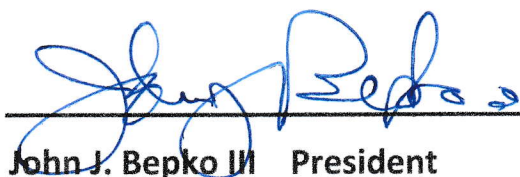
A. The Treasurer will normally be the Tax Accountable Official unless a different person is appointed by the President.

B. The Tax Accountable Official will maintain all records of the Federal and State Tax status of the Club and prepare the annual Federal and State tax returns, reporting to the Board of Governors when it has been done and if any problems or issues were encountered. If he is not the Treasurer, he will make a copy of each year's tax returns for archiving by the Treasurer.

C. The Tax Accountable Official will keep the IRA and California Finance Board aware of any changes in the Club that might affect its tax-free status and to keep them current of any change of address or identity of the Tax Accountable Official.

Adopted: 1 December 1987	D. B. Williams, President
Revised: 5 December 1989	D. B. Williams, President
Revised: 5 November 1996	G. H. Ernster, President
Revised: 2 April 2002	G. H. Ernster, President
Revised: 1 April 2003	J. Shields, President
Revised: 22 January 2003	J. Bepko, President
Revised: 5 February 2008	J. Bepko, President
Revised: 29 April 2009	J. Bepko, President
Revised: 06 August 2012	J. Bepko, President
Revised: 27 December 2023	J. Bepko, President
Revised: 1 March 2024	J. Bepko, President

Certified to be a true copy.



John J. Bepko III President