GOLF COMMITTEE

PURPOSE:
To advise and recommend to the Board of Directors matters pertaining to the use of the golf facilities, including but not restricted to rules, regulations, NCGA matters, handicaps, and club tournaments.

MEMBERSHIP (Exceptions):
Members shall be Owner Members or Golf Associate and Non-Transferable Golf Members, with a minimum of 4 from each of these two categories, in accordance with Association Bylaws. In addition the Men’s Golf Association, Moraga Women’s Golf Association, Moraga Niners Golf Association and the Senior Men’s Golf Association shall each appoint a member which may be a part of the minimum categories addressed above. To conform with the January 1 election commencement term of these golfing groups, Committee shall provide the Board a list of proposed members and a Chair by November 1, for approval at its next meeting, for a term commencing January 1. Committee members may serve for no more than four years. Additionally, the Green Committee Chair or designee shall be included as a voting member.

ADVISORS:
The General Manager, Director of Golf and Golf Course Superintendent shall serve as advisors and attend each meeting.

FUNCTIONS:
1. Coordinate the scheduling of the master golf calendar for the year and provide an interesting and active golf tournament program.
2. Propose changes to the rules governing the use of the golf course, the use of carts, starting times, and personal conduct while using all golf facilities.
3. Oversee the marshal program.
4. Coordinate with the Director of Golf the procedures to implement the USGA handicap system for all golfers as well as the slope, course rating, and individual hole handicapping.
5. Encourage cooperation between Club members. Recommend disciplinary action to the Board of Directors and staff to insure MCC golf rules are adhered to.
6. Approve and recommend to the Board of Directors all Golf Associations of MCC. Provide guidance and review requests of the Golf Associations within MCC.
7. Act as a hearing body for the membership and Golf Associations on matters pertaining to use of the golf course and the MCC golf rules.
8. Make recommendations to the Board on the use of the golf facilities.
9. Advise and recommend to the General Manager and Director of Golf on matters pertaining to the use of the golf facilities, including but not restricted to rules, regulations, NCGA matters, handicaps, and Club tournaments.
10. Encourage representatives of the golf organizations to keep their groups informed on actions and recommendations of the Golf Committee, and encourage them to advise the Golf Committee of their concerns.
11. Coordinate with other committees on matters in which there is mutuality of interest.

GENERAL POLICIES:
This outline of the responsibilities of the Golf Committee is to be applied with the General Policies specified for all Association Committees as declared on the reverse side of this document.

Committee Agreement: ____________________________________________  Dated: ______________________

Committee Chair

Approved by the Board of Directors April 21, 2005

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GENERAL OPERATING POLICIES FOR ALL COMMITTEES: To assure consistent general policies for all Association Committees, the following policies will apply unless modified by exception in the specific Committee Charter outline:

REPORTS TO: The Board of Directors. (Board)

MEMBERSHIP COMPOSITION:
- **Chair:** (Appointment & Term) Selected by the Committee and approved by the Board. Up to 3 successive one year terms are allowed, with each term ending April 30.
- **Chair:** (Duties) Sets the agenda of meetings. May appoint sub-committees. Provides the Board a list of all proposed members and Chair by April 1, for Board approval at its next meeting, for a term commencing May 1. The Committee may ask for the resignation of any Committee member for cause.
- **Members:** Most committees shall consist of at least 4 and not exceed 10 members including the Chair, Secretary, and Board Representative/ Liaison. Terms commence May 1 and at the discretion of the Committee, successive terms are allowed. Tenants or Designates may not be committee members. Mid-term additions or deletions of members or the Chair must be approved by the Board with all terms ending April 30.
- **Board Representative/Liaison:** One member of the Board will be appointed by the Board annually as a voting member of the Committee to act as a liaison to the Board and relate Committee visions and thoughts. When the Chair is not available he/she may ask the liaison to make formal requests of the Board. The liaison, when requested, will assist the chair in his/her responsibility for assuring that the Committee is properly staffed and operating by soliciting additional members as needed and assisting in the preparation of meeting agendas. If no other Committee member is available, the Liaison will assume temporary Chairmanship until a new Chair is selected and approved.
- **Secretary:** A voting secretary, who may be the Chair, will be appointed by the Chair. Duties include taking minutes, reporting Committee meeting time and location and promptly providing minutes labeled “DRAFT,” or “FINAL” to the MCC Office Administrator for inclusion in the next Board meeting study material. Minutes shall follow a standardized basic format for all Committees, including an expected “Board Action Request” section if such Board approval is needed.
- **Exceptions:** Exceptions to individual Committee membership and term commencement dates are noted in the specific Committee Charter page.

MEETING PROCEDURES: The Committee shall communicate the date and location of meetings at least 10 days prior to the meeting to the Office Administrator who will send written notice, agenda and prior meeting minutes to Committee members. Study materials shall be sent prior to meetings, to provide unhurried time for proper consideration. The General Manager will work closely with the Committee and may attend all meetings.
- Department managers will attend Committee meetings pertaining to their particular line of responsibility.
- Committee meetings are open to all Members.
- Members wishing to address the Committee should give advance notice to the Chair.
- A quorum of 50% of Committee membership is required to transact business.
- Minutes will be taken at each meeting.

BOARD REQUEST PROCEDURES: If an item requires Board approval, or an oral report is requested, the Chair will provide the General Manager, the following at least 10 days prior the Board meeting:
- All items to appear on the Board meeting agenda
- Supporting written documentation
- The time required for presentation
- The name of the person/s who will make the presentation

AUTHORITY: The Committee has the authority to advise, inform and recommend. The Chair is authorized to communicate directly with the Board, through its President. The Committee does not authorize expenditures nor issue directives to the staff.