

Membership Handbook



Three Rivers Singles Golf Club

Welcome to the Three Rivers Singles Golf Club (TRSGC). The Club's purpose is to bring Pittsburgh area singles together to celebrate the game of golf. Social, educational and special events are also held to enhance the members' experience. Since its inception in 1996, the organization has evolved and developed this set of policies and By Laws to provide smooth flow of activities and govern the operation of the Club. Please review this handbook, as it covers the typical questions concerning Club activities. Adherence to these policies will provide the members with the opportunity for an enriching golf experience as well as social interaction with a great bunch of fellow singles.

Join us on the golf course and have a great season!

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Policies and Procedures

The Three Rivers Singles Golf Club is primarily a golfing organization. However, the policies and procedures stated here include all social events and other Club activities, as applicable.

Event Registration

Registration forms are generally available at TRSGC events for upcoming activities, or may be downloaded and printed from the web site at www.trsgc.com. Events will be limited to the number of participants listed for the event and reservations will be accepted on a first come, first served basis, with an emphasis on balancing the number of participants by gender. If requests for reservations cannot be filled, participants' names will be placed on a waiting list and additional golfers will be added as space becomes available.

Registrations will be honored only if accompanied by payment. At times, for the convenience of the TRSGC (e.g., to complete a foursome or fill a cancellation), and at the discretion of the event coordinator, late registrations may be accepted. All payment for late registrations, accepted in good faith, must be received on or before the date of the event.

After the event registration deadline, all communications should be directed to the event coordinator (listed on the event registration form, Club newsletter and web site). Those calling committee members or the Club hotline will be advised to contact the event coordinator. Messages will not be forwarded.

Event Fees and Charges

The fees for all events will be determined by the Executive Board and published on the registration forms and the Club web site. Any member whose check is returned for non-sufficient funds (NSF) will incur a \$35.00 fee. The member may not participate in Club events until the fee is paid. Anyone paying cash for any TRSGC function, event, or item will receive a cash receipt with a copy to be retained by the Club treasurer. This receipt will show the member's name, cash amount, date received, receiving individual's name, and description of how the Club is to apply the cash. Refunds for cash transactions will be processed only if the Club treasurer has a record of the cash receipt, or the requestor presents their receipt copy.

Fund Raising and Other Outing Activities

Generally, there are several side games during each golf outing. Members may participate in a 50/50 raffle, compete in men's and women's skins, or purchase mulligans for \$1 each. Participation is voluntary and entirely up to the individual.

Sale of TRSGC logo items and sportswear, exclusively to members, may be available at the outings or through the Club newsletter and web site. The proceeds of activities go towards defraying the costs of Club operations and activities such as the Kick-off Party, Picnic, Member Appreciation Banquet, and Holiday Party. A social hour and a meal are often held after each golf outing, providing the opportunity for members to get to know one another better. Prizes are awarded for any team competitions and skill events (closest to the pin, longest drive, longest putt, etc.). Also, there is usually a drawing for door prizes.

Guests

Members may invite guests to attend and participate in designated TRSGC activities. The guest's name should be listed on the sponsoring member's event registration form. If the event fee for a guest differs from the member's, it will be published on the event registration form. Guests are subject to the same considerations and policies as the members. At golf outings, guests will be paired with the general membership, unless specifically requested to play with the person who invited them. Please be sure that your guests are aware of this. Non-members (potential new members who have not previously been a member of the Club) may attend any two (2) golf events per year; after which they must join the Club. Former members living in the tri-state area who wish to attend TRSGC functions must join the Club to participate.

Note – At Golf outings and other registered events, guests must be SINGLE as defined in By Laws in ARTICLE III, Section 3, c).

Pairings

The event coordinator determines the foursome pairings. In general, foursomes will be two men and two women, to the extent possible by the number and gender of the registrants. Every effort will be made to honor requests for pairings. However, various event formats may necessitate alternate pairings. Foursome requests will not be honored. Pairing requests **MUST** be received by the registration deadline. The final decision rests with the event coordinator.

Dress, Soft Spikes, other Course Rules

Proper golf attire is required at all golf events. Inappropriate dress includes tank tops, T-shirts, halter tops, short shorts, blue jeans or cut-off jeans. Generally, the courses at which we have scheduled events require golfers to wear a collared shirt, walking length shorts or slacks, and shoes at all times.

Coordinators will be aware of the various course dress codes and will advise members at registration if changes in their apparel are necessary. Those who do not wish to conform will be prohibited from playing with the group and subject to the no-show policy.

While the event coordinators will make every effort to advise members (in their tee time confirmations) of the course requirements with regard to soft spikes or other course rules, it is the members' responsibility to comply with all course requirements.

Late Arrivals and No-shows

Golfers should be at an outing 45 minutes before their scheduled tee time. Late arrivals penalize all the golfers and may necessitate difficult rearrangement of pairings and foursomes. Continued lateness by any member will be subject to Executive Board review and action.

There will be no refund for no-shows. Three (3) no-shows in one season will warrant review by the Executive Board, with possible termination of membership. In all instances, the decision of the Executive Board is final.

Rain or Inclement Weather

If rain or otherwise inclement weather occurs on the day of an outing, it is the responsibility of those members registered for the event to show up to play golf and/or to call the pro shop of the golf course prior to their tee-time and determine the status of play. On the day of the event, the course pro shop is the final authority concerning the suitability of the course for play, and the TRSGC will abide by their decisions. Usually drizzle, intermittent rain or moderately inclement weather will not prevent the Club from playing golf. Of course, lightning or other hazardous weather conditions may preclude the event from starting.

If a member chooses not to show up at an event without following these guidelines, the member will be liable for any costs incurred by the TRSGC as a result of the no-show.

Cancellations and Refunds

In many instances, the TRSGC is already committed to a set number of reservations prior to an event or outing, and may be liable for any unfilled spots. **Any participant (member or non-member) canceling after the event deadline will lose a minimum of \$20.** If TRSGC is liable for any expenses (green and cart fees, meal costs, or other event related costs) as a result of the cancellation that is greater than \$20, the participant will be liable for these expenses. **The event coordinator must be contacted by PHONE regarding any cancellations.** The extent of any refunds will depend on the policies of the facilities involved, and will be determined by the event coordinator, golf committee chairperson, and treasurer.

Cancellation of a late registration, accepted in good faith without an accompanying payment, is subject to the same liability for expenses incurred by the TRSGC outlined above. Members incurring such liability will be denied participation in future TRSGC events until such payments are received.

Conduct of Play

All members are expected to acquaint themselves with the rules of golf and to observe proper golf etiquette.

Fast play and ready golf are encouraged by the TRSGC. The Education Committee will offer guidelines at the outings and conduct educational activities during the course of the season to acquaint members with these concepts. Members are encouraged to participate in these activities.

Continued slow play or exhibition of poor golf etiquette will be subject to Executive Board review and action as necessary.

In Club outings, the event coordinator can designate a "fast play captain". If so, the fast play captain is to insure that each foursome adheres to fast play (ready golf), the rules of golf, and golf etiquette.

Handicaps

If handicaps are used by TRSGC, they will be an official USGA Handicap Index. It will be necessary to have a USGA Handicap Index to compete in the Club championship, but it is not a TRSGC membership requirement to have a handicap index. Members who are interested in obtaining a handicap index can find sign up information on the TRSGC web site.

Club Championships

Club championships will be held during one of the outings designated at the end of the season. A championship will be awarded for each of various flights, based on ability, as determined by handicap, and gender. While all members are invited to participate in the outing, only those who have played in four (4), 18-hole Club outings (stroke or scramble) during the current season will be eligible to compete for the Club championships.

Alcohol

TRSGC encourages the responsible use of alcohol at all Club events. While alcoholic beverages will not be provided at Club expense, members may purchase or otherwise provide such beverages as they wish, provided they remain within the rules and regulations of the golf course or facility involved.

General Conduct

All members should be aware that their conduct and behavior reflects upon the TRSGC, and could directly influence whether the Club may return to a golf course or other facility for future events. Excessive displays of temper or foul language, abuse of hotel, restaurant and golf course facilities or personnel, destruction of property, and drunkenness or other substance abuse are some of the behaviors considered inappropriate.

Also, TRSGC members often gather as a group for impromptu golf outings or other activities. In these instances, even if the gathering is not officially sponsored by the TRSGC, a member's behavior still reflects upon the Club.

Excessive or repeated inappropriate conduct will be subject to Executive Board review and action as necessary.

By Laws

Three Rivers Singles Golf Club

Pittsburgh, PA

ARTICLE I – NAME

Section 1. The name of this organization is the Three Rivers Singles Golf Club or TRSGC.

Section 2. The names “Three Rivers Singles Golf Club” and “TRSGC” may not be used in any way for solicitation or any other purpose without written permission of the Executive Board of the TRSGC, which may be withheld in its sole discretion.

ARTICLE II – PURPOSES AND OBJECTIVES

Section 1. The TRSGC is a non-profit organization for single golfers. The group is a coed organization dedicated to those single people with a passion for golf. The main objective of the Club is to offer golf experiences to the members so they may better enjoy the game of golf and the friendship and companionship of fellow golfers. Although our main focus is on golf, members enjoy the social activities.

ARTICLE III – MEMBERSHIP

Section 1. Any person (except as noted below) may apply for membership in the TRSGC by making written application and payment of annual membership fees.

Section 2. There shall be only one class of membership in the TRSGC.

Section 3. Eligibility for and restrictions to membership shall be as follows:

- a) Only men and women, twenty-five years or older may apply.
- b) There shall be no restrictions with regard to race, religion or nationality.
- c) Only single persons defined as never married, legally separated, divorced, or widowed are eligible for membership. Persons engaged before the beginning of the membership year are ineligible for membership. Members engaged during the membership year are permitted to participate in Club events until they are married or the end of the current membership year.
- d) (Grandfather clause) Any members who meet in the Club and become engaged or married are BOTH able to participate as members in good standing in events or on the Executive Board until such time that one of the two is no longer a member.

Section 4. The membership committee shall present all eligible applications to the Executive Board for approval. A majority vote of the Executive Board at a valid Executive Board Meeting is necessary for approval.

- a) Cause for rejection of a membership application must be justified.
- b) All persons shall have the right to appeal to the Executive Board, that such rejection of a membership application is unjustified.

Section 5. Termination/Suspension of Membership

- a) Any active membership may be terminated or suspended by a two-thirds vote of the Executive Board members present at a valid Executive Board meeting. Cause for termination/suspension must be justified and may include, but not be limited to, any violation of the eligibility requirements, rules, regulations, or policies of the TRSGC.
- b) Any membership will be terminated automatically for failure to pay annual membership fees by March 31st.
- c) Memberships terminated for just cause will be ineligible for refund of any membership fees.
- d) A member subject to termination shall be given the right to appeal to the Executive Board that such termination of membership is unjustified.

Section 6. The membership year shall run from January 1st to December 31st.

Section 7. Guests will be permitted to participate in all Club events. They shall pay the established event fee, plus a guest fee as set by the Executive Board. At Golf outings and other registered events, guests must be SINGLE as defined in the By Laws in ARTICLE III, Section 3, c).

ARTICLE IV – ORGANIZATION

Section 1. The general operations of the TRSGC shall be run by an elected Executive Board, which shall answer and be responsible to the membership.

Section 2. The officers of the TRSGC and the Chairpersons of the Standing Committees shall constitute the Executive Board.

- a) The elected officers shall be:
 - i. Chairman
 - ii. Co-chairman
 - iii. Treasurer
 - iv. Secretary
- b) The elected Chairpersons of the standing committees shall be:
 - i. Golf Events
 - ii. Communications
 - iii. Education
 - iv. Membership
 - v. Social Events
 - vi. Special Events
- c) The previous year's chairman shall be invited to sit on the Executive Board the year following his/her term.

Section 3. The Executive Board shall have following powers and duties:

- a) Approve and regulate the use of the names "Three Rivers Singles Golf Club" and "TRSGC".
- b) Establish membership fees, event fees, and guest fees.
- c) Approve applications for membership.
- d) Terminate or suspend membership for cause.
- e) Plan and coordinate all TRSGC activities
- f) Establish TRSGC rules, regulations, and policies for:
 - i. Event registration
 - ii. Event cancellations, no shows, and refunds
 - iii. Event rain outs or inclement weather
 - iv. Event dress codes and conduct
 - v. Speed of play
 - vi. Golf etiquette
 - vii. Alcohol usage/abuse or substance abuse
 - viii. General conduct
- g) Determine the nature of handicap usage in events and the manner of calculation.
- h) Establish and publish an operating budget each fiscal year.
- i) Approve TRSGC expenditures.
- j) Recommend amendments of the By Laws to the general membership.
- k) Enforce all rules and regulations of the organization.
- l) Only an elected member of the Executive Board may enter into a contract on behalf of the TRSGC, and only for an event or activity approved by the Executive Board.

Section 4. Any member, with five signatures, may bring any matter to the Board's attention they deem appropriate for the good of the Club. The Board shall respond.

Section 5. All decisions of the Executive Board shall be made by a majority vote of the members present at a valid meeting, unless indicated otherwise in this document.

- a) Irrespective of duties, any individual Executive Board member shall have only one vote in Executive Board decisions.
- b) There shall be only one vote for each standing committee, to be cast by the chairperson.
- c) The Past Chairman shall be a non-voting member of the Executive Board, unless his/her vote is necessary to break a tie.

Section 6. The term of office for members of the Executive Board shall be one year beginning January 1st following the election at the annual business meeting in November. There is no restriction as to the number of years a person may serve on the Executive Board.

ARTICLE V – DUTIES OF THE OFFICERS

Section 1. The duties of the Officers shall be as follows:

- a) Chairman
 - i. Oversee the running of TRSGC and all its committees.
 - ii. Preside over Executive Board and general membership meetings.
 - iii. Serve as ex-officio member of all TRSGC committees.
 - iv. Handle all other duties deemed necessary by the Executive Board.
- b) Vice Chairman
 - i. Assume the duties of the Chairman in his or her absence.
 - ii. Serve as ex-officio member of all TRSGC committees.
 - iii. Handle all other duties deemed necessary by the Executive Board.
- c) Treasurer
 - i. Receive and maintain monies in the TRSGC bank account.
 - ii. Disperse monies to meet Club's obligations.
 - iii. Prepare income and loss statement at the end of each fiscal year.
 - iv. Draw up a proposed budget at the beginning of the Club year for approval.
 - v. Assume the duties of the Chairman and Vice Chairman in their absence.
 - vi. Handle all other duties deemed necessary by the Executive Board.
- d) Secretary
 - i. Record and publish in a timely manner, the minutes of all meetings of the Executive Board and general membership.
 - ii. Handle all other duties deemed necessary by the Executive Board.
- e) Past Chairman
 - i. Act as an advisor to the Executive Board.
 - ii. Handle all other duties deemed necessary by the Executive Board.

Section 2. In addition to all other reporting requirements enumerated in this document, all officers are expected to maintain adequate records of their stewardship, which may be passed on to their successors.

ARTICLE VI – DUTIES OF THE STANDING COMMITTEES

Section 1. Duties of the standing committees shall include the following. The Executive Board may modify these duties or assign additional duties to the Chairperson and committees, as necessary.

- a) Golf Events – Responsible for planning and coordinating primary TRSGC golf outings.
- b) Communications – Responsible for the effective communication of TRSGC information and activities to the membership and other interested parties, as well as publicity for the organization.

- c) Education - Responsible for continuing education of the membership in the play, rules, and etiquette of the game of golf.
- d) Membership – Responsible for the coordination of new membership activities, processing of membership applications and maintenance of present and past membership records.
- e) Social – Responsible for planning and coordination of the TRSGC social events.
- f) Special Events – Responsible for the planning and coordination of the following special activities:
 - i) Membership Kick-off
 - ii) Picnics
 - iii) Annual Banquet
 - iv) Holiday Party

Section 2. In addition to all other reporting requirements enumerated in this document, all Committee Chairpersons are expected to maintain adequate records of their stewardship, which may be passed on to their successors.

Section 3. Standing Committee Chairpersons shall be the reporting member of the committee as an elected Executive Board member. In his/her absence, a member of the committee may report to the board as his/her replacement.

Section 3. Standing Committee Chairpersons shall determine the size of their committee and make the necessary appointments of members to the committee.

Section 4. The Executive Board may appoint additional chairpersons and committees as necessary. Non-elected chairpersons of these committees shall not have voting rights in Executive Board decisions.

ARTICLE VII – COMPENSATION OF CLUB MEMBERS

Section 1. Compensation, either monetary or as goods or services, is neither provided nor permitted to the members of TRSGC, acting for or on behalf of the organization, except for reimbursement for necessary Club expenses approved by the Executive Board.

ARTICLE VIII – COMPENSATION OF EXECUTIVE BOARD

Section 1. No monetary compensation will be provided to the members of the Executive Board, except for reimbursement for necessary Club expenses approved by the Executive Board.

ARTICLE IX - MEETINGS AND CLUB YEAR

Section 1. General Membership Meeting(s):

- a) An Annual Business Meeting of the general membership shall be held each November, for the purpose of electing the members of the Executive Board and any other business that may be transacted.
- b) The Executive Board may call additional meetings of the general membership, as it deems necessary.
- c) A minimum of six members of the Executive Board is necessary for a valid meeting and to conduct business. These six shall include at least two elected officers and three elected chairpersons of the standing committees. The general membership shall be represented by at least an equal number of non-Executive Board members.
- d) A notice of any meeting of the general membership shall be postmarked ten days prior to the meeting, and mailed to all members in good standing.
- e) Meetings of the general membership may be held in conjunction with other TRSGC activities, as desired.

Section 2. Executive Board Meetings

- a) Meetings of the Executive Board shall be held on a monthly basis.

- b) The quorum necessary for a valid meeting and to conduct business is defined as a minimum of six members of the Executive Board. These six shall include at least two elected officers and three elected chairpersons of the standing committees.

Section 3. Roberts Rules of Order shall govern the procedure at all meetings of the general membership and of the Executive Board when not in conflict with the by-laws.

Section 4. Club Years

- a) The TRSGC membership year shall run from January 1st until December 31st.
- b) The term of the Executive Board members shall run from January 1st until December 31st.
- c) The TRSGC fiscal year shall run from January 1st until December 31st.

ARTICLE X – NOMINATIONS, ELECTIONS, AND TERM OF OFFICE

Section 1. Nominations

- a) The Executive Board shall appoint a Nominating Committee annually, not later than September 1st, to select nominees for election to the Executive Board for the coming year.
- b) The Nominating Committee shall consist of 3 to 5 TRSGC members in good standing, with at least 2 members not currently on the Executive Board.
- c) Such nominations shall be published in the TRSGC Newsletter prior to annual business meeting of the general membership, and shall be included in the notice of call to the annual business meeting.
- d) Additional nominations may be made from the floor at the annual business meeting prior to the elections.
- e) All nominees shall be members in good standing of the TRSGC.

Section 2. Election of Executive Board

- a) The Executive Board shall be elected at the annual business meeting from those nominated by the committee or the members, by a majority vote of the members present. Where more than one nominee exists for an office, voting shall be by secret ballot.
- b) The results of the election shall be published.

Section 3. Terms of Office

- a) The term of office for Executive Board members shall run from January 1st to December 31st.
- b) If a vacancy occurs on the board, a new member may be appointed to fill the position by a majority vote of the remaining Executive Board members. A vacancy may remain open with the approval of the board.

Section 4. Prior to assuming office, newly elected members of the Executive Board may attend board meetings at the request of the Chairman.

ARTICLE XI - CLUB MEMBERSHIP AND EVENT FEES

Section 1. Membership Fees

- a) Annual membership fees shall be determined by the Executive Board on a yearly basis.
- b) Any active member who fails to pay the membership fee by March 31st of the current year shall be considered delinquent and will be dropped from the membership rolls.
- c) Any member, who fails to properly submit his or her renewal fee by March 31st, will be considered to have submitted a request to become a new member subject to the same considerations for membership as any other new member.

Section 2. Event fees shall be determined by the Executive Board, upon the recommendation of the standing committee responsible.

Section 3. Guest fees for events shall be as determined by the Executive Board, upon the recommendation of the standing committee responsible.

ARTICLE XII – MISCELLANEOUS

Section 1. Any matter the Executive Board deems a significant change in the direction or policies of the Club shall be submitted to the membership for approval.

Section 2. No member shall use the membership list or Club functions for personal profit. All solicitation is strictly prohibited.

Section 3. Waiver and Assumption of Risk- Each person submitting an application for membership in TRSGC, or to play as a guest, waives any claims and causes of action against TRSGC, its officers, directors, employees and agents, for any damages or injuries which the person or the person's property may sustain as a result of his or her membership in the Club, or participation in Club events.

Section 4. The TRSGC shall indemnify every present and former member of the Executive Board, his/her heirs, executors and administrators, against expenses and liabilities reasonably incurred by him/her in connection with any action, suit or proceeding to which he/she may be made a party by reason of being or having been a member of the Executive Board of the Club; in the event of a settlement, indemnification shall be provided only in connection with such matters covered by the settlement as to which the Club is advised by counsel that the person to be indemnified did not commit such a breach of duty. The foregoing right of indemnification shall not be exclusive of other rights to which any such member of the Executive Board may be entitled.

ARTICLE XIII – AMENDMENTS OF THE BY LAWS

Section 1. Any TRSGC member in good standing may submit an amendment of the By Laws for consideration by the Executive Board.

Section 2. A two-thirds vote of the members of the Executive Board present at a valid Executive Board meeting, is necessary to submit a proposed amendment of the By Laws to the general membership.

Section 3. A majority vote of the members present at any meeting of the general membership is required for approval of a proposed amendment of the By-Laws. A notice of the proposed amendment shall be postmarked ten days prior to the meeting, at which the action is to take place, and mailed to all members in good standing.

Revision Log

Date Modified	Changes Made	By Whom
11/24/1998	Updated committee responsibilities for Communications, Membership and Social. Also updated duties of Secretary	CMS
01/25/1999	Updated committee positions. Added Special Events position and duties.	DJW
2/15/2000	General revision	Exec. Board
12/27/2006	Added New Article VII and moved the following articles up one number. Reworded Cancellation Policy to reflect the minimum of \$20 charge.	SKP
2/20/2008	Added note that guests must be single at outings and registered events.	SKP
3/6/2008	Updated handicap and Club championship information by removing references to GHIN.	SKP
8/13/2012	Revised Guest Policy. Corrected punctuation, grammar, Article numbering.	JMW