

AZ GOLF

SAMPLE GOLF CLUB BY-LAWS

Flexible template for newly forming or existing AZ GOLF-affiliated clubs

HOW TO USE THIS TEMPLATE

Complete the blanks and select the options that best describe your club. This template may be modified at any time to reflect how your club operates. AZ GOLF affiliated clubs must meet applicable USGA/AZ GOLF requirements, including maintaining an active Handicap Chair and at least 10 active members at all times. This sample is provided as a starting point and is not legal advice.

ARTICLE I - NAME

Section 1. The name of this golf club shall be _____ Golf Club.

ARTICLE II - PURPOSE

Section 1. The purpose of the club is to bring together golfers who wish to participate in an organized golf club and to promote enjoyment, fellowship, and the traditions of the game.

Section 2. The club will encourage play in accordance with the USGA Rules of Golf and administer handicapping in accordance with the World Handicap System and applicable USGA requirements.

Section 3. The club may conduct competitions, events, member programs, and other golf-related activities as determined by the club.

ARTICLE III - MEMBERSHIP

Section 1. Membership shall be available to eligible golfers as determined by the club. The club shall maintain at least 10 active members as required for AZ GOLF/USGA club administration.

Membership eligibility (if restricted; e.g., men only, women only, age 55+, etc.): _____

Section 2. Memberships are individual and non-transferable unless otherwise permitted by the club and applicable governing requirements.

Calendar-year memberships expire on December 31.

Revolving memberships expire 364 days from the date of activation unless renewed.

Section 3. Membership application, approval, resignation, suspension, or removal procedures shall be administered as established by the club.

Section 4. Membership dues/fees, if any, shall be established by the club.

ARTICLE IV - CLUB GOVERNANCE

Section 1. The club shall be managed under the following structure:

☐ Sole Administrator/Operator

☐ Officers

☐ Board of Directors and Officers

☐ Other: _____

The individual(s) or governing body selected above shall have authority to manage club operations and establish additional governance procedures as needed.

ARTICLE V - HANDICAP ADMINISTRATION AND COMMITTEES

Section 1. The club shall maintain an active Handicap Chair and fulfill all handicap administration responsibilities required under the World Handicap System and applicable USGA/AZ GOLF requirements. The club may establish additional committees as needed.

ARTICLE VI - AMENDMENTS

Section 1. These by-laws may be amended, revised, or replaced by the club at any time, provided the club continues to satisfy applicable AZ GOLF and USGA requirements.

ADOPTION

These by-laws were adopted by _____ on
_____.

Authorized representative: _____

Title/role: _____

Signature (optional): _____

AZ GOLF BY-LAWS CUSTOMIZATION GUIDE

The sample by-laws are intentionally flexible. Clubs should revise the document to reflect their actual structure and operations rather than retaining provisions that do not apply. The optional provisions below are provided only as guidance and do not need to be added unless they are useful to your club.

Required minimum membership: The club must maintain at least 10 active members. There is no required maximum, so a club may select “No maximum” or establish its own limit.

Membership term: A club may operate on a calendar-year basis OR a revolving/anniversary basis. Select the option that matches the club’s actual practice.

Club structure: A traditional Board of Directors is not required. A club may be managed by a sole administrator/operator, officers, a Board of Directors and officers, or another structure appropriate for the club.

Officers and committees: Clubs may establish officer positions or additional committees as needed. Handicap responsibilities must be handled in accordance with applicable USGA/WHS/AZ GOLF requirements.

Meetings and voting: Clubs may add provisions for annual meetings, member voting, elections, notice periods, or quorum requirements if appropriate for their structure.

Dues and fees: The club may establish its own dues, fees, collection procedures, and responsible decision-maker.

Amendments: The bylaws may be amended as the club’s structure or operations change, provided applicable AZ GOLF and USGA requirements continue to be met.

Important: This template is intended to help clubs document their operating structure. Clubs should ensure their final by-laws accurately describe how the club functions and comply with current applicable requirements.