

Constitution and By-Laws

Rolling Hills Golf Club

June, 2022

1 ARTICLE I – NAME OF ORGANIZATION

1.1 The name of this Organization shall be called the ROLLING HILLS GOLF CLUB (the "Club")

2 ARTICLE II – PURPOSE, OBJECTIVES & SUPPORTING ACTIVITIES

2.1 The Club was formed for the purposes of promoting and conserving throughout the Middle East, but principally within the boundaries of the Kingdom of Saudi Arabia, the best interests and true spirit of the game of Golf as embodied in its ancient and honorable traditions.

2.2 The objectives and supporting activities of the Club are to:

2.2.1 Conduct the Club as an amateur body with respect to all Club sponsored competitions, employing and abiding by the Rules of Golf as published jointly by the United States Golf Association ("USGA") and the Royal and Ancient Golf Club of St. Andrews, Scotland ("R&A").

2.2.2 Promote golf interest, health, safety, good fellowship and fair play.

2.2.3 Undertake to do all such acts or things which are conducive to the furthering and safeguarding of the interests of the Club, and to take such steps as are deemed necessary or expedient for these purposes.

2.2.4 Apply the Rules of Golf to all Club competitions, as well as modifications to such rules as permitted for local conditions.

2.2.5 Establish and maintain Member handicaps using an established methodology, such as exist under USGA and/or the R&A.

2.2.6 Conduct a formal program of events and tournaments for Club Members each year.

2.2.7 Act as the authoritative body in arbitration of controversies and in determining answers to all questions presented by Members relating to the game of Golf, including decisions governed by approved local rules and as such may related to local play.

2.2.8 Address any suggestions or ideas related to the golf course facilities and operations to Central Community Services Department.

3 ARTICLE III – FINANCIAL PROVISIONS

3.1 The Club shall keep such accounting records as are necessary to present the state of affairs and operations of the Club and to explain the transactions and financial position of the Club, including:

3.1.1 Records showing its assets and liabilities; and

3.1.2 Records containing entries in sufficient details of all cash received and paid out and of the matters in respect of which receipts and payments take place.

3.2 The accounting records may be kept in any manner, where adequate precautions shall be taken for guarding against falsifications and facilitating its discovery/recovery.

3.3 The accounting records shall be kept by the Treasurer of the Club.

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- 3.4 The financial year of the Club shall run from January 1 to December 31 each year (the "fiscal year").
- 3.5 The Treasurer shall in respect of every fiscal year of the Club, prepare annual financial statements and shall obtain the approval of the Club's Board of Directors prior to presenting the financial statements at the Annual General Meeting ("AGM").
- 3.6 The Treasurer shall also submit any required financial statements to Recreation for endorsement in accordance with the rules and procedures applicable to self-directed groups as found in the Recreation Manual.

4 ARTICLE IV - MEMBERSHIP and MEMBERSHIP DUES

SECTION 1. CLASSES OF MEMBERS

- 4.1 Membership in the Club shall be based on the Fiscal Year. The Club shall be composed of four (4) classes of Members (collectively referred to herein as "Member", "Members" or "Membership"), as follows:
 - 4.1.1 Regular
 - 4.1.2 Temporary
 - 4.1.3 Junior
 - 4.1.4 Retiree (11/19)

SECTION 2. REGULAR MEMBERSHIP

- 4.2 Definition: Regular Membership is restricted to active Saudi Aramco employees and dependents who are eligible to use main Family Camp recreational facilities, whether or not they reside in the camp.
 - 4.2.1 Regular Membership shall consist of two types, Family or Single, either of which is available at the option of the Member.
 - 4.2.2 Privileges: Regular Membership shall entitle respective Members to all privileges of the Club.

SECTION 3. TEMPORARY MEMBERSHIP

- 4.3 Definition: Temporary Membership is restricted to, and shall consist of:
 - 4.3.1 Regular Members of other Saudi Aramco Golf Association Member Clubs who are in good standing with their respective clubs and, as a result of a temporary work assignment, are residing in Dhahran for not less than 60 days nor more than 180 days from the date of application, and
 - 4.3.2 Employees of Saudi Aramco affiliate companies who are assigned to Saudi Aramco under a temporary work assignment and are residing in Dhahran for not less than 60 days or more than 180 days from the date of application.

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- 4.3.3 Privileges: Temporary Membership shall entitle the Member and his dependents to all privileges accorded Regular Members during the period covered by payment of dues, except the right to vote and hold elective office

SECTION 4. JUNIOR MEMBERSHIP

- 4.4 Definition: Junior Membership shall consist of dependents of Company employees who are not holding Family-type Regular Membership in the Club. The Junior Member shall not have passed his/her 17th birthday, must be sponsored by two Regular Members, and must agree to comply and be bound by the Constitution and By-Laws of the Club.
- 4.4.1 Privileges: Junior Membership shall entitle the Junior Member to maintenance of his/her handicap and competition in Club activities for Juniors. Junior members may also participate in adult Club competitions as specified in the By-Laws.
- 4.4.2 Junior members shall not be entitled to vote at any meeting of the Membership

SECTION 5. RETIREE MEMBERSHIP (11/19)

- 4.5 Definition: As defined in Recreation Manual, executive retirees may continue to be Regular members of Club but will not be eligible for honorary membership or election as officials of the Club. Company retirees and the spouses/dependents are not eligible for membership.
- 4.5.1 The only exception made is when Club requests an extended membership for a retiree who has been beneficial to the Club's activities. The membership's extension must not impact new or existing memberships and requires approval from Admin Area of Community Services.
- 4.5.2 Honorary memberships can only be extended to members of executive management throughout all business lines.
- 4.5.3 Privileges: Retiree Membership shall entitle respective Members to all privileges of the Club. These privileges cannot be extended to other family members of the retiree.

SECTION 6. APPLICATION FOR MEMBERSHIP

- 4.6 Application for Membership shall be on forms provided by the Club and made available through the Membership Committee.
- 4.6.1 Applications shall be submitted to the Membership Director accompanied by relevant dues and fees.
- 4.6.2 Applications not accepted by the Membership Director will be forwarded to the Board for review and final decision. All dues and fees will be refunded to unsuccessful applicants.
- 4.6.3 In the event a Member wishes to convert from one Membership class to another (e.g., from Temporary to Regular), such Member shall provide a written request along with all applicable dues and fees to the Membership Director.

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SECTION 7. ANNUAL PAYMENT REQUIREMENTS

- 4.7 All classes of Membership will be provided an assessment of Annual Dues for the upcoming Fiscal Year on or before December 15th of each year.
- 4.7.1 Members are required to effect payment for the upcoming Fiscal Year by December 31
- 4.7.2 Payments for Annual Dues are applicable for the Fiscal Year, and such payments are nonrefundable in the event Membership ceases for any reason during the year.
- 4.7.3 Members who fail to pay their Annual Dues on or before December 31 shall be considered delinquent thereafter.
- 4.7.4 During any period of delinquency in the payment of Annual Dues, Members will be ineligible for participation in Club activities or the maintenance of their handicap
- 4.7.5 If dues are not paid by January 31, such delinquent Members will no longer be considered Members of the Club. Appropriate consideration will be given for absences caused by vacations, business assignments, or other events and circumstances.
- 4.7.6 Members dropped for non-payment of dues shall be reinstated upon payment of the applicable fees and dues. Normally, reinstatement will only be considered when applicable to the current period

SECTION 8. CONTINUITY OF MEMBERSHIP

- 4.8 Regular Membership shall be automatically continuous unless interrupted by resignation, suspension, or dismissal from the Club. Regular Members shall be responsible for all dues accruing to the date of such resignation, suspension, or dismissal.

SECTION 9. FEES AND DUES

- 4.9 Initiation Fee - The one-time fee payable when an individual initially becomes a Member. The Initiation Fee will be established by Board of Directors.
- 4.9.1 Annual Dues and Cart Shed Fees - The annual fee payable by members for the Fiscal Year as approved by the Board of Directors.
- 4.9.2 (*) Initiation Fee - New Members shall pay the fee in full, irrespective of the time of year when joining the Club. Former Members that rejoin the Club within five (5) years of the prior lapse of membership (membership lapsed for any reason) and Retirees are exempt from the Initiation Fee.
- 4.9.3 (*) Annual Dues and Cart Shed Fees - The Board of Directors shall review and approve the Annual Dues and Cart Shed Fees required for the following Fiscal Year. The approved annual dues and fees shall be utilized in preparing the Operating Budget which will be approved by the Members at the AGM.

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- 4.9.4 (*) Annual Dues: The annual amount is required to be paid by all new Members that join within the first six (6) months of the Fiscal Year. Members joining after six (6) months shall be required to pay one-half of the Annual Dues. Regular Members in good standing at other Saudi Aramco Golf Association (SAGA) Member Clubs transferred to Dhahran will transfer their membership at no cost for the remainder of the Fiscal Year. The Annual Dues are non-refundable at any time during the year including termination of employment from Saudi Aramco for any reason (including retirement)
- 4.9.5 (*) Cart Shed Fees – As noted in the Cart Shed Agreement, the annual amount is required to be paid by all members that are leasing a shed as of the beginning of the Fiscal Year. Members that obtain a cart shed during the year are required to pay the full annual amount at the time of signing the Cart Shed Agreement. The Cart Shed Fees are not refundable at any time during the year for any reason.
- 4.9.6 (*) Cart Shed Policy - The RHGC Board shall establish and maintain a policy detailing the rules and procedures for the assignment of Cart Sheds to its members and the waiting list that will determine which members will be given the opportunity to lease these Cart Sheds. Once established, no exceptions to this Cart Shed Policy will be made without the approval of the RHGC Board providing that such approval is sustained by a two-thirds vote of Board Members present in Saudi Arabia and that a quorum of six (6) Board members are present and voting at that time. The membership will be promptly notified of the Cart Shed Policy and any subsequent changes authorized by the Board. The Board will endeavor to post the Cart Shed Policy such that it can be conveniently accessed by all members RHGC seeking information on this Policy. [12/2009]

5 ARTICLE V - CLUB MEETINGS

SECTION 1. ANNUAL GENERAL MEETING

- 5.1 The AGM shall normally be held within one week of the last day of November each year at such place and hour as the Board of Directors shall determine. Its primary purposes will be to:
- 5.1.2 Formally announce the results of the Election of Officers and Appointed Directors.
- 5.1.3 Present and discuss the proposed budget, amend the proposed budget as appropriate, and seek approval of a final operating budget for the following Fiscal Year, and;
- 5.1.4 Conduct such other business as may require Membership decision.
- 5.1.5 (*) The Board of Directors will establish the order of business, e.g.
- 5.1.5.1 Meeting called to order.
- 5.1.5.2 Approval of Minutes of the previous Annual General Meeting.
- 5.1.5.3 Report of the Treasurer, including presenting Operating Budget for approval by Members
- 5.1.5.4 Consideration of Appeals from actions of the Board as provided by Article IX of the Constitution
- 5.1.5.5 Notification of newly elected Officers and Board Members
- 5.1.5.6 General business
- 5.1.5.7 Adjournment

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SECTION 2. SPECIAL MEETINGS

- 5.2 Special Meetings of the Regular Membership may be either called by the President, a majority of the Board Members present in Saudi Arabia or upon written request to the Board signed by no less than thirty (30) Regular Members. No other business than that for which the meeting is called shall be transacted at such Special Meeting

SECTION 3. NOTICE OF MEETINGS

- 5.3 Notice of the AGM and any Special Meetings shall be provided to all Regular Members in good standing not later than twenty (20) days prior thereto. The Notice shall state the purpose of the meeting and outline the agenda of known business to be transacted.
- 5.3.1 With respect to the AGM, the Notice shall also be accompanied by a copy of the proposed operating budget
- 5.3.2 (*) The following notification requirements have been approved by the Board of Directors:
- 5.3.2.1 Written notice of all meetings shall be posted on the Club's Notice Board and shall also be sent by electronic means to all members, with the exception of Junior Members
- 5.3.2.2 The failure on the part of any Member to receive actual notice of a meeting shall not invalidate the meeting
- 5.3.2.3 Notice of any Resolution to be proposed at the AGM other than the normal business thereof, must be sent to the Secretary not later than twenty (20) days before the date fixed for the said meeting

SECTION 4. VOTING PRIVILEGES

- 5.4 Voting privileges are provided on the basis of one vote per Regular Membership, provided such Member is in good standing. Family membership, irrespective of the numbers in the family, shall have only one vote (the primary member).
- 5.4.1 All matters requiring Membership decision will be determined by those present at respective meetings, with voting conducted and recorded in a manner designated by the Secretary, and concurred with by a majority of those present.
- 5.4.2 Where electronic balloting is used, votes should be verified against the membership roster to ensure one vote per member was cast.
- 5.4.3 Except as provided in Article IX, a simple majority of officially recorded votes shall constitute Membership decision on the issue voted on

6 ARTICLE VI – NOMINATIONS AND ELECTIONS

- 6.1 There shall be a Nominating Committee consisting of a minimum of two (2), and a maximum of five (5), Regular Members of the Club. The President shall designate the Chairman and Members of the Nominating Committee and his action shall have the concurrence of a majority of the Board Members present in Saudi Arabia.

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- 6.1.2 It shall be the duty of the Nominating Committee to solicit nominations of candidates for expiring elected Officer positions and to coordinate the voting and election process, including the use of electronic voting. This includes obtaining the approved incentives from the Board to include in the nominations announcements to all members.
- 6.1.3 Candidates nominated shall only be from the Regular Membership and each must be qualified as provided in Article VII and conform to the Recreation Department's stipulations for board service.
- 6.1.4 The nominations shall be reported jointly to the President and Secretary of the Club in a time and manner as established by the Board. The following has been established by the Board:
- 6.1.4.1 (*) The names of candidates nominated for election to the Board by the Nominating Committee shall be provided to the President and Secretary of the Club no later than three (3) weeks prior to the AGM
- 6.1.4.2 (*) The Nominating Committee shall tabulate the votes and inform the President and Secretary of the Club of the results prior to the AGM

7 ARTICLE VII - BOARD OF DIRECTORS

SECTION 1. ELECTION AND APPOINTMENT

- 7.1 The Board of Directors ("Board") shall be comprised of the elected Officers plus appointed Directors, all of whom shall be members in good standing.
- 7.1.2 The elected Officers of the Club shall be President, Vice President, Secretary, and Treasurer.
- 7.1.3 The following appointed Director positions shall be filled by majority vote of the Officers.
- 7.1.3.1 Handicap Director
 - 7.1.3.2 Tournament Director
 - 7.1.3.3 Grounds & Rules Director
 - 7.1.3.4 Social Director
 - 7.1.3.5 Membership Director
 - 7.1.3.6 Facilities Director
 - 7.1.3.7 Media Director
 - 7.1.3.8 Ladies Golf Director
 - 7.1.3.9 Junior Golf Director
 - 7.1.3.10 Other Director-level positions as prescribed by the Board

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SECTION 2. OFFICERS – TERMS

- 7.2 The term of office for the elected Officers shall be two (2) years and be staggered in nature such that the election for the positions of Vice President and Treasurer are conducted in October and November for President and Secretary.
- 7.2.1 The newly elected Officers shall be announced at the AGM, take office at the start of the first Fiscal Year following the election and remain in position until their successors are installed.
- 7.2.2 The determination of eligibility of Officers as well as length of service requirements shall be consistent with the requirements applicable to self-directed groups as specified in the Recreation.
- 7.2.3 Officers may also fill any Director position while in office. 7.2.4 Any vacancy occurring during the Board's term of office shall be filled by majority vote of Board members present in Saudi Arabia.

SECTION 3. POWERS AND DUTIES

- 7.3 Subject only to provisions of the Constitution, and to such approved actions as may be taken by a majority vote of the Regular Membership at a Special Meeting, the Board shall have full authority, control, and management over the affairs, property and policy of the Club, and shall in every way safeguard the best interests of the game of golf
- 7.3.1 Subject to the rules applicable to Saudi Aramco self-directed groups as specified in the Recreation Manual, the Board shall maintain a set of By-Laws governing the operations of the Club.
- 7.3.2 (*) The following are additional powers and duties approved by the Board of Directors:
- 7.3.2.1 Rules of Golf: The Board shall interpret the Rules of Golf in a manner consistent with the United States Golf Association's (USGA) or Royal and Ancient Golf Club of St. Andrews, Scotland ("R&A") as currently published and in effect, such to include modifications permitted for local conditions within the framework of such rules.
- 7.3.2.2 Competitions: The Board shall review and approve the schedule of competitions submitted by the Tournament Committee. The Board shall also confirm Captains designated for external exchanges/matches as proposed by the Tournament Director.
- 7.3.2.3 Constitution and By-Laws: The Board shall exercise absolute discretion in the interpretation and enforcement of the Constitution and By-Laws and shall in every way safeguard the best interests of the game of golf. The Board shall have power to impose penalties and sanctions in each case such as its judgment deems warranted.
- 7.3.2.4 Saudi Aramco Golf Association: The Club shall be a member of the Saudi Aramco Golf Association and will abide by its Constitution, By-Laws and other duly approved directives with respect to activities, standards and other actions insofar as they apply to the Club.
- 7.3.2.5 Junior Golf: RHGC supports the development of a progressive junior golf program within the community, including the sponsorship of junior golf tournaments to be organized by the Junior Golf Director/Committee.

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7.3.2.6 Junior Members of the Club and Saudi Aramco dependents under the age of 17 will also be allowed to participate in adult Club competitions subject to the following requirements:

1. Juniors must have an official RHGC Tournament Handicap with a maximum handicap allowed for males of 28 and females of 36.
2. Juniors must have received a certification by the Rules Committee that the Junior Member is familiar with course etiquette guidelines and have a basic understanding of the Rules of Golf.
3. Participation in adult competitions will be allowed on a space available basis following procedures established by the Tournament Committee (examples of these tournaments include all Casual monthly medals tournaments or other tournaments where the maximum number of adult participants is not reached at the tournament signup closing date).

SECTION 4. VOTING PRIVILEGES

7.4 On all matters requiring Board action, each Board Member shall be entitled to one vote, except co-Directors, who will have a split vote. Except as provided in Article IX, decisions shall be determined by majority vote of Board Members present in Saudi Arabia at the respective meeting. The President shall only vote in the case of a tie between other board members (one vote as regular member of the board).

SECTION 5. MEETINGS

7.5 Board Meetings for purposes of coordination and the conducting of administrative and other business of the Club shall be held as directed by the President or as called for and requested of the President by three (3) Board members.

7.5.1 No action of the Board shall be effective unless such action is taken at a Board Meeting with a quorum of members present at such meeting. A quorum shall be defined as 50% of the Board members including at least two Officers.

SECTION 6. INCENTIVES

7.6 Each "Board" member will be entitled to the following incentives during the calendar year of their term of office:

- Ten (10) day advanced tee time booking
- 100% discount on the RHGC primary membership fee (free membership)
- 100% discount on the Recreation green fees (free green fees)

7.6.1 Elected Officers as of the 1st January, and Appointed Directors, as approved by the RHGC, for the calendar year will be entitled to the incentives, as listed at para 7.6, for that calendar year. All incentives will cease with the cessation of any Directors term.

7.6.2 In the event a Directors' term ceases before the end of their term and they remain a member, membership fees will fall due for the remainder of the calendar year and will be calculated on a pro-rata basis utilizing the cessation date of the Directors term. Green Fees will be calculated as applicable.

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8 ARTICLE VIII – ELECTED OFFICERS AND COMMITTEES

SECTION 1. ELECTED OFFICERS

- 8.1 Except as provided herein for the respective office, Officers' actions are subject to provisions of the Constitution and By-Laws and decisions of the Board.
- 8.1.1 **PRESIDENT:** The President shall preside over all Club and Board meetings, and, in general, shall perform the duties incident to his office. These shall include, but not be limited to, coordination of the business and affairs of the Club, its Officers, and committees, and such other duties as may be assigned by the Board. The President shall also execute, sign and transmit in the name of the Club, all correspondence with third parties. The President may, however, delegate signature authority on matters which are of a routine and repetitive nature on which policies and procedures are clearly established.
- 8.1.2 **VICE PRESIDENT:** In the event of the absence or failure for any cause of the President to act in his official capacity, the Board shall direct the Vice President to perform the duties of the President. When not required to perform the duties of the President's office, the Vice President shall perform such duties as may be assigned by the President or the Board
- 8.1.3 **SECRETARY:** The Secretary shall keep the records of all Club and Board Meetings. The Secretary shall give and serve all notices of meetings, provide all official communication to the Membership other than communications sent by Media Director, and shall have charge of all correspondence, paper and records of the Club, except as pertaining to the office of Treasurer, ProShop operations and the Club House. The Secretary shall be prepared to present at the Annual General Meeting a full report on all matters relating to the Club, with the exception of financial matters. The report shall include a summary of significant actions taken by the Board during its term of office. Additionally, the Secretary will advise the Administrator, Dhahran Recreation, of any changes to the current officers within two weeks after election. In general, the Secretary shall perform the general administrative duties incident to the office and as requested by the Board.

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8.1.4 **TREASURER:** The Treasurer shall have authority to receive, and to give receipt for, all moneys due and payable to the Club from any source whatsoever, and to arrange for the endorsement on behalf of the Club, of all checks, drafts, notes, warrants, and orders for the payment of money to the Club, and to give full discharge for same. The Treasurer is responsible for all operations of the ProShop, providing equipment and golfing supplies to Club Members. The Treasurer shall keep or cause to be kept full and accurate accounts of all funds received and shall deposit same in the name and to the credit of the Club in such depositories as may be designated by the Board. The Treasurer shall disburse all moneys under direction of the Board and keep or cause to be kept accurate records thereof. Whenever requested by the President, or by a written request signed by three (3) Board Members, but at least once at the Annual General Meeting, the Treasurer shall prepare and present a written report on the financial affairs of the Club. This Annual Financial Report shall be audited as may be directed by the Board and/or Recreation. In general, the Treasurer shall perform the duties incident to the office. The Treasurer shall serve as Chairperson of the Finance Committee.

(*) SECTION 2. COMMITTEES

- 8.2 (*) Standing Committees (listed in Attachment I) shall, under direction of the Board, be responsible for the functions indicated. These responsibilities can be updated at any time by the Board.
- 8.2.1 (*) Such other Committees as may be required to handle special events, or temporary situations, may be created by the President or by majority vote of the Board with the exception of the Nominating Committee, which under Article VI of the Constitution is established by the President alone. The President shall be an ex-officio member of all Committees.

9 ARTICLE IX - OBLIGATIONS AND DISCIPLINE

- 9.1 The acceptance of Membership in the Club shall bind each Member to uphold all provisions of the Constitution and By-Laws, the RHGC Code of Conduct, any other rules of the Club, the Recreation Manual chapter on "Company Grass Golf Course" and to accept and enforce all rules and decisions of the Board as may be issued from within its jurisdiction.
- 9.1.2 Any Member failing to fulfill the obligations as set forth above will be subject to disciplinary procedures as outlined in the Recreation Services Operations Manual and/or the RHGC Code of Conduct.
- 9.1.3 The imposition and enforcement of any such disciplinary action shall be carried out by action of the Board of Directors, in coordination with Recreation Services Division of Central Community Services Department.
- 9.1.4 (*) 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.

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10 ARTICLE X – AMENDMENTS

- 10.1 Amendments to this Constitution and By-Laws may be proposed at any meeting of the Board of Directors and approved at any meeting of the Regular Membership by two-thirds majority of the members present and voting, or by electronic voting with a minimum of 30 votes.
- 10.1.1 Sections marked with an (*) are from previous Board By-Laws and may be amended, altered, or suspended without notice at any meeting of the Board of Directors, providing that such action is sustained by a two-thirds vote of Board Members present in Saudi Arabia with a quorum of members present at such meeting.
- 10.1.2 Proposed changes shall become effective upon approval by Recreation in accordance with the rules and procedures applicable to self-directed groups. (See Section 3 of Recreation Manual)

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ATTACHMENT I – STANDING COMMITTEES

- Each Committee will be chaired by the listed Board member, who is also responsible for recruiting member volunteers for their Committee, as needed.
 - More details are documented in a separate Roles and Responsibilities document that is maintained by the President. If there are any differences the most recent approved version of Roles and Responsibilities document should govern.
1. Finance Committee:
 - The Treasurer shall serve as Chairperson of the Finance Committee
 - Responsible for overall administration of the Club's finances (including audits), the determination of ways and means for obtaining revenue and for review and recommendations with respect to Annual Dues and Fees assessment, donations and the like.
 - Under the leadership of the Treasurer, the Finance Committee shall also conduct all functions, events or activities in connection with the raising of funds, and be responsible for managing the annual audit of the club in line with Community Services requirements including, but not limited to, the appointment of the auditor and agreeing payment for such audit.
 2. Tournament Committee:
 - The Tournament Director shall serve as Chairperson of the Tournament Committee and is responsible for the development, scheduling and organization of Club tournaments.
 - Responsible for all matters in connection with the Club's tournament program including, but not limited to, submission of a proposed tournament schedule and budget, carrying out the approved schedule, notifying Members of tournament dates and the results thereof, recommending and arranging for approved awards and prizes, and appointment of Tournament Officials and other volunteers to assist with competitive events.
 - The Tournament Director shall have sole discretion, and after consultation with the President, to alter the approved schedule through cancellation or rescheduling of events according to changing circumstances or as deemed appropriate in the best interests of all Members.
 - The Tournament Director will also have sole discretion to determine the official results of all competitive events subject to previously published eligibility criteria and count-back procedures
 3. Handicap Committee:
 - The Handicap Director shall serve as Chairperson of the Handicap Committee.
 - The Handicap Committee is responsible for the computation, maintenance and publication of Members' and their participating dependents' handicaps in accordance with rules and guidelines established by the USGA and R&A.
 - The Handicap Committee shall assign hole indexes and observe and make any necessary recommendations to the Board concerning the Course Rating for its consideration and presentation to the Saudi Aramco Golf Association.
 - The Handicap Committee shall also provide guidance to the Tournament Committee with respect to handicaps utilized during Club competitions.

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4. Grounds & Rules Committee

- The Grounds & Rules Director shall serve as Chairperson of the Grounds and Rules Committee
- Responsible for publication of rules applicable to competitive events (including local rules), and interpretation of such rules in the event of disputes arising during tournament play.
- Responsible for maintaining and updating all Permanent Local Rules as necessary. This includes updating the RHGC website Rules Page as well as the back of the scorecard.
- Responsible for instituting Local Rules to address short-term changes to course conditions.
- Responsible for providing Community Services (Gardening Division) with any necessary updates to the Score Card prior to each new order being placed with the printer.
- Responsible for observing conditions of the Rolling Hills Golf Course (Course) and making necessary recommendations concerning its maintenance and layout to the Board and Community Services.
- The Grounds & Rules Committee shall ensure that the Course meets the conditions specified for tournament play and shall, in consultation with the Tournament Director of the Tournament Committee, determine whether or not the Course is fit for play.
- The Grounds & Rules Committee shall make recommendations regarding the implementation of temporary Local Rules to address short-term changes to course conditions

5. Facilities Committee:

- The Facilities Director shall serve as Chairperson of the Facilities Committee.
- Responsible for Clubhouse operations and all Club property contained within the Club facilities.
- The Facilities Committee shall be directly responsible for activities relating to a routine catering operation on behalf of the Club and shall work closely with the Treasurer with respect to all monetary receipts and disbursements from operations, as well as maintenance of complete records of Clubhouse property under the responsibility of the Facilities Committee.
- Complaints concerning Clubhouse operations will be heard by the Facilities Committee who will review and recommend corrective action to the Board.

6. Membership Committee

- The Membership Director shall serve as Chairperson of the Membership Committee.
- Responsible for maintenance and publication of Club Rosters identifying members by name, location and box number.
- Shall also examine prospective Club Members' applications and process same, directing the Initiation Fees and Annual Dues to the Treasurer and notifying the Handicap Committee of the new Member's status, such in accord with Article IV of the Constitution.
- Responsible for all activities of the Cart Sheds, from working with Community Maintenance on repairs to handling the records of new and departing tenants (including the Cart Shed Rental Agreement) as well as maintaining the current Cart Shed waiting list.

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7. Social Committee:

- The Social Director shall serve as Chairperson of the Social Committee
- Responsible for all matters in connection with the Club's Social Program including, but not limited to, submission of proposed Social Calendar and budget for Board approval, carrying out approved programs, proper notification to Members of upcoming functions and determining and procuring the type of entertainment, food, decorations and the like to be utilized during these programs.

8. Ladies Golf Committee:

- The Ladies Golf Director will serve as the Chairperson of the Ladies Golf Committee
- Responsible for the schedule and activities of the Ladies Golf activities including the budget provided by the Board.

9. Junior Golf Committee:

- The Junior Golf Director shall serve as Chairperson of the Junior Golf Committee. Responsible for the activities of Junior Golf including tournaments at RHGC as well as other SAGA tournaments

10. Media Committee:

- The Media Director shall serve as Chairperson of the Media Committee.
- Ensure that up to date information exists on the community services web site.
- Responsible for all published information to inform the membership regarding RHGC activities including the Arabian Sun.

Constitution and By-Laws

Rolling Hills Golf Club

June, 2022

Revisions:

Date	Changes & Amendments	Approvals
December 2009	<ul style="list-style-type: none"> Added Cart Shed Policy to Section 5 Fees and Dues of Board By-Laws 	
February 2014	<ul style="list-style-type: none"> Required 5-year review per Recreation Manual Added appointed Director positions under Article VII Committees – 1) Ladies Golf, 2) Junior Golf and 3) Media which increased appointed Directors from 5 to 8, and Board from 11 to 14 Disciplinary procedures under Article IX Obligations and Discipline were simplified and delegated as per Recreation Services Operating Manual 	Approved by Recreation Services Nov 17, 2014
February 2014	<ul style="list-style-type: none"> Removed Appeals section from Board By-Laws Added 3 new Committees 1) Ladies Golf, 2) Junior Golf and 3) Media to Board By-Laws 	Approved by Recreation Services Nov 17, 2014
October 2018	<ul style="list-style-type: none"> Updated rotation of elected Officers terms 	Approved by Recreation Services Oct 21, 2018
November 2019	<ul style="list-style-type: none"> Required 5 year review per Recreation Manual Both documents merged References added to Recreation Manual for clarity Added Retiree Membership definition Changed requirement for sponsoring Junior Golf member from 1 to 2 Regular Members Changes to make Handicap & Rules Director and Tournament Director appointed positions instead of elected Board added that approved incentives are included in the nomination communications to all members Board changed reporting requirement of nominations for election to 3 weeks in advance of AGM (instead of 2) Board moved Rules Committee from Grounds Director to Handicap Director Other wording changes for clarity 	Approved by the Board Nov 3, 2019 Approved by Recreation Services Nov 19
February 2021	<ul style="list-style-type: none"> Update Article VII to include a new section related to Board incentives. This change is required to align the RHGC Constitution and By-Laws to the Recreation Manual. Renaming of Article VIII 	
January 2022	<ul style="list-style-type: none"> Moved Rules Committee to Grounds & Rules Director. Removed the ProShop Director and Committee as this is controlled by the Treasurer. Changed name of Club House Director to Facilities Director. Included 7.1.5. (Instruction from Community Services Policy Group re Spouses as Board Members). 	Approved by Board on January 16, 2022
May 2022	<ul style="list-style-type: none"> Removed 7.1.4 and 7.1.5 (to be reintroduced in bylaws when separated from the constitution) 	Recommended by CS Policy

Constitution and By-Laws
Rolling Hills Golf Club
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