

# **Sequoia Woods Women's Golf Club**

## **By-Laws**

Amended October 8, 2017

### **ARTICLE I: NAME AND PURPOSE**

Section 1: This organization shall be known as the Sequoia Woods Women's Golf Club ("SWWGC" or "the Club").

Section 2: Purpose

- A. To provide, adopt, and enforce uniform handicapping in accordance with the USGA GHIN System.
- B. To organize, promote, and direct golf tournaments and competitive play as well as further the best interest of golf among women.

### **ARTICLE II: MEMBERSHIP**

Section 1: General

- A. Prospective members must be paid members of the Sequoia Woods Country Club (SWCC) and must join the Women's Golf Association of Northern California (WGANC).
- B. Members must be at least 18 years of age.
- C. A SWCC owner, if a woman, may become an honorary member of SWWGC and must join WGANC.
- D. The SWCC Club Professional, if a woman, or the Professional's wife, may become an honorary member of SWWGC and must join WGANC. The same applies to the Assistant Professional(s).
- E. Applicants for new members must have an established 18-hole GHIN index of 40.4 or less.

Section 2: Handicaps

- A. USGA-GHIN handicaps are based on twenty (20) 18-hole scores.
- B. Membership is restricted to an index of 40.4 or less. Differentials indicating an index of more than 40.4 are allowed, but the member must play to no more than a 40.4 index.

Section 3: Obligations

- A. Members shall play competitively under USGA and local rules.
- B. A member is entitled to one (1) vote.
- C. Members shall conform to SWWGC By-Laws and Standing Rules. (Standing Rules are supplemental to these By-Laws).
- D. Members shall be current with SWWGC, WGANC and SWCC dues obligations according to the amounts and schedules posted by those organizations.
- E. Members shall cooperate with the SWCC Club Professional and the management of SWCC.

### **ARTICLE III: DUES**

Section 1: The Club dues are due October 1 each year, in the amount set in the Standing Rules. For renewing members, dues are delinquent and subject to late fees after October 15<sup>th</sup>.

Section 2: WGANC and SWCC dues are subject to the schedules provided by those organizations. WGANC dues are collected by SWCC and paid annually.

### **ARTICLE IV: GOVERNANCE**

Section 1: The Club shall be governed and managed by the Board of Directors. Except as otherwise provided in these Bylaws, approved motions of the general membership shall be considered advisory to the Board. All other business shall be in accordance with these By-Laws and the Standing Rules.

Section 2: The Club shall have at least three (3) general meetings per year, held at SWCC on play days. The Captain may calendar additional meetings on play days, and one meeting during the year on a Saturday or Sunday. The dates shall be announced in the Members' Club Roster/Handbook or via email. Special meetings may be held in accordance with the Standing Rules or as otherwise provided for in these By-Laws. The Annual Meeting shall be the September meeting.

Section 3: The Annual Meeting in September shall be for the purpose of annual reports, election of board members, election of officers, appointment of the nominating committee, and suggestions for the coming year.

Section 4: Roberts Rules of Order shall govern the proceedings of all general meetings.

Section 5: The Board of Directors may meet between scheduled general meetings at the discretion of the Captain or on the request of at least two other board members in order to conduct and transact Club business. The Captain shall report any decisions or recommendations of the Board to the membership at a meeting or via email. Approved minutes shall be available to members upon request.

Section 6: A quorum for any Board Meeting shall be four (4) Board Members present. A Board Member absent for two (2) meetings may be asked to resign by the Board.

### **ARTICLE V: OFFICERS AND BOARD MEMBERS**

Section 1: The elective officers of this Club shall be Captain, Co-Captain, Secretary, and Treasurer.

Section 2: The Captain shall choose a Tournament Chair who will then become a Board Member.

Section 3: Two other Board Members shall be elected from a slate proposed by the Nominating Committee.

Section 4: The immediate past Captain shall serve on the Board as an ex-officio (non-voting) member, unless she is elected or appointed to a voting position on the Board.

Section 5: All officers and members of the Board shall serve for one (1) year without compensation. (Except travel compensation provided for in the Standing Rules.)

Section 6: Officers and Board Members shall be elected at the September meeting and shall take office for one (1) year beginning January 1 through December 31 of the following year.

Section 7: The Board of Directors shall have seven (7) voting members and may have one additional non-voting member:

- A. 4 elected officers. (Captain, Co-Captain, Secretary and Treasurer)
- B. 2 elected members
- C. 1 selected member (the Tournament Chair)
- D. 1 ex-officio (non-voting) member (the immediate past Captain).

Section 8: Vacancies

- A. If the Captain leaves or resigns, the order of succession to fill the role of Captain shall be: Co-Captain; and if she leaves or resigns, then Secretary; and if she leaves or resigns, then Treasurer.
- B. If an officer or Board position becomes vacant, the Captain may appoint a member in good standing to fulfill the remainder of the term, subject to confirmation by a majority of the remaining Board.

## **ARTICLE VI: THE NOMINATING COMMITTEE; ELECTION PROCEDURES**

Section 1: The Nominating Committee shall be three Club members in good standing appointed by the Captain at the September general meeting. The Captain shall designate the chair. Members of this committee will serve for one (1) year, January 1 through December 31 of the year following appointment.

Section 2: The committee shall present a slate covering Captain, Co-Captain, Secretary, and Treasurer, and two (2) elected Board Members for the coming year.

Section 3: The entire slate of candidates shall be posted fourteen (14) days prior to the Annual Meeting in September via mail and/or email.

Section 4: Eligibility for Officers and Board Members

- A. To be eligible for a Board position, a person must be a member in good standing.

- B. The Nominating Committee shall consider the following eligibility guidelines:
  - 1. Captain, a past Tournament Chair
  - 2. Co-Captain, a past Board Member
  - 3. Secretary, experienced with computer work and electronic communications
  - 4. Treasurer, experienced with budgeting and accounting.

Section 5: The Secretary is responsible for mailing or e-mailing the ballot of officers and Board Members to all members fourteen (14) days prior to the Annual Meeting. This information will be in absentee ballot format so that all members may vote by mail or e-mail. The ballot must have a space beside each office for write-in candidates. Ballots shall be mailed or e-mailed or otherwise returned to the Secretary prior to the September general meeting.

Section 6: Nominations from the floor for officers and Board members shall be opened at the Annual Meeting by the Captain. Additional candidates must be present and willing to serve in the capacity for which they are nominated. Absentee voters may write in choices not provided for in the ballot.

Section 7: The Secretary shall tabulate and announce the results of the voting. Election shall be by majority vote of the ballots returned.

## **ARTICLE VII: DUTIES OF OFFICERS**

### Section 1: Captain

- A. Preside at all Board and general meetings
- B. Appoint Chairs of the following committees
  - 1. Tournament
  - 2. Rules
  - 3. Handicap
  - 4. WGANC Representative
  - 5. Social
  - 6. Nominating
  - 7. Invitational
  - 8. Audit
  - 9. Any other deemed necessary to conduct the business of the Club.
- C. See that these By-Laws, Standing Rules, and other regulations adopted by the members and Board of Directors are current and enforced.
- D. Be an ex-officio member of all committees, except the nominating committee.
- E. Encourage committee chairs to participate in WGANC meetings when their presence is requested by WGANC. In any case see that SWWGC is represented at any such meeting.
- F. Set the Club's calendar for the year, in cooperation with SWCC management, the Pro Shop, and other member clubs.

### Section 2: Co-Captain

- A. Serve as Membership Chair

- B. In the absence of the Captain, assume all of her duties.
- C. In the event the Captain leaves or resigns, assume all of the Captain's duties for the remainder of her term.
- D. Perform any other duties assigned by the Captain.

#### Section 3: Secretary

- A. Conduct all official correspondence.
- B. Keep the minutes of all general and Board meetings along with a record of those in attendance.
- C. Post the draft minutes of general meetings to all members via email. Maintain a book of approved minutes.
- D. Keep the By-Laws and amendments thereof.
- E. Keep a separate record of all motions passed. The purpose of this record is to be able to locate policy information without having to refer to the minutes of all past meetings.
- F. Prepare and distribute ballots for the election of officers and board members in compliance with Article VI, and tabulate and announce the results thereof.

#### Section 4: Treasurer

- A. Keep an accurate set of books
- B. Collect dues and other monies due SWWGC (except Sweeps). Keep account of both Mandatory ("Home") and Voluntary ("Home & Away") hole-in-one insurance.
- C. Pay all authorized bills and keep vouchers of same.
- D. Deposit funds in a depository designated by the Board of Directors.
- E. Render a complete financial report at every general meeting.
- F. Set up a depository account with Captain, Treasurer, Tournament Chair, and Social Chair on the account, requiring at least two (2) of these for signature on any check.
- G. Present a proposed budget to the Board 30 days prior to the first general meeting. Upon Board approval, email the proposed budget to the Club membership for their review fourteen (14) days prior to the first general meeting, for approval at the first general meeting.
- H. Maintain a current membership list, including chip-in, hole-in-one insurance and ringer/birdie participants.
- I. Provide records upon request to the Audit Chair for the annual audit.

### **ARTICLE VIII: DUTIES OF CHAIRS**

#### Section 1: Rules Chair

The Rules Chair shall inform the members of all local and USGA Rules of Play.

#### Section 2: Tournament Chair

The Tournament Chair shall plan and arrange all tournaments and play days in coordination with the Pro Shop. She shall obtain prior approval of the Board of Directors

for any expenditure of the Club that does not have prior approval in the Annual Budget. She shall keep the SWWGC bulletin board orderly and current.

#### Section 3: Social Chair

The Social Chair shall plan and arrange social events for the benefit of the membership. She shall obtain prior approval of the Board of Directors for any expenditure of the Club that does not have prior approval in the Annual Budget.

#### Section 4: Membership Chair

The Membership Chair shall welcome all new members to the Club and shall work with other officers and chairs to ensure that new members are included in the GHIN system and the Club's communications lists. She shall coordinate the membership renewal process.

#### Section 5: Handicap Chair

The Handicap Chair shall work in accordance with the GHIN Handicapping System and any SWCC or WGANC rules applicable to keeping accurate records of Club members' handicaps.

#### Section 6: WGANC Open Day Chair

The Open Day Chair shall attend WGANC meetings as required by WGANC and coordinate WGANC play day activities for SWWGC members.

#### Section 7: Nominating Chair

The Nominating Chair and committee shall identify qualified members and develop their interest in serving as officers and board members, and prepare the annual slate of officers and board members.

#### Section 8: Invitational Chair

The Invitational Chair shall plan and arrange the Invitational Tournament in coordination with the Tournament Chair, Pro Shop and SWCC management.

#### Section 9: Audit Chair

The Audit Chair shall conduct an annual audit of SWWGC's financial records.

#### Section 10: Other Chairs

The Captain shall designate guidelines for any additional chairs and/or committees she may appoint.

Section 11: Each officer and committee chair shall maintain a procedure book designed specifically for her position. If the book is out of date, she may request assistance in bringing it back to current.

### **ARTICLE IX: STANDING RULES**

Section 1: Standing Rules are the responsibility of the Captain. She shall review them prior to all general meetings. They may be revised at any general meeting by vote of 2/3 of the members present.

Section 2: The Secretary shall notify all members of any changes by mail or e-mail.

Section 3: The Standing Rules shall be published each year in the Club handbook.

#### **ARTICLE X: THE COMMITTEE**

Section 1: The Committee referred to in USGA, WGANC, and GHIN System Handbooks is the Captain, the Rules Chair, the Handicap Chair and the Tournament Chair. The Captain may appoint an alternate for the absentees for a specific decision. This committee functions within the parameters set forth by USGA and WGANC. The Tournament Chair shall serve as chair of this committee. The SWCC Club Professional may be invited to sit in on committee decisions in an advisory capacity. The invitation should be extended by the chair of this committee.

#### **ARTICLE XI: PROCEDURES FOR AMENDING BYLAWS**

Section 1: These By-Laws may be amended or altered in the following manner:

- A. The Secretary shall make an announcement of intention to change the By-Laws to all members in writing at least 25 days prior to the meeting at which the vote will be taken.
- B. The 25 day written notice of proposed changes shall be mailed or e-mailed to all members. .
- C. Changes must be approved by 2/3 of the members present at the general meeting.
- D. Revised By-Laws shall be issued to all Board members and Committee Chairs. Other members will receive a copy upon request.

Section 2: The Bylaws shall be published each year in the Club handbook.

**DATED:** September 7, 2016