

Revised By-Laws 2019  
SEQUOIA WOODS COUNTRY CLUB  
THE SEQUOIANS

Article I - Name

Section 1: The name of this organization shall be The Sequoians Women's Nine Hole Golf Club.

Article II - Location

Section 1: The office of the organization, for conducting club business, shall be in Blue Lake Springs in the immediate vicinity of Arnold, Calaveras County, California.

Article III - Purpose

Section 1: The Sequoians Women's Club is organized for the following purpose:

- a. To promote good fellowship among its members.
- b. To encourage good sportsmanship.
- c. To promote tournaments and other activities of interest to its members.
- d. To provide and maintain a system for handicapping its members.
- e. To work with management in establishing player rules for preservation of golf course facilities, player safety and for fair play among its members and guests.
- f. To cooperate with management in promoting interest in all of the recreational facilities made available by management for the benefit of the club members.

Article IV - Membership

Section 1: Membership shall be open to SWCC members for whom the golf course management certifies that the regular initiation and annual green fees are paid or is not more than 60 days delinquent. A Social Member must be a member of SWCC and a former member of the Sequoians.

Section 2: A member in good standing shall be entitled to one vote, but voting and holding of an office shall be limited to one per membership.

Section 3: Management as used herein shall mean the SWCC, its successors, and assigns.

Section 4: Deleted

Article V - Officers

Section 1: The officers of the club shall consist of a Captain, Co-Captain, Secretary and Treasurer, all of whom shall serve without compensation. All such officers shall be elected by the membership of the Sequoians at the annual October meeting. The terms of such officers shall be for no less than one year, commencing January 1 of the following year, with the exception of the treasurer, which shall be for a minimum of two years and a maximum of three.

Section 2: Captain: The Captain shall preside at all meetings of the Club and the Executive Committee. She shall be an ex-officio member of all committees and shall make every effort to carry out the purpose of this organization. She is responsible for updating By-Laws and Procedures annually by the end of the year.

Section 3: Co-Captain: The Co-Captain shall preside at all meetings in the absence of the Captain and shall serve as an ex-officio member of all committees in the Captain's absence. She shall serve on the committee up update By-Laws and Policies.

Section 4: Secretary: As Secretary shall:

- a. Keep a complete and accurate record of the minutes of all general and special meetings and the meetings of the Executive Committee. All such minutes shall be open to inspection and review by a member of the club at a reasonable time.
- b. Have custody and control of all records of the organization and be responsible for their safekeeping.
- c. Send out, in conjunction with the Captain, notices of the annual meeting to all members at least 30 days in advance of the date set for the meeting.

Section 5: Treasurer: As Treasurer shall:

- a. Receive and account for all monies received and disburse such funds upon approval of the membership.
- b. Deposit all funds of the organization in the name of the Club in a bank approved by the membership. Funds disbursed from such account shall be by check bearing signature of the Treasurer or the Captain when the Treasurer is not available.
- c. Be responsible for drafting an annual budget to be approved by the membership at the April meeting.
- d. Shall keep a current list of the membership as provided by the membership chair.

Section 6: Vacancy: In the event a vacancy should occur among the officers, the vacancy shall be filled for the unexpired term only by appointment of the Captain with a majority approval of the members present.

#### Article VI - Executive Committee

Section 1: The Executive Committee shall be composed of the officers and Chairpersons of the Standing Committees.

Section 2: The Executive Committee shall have broad, general authority to consider and take official action on any matters concerning and deemed to be in the best interest of the Sequoians, which does not involve a financial obligation upon the members over and above the annual dues. At any such meeting nine (9) members constitute a quorum.

Section 3: Deleted.

#### Article VII - Meetings & Procedures

Section 1: Annual Meeting: The annual meeting of this club shall be held each year during the month of October. The place of such meeting shall be determined by the Board, and the time will be set by the Captain upon approval of the Executive Committee. The Captain in conjunction with the Secretary shall notify all members in writing not less than 30 days prior to the time and place set for such meeting.

Section 2: Regular Meetings: The regular meeting shall be held once a month from April through October, and at such times as the Captain may deem necessary to conduct such business as may be necessary to properly handle the affairs of the club and to further its purpose. At any such meeting, a majority vote rules.

Section 3: Special Meetings: The Captain, with the approval of the Executive Committee, may call a special meeting for the members of the club at any time when such meeting is deemed necessary. The Captain shall call a special meeting upon receipt of a petition signed by Ten (10) or more members requesting that a special meeting be called.

Section 4: Quorum: At a general or special meeting, those members present shall constitute a quorum, and a majority vote shall rule.

Section 5: Procedure: In disputes or questions of procedure during any meeting, Robert's Rules of Order shall be followed.

Section 6: The By-Laws set forth above shall govern the activities and administration of the Sequoians until they may be amended or repealed by a two-thirds vote of members present at a monthly meeting, after members have been given 30 days prior notice of any proposed changes to the By-Laws. Changes in the By-Laws shall be made a part of the records of this organization, and as soon thereafter as is reasonable possible, the Secretary shall have copies prepared and sent to all members.

#### Article VIII - Chairpersons

Section 1: General: The Captain shall appoint Chairperson for committees, as she may deem necessary.

Section 2: Rules Committee: The Rules Committee shall consist of the Captain, Co-Captain, a member at large, plus an alternate.

Section 3: Handicap Chairperson: The Handicap Chairperson shall maintain a GHIN handicap system through WNHGA or NCGA for all members of the club. Handicap records shall be maintained at SWCC.

Section 4: Tournament Chairperson & Assistant Tournament Chairperson: The Tournament Chairperson and Assistant Tournament Chairperson shall have the responsibility for planning and arranging tournaments. They shall obtain prior approval of the Executive Committee for any expenditures or financial obligations of the club.

Section 5: Social Chairperson: The Social Chairperson shall have the responsibility for planning and arranging social events other than those arranged by the Tournament Chairperson for the benefit of the membership. She shall obtain prior approval of the Executive Committee for any expenditures or financial obligations of the club, including special events.

Section 6: Nominations Committee: The Nominations Chairperson shall have the responsibility of presenting to the members a slate of prospective officers for election at the annual meeting. Additional nominations from the floor shall be accepted. The Committee shall consist of Past Captains.

Section 7: Communications Chairperson: The Communications Chairperson shall be responsible for preparing and sending out all communications from committee chairs, i.e. Captain, Co-Captain, membership. These communications include notices of meetings, tournaments, and any special events. Also send out, in conjunction with the Captain, notice of the annual meeting to all members at least 30 days in advance of the date set for the meeting.

Section 8: Other Chairperson The Captain shall designate guidelines for any additional chairperson and/or committees she may appoint.

REVISED 9/23/2019, APPROVED 10/29/2019

