

**BY-LAWS OF THE HERON LAKES WOMEN'S GOLF CLUB**

A mutual benefit nonprofit corporation

Oregon Registry #165606-82/ IRS ID #93-0818918

**ARTICLE 1 - NAME**

The name of this club shall be THE HERON LAKES WOMEN'S GOLF CLUB, hereinafter referred to as the "Club."

**ARTICLE 2 - PURPOSE**

FIRST: To provide competitive golf events for women by establishing days play on Tuesdays and Saturdays from March through October each year.

SECOND: To encourage conformance to the USGA Rules of Golf by creating a representative authority.

THIRD: To promote and conserve the best interests and true spirit of the game of golf as embodied in its ancient and honorable traditions.

FOURTH: To maintain a uniform system of handicapping as set forth in the World Handicap System and issue USGA Handicap indexes to the members.

FIFTH: To provide an authoritative body to govern and conduct Club competitions.

**ARTICLE 3 - MEMBERSHIP**

Section 1: Qualifications

- a) Membership is limited to women golfers.
- b) Applicants must have a USGA GHIN number and a Handicap Index established, not to exceed 41.0. If an applicant does not have a USGA GHIN established, they shall submit attested 9- or 18-hole score cards with a minimum of 54 holes played on rated courses and attested as required by the World Handicap System. Existing members, as of July 1, 2021, who exceed the minimum Handicap Index requirements, may continue as members in good standing at Heron Lakes Women's Golf Club.
- c) Applicants must have paid annual dues.
- d) Applicants select a primary day of play to facilitate budgeting and organization of days play.

Section 2: Annual Dues

- a) Shall be established by the members.
- b) Shall include entry fees for the four annual tournaments.
- c) Shall entitle applicants to membership for the current year, January 1<sup>st</sup> through December 31<sup>st</sup>.

Section 3: Termination

- a) The membership of any individual may be terminated for cause by the Board.

**ARTICLE 4 - LEADERSHIP**

Section 1: Officers

- a) The business of the Club shall be managed by six (6) elected officers (President, President-Elect, Secretary, Treasurer, Vice President Tuesday and Vice President Saturday) representing players from both days of play
- b) The officers shall constitute the Board of Directors and shall have supervision over the affairs and property of the Club.
- c) The prior year President shall serve as a non-voting member of the Board.
- d) Officers are elected for a one (1) year term, January 1<sup>st</sup> through December 31<sup>st</sup>.
- e) No officer may serve in more than one office at a time.

## Section 2: Duties of Officers

- a) President - Shall preside at all meetings of the Club and Golf Committee. She shall appoint committees as the need arises. Shall maintain a thumb drive with all final documents for the current year posted on the website.
- b) President-Elect - Shall assist the President, and in the absence or incapacity of the President, perform all duties of that office.
- c) Secretary - Shall keep records of all meetings, conduct correspondence, receive and validate applications for membership, and maintain a roll of the membership. Shall coordinate posting HLWGC website changes with the course administrators. In the absence of the President and President-Elect she shall conduct meetings until chairman pro tem is elected.
- d) Treasurer - Shall keep a full account of all money received, submit a monthly budget summary report to members of the Golf Committee showing expenditures against the budget, and disburse funds in accordance with the budget. She shall keep the accounts in books belonging to the Club, and such books shall be open for inspection at all times. The Treasurer or the President-Elect may sign checks alone, and the bank statement shall be sent directly to the President.
- e) Vice President Tuesday and Vice President Saturday - Shall have general supervision over all aspects of days play and appoint assistants as needed. She is responsible for appointing Chairs of Standing Committees (Handicap, Rules and Tournaments) for her days play.

## **ARTICLE 5 - STANDING COMMITTEES**

### Section 1: Standing Committees – (Handicap, Rules and Tournament)

- a) The Vice Presidents shall appoint the chairs of each Standing Committee for her day of play.
- b) Each committee chair shall be responsible to the Vice President for all aspects of the appointment and for carrying out her duties.
- c) Each chair shall present a plan for approval by the Golf Committee.
- d) Each chair should maintain a handbook and in October prepare for the Vice President a summary of the committee's activities.

### Section 2: Duties of Standing Committees

- a) Handicap - in accordance with the current World Handicap System.
  - a. Assume responsibility for scoring, handicap revisions, assessing penalties, maintaining records, and notifying members of changes.
  - b. Review all handicap information and propose to the Golf Committee any changes in procedure.
- b) Rules - in accordance with the current USGA The Rules of Golf
  - a. Assume responsibility for advice on The Rules of Golf, the promotion of knowledge and adherence to The Rules of Golf among the members.
  - b. Review Local Rules and propose any additions, corrections or deletions to the Golf Committee.
- c) Tournament - in accordance with the current USGA How to Conduct a Competition
  - a. Assume responsibility for planning and conducting the four annual Club tournaments (Spring Handicap, Club Championship, Fall Handicap, and Ringer Tournament).
  - b. Review the tournament eligibility requirements, the tournament schedule, and propose any changes to the Golf Committee.
  - c. Assume responsibility for having plaques and trophies engraved with annual results.

## **ARTICLE 6 - THE GOLF COMMITTEE**

Section 1: Members - The Golf Committee shall consist of:

- a) The Board of Directors/elected officers (President, President-Elect, Secretary, Treasurer, Vice President Tuesday, Vice President Saturday).
- b) The Chairs of the Standing Committees (Handicap, Rules and Tournament).

Section 2: Duties of the Golf Committee

- a) The Golf Committee shall plan and conduct all Club competitions, provide handicapping for Club members, promote adherence to the USGA Rules of Golf, and prepare schedules of events.
- b) Review and revise the Standing Rules for the current golf season.

## **ARTICLE 7 - TOURNAMENTS**

Section 1: The four established tournaments are: Spring Handicap, Club Championship, Fall Handicap, and Ringer.

- a) Awards shall be paid in accordance with the Tournament Awards Schedule published in the current Standing Rules.
- b) Awards shall be paid with gift certificates or prize voucher selected by the Tournament Chairs as described by *USGA Rules of Golf and the Rules of Amateur Status*, Rule: Prizes.

## **ARTICLE 8 - MEETINGS**

Section 1: Members - The Annual Meeting of the members shall be held in October or November for the purpose of election of officers, receiving reports, and conducting the Club's business. Special meetings may be called by the officers following written notice at least one week prior to the meeting stating the purpose for which the meeting is called.

Section 2: Board of Directors - The Board of Directors shall meet following the Annual Meeting to set a time and place for the authorization of check signers and the transfer of Club records and handbooks to the new Board members. Meetings shall be held at appropriate times to carry out the purpose of the Club.

Section 3: Golf Committee - The President shall convene the Golf Committee not less than twice per year; a meeting in January or early February to solidify planning for the upcoming season, and in October to authorize final payments.

Section 4: Procedure - The latest revision of Robert's Rules of Order shall be the final authority as to parliamentary procedure at all meetings of the members insofar as they do not conflict with any of these bylaws.

Section 5: Quorum - Members present shall constitute a quorum at the Annual Meeting or any specially called meeting of the Club.

## **ARTICLE 9 - ELECTIONS**

Section 1: President-Elect, Treasurer, and Secretary - shall be elected by the members at the Annual Meeting. The President-Elect from the prior year shall automatically become President.

- a) Approximately five weeks prior to the Annual Meeting, the Board shall appoint a Nominating Committee consisting of four members, from both day of play (Tuesday/Saturday).
- b) Approximately three weeks prior to the Annual Meeting, the Committee shall submit to the Board a list of nominees.
- c) At least one week prior to the Annual Meeting, the list of nominees shall be distributed to the membership.
- d) Nominations may be made from the floor provided the nominees have agreed to serve if elected. If there should be more than one name for a position, the voting shall be by written ballot.

### Section 2: Vice Presidents

- a) Shall be elected by members from their respective day of play by the end of September.
- b) Vice Presidents for Tuesday and Saturday shall appoint a Nominating Committee consisting of two members from her day of play.
- c) The name of the nominee shall be distributed to the members at least one week prior to the election.
- d) Nominations may be made from the floor provided the nominee has agreed to serve if elected. If there should be more than one name for the position, the voting shall be by written ballot.

## **ARTICLE 10 - AMENDMENTS**

These bylaws may be amended by two-thirds (2/3) majority of the members:

- a) Present at the Annual Meeting
- b) Present at a special meeting held for that purpose
- c) Casting their ballot on-line or by email

**Amended: July 2021**