

# Procedures and Additional Information

## Club Dues

Club dues are paid in the Golf Shop. The dues include membership in Washington Golf (WA Golf, [wagolf.org](http://wagolf.org)) and Pacific Northwest Golf Association (PNGA, [thepnga.org](http://thepnga.org)), including GHIN for handicap and the PNW Golfer magazine. In the spring, the club issues the membership booklet, including various club information, the tournament schedules, and the membership list.

Play in the Ladies Club scheduled tournaments is limited to members in good standing with an established GHIN handicap.

Membership also includes handicap index through the USGA GHIN system. Member's handicap index is updated daily through the USGA GHIN system.

Note: Girls under 18 or still in high school are eligible for reduced WA Golf membership fees. The handling of the junior girls' fees is included as part of the Ladies Club golf shop / handicap arrangements. These girls are not members of the Ladies Club, and are not eligible to compete in Ladies Club events.

## General Membership Meetings

The general membership meetings are held in the spring and fall. The membership booklets will be available in the Golf Shop after the spring meeting. Election of officers is held at the fall meeting.

Elections and other club decisions requiring membership voting are determined by a simple majority of the members in good standing and voting either at the meeting or by alternate ballot. Alternate ballot votes must be provided at same time or prior to the vote by members present at the meeting.

Examples of acceptable alternate means of voting include:

- Votes taken by polling members attending remotely (e.g., by Zoom or on teleconference)
- Votes on matters distributed prior to meeting, by email with vote(s) sent to one of the Board members.
- Providing ballot via ballot box in golf shop.

## Club Play

Various opportunities are provided for members to participate in club play. The term "club play" is defined to mean any of the following:

1. Play during established Tuesday, Thursday and Saturday Ladies Play

Note: These tee times are for Ladies Club members and their occasional visitors, as well as for non-members who are investigating club membership advantages. Frequent play by

# Procedures and Additional Information

non-members is not appropriate. Non-members are not included in any game being played.

To participate in any game, the player must have an established GHIN handicap index.

2. Play during Sunday Couples play
3. Play on Sunday with other members of the Canyon Lakes Ladies Club
4. Play in Club Championship
5. Play in Ladies Club Match Play
6. Play in Canyon Lakes Invitational
7. Play in Opening and Closing Scrambles
8. Play in other Ladies Club tournaments, such as 2-Person Chapman, Three Sixes Tournament

Eligibility for Most Improved Player: Play during any of these is considered valid towards the 15 rounds needed for eligibility, provided that scorecards are received. For postable rounds, scorecards with names, dates, tees played, and signatures are required, and the rounds must be posted. For non-postable rounds, the golf shop will provide a list of playing members.

Birdies and Eclectic Tournament: Play considered for birdies and the Eclectic Tournament are limited to items 1 through 4 above. Note that complete rounds are NOT needed for birdies and eclectic hole scores.

## Committees

Committees are formed by the President naming the chair. If additional assistance is needed, the chair is responsible for recruiting members to assist. The President of the club oversees each of these committees, providing assistance, guidance and history as needed. Chairs provide the Executive Board with reports of committee activities as requested.

Standing committees for the club include the following:

Eclectic & Birdies	maintain member scores for the Eclectic play and number of birdies recorded during club play (as restricted above); maintain records for club play participation / eligibility for Most Improved player; check posting of scores
Invitationals	coordinate participation in inter-club invitationals and arrangements for the Canyon Lakes invitationals.
Tournaments	coordinate and make announcements for the club tournaments, such as the Opening Scramble, 2-Person Chapman, Three Sixes, Club Championship, and Closing Scramble.

## Procedures and Additional Information

Handicap	coordinate interface with WA Golf for handicap related activities; ensure that new members are promptly added to the GHIN service through WA Golf; provide information to Secretary and Communications chair for new members and to update information for existing members; serve as resource for handicap related questions; fix incorrect postings in GHIN system; consider remedies for posting issues such as player not posting promptly or posting incorrectly; consider requests for handicap adjustment (such as for injury)
Publications and Communications	prepare and print the annual membership booklet; coordinate with Secretary / Handicap chair for current member email and postal addresses; send out emails and postcards (if applicable) to membership, e.g., for general and Board meeting announcements

### Executive Board Meetings

Executive Board meetings are held at least twice a year. The presiding officer calls meetings, contacts the board members, and provides agenda items, time, and place.

The four officers and the immediate past President are the members; a majority constitutes a quorum. Decisions are ratified by a simple majority of the board members present and voting; the presiding officer votes only to break a tie.

In general, Executive Board meetings are open to members in good standing. Non-Board members attending the Board meeting are expected to observe only (unless on the agenda). Attendees are expected to be respectful of the meeting agenda and the conduct of Board activities. If an attendee has specific items for the Board to discuss, those items should be proposed using the proposal identified below. Other miscellaneous items must be identified to the Board Secretary in writing, in advance of the meeting for consideration for adding to the agenda.

Note: The presiding officer may deem it necessary to conduct a meeting electronically, e.g., by telephone conference, virtual meeting, email, electronic survey.

### Items for Consideration by Executive Board

Members wishing the Executive Board to consider a matter are encouraged to make a proposal. Proposal could include changes or suggestions associated with the bylaws, these procedures, or other club-related items. Proposal should provide the "before" and "after" wording as well as a brief summary of what changes are proposed, rationale for the change, advantages, disadvantages, and any financial impacts.

# Procedures and Additional Information

Proposal may be made by emailing the President (copying a minimum of one other board member to ensure receipt and handling in her absence) or filling out a proposal form in the Golf Shop. The proposal form is available on-line and in the Golf Shop.

Board members are expected to acknowledge receipt of the proposal, identify any clarifications, and add it to the agenda for the next Executive Board meeting. The requesting member, or an alternate, is encouraged to attend that meeting, present the proposal, and answer any questions. The Board will then decide the appropriate disposition.

## Amendments to Bylaws

Depending upon the proposal and the amount of detail provided, the Board may determine that a person or committee should be assigned to craft the proposed amendment.

Ideally the proposed amendment is presented to the Board for review and discussion at least four weeks before the general membership meeting, and then is sent out to the general membership at least two weeks prior to the meeting for their consideration. Members are highly encouraged to identify their concerns or issues with the proposal **prior** to the general meeting, to expedite discussions during the meeting.

## Duties of Board Members

President	<ul style="list-style-type: none"><li>• preside at Executive Board and general meetings</li><li>• coordinate with Communications chair to announce the Board and general meetings</li><li>• develop agenda for Executive Board and general meetings</li><li>• appoint committee chairs</li><li>• oversee committee chairs, providing guidance and assistance as necessary</li><li>• coordinate with the Golf Shop for scheduling tournaments, general meetings, end-of-year dinner party, and ordering awards</li></ul>
Vice President	<ul style="list-style-type: none"><li>• assist President as necessary</li><li>• fulfill duties of President in absence of the President</li><li>• coordinate the 50/50 raffles for tournaments held at Canyon Lakes</li></ul>

## Procedures and Additional Information

Secretary	<ul style="list-style-type: none"> <li>• Keep the official minutes of all general and Executive Board meetings. Draft minutes shall be provided for review to general membership / Executive Board members, respectively, within 30 days of the meeting.</li> <li>• have custody of the official files of the club</li> <li>• maintain Golf Shop files of club (minutes, documents, etc., including committee reports)</li> <li>• provide signed minutes needed by bank for identification of elected officers</li> <li>• maintain the official membership roster (including phone, address, and email)</li> </ul>
Treasurer	<ul style="list-style-type: none"> <li>• collect all money due to the club from any source</li> <li>• keep accurate and up-to-date financial records</li> <li>• deposit club monies in bank designated by Executive Board</li> <li>• pay expenses per the Board-approved budget</li> <li>• obtain Board approval for non-budgeted expenses</li> <li>• prepare annual financial report and submit to IRS on or prior to required date</li> <li>• provide up-to-date Treasurer reports at Board and membership meetings</li> <li>• draft proposed budget for the upcoming year for Board consideration</li> <li>• reconcile WA Golf bills against member roster and address any discrepancies</li> </ul>
Past President	<ul style="list-style-type: none"> <li>• provide continuity for the Executive Board, giving historical perspective</li> <li>• vote as member of Executive Board</li> <li>• assist President as needed</li> </ul>

### Approval of and Changes to Procedures

This document is approved and maintained by the Executive Board.