

## **BRENTWOOD WOMEN'S GOLF CLUB BY-LAWS**

### **ARTICLE I - NAME**

1. The club shall be known as Brentwood Women's Golf Club.

### **ARTICLE II - OBJECTIVE AND PURPOSE**

1. To encourage women golfers, and create good fellowship.
2. To organize, promote, and direct tournaments and competitive play in accordance with these By-laws and the Rules of Golf.

### **ARTICLE III - MEMBERSHIP**

1. The membership consists of women golfers who have paid their dues and are in good standing.
2. A prospective member shall file an application and have a current GHIN index. (Revised and voted December 14, 2023 to be effective 1/1/2024). She must have played at least 10 rounds in the past 12 months. Applications will be submitted and then processed by the Membership and Handicap Chairpersons. The prospective member may be required to play 1-2 times with a member of the BWGC board or club member designated by the BWGC board to demonstrate her knowledge of the Rules of Golf and Course Etiquette (Revised May 7, 2023). Any applicant without a current handicap must become an Associate Member and establish an 18 hole handicap. (Revised and voted October 29, 2009)
3. All members must play to a maximum 43 index (44 handicap) on play days.  
Revised by Membership December 14, 2023.
4. The club year is January 1 through December 31. The regular weekly play day is Thursday morning.
5. All members must abide by these Bylaws and any amendments or revisions to them.
6. Members must have a current handicap to enter any weekly "sweeps". A current handicap consists of having posted SIX 18 hole scores in the last twelve month period.
7. On May 1, 1999, Membership approved the addition of Associate Members. Upon paying the Associate member dues, a GHIN number will be assigned if they do not already have one. However, she does not have any rights or privileges within the Brentwood Women's Golf Club. (Revised October 25, 2007).
8. On October 25, 2023, Membership approved the addition of Social Members. Upon paying the Social member dues, she will have access to all social functions and general meetings. She cannot hold office and may not participate in Sweeps and Tournaments. (Revised 29 November 2023).

9. Members may invite a guest to play with the club. A guest may not participate in Sweeps and Tournaments. A guest may play with the Club no more than THREE (3) times in SIX (6) months, after which the guest should decide whether to file an application to become a BWGC member (Approved April 2, 2024).

## **ARTICLE IV - OFFICERS AND DUTIES**

1. The Executive Board members are the elected officers which include Captain, Co-Captain, Secretary, Treasurer and Tournament Director.
  - a. The Executive Board and appointed Chairpersons each have one vote for club business.
  - b. The past Captain can serve the current board in the capacity of Advisor, if needed.
  - c. The Executive Board and appointed Chairpersons must meet prior to every General Meeting and as necessary to manage and control the business of the club. (Revised April 30, 2003).
  - d. A minimum of five members must be present to conduct business
2. Officers are elected annually in October at the General Meeting.
3. The term of office is January 1 to December 31.
4. Some duties of the elected officers are:
  - A. CAPTAIN**
    - Presides at all general and board meetings.
    - Casts the deciding vote in the event of a tie on any question.
    - Appoints all Committee/Board chairpersons.
    - In conjunction with the Treasurer prepares a yearly budget for club approval.
    - Settles disputes and enforces rules.
    - Authorized with the Co-Captain and Treasurer to sign checks for club expenses.
  - B. CO-CAPTAIN**
    - Presides at meetings in the Captain's absence.
    - Acts as hostess for all group events.
    - Plans and supervises all social events.
    - Authorized with the Captain and Treasurer to sign checks for club expenses.
  - C. SECRETARY**
    - Records minutes for all General meetings and Board meetings.
    - Maintains all club correspondence.
    - Sends minutes of general meetings to membership.

**D. TREASURER**

- Receives and deposits all moneys for the club in an authorized checking account.
- Disburses monies when presented with an invoice for club expenses.
- Prepares a budget report for each quarterly meeting and an annual year-end report. These reports are emailed to the membership.
- In conjunction with the Captain prepares a yearly budget for club approval.
- A single expense over \$100 requires Executive Board approval.

**E. TOURNAMENT DIRECTOR**

- In charge of all tournaments.
- Arranges for shotgun tournaments with course management.
- Prepares a schedule of tournaments for the year with Executive Board approval.
- Is responsible for tournament awards.
- Distributes results of tournaments and weekly sweeps by email to the members.
- Resolves any rules question that occur during tournaments and on sweeps days.
- In case of major questions or disagreements a committee of the Captain, Co-captain and Tournament shall render a decision which shall be final.

5. Some duties of some appointed Board members are:

**A. MEMBERSHIP**

- Keeps an updated list of all paid members.
- Receives dues and renewal forms and forwards monies to the Treasurer.
- Notifies membership of any new members.
- Sends welcome note and club info with a club roster to all new members.
- Sends reports to Captain, Treasurer, Tournament & Handicap of all paid members.

**B. HANDICAP**

- Enters all new member names, corrections and deletions into GHIN system and notifies NCGA.
- Makes all deletions to system in December before billing period deadline.
- Checks to see all play day scores have been entered weekly.

- Distributes new handicap listing two times a month to Tournament and Captain.
- Presents Most Improved Golfer awards.
- C. NCGA REPRESENTATIVE**
- Acts as a liaison between NCGA and BWGC.
- Attends NCGA webinars and/or reviews posted webinar content in a timely manner.
- Communicates all relevant NCGA information including area play days.

#### **ARTICLE V- ELECTION OF OFFICERS**

1. The Executive Board will select the nominating committee.
2. The officers nominated by the committee are Captain, Co-Captain, Secretary, Treasurer and Tournament. Nominations are accepted during the month of September.
3. The nominating committee shall distribute by email the list of nominees by October 5.
4. Election will be at the October meeting. Slate of officers will be read and then any nominations can be made from the floor.
5. If more than one person is nominated for an office, the voting for that position will be by ballot. Otherwise, voting will be by the showing hands.
6. Terms of office may not exceed two years in the same position. This condition can be waived by a vote of membership.
7. Nominees for elected office should have served on the Board for at least one year.
8. In the event of a resignation of an officer, or the termination of her membership, a successor is appointed by the Captain and ratified by a majority of the Board to fill the remainder of the term.
9. When there is a vacancy for Captain, the Co-Captain finishes the term.

#### **ARTICLE VI - MEETINGS**

1. There shall be at least two meetings during the year. One meeting will be held in October to nominate and elect officers for the next year.
2. When a vote of the membership is required, a majority of those members present carries the vote.
3. The Captain or a majority of the Board can call a special meeting by informing members at least two weeks in advance.

#### **ARTICLE VII—DUES**

1. Annual dues are determined each year by the needs of BWGC in order to conduct business on behalf of the membership.
2. Dues shall be payable November 1 and delinquent December 1.

**ARTICLE VIII – AMENDMENTS**

The bylaws are amended by a majority vote of the members present at a general or special meeting or by a vote managed electronically by email. The proposed amendments must be distributed to members 10 days prior to the vote. (Revised May 7, 2023)