

TURKEY CREEK LADIES CLUB BY LAWS

Adopted January 23, 2024

Article I – Name of Organization

Turkey Creek Ladies Golf Club (TCLGC)

Article II – Purpose

The purpose of this Club is to stimulate interest in golf and conform to the USGA Rules of Golf and USGA Handicapping System.

Article III – Membership

1. Membership shall consist of women golfers who have paid their dues and have a maximum handicap of 40.4.
2. A prospective member shall have a permanent association handicap and file an application with payment of dues (nonrefundable). If prospective member does not have a permanent association handicap, she must submit 10 scorecards from an 18-hole, rated course to receive a temporary handicap for review. Twenty (20) scores are necessary for a permanent handicap.
3. Classification of Membership
 - a. A Regular Member is eligible to golf in weekly tournaments and may vote at all meetings.
 - b. A Junior Member under the age of 18 is eligible for free handicapping provided by the Club and Club dues are waived.
4. Membership in the Club is for the calendar year only with all memberships expiring on December 31st. Applicants applying after June 1 pay ½ of the Club's annual dues and full NCGA fees. Applicants applying after October 1 for the following year may play with the Club After the Field for free by paying the NCGA Admin Fee. They will NOT participate in the tournaments, except they may participate in the closest to the pin competition.
5. All members must abide by these By-Laws, any amendments thereto and all rules and regulations of the Club.
6. All members are expected to play in the spirit of the game by adhering to USGA Rule 1.2 – Standards of Player Conduct. The Executive Board shall have the power to take disciplinary action regarding the status of any member not consistent with these standards. Before any actions are taken, all complaints must be submitted in writing and must be verified by another club member.
 - a. First Complaint: Club member in question will be notified of the complaint either in person, by phone or by email.
 - b. Second Complaint: After verification, club member may request a meeting with the Executive Board. The club member may be notified in writing that a third complaint may cause a suspension from the club.
 - c. Third Complaint: The club member may be sent a letter of suspension. This suspension could be up to 6 months depending on the severity of the incident.
 - d. Fourth Complaint: If after being reinstated and a fourth complaint is made, the member could be expelled indefinitely.

All actions taken by the Executive Board will remain confidential.

Article IV – Officers and Committees

1. The elected officers are Captain, Co-Captain, Handicap, Secretary and Treasurer.

2. The Captain appoints the following officers: They may be Membership, Rules Chair, NCGA Club Ambassador, Tournament Director and Web Administrator.
 - a. Other positions of responsibility may be appointed, as the Captain deems necessary.
 - b. The elected and appointed officers constitute the Executive Board. All members of the Board have voting privileges. The past Captain is an ex-officio member of the Executive Board.
 - c. The Executive Board shall meet as necessary to manage and control the affairs and business of the Club. A quorum of 5 Executive Board Members must be present to conduct business.
3. The members shall elect officers annually in September. The term of office will be January 1 to December 31.

CAPTAIN

- Preside at all meetings and shall be an ex-officio member of all committees except the Nominating Committee.
- Cast the deciding vote in the event of a tie on any question.
- Appoint any Chairperson deemed necessary.
- Prepare and submit a budget with the Treasurer, forward to the Executive Board, then submit to the membership for approval.
- Review Monthly Financial Reports submitted by the Treasurer.
- Enforce all rules.
- Be authorized with the Treasurer to be one of the signatures needed to spend Club funds.
- Assume other leadership responsibilities as required.
- Appoint 1 auditor to audit previous year's financial records.
- Present all club awards at the year-end luncheon.

CO-CAPTAIN

- In the absence of the Captain, assume all duties and responsibilities therein. This position typically moves to Captain at the end of the Captain's term.
- Act as Parliamentarian at all meetings.
- Establish and maintain records for the Pro Points Pro Putts Tournament.
- Run raffles at General Meetings.
- Distribute CTP money after each playday, keep records in the binder for 1 year and maintain supply of sign-up sheets.
- Purchase and present gift to the Captain at year-end luncheon.

PAST CAPTAIN

- Serves as an advisor to the current Captain.
- Is an ex-officio member of the Executive Board.
- Chairs the Nominating Committee.

TOURNAMENT DIRECTOR AND ASSISTANTS

- Prepare a schedule of tournaments for the year. Send Calendar of Tournaments to members.
- Appoint a back-up person to cross check results and assign assistants, if needed.
- Organize and direct all weekly play days except social events.
- Post weekly play day pairings and weekly results on Golf Genius.
- Maintain weekly tournament results (points, birdies) except chip ins.

- Track milestones – maintain supply of pins to be awarded.
- Prepare Alpha List, Cart Signs, and Scorecards for Pro Shop each week. Give Pro Shop Sign-Up sheet for CTP and CTP cash box. Put tournament box on table in back of grill.
- Work with Treasurer at end of year to determine money available for payouts.
- Determine with back-up appointee each members' earnings for the year.
- Purchase gift cards.
- Purchase trophies as needed and engrave perpetual trophies.
- Keep all scorecards for 1 year.

SECRETARY

- Record minutes of all meetings and email to the Captain for distribution to the membership.
- Maintain all correspondences.
- Keeps and preserves the Club Minutes, By-Laws and Standing Rules with updates.

TREASURER

- Prepares the budget for the upcoming year with the Captain.
- Receives and deposits all monies of the Club in authorized bank account.
- Disburses monies in accordance with the Club's approved budget.
- Keeps a complete record of all income and expenses.
- Prepares a report for each meeting and an Annual Report.

HANDICAP CHAIR

- Follow the procedures on handicapping as outlined by USGA and in accordance with the World Handicap System.
- Calculate and present Most Improved Player award at the year-end luncheon.
- Add new members and inactivate non-renewing members from the Member Planet roster per NCGA requirements and deadline.
- Assist Membership Chair to determine potential membership eligibility to join the Club.
- Keep GHIN records for one (1) year.

NCGA CLUB AMBASSADOR

- Act as a liaison for the Club with NCGA and PWGA, as needed.
- Post area play days.
- Post major PWGA Legacy Tournament fliers.
- Organize the PWGA Legacy Team Play Qualifying rounds for TCLGC.
- Present PWCA Legacy awards at the year-end luncheon.

MEMBERSHIP CHAIRPERSON

- Keep documentation of specific fees paid by each member – NCGA, ECC, late fees, etc.
- Prepare and maintain a Membership Roster and email to the membership.
- Send list of approved Board members and their positions to membership in January.
- Collect all renewal and new members dues for the year.
- Forward all funds to Treasurer.

- Report new members to the Board.
- Send Welcome Letter, By-Laws, Standing Rules, Local Rules and list of elected and appointed Board members and Committee Chairs to new members.
- Introduce new members at the General Meeting.

RULES CHAIRPERSON

- Rules issues occurring on the golf course are resolved by the Rules Chair and/or her designated committee. Her decisions are final.
- Address questions and discuss Rules issues at the General Meeting.

WEB ADMINISTRATOR

- Maintains website and posts information approved by the Captain.
- Coordinates Club's website with Turkey Creek Golf Course website.

ARTICLE V – ELECTION OF OFFICERS

1. The Nominating Committee shall be the immediate Past Captain and 3 members. (Two) 2 may currently serve on the Board.
2. The slate of officers nominated by the committee consists of Captain, Co-Captain, Handicap, Treasurer and Secretary.
3. The Nominating Committee shall present the nominees at the August General Meeting. Nominations from the floor can be made at the August meeting.
4. A slate of all officers (those on the Nominating Committee's slate and nominations made from the floor at the previous meeting, or from emails sent to the Nominating Committee Chair) will be presented at the September meeting.
5. Members will elect the Club Officers at the September meeting. Candidates receiving the majority of votes are elected.
6. The term of office shall be for at least 1 year. A member may serve in the same capacity for a maximum of 2 years and with Board approval may be elected to one additional term of one (1) or two (2) years.

Article VI – Meetings

1. Board Meetings

- a. The Board will meet as deemed necessary. When it is necessary to vote, a majority vote is required of those members present. Minutes shall be sent to the membership via email prior to the next Board or General Meeting.
- b. The Captain, or a majority of the members of the Executive Board, shall call a special meeting by Email at least 2 weeks in advance, or by phone.

2. General Membership Meetings

The General Membership Meetings shall be held as deemed necessary. Minutes shall be made available to the membership by email within 3 weeks of the meeting. A quorum shall be the majority of members present at the time of the vote on an item.

ARTICLE VII – DUES

1. Annual dues shall be determined each year by the Executive Board based on the needs of the Club and shall include NCGA dues, Sweeps, Tournament awards and necessary Club expenses.
 - a. Any proposed dues increase must be presented to the members 30 days prior to a General Meeting where voting will take place.
 - b. A dues increase requires a 2/3 vote of the members present at the General Meeting.
2. Dues shall be payable by November 15. Renewal applications not postmarked or delivered by November 15 will be assessed a \$5 late fee.

ARTICLE VIII – AMENDMENTS TO THE BY-LAWS

The Turkey Creek Ladies Golf Club By-Laws may be amended by a majority vote of the members present at a General or Special Meeting or by email response provided that the proposed amendment has been presented or emailed to the membership 30 days prior to the meeting.

September 15, 2023 – Clarification of Article III, item 6 – Member Conduct

September 20, 2022 – Complete update primarily to descriptions of Board members responsibilities.

February 2021 – Local Rules Revised and Winter Rules amended to 6”

January 25, 2020 – Minor changes due to the merger of PWGA and NCGA and the implementation of the new World Handicap System.

April 2009 May 25, 2010 – Changes to By Laws approved by unanimous vote at the General Meeting

June 7, 2011. Changes to the Standing Rules approved by the Board.

January 10, 2012 – Rules for Handicap and Club Championship approved by the Board. Winter Rules approved at 1 club length. (See Local Rules Document)

April 10, 2012 – Rules for Hole-In-One payment approved by the Board.

June 17, 2014 – Complete update due to Web page and other recent changes.

May 21, 2019 – Complete update due to implementation of Golf Genius.

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