

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

## **ARTICLE I – NAME**

The name of this organization shall be the Windsor Women's Golf Club.

## **ARTICLE II – OBJECTS AND PURPOSES**

The object and purpose of this club shall be to promote and coordinate golf activities, fellowship and friendliness among women golfers. Any member not adhering to this article in the opinion of the Board of Directors shall be subject to dismissal from the Club.

## **ARTICLE III – MEMBERSHIP**

**Section 1.** Any woman over 18 years of age, interested in the objectives and purposes of this club shall be eligible for membership.

**Section 2.** All paid-up members are eligible to vote in person or proxy, unless the vote is on joining a club or an association which they are already affiliated with through another club.

**Section 3.** Former members who have become inactive due to change of address, illness, or other reasons considered justifiable by the Board of Directors, may be reactivated upon payment of dues.

**Section 4.** A Senior member shall be at least 50 years of age and will be required to show proof thereof.

**Section 5.** Honorary membership shall be granted to any member that wishes to remain a member but is no longer able to play. Honorary members shall not pay annual dues, shall not be required to serve on committees, nor have voting rights, but shall be informed of Club meetings and activities.

## **ARTICLE IV – DUES**

**Section 1.** Dues are payable annually. New members shall be required to pay an initiation fee in addition to annual dues. The membership year for which dues are payable shall be January 1<sup>st</sup> through December 31<sup>st</sup>. Annual dues shall be established by the Board of Directors.

**Section 2.** Any member whose dues are delinquent shall be placed on inactive status and will be reinstated upon payment of initiation fees and annual dues. Only members whose dues are paid shall be entitled to vote and participate in tournaments and activities.

## **ARTICLE V – OFFICERS**

**Section 1.** The officers of this Club shall be President, Vice President, Secretary, Treasurer, Handicap Chair, Tournament Chair, Rules Chair, Webmaster, Membership Chair, Hospitality Chair, North Bay Rep., NCGA Ambassador, Senior Rep., Niner Rep., Rules, and Parliamentarian.

**Section 2.** The officers shall be elected at the general meeting in September of each year and shall serve one year beginning January 1.

**Section 3.** The Board of Directors shall fill by appointment all vacancies that occur during the club year.

## **ARTICLE VI – MEETINGS**

**Section 1.** There shall be six regular Board meetings a year, with three of these being general meetings. Meetings may be added or canceled at the consensus of the board.

**Section 2.** A special meeting of the membership may be held at any time upon call of the President, the Board of Directors, or any ten members. A notice stating the purpose of

the special meeting shall be posted for the members at least seven (7) days prior to the meeting.

**Section 3.** The quorum for any regular or special meeting shall be the majority of the members present, with the exception that, for any meeting at which By-Law amendments are under consideration, the quorum shall be 25% of the entire membership.

## **ARTICLE VII – BOARD OF DIRECTORS**

**Section 1.** The Board of Directors shall consist of all the elected officers, the Parliamentarian and appointed Chairwomen.

**Section 2.** The Board of Directors shall meet once each month, and at any other time they deem necessary.

**Section 3.** The Board of Directors shall transact all business of the Club. It shall approve all bills. It shall consider all written suggestions from the membership.

**Section 4.** A majority of the members of the Board of Directors shall constitute a quorum.

## **ARTICLE VIII – NOMINATIONS AND ELECTIONS**

**Section 1.** The Nomination Committee shall present a proposed slate of officers to the board at the August board meeting and post it immediately for public view. The election of officers shall occur at the September General Meeting.

**Section 2.** Nomination may also be made from the floor with the consent of the nominee. If there is more than one nominee for an office, voting shall be by written ballot only, and the President shall appoint two tellers to collect and count the votes cast. A vote of the Board of Directors shall break all ties. The Secretary shall announce the results of the voting.

**Section 3.** Officers so elected shall be installed in December and shall take office January 1.

## **ARTICLE IX – DUTIES OF THE OFFICERS**

**Section 1.** President - The President shall preside at all meetings of the Club and Board of Directors and shall perform such other duties as may be required. She shall be an ex-officio member of all committees except the nominating committee. She shall maintain back-up digital copies of all club documents: Bylaws, Standing Rules, Local Rules and Job Descriptions.

**Section 2.** Vice-President - The Vice President shall act in the absence of the President. She shall also perform such other duties as may be required. She shall be responsible for all aspects for the Invitational unless the Board designates another member as Invitational Chairperson.

**Section 3.** Secretary - The Secretary shall keep a true and accurate record of the meetings of the Club and the Board of Directors. She shall conduct all necessary correspondence.

**Section 4.** Treasurer - The Treasurer shall receive all money and collected dues, depositing same in a bank selected by the Board of Directors; pay all approved bills; make a financial report at all meetings; and submit a list of paid members to the Board at the January Board Meeting. She shall submit her records to the audit committee. The Board shall appoint an auditor who is not a current officer, for the purpose. She shall also appoint a chair for the Hole in One Fund.

**Section 5.** Handicap Chair - The Handicap Chair shall be responsible for all aspects of handicapping. The GHIN handicapping system shall be used.

**Section 6.** Tournament Chair - The Tournament Chair shall have charge of all competitions and scheduling of golf activities. She shall prepare a schedule of events for submission to the membership booklet.

- Section 7.** Webmaster – It shall be the duty of the Webmaster to update the Windsor Women’s Golf Club website with upcoming events and tournaments, with results of completed tournaments and other news and information as obtained from the various chairpersons.
- Section 8.** Membership Chair - The Membership Chair shall maintain a current and accurate membership file. She shall receive all applications for membership and present them to the Board of Directors. She shall be responsible for the compilation and distribution of membership booklets containing local rules, schedule of events and membership roster to all members of the Women’s Club.
- Section 9.** Hospitality Chair - The Hospitality Chair shall arrange for the refreshments on Guest Days and for special lunches. Send goodwill cards to members.
- Section 10.** Parliamentarian - The Parliamentarian shall remain current on the By-Laws and advise the Board of Directors of any recommended changes. She shall chair the nominating committee with two members of her choice. She shall maintain digital copies of all club documents: Bylaws, Standing Rules, Local Rules and Job Descriptions. She shall provide copies to club officers and members when requested.
- Section 11.** NCGA Club Ambassador - It shall be the duty of the Ambassador to serve as a liaison in all activities of the women’s events within NCGA and to be in charge of NCGA women’s golfing events at Windsor Golf Club.
- Section 12.** North Bay Director - It shall be the duty of the North Bay Rep to serve as a liaison in all activities of the North Bay Women’s Golf Association and to be in charge of North Bay golfing events at Windsor Golf Club.
- Section 13.** Rules Chair - It shall be the duty of the Rules Chair to become thoroughly familiar with the USGA “Rules of Golf”; make decisions concerning differences of interpretation among the members; and prepare a current set of “Local Rules” for approval by the Board of Directors. She shall be a tournament committee member for the Club Championship, the President’s Cup and for Match Play.
- Section 14.** Senior Rep - It shall be the duty of the Senior Rep to serve as a liaison in all activities of the Senior Women’s Group. She shall prepare a schedule of events for submission to the membership booklet.
- Section 15.** 9’er Rep - It shall be the duty of the 9’er Rep. to serve as a liaison in all activities of the 9’er Women’s Group. She shall prepare a schedule of events for submission to the membership booklet.
- Section 16.** All elected officers may appoint as many assistants or committees as needed to perform their duties.

## **ARTICLE X – SPECIAL COMMITTEES**

- Section 1.** The President may appoint such committees as may be necessary to carry on the business of the Club.
- Section 2.** The duties of such special committees shall be determined by the Board of Directors.

## **ARTICLE XI – TOURNAMENTS AND ACTIVITIES**

- Section 1.** Thursday is designated as Ladies’ Day. Senior Ladies’ play day will be determined annually by the board. Nine Hole Ladies’ play on Tuesday. These days cannot be changed without permission of the Director of Golf Operations at Windsor and a vote of the Women’s Club membership.
- Section 2.** The following tournaments are normally scheduled during the year: Handicap Match Play Tournament, President’s Cup, and the Club Championship.

## **ARTICLE XII – FISCAL YEAR END REPORTS**

**Section 1.** The fiscal year of the Club shall be from January 1 to December 31.

**Section 2.** Each officer and committee chairwoman shall prepare or update a report on procedures and present all books and records to the incoming officers by the January Board Meeting.

**Section 3.** An audit will be conducted every three (3) years and the audit team may request documents for the intervening years.

## **ARTICLE XIII – ASSOCIATIONS**

**Section 1.** The Club shall be affiliated with the Northern California Golf Association (NCGA).

## **ARTICLE XIV – STANDING RULES**

**Section 1.** The Board of Directors shall be responsible for maintaining a set of Standing Rules to supplement these By-Laws. Digital copies shall be held by the Parliamentarian.

## **ARTICLE XV – AMENDMENTS**

**Section 1.** Proposed amendments to these By-Laws shall be first approved by the Board of Directors

**Section 2.** All proposed amendments shall be submitted to the membership at least thirty (30) days prior to voting.

**Section 3.** These By-Laws may be amended at any General Meeting, at a special meeting called for that purpose, or by mail and/or email ballot.

**Section 4.** Passage of proposed By-Laws amendments requires a majority vote by 25% of the entire membership.