

BY-LAWS

Revised Spring 2017; Adopted at General Meeting April 6, 2017

ARTICLE 1: NAME

The name of this organization shall be the **MORRO BAY WOMEN'S GOLF CLUB, INCORPORATED**, a non-profit organization incorporated under the laws of the State of California, and located at the Morro Bay Golf Course, Morro Bay, California.

ARTICLE 2: OBJECTIVES

SECTION 2.1 **The objectives of this club shall be:**

1. To develop and conduct amateur golf activities among members and to plan and carry out social activities as the general membership may desire.
2. To encourage members to learn the rules of golf, practice good sportsmanship, and enjoy the competitive nature of the game.
3. To seek membership in and comply with the rules and regulations of the Southern California Golf Association (SCGA), which is replacing Women's Public Links Golf Association (WPLGA) in 2018.
4. To establish and maintain standard USGA handicaps for all active members.

ARTICLE 3: MEMBERSHIP

SECTION 3.1 **Types of Memberships**

1. **Regular Members.** Applications for membership shall be made directly to the MORRO BAY WOMEN'S GOLF CLUB. If the membership reaches 200, a list of applicants shall be kept. These applicants shall become active members in the Morro Bay Women's Golf Club as openings occur. Residents of San Luis Obispo County shall be given priority. When a member who has discontinued membership wishes to re-establish membership, she must proceed as a new applicant.
2. **Associate Members.** Any current member 75 years or older may have the option of becoming an associate member with annual dues, less the SCGA GHIN fees, or continuing with her full membership. Associate members can play on game days, not being included in the game and paying the guest fee, and have the right to attend all other functions such as luncheons and meetings. Remembrance luncheon fee is waived for associate members.
3. **Honorary Members.** Members 90 years or older may become honorary members. All membership and Remembrance Luncheon fees are waived for honorary members who may maintain their GHIN index to remain active or may become inactive.

SECTION 3.2 **Handicaps**

To establish a handicap, a member shall submit five (5) scores duly signed, dated and attested. A player with an established GHIN handicap coming from another club shall present proof of handicap. New member applicants must have established a handicap of 40.4 indexes or less in order to join the club. USGA Handicap Indexes are computed using the lowest 10 of the last 20 Handicap Differentials for scores posted.

SECTION 3.3 **Dues**

Dues in an amount recommended by the Executive Board and approved by the membership shall be paid annually to the Club Treasurer. To insure a member's listing on the computer handicap chart for the coming year, dues must be paid by the dates established by the Board of Directors, with these dates being posted. Members who have not paid their dues by the due date will be dropped from the membership list. There shall be no pro-ration of dues.

ARTICLE 4: OFFICERS

SECTION 4.1 **Elected Officers**

The elected officers of the club shall be: President, Vice President, Secretary, Treasurer, Tournament Chair, Handicap Chair, Social/Decorating Chair, WPLGA Delegate, Membership Chair, and the Parliamentarian (Past President).

SECTION 4.2 **Voting Privileges.**

All elected officers and standing committee chairs will have voting privileges. Where there are co-chairs, only one vote per office will be permitted.

SECTION 4.3 **Nominations**

In order to hold office in the Club, a member shall have been an active member for six (6) months prior to election. Officers are elected for a term of one (1) year and assume office at the first meeting in January of each year.

At the regular meeting in September of each year, a nominating committee of five (5) members and one alternate shall be nominated. This committee will consist of the immediate Past President as Chair and five (5) members elected from the floor. This nominating committee shall report their nominations at the **November** meeting, at which time other nominations may be made from the floor and election of officers shall be held. The Chair shall serve as voting director at the **November** meeting.

SECTION 4.4 **Removals from Office**

If during the year an officer resigns, or for any reason is unable to continue her duties, her unexpired term shall be filled by a person appointed by the President, upon approval of the Executive Board. Unexcused absence of any officer from three (3) consecutive board meetings will automatically constitute tendering of her resignation.

SECTION 4.5 **Monarch Member Guest Invitational Tournament.**

The President will serve as chair to the Monarch Invitational Tournament and all board members will serve as committee members. The general membership will be encouraged to assist with the tournament.

SECTION 4.6 **Duties of Elected Officers**

1. President:

The President shall preside at all regular, special and Executive Board meetings of the club. She shall be an ex-officio member of all committees. She shall direct all Club activities, including the Monarch Invitational, and appoint chairs for the Standing Committees. **Standing Committees** are: Rules, Publicity, Historian, Eligibility, Auditor, Sunshine, Directory, Website Manager, SLO County Golf Course Advisory Committee Delegate, Newsletter, Handicap Committee, and Hole-in-One. When necessary, she may appoint such other standing or special committee chairpersons as needed to carry out the policies and programs of the Executive Board, and to aid the officers in the administration of the Board's affairs. The President or the Treasurer shall sign all checks drawn on the Treasury.

- 2. Vice President:**

In the absence of the President, the Vice President shall exercise all duties of the President. She will also be responsible for gifts, be a delegate to the San Luis Obispo County Women's Golf Council, and appoint additional representatives to this council. On years when the SLO County Women's Golf Championship is held in Morro Bay, the Vice President will serve as the chair of the planning committee.
- 3. Secretary:**

The Secretary shall record the minutes of the Morro Bay Women's Golf Club General Membership meetings and Executive Board meetings and post the minutes. She shall also conduct all Club correspondence; furnish a copy of all minutes to the President, post the new Slate of Officers list and distribute annual rosters and schedules of events.
- 4. Treasurer:**

The Treasurer shall have charge of all club funds. She shall collect membership dues, keep a record of all receipts and disbursements and present a financial report at all General Membership and Board Meetings. She or the President shall sign all checks drawn on the Treasury. Alternative signatures are the Vice President and Secretary. Every check must have two signatures.
- 5. Tournament Chair:**

The Tournament Chair shall determine and supervise all tournaments, with the exception of the annual Member-Guest (Invitational) Tournament. She shall prepare and post a calendar of events for the year and maintain a record of events to be turned over to her successor. She shall see that prizes are distributed fairly to all winners of various events held during the year. She shall also determine whether play shall be cancelled because of weather conditions that make the course unplayable. The Tournament Chairman may appoint her own committee and she shall appoint captains, as necessary, for special events.
- 6. Handicap Chair:**

The Handicap Chair shall keep and file an accurate record of all scores turned in by members. Handicaps shall be established according to the rules specified by the USGA. She shall prepare and forward all required reports and post all handicap changes promptly. She may appoint her own committee. She shall determine the most improved golfer of the month and the year and present the awards.
- 7. Social/Decorations Chair:**

The Social/Decorations Chair may appoint her/their own committee and shall be in charge of the planning of all social events, decorations, and refreshments for meeting days and luncheons.
- 8. WPLGA Delegate:**

The WPLGA Delegate shall post and call attention to all WPLGA events and their tournaments. She shall serve as WPLGA team play coordinator. When feasible, she shall represent or send a representative to the annual and special meetings of the Association.
- 9. Membership Chair:**

The Membership Chair shall accept applications and maintain a list of members in the Morro Bay Women's Golf Club. She shall orient and welcome new members to the club. She will convey information on all new members to the Directory Chair and give new email addresses to the Tournament Chair. She shall send emails to the general membership announcing new members.
- 10. Parliamentarian (*Immediate Past President*):**

The past president shall serve as the Club's Parliamentarian, ensuring appropriate actions and decisions are made during meetings and serving as a mentor and guide for the new president.

ARTICLE 5: EXECUTIVE BOARD

SECTION 5.1 Membership and Function:

The Executive Board shall consist of the elected officers, and the immediate Past President. Its function shall be to conduct routine Club business and make recommendations to the membership for their approval at general membership or special club meetings. In case of emergency the Executive Board shall decide Club policy.

SECTION 5.2 Meetings:

The time and place of Executive Board meetings shall be decided by the President within the guidelines set forth herein.

SECTION 5.3 Quorum:

Board members present constitute a quorum.

ARTICLE 6: GENERAL MEMBERSHIP MEETINGS

SECTION 6.1 Regular Meetings:

General membership meetings of the Club shall be held at the discretion of the Executive Board, preferably on the first Thursday of the month. Executive Board meetings will be held at the discretion of the president.

SECTION 6.2 Annual Meetings:

The annual meeting for the election of the officers shall be held at the General Membership meeting in November of each year.

SECTION 6.3 Special Meetings:

Special meetings may be called by the President or the Executive Board, if necessary, in which case members shall be notified by email, telephone and/or by notice posted in the Women's Lounge.

SECTION 6.4 Quorum:

Members in attendance at a meeting shall constitute a quorum.

ARTICLE 7: APPOINTED STANDING COMMITTEES

SECTION 7.1 Authority of Appointed Chairs:

The chairs of the standing committees appointed by the President are: Rules, Publicity, Historian, Eligibility, Auditor, Sunshine, San Luis Obispo County Golf Course Advisory Committee Delegate, Handicap Committee, Hole-in-One, Newsletter, Directory, and Website Manager. These chairs shall attend Executive Board Meetings and have the power to vote.

SECTION 7.2 Duties of Appointed Chairs:

The Chairs of the committees appointed by the President shall have the following duties:

1. Rules Chair:

The Rules Chair shall enforce all USGA and local rules. She shall answer any questions that may arise and periodically update the general membership on rules in question.

2. Publicity Chair:

The Publicity Chair shall be responsible for reporting all newsworthy items, such as tournaments to be played, winners of major events and photographs to be taken for special events, etc.

3. **Historian:**
The Historian shall maintain a permanent record of all news items and club activities throughout the year. She shall also take photographs of Club events.
4. **Eligibility Chair:**
The Eligibility Chair shall certify members eligible for the Club Championship and post ineligible names in the Women's Lounge prior to the tournament.
5. **Auditor:**
The Auditor shall audit the books and accounts of the Morro Bay Women's Golf Club treasurer once each year and at such other times as may be directed by the Executive Board.
6. **Sunshine Chair:**
The Sunshine Chair shall be responsible for sending appropriate messages to ill or bereaved members and/or their family members.
7. **San Luis Obispo County Golf Course Advisory Committee Delegate:**
The Delegate shall attend regular meetings of the SLO County Golf Course Advisory Committee and advise the Club of current information.
8. **Handicap Committee:**
The committee shall consist of the Handicap Chair and at least 2 other members appointed by the President to resolve any and all handicap questions.
9. **Hole-in-One Delegate:**
The Delegate must collect monies for the Hole-in-One fund. When a member gets a hole-in-one, the delegate will be responsible for paying the monies to the winning member and collecting new funds from interested members.
10. **Newsletter Chair:**
The newsletter chair shall publish a newsletter as needed at the request of the Executive Board. She will ask for and receive any and all information needed for the newsletter. The newsletter will be published on the website for those who have access. A newsletter will be printed for those requesting one or for those who do not have access to the website.
11. **Directory Chair:**
The Directory chair will track all new members and changes in members' information and compile an updated roster in a yearly Club directory, which will also include a yearly calendar and other items of interest.
12. **Website Manager:**
The website manager will keep the website up to date, adding/replacing information as it becomes available. The manager will also ensure that yearly fees are paid.

ARTICLE 8: MISCELLANEOUS

SECTION 8.1 Amendments to the By-Laws:

Club By-Laws may be amended by a 2/3 (two-thirds) vote of the active members present at any regular meeting, providing the amendment was first submitted for discussion at a regular meeting and then posted for at least 30 (thirty) days prior to the meeting when the amendment will be presented for a final vote.

SECTION 8.2 Club Authority:

Robert's Rules of Order, Revised, shall be the authority on all points not covered by the rules of the Club.

SECTION 8.3 Donations:

1. The Morro Bay High School Girls Golf Team will be the club's major charitable donation.
2. Holiday food and toy drives for local charities will be held each year at the discretion of the Board.

ARTICLE 9: INTERPRETATION

On all questions as to the construction or interpretation of these By-Laws, the decision of the Executive Board will be final.

2017 Changes to Bylaws from Previous Editions:

- 2.2.2 New Objective of the Club: To encourage members to learn the rules of golf, practice good sportsmanship, and enjoy the competitive nature of the game.
- 2.2.3 To seek membership in and comply with the rules and regulations of the Southern California Golf Association (SCGA), which is replacing Women's Public Links Golf Association (WPLGA) in 2018.
- 3.1.2-3 Descriptions of Associate and Honorary Members are added. Associate members can play on regular club days if they play as a guest and pay the guest fee.
- 4.2 Board voting privileges are increased to include all standing committee chairs; co-chairs share one vote.
- 4.5 Monarch Member Guest Invitational Tournament. The President shall serve as chair to the Monarch Invitational Tournament and all board members shall serve as committee members. The general membership will be encouraged to assist with the tournament.
- 4.6.8 Duties of Elected Officers: The Member-Guest Tournament Chair has been eliminated.
- 4.6.7 Social and Decorating committee chairs are combined into one position.
- 7.2.11-12 Directory and Website Manager chairs are added to the Executive Board Standing Committee.
- 8.3 Donations was moved from Standing Club Rules to Bylaws. Wording was changed to add holiday food/toy drives at the discretion of the Board.

These changes have been made to the above revised copy of the By-laws and were voted on by the general membership at the General Meeting held April 6, 2017.

These revisions have been included in the revised copy of the By-Laws. Bev Shaw, President