

2023 Bylaws

2023 Revision Committee: Anne Russell, Bev Shaw, Toni Mayes, Jamie Boucher, Renee Punzi, Kathy Hoversten and Julie Rodewald
Revised Spring 2023; Adopted at a General Meeting on September 21, 2023

Article 1: NAME

The name of this organization is the **Morro Bay Women's Golf Club (MBWGC), Incorporated**, a non-profit mutual benefit corporation 501(c)(7) 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 the club are:

- 2.1.1. To develop and conduct amateur golf activities among members and to plan and carry out social activities as the general membership may desire.
- 2.1.2. To encourage camaraderie among all members.
- 2.1.3. To encourage members to learn the rules of golf, practice good sportsmanship, and enjoy the competitive nature of the game.
- 2.1.4 To seek membership in the Southern California Golf Association (SCGA) and comply with the rules and regulations of the USGA.
- 2.1.5 To encourage participation in WPLGA (PubLinks) activities.
- 2.1.6 To establish and maintain standard USGA handicap indexes for all Regular and Active Honorary Members.

Article 3: MEMBERSHIP

Section 3.1 Types of Memberships

- 3.1.1 **Regular Members:** Members who pay their MBWGC club dues and SCGA dues through MBWGC are designated as Regular Members. Regular Members are eligible to participate in all club activities and have the option of paying PubLinks yearly dues to become eligible for all PubLinks activities.
- 3.1.2 **Associate Members:** Members who may maintain their GHIN at a nine-hole course and no longer want to maintain active/regular membership at an 18-hole golf course, but want to continue to be part of MBWGC are designated as Associate Members. They pay local club dues (*less the \$5 used for birdies and chip-ins unless they opt into paying to record birdies and chip-ins*). Associate Members may play golf on Thursdays and are not eligible to participate in the games.
- 3.1.3 **Honorary Members:** Members who are 85 years old or older and have been a member of MBWGC for at least a full calendar year are designated as Honorary Members. MBWGC dues are waived and these members are invited to attend the December Tribute Luncheon at the club's expense. They are also encouraged to attend other luncheons, meetings and social gatherings at their own expense. If they have access, they will be included in the club's group email messages to help keep them up-to-date with MBWGC activities. Honorary members fall into two sub-categories:
 - 3.1.3.1 **Active Honorary Members**
Honorary members who wish to continue playing golf and maintain a USGA handicap index are designated Active Honorary Members. MBWGC pays SCGA dues for these members. (*If the member pays SCGA dues to another club and is thus eligible for a SCGA Multi-Club Rebate, the member will be encouraged to return the appropriate rebated amount to MBWGC.*) Like Regular Members,

Honorary Active Members may participate in all club activities, including tournaments and weekly games. If the member wishes to play in PubLinks activities, she may join PubLinks and play at her own expense.

3.1.3.2 **Social Honorary Members**

Honorary members who are no longer active golfers and do not wish to maintain a USGA handicap index are designated Social Honorary Members.

Section 3.2 Handicap Indexes

- 3.2.1 To establish an initial handicap index, a new member that has never had a GHIN will be issued a new GHIN number and shall post on the GHIN website acceptable scores from 54 holes made up of 9 or 18-hole rounds.
- 3.2.2 A new member who has had a GHIN number anytime in the past shall provide her number to the membership chair so her index can be transferred to the club's records.

Section 3.3 Membership Dues

- 3.3.1 Membership dues in an amount recommended by the Executive Board and approved by the membership shall be paid annually to the Membership Chair for the calendar year by the date established by the Executive Board.
- 3.3.2 New Members joining the MBWGC as a Regular Member in the months of November or December of any year will be deemed a MBWGC member for the remainder of that year and the entirety of the next year.
- 3.3.3 SCGA membership runs on an annual (*not calendar year*) basis. Members whose SCGA membership year do not coincide with the calendar year will pay SCGA dues at the same time as MBWGC (*and PubLinks if desired*) dues. The SCGA dues will be held in account and paid by the Treasurer prior to the expiration of the SCGA membership.

Article 4: OFFICERS

Section 4.1 Elected Officers

4.1.1 **Executive Board**

The elected officers of the club shall be the President, Vice President, Secretary, Treasurer, Competition Chair, Handicap Chair, and the Membership Chair. These elected officers, along with the Parliamentarian, constitute the Executive Board of the Club.

4.1.2 **Two-Year Staggered Terms**

- 4.1.2.1 Executive Board Members are elected for a term of two (2) years and assume office at the first meeting in January of the year.
- 4.1.2.2 Executive Board Members are elected for staggered two-year terms with the President, Vice President, Membership Chair, and Competition Chair elected for terms beginning in even-numbered years. The Secretary, Treasurer, and Handicap Chair will be elected for two-year terms beginning in odd-numbered years.

Section 4.2 Voting Privileges

- 4.2.1 All elected officers, the Parliamentarian, and Standing Committee Chairs have voting privileges.
- 4.2.2 Each person may cast only one vote, regardless of how many positions they fill.

Section 4.3 Nominations

- 4.3.1 A candidate for elected offices must have been a club member for at least six months prior to election.

- 4.3.2 In September of each year, a nominating committee of three members will be established. This committee will consist of the immediate Past President as Chair and two club members appointed from the floor.
- 4.3.3 The Nominating Committee shall report their nominations at the November General Membership Meeting, at which time other nominations may be made from the floor and the election of officers shall be held. If no general meeting is held in November, the Nominating Committee shall report their nominations by email to all members. Additional nominations may be emailed back to the committee and the election will occur by email no later than the last day of November.
- 4.3.4 The Chair shall serve as Voting Director at the November meeting or during email nominations.

Section 4.4 Office Vacancies

- 4.4.1 If an officer resigns during the year, 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.
- 4.4.2 Unexcused absence of any officer from three consecutive board meetings without notification will constitute the tendering of her resignation.

Article 5: BOARD MEETINGS

Section 5.1 Memberships and Functions

- 5.1.1 The **Executive Board** shall consist of the elected officers and the Parliamentarian (*immediate Past President or designee*).
- 5.1.2 The **Board of Directors** includes the Executive Board and all Standing Committee Chairs. Their functions are to conduct routine club business and make recommendations to the membership for their approval at general membership, special club meetings, or via email.
- 5.1.3 In case of emergency, the Executive Board shall decide club policy.

Section 5.2 Board Meetings

- 5.2.1 Board Meetings will be held at the discretion of the President as needed.
- 5.2.2 The President shall decide the time and place of Board Meetings.

Section 5.3 Quorum

- 5.3.1. A majority of the Board of Directors shall constitute a quorum.
- 5.3.2 A quorum must be present for business to be transacted.

Article 6: GENERAL MEMBERSHIP MEETINGS

Section 6.1 General Membership Meetings

- 6.1.1 General Membership Meetings of the Club shall be held at the discretion of the Executive Board.
- 6.1.2 Monthly meetings are recommended for January, September, and November, preferably on the first Thursday of the month as needed. In the absence of meetings, the general membership shall be kept informed via email.

Section 6.2 Annual Meeting

- 6.2.1 Elections will be held in November of each year. In the absence of a general meeting, elections will be conducted via email.

Section 6.3 Special Meetings

- 6.3.1. Special meetings may be called by the President or the Executive Board, if necessary, in which case members shall be notified by email and/or telephone.

Section 6.4 Quorum

- 6.4.1. Twenty percent (20%) of regular members present at a meeting or responding electronically will constitute a quorum.
- 6.4.2. A quorum must be present or respond electronically via email for business to be transacted.

Section 6.5 Taking Votes

- 6.5.1 Topics for vote shall be submitted to the general membership at least 5 days prior to the general meeting or email voting.
- 6.5.2 Members casting a vote at a General Meeting may do so only if they have been in attendance for the full discussion on the motion or amendment proposed.
- 6.5.3 A simple majority of the votes cast will carry the motion.

Article 7: DUTIES OF ELECTED OFFICERS

Section 7.1 President

- 7.1.1 Preside at all regular, special and board meetings of the club.
- 7.1.2 Serve as an ex-officio member of all committees. Direct all club activities, and appoint chairs for the Standing Committees. Appoint other 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.
- 7.2.3 Sign, along with the Treasurer, all checks drawn on the Treasury.

Section 7.2 Vice President

- 7.2.1 In the absence of the President, exercise all duties of the President, including signing checks.
- 7.2.2 Be responsible for purchasing and presenting the gift(s) for the outgoing president.
- 7.2.3 Serve as a delegate to the San Luis Obispo County Women's Golf Council and/or appoint additional representatives to this council. On years when the SLO County Women's Golf Championship is held in Morro Bay, the Vice President (*or designee*) will serve as the Chair of the Planning Committee.
- 7.2.4 Tabulate Birdies and Chip-Ins.
- 7.2.5 Help initiate new members to the Board by discussing with them their position's duties, location of needed materials, reimbursement procedures, and introducing them to the member who served in the same role previously as well as other members of the Board.

Section 7.3 Secretary

- 7.3.1 Record the minutes of General Membership and Executive Board meetings; furnish a copy of all minutes to the President, and once approved, to the board and/or general membership as appropriate.
- 7.3.2 Conduct club correspondences.
- 7.3.3 Sign checks as needed in the absence of the President or Treasurer.
- 7.3.4 Set up and maintain an electronic repository for club documents, such as agendas, minutes, and budget reports.

Section 7.4 Treasurer

- 7.4.1 Keep accurate records of all club funds, expenditures and income.
- 7.4.2 Tabulate membership dues, keeping a record of all receipts and disbursements.
- 7.4.3 Present a financial report at all board meetings and at general membership meetings as appropriate.
- 7.4.4 Pay hole in-one recipients as needed.
- 7.4.5 Sign all checks along with the president. Every check must have two signatures.
- 7.4.6 Monitor the PO Box.

- 7.4.7 Ensure that all required documents are filed in a timely manner with the California Attorney General, State Franchise Tax Board and Internal Revenue Service.
- 7.4.8 Collaborate with the Monarch Invitational Tournament Chair to keep a running account of all expenditures and income.
- 7.4.9 Pay SCGA and PubLinks yearly dues for Members.
- 7.4.10 Apply game winnings to pro shop accounts.
- 7.4.11 Transfer winnings to members' clubhouse accounts.
- 7.4.12 Oversee the yearly purchase of a club pendant and/or stone for the Club Champion and pendants for other members who are interested in purchasing them.
- 7.4.13 Oversee and share with the Board the use and balance of the Club's credit card.
- 7.4.14 Present the records annually to the auditor for a financial review and ensure that the books are in good order when turned over to her successor.

Section 7.5 Competition Chair

- 7.5.1 Determine and supervise all tournaments and weekly play, except for the annual Monarch Invitational Tournament and Eclectic Tournament.
- 7.5.2 Prepare and post a calendar of events for the year and maintain a record of events to be turned over to her successor.
- 7.5.3 In a timely manner, determine the Game of the Week and communicate it to all members.
- 7.5.4 Working with the website manager, determine, post and communicate foursomes and tee times for weekly play on the website.
- 7.5.5 Ensure that prizes are distributed fairly and communicated to members.
- 7.5.6 Determine whether the Game of the Day shall be canceled due to weather conditions.
- 7.5.7 Maintain current plaques and trophies.
- 7.5.8 As needed, appoint related committees for special events.
- 7.5.9 Working with the Handicap Committee, ensure formats of play, terms of the competition, flights, and resolutions are compliant with USGA guidelines and club standing rules.
- 7.5.10 Coordinate the condition of the golf course with county administrators to ensure maintenance projects will be avoided on major tournament and PubLinks event days.

Section 7.6 Handicap Chair

- 7.6.1 Complete a USGA Handicap Certification Program.
- 7.6.2 Establish a Handicap Committee.
- 7.6.3 Know the rules of Handicapping and educate and communicate them to the general membership.
- 7.6.4 Make the process of converting a handicap index to a course handicap as easy as possible.
- 7.6.5 Facilitate the timely submission of scores to ensure all members are posting regularly in a timely manner and are ready for peer review.
- 7.6.6 Maintain accurate player scoring records.
- 7.6.7 Apply applicable penalty scores and adjust the handicap index of any player whose index does not reflect their playing ability.
- 7.6.8 Perform annual handicap reviews.
- 7.6.9 Work with competition committees to ensure formats of play, flights, and tie resolutions are compliant with USGA guidelines and Club Standing Rules.
- 7.6.10 Determine the Most Improved Golfer of the Year and present award to a player who has been a member for the entire calendar year and has played at least 10 postable rounds on club days during the past year.

Section 7.7 Membership Chair

- 7.7.1 Work with the Executive Board to determine yearly membership fees, which include hole-in-one, birdies, and chip-in fees.
- 7.7.2 Notify all members of the timeline for paying membership fees and track memberships as they are renewed. Work with the Treasurer to deposit all fees into the club account.
- 7.7.3 Accept applications and maintain lists of Regular, Associate, and Honorary (*Active and Social*) members in the MBWGC.
- 7.7.4 Convey information on all new members and changes to returning members' contact information to the Directory Chair and give new email addresses to the Competition Chair.
- 7.7.5 Send emails to the general membership announcing new members.

- 7.7.6 Welcome and orient new members to the club, giving each a copy of our Welcome Squad orientation book and club roster if available.
- 7.7.7 Ensure new member information is entered into the SCGA website and GHIN numbers are transferred to the club files or established if needed.

Section 7.8 Parliamentarian (*Immediate Past President or designee*):

- 7.8.2 Ensure appropriate actions and decisions are made during meetings.
- 7.8.2 Enact Roberts Rules of Order, Revised, as may be necessary.
- 7.8.3 Serve as a mentor and guide for the new President.
- 7.8.4 Maintain up-to-date Bylaws and Standing Rules documents for the Club and ensure they are followed. Initiate and oversee the revision process as needed.

Article 8: APPOINTED STANDING COMMITTEES

Section 8.1 Authority of Appointed Chairs

The Chairs of the Standing Committees appointed by the President are: Auditor, Community Liaison, Directory, Handicap/Eligibility Committee, Newsletter, Rules, SLO County Golf Course Advisory Committee Delegate, Social/Decorations, Sunshine, Website Manager, PubLinks Delegate and Monarch Tournament. These chairs shall attend Board Meetings and have the power to vote.

Section 8.2 Duties of Appointed Chairs

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

8.2.1 Auditor

- 8.2.1.1 Review the books and accounts of the MBWGC Treasury once each year and at such other times as requested.
- 8.2.1.2 Issue a report of findings and recommendations and communicate it to the Board of Directors.

8.2.2 Community Liaison

- 8.2.2.1 Serve as the club's front-line contact with the community.
- 8.2.2.2 Reach out to and coordinate with local businesses and organizations for fundraising and community support for our outreach the MBHS Girls Golf Team.
- 8.2.2.3 Help support the MBHS Girls Golf Team by planning and organizing the club's scholarship program and looking for other ways to help the team, such as donating equipment and providing coaching support.
- 8.2.2.4 Help with raising monies through the Monarch Invitational Tournament Tee Sponsor Program that are earmarked to support scholarships for graduating members of the MBHS Girls Golf Team.
- 8.2.2.5 By April 1 of each year, meet with a committee of at least two committee members appointed by the President to begin the process of making decisions regarding scholarships.
- 8.2.2.6 Organize and communicate with members the November Food and December Toy Drives to benefit families in need within our own community.

8.2.3 Directory Chair

- 8.2.3.1 In collaboration with the Membership Chair, track all new members and changes in current members' information.
- 8.2.3.2 Compile, print, and distribute an updated roster in a yearly Club Directory that will also include a yearly calendar and other items of interest.

8.2.4 Handicap/Eligibility Committee

- 8.2.4.1 The Handicap/Eligibility Committee shall consist of the Handicap Chair and at least 2 other members appointed by the President and Handicap Chair.
- 8.2.4.2 Work with Competition Committee to ensure formats of play, flights, terms of competition, and resolutions are in line with USGA guidelines and Club Standing Rules.
- 8.2.4.3 Make recommendations and resolve all handicap questions.
- 8.2.4.4 Certify members' eligibility for the Club Championship beginning two months prior to the tournament. Send email reminders to membership.
- 8.2.4.5 Post (*or have designee*) updated handicap report in ladies' lounge.

8.2.5 **Newsletter Chair**

- 8.2.5.1 Publish/email newsletters/club updates as needed at the request of the Board.
- 8.2.5.2 Ask for and receive information needed for newsletters/updates.
- 8.2.5.3 Email newsletters to all members and publish on the website.
- 8.2.5.4 Print newsletters for those requesting copies.

8.2.6 **Rules Chair**

- 8.2.6.1 Update members on USGA and local rules.
- 8.2.6.2 Ensure that all rules are being implemented appropriately.
- 8.2.6.3 Answer questions and periodically update the general membership on rules in question.

8.2.7 **SLO County Golf Course Advisory Committee Delegate**

- 8.2.7.1 Attend regular meetings of the SLO County Golf Course Advisory Committee.
- 8.2.7.2 Serve as a conduit between the club and the committee, relating items of importance from the club to the committee.
- 8.2.7.3 Advise the Club of current information shared at committee meetings.

8.2.8 **Social/Decorations Chair**

- 8.2.8.1 Appoint committee and lead the planning of all social events, decorations, and refreshments for special events.
- 8.2.8.2 Reserve the dining room or other locations for the Monarch Invitational Luncheon, December Tribute Luncheon, and any other special events; plan menu choices with the restaurant staff.
- 8.2.8.3 Work with the Monarch Invitational Chair to assist as needed for breakfast/dessert donations for the tournament, and other items to support club events; track sign ups and send reminders as needed.
- 8.2.8.4 Write (*or have designee write*) invitations and make follow up calls as necessary to Honorary Members to attend the annual December Tribute Luncheon, which is held in their honor.
- 8.2.8.5 Order and deliver *Congratulations to MBWGC Champions* cake for members to share at conclusion of Club Championship.
- 8.2.8.6 Oversee organization and use of items in the club's tournament supplies and decorations storage closet in the cart barn.

8.2.9 **Sunshine Chair**

- 8.2.9.1 Send appropriate messages to ill or bereaved members and/or their family members and congratulatory messages as appropriate.
- 8.2.9.2 Coordinate creation and maintenance of memorial plaques for benches and other memorials with county and club personnel as needed.

8.2.10 **Website Manager**

- 8.2.10.1 Keep the website up-to-date, adding/replacing information as it becomes available.
- 8.2.10.2 Working with the Competition Chair, determine, post and communicate foursomes, tee times and results for weekly play on the website.

8.2.11 **PubLinks Delegate**

- 8.2.11.1 Post and send monthly emails to members regarding PubLinks events.
- 8.2.11.2 Forward all PubLinks communications and any checks received to appropriate members/officers.
- 8.2.11.3 Serve as chair to the yearly PubLinks Association Day in Morro Bay
- 8.2.11.4 Represent or send a representative to the annual and special meetings of the PubLinks Association, as is feasible.

8.2.12 **Monarch Invitational Tournament Chair**

- 8.2.12.1 Plan and preside over all aspects of the Monarch Tournament.
- 8.2.12.2 Work with appropriate Board Members and Committee Chairs to plan aspects of the tournament related to their areas of responsibility.
- 8.2.12.3 Keep the board and general membership informed about the tournament.

Article 9: MISCELLANEOUS

Section 9.1 Amendments to the Bylaws and Standing Rules

Club Bylaws and Standing Rules may be amended by a 2/3 (*two-thirds*) vote of active members present at any regular meeting or a quorum responding via email, providing the amendments were first submitted for discussion at a General Membership Meeting or electronically via email or newsletter and then posted in the locker room for at least 25 (*twenty-five*) days prior to when the amendment will be presented for a final vote.

Section 9.2 Club Authority

- 9.2.1 Robert's Rules of Order, Revised, shall be the authority on all points not covered by the rules of the Club.
- 9.2.2 The Parliamentarian will serve to enact Roberts Rules as may become necessary.

Section 9.3 Donations

- 9.3.1 The Morro Bay High School Girls Golf Team will be the club's major charitable donation.
- 9.3.2 All net proceeds from the Monarch Invitational Tee Sponsorship Program will be used to support the MBHSG Golf Team Scholarship Program.
- 9.3.3 Holiday Food and Toy Drives for charities will be held each year at the discretion of the Board.

Article 10: INTERPRETATION

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

2023 Revisions to the Club Bylaws since 2019 include:

Section:

- 3.1.3 The **name Remembrance Luncheon** is changed to the **December Tribute Luncheon**.
- 3.1.2 **Associate Members** pay to attend the December Tribute Luncheon and may optionally pay the birdie/chip portion of local dues to record and be compensated for their achievements.
- 6.2 Language is changed so that **voting** can take place **by email** in the absence of a meeting.
- 7.4 **The Treasurer** conducts the yearly **purchase of pendants** for the club champion and other interested members.
- 7.5 The **name Tournament Chair** is changed to **Competition Chair**.
- 7.8 The **Parliamentarian** is responsible for maintaining **up-to-date club Bylaws and Standing Rules**, ensuring their use, and overseeing the process of revising them as needed.
- 8.2.2 By April 1st of each year, the **Community Liaison** will meet with a **committee** of at least two members appointed by the President to begin the process of determining MBHS scholarship recipients and amounts.
- 8.2.12 The **Monarch Invitational Chair** is appointed by the President and her job description is shown.

2019 Revisions to the Club Bylaws since the 2017 Update included:

- Section 3.1 Types of Club Memberships and what each is eligible to do were specified.
- Section 3.1.2 The age threshold for choosing to become an Associate Member was eliminated. Members may inactivate their GHIN at any age that is appropriate to them. This ends their participation in club games and tournaments. Associate Members may still play regular rounds of golf, paying the non-game fee, or play nine holes instead, while continuing to participate in all social activities. All Associate Members are invited guests at the annual Remembrance Luncheon.
- Section 3.1.3 The age when members can apply for Honorary Membership was reduced from age 90 to 85. MBWGC membership fees are waived for these members. SCGA fees are paid by the club for Honorary Members who want to maintain an active GHIN handicap. All Honorary Members are invited guests at the annual Remembrance Luncheon.
- Section 3.3 Payment of membership dues was updated to comply with SCGA regulations.
- Section 4.1.2 Elected officer terms were extended from one to two-year staggered terms.
- Section 4.6 Duties of elected officers were updated and more thoroughly defined.
- Section 6.4 Quorums were established for Board and General Membership meetings.
- Section 6.5 Members must be notified at least 5 days in advance before General Meetings of items to be put to a vote.
- Article 7 Standing Committees were reorganized. A Community Liaison position was added. Publicity, Historian and Hole-in-One Standing Committee Chairs were eliminated. The Eligibility Committee and its duties were combined with the Handicap Committee.
- Section 7.2 Duties of committee chairs were updated and more thoroughly defined.
- Section 8.3 Funds raised through the Monarch Invitational Tee Sponsorship Program were earmarked for MBHS Girls Golf Team Scholarships.

2019 Bylaws/Standing Rules Revision Committee: Bev Shaw, Marion Roberts, Julie Rodewald, Renee Punzi, and Toni Mayes