

# **DAIRY CREEK WOMEN'S GOLF CLUB BY-LAWS**

## **ARTICLE 1 NAME**

The name of this club shall be Dairy Creek Women's Golf Club. (DCWGC)

## **ARTICLE II OBJECTIVES**

Section 1 To plan and carry out amateur golf activities and social activities as the general membership desires.

Section 2 To seek membership in and comply with the rules and regulations of Southern California Golf Association (SCGA).

Section 3 To establish and maintain standard USGA handicaps for all active members.

Section 4 To seek membership in Women's Public Links Golf Association of Southern California (WPLGASC)

## **ARTICLE III MEMBERSHIP**

Section 1 Types of Memberships

1. Regular Members. Any woman who pays the prescribed yearly dues, establishes an eighteen (18) hole handicap and joins SCGA in conjunction with Dairy Creek Women's Golf Club.

2. Social Members. Any woman who pays the prescribed yearly dues to DCWGC. Social 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.

3. Associate Members. This category of members was established in 2004 to honor those members who have given outstanding service to DCWGC. Associate membership does not include membership for golfing (but member may play if she is able). Associate members must meet the criteria below and be approved by the Board of Directors.

- a. At least 5 years of continuous membership
- b. Served in a position on the Executive Board
- c. Participated in team play for DCWGC

d. Contributed by serving on committees, directing tournaments, etc.

e. Discontinued her membership due to age, injury or illness.

Associate membership confers the following privileges:

Welcome to any and all events

Invited guest of DCWGC at annual December luncheon (at club expense)

Invited to assist regular members at events held for guests and other club members- invitational, guest days, association days, etc.

Honored at time of death by placement of her name, dates and personal facts on the inscribed plate by the current club members.

Section 2 MEMBERSHIP YEAR. The membership year is a calendar year commencing January 1<sup>st</sup>.

Section 3 DUES. Annual dues shall be in the amount recommended by the Executive Board and approved by the membership. Prorated dues for members joining after July 1<sup>st</sup> shall be sixty (60) percent of the local dues, plus SCGA and WPLGASC, dues in full, if desired.

## **ARTICLE IV ELECTED OFFICERS AND CHAIRMEN**

Section 1 Elected Officers. The officers of the organization shall be a President, Vice-President, Secretary, and Treasurer.

### Section 1.2 Duties of Elected Officers

(1) The President shall preside at all regular, special and Executive Board meetings and be an ex-officio member of all committees. She shall represent the club or appoint representation at all meetings of other golf related groups (County Advisory, SLO County Women's Advisory Council, etc.). She shall appoint the following Chairpersons: WPLGASC Representative, and Information Officer. She may also appoint special committee chairpersons as needed to carry out the policies and programs of the club.

(2) The Vice-President shall assist the President as requested and assume the role of President when needed. The outgoing Vice President is responsible for purchasing and presenting a thank you gift to the outgoing President when the "gavel changes hands."

(3) The Secretary shall be responsible for all communications of the club as well as records of all Board and regular Membership meetings.

(4) The Treasurer shall be responsible for the fiscal records of the club. She shall keep records of all receipts and disbursements, and present a financial report at each regular and Board meeting. She, as well as the President (or one other elected Board member) shall sign all checks drawn on the treasury. She shall, with the advice of the Executive Board, present and execute a balanced budget in December for the following year. The financial records shall be audited annually.

Section 2 Elected Chairpersons. Elected chairpersons of the organization shall be Rules, Tournament and Handicap.

#### Section 2.1 Duties of Elected chairpersons

(1) The Rules Chair shall be responsible for enforcing the USGA Rules and local rules of the course. Education of the membership shall be a primary objective. She shall appoint no less than two members, approved by the Board, to serve on her Standing Committee and shall mediate all disputes.

(2) The Tournament Chair shall organize monthly committees to assist with tournaments each Monday, helping with sign ups, collecting cards, scoring, paying out winners, and reporting winners to newspaper. The chair will designate the weekly game, collect money for the game, and pay out awards.

(3) The Handicap Chair shall be responsible for checking that scores were accurately posted. She shall organize the membership program each year, having application blanks to renew membership in a timely manner. She shall cooperate with Treasurer in collecting new members' dues and sending to SCGA and WPLGASC. She shall be responsible for handicap interfacing with SCGA. She shall compare the lists from SCGA monthly with membership list. She shall prepare a list of members and present it to the Executive Board.

#### Section 3 Nominations

The President shall appoint a nominating committee at the regular summer meeting. The committee shall present a slate of candidates for the elected positions by end of September and open it for further nominations from the floor. Candidates shall be elected by a hand vote of the membership by the end of October.

#### Section 4 Term of Office

The term of office is for one year beginning in January following the election.

#### Section 5 Vacancies

If an elected officer or chairperson is unable to complete her term of office, the President, with the approval of the Executive Board, shall appoint someone to complete the unexpired term.

### **ARTICLE V APPOINTED CHAIRMEN AND DUTIES**

Section 1 The President, with Board approval, shall appoint the following chairpersons: Information Officer and WPLGASC Representative.

Section 1.1 The Information Officer shall be responsible for website, membership data base, and coordinating with Handicap Chair to assure accuracy of records.

Section 1.2 The WPLGASC Representative shall serve as the liaison between DCWGC and the WPLGASC Board of Directors. The delegate is the contact through whom all announcements, information, and correspondence are channeled. She shall be responsible for the timely posting and removal of all items on the bulletin boards.

#### Section 2 Vacancies

If an appointed chairperson is unable to complete her term of appointment, the President, with Board approval, shall appoint someone to fulfill her duties.

### **ARTICLE VI THE EXECUTIVE BOARD**

#### Section 1 Board Composition

The Executive Board shall consist of the four (4) elected officers, the three (3) elected chairpersons, the two (2) appointed chairpersons, and the immediate past president. Each member has a vote.

## Section 2 Board's Duties and Powers

The Executive Board shall have general supervision of the affairs of the Club between its business meetings, make recommendations to the Club, and perform other such duties as specified by these by-laws. The Board shall be subject to the orders of the Club and none of its acts shall conflict with actions taken by the Club

## Section 3 Meetings

The time and place of regular Board meetings shall be decided by the President.

# **ARTICLE VII MEETINGS**

## Section 1 Regular meetings

Regular business meetings of the club shall be held every other month, at a minimum, usually on the first Monday of the month.

## Section 2 Annual meetings

The annual meeting for the election of officers shall be held at the regular general meeting by the end of October each year.

## Section 3 Special meetings

Special meetings may be called by the President or the Executive Board if necessary. Members shall be notified by mail, e-mail, telephone or by a notice posted in the women's lounge at Dairy Creek Golf Course.

Section 4 Quorum Members in attendance at a meeting shall constitute a quorum.

# **ARTICLE VIII MEMORIAL BENCH**

A DCWGC member's name may be inscribed on the Memorial Bench, if she is a member (regular, social or associate) of DCWGC at the time of her death. The expenses associated with the plate and its placement will be paid for by DCWGC

# **ARTICLE IX PARLIAMENTARY AUTHORITY**

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Club in all cases to which they are applicable and in

which they are not inconsistent with these bylaws and any special rules of order the Club may adopt.

### **ARTICLE X BY-LAW CHANGES**

These By-laws may be amended at any regular meeting of the Club by a two-thirds vote of those in attendance, provided that the amendments have been approved by the Board and presented at the previous regular meeting and is posted following the presentation. It will be posted on the club bulletin board, club website, membership e-mail, and/or other appropriate means of notification.

Revised version approved by members April 9, 2018