

BYLAWS OF THE SAN CLEMENTE WOMEN'S GOLF CLUB

Last amended on _____

ARTICLE I: NAME

The name of this organization shall be the San Clemente Women's Golf Club (SCWGC).

ARTICLE II: PURPOSE

The purpose of the SCWGC is to promote the interest and enjoyment of competitive golf within the rules of the United States Golf Association (USGA) and under the oversight of the Southern California Golf Association (SCGA).

ARTICLE III: MEMBERSHIP

The SCWGC offers two types of membership: active and social.

1. Active Members

- a. The applicant must be a female and at least 18 years of age.
- b. The applicant automatically qualifies for membership if she has an active handicap index through SCGA's Golf Handicap Index Network (GHIN) of 40.4 or lower.
- c. If the applicant does not already have an active GHIN handicap index, she must successfully qualify for membership via the following procedure:
 - i. Submit attested scorecards from five 18-hole rounds at the San Clemente Municipal Golf Course played on a Tuesday membership day with an active SCWGC member
 - ii. Her five scorecards must represent games played within the prior six months
 - iii. If playing from the gold tees, one of the five scores submitted must be 119 or less
 - iv. If playing from the silver tees, one of the five scores submitted must be 110 or less
 - v. The applicant is responsible for creating her GHIN profile with her qualifying scorecards
- d. When the applicant has met the qualification requirements above and pays the current dues and fees, she will be welcomed as an active member.
- e. Active members are entitled to the following:
 - i. Access to sign up for weekly rounds
 - ii. To compete for weekly awards assuming her buy in is made prior to the game
 - iii. To compete in any Major Tournament assuming she meets eligibility requirements
 - iv. Voting privileges
- f. The Board of Directors may determine a maximum number of active members and establish a waiting list for active membership at any time.

2. Social Members: A social membership is available for formerly active members. A social member is welcome at all SCWGC events as a non-playing and non-voting member.

3. Dues: The Board of Directors shall recommend the amount of dues for active and social memberships annually as well as any additional fees. If the Board recommends a change to the amount of dues, the proposal will be given to membership at least 30 days prior to a vote. A majority vote (51%) of the active members present at the vote meeting is required for any change to the amount of dues.

ARTICLE IV: MAJOR TOURNAMENTS

In addition to the weekly games and events, there are three club-funded Major Tournaments spaced throughout the calendar year for active members only. To be eligible to compete in any of the Major

Tournaments, an active member must have attended at least four SCWGC general meetings in the twelve months leading up to the Major Tournament. Additionally, competitors must have posted ten rounds of SCWGC Tuesday golf days (determined by games played after membership is established) within twelve months of the start of the Major Tournament.

1. Individual Eclectic Tournament – Three weeks of stroke play; participant may compete in 1, 2 or all 3 rounds to improve her score; winners are determined by best net score over the three weeks of competition with a maximum course handicap of 40 from the gold tees and 33 from the silver tees.
2. Club Championship and Senior Club Championship – Three weeks of stroke play; participant must compete in all 54 holes; winners for each flight are determined by gross score; the Club Championship is played from the gold tees and is open golfers of any age. The Senior Club Championship is played from the silver tees and the minimum age to compete is 69 years old. Should the demographic of the SCWGC change, based on research by the Board, that year's age limit will be put to a vote to the members present at a meeting prior to the tournament, and the majority vote will determine the age limit for the Senior Club Championship that year.
3. President's Cup – Individual match play based on net score with a maximum course handicap of 40 from the gold tees and 33 from the silver tees; participants shall compete in consecutive elimination rounds until winner is determined.

ARTICLE V: MEETINGS

1. General meetings of the SCWGC membership are held the third Tuesday of each month, unless otherwise specified by the Board of Directors, after the field has completed play.
2. Board meetings of the SCWGC are held the second Tuesday of each month, unless otherwise specified by the Board of Directors, after play.
3. Robert's Rules of Order (Revised) shall govern.

ARTICLE VI: BOARD OF DIRECTORS

1. There shall be a Board of Directors composed of eight active SCWGC members. The officers and their duties are as follows:
 - a. President
 - i. Presides over all meetings of the SCWGC
 - ii. Appoints committee chairs as needed
 - iii. Acts as an ex-officio member of all committees
 - iv. Is a signee with the Treasurer on the SCWGC bank account
 - v. Maintains a file of all official correspondence
 - vi. Responsible for annual report of the club's activities
 - b. Vice President
 - i. Performs the duties of the President in her absence
 - ii. Plans the social events or selects a member to organize the event
 - iii. Purchases appreciation gifts and awards
 - iv. Responsible for keeping the photos and engravings in the trophy case updated
 - v. Responsible for the 50/50 raffle and announces birthdays at general meetings
 - c. Secretary
 - i. Takes minutes at the board and general meetings and facilitates the proper distribution of such to the board and membership
 - ii. Assists the President with official correspondence
 - iii. Updates the SCWGC Handbook and maintains a record of any amendments to the Bylaws and Local Rules

- iv. Maintains attendance records for all general meetings to assist the Tournament Chair with Major Tournament eligibility determinations
- d. Treasurer
 - i. Receives notifications of automatic membership renewals from SCGA
 - ii. Manages all aspects of the SCWGC bank account
 - iii. Prepares a budget for the following year and submits it first to the board and then to membership for approval at the November general meeting
 - iv. Works with the Board to determine if any changes to membership dues or fees are necessary
 - v. Emails Treasurer's report to membership on a quarterly basis
 - vi. Responsible for all club tax filings and financial statements in order to retain the Club's non-profit status
 - vii. All actions and reports of the Treasurer are subject to audit
- e. Tournament Chair
 - i. Prepares a calendar of events detailing game format and award structure for board approval
 - ii. Plans and oversees all play days and Major Tournaments
 - iii. Provides a weekly email to membership explaining the upcoming game, tournament or event and anticipated awards
 - iv. May appoint other members to chair specific events and score games
 - v. Determines fees for optional inclusion into weekly games
 - vi. Manages weekly tee sheets and submits to the pro shop before Tuesdays
 - vii. Announces the winners of all games and manages the distribution of awards
- f. Handicap Chair
 - i. Verifies, on a weekly basis, the accuracy of the GHIN posting for each member who participated in a SCWGC play day, event or tournament
 - ii. Posts the handicap list weekly as provided by the SCGA
 - iii. Verifies members' handicaps for all SCWGA Major Tournaments
 - iv. Appoints handicap committee members as needed
 - v. Determines the Most Improved Golfer at the end of the calendar year
- g. Membership Chair
 - i. Maintains accurate information on all members and publishes contact information to membership
 - ii. Coordinates the qualifying process for prospective members without established GHIN numbers, provides Hole-In-One and Ringer applications, educates on the SCWGC website tools and informs prospective members about the policies, procedures and etiquette of the SCWGC
 - iii. Assists anyone needing help to establish a GHIN number
 - iv. Maintains a list of members who have given to the Hole-In-One fund and determines when the fund is to be replenished through membership contributions
- h. Rules Chair
 - i. Informs herself adequately on all USGA Rules of Golf and local rules
 - ii. Finds answers to any member's question regarding a rule
 - iii. Is available in person or telephonically during all SCWGC Major Tournaments to settle rules' disputes and refers any doubts in rule applicability to the SCGA
 - iv. Informs membership of changes in the USGA Rules of Golf
 - v. Is encouraged to make rule presentations to membership at general meetings
- 2. The previous president may sit as a non-voting advisor to the current board.
- 3. The management of the SCWGC shall be entrusted to the Board of Directors, and all organizational matters not defined in the bylaws shall be left to their discretion.
- 4. Officers shall be elected for a term of one year.

5. Officers should be familiar with the SCWGC Bylaws and Rules
6. Should any member of the Board of Directors become unable to complete her term in office, the board may fill that position with an active member.
7. Elections of the Board of Directors is via Nominating Committee and membership vote.
 - a. The Nominating Committee shall be comprised of one member from the board elected at the September board meeting and two members from the floor elected by the membership at the September general meeting. These three shall meet to choose a slate for the eight officers for the following year. They shall select one person for each office from the active SCWGC membership. No name shall be placed in nomination without the consent of the nominee. The Nominating Committee shall present the slate of nominees at the October general meeting.
 - b. The election of officers shall take place at the November general meeting. Prior to the vote, the President shall call for any additional nominations from the floor. Any additional nominee must give her consent to be included in the vote.
 - i. If there are no other nominations advanced, the slate of nominees, as presented by the Nominating Committee, shall be accepted by acclamation.
 - ii. If there is more than one nominee for any office, the election for that office shall be by secret ballot, and the nominee with the most votes from those present at the general meeting will be elected.
 - iii. Members unable to attend the November general meeting may vote by absentee ballot. The absentee voter may write in a candidate's name with the candidate's consent. The absentee ballot must be delivered to the Secretary in a sealed envelope with the member's signature on the outside of the envelope prior to the vote being taken at the November general meeting.
8. All Board members will maintain a procedure statement or handbook for their office which is to be passed to the newly elected Board Member

ARTICLE VII: AMENDMENTS

1. These bylaws may be repealed or amended or new bylaws may be adopted at a general or special meeting of the membership provided that notice of such change and a copy of such change has been posted to the SCWGC website and given to the active members via email 30 days prior to the vote.
2. A majority vote (51%) of the active members is required for any changes to these bylaws
3. Voting by email is acceptable as long as the Secretary receives such electronic vote from the member prior to the start of the general or special meeting at which a vote is called.

RULES OF THE SAN CLEMENTE WOMEN'S GOLF CLUB

PLAY DAYS AND CONDUCT

1. SCWGC plays on Tuesday mornings.
2. Members play from the gold or silver tee markers.
3. Sensible and appropriate golf attire is expected.
4. Members are expected to play in the spirit of the game by acting with integrity and showing consideration to others (USGA Rule 1.2).
5. Members are expected to keep a reasonable pace of play.
6. Members are expected to post on the day of play in GHIN their score for every Tuesday SCWGC round unless specifically instructed by a board officer otherwise.
7. Active members will have access to sign up for SCWGC Tuesday tee times per the Tournament Chair's direction.
8. A guest may join a member on a Tuesday play day if space is available. Guests are ineligible for awards and are only allowed to play a maximum of four times per year.

USGA RULES SHALL APPLY EXCEPT AS MODIFIED BY LOCAL COURSE RULES OR SCWGC RULES

LOCAL COURSE RULES ARE FOUND ON THE BACK OF THE SCORECARD AND SHALL APPLY EXCEPT AS MODIFIED BY SCWGC RULES

SCWGC RULES

1. Winter Rules are only to be played on days when the Tournament Chair informs the players of such in advance of play. If allowed, a ball lying anywhere on the course, except in a hazard, may be lifted, cleaned and placed without penalty within 6 inches of where it originally lay no nearer the hole. Do not move the ball with the club head. Once placed, it is in play.
2. Temporary greens and recently punched greens are those identified as such by the Tournament Chair or golf course staff prior to play. On such greens, players may attempt to hole out the putt (i.e. a "1-putt"). Failing that, she shall pick up and record a maximum of two putting strokes.
3. If a player fails to properly complete a hole (i.e. she "picks up"), she shall record on her scorecard the score she most likely would have gotten had she completed that hole preceded by an "X". After the round, for the purpose of handicap integrity, is the proper time for a player to make the warranted adjustments (i.e. her "maximum allowance") for that hole.
4. If a ball lies off the putting green, but not in a hazard, and an immovable obstruction is within 2 club lengths of the putting green and the ball is within 2 club lengths of the immovable obstruction, the player may take free relief within one club length no nearer the hole. Player may clean her ball after lifting and before dropping.
5. If the ball accidentally moves when a player is removing loose impediments in the bunker, the ball shall be replaced in the original spot and no penalty is assessed. If the ball lies on a stone or debris, the ball shall be lifted, may be cleaned and the stone or debris removed. The ball must then be replaced as near as possible to the spot directly under the place where the ball lay on the stone or debris no nearer the hole.
6. Areas covered by wood chips, course maintained flower beds and the wedding chapel are considered ground under repair. Free relief within one club length no nearer the hole may be taken. Player may clean her ball after lifting and before dropping.

7. If a ball crosses a road or parking lot but comes to rest on the course, it is considered in play and no penalty is assessed.

AMENDMENTS

1. These rules may be amended, revised or new rules adopted at a general or special meeting of the membership provided that notice of such change and a copy of such change has been posted to the SCWGC website and given to the active members via email 30 days prior to the vote.
2. A majority vote (51%) of the active members present at the vote meeting is required for any change to these rules.
3. Voting by email is acceptable as long as the Secretary receives such electronic vote from the member prior to the start of the vote meeting.