

Las Vegas National Ladies Golf Club By-laws and Standing Rules

Updated/Approved August 2024

NAME

The name of this golf club shall be the **Las Vegas National Ladies Golf Club** (*hereafter referred to as "LVNLGC" or "the Club"*) is the preferred name of our club.

PURPOSE

The Club was organized for the purposes of stimulating further interest in competitive golf; promoting good fellowship and sportsmanship among women; advancing members practices of USGA rules and golf etiquettes and promoting the true spirit of the game to its highest standards among its members via supporting the objectives of the USGA, WSNGA and LPGA.

MEMBERSHIP FEES AND DUES

The LVNLGC fiscal golf year will be January 1st through December 31st.

Membership is open to all women regardless of age or skill level who have an interest in golf and have satisfied all fees and dues (currently \$66.00). Membership **dues** shall be **\$30.00 annually**. There are no provisions for pro-rating of membership registration fees or dues. Membership in the Club shall be for the calendar year only. There will be no refunds for any reason.

It is required that all prospective members register with GHIN thru LVNLGC to establish a handicap index. All members are expected to follow the USGA Rules of Golf and abide by all the conditions, rules, and regulations of the LVNLGC and LVNGC.

GHIN membership fee of \$36.00 annually (or as increased annually by SNGA) is required of all LVNLGC members to cover LVNLGC participation in WSNGA, SNGA and SNWGA events. LVNLGC requires all LVNLGC members commit to full annual dues no later than January 31st of the given golf year.

An "Honorary" member is an active member who has turned the age of 80+ and has been an active member for three years or more. These members will be eligible for Club prize money or awards. Honorary members are required to pay GHIN annually.

OFFICERS AND CHAIRPERSONS

The LVNLGC officers shall be:

- President
- Vice President
- Secretary
- Treasurer
- Parliamentarian

Chairpersons appointed by the President shall be:

- Handicap Chair
- Tournament Chair
- Website Administrator
- WSNGA Representative
- SNGA Representative
- Team Play Captain
- Sunshine Chair
- Social Chair
- Rules Chair
- Audit Chair
- Membership Chair
- Nomination Committee Chair

Elected officers shall serve a term of two years, appointed Chairpersons shall serve a term of one year commencing on January 1st of the given year. All elected positions will shadow existing Officers from October until they are sworn in during the December meeting. Under direction of the club's President, all officers shall take on the responsibility of updating organization of the Club, planning club/invitational events, and recruiting new members.

All Officers must play a minimum of 13 times per year unless medical issues arise that prevent them from playing.

DUTIES OF OFFICERS

PRESIDENT

- Use Golf Genius to create yearly schedule, email members for weekly play sign-up, and create pairings.
- Preside over all meetings of the Club, and be an ex-officio member of all committees except the Nominating Committee.
- Present an agenda to Club members detailing items for member discussion seven days prior to the scheduled Club meeting.
- Has the authority, with consent of the Board, to rescind membership from any member who exhibits unacceptable conduct which is incongruous to our LVNLGC By-Laws, Standing Rules or expected etiquette of the club.
- Appoint an interim officer when a current officer resigns, refuses to perform the duties of their position, or is asked to resign due to exhibiting unacceptable behavior.

- Assist the Treasurer and have the authority to sign checks and contracts with the knowledge of the Treasurer.
- In the absence of the Treasurer shall perform described responsibilities.
- May call special meetings with the Board when necessary.
- Negotiate contract for green fees, tee/start time between the Club and Las Vegas National Golf Club management for team play event on home course, as well as WSNGA.

VICE PRESIDENT

- Assist the President and perform all duties in the absence of the President.
- In case the office of the President shall become vacant, the Vice President shall become “interim” President for the unexpired term of the President’s position and perform all duties of the President.
- In the absence of the Handicap Chairperson, shall perform described responsibilities.

SECRETARY

- Record and maintain records of minutes of all Board and club meeting and email them to the appropriate group within one week after each meeting.
- Work directly with the Club’s President, on special club correspondence and member notification.
- Ensure a quorum of members (1/3 of members) are present for general meeting votes.
- In the absence of the Parliamentarian, shall perform described responsibilities.

TREASURER

- Collect all monies and conduct/record all financial transactions as custodian of Club funds.
- Has the authority to sign checks with the knowledge of the President to pay all Club related bills and other expenses. Shall maintain accurate records of all receipts, income, and disbursements.
- Is responsible to ensure the Club’s membership roster is accurate.
- Prepare a budget with input from Committee Chairs who must receive funds for their functions.
- Provide a treasury report at each Club and Board meeting.
- Create an end-of-year report.
- Provide the Board a report of paid members upon request.
- Set up an end-of-year audit date with Audit Committee Chair of Club’s financial records no later than the 2nd Friday in January of the new fiscal year. Audit to be completed by the 2nd Friday of February.

- Ensure any disbursement that is not included in the budget and exceeds \$100.00 must be approved by the Board.
- In the absence of the Secretary, shall perform described responsibilities.

PARLIAMENTARIAN

- Be custodian of the Club's By-laws and Standing Rules.
- Ensure Club meetings follow Robert's Rules of Order.
- Govern LVNLGC in all cases to insure consistency with the Club's By-laws and any other special standing rules LVNLGC may adopt.

DUTIES OF COMMITTEE CHAIRPERSONS

Each committee chair will organize their committee by appointing at least one (or more) active club member(s) to assist with the duties and responsibilities of the position.

TOURNAMENT CHAIR

- Works with the President to secure all tournament dates, times, and contracts are secured in a timely manner.
- Coordinates with LVNGC food service manager for catering services.
- Creates the event budget for the Treasurer and pre-approves monies to be spent on the event are within the budget.
- Works with the Social Chair to plan and coordinate all out-of-town and day trips.

HANDICAP CHAIR

- Must be certified with USGA Tournament Management's Golf Genius handicap system and scoring via SNGA, and GHIN.
- Attend scheduled meetings of the WSNGA.
- Check all scores for the previous Wednesday of play.
- If discrepancies appear or scores are not entered on the same day, shall contact golfer to add or adjust scores utilizing USGA and GHIN handicap procedures.
- Work directly with golfers in need of tutorial for scoring and GHIN posting of scores and understanding how handicaps are established.
- Determine the member who has improved her handicap the most according to a LVNLGC formula approved by USGA.

WSNGA REPRESENTATIVE

- Attend WSNGA hosted meetings, if unavailable, will notify the President in a timely manner.
- Gather information relative to state/amateur/pro tournaments, etc., and provide it to the Board and members during LVNLGC meetings.

SNGA REPRESENTATIVE

- Attend all SNGA meetings.
- If unable to attend SNGA meeting, shall notify the President in a timely manner.
- Gather information relative to state/amateur/pro tournaments, etc., and provide it to the Board and members during LVNLGC meetings.

TEAM PLAY CAPTAIN

- Solicit members to represent LVNLGC in WSNGA team play events.
- Select a team play assistant to coordinate all responsibilities of the position in absence of the team play captain.
- Select a rotational LVNLGC team of eight members plus four alternates (when available) to compete at each team play event.
- Ensure members are qualified to represent LVNLGC via requirements of SNGA, WSNGA, Club By-laws and Standing Rules.
- Select team play shirts.
- Will attend WSNGA Team Play meetings and provide any new updates or changes to Team Play members.
- Ensure LVNLGC members are aware of member selection for scheduled play and future schedules, create a team play calendar with green fees and locations.
- Ensure all selected event team play members pay to the Treasurer green fees two weeks prior to each event.
- Communicate with President future dates of team play hosted events.

SUNSHINE CHAIR

- Send associated cards.
- Assist Social Chair

SOCIAL CHAIR

- Plan and execute all outside club activities.
- Will work with the Treasurer on any non-budgeted items needed for an event.
- Maintain bulletin board.

RULES CHAIR

- Work with members to understand the rules of golf and golf etiquettes.
- Stay up to date with any USGA rule changes and inform members of those changes.
- Be available to members for any rules questions.

AUDIT COMMITTEE CHAIR

- Work with the Club Treasurer and President plus three other members to audit the previous years banking and financial records.
- Submit signed, dated, and final report to the board within 30 days of the audit.

MEMBERSHIP CHAIR

- Create, maintain, and provide a new member packet to ladies that decide to join. The packet should include a list of Officers and Chairpersons, members contact list, website information, copy of By-laws and calendar of events.

NOMINATION COMMITTEE CHAIR

- Be appointed in September.delete
- Select or seek volunteers to create a slate of possible officers for the coming year's Board, by November. Nominating committee shall consist of three members to serve in this position.
- Nominees for Board positions must be members for at least six months and invested in the club by playing and participating in Club activities on a regular basis.
- Slate of prospective officers should be presented to the President ONLY for viewing purposes prior to October 1st.
- Elections shall be held in October.
- Installation of Officers to be held at the LVNLGC's holiday event in December.

CLUB BUSINESS VOTING

When a vote is needed for a Board decision, each board member shall have one vote. The President shall only vote to break a tie.

If a vote is required by the Club, the subject to be voted on will be sent to members seven days prior to the vote. If the vote is to be held at a scheduled meeting, members present shall vote by a raise of the hand. Whereas members not present, shall send a proxy vote to the Secretary.

One-third of the membership will constitute a quorum for voting purposes.

MEETINGS

LVNLGC regular bi-monthly Club meetings shall be held on a Wednesday after golf commencing in February and every other month through the calendar year, unless otherwise provided for by the LVNLGC Board.

A member or members can request an 'emergency' meeting. Must be submitted in writing to the President, thus voicing justifiable cause for an audience at reason. Reason must be presented and approved by the Board to call an emergency club meeting. Emergency meetings must be documented, and final resolve must be presented to members.

QUORUM

A quorum at any Board meeting, whether in person or via telephone, shall consist of sixty-percent of the Board.

A quorum at any regular or special meeting of the general membership, whether in person or via telephone, shall consist of one-third or more of the membership.

ROBERT'S RULES OF ORDER

The current Robert's Rules of Order shall govern LVNLGC in all cases to which they are applicable and consistent with the Club's By-laws, and any special Standing Rules they may adopt.

CLUB CHAMPIONSHIP

ELIGIBILITY

- Must be a member for six months.
- Must golf 13 full rounds within the given golf year with the Club on our Club day.
- Must attend two Club meetings.
- Must play on the Club selected dates, there are no make-up dates.

FORMAT

- 36 Hole Stroke Play
- Two rounds of Golf, on two consecutive Wednesday's in November.
- Net Winner – Lowest gross score minus set handicap for 18 holes.
- Gross Winner – Lowest overall gross score for 18 holes.
- No golfer can win or be awarded the title of both LVNLGC Net Club Champion and LVNLGC Gross Club Champion status.

TEES

Red (forward) tees

HANDICAPS

Playing handicap for the two-day tournament will be established the Friday prior to the first round. This handicap will be used for both rounds regardless of changes.

SCORECARDS

- Two scorecards must be submitted to LVNGC Golf Pro or Tournament Chair at the end of each round.
- All golfers in each group must sign scorecard to attest to the accuracy of scores.
- After the first round, the LVNGC Pro or Tournament Chair will post all scores publicly. Notify the Club President/Tournament Chairperson of current scores for participating members.
- The second round, will follow the same structure as the first round. Upon final scoring LVNGC Pro or Tournament Chair will combine the two-day total and establish Club Champion (overall Gross) and Club Net Champion.
- Upon a tie, LVNGC Pro will refer to the last six holes, last three holes, and finally the 18th hole.
- If the above method fails to determine a winner, the winner shall be determined by using the number one handicap hole then the next most difficult handicap hole, and so on to determine the winner(s).

TEAM PLAY

ELIGIBILITY

- Must be a member by October 1st of the previous year.
- Must play two times per month with the club until the start of team play.

- To be part of the “active” roster must play two times per month during Team Play season, if not will be moved to alternate list.
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STANDING RULES

Every Wednesday shall be scheduled play day for all LVNLGC members.

CLUB MEETINGS

Bi-monthly Wednesday meetings shall be held at the clubhouse following golf play, unless otherwise noted.

HANDICAP

- Golfer's handicap will be updated in GHIN every time a score is submitted. A players Handicap Index is recalculated and ready the next day or soon after.
- Golfer's handicap are adjusted via actual hole-by-hole scores entered in GHIN. Golfers are not to adjust their scores.
- Please submit scores to GHIN the day you play at all courses, it is a requirement for LVNLGC.
- LVNLGC welcomes all level of golfers; however, eligibility to participate in tournaments, team play, etc., golfers must play to a handicap of 36 or less.

SIGN-UP

All LVNLGC members are required to sign-up by noon on Sunday to be included in Wednesday's pairings.

NO SHOWS

If a member/or guest registers to play and does not show up for the assigned tee time, she is considered a no show. Each no show will be handled on a case-by-case basis.

CODE OF CONDUCT

The USGA Rules of Golf and Etiquette, WSNGA, LVNGC and LVNLGC rules will be observed. If a member fails to adhere to these rules, she will be asked to meet with the President. At the Presidents discretion, an informal or formal reprimand may be issued and recorded with the LVNLGC Board. If a member has been formally reprimanded at least once, they may be asked to leave the Club. Depending on the severity of the offense; with 100% agreement, the Board has the right to immediately remove her as a member. There will be no refunds granted.

PAYOUTS

“Hole-In-One” golfers will be paid \$100.00. This will be the only cash prize.

SCORING

All players are required to use net double bogey for handicap purposes. See USGA rule 3.1 for clarification.

Each Wednesday members are to keep an accurate scorecard for the 18-hole round of golf at LVNGC. At the end of 18 holes, golfers are required to enter their game scores (hole-by-hole) in GHIN and present scored round scorecard to the Handicap Chair. A golfer from each team is required to submit to the Handicap Chair a legible and accurate scorecard signed and dated by both members of the team.

President

Full Name _____

Signed _____ Dated _____

Vice President

Full Name _____

Signed _____ Dated _____

Secretary

Full Name _____

Signed _____ Dated _____

Treasurer

Full Name _____

Signed _____ Dated _____

Parliamentarian

Full Name _____

Signed _____ Dated _____