

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

(Established May 2023 by LVNLGC Quorum Vote of Members)  
Revised/approved May 12, 2023

## 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 1<sup>st</sup> through December 31<sup>st</sup>.

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. 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 fees of \$36.00 annually (or as increased annually by WSNGA) 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 31<sup>st</sup> 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

The LVNLGC officers shall be:

- President
- Vice President
- Secretary
- Treasurer
- Parliamentarian

Chairpersons appointed by the President shall be:

- Handicap Chair
- WSNGA 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. 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.

## DUTIES OF OFFICERS

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### PRESIDENT

- Shall preside over all meetings of the Club.
- Shall present an agenda to Club members detailing items for member discussion seven days prior to the scheduled Club meeting.
- Shall have the authority, with consent of the Executive 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.
- Shall 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.
- Shall 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 Executive Board and/or Board of Directors when necessary.

- Shall negotiate contract for green fees, local rules, tee/start time between the Club and Las Vegas National Golf Club management for team play event on home course, as well as WSNGA.

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## VICE PRESIDENT

- Shall 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.-
- Shall be responsible as the website administrator.
- Shall be Tournament Chair (duties described under LVNLGC Committees)

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## SECRETARY

- Shall 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.
- Shall work directly with the Club’s President, on special club correspondence and member notification.
- Shall 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.

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## TREASURER

- Shall collect all monies and conduct/record all financial transactions as custodian of Club funds.
- Shall have 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.
- Shall prepare a budget with input from Committee Chairs who must receive funds for their functions.
- Shall provide a treasury report at each Club and Board meeting.
- Create an end-of-year report.
- Shall provide the Board of Directors a report of paid members upon request.
- Shall 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.
- Shall ensure any disbursement that is not included in the budget and exceeds \$100.00 must be approved by the Executive Board.

- In the absence of the Secretary, shall perform described responsibilities.

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## PARLIAMENTARIAN

- Shall be custodian of the Club's by-laws and standing rules.
- Shall ensure Club meetings follow Robert's Rules of Order.
- Shall govern LVNLGC in all cases to which they are applicable and in which they are not inconsistent 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.

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## 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.
- In the absence of the Handicap Chair, shall perform described responsibilities.

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## HANDICAP CHAIR

- The Club's Handicap Chair must be certified with USGA Tournament Management's Golf Genius handicap system and scoring via SNGA, and GHIN. Must possess computer skills.
- Shall attend scheduled meetings of the WSNGA for tournament training.
- Shall check all scores for the previous Wednesday of play.
- If discrepancies appear or scores are not entered, 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.

- Shall email all members each Friday to identify members playing the following Wednesday. Coordinate the list with LVNGC.

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## WSNGA REPRESENTATIVE

- Shall 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.

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## TEAM PLAY CAPTAIN

- Shall solicit members to represent LVNLGC in WSNGA team play events.
- Shall select a team play assistant to coordinate all responsibilities of the position in absence of the team play captain.
- Shall 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 SNWGA, WSNGA, Club by-laws and standing rules.
- Shall order team play shirts; to be reimbursed by team play members two weeks prior to the first team play date.
- Shall ensure team play attire is in uniformity of WSNGA standing Rules.
- Shall ensure LVNLGC members are aware of member selection for scheduled play and future schedules, create a team play calendar with green fees and locations.
- Shall ensure all selected event team play members pay to the Treasurer green fees two weeks prior to each event.
- Shall communicate with President future dates of team play hosted events.
- Work with the President to secure hosts are available when LVNLGC hosts team play.

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## SUNSHINE CHAIR

- Send associated betterment cards.
- Maintain bulletin board
- Assist Social Chair

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## SOCIAL CHAIR

- Shall plan and execute all outside club activities.
- Will work with the Treasurer on any non-budgeted items needed for an event.

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## RULES CHAIR

- Shall work with members to understand the rules of golf and golf etiquettes.

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## AUDIT COMMITTEE CHAIR

- Shall work with the Club Treasurer plus three other members to audit the previous years banking and financial records.

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## MEMBERSHIP CHAIR

- Shall be responsible to ensure the Club's membership roster is accurate.
- Provide to the Club a new roster when changes occur.
- Shall create, maintain, and provide a new member packet to ladies that decide to join. The packet should include the registration form, a list of Officers and Chairpersons, members contact list, website information, and calendar of events.

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## NOMINATION COMMITTEE CHAIR

- Shall be appointed in October (or earlier) to oversee the future year elections for nomination of members to constitute a LVNLGC Board and be voted upon at the December meeting.
- The chair shall select or seek volunteers to create a slate of possible officers for the coming year's Board. 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 November 1st.
- Elections shall be held in November.
- Installation of Officers to be held at the LVNLGC's holiday event in December.

## **CLUB BUSINESS**

### **VOTING**

When a vote is needed for an Executive 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 the 2nd Wednesday of each meeting month (unless otherwise provided for by the LVNLGC Board). Commencing the 2nd Wednesday of February of each calendar year, a minimum of six LVNLGC meetings will be held during the 12-month calendar year.

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.

### **AMENDMENTS**

The LVNLGC By-laws may be amended at any regular meeting or special meeting by a quorum of members present. All proposed changes must be posted by the Secretary, via email to the Club membership or Executive Board seven days prior to voting.

### **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 the LVNLGC in all cases to which they are applicable and in which they are not inconsistent with the Club's by-laws, and any special standing rules they may adopt.

### **CLUB CHAMPIONSHIP**

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#### **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.
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## FORMAT

- 36 Hole Stroke Play
  - Two rounds of Golf, on two consecutive Fridays in November.
  - Round #1 - 18 holes for all LVNLGC members who sign up for the event.
  - Round #2 - 18 hole final.
  - 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.
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## TEES

Red (forward) tees

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## HANDICAPS

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

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## SCORECARDS

- Two scorecards must be submitted to LVNGC Golf Pro 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 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 will combine the two-day total and establish Club Champion (overall Gross) and Club Net Champion (lowest gross score minus handicap.)
- 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).

## **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 player's 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 President's 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 Friday 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.

Melissa Causey - President

Signed \_\_\_\_\_ Dated \_\_\_\_\_

Leslie Fiet - Vice President

Signed \_\_\_\_\_ Dated \_\_\_\_\_

Lorraine Larsen - Secretary

Signed \_\_\_\_\_ Dated \_\_\_\_\_

Terry Wingren - Treasurer

Signed \_\_\_\_\_ Dated \_\_\_\_\_

Paula Johnson - Parliamentarian

Signed \_\_\_\_\_ Dated \_\_\_\_\_