

COAST LEAGUE – BYLAWS

TEAM PLAY

PURPOSE: The purpose of the Coast League is to foster golfing friendships and competition.

SECTION I: LEAGUE MEMBERSHIP

1. Effective for the team seasons, the League shall consist of ten (10) League Clubs, as follows: Aliso Viejo, Bella Collina, Coto de Caza, Dove Canyon, El Niguel, Mission Viejo, Old Ranch, The Huntington Club, Virginia and Yorba Linda. A three (3) year commitment is mandatory.
2. A Club is eligible to participate in the Coast League if it is: (i) a SCGA-affiliated Club; (ii) not open for public play other than occasional outside tournaments; and, (iii) that they do not have a separate team playing in another league simultaneously.
3. A club which is eligible to participate in the League may seek membership by applying to the Governing Board. The Governing Board shall have the authority to accept or reject teams applying for membership by a vote of three (3) out of four (4) of the members of the Governing Board. Distance and driving time to clubs applying for membership will be a critical factor in determining acceptance.
4. Complaints concerning non-compliance with Coast League Bylaws and/or Rules & Procedures shall be mediated by the Coast League Board. Penalty may result in expulsion by vote of 2/3 majority of the Coast League clubs.

SECTION II: GOVERNING BODY

1. The governing body shall be called the Coast League Governing Board and shall be composed of four (4) officers as follows: Chairman, Vice Chairman, Secretary/Treasurer, Logistics Chairman. The immediate past chairman may attend Board meetings in an ex officio capacity.
2. At a minimum, the Board shall meet two times each year, before the Captains Meeting and before the Annual Meeting. The Board Chairman, independently, or at the request of any two other Board members, may call a meeting of the Board. All Board members shall be given 10 days written (by email or similar method) notice of the time and place for any Board meeting. The Board may conduct telephone meetings in lieu of meeting in person.
3. A majority of the Board members shall constitute a quorum.
4. No action shall be taken unless approved by a majority of the Board.
5. No woman shall serve on the Board for more than five (5) consecutive years. No woman shall serve in the same capacity on the Board for more than three (3) of those five (5) years. The minimum service on the Board shall be two (2) years.
6. Vacancies on the Board, except Chairman, shall be filled by majority vote of the Board. In the event of a tie vote, the Chairman's choice shall prevail. A vacancy in the office of Chairman shall be filled by the Vice Chairman and the Board shall fill the Vice Chairman vacancy by majority vote.
7. No Club shall have more than one representative on the Board.
8. To be eligible to serve on the Board, a woman must be a current member of, and playing on, the team of one of the League Clubs.
9. As a member of the Coast League, commencing with the 2022 season, on a rotating basis (5 teams per year), at minimum once every 3 years, each team shall submit a candidate from their team to be considered by the Board of Directors to serve as a Board member.

SECTION III: ELECTIONS

1. If there are vacancies on the Board of Directors, the Board is authorized to extend the term of a Board member whose term has expired until an eligible replacement is elected.
2. Elections to the Board shall occur at the Annual Meeting. The Governing Board shall announce the open board positions for the upcoming year 30 days prior to the Annual Meeting. The Secretary shall send a written request to all League Clubs seeking nominations for open Board positions at that time.
3. A team member may submit her nomination, or approve another member submitting her name, for a specific Board position, other than Chairman or Vice Chairman. The nomination should include a brief summary of her qualifications for the position. Nominations must be submitted to the Board Secretary no later than 15 days prior to the Annual Meeting.
4. At the Annual Meeting, the Secretary shall announce the nominations for each position and read the summary of each nominee's qualifications. Voting shall be by secret ballot. Each Club shall have one vote. The Secretary shall count the ballots and announce the results at the conclusion of the voting.
5. Incoming Board members shall take office immediately following the Annual Meeting.

SECTION IV: GOVERNING BOARD POSITIONS/RESPONSIBILITIES

1. The CHAIRMAN shall be responsible for the coordination of information among the Coast League Clubs. She shall (i) call meetings of the Governing Board and preside over those meetings; (ii) call meetings of the League Clubs and preside over those meetings; (iii) represent the League in all SCGA and external matters; (iv) plan a celebration/awards luncheon with the Vice Chairman to award trophies, to be held in combination with the Annual Meeting; (v) be authorized to withdraw monies from the League's account; (vi) will have served on the board a minimum of 2 years and serve as Chairman a maximum of 2 years.
2. The VICE CHAIRMAN shall assume the responsibilities of the Chairman when she is not available, shall immediately become Chairman in the event the position becomes vacant and shall assume the position of Chairman the following year. She shall provide (i) current, up-to-date rosters of the Captains (and Co-Captains) with addresses, telephone numbers, and email addresses; (ii) prepare a master match calendar and coordinate the playoff schedule with the Logistics Chairman; (iii) prepare an Information Sheet following the Captains Meeting which includes the dates of team play, the playoffs and the Annual Meeting; (iv) oversee revision of the Coast League Rules and Procedures as approved by the League Clubs; (v) order the plaques, have the trophies engraved and delivered to winning teams at the annual meeting; and (vi) assist the Chairman with planning the Annual Meeting; (vii) will have served one year on the board prior to assuming the position as Vice Chairman; (viii) will have a first right of refusal for the Chairman position.
3. The SECRETARY/TREASURER shall (i) take the minutes of the Governing Board meetings and provide copies to all the Team Captains; (ii) take the minutes of meetings of the League Clubs and provide copies to all the Team Captains; (iii) keep a notebook of all meeting minutes for a minimum of five (5) years; (iv) maintain a file of the names and addresses of all former Team Captains and Co-Captains; (v) prepare all correspondence to Clubs, Team Captains and external organizations; (vi) keep copies of all versions of Bylaws and the Rules and Procedures; and (vii)

announce the nominations for the Governing Board, count the ballots and report the election results at the Annual Meeting.

The Treasurer responsibilities of Secretary/Treasurer shall consist of the following: (i) be responsible for the League Funds; (ii) send out dues statements to the League Clubs; (iii) collect the dues and deposit the monies in either a League bank account, an account managed by the Treasurer's club or women's golf group, or a personal account of the Treasurer, in which case the Treasurer shall submit an annual accounting which shall be approved by the Governing Board; (iv) make disbursements as authorized by the Governing Board; (v) be authorized to withdraw monies from the League's account; and (vi) prepare a written report of the League's finances for each meeting of the Governing Board, at the Captains Meeting and at the Annual Meeting to be incorporated into the minutes.

4. The LOGISTICS CHAIRMAN shall (i) act as liaison between the Team Captains and the Governing Board; (ii) when possible, resolve disputes among Team Captains and, when not possible, defer resolution of disputes to the Board; (iii) act as liaison with the SCGA in regards to handicaps; (iv) maintain and distribute forms and templates to Team Captains; (v) maintain match history to determine playoff scenario; and (vi) communicate league results; (vii) maintain the Coastleagueteam.com website; (viii) prepare correspondence to all Captains when necessary; and (ix) will serve a 2 year commitment.

SECTION V: TEAMS

1. Each League Club must have a Team Captain and may have a Team Co-Captain.
2. A League Club may have as many players as it wishes on its team roster; there is no maximum number of team players.
3. The TEAM CAPTAIN (i) selects a team and assures the eligibility of each player; (ii) meets with other Team Captains to decide on play dates and exchange information sheets (directions, tee times, dress code, fees, etc.); (iii) clears team play dates, as needed, with her Club.
4. All communications with the Governing Board will be through the Team Captains.
5. The Team Captain need not play; however, in order to play, she must be on the League Club's roster.
6. At any meeting of teams, or at the Captains Meeting or the Annual Meeting, each League Club will have one vote. The Team Captain or, in her absence, a woman designated by the Team Captain, shall cast the vote for the League Club.

SECTION VI: ELIGIBILITY FOR TEAM PLAY

1. To be eligible, a player must have a current GHIN/SCGA handicap and be a member, spouse of a member or recognized domestic partner by her home club in good standing.
2. The maximum index shall be determined by the League Clubs each year at the Captains Meeting. If a player's index is higher than the maximum, she shall play down to the maximum index.
3. A player may play on only one team in the Coast League.
4. Golf professionals are not eligible for team play.

SECTION VII: MEETINGS OF LEAGUE CLUBS

1. Each year, there shall be a minimum of two meetings of all League Clubs. The Captains Meeting shall be held in the Fall and the Annual Meeting shall be held after team play has concluded.
2. At the Captains Meeting, the following business shall be conducted: (i) approval of team assignments; (ii) approval of maximum index for coming year; (iii) approval of annual budget; (iv) method of scoring for coming year; (v) approval of team and play-off season dates.
3. At the Annual Meeting, the following business shall be conducted: (i) presentation of awards; (ii) report by the Treasurer; (iii) election of the incoming Governing Board; (iv) approval of format of play for coming year.
4. Special meetings of League Clubs may be called at any time by order of the Chairman, or by any two (2) members of the Governing Board, or by any four (4) League Clubs. The Secretary shall give notice of special meetings at least ten (10) days prior to the date of the meeting by notifying the Team Captains. The notice must include the date, time and place of the meeting and the proposed agenda.
5. At the Captains Meeting, the Annual Meeting and at any special meeting of the League Clubs, a quorum shall consist of 51% of the number of League Clubs. No action shall be taken at any meeting without approval by 51% of those attending. Each League Club shall have one vote.

SECTION VIII: FINANCES

1. The fiscal year for the League shall be August 1 to July 31.
2. At the meeting of the Governing Board, prior to the Captains Meeting, a budget shall be prepared and approved by the Governing Board for the fiscal year and the dues shall be determined.
3. The Treasurer shall send out dues' notices to the League Clubs no later than January 31.
4. Dues are payable to the Coast League as of February 1. Any League Club which has not paid dues by February 1 is ineligible for League play.

SECTION IX: AMENDMENTS TO BYLAWS/RULES AND PROCEDURES

1. Amendments to the Bylaws must be approved by two-thirds (2/3) of the League Clubs. Each League Club shall have one (1) vote. Proposed changes to the Bylaws shall be sent by the Secretary to the Team Captains at least 30 days prior to the vote. If the proposed changes are critical and cannot be delayed until the Annual Meeting or the Captains Meeting, the vote may be taken by email, as long as all votes are reported to the Team Captains. If there is objection to the proposed changes, the procedure for calling a special meeting may be used.
2. Amendments to the Rules and Procedures must be approved by 51% of the League Clubs. Each League Club shall have one (1) vote. Proposed changes to the Rules and Procedures shall be sent by the Secretary to the Team Captains at least 30 days prior to the vote. If the proposed changes are critical and cannot be delayed until the Annual Meeting or the Captains Meeting, the vote may be taken by email, as long as all votes are reported to the Team Captains. If there is objection to the proposed changes, the procedure for calling a special meeting may be used.

APPROVED BY THE COAST LEAGUE GOVERNING BOARD: October 20, 2023

ADOPTED BY THE COAST LEAGUE CLUBS: October 20, 2023