

**OLD RANCH
WOMEN'S GOLF ASSOCIATION
BY-LAWS
Revised June 24, 2025**

ARTICLE I - NAME

This association shall be known as the OLD RANCH WOMEN'S GOLF ASSOCIATION (ORWGA).

ARTICLE II - PURPOSE

The purpose of ORWGA shall be to:

FIRST: Promote golf, and conduct tournaments and other sporting or social events for the benefit of the members.

SECOND: Enforce uniformity in the rules of golf in accordance with the rules and regulations established by the United States Golf Association (USGA), the Southern California Golf Association (SCGA), and Old Ranch Country Club (ORCC).

THIRD: Maintain a uniform system of handicapping in accordance with the SCGA/USGA guidelines.

FOURTH: Afford a convenient means of arranging dates for calendar events.

FIFTH: Conduct meetings, formulate rules and regulations deemed necessary, and act as a group for discussion of matters that pertain to maintaining high golf and social standards.

ARTICLE III - MEMBERSHIP

SECTION 1

- a) Any female member, or female spouse of a member of ORCC who is eligible to play during the scheduled ORWGA times may become a member of ORWGA.
- b) Membership of ORWGA is predicated on ORWGA & SCGA dues being current. These dues are billed directly to your ORCC membership account annually

ARTICLE IV - BOARD OF DIRECTORS

SECTION 1

ORWGA shall function with duly elected officers, appointed chairman, and committees necessary for the proper performance of a well-organized group. They shall act in accordance with "Robert's Rules of Order, Newly Revised," and the "USGA Golf Handicap System."

SECTION 2

- a) The elected officers of ORWGA shall be:
 - 1. General Chairman
 - 2. Vice Chairman
 - 3. Secretary
 - 4. Treasurer
 - 5. Tournament I Chairman
 - 6. Tournament II Chairman
 - 7. Handicap Chairman
 - 8. Rules Chairman
 - 9. Membership Chairman
 - 10. Communications Chairman
- b) The appointed officer of ORWGA shall be: Parliamentarian

The elected and appointed officers of ORWGA shall compose the Board of Directors. The Parliamentarian shall be an ex-officio member of the Board and shall have no vote. Committee members shall be appointed by the General Chairman upon recommendation of the committee chairman. Committee members shall be directly responsible to their chairman and shall not attend Board meetings unless specifically requested to do so.

SECTION 3

There shall be no limitations as to the number of consecutive years served by any board member. The nominating committee shall nominate an existing board member or a new member to fill each position annually. No director, with the exception of Handicap Chairman and Communications Chairman, shall hold any one office for more than two (2)

consecutive years.

SECTION 4

Regular meetings of the Board of Directors of ORWGA shall be held once each month on a day and time specified by the General Chairman. Special Board meetings may be called by the General Chairman when necessary. The Secretary shall notify the Board of Directors five (5) days prior to a meeting.

SECTION 5

The General Chairman shall fill by appointment any mid-term vacancy for any of the offices of ORWGA.

SECTION 6

Two-thirds of the members of the Board of Directors shall constitute a quorum.

ARTICLE V - DUTIES OF OFFICERS

SECTION 1

The **GENERAL CHAIRMAN** shall preside at all meetings of ORWGA and its Board of Directors, annually appoint all committees not otherwise provided for in these by-laws, appoint all special committees as needed, be an ex-officio member of all committees (except the Nominating Committee), and perform such other duties usually appropriate for a General Chairman. The General Chairman shall attend the members' Advisory Board meetings.

SECTION 2

The **VICE CHAIRMAN** shall perform the duties of the General Chairman in the General Chairman's absence and shall perform other such duties as may be assigned to her by the General Chairman. In case of the resignation or death of the General Chairman, the Vice Chairman shall become General Chairman and serve until the next annual election. She shall direct functions not conducted on the golf course, such as arrange luncheons, holiday parties and installation.

SECTION 3

The **SECRETARY** is the recording officer of ORWGA and the custodian of its records, except those specifically assigned to others. The duties of the Secretary are to:

- a) Keep the minutes of all meetings of ORWGA and the Board of Directors.
- b) Keep an accurate record of the names and personal information of the membership, and be responsible for producing a yearly directory. The directory shall include a roster, calendar of events, bylaws, and standing rules.
- c) Keep one book in which bylaws and standing rules are written, leaving every other page blank, and whenever an amendment is made, it shall be recorded in the minutes and immediately entered on the page opposite the article amended. It shall be referenced in red ink as to the date and page of the minutes where it is recorded.
- d) Keep all records as outlined in "Roberts Rules of Order, Newly Revised."
- e) Conduct routine correspondence of ORWGA under the direction of the Board of Directors.
- f) Publish the minutes of the General Meeting within the following week.

SECTION 4

The **TREASURER** shall keep full and accurate accounts of all funds received and shall deposit same, in the name and to the credit of ORWGA in such depository as is designated by the Board of Directors. Additionally, she shall make disbursements under the direction of the Board.

The Treasurer shall present a written financial statement at each General Meeting. She shall prepare a proposed budget and submit it to the Board for its approval. The General Chairman shall appoint an auditing committee to audit the Treasurer's books at the end of the fiscal year. The report of the auditing committee shall be published.

SECTION 5

TOURNAMENT CHAIRMAN I and **TOURNAMENT CHAIRMAN II** shall have direct charge of all competitions; subject to the rulings of the Board of Directors, except for team matches. Tournament Chairman I & II and their committee members shall have the authority to determine the eligibility of players and to perform the duties necessary to conduct events.

Tournament Chairman I & II shall jointly prepare a schedule of events for the fiscal year and present it to the Board of

Directors for their approval. The Chairmen shall select, appoint, and train assistants and committee members as needed.

Tournament Chairman I & II shall be responsible for overseeing the purchase of all tournament prizes. Prizes shall be in accordance with USGA Rules of Amateur Status.

Tournament Chairman I shall be responsible for all Major tournaments and Special tournaments.

Tournament Chairman II shall be responsible for Meeting Day tournaments, Guest Day tournaments, and awards.

SECTION 6

It shall be the responsibility of the **HANDICAP** Chairman to:

- a) Audit scorecards for accuracy against the information available from the SCGA on-line system.
- b) Generate a monthly report of all member handicaps through the on-line system on the first of every month. The monthly report shall be made available to all members of ORWGA.
- c) Report Most Improved Golfer information on a monthly basis at the General Meeting. At the end of each fiscal year, she shall report on the Most Improved Golfer for the year at the General Meeting.
- d) Keep records for Low Net and Break Pins and shall verify posted information for accuracy.
- e) Add, delete, and edit all member information included in the on-line system as needed, and shall audit the SCGA member rolls on a yearly basis.
- f) Form a committee of at least three (3) people in order to discuss, maintain and ensure compliance with the USGA Handicap System.

SECTION 7

The **RULES** Chairman shall enforce the rules of golf adopted by the USGA, SCGA, and local rules as approved by the ORCC Advisory Board. She shall act as a liaison to the ORCC Rules Committee. The Rules Chairman is responsible for tournament rules, and for any necessary tournament rules decisions. She is responsible for educating the ORWGA membership regarding the rules of golf.

SECTION 8

The **PARLIAMENTARIAN** shall act as parliamentarian under the authority of "Robert's Rules of Order, Newly Revised." She shall be responsible for keeping the necessary attendance count at the General Meeting in order to determine if there is a quorum.

SECTION 9

The **MEMBERSHIP** Chairman shall be responsible for obtaining pertinent personal information of all new members, and distributing that information to the Secretary and Handicap Chairman. She shall promote golf and assist in orientations of new members. She shall acknowledge illnesses and deaths of ORWGA members and their close relatives by sending a get well or sympathy card to the appropriate recipient.

SECTION 10

The **Communications Chair** is responsible for coordinating all written communications to the ORWGA membership. Duties may include managing the orccwga@gmail.com email account, maintaining the online calendar, overseeing the use of online forms for event sign-ups, and keeping the website up to date. She may enlist and oversee additional committee members as needed to support these efforts. The chairman is also responsible for organizing the annual volunteer appreciation party at the end of the year.

ARTICLE VI - DUES

SECTION 1

Regular dues, exclusive of SCGA membership fees for each year, shall be set at a figure agreed and voted upon by the members at the November General Meeting.

SECTION 2

The dues of ORWGA are invoiced annually in January. If a member joins in the second half of the year, the new member shall pay one-half (1/2) of the annual dues.

SECTION 3

The fiscal year of the association shall be from January first (1st) through December thirty-first (31st).

ARTICLE VII - MEETINGS

The regular meetings of ORWGA shall be held on the fourth (4th) Tuesday of each month, unless otherwise designated by the General Chairman.

ARTICLE VIII - NOMINATIONS

SECTION 1

The Nominating Committee shall be composed of the following: A Chairman appointed by the General Chairman from the membership of ORWGA, two (2) Board members elected at the July Board Meeting, and two (2) members selected from the general membership and elected by the membership at the July General Meeting. These five (5) committee members shall conduct meetings from time to time until a slate is chosen. Any vacancies occurring within the committee shall be filled by appointment of the General Chairman.

SECTION 2

The Chairman of the Nominating Committee shall present the proposed slate of officers at the General Meeting in September, and shall post the slate on the bulletin board in the Women's Locker Room.

ARTICLE IX - ELECTIONS

The General Chairman must have served on the Board of Directors for at least one year prior to being elected Chairman.

An election shall be held at the General Meeting in October, at which time the Chairman of the Nominating Committee shall again present the proposed slate of officers. Nominations from the floor will be accepted at this time, providing such name(s) presented for candidacy are accompanied by written consent of the prospective candidate(s).

In the event that nominations for candidacy are presented from the floor, voting shall take place by written ballot, with the Nominating Committee in charge of the written ballots. If there are no nominations from the floor, the slate of officers as presented by the Nominating Committee shall be voted on by voice vote. The installation of officers shall be held in November.

ARTICLE X - AMENDMENTS

These bylaws may be amended at any General Meeting of ORWGA by a two-thirds (2/3) affirmative vote of the membership present, provided written notice of the proposed amendments are presented at least two (2) weeks prior to voting.

ARTICLE XI - GUESTS

- a) The nine (9) Guest Days shall be the first (1st) Tuesday of the month when possible.
- b) Participants in any paid guest day competition where prizes are awarded must have an established, verifiable handicap.
- c) Free Guest Days as noted on the calendar will not have an organized game. Guests are limited to one per member playing – 1 member, 1 guest.

ARTICLE XII - QUORUM

A membership quorum shall be as large as the number of members in attendance at a scheduled meeting.

ARTICLE XIII - VOTING

A majority vote of the membership present shall be required to elect officers of ORWGA and to transact all other business brought before the regular membership.

ARTICLE XIV - HANDICAP

A maximum handicap using USGA guidelines will be allowed for regular members who have not yet established a handicap to compete in any of the Meeting Day tournaments. In order to play in a Major tournament, a member must have an established handicap, which includes twenty (20) scores played at ORCC, since joining the ORWGA and recorded with the SCSGA through the on-line system.

STANDING RULES
Revised June 24, 2025

1. The budget for the ORWGA shall be based approximately on the following disbursement of membership dues: 76% for Tournaments, 24% for Administration.
2. Using the annual budget, the Tournament Chairmen and their Committees shall pay as far down as monies permit within the pre-determined flights. Winners of competitions shall be published within the following week.
3. Bills from the following shall be paid upon receipt: ORCC AND SCGA (Luncheon and Workshop expenses as required for Board Members).
4. Board members shall be recipients of shirts or similar attire as selected by the Board.
5. The Most Improved Golfer Award recipient shall be based on a twelve (12) month handicap period. The recipient must have accrued at least forty (40) rounds of golf at ORCC. The award is based on a new level of achievement by the player. All recipients must have a handicap established in January and must have been a continuous member through December.
6. To be eligible for a Break Pin a player must have an established handicap at ORCC. An established handicap consists of 20 games played at ORCC, since joining ORWGA. Multi-ball and match play scores cannot be used. Break Pin Points shall be 100, 90, 80, 75, and 70.
7. The Handicap Chairman may, at her discretion, adjust the handicap of players who do not accurately post or do not return their scores. After meeting with her committee, the chairman shall inform the Board of Directors, referring to the member as Player X. Player X must be notified in writing of any subsequent action taken by the Board of Directors and she will have a right to appeal to the Board.
8. Team Captains/Co-Captains shall be responsible to the General Chairman for organization of club teams. This includes informing members of the team schedule for matches and practice rounds, arranging for substitutions, and determining line-ups. They can be a player or non-player for the team. Their election by the team shall constitute their appointment by the General Chairman. In the event funds are collected from team players, a budget must be submitted to the General Chairman for review and approval. Captains shall acquaint team members with the rules under which the matches will be played and make sure each player has a USGA Rules of Golf booklet.
9. The Trophy Chairman shall be appointed by Tournament Chairman I. Tournament Chairman I is responsible for keeping all trophies current.
10. New members may participate in Meeting Day Tournaments using their existing handicaps or by receiving temporary handicaps from the Pro Shop. New members in the process of establishing a handicap must complete twenty (20) rounds at ORCC before participating in ORWGA Tournaments and Sweeps. A new member with a previously existing handicap may participate in ALL tournaments and Sweeps, except Major tournaments, Break Pins, and Low Net of the Month. Major Tournaments are: Club Championships, President's/Silver Cup, and the Betse Straub Tournament.
11. To be eligible for Low Net of the Month, a player must have an established handicap at ORCC. An established handicap consists of 20 games played at ORCC, since joining the association. Multi-ball and match play scores cannot be used. Qualifying scores must be played with another member of the WGA, and must be played at Old Ranch on a Ladies' Play Day.