

Lake of the Pines Women's Golf Club By-Laws

By-Laws Revised 1977 –1983 –1988 –1997 –2000 –2007–2011–2012–2014- 2016-2018-2019-2020

ARTICLE I

NAME

The name of the organization shall be *Lake of the Pines Women's Golf Club*, a Member of the Women's Golf Association of Northern California.

ARTICLE II

OBJECTIVES

The objectives of the golf club are to:

- ◆ Promote good fellowship among its members and to foster the game of golf.
- ◆ Conduct tournaments within the group.
- ◆ Cooperate with other groups in furthering tournament competition in accordance with the by-laws of the Women's Golf Association of Northern California.

ARTICLE III

MEMBERSHIP

Membership shall be open to all women in good standing with the Lake of the Pines Association and who meet the LOPWGC requirements by paying the membership dues and having an established home course handicap of 40 or less. Membership includes regular, associate, and social members.

A **Regular Member** is a female, 18 or older, who is a homeowner, tenant, or affiliate member of LOP association.

An **Associate Member** is a female member, 18 or older, who is not a regular, affiliate, or tenant member of Lake of the Pines Association, and does not reside within LOP.

Associate Members must be sponsored yearly by an active LOP resident and Women's Golf Club member in good standing and be approved by the WGC Executive Board. An Associate Member shall be subject to WGC dues, and any additional fees and dues required by LOP HOA. Associate Members can participate in all local club activities and tournaments, but may not participate in WGANC activities and tournaments through their LOPWGC membership. Associate members may not compose more than 25% of the total membership.

A **Social Member** is a previously active member that would like to participate in the social activities of the LOPWGC, but will not be golfing. A Social Member is subject to WGC Social Member dues. A Social Member may choose to keep their handicap active through either NCGA by paying the appropriate fees or may not. Retaining a handicap would be their choice.

Junior girls under 18 years of age are eligible to be honorary members and can participate in weekly women's day activities in a separate flight provided they have a current LOP Handicap Index Card.

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ARTICLE IV

DUES

The dues of this club shall be established by the WGC Executive Board for the twelve-month period January 1 to December 31. Dues are payable by December 1st, subject to a \$5.00 fine thereafter. Only paid up members will be eligible for tournament play and to be listed in the roster.

ARTICLE V

MEETINGS

- A) Regular meetings of the club shall be held monthly. Election of officers shall take place at the General Meeting in October. Officers for the new year will be installed at the January Turnover/Awards Breakfast.
- B) Special meeting of the membership may be called at the discretion of the Captain provided notice is posted.
- C) A meeting of the Executive Board shall be held prior to each regular meeting.

A quorum shall consist of a simple majority of members present at all general meetings.

ARTICLE VI

NOMINATION AND ELECTION OF OFFICERS

August – The Captain may appoint a nominating committee of five (5) members, which shall consist of one past captain and four members in good standing. The committee shall select a slate of candidates to be presented to the membership at the General Meeting in September. It shall be the responsibility of the Committee to have received the acceptance of those nominated. Nominees must have been active members in good standing for at least a year. If the captain does not appoint a Nominating Committee, then nominations become the responsibility of the Co-Captain.

September – The slate of candidates shall be presented to the membership at the General Meeting and thereafter will be posted on the club bulletin board until the October General Meeting.

October – Prior to the election of the slate of officers, the Captain will inform the membership that nominations may be made from the floor providing each nominee has consented to serve, and if any nomination is made, a secret ballot will be taken. If there are no nominations from the floor, a majority of the votes cast shall be deemed sufficient to elect the slate of candidates. In case of a ballot, a majority of the votes cast shall elect a nominee.

January – Installation of officers to serve from January 1 to December 31.

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ARTICLE VII

DUTIES OF THE EXECUTIVE BOARD AND COMMITTEE CHAIRPERSON

The Executive Board consists of the Captain, Co-Captain, Secretary, Treasurer, Golf Committee Representative, Handicapper, and Tournament Chairperson, each of whom will have a vote.

The past Captain shall serve as Parliamentarian and will not have a vote.

Vacancy of the Captaincy during the elective year shall be filled by progression of the Co-Captain, other elective offices, or by appointment by the Captain and ratified by the Board.

Executive Board of Directors Duties

1. Captain shall:

- a) Preside at all meetings
- b) Appoint all committee and special tournament chairpersons.
- c) Appoint a qualified financial auditor at the end of the year.
- d) Vote in case of a tie.
- e) Call special meetings.
- f) Be responsible for all WGANC activities pertaining to the LOPWGC.
- g) Attend yearly inter-club scheduling meeting.
- h) Transfer all books and records to the new Captain.

2. Co-Captain shall:

- a) Assist the Captain and preside in her absence.
- b) Approve the roster.
- c) Attend yearly inter-club scheduling meeting.
- d) Transfer all books and records to the new Co-Captain.

3. Secretary shall:

- a) Record minutes of all meetings and distribute to membership through current channels.
- b) Assist Captain with correspondence and posting of notices.
- c) Transfer all books and records to the new Secretary.

4. Treasurer shall:

- a) Receive and deposit all monies and maintain an accurate record thereof and report at each meeting.
- b) Collect Dues and pay bills as authorized.
- c) Request a vote of the membership for expenditures of more than \$500.00.
- d) Maintain an updated list of paid members, and share with appropriate chairpersons.
- e) Prepare a summary of activities and expenses and submit to the Captain in December.
- f) Transfer all books and records to the new Treasurer.

5. Golf Committee Representative shall:

- a) Attend the monthly Golf Committee Meetings
- b) Report issues discussed and decisions made during the Golf committee meetings to the WGC Executive Board and to the membership.

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6. Tournament Chairperson shall:

- a) Be responsible for all weekly tournaments and may appoint an assistant.
- b) Prepare and post a list of weekly sweeps winners and submit to appropriate parties.
- c) Provide the Pro Shop with weekly tournament signup sheets.
- d) Track and determine special award winners.
- e) Prepare a yearly calendar of tournaments for publication in the roster.
- f) Adhere to the directives of the WGANC Tournament Chairperson's Handbook.
- g) Transfer all books and records to the new Tournament Chairperson.

7. Handicap Chairperson shall:

- a) Perform duties as outlined in the WGANC Handicap Chairperson's Handbook.
- b) Appoint assistants as needed.
- c) Post monthly handicap reports.
- d) Transfer all books and records to the new Handicap Chairperson.

8. Parliamentarian shall:

- a) Advise the Captain and membership on correct parliamentary procedure according to Roberts Rule of Order.

ARTICLE VIII

APPOINTED CHAIRPERSONS

Other positions designated and appointed by the current and/or upcoming Captain shall perform such duties as assigned. Those appointments and duties are published in the standing rules.

ARTICLE IX

AMENDMENTS

Any and all proposed amendments to the By-Laws of the LOPWGC shall be posted by the Secretary two weeks prior to the next regular meeting. Amendments to the By-Laws must be approved by a majority vote of the members present at a regular meeting.