

## BYLAWS

### ARTICLE I

#### Name

**Section 1.** The name of this organization will be *El Prado Women's Golf Club* and will hereinafter be referred to as the "Club".

### ARTICLE II

#### Purpose

**Section 1.** This club will be a non-profit organization to foster among its member's good fellowship, sportsmanship, and sociability in the true spirit of golf. The fiscal year of this Club will be January one (1) to December thirty-one (31).

**Section 2.** Golf handicaps will be maintained as set forth by the USGA World Handicap system.

### ARTICLE III

#### Membership/Dues

##### Section 1. TYPE of MEMBERSHIP

- a. **Regular Membership.** Membership is open to all women over eighteen years of age. An applicant must establish a handicap by turning in five (5) score cards played during weekly Play Days, 3 of which must be played with a Board Member. An applicant who has been a member of another golf club and has an established handicap will become a member upon receipt of application, dues, and playing 3 games with a Board member. Acceptance of membership obligates her to abide by and support the Club bylaws, standing rules and Club sponsored events.
- b. **Honorary Membership.** The Board of Directors may propose an Honorary Membership for a member who has contributed long and faithful service to the Club. A unanimous affirmative vote of the members at a regular meeting will be required before granting such Honorary Membership. The dues of the member so honored will be waived by the Club and she will enjoy all the rights and privileges of membership, except she will not hold office. She will be responsible to pay for her own green fees and any luncheons paid for by the Club.

##### Section 2. SUSPENSION or EXPULSION

Unsportsmanlike conduct or refusal to comply with the rules and regulations of the Club may render a member liable to suspension or expulsion. Any complaints, suggestions, or criticisms about a member or applicant expressed to a Board member will be discussed by the Board of Directors. If deemed necessary by the Board the member or applicant involved will be given a verbal warning by the President, for the first complaint. Further complaints will be given to her in writing. No member or applicant will be suspended or expelled before formal charges have been made in writing, and an opportunity has been given to her to be heard in her defense. A two-thirds (2/3) vote of the Club members present, and voting is required for suspension or expulsion.

##### Section 3. DUES

Annual membership dues will be determined each year based on Association fees. (i.e., WPLGASC, SCGA, and EPWGC). Dues are payable to the EPWGC prior to the Club's due date, usually sometime in October.

### ARTICLE IV

#### Meetings

##### Section 1. REGULAR MEETINGS

The regular monthly meeting of members will be held on the first-Thursday of each month immediately following golf, unless otherwise designated by the President.

##### Section 2. SPECIAL MEETINGS

Special meetings of the members will be called by the President for any purpose. Each member will be contacted by telephone, text, or email. The date, time, and nature of the business will be stated. Any member requesting a special meeting must contact the President with her request, and that request must be approved by the Board.

##### Section 3. VOTING

Each member is entitled to one vote in accordance with the terms of these bylaws. Absentee balloting will not be permitted, unless performed by electronic presence, such as a Zoom connection during the actual meeting.

#### **Section 4. QUORUM**

Thirty-five (35) percent of the active membership in addition to three (3) members of the Board of Directors will constitute a quorum for the transaction of business at regular Club meetings.

### **ARTICLE V Board Of Directors**

#### **Section 1. NUMBER and TERM**

This Club will function with a Board of Directors composed of five (5) elected officers. The officers will be: President, First Vice President/Tournament Director, Second Vice President/Handicap Director, Secretary and Treasurer. An elected officer of the Board of Directors will be a member in good standing for a period of at least one-year before her nomination. Each Director will serve a term of two-years ending the thirty-first of December or until her successor has been chosen. Each Director may serve more than one succeeding term in the same office.

#### **Section 2. INCREASE / DECREASE in NUMBER of DIRECTORS**

The number of Directors may be increased or decreased by a duly adopted amendment to these bylaws.

#### **Section 3. NOMINATION, ELECTION, and INSTALLATION**

Nominations will be made by electing a nominating committee of two (2) members nominated and elected from the floor at the October general meeting.

- a. The nominating committee will submit at least one name for each office. Further nominations for any office may be given from the floor. Consent of the candidates must be obtained prior to nomination. A member may present any eligible member's name for an office to the Nominating Committee, which in turn must place that name on the ballot. The Nominating Committee will contact as many eligible members as possible as nominees for each office.
- b. The slate of nominees must be presented by the Nominating Committee for election at the November general meeting. Elections will be by verbal vote in the case of one nominee for an office. In case of multiple nominees for an office, a written ballot will be taken containing only the names of the nominees involved for that office.
- c. Installation of Officers will be held at the December General Meeting

#### **Section 4. BOARD of DIRECTORS MEETING**

The Board of Directors meeting is to be held on the **last** Thursday of each month after golf at the El Prado Club House. A special meeting may be called by the President or First Vice President at any time or on a written request of any two directors with one day's notice to each Director. A majority of Directors constitutes a quorum for the transaction of business at a Board of Directors meeting to a different Thursday due to certain circumstances not making it feasible to be held on the **last** Thursday. All Board members must be duly advised in advance.

#### **Section 5. POWERS of DIRECTORS**

The control and management of the affairs, funds, and property of the Club will be vested in the Board of Directors. All, bonds, contracts or other instruments in writing necessary for the regular conduct of the Club will be signed by the Treasurer and another authorized member of the Board of Directors. On the first Board meeting of the fiscal year, in January, the Board of Directors will discuss and propose the Club's budget for the year. A majority vote of the Board of Directors constitutes acceptance of the budget. All checks will be reviewed and approved by the Treasurer and the President prior to issue with checks requiring only one signature.

#### **Section 6. REMOVAL of DIRECTOR**

Any member holding office on the Board of Directors may be suspended from their office if absent two (2) meetings within six (6) months without exceptionally good cause. The members will have power, by majority vote of a quorum at any meeting of members, to remove any Director for just cause.

#### **Section 7. RESIGNATION of DIRECTOR**

Any Director, Chair or member of a committee may resign at any time. Resignations will be in writing and will take effect at the time specified therein. If no time is specified, the time of the receipt by the President or First Vice President is valid.

## **Section 8. FILLING of VACANCIES**

If for any reason, the office of any Director, Chair, or committee member, except President, becomes vacant, the remaining Directors in office may fill said vacancy by a majority vote. The new Director will hold office for the unexpired term. Upon resignation of the President, the First VP will perform the duties as President for the remainder of the term.

## **ARTICLE VI Duties Of Directors**

### **Section 1. PRESIDENT**

The President will preside at all Board of Directors and general membership meetings. She will serve as ex-officio member of all committees, except the nominating committee. Chairs and Standing committees will be appointed by the President, subject of approval by the Board of Directors. She will have one (1) year experience on a Board of Directors, or in an appointed chair or committee position, to be eligible for this office, or demonstrates leadership skills.

### **Section 2. FIRST VICE PRESIDENT / TOURNAMENT DIRECTOR**

The First Vice President / Tournament Director will perform the duties of the President in her absence. She will conduct all tournaments and special events. She will record and post, when requested, all pairings for these tournaments. She will determine the eligibility of members to play in major tournaments as set forth in Article VII. She will be responsible for the Trophies, Awards, and determination of awards. She will be responsible for obtaining starting times for all Club events.

### **Section 3. SECOND VICE PRESIDENT / HANDICAP DIRECTOR**

The Second Vice President / Handicap Director will perform the duties of the President in the absence of the President and First Vice President. She will keep a record of all members' handicaps and be responsible for proper maintenance of home and away posting sheets. She will compute and provide temporary handicaps for new members if so needed. She will see that all members post their correct scores for the weekly Play Day games or other games pertinent to Club functions. She will make sure all scorecards are properly attested. She will provide the top five most-improved for previous months played. She will supply the tournament director with monthly handicaps for both courses played. The USGA World Handicap System Manual will govern handicap procedures not otherwise stated.

### **Section 4. SECRETARY**

The Secretary will keep full and complete minutes of all Board of Directors and Club meetings. She will handle all correspondence as required by the Club. She will provide to the membership copies of all actions taken at Club and Board of Directors meetings, which are proposed or enacted.

### **Section 5. TREASURER**

The Treasurer will have custody of all funds of the Club and will pay all bills upon receipt of signed bills, approved by the President. Amounts under twenty-five dollars (\$25.00) will not require approval. She will maintain full and accurate records of the Club's accounts, retain receipts, bank statements, and all pertinent transactions of the Club's funds. Checks require one signature, which may be the Treasurer or President. She will provide a Treasurer's report at each Board of Directors and Club meeting. Treasurer will pay SCGA membership renewals electronically, whenever renewals are requested by the SCGA.

## **ARTICLE VII Duties Of Chairs**

### **Section 1. MEMBERSHIP Chair**

- a. The Membership Chair will provide membership applications for prospective new members, providing a copy to the Board of Directors.
- b. She will be responsible for collecting and documenting membership information and maintain a current roster of all members.
- c. She is responsible for updating the Club's membership information in the SCGA "electronic" roster.
- d. In October, she will collect all dues from current and new members for the SCGA, WPLGASC and EPWGC.
- e. She will submit all collected membership dues to the Treasurer for deposit into the Club's bank account.

## Section 2. RULES Chair

- a. The Rules Chair will enforce the rules of golf adopted by the USGA and any local course rules.
- b. In cooperation with the Tournament Director, she will advise players of pertinent rules prior to tournament events and provide players with a brief written sheet of rules for major tournaments. All disputes, complaints, and interpretations of the rules will be decided by the Rules Chair and Tournament Director with assistance from the Pro Shop's Club's Professional if necessary. If the question cannot be resolved, it will be referred to the Board of Directors, whose decision will be final.

## Section 3. SOCIAL Chair

- a. The Social Chair will plan, promote, and conduct all social affairs of the Club.
- b. She will be responsible for acquiring meeting rooms for the Board of Directors and General Membership.
- c. She will plan Club luncheon menus and negotiate costs with the El Prado Course Event Specialist. She will collect the luncheon money and tips from Club members. She will provide the Treasurer with an invoice from the Event Specialist and request a Club check to cover any additional luncheon costs not paid with cash.

## Section 4. PUBLICITY Chair

The Publicity chair will manage all publicity connections with the Club. She will contact the El Prado Pro Shop Course manager with any additions and changes needed for the EPWGC web pages.

## Section 5. MEMBERSHIP BOOK Chair

Will be responsible for compiling, printing and distribution of the Club's Annual Membership Book.

## Section 6: WPLGASC Chair (*Pub Links*)

- a. WPLGASC **Membership is optional** for Club members to join. Member may join anytime during the year but must renew WPLGASC membership for the following year during the Club's annual membership that occurs in October. Fees are not prorated.
- b. The WPLGASC will mail **renewal documents** to the WPLGASC Chair. The Chair will complete and submit the completed WPLGASC renewal documents, along with a check from the Club Treasurer for the total Club renewal fees to the WPLGASC. She will complete and submit new member enrollment forms for new EPWGC members throughout the year.
- c. The WPLGASC Chair will email club members monthly information regarding **WPLGASC Association Day details**. The Chair will assist club members with completing and mailing Association Day entry forms.
- d. **WPLGASC Awards** are mailed to the Club two times during the year.
  - 1) December through June, mailed in July.
  - 2) July through November, mailed in December.
- e. The WPLGASC will send the Club Chair a **list of winners** for each individual award, plus one check made payable to the *EPWGC* for the entire amount of all awards. The chair will give the check to the Treasurer to deposit into the Club bank account.
- f. The Chair will request a check from the Treasurer in the amount of the WPLGASC awards, made out to the *El Prado Golf Courses*. She will give this check to the Pro Shop with a list of the winners, requesting that they create an **El Prado Gift Card** for each of the WPLGASC winners in the amount they each won.

## ARTICLE VIII Tournaments

### Section 1. ELIGIBLE MEMBERS

Eligible members must be a member of the Club in good standing, with an established handicap listed on the Club's handicap sheet. A member must have an active handicap to be eligible for weekly Play Day Games. For participation in Major Tournaments a member must have completed the following in the weekly Play Day games: Twelve (12) games and attended three General Meetings in the prior twelve (12) months. The Major Tournaments are Club Championship and Presidents Cup.

## **Section 2. TOURNAMENT FORMAT**

The Tournament Director, with the approval of the Board of Directors, will determine the format for Major Tournaments and special Club sponsored tournaments (Turkey Shoot, Christmas Tournament, WPLGASC Association Day). Weekly Play Day Game formats will be determined by the Tournament Director. Weekly Play Day tournaments will consist of a minimum of two official scorecards per tee group, with all scoring validated and attested by at least two participants in the tee group. Major Club tournaments will require validation and attesting by all participants in the tournament tee group. The official scorecards will serve as validation for the accurate scores of all tournament participants. Major tournaments will be played by USGA Rules (no local rules are permitted).

## **Section 3. AWARDS AND TIES**

- a. A player is eligible for one major prize only in a tournament. Ties during weekly Play Day games will be split equally among those tied. Ties during special “Fun” tournaments (i.e., Turkey Shoot, Christmas) that are played as teams, will be broken following the SCGA card-off rules in Section 3A. The card-off rules to break “Fun” tournaments are followed in this order:
  - 1) Gross score for last 9 holes minus one-half handicap. If still tied, continue.
  - 2) Gross score for last 6 holes minus one-third handicap. If still tied, continue.
  - 3) Gross score for last 3 holes minus one-sixth handicap.
  
- b. Eligibility to play in the two annual Major tournaments requires that players must have played in 12 El Prado Club games and attended three General Meetings<sup>3</sup> from the last Major tournament date to the current Major tournament date. Club Champion is played for 3-games on both courses, with gross scores totaled. President's Cup is an eclectic played for 3-weeks on the same course (alternating courses each year) with best net score. Players may play one week, two weeks, or all three weeks to be eligible.

Major tournaments include an Over-the-Field (OTF) winner, as well as three Flight (A, B and C) winners. If there is a tie for the OTF winner there will be a sudden death playoff like in the PGA playoffs. The OTF tied players will replay the 18th hole until one of the tied players scores lower on the 18<sup>th</sup> hole than the other tied players. Ties in the A, B, and C flights will be co-winners and will split the winnings equally.
  
- c. The Club will use the SCGA recommended method of determining the most improved golfer award with the stipulation of a minimum of 20 games in the Club’s weekly Play Days within the previous twelve (12) month period commencing on December 1<sup>st</sup>.

## **ARTICLE IX Amendments**

**Section 1.** The bylaws of this Club may be repealed, amended, or added at a General Membership meeting. A copy of the revisions will be emailed to all Club members prior to the next General Membership meeting. In all cases not covered by these bylaws, the rules contained in the *Robert’s Rules of Order\**, newly revised will govern.

## **ARTICLE X Standing Rules**

**Section 1.** The Board of Directors will provide Standing Rules for the Club which will govern in detail, situations not explicitly covered by the bylaws. The Standing Rules will be established by a majority vote of the Board of Directors and presented to the general membership for approval. They are intended to supplement the bylaws and to implement their provisions. Club Members will be notified of the rules, and they will be emailed prior to the next general meeting for approval.