

# **Woodland Hills Country Club Women's Golf Association Bylaws**



**WOODLAND HILLS COUNTRY CLUB BYLAWS**

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## **ARTICLE I        ORGANIZATION**

### ***Section 1.    Name***

The organization shall be known as the Woodland Hills Country Club Women's Golf Association and referred to as Association throughout the Bylaws.

## **ARTICLE II        PURPOSES AND POWER**

### ***Section 1.    Primary Purpose.***

The purpose of the Association shall be to promote the interest of Women's amateur golf at Woodland Hills Country Club.

## **ARTICLE III       MEMBERSHIPS**

Statement of responsibility: In order to insure a high-quality Club that is a respected part of the greater community, each member is expected to take pride in the Club membership and regardless of class of membership, to exhibit the proper decorum, dress and behavior in the clubhouse, on the golf course and in adjacent facilities. Members shall be aware of rules and regulations, observe all codes and make guests aware of appropriate dress and behavior.

### ***Section 1.    Classes of Membership***

- a. Association Member: Any woman who is a club member or associated with a club member is eligible for membership upon payment of Association dues. An Association Member may become a member of the SCGA and have her handicap computed by the organization upon payment of yearly dues to SCGA.
- b. Tournament Member: Any Association member who pays tournament dues is eligible as a Tournament Member. Each Tournament Member shall be a member of the Southern California Golf Association (SCGA).

### ***Section 2.    Dues***

Association dues consist of two parts as described below: Association membership and optional Tournament membership.

- a. Association Dues: The Club Accounting Office shall bill Association dues on November 1 of each calendar year. Such dues are to be used solely for the support of the Association activities and planned within the Association budget.
- b. Tournament Dues: The Club Accounting Office shall bill tournament dues on November 1 of each calendar year. If a new member becomes a Tournament Member between January 1 and June 30, she shall pay 100% of the yearly dues amount. If she joins between July 1 and September 30, she shall pay 50% of the yearly dues amount.

If she joins between October 1 and December 31, she shall pay 25% of the yearly dues amount. Tournament funds shall be used solely for tournament expenses.

## **ARTICLE IV      GOVERNMENT**

### ***Section 1.    Bylaws and Standing Rules***

The Bylaws and Standing Rules of the Association are consistent and compatible with the Bylaws and Standing Rules of the Woodland Hills Country Club and SCGA.

### ***Section 2.    Board of Directors***

The governing power and management of the Association and its affairs and property shall be vested in the Board of Directors consisting of a President, Vice President Tournaments, Secretary, Treasurer, Rules / Handicap Chair. A Past President of the Association shall be appointed by the sitting President, with approval of the Board, to serve as Advisor and provide guidance. The Past President will be a voting member of the Board. All officers shall be members of the SCGA.

### ***Section 3.    Fiscal Year***

The fiscal year of the Association shall begin January 1 of each calendar year and continue through December 31.

### ***Section 4.    Board Meetings***

Regular Meetings of the Board of Directors shall be held on the first Tuesday of each month, unless otherwise ordered by the President or a majority of the members of the Board. For the transaction of business, a majority of the members of the Board shall constitute a quorum.

### ***Section 5.    Board Vacancies***

The President, with the approval of the Board of Directors, shall fill any vacancy occurring in any of the offices of Association.

## **ARTICLE V      DUTIES OF THE OFFICERS**

### ***Section 1.    President***

The President shall preside at all meetings and be an ex-officio member of all committees with the exception of the Nomination Committee. The President shall fulfill all duties consistent with her office. The President shall see that all resolutions of the Association and Board of Directors are implemented.

### ***Section 2.    Vice President***

The Vice President shall perform the duties of the President in her absence. In the event of the resignation of the President, she shall become the President and serve until the next election. She shall also act as Tournament Chair and be responsible for overseeing,

planning and/or conducting all member competitions. She shall preside over a Tournament Committee consisting of members who will be responsible for a tournament during the year, including, but not limited to, the Majors Tournaments and Lady Girard. She shall provide a monthly report to the Board of Directors of all Tournament Committee activities. She shall maintain accurate records of all moneys disbursed.

***Section 3. Secretary***

The Secretary shall maintain all records related to the Board, Board Meetings and Association General Meetings. The Secretary shall record and transcribe minutes. The Board Secretary shall be responsible for managing Association records. The Secretary ensures Board Members have copies of each meeting's minutes and provides members with materials for review prior to a meeting. She shall send communications on behalf of the Association and Board of Directors to members as needed.

***Section 4. Treasurer***

The Treasurer shall be the custodian of all funds belonging to the Association under the supervision of the Board of Directors. All disbursements shall be made in the manner required by the Board of Directors, and no funds shall be drawn from bank deposits except by the authorized signature of at least two persons authorized by the Board of Directors. She shall perform all other duties required of her by resolution of the Board of Directors and shall perform all such duties as pertain to the office of Treasurer.

***Section 5. Rules and Handicap Chair***

The Rules Chair is responsible to the Association for all interpretation of the USGA Rules of Golf. She shall cooperate with the First Vice President and the Woodland Hills Country Club Golf Professional in planning and conducting the competitions. She shall promote knowledge of and adherence to the Rules of Golf among the Association membership. As the Handicap Chair, she shall oversee all aspects of handicapping. She shall maintain records of weekly Sweeps.

***Section 6. Record Keeping by Officers***

Each officer shall be responsible for keeping all records necessary for her office in printed and electronic form. Such records are to be kept current and are to be provided to her successor at the end of her term.

**ARTICLE VI MEETINGS**

***Section 1. General Meetings***

There shall be no fewer than four General Meetings of the membership during each fiscal year.

***Section 2. Annual Meetings***

Annual Meetings shall be held once per year on a Tuesday during December.

***Section 3. Special Meetings***

Special Meetings of the Association may be called at the discretion of the Association Officers or upon a written request from a minimum of ten Association Members.

***Section 4. Meeting Quorums***

A quorum shall be a minimum of twenty-five percent (25%) of Association Members present at any given General Meeting. Such a quorum shall be sufficient to conduct any Association business.

***Section 5. Robert's Rules of Order***

On all parliamentary questions for which no provision is made within these Bylaws, Robert's Rules of Order shall prevail.

**ARTICLE VII NOMINATIONS**

***Section 1. Nominating Committee***

There shall be a Nominating Committee consisting of five members. The members must be Tournament Members of the Association for at least one year. Two members shall be appointed by the President from the existing Board, with approval of the Board. Three shall be elected from the membership at or before the General Meeting in September. No member shall be eligible to serve on the Nominating Committee for a second consecutive term.

***Section 2. Nominating Committee Meetings***

The President shall call a meeting of the Nominating Committee immediately upon their election. She shall preside until the Committee elects a Chair. Meetings thereafter shall be held at the discretion of the Committee and a majority must be present for action. The Board of Directors shall fill any vacancies occurring in the Committee.

***Section 3. Proposed Slate of Officers***

The Nominating Committee shall post the proposed slate of officers at least two weeks prior to the General Meeting to be held on or before November 15. The slate shall have one or more nominees for each office. Further nominations for the Board of Directors may be made by filing a notification with the Secretary, signed by at least ten members, no later than one week prior to the election.

**ARTICLE VIII ELECTIONS**

***Section 1. Voting***

When there are two or more candidates for an office, the election shall be by ballot. Any election shall be held at the General Meeting in November.

***Section 2. Eligibility***

- a. No one shall be eligible to serve on the Board until she has been a Tournament Member for at least one year.
- b. In order to be eligible for the office of President, a member must have served no less than one year on the Board.
- c. Board Officers may serve for more than two years in the event another cannot fill the position.

***Section 3. Election***

If there is only one candidate for each office, the membership may vote to dispense with ballot vote by general consent and the election shall be by voice vote.

In the event of a ballot vote, Association Members will complete ballots at the General Meeting in November. Absentee ballots may be secured upon written request to the Secretary before the General Meeting.

The Secretary and two members of the Nominating Committee shall be in charge of the ballot distribution and counting of the votes.

All election results shall be determined by a majority vote.

In the event no one candidate receives a majority, a runoff election between the two candidates receiving the largest number of votes shall be held on the following Tuesday.

Results of the election shall be posted within twenty-four hours of the November General Meeting.

***Section 4. Installation***

Association officers shall be installed at the Annual Meeting in December and shall assume their duties at the start of the calendar year.

The President shall serve a term of two years. All other Association Board Officers shall serve a term of one year.

**ARTICLE IX      TOURNAMENTS**

***Section 1. Competitions***

All competitions shall be played in accordance with the Rules of Golf as adopted by the USGA, the SCGA and local rules.

**Section 2. Member Tournaments**

- a. The First Vice President, under the supervision of the President, shall oversee, plan and/or conduct all members-only competitions.
- b. Any Association Member with a USGA handicap is eligible to enter regular events upon payment of tournament dues.
- c. Any Non-Tournament Association Member with a USGA handicap is eligible to enter regular events upon payment of an entrance fee.

**Section 3. Major Tournaments**

- a. There shall be three major tournaments: the Club Championship, the Partners' Event, and the President's Cup.
- b. Any member who pays tournament dues and has a USGA handicap based on twenty games is eligible to compete in major tournaments.
- c. The Vice President shall arrange the Club Championship, so that the method of play will produce a competitor for the annual SCGA Tournament of Champions event.

**Section 4. Member / Guest Tournaments**

- a. The First Vice President shall oversee all member/guest competitions with the ability to delegate to a Committee Member for each tournament.
- b. Guest Day shall be held on the third Thursday of each month, or an alternative day that has been designated by Woodland Hills Country Club. Any woman who pays Association dues and has an established handicap is eligible to invite the guest/guests appropriate to the format.
- c. The Lady Girard, a member/guest event, shall be held each year on the date designated by the Board. Participants must have an established handicap.

**Section 5. Participant Responsibilities**

Contestants shall be responsible for familiarizing themselves with the rules of each tournament and for turning in a properly dated, signed, and attested scorecard to the tournament Chair or a member of her committee.

**Section 6. Tournament Flights**

Flights shall be divided equitably according to the size of the field, and with respect to handicap.

**Section 7. Rules Questions**

Should any question arise that is not herein provided for, the decision of the Rules Chair and WHCC Golf Professional shall prevail.

## **ARTICLE X      AMENDMENTS**

### ***Section 1.    Amendments***

Any Association Member may propose an amendment to these Bylaws.

### ***Section 2.    Amendment Proposals***

These Bylaws may be amended by a two-thirds affirmative vote of the Association Members assembled at a given meeting. Proposal to amend these Bylaws shall require two weeks prior notice before voting.

### ***Section 3.    Revisions***

Revisions of the Bylaws shall be sent to the SCGA.

**END OF BYLAWS**