

SAN DIEGO COUNTY WOMEN'S GOLF ASSOCIATION

BYLAWS

ARTICLE I - NAME

The name of this organization shall be "San Diego County Women's Golf Association."

ARTICLE II – PURPOSE

The purpose of this association shall be:

1. To promote, supervise, and conduct competitive golf for SDCWGA members in accordance with the rules of golf of the United States Golf Association as modified by Local Rules decided upon by the Board of Directors.
2. To provide course rating and handicap services as set forth hereafter.
3. To be operated as a nonprofit organization

ARTICLE III – MEMBERSHIP

Section 1. Club Membership

1. Any golf club within San Diego County or within the United States and within 200 miles of the San Diego County boundary, organized to provide and supervise golf activities for women amateur golfers on a course rated in accordance with USGA procedures is eligible to join the San Diego County Women's Golf Association.
2. Women at Member Clubs must be handicapped by SDCWGA.
3. Membership is limited to one 18-hole and one 9-hole club from each course.
4. Any SDCWGA member club may not belong to another golf association.
5. Membership dues are based on a calendar year. There is no prorated reduced rate for membership after January 1st. The membership dues rate will be determined by the SDCWGA Board of Directors and approved by the Council of Delegates. Membership dues for each year are payable by January 15th of the current year and delinquent January 30th.
6. Clubs having five (5) SDCWGA members shall have a Delegate elected/appointed to serve on the Council of Delegates.

Section 2. Individual Membership

1. Any amateur golfer who is handicapped by SDCWGA and is a member of a women's golf club meeting the requirements listed in ARTICLE III **Section 1** is **deemed to be an Individual member of SDCWGA.**
2. Any amateur golfer who is handicapped by DWGA, WSCGA or WPLGA and is a member of a women's golf club meeting the requirements listed in ARTICLE III **Section 1 or Section 2** may join the SDCWGA as an individual Limited Member. Her club may be a member of another association.

3. Member must be at least eighteen (18) years of age.
4. There is no prorated reduced rate for individual membership after January 1st of the current year.
5. SDCWGA Individual membership entitles a member to all Association services including participation in all Association events

Section 3. Limitations to Membership

1. Limited Membership dues are based on a calendar year. There is no prorated reduced rate for membership after January 1st. The membership dues rate will be determined by the SDCWGA Board of Directors and approved by the Council of Delegates.
2. SDCWGA Limited membership entitles a member to play in Association events only.

ARTICLE IV - GOVERNING BODY

Section 1. The governing power and management of this association and its affairs and property shall be vested in the Board of Directors and the Council of Delegates.

Section 2. The Governing Body shall consist of the Board of Directors and one (1) Delegate from each club. Delegates must hold membership in SDCWGA.

Section 3. The Board of Directors shall consist of the following elected and appointed officers: President, three (3) Vice Presidents, Secretary, Treasurer, Membership Director, Social Director, Handicap Director, Calendar Director, Publicity Director, and Trophy Director, plus any special purpose appointees. A majority of the members of the Board of Directors who are empowered to vote shall constitute a quorum at any Board of Directors meeting. Co-Directors shall have one vote between them.

Section 4. The retiring President of the Association shall serve on the SDCWGA Board of Directors in an advisory capacity. . She shall preside at the induction of new officers. The Advisor shall be an ex officio member of the Board and shall have no vote. She may serve no longer than three (3) years or until replaced by the current retiring President. In the event that the last past President, for any reason, is unable to serve as the Board Advisor, any former President of this association may be appointed to fill the office by majority vote of the Board of Directors.

Section 5. In October, each club shall elect/appoint a Delegate and an Alternate Delegate to serve on the SDCWGA Council of Delegates during the coming year. The name and address of the Delegate shall be registered with the Secretary by November 1. Delegates must hold membership in SDCWGA.

Section 6. Members of the Council of Delegates and Board of Directors are expected to attend all meetings of SDCWGA. If a Delegate is unable to attend a meeting, the Alternate Delegate or another SDCWGA member of her club shall be appointed as a substitute.

ARTICLE V - NOMINATION AND ELECTION OF BOARD OF DIRECTORS

Section 1. Elections shall be held by October 31st.

Section 2. A Nominating Committee composed of six members representing the east, west, north and south areas shall be appointed by the President in June. The Nominating Committee Chair shall be a member of the present Board of Directors. The slate shall be posted at members' clubs for twenty-eight (28) days prior to the election meetings. Nominees for Board positions should be geographically representative of San Diego County.

Section 3. Nominations may be made from the floor, provided that written consent of the nominee has been obtained by the person making the nomination and is accompanied by the signatures of five (5) SDCWGA members in good standing of her home club.

Section 4. The nominee for President shall be a member in good standing of San Diego County Women's Golf Association and shall have served at least one (1) year within the previous three (3) years on the Board of Directors of the SDCWGA.

Section 5. No one person shall hold the same office for more than three (3) consecutive years and shall not serve on the Board of Directors for more than six (6) consecutive years, with the exception of appointed Directors and the Past President serving as an Advisor.

Section 6. If there is only one nominee for each office, election of the Board of Directors shall be by voice vote. If there are two or more nominees for any office, election shall be by secret ballot, one (1) vote per club. Election shall be by majority vote of Delegates present and voting.

ARTICLE VI - DUTIES OF SDCWGA GOVERNING BODY

Section 1. Duties of Board of Directors

A. Elected Officers

1. The **President** shall preside at all meetings and shall supervise all affairs of the Association. Unless otherwise ordered or provided, she shall appoint Directors and/or committees with the approval of the Board of Directors and shall be an ex officio member thereof, with the exception of the Nominating Committee. The President shall vote only in case of a tie. In the absence or inability of the Treasurer, the President shall be empowered to sign checks. She shall be responsible for the strict enforcement of the Bylaws and such rules and regulations as may be adopted by the Association.
2. The **First Vice President** shall be Director of Major Tournaments. In the absence or inability of the President, she shall have the powers and perform the duties herein prescribed for the President.
3. The **Second Vice President** shall be Tournament Director for the monthly events (Field Days). In the absence or inability of the First Vice President, she shall have the powers and perform the duties herein prescribed for the First Vice President.
4. The **Third Vice President** shall be Team Director for Team Play. In the absence or inability of the Second Vice President, she shall have the powers and perform the duties herein prescribed for the Second Vice President.
5. The **Secretary** shall keep accurate and complete minutes of all meetings of the Association, sending a copy to each member of the Board of Directors and to the Delegate at each club. She shall carry on correspondence and keep file copies thereof, and notify the Board of Directors and Council of Delegates of time and place of meetings. She shall annually review the minutes and make a list of policy decisions.
6. The **Treasurer** shall be responsible for the review of all monies collected and disbursed and keep a record thereof after approval by the Board of Directors. She

shall present a report at each regular meeting of the SDCWGA, giving a copy of same to the President and the Secretary. She shall submit the records for an annual audit.

7. The **Membership Director** shall be responsible for collection of Limited Membership dues, which she shall remit to the Treasurer. She shall keep an accurate record of Limited Memberships and give a current list of said record to the President and such Directors as the Board of Directors may determine.
8. The **Social Director** shall be in charge of luncheons and decorations and perform other duties designated by the Board of Directors.
9. The **Calendar Director** shall be responsible for securing courses for SDCWGA-sponsored tournaments, except for Team Play and the Roam From Home.
10. The **Publicity Director** shall notify various news media of upcoming Association events and assure the media are provided results. She shall maintain the Association publicity scrapbook and act as historian of SDCWGA. She shall publish the monthly newsletter know as "County Capers."
11. The **Trophy Director** shall purchase prizes and necessary trophies, as directed by the Board of Directors, and arrange for engraving. She shall be responsible for ordering SDCWGA uniforms and arranging for the logos.

In the event any member of this Board of Directors shall commit or neglect any act which reflects discredit or disrepute thereon or shall refuse or neglect to comply with the rules and regulations adopted by the Board of Directors or the duly appointed officers, such member shall, by a vote of two-thirds of the Board of Directors at any regular meeting or special meeting called for such purpose, be subject to suspension or expulsion after ten days' written notice and the right to be heard.

B. Appointed Officers

1. The **Handicap Director** shall be appointed by the President and approved by the Board of Directors, The Handicap Director shall review and retain for three (3) years all electronic handicap documents from IDC, at which time they may be removed to a disk and filed for future reference.
2. The **Rating Director**, appointed by the President and approved by the Board of Directors, shall be responsible for course ratings in accordance with procedures prescribed by the USGA.
3. The **Rules Director**, appointed by the President and approved by the Board of Directors, shall enforce the Rules of Golf adopted by the USGA, with any Local Rules she deems necessary for the course on which competition is held and any special rules approved by the Board of Directors. She may schedule an annual Rules workshop.
4. The **Special Events Director(s)**, appointed by the President and approved by the Board of Directors, shall have charge of Roam from Home. The Special Events Director(s) shall be appointed 13 months prior to the date of the main event for which they are responsible. Their term shall end at the SDCWGA Board Meeting one month following that Roam from Home for which they are responsible.

C. Elected and Appointed Officers

1. All officers, elected and appointed, shall (1) obtain the prior approval of the Board of Directors for planned procedures and expenditures for non-budgeted items and special purchases, and (2) subsequently make a report to the Board of Directors of actions taken. Each member of the Board of Directors may appoint assistants and shall give their names to the Secretary for the information of the Board of Directors.

2. Absence of any member of the Board of Directors from two (2) consecutive Board of Directors meetings without a valid excuse or three (3) consecutive Board of Directors meetings with a valid excuse shall be considered grounds for removal from office. Any vacancy occurring during the term of office of any Director shall be filled by appointment by the President and approval of the Board of Directors.

D. Council of Delegates

1. Delegates shall assist with SDCWGA events.
2. Each Delegate shall post SDCWGA information on her club's bulletin board, including: the Bylaws, a current list of Board of Directors members, a schedule of SDCWGA events, the latest General Meeting minutes, and membership applications. She shall keep a list of her club's SDCWGA members.

ARTICLE VII - MEETINGS

Section 1. General Meetings

- A. General meetings are open to all SDCWGA members.
- B. Each eligible Delegate shall be entitled to one (1) vote.
 1. A quorum shall consist of a majority of the members of the Council of Delegates present..
 2. Monthly meetings of the SDCWGA Governing Body shall be held at times and places designated. Meetings may be omitted at the discretion of the President. Emergency decisions may be made by a majority agreement of the Executive Committee, consisting of the President, First Vice President, Secretary, and Treasurer, polled by the President.

Section 2. Board of Directors Meeting.

1. The Board of Directors meet once a month prior to General Meeting.
2. Special meetings may be called by the President at any time, by notice to each Director.
3. Action without a meeting. On the occasion that a vote is required between meetings, then an email or mail-in vote will be allowed. Such action will have the same force and effect as the regular vote of the Board of Directors and the results will be filed with the minutes of the preceding meeting.
4. A joint old and new Board of Directors meeting shall be held in December. Order of business may include:
 - 1) Briefing of incoming officers by outgoing officers.
 - 2) Annual reports of all officers and special committees.

ARTICLE VIII - ELIGIBILITY FOR COMPETITION

Section 1. Membership must be paid/postmarked at least fifteen (15) days prior to the opening entry date of any Association competition.

Section 2. A member must have a current valid USGA handicap index.

Section 3. In order to be eligible for an award in an SDCWGA event, a member must be an amateur golfer and have a current valid USGA handicap.

Section 4. If a member's behavior is offensive while participating in any SDCWGA event, her membership may be terminated at the discretion of the SDCWGA Board of Directors.

ARTICLE IX -PERPETUAL TROPHIES

The perpetual trophies of SDCWGA events shall remain the property of the San Diego County Women's Golf Association.

ARTICLE X - RULES OF ORDER

Robert's Rules of Order, Revised, shall be the authority in all questions of parliamentary law not covered by these Bylaws.

ARTICLE XI - AMENDMENTS

These Bylaws, or any part thereof, may be amended by a two-thirds (2/3) vote of the entire Governing Body present at any regular or special meeting, provided that a written notice of proposed changes has been given to all members of the SDCWGA Governing Body at least twenty-eight (28) days prior to the date the vote is taken.

Amended: July 1991
Approved: November 6, 1991
Addendum: February 10, 1993
Revised: October 11, 1995
Revised: November 12, 1997
Revised: November 11, 1998
Revised: November 8, 2000
Revised: October 9, 2002
Revised: August 25, 2004
Revised: October 14, 2005
Revised: January, 2006