

# Constitution and By-Laws

## Article 1 - Name

The name of this organization shall be:

**“RANCHO LAS PALMAS WOMEN’S GOLF ASSOCIATION”.**

Hereinafter referred to as **“RLPWGA”**, a nonprofit organization.

## Article II - Purpose

**Section 1** The purpose of the group shall be:

- a. The promotion and encouragement of the game of golf in accordance with the rules of golf adopted by the USGA, sportsmanship, hospitality, and good fellowship among its members.
- b. To plan, schedule and conduct both golf and social events for its members.

## Article III - Membership

**Section 1** Any woman who has golf membership privileges at Rancho Las Palmas Country Club, if 18 years of age or more, may become an **active member** of the organization by paying the yearly dues to RLPWGA & SCGA. Any woman 18 years of age or more may become a social member by paying the yearly dues to RLPWGA. Any woman desiring a handicap may join SCGA by paying the annual fee to RLPWGA. Social members **are not** entitled to any golf privileges with RLPWGA.

If at any time, during the term of membership in the RLPWGA, a member, for any reason, does not renew or resigns her membership at Rancho Las Palmas Country Club; her membership status in the RLPWGA for the balance of the current term of the membership shall be amended as follows:

A. Upon notice of termination of membership at RLPCC, the member shall be notified in writing that she fails to meet the criteria for full membership in the RLPWGA and is given a choice to rescind her membership in the RLPWGA or to transfer her membership to Social Status. Refund of Dues, if any, shall be made pursuant to Article V. Section 3.

- a. If the WGA Member elects to rescind her membership, she will be eligible to compete as a guest in all RLPWGA Member Guest events. She must maintain and provide a current handicap index.
- b. If the WGA Member elects to transfer her membership to a social status, she continues to have VOTING RIGHTS and IS eligible to:
  - Attend RLPWGA Luncheons
  - Attend Major Tournament Receptions such as Classic, President Cup, Club Championship.
  - Participate in the RLPWGA Annual Away Trip.
  - Serve as co-chairman on committees that are chaired by full members with the exception of the Nominating Committee.

## **Article III – Membership** (cont.)

### **Section 1** (cont.)

She is NOT eligible to:

- Participate in RLPWGA Ladies play day, Thursday and/or Saturday.
  - Participate in Major Tournaments: Classic, Presidents Cup and Club Championship.
  - Play as a guest in RLPWGA Member Guest Tournaments.
  - Serve on the Nominating Committee.
  - Be elected on the RLPWGA Executive Board.
- c. However, If any woman elected to serve on the Executive Board or Committee and is in good standing with the RLPWGA finds that she is unable to continue her membership with the RLP County Club due to financial or health challenges, she may continue in her office until her term expires.

### **Section 2**

Any member who shall fail to pay her dues and assessments as levied by RLPWGA shall be suspended and all privileges of membership revoked until current dues, assessments and all back dues and assessments have been paid in full.

### **Section 3**

By-Law Changed Passed: “The Board may, at its discretion, and with a two-thirds majority, suspend or revoke the membership privileges in RLPWGA of any member who is judged to display un-sportsmanlike conduct, or conduct unbecoming a member, provided said member received a previous verbal or written warning from the Board, and had the right to be heard. The period of suspension will be determined by the Board.

## **Article IV - Meetings**

### **Section 1**

Annual Meeting for the members of this organization shall be held on the last Saturday in April. The purpose of this meeting shall be to install new officers for the coming year, and to transact any such business as may be brought before the meeting.

### **Section 2**

Regular Meeting for the membership of the RLPWGA shall be held on the first Thursday of each month unless otherwise set by the Executive board with written and oral notice to the members. The “opening meeting” will be held the first Saturday of November.

### **Section 3**

Special Meeting may be called by the President, with written or oral notice to members stating the purpose of such meeting.

### **Section 4**

The Executive Board of the RLPWGA shall meet 7 days before the General Meeting.

## Article V - Dues

**Section 1** Individual membership dues, the amount specified by the Executive Board shall be payable January 1.

**Section 2** Any member who fails to pay her dues within 15 days shall be considered delinquent and not eligible to compete in any event. Delinquent dues will incur a late charge as determined by the Executive Board.

**Section 3** Dues shall be non-refundable. Dues will be prorated for first time members according to length of season left and remaining events or tournaments. However, no prorating will be allowed on the amounts attributable to SCGA dues or "Hole in One".

**Dues.** Prorating of general dues will be as follows:

January through March—Full

April through September—70%

October through December—40%

These amounts will be in addition to SCGA and Hole in One amount. Percentages are subject to change by the Executive Board depending on the scheduling of events and tournaments.

**Section 4** Fiscal Year of the RLPWGA shall be July 1 to June 30.

**Section 5** A Reserve Fund sufficient to cover all outstanding obligations, plus a working fund of not less than \$200 shall be maintained in the treasurer.

## Article VI - Officers

**Section 1** Organizational Responsibility: The business and property of the RLPWGA shall be exercised, conducted and controlled by the **Executive Board** consisting of the following: Elected officers: **President, Vice President, Tournament Chairman, Handicap Chairman, Secretary, Treasurer and Rules Chairman.** The Chairman of Membership, Publicity, and Nine Hole Group shall be appointed by the President. "Robert Rules of Order" shall govern procedure.

**Section 2** **Officers:** The elective officers of the RLPWGA shall be the **President, Vice President, Secretary, Treasurer, Tournament Chairman, Handicap Chairman and Rules Chairman.** They shall serve for a term of one year. The retiring officers shall continue to perform their duties until the last Saturday in April, whereupon the new officers shall assume authority and begin to function.

**Section 3** **Vacancies:** Should the office of President become vacant, the Vice President shall succeed, and a new Vice President shall be elected from the floor. If other offices become vacant, the President shall appoint someone from the active membership, subject to approval of the Board. Any office may be declared vacant by the President with the approval of the Board, if the officer is absent from the membership or Board meeting more than **two times** within a **three-month** period.

## Article VI – Officers (cont.)

**Section 4** **Term.** An elected officer is ineligible to hold the same office longer than **two (2) consecutive years** or be on the Executive Board longer than **four (4) consecutive years**. However, if in the opinion of the Nominating Committee, it is necessary to retain an officer for longer than the above stated term this officer must be presented on a separate slate and approved by two-thirds of the membership present at the general membership meeting in March. If approval is not obtained, the Nominating Committee may nominate another member or open nominations from the floor in accordance with Article VII-Section 2. In no event may an officer serve more than four (4) consecutive years in the same office or six (6) years on the Executive Board. Service as an appointed officer does not count towards years on the Executive Board.

## Article VII - Nominations

**Section 1** The Nominating Committee shall be composed of the following members: two elected by the Board at their meeting preceding the January General Meeting and three members elected at the January General Meeting. The Nominating Committee shall elect its own chairman.

- A. The chairman of the Nominating Committee shall present the list of nominees to the general membership in March and shall post the list until the April meeting.
- B. Membership on the Nominating Committee shall not deprive its members of the privilege of being a nominee for the office.
- C. Eligibility for nomination as President shall require prior service as an elected officer for at least one year.
- D. No member shall be eligible to serve on the Nominating Committee more often than one time in three years.

**Section 2** Election of Officers shall be held at the general meeting in April from the nominees of the Nominating Committee and any made from the floor, providing such floor nomination be made with the written consent of the nominee. If no nomination be made from the floor, vote shall be cast by voice, otherwise voting shall be by written ballot, under the direction of tellers appointed by the President.

## Article VIII - Duties of Officers

**Section 1** **President** shall be chief executive and administrative officer of the RLPWGA and shall preside at all general meetings and executive board meetings. She shall serve ex-officio member of all committees, except the Nominating Committee. She shall have the power to appoint non-elected members of the Executive Board and Committees. The past President shall serve in an advisory capacity for one year immediately following her term, without voting rights.

## Article VIII - Duties of Officers (cont.)

- Section 2** **Vice President** is to assist the President in all her duties. In the absence or disability of the President, the Vice President shall have the power to perform the duties of the President, subject to the Board of Directors.
- Section 3** **Tournament Chairman** shall conduct weekly and special events as the Executive Board may designate. She shall submit a master calendar of the events at the beginning of the season.
- Section 4** **Handicap Chairman** shall keep accurate records of all scores for handicaps and post changes monthly. She shall abide by the recommendation of the SCGA for uniformity in handicaps. If a dispute about handicap matters arises, it shall be referred to the Executive Board.
- Section 5** **Secretary** shall keep full and complete minutes of the meetings of the RLPWGA. She shall attend to all necessary correspondence and issue notices as designated by the President.
- Section 6** **Treasurer** shall keep full and accurate account of all receipts and disbursements. She shall prepare a budget for approval of the Executive Board for the opening meeting in October, and to be presented at the general meeting in November.
- Section 7** **Chairman of Rules and Grievances** shall have charge of and conduct rules and etiquette of golf educational classes for new members. She shall collaborate with the Tournament Chairman in setting up rules for special events which have met with the approval of the President. She shall enforce the Rules of Golf adopted by USGA.
- Section 8** **Publicity Chairman** shall publish and distribute a monthly newsletter to all members to generally publicize all social and competitive activities of the RLPWGA. She shall serve as Historian and keep an official scrapbook. She shall be appointed by the President of the RLPWGA.
- Section 9** **Membership Chairman** shall be responsible for obtaining names of new club members, shall invite them to join RLPWGA, introduce them to members and present them with a membership roster, advise the Handicap Chairman of new members, acquaint new members with the rules of golf and handicap procedures; arrange golf games on Ladies Days and encourage participation in all events. She shall be appointed by the President of RLPWGA.
- Section 10** **Nine Hole Chairman** shall be responsible for organization of the Nine Hole Group and all their functions and appoint committee members as needed with the approval of the Executive Board. She shall encourage participation in all events. She shall be appointed by the President of the RLPWGA.
- Section 11** **Special Committees** may be created from time to time, appointed by the President for such purposes as may arise. They shall be discharged by the President at the expiration of the performances and responsibility for which they were created.
- Section 12** **Team Captain** shall be elected by the Team Players and be responsible for the management of the team in accordance with the instruction of the SCGA. She shall appoint a major to assist her.

## Article IX - Amendments

**Section 1** Amendments to the by-laws may be made at any regular meeting of the RLPWGA attended by at least three elected officers and with a two thirds affirmative vote of the members present, provided that written notice of the proposed amendment is presented at least two weeks prior to voting.

Amended 11/91

Amended 05/92

Amended 03/93

Amended 12/93

Amended 02/94

Amended 05/94

Amended 05/95

Amended 05/96

Amended 12/97

Amended 02/98

Amended 02/01

Amended 03/02

Amended 04/07

Amended 03/08 Membership Article III

Amended 04/10 Hole in One

Amended 03/11 Membership Article III

Amended 03/15 Membership Article III

Amended 02/18 Fiscal year, WSCGA to SCGA

Amended 01/23 Fiscal year, July-June