

Davis Women's Golf Club
BYLAWS
As revised April 3, 2013

ARTICLE I – NAME

The name of this organization shall be the DAVIS WOMEN'S GOLF CLUB, a member of the Pacific Women's Golf Association, Inc.

ARTICLE II - PURPOSE

The purpose of this club is to promote the sport of golf; to conduct tournaments within the club; to cooperate with other groups in furthering tournament competition, all in accordance with the following by-laws and the Rules of Golf as approved by the U.S.G.A.

ARTICLE III - MEMBERSHIP

Membership shall be open to any women interested in playing golf and meeting the criteria set forth in the Operating Procedure. Each member in good standing may have one vote. No member may vote by proxy.

ARTICLE IV - OFFICERS

Section 1. The elective officers of this organization shall be Captain, Tournament Chairman, Assistant Tournament Chairman, Secretary, Treasurer, Handicap Chairman, Assistant Handicap Chairman, and Pacific Women's Golf Association Representative.

Section 2. The officers shall be elected in September of each year to serve for one year, January 1 to December 31.

ARTICLE V - DUTIES OF OFFICERS

Section 1. The Captain shall preside at all meetings; exercise general supervision over the affairs and activities of the club; see that the by-laws and such rules and regulations as may be adopted by the club are enforced; appoint chairmen of the four standing committees; appoint chairmen of any other committees as are necessary to carry on the activities of the club.

Section 2. The Tournament Chairman shall supervise all tournaments held by the club. In cooperation with the Assistant Tournament Chairman, she shall select committee members to organize special tournaments. In the absence of the Captain, the Tournament Chairman shall preside at all meetings and otherwise perform the duties of the Captain. The incoming Tournament Chairman shall be responsible for planning the calendar for the following year and for having the Handbook updated and printed.

Section 3. The Assistant Tournament Chairman shall assist the Tournament Chairman in supervising tournaments and, in the absence of the Tournament Chairman, assume the duties of the Tournament Chairman. She shall assist in the selection of committee members to organize special tournaments.

Section 4. The Secretary shall keep a record of the proceedings of all meetings; attend to mailing and posting of notices; perform all duties incident to the office of Secretary; and such duties as may be assigned to her by the membership.

Section 5. The Treasurer shall collect all monies due; keep accurate accounts showing the financial condition at all times; deposit and disperse funds as necessary on approval of the Captain and/or Board of Directors. She shall provide a current membership list by October 31st for the Handicap Chairman and the incoming Tournament Chairman

Section 6. The Handicap Chairman and Assistant Handicap Chairman shall check and submit posted scores to G.H.I.N.; post current handicaps; inform members regarding handicap rules and regulations; keep a record of temporary handicaps, and delete any names on the computer of ladies who do not

renew their membership The Handicap Chairman, with the assistance of the Assistant Handicap Chairman, shall also serve as Chairman of the Handicap Committee (Tournament Chairman, Rules Chairman, and Captain) and golf professional, as needed, to administer the USGA Handicap System and ensure the integrity of the USGA handicap indexes issued by the club.

Section 7. The P.W.G.A. Representative shall be responsible for P.W.G.A. team play participation and direction, posting and informing the club of area play days, major tournaments, and P.W.G.A. or USGA actions affecting the club; and any pertinent information regarding the area or club in the PWGA executive board minutes. She shall assist in the conducting of a P.W.G.A. play day or tournament at her home course, and encourage members to participate in the play days, tournaments, and workshops held by P.W.G.A. She shall report holes-in-one made by her members to the P.W.G.A. office.

ARTICLE VI - BOARD OF DIRECTORS

Section 1. The club shall be governed by a Board of Directors, consisting of the Captain, Tournament Chairman, Assistant Tournament Chairman, Secretary, Treasurer, Handicap Chairman, Assistant Handicap Chairman, P.W.G.A. representative, and a Past Captain as an ex-officio member.

Section 2. In the event of a vacancy in office, the Board shall appoint someone to fill the vacant office for the remainder of the year.

ARTICLE VII - MEETINGS OF THE MEMBERSHIP

Section 1. The annual meeting shall be held in December at which time the new officers shall be installed.

Section 2. A general meeting will be held on the first Wednesday of September, at which time the officers for the following year will be elected. Nominations to be made by the nominating committee will be posted thirty days prior to the September meeting.

Section 3. Other general meetings will be called by the captain, as needed, and shall be held on a regular day of play at the time and place as directed by the captain. The captain must call a meeting on the request of ten members of the club, or of three or more members of the board of directors.

Section 4. Fifteen members shall constitute a quorum for the purpose of transacting business at the meetings. Each member in good standing will have one vote. No member may vote by proxy.

ARTICLE VIII - MEETINGS OF THE BOARD OF DIRECTORS

Section 1. Captain to manage and control the affairs and business of the club, and to recommend rules and regulations or changes as necessary. The Captain must call a meeting upon the request of three Board Members.

Section 2. A majority of the board of directors shall constitute a quorum.

Section 3. The Captain shall vote only in the case of a tie vote.

ARTICLE IX – DUES

Section 1. The dues for members shall be established by the Board of Directors for a twelve-month period, January 1 through December 31 of the following year.

Section 2. Annual dues are payable on or before October 1.

Section 3. Members whose dues are unpaid by October 15 shall be assessed a penalty to be reinstated.

Sections 4. Delinquent golfing members shall not be eligible to enter tournaments until reinstated upon payment of dues and penalty.

Section 5. Dues shall cover PWGA dues, current operating expenses and other expenses authorized by the Board of Directors.

ARTICLE X – COMMITTEES

Section 1. The standing committees shall be as follows: Rules, Social, Awards, and Membership-Newcomers.

Section 2. The Rules Committee shall keep all local, U.S.G.A. and P.W.G.A. rules up to date and shall keep the membership informed. In case of major questions, a committee of the Tournament Chairman, Rules Committee Chairman, and P.W.G.A. representative shall render a decision.

Section 3. The Social Committee shall arrange all social events, including decorations and food.

Section 4. The Awards Committee shall select and purchase appropriate awards based upon information received from the Tournament Chairman, the Handicap Chairman, and the Captain, or at the approval of the Board of Directors.

Section 5. (a) The Membership-Newcomers Committee shall process applications for membership, accompanied by attested score cards when necessary, and dues. (b) The Membership-Newcomers Committee shall provide each new member with a Membership Kit, which includes the DWGC handbook, bylaws, official handbook of the P.W.G.A., course handicap tables, and information on equitable stroke control (E.S.C.). The Membership Committee shall maintain a current membership list including addresses, telephone numbers, and e-mail addresses.

Section 6. The special committees shall be Publicity, Corresponding Secretary, and Nominating, and any other committees or representatives (Eclectic, Historian) deemed necessary to carry on the affairs of the club.

Section 7. The committee chairmen shall appoint their own committee members. A minimum of three shall constitute a quorum, including the chairman.

Section 8. The responsibilities of the special committees shall be assigned by the Board of Directors.

ARTICLE XI - PARLIAMENTARY AUTHORITY

Robert's Rules of Order, Newly Revised, when not inconsistent with the by-laws, shall regulate the conduct of this group.

ARTICLE XII – AMENDMENTS

The by-laws may be amended at any meeting by an affirmative vote of two-thirds of the members present, provided notice of such meeting shall have been given to each member by means of telephone or e-mail at least thirty days prior to such meeting.

Adopted by the DWGC General Membership
April 3, 2012
Jo Ann Fritz, Captain