

# **BYLAWS**

## **CARSON VALLEY WOMEN'S GOLF CLUB**

Amended June 4, 2019

### **Section 1 – NAME**

The name of the Club shall be Carson Valley Women's Golf Club with Carson Valley Golf Course as its established home course. The use of the term Club in these bylaws refers in all cases to the Carson Valley Women's Golf Club.

### **Section II - PURPOSE**

The purpose of the Club is to promote women's golf, to educate women in the sport and to promote good sportsmanship in women's golf and amicable social relationships among its members. No woman shall be excluded from the Club because of age, race, creed, color, religion or place of origin.

### **Section III – ORGANIZATION & MEMBERSHIP**

Membership dues shall be decided by the general membership and shall be for all or any part of each year. Membership dues shall be due March 1 and delinquent as of March 31. Dues not received by March 31st will result in removal from the GHIN Active Roster. The term annual dues as used in these bylaws shall mean dues from April 1 of the calendar year to March 31 of the next calendar year.

The officers of the Club shall be a president, a vice president, a secretary and a treasurer, all of whom shall be elected annually by the membership at the September general membership meeting. Co-officers may be elected to the positions of co-president and co-vice-president only. If a co-officer is elected they will be so designated, will be a member of the board but will only have a vote in the absence of the president or vice president, respectively.

The president shall appoint the following chairpersons and delegate. Each of the following appointees will be voting members of the board:

1. Tournament Chair
2. Handicap Chair
3. Rules Chair
4. Nevada High Sierra Team Play (HSTP) Captain
5. Technology Chair

These appointments must come from the ranks of the general membership and may not be a current member of the board except for a co-officer who may occupy a chair/delegate position

The Club shall be governed by a board of nine (9) members, which shall include the president, or co-president, vice president or co-vice president, secretary, treasurer, tournament chair, handicap chair, rules chair, HSTP captain, and technology chair. The immediate past president shall be an ex-officio member of the board and shall have the power to cast a tie-breaking vote.

#### **Section IV - DUTIES OF THE OFFICERS**

1. The PRESIDENT of the Club shall preside at all general meetings and at all meetings of the board of directors, and shall appoint all committee chairpersons she deems necessary and have general executive powers not conflicting with the bylaws of the Club. She shall notify all members of any general meeting, the board members of any board of director's meeting as well as special meetings. She shall be an ex-officio member of all committees except the nominating committee. She shall update the board and general membership all communications, etc., pertaining to the Club. She shall present to the board and general membership all recommendations and matters of the Club's business. She shall represent the Club at all meetings of the Northern Nevada Golf Association (NNGA) and apprise the board of directors and general membership of pertinent information. She shall call a joint board of directors (incoming and outgoing) meeting in the fall for the transfer of records and books to incoming officers and chairpersons.
2. The VICE PRESIDENT of the Club shall perform the duties of the PRESIDENT during the absence or disability of the PRESIDENT and if applicable co-president.
3. The SECRETARY of the Club shall keep a record of all the minutes of all meetings of the members and all meetings of the board of directors. She shall keep a record of the names and address of all the members and work closely with the handicap chair and treasurer to ensure accuracy of the membership reported to GHIN. The secretary shall perform other duties as are required of her by the board of directors.
4. The TREASURER of the Club shall have charge of all funds of the Club and shall be authorized to disburse the funds upon receipt of properly approved bills. The treasurer will keep a permanent record of all transactions and disbursements and work closely with the handicap and secretary chairs to ensure accuracy of the membership reported to GHIN. Said treasurer shall collect all dues and present to the board of directors, upon request, a list of duly paid members.
5. The TOURNAMENT CHAIR (aka LADIES' DAY CHAIR) shall appoint her own designees and/or committees and shall arrange for all tournaments and activities pertaining to same. The tournament chair and/or her designee(s) shall schedule, conduct and plan all Ladies' Day activities, including Club Championship and President's Cup. All dates and tee times must be discussed and coordinated with the golf course management. The schedule shall be presented to the board for review prior to the season. She shall inform all players with tournament/ladies day procedures, i.e., rules of play, local rules, special events rules, how

ties are to be broken and verify all handicaps for competition with the handicap chair. She shall be responsible for prizes and awards.

6. The HANDICAP CHAIR shall appoint as many members as deemed necessary to assist her in her duties. The handicap chair and/or her designee(s) shall keep a permanent and accurate record on computer of all scores for each member. She shall observe the results of tournaments, and if net scores of any player appear out of line, the matter should be investigated and reported to the board of directors. She shall verify handicaps and the eligibility of all competitors. She shall work closely with the treasurer and secretary to ensure accuracy of the membership as reported to GHIN. The handicap chair will annually "activate" members by April 1 and communicate with new members to obtain their scoring records and register new members with GHIN.
7. The RULES CHAIR shall prepare written notes of local rules and/or tournament regulations for distribution to each competitor and member. She shall promote knowledge of and adherence to local USGA rules. If necessary, answer questions on rules which may arise during competition. When the rules chair is unable to resolve differences, she will bring the matter to the board of directors to help resolve.
8. The Nevada HIGH SIERRA TEAM PLAY (HSTP) CAPTAIN shall represent the Club at all HSTP meetings. She and/or her designee(s) will coordinate local qualifying tournaments, notify HSTP each month with the names and handicaps of CVWGC (Carson Valley Women's Golf Club) team competitors and work with the treasurer to pay the hosting golf course.
9. The Technology Chair shall maintain the club's web page and database while providing information and guidance to the club in matters related to new technologies available that could improve or aid the club in communications, information sharing and other operational enhancements .
10. The BOARD OF DIRECTORS shall have general supervision over the affairs of the Club and make rules and regulations for the government of the Club with the approval of a quorum of the general membership. A quorum of the general membership is the members present and voting. A quorum of the board of directors shall consist of at least 51% of the board.

#### **Section V - GENERAL MEMBERSHIP MEETINGS**

At least one general meeting of the club shall be held the first Tuesday of each month, April through October. Due notice shall be given two weeks prior to the first meeting in April to each member in good standing. Those present and voting shall constitute a quorum for the transaction of business.

#### **Section VI - SPECIAL MEETINGS**

A special meeting of the Club may be called by the president at any time at her discretion and shall always be called by her upon the written request of ten (10) members. Due written notice of special meetings shall be given by the secretary to each member in good standing.

The notice shall state the object of the meeting and only this subject shall be discussed. Those members present and voting shall constitute a quorum for the transaction of business.

#### **Section VII - BOARD MEETINGS**

A meeting of the board of directors shall be called at least once during each calendar month, March through October, for the transaction of business. The president may call special meetings of the board at any time at her discretion and shall always call a special meeting upon request of any three (3) members of the board. Two days of written or verbal notice of the meetings, given by the secretary, shall be sufficient notice and a quorum of the board as defined in Section IV #10 above must be present for the transaction of business. Notice of date, time and location of all board meetings shall be sent via email and/or posted at the Carson Valley golf course by the secretary inviting all members to attend. General members shall have voice but no vote at board meetings.

#### **Section VIII - EXPENSES**

All bills presented to the Club shall be approved by a quorum of the board of directors as provided in Section IV, #10 before being paid, and no expense shall be incurred and no expenditures made unless first authorized by the president and/or the vice president.

#### **Section IX - VACANCIES**

Any vacancies occurring in the offices shall be filled by election by the board of directors, such elections to be for the unexpired term. Unexcused absence of any board member for three consecutive regular board meetings shall be deemed resignation from the board and shall be filled as provided above.

#### **Section X - RULES OF PLAY**

1. The Club play shall be in accordance with the rules of the United States Golf Association, such local rules that may apply, and any rules declared by the rules committee.
2. Any member of the Carson Valley Women's Golf Club participating in a major tournament must have an established handicap based on five (5) current 18-hole scores played on Ladies' Day.
3. In order to be eligible to compete in the annual Club Championship and/or President's Cup, the following conditions must be met:
  - A. Be a member in good standing for the immediate two (2) months prior to the tournament.
  - B. Have a current USGA Handicap, based upon twenty (20) 18-hole scores.
  - C. Have competed in a minimum of five (5) 18-hole rounds with the Club. The said rounds of golf must be played on ladies day of the current golf season.

The President's Cup tournament format will be determined by the current Club president.

The Club Championship is a two day 18 hole per day stroke play, awarded to the lowest gross score and shall be played on two consecutive Tuesdays. The Club Championship tournament will also be divided into 2-4 flights depending upon number of contenders to determine net winners by handicap flights. In the event of a tie during the Club Championship, there will be a three (3) hole playoff at Carson Valley Golf Course on holes #1, #2 and #3. The tie breaker contest may not begin until all players have finished the day's round of golf.

4. All members contribute \$1.00 to the Hole-In-One fund annually. The rate is established by the Board and the funds are to be collected with member's annual dues. Hole-In-One funds shall be distributed, as set forth in the House Rules, to any Club member who scores an ace (hole-in-one) during any sanctioned Ladies Day play or tournament at the Clubs designated home course. Hole-In-One funds not distributed during the current year continue to roll over to the next year(s). The fund shall be capped as set forth in the House Rules.
5. Members are encouraged to invite guests to play golf on regularly scheduled Tuesday Play, in an effort to attract new members, nourish new friendships and educate women in the sport of golf. The guests may not "pay in" to any of the competitions and are not eligible for any prize money, including, but not limited to, Closest to the Pin and Chip Ins.

#### **Section XI - BY-LAW AMENDMENTS**

These bylaws may be amended in whole or part by majority vote of the members present and voting at any monthly meeting of the Club or any special meeting called for that purpose.