

Shorecliffs Women's Golf Club Bylaws

Article I - Name

The name of this club shall be Shorecliffs Women's Golf Club.

Article II - Purpose

The club has been founded to promote women's golf according to these Bylaws and the rules of golf. The club is a non-profit organization.

Article III - Membership

All members must be at least 18 years of age and qualify for membership per the standing rules.

Article IV - Officers

Section 1. The club will be governed by a Board of Directors.

Section 2. The elected officers will be: President, Vice President, Secretary, Treasurer, Tournament Chair, Handicap Chair and Membership Chair.

Section 3 Vacancies of elected officers occurring during an unexpired term will be filled by an appointee selected by the Board of Directors.

Section 4. Job Descriptions

President:

1. The President will preside at all meetings of the SWGC and be an ex-officio member of all committees except the nominating committee.
2. She will be a signee, with the Treasurer, on the SWGC bank account.

3. She will keep a procedure book on her duties and activities of her term as President.
4. She will assure that all elected officers and committee chairwomen prepare up to date books on their duties and activities of their time in office.
5. She will prepare and distribute to board members agendas for board and general meetings.
6. The President will conduct board and general meetings.
7. She, along with the Treasurer and Tournament chairwoman will prepare a budget for the following year. This committee will determine if club dues need to be raised.
8. She will keep a document of all club resolutions decided on during the year.
9. She will plan a time in December for turnover of officer notebooks of the current board to the incoming board. A party hosted by the President for this purpose is customary but is up to her discretion.

Vice President:

1. In the absence of the President or if the office of the President becomes vacant the Vice President will assume the office of President.
2. She is responsible for all social events. She may select a committee to assist her with events.
3. She will select a gift for the outgoing President.
4. She will enlist a member of the club to install new board members.

Secretary:

1. The Secretary will keep a permanent record of the minutes of all executive board and general meetings. She will prepare correspondence as requested by the Executive Board and keep a file of all correspondence, reports and forms.
2. She will post notices of regular and or special meetings, pertinent business, updated bylaws, standing rules changes and minutes from the general meetings.
3. She will provide Board Members with copies of the minutes of all meetings.
4. She will keep amendments to the bylaws and standing rules current.
5. She will send out all membership related information via email.

Treasurer:

1. The Treasurer shall receive and disburse all club funds.
2. All funds disbursed by check must be signed by her or the President.
3. She will keep an itemized account of all receipts and disbursements and pay all budgeted expenses in the fiscal year from January 1st to December 31st.
4. She will prepare a monthly report of all receipts, expenditures and a monthly variance report.
5. She will present an annual financial statement to be reviewed by the board at the end of the fiscal year.

6. The budget committee will be chaired by the Treasurer. Three months prior to the end of her term she will meet with the President and the Tournament Chairwoman to assure the budget is adequate to cover the next fiscal year. If an increase of expenditures is expected, the Treasurer will recommend to the Board that the annual dues be increased. She will determine, with Board approval, the necessary increase. A vote will be taken to approve the increase at the next general meeting.
7. The Treasurer, with board approval, may make club expenditures.

Handicap:

1. The Handicap Chairwoman shall keep and file an accurate record of all scores to determine handicaps according to USGA procedures. She will post current handicap information on the 1st and 15th of each month.
2. She will assign temporary handicaps to new members without a current handicap.
3. She will maintain records of members' eligibility for major tournaments.
4. She will determine the Most Improved Golfer for the year. The award is based on members handicaps using the GHIN system from November 15th of the previous year to November 15th of the current year. A player must play 15 rounds at Shorecliffs Golf Club during that time period to qualify.
5. She determines flight designation.
6. She will establish a handicap committee.

Membership:

1. Membership Chairwoman (hereinafter referred to as MC) will provide a prospective member with an application. She is responsible for assuring applications for new members are complete and all club requirements are met. She will give a copy of the application to the Treasurer, Handicap Chairwoman and the Secretary.
2. The MC will provide a new member with SWGC information regarding bylaws, rules of play, membership roster and Publinks.
3. The MC will place a picture of the new member on the appropriate bulletin board.
4. On a new members first day of play she will be greeted by an assigned member of the board to assist her with sign in procedures. She will play with a board member for her first three rounds. The board member will assist the new member with scorekeeping, game of the day, posting, ringer and other pertinent club information.
5. The MC will provide renewal applications in September for all members. She will forward the completed applications to the Treasurer and the Handicap Chairwoman. She will forward all dues collected to the Treasurer.
6. The MC will keep an up to date roster of all members' names, addresses and phone numbers.
7. The MC will present honorary membership candidate's names to the board for approval.
8. She will assure the membership book is updated yearly and distributed.

Tournament:

1. The Tournament Chairwoman (hereinafter referred to as TC) will be responsible for organizing and overseeing all tournaments and regular play days.
2. She will inform the Board and the general membership of upcoming tournaments that require sign-up and eligibility requirements. She will post a sign-up sheet prior to tournaments and include an entry deadline. She will record and post winners. Weekly tournament winnings will be paid out according to the weekly payout schedule.
3. She will prepare a calendar of tournaments for the year to be available to the membership.
4. Funds for the tournaments will be made available to her by the Treasurer.
5. She will consult with the Handicap Chairwoman to determine that all members participating in tournaments meet eligibility requirements.
6. She will determine payouts for club funded tournaments.
7. She will consult with the Rules Committee regarding current rules.
8. She will record and keep current the Tournament Chairwoman's procedure book.
9. Prior to the end of the year, the TC will supply the necessary paperwork for the next year's monthly folders for the monthly sign in chairwomen. Folders include signup sheets, scoring sheets, Pro Shop sheets, payout schedule and any other necessary paperwork.
10. Tournaments will be cancelled or postponed by the TC.

11. She will determine entry and collect entry fees for the four annual special tournaments.

- a. Red and Blue
- b. Partners Eclectic
- c. Club Championship
- d. Individual Eclectic

12. She is responsible for tee prizes for club funded tournaments.

Article V - Elections

Section 1. Elections will be held annually. Term for elected officers will extend from January 1 until the following December 31.

Section 2. In September a nominating committee consisting of one board member and three general members in good standing will be responsible for presenting a slate of prospective board members for the following year.

Section 3. The slate of candidates will be presented to the general membership at the October general meeting. Nominations from the floor will be accepted at this time.

Section 4. If multiple nominations for a board position occur, election for that office will be determined by secret ballot at the November meeting. Single nominations for board positions will be accepted by acclamation at the November general meeting.

Article VI - Meetings

Section 1. Board meetings shall be held once a month with the exception of June, July and December. The President or a designation board member will conduct the meeting.

Section 2. General meetings shall be held once a month with the exception of July, August and December. The president or a designated board member will conduct the meeting.

Section 3. Meetings will be held according to the Standing Rules.

Article VII - Dues and Fees

Section 1. Dues shall be assessed in accordance with the Standing Rules.

Section 2. New membership fees shall be assessed in accordance with the Standing Rules.

Article VII

Any proposed changes in these Bylaws must be presented at a general or special meeting and posted for thirty days. A two thirds vote of those present and voting at the next general meeting will be required for amendment to these Bylaws. Absentee ballots must be returned to the secretary in a sealed envelope prior to the vote.