

**MEADOWLARK WOMEN'S GOLF CLUB**

**CONSTITUTION**

**Revised September, 2023**

**Effective October 4, 2023**

**ARTICLE I**  
**Name**

**Section 1.** The name of the Club shall be Meadowlark Women's Golf Club (MWGC). This Club was established August 8, 1945.

**ARTICLE II**  
**Purpose**

**Section 1.** This Club has been formed and exists for the purpose of playing the game of golf, conducting regular weekly events and monthly tournaments; promoting good fellowship and sportsmanship in the play of the game and in all social life around the; learning and practicing the rules, the etiquette and the true spirit of the game of golf; thereby promoting its highest standards and to aid and assist in developing and maintaining the course where its members play.

**ARTICLE III**  
**Membership, Dues, and Fees**

**Section 1. Eligibility and Membership Categories**

A woman over the age of eighteen (18) interested in the purpose of this Club shall be eligible for membership.

There shall be two types of membership. They shall be known as Regular and Social.

- A. Regular membership shall entitle a holder to any benefits or privileges the Club affords, including the right to vote and hold office.
  - 1. Team Play players must be regular members and have a current USGA Handicap Index.
- B. A Social member may attend all social events and may potentially sign up for 9-Hole play as controlled by the course. She has no voting privileges and may not hold an office. Regular SCGA Membership and GHIN maintenance are not provided.

**Section 2.** Membership in the Club shall bind each member to uphold all provisions of the Constitution and Standing Rules of the Club and to accept and enforce all rules and decisions of the Board of Directors and Officers acting within their jurisdiction. U.S.G.A Rules govern all play and are only superseded by LOCAL RULES as included in the Standing Rules of MWGC.

**Section 3.** Members shall be subject to suspension or expulsion for conduct detrimental to the game of golf, the good name of the Club or the proper functioning or administration of the Club. No member shall be suspended or expelled before charges have been made in writing to the President of the Board of Directors and an opportunity has been given for her to respond. Suspension or expulsion requires a two-thirds vote of the Board

**Section 4.** The annual MWGC dues shall be \$50.00 for Regular Members and \$25.00 for Social Members. The annual Handicap Index fee for all members is set by and remitted to SCGA. Optional WPLGA dues are set by and remitted to WPLGA. Social Members do not pay SCGA or WPLGA dues through this Club; social members pay annual dues directly to the Club Treasurer.

- A. Renewing and New Members can join the Club through the SCGA website at SCGA.org. The fee collected pays both MWGC annual dues and SCGA's GHIN fee and entitles all Regular members to weekly tee times and to join all monthly and social events for a full year from their renewal date. Renewal for this portion of the membership will be handled on an individual basis by SCGA through on-line renewal.

Members delinquent in dues shall be denied all privileges of membership and shall not be certified as a member of the Club for competition held by the Club, the U.S.G.A., or other Associations of which the Club is a member until all dues are paid.

- B. A regular member who has let her membership lapse may be reinstated without having to re-qualify if application and payment of a full year's dues is received within six months of expired membership. To rejoin at a later date, she must make application and qualify as outlined in Article III, Section 5.
- C. Optional fees for the Weekly Tournaments / Play Days, Ringer, and Hole-in-One may be collected. Members who paid are automatically included in the Weekly and Ringer events and in the Hole-in-One fund. A fund member making a Hole-in-One on an official play day at Meadowlark will receive all monies in the Hole-in-One fund. At that time a new Hole-in-One fund will be established.
- D. Optional fees are paid per calendar year as follows: \$25 for Weekly tournaments and \$10 for the Ringer. There is a \$5 one-time fee to join the Hole-in-One fund.

**Section 5.** Application for Membership

- A. All woman - applicants must be at least 18 years of age.
- B. An applicant with or without a current USGA Handicap Index may apply for membership.
- C. An applicant will be placed on a three (3)-month probation to determine that they can satisfy the following Club requirements: must abide by USGA and local MWGC rules, must be able to maintain pace of play as defined by USGA, and must use proper etiquette at all times. If they are unable to meet these requirements, the probationary member may be suspended or expelled from the Club by a two-thirds vote of the MWGC Board.
- D. An applicant must submit their annual application to SCGA and their optional Club fees separately to the Membership Chair and will become a Regular member when she has satisfied the Club requirements indicated above. She may participate in all Club events and activities while on probation, providing she has an established GHIN handicap.

**Section 6.** If applications for membership are received and membership is filled at 110 Regular Members, the applicants' names will be placed on a waiting list.

**ARTICLE IV  
Officers**

**Section 1.** The Officers of the Club shall be President, Vice President / Monthly Tournament, Secretary, Treasurer, Membership, Handicap / Association Delegate, and Weekly Tournament. These officers shall be known as the Board of Directors (Board) and will perform the duties prescribed by the Constitution and by the parliamentary authority adopted by the Club.

**Section 2.** At the regular meeting held in August, the President shall appoint a Nominating Committee consisting of three (3) regular non-Board members. It shall be the duty of this Committee to nominate a candidate for each of the offices to be filled at the annual meeting in January. The nominating committee shall report at the regular meeting in October and post nominations for one (1) month. At the annual election meeting in November, additional nominations from the floor shall be permitted.

**Section 3.** If the nominating committee's slate is not approved by the Board or the Club and nominations are received from the floor, the officers shall be elected by secret written ballot.

**Section 4.** No member shall hold more than one (1) office at a time.



**Section 5.** Terms for each office shall be two years, beginning January 1 and ending December 31. To provide better continuity in Club administration and functioning, members of the Board will be elected on a staggered basis, as shown below:

- A. On ODD numbered years, the following Board Officers will be elected:  
President, Weekly Tournament Chairperson, Secretary, and Handicap / WPLGA Chairperson.
- B. On EVEN numbered years, the following Board Officers will be elected:  
Vice-President / Monthly Tournament Chairperson, Treasurer, and Membership Chairperson.
- C. The following is a table to demonstrate actions required and their timing:

	2023	2024	2025	2026	2027	2028
Odd						
Even						
President , Weekly Tournament Chairperson, Secretary and Handicap / WPLGA Chairperson	Serving Yr1	Serving Yr2 Replacement: Nominated October; Elected November;	Service begins January 1; Serving Yr1	Serving Yr2 Replacement: Nominated October; Elected November;	Service begins January 1; Serving Yr1	Serving Yr2 Replacement: Nominated October; Elected November;
Vice President/ Monthly Tournament, Treasurer, Membership Chairperson	Serving Yr2 Replacement: Nominated October; Elected November;	Service begins January 1; Serving Yr1	Serving Yr2 Replacement: Nominated October; Elected November;	Service begins January 1; Serving Yr1	Serving Yr2 Replacement: Nominated October; Elected November;	Service begins January 1; Serving Yr1

D. Board members will be elected at the November General Meeting by a 2/3 vote of the members in attendance at that meeting.

**Section 6.** Installation of the Board shall be accomplished in one of the following manners:

- A. During an installation ceremony at the annual Year-end Holiday party; or
- B. In case of cancellation of the Year-end Holiday Party, installation will be announced via an alternate method.

## ARTICLE V The Board of Directors

**Section 1.** The officers shall constitute the Board of Directors composed of seven (7) Regular members.

**Section 2.** The Officers shall be: President, Vice President / Monthly Tournament Chairperson, Secretary, Treasurer, Membership Chairperson, Weekly Tournament Chairperson, Handicap / WPLGA / SCGA Chairperson .

**Section 3.** The Board of Directors shall have full power and authority over the affairs of the Club except when directed by a vote of the membership.

**Section 4.** The decision of the Board of Directors, in cooperation with the Constitution Committee, shall be final on all questions as to the construction or the interpretation of the Constitution.

**Section 5.** A Board of Directors meeting will be held once a month or at the call of the President.

**Section 6.** Unexpected Vacancy on the Board of Directors

In the event of an unexpected vacancy on the Board for any reason, the President shall locate and nominate a replacement member to fill the vacant position as needed. The President shall first present the replacement member to the Board for ratification, and upon acceptance, the replacement member's name and proposed position shall be posted to the General Membership for a period of 30 days. At the next General Meeting following the completion of the 30 day posting, a vote will be held to approve the replacement Board member. Approval by vote of 2/3



of the general membership present at that meeting is required to appoint the recommended replacement Board Member. The appointed member shall serve the remainder of the term for the position they have been appointed to fill.

**Section 7.** Special meetings of the Board may be called by the President and shall be called upon the written request of three (3) members of the Board.

**Section 8.** There shall be no limit to the number of terms of office Board members may serve.

**Section 9.** The Immediate Past President shall be an advisory member of the Board. If the Immediate Past President is unable or unwilling to serve, at the discretion of the President, another current living Past President, beginning with the most current, may serve as an alternate.

**Section 10.** The President shall be required to have held office on the Board for a period of one (1) year prior to her election as President.

**Section 11.** At the meeting of the Board of Directors, the following order of business shall be observed:

- Approval of the minutes of the previous meeting
- Secretary's report, correspondence, etc.
- Treasurer's report
- Membership report
- Tournament Chairpersons' report(s)
- Handicap / WPLGA / SCGA Chairperson's report
- Unfinished business
- New business
- Adjournment

**ARTICLE VI**  
**Duties of Officers**

**Section 1. President**

- A. The President shall preside at all meetings of the Club and the Board of Directors; see that the Constitution and such rules and regulations as may be adopted are enforced; supervise generally all affairs of the Club and at the annual meeting make a general report of the previous year.
- B. The President shall appoint all committees and shall be an ex officio member of all committees, except the nominating committee and audit committee. The President may appoint non-voting assistants to Board Members when necessary.
- C. The President shall appoint a Parliamentarian.
- D. The President is responsible for the publishing of the annual Roster Book.
- E. In the absence of the Treasurer the President shall fulfill the duties of the Treasurer.
- F. The President shall sign checks in the absence of the Treasurer.
- G. The President shall oversee material posted on the Web Site.
- H. The President shall prepare and email to all members an Agenda for each Monthly Meeting prior to the meeting.
- I. In the event of a vacancy on the Board of Directors, the President shall nominate a replacement member to fulfill the balance of the term of the vacancy. Election of the replacement will be in accordance with Article V Section 6 above.
- J. The President shall pass on a written detailed description of her duties and actions to any newly elected President.

**Section 2. Vice President / Monthly Tournament Chairperson**

- A. In the absence of the President, the Vice President / Monthly Tournament Chairperson shall perform all duties of the President.
- B. The Vice President / Monthly Chairperson shall be responsible for Monthly Tournaments and the Club Championship. She shall work with the Weekly Tournament Chairperson and shall assist her when necessary.
- C. The Vice President / Monthly Tournament Chairperson shall supervise the competition and keep records.
- D. The Vice President / Monthly Tournament Chairperson shall make an annual report on the tournament schedule and a like report whenever requested by the Board.
- E. The Vice President / Monthly Tournament Chairperson shall submit a written description of her duties to any newly elected Monthly Tournament Chairperson.

**Section 3. Secretary**

- A. The Secretary shall keep minutes of all Board and General Club meetings.
- B. The Secretary shall be responsible for and have charge of all correspondence files, records, a proper list of memberships and all papers of the Club except such as pertain to the Office of Treasurer, Tournament Chairpersons and Handicap/Association Delegate.

- C. The Secretary shall be responsible for maintaining Master copies of all Club documents such as Constitution, Standing Rules, and others as designated by the President. These Master copies shall be passed on to the succeeding Secretary. Electronic Master copies will reside in an area designated by the President.
- D. The Secretary shall pass on a written detailed description of her duties and actions to any newly elected Secretary.

#### **Section 4. Treasurer**

- A. The Treasurer shall receive and keep a full and accurate account of all money received and shall deposit the same in the name of and to the credit of the Club in a bank account designated by the Board of Directors.
- B. The Treasurer shall annually develop a proposed budget for the Club, including all annual proposed income and expenditures. The proposed budget must be reviewed and approved by the Board of Directors. Once approved, the Treasurer will prepare a mid-year report of the financial status of the Budget for the Board of Directors.
- C. The Treasurer shall present at the annual meeting of the Club a written report of the financial affairs of the Club, and she shall make a like report whenever requested by the Board of Directors.
- D. The Treasurer shall submit the books to the President to provide to the Audit Committee for a semi-annual audit.
- E. The Treasurer shall collect all fees or fines which the Club is obligated to pay because of things such as late notice or no-shows.
- F. In the absence of the President and the Vice President, the Treasurer shall act as the President.
- G. The Treasurer shall pass on a written detailed description of her duties and actions to any newly elected Treasurer.

#### **Section 5. Membership Chairperson**

- A. The Membership chairperson shall maintain a full and accurate account of all members, regular and social, for the Club. The Master Membership list shall reflect all regular, social, and pending members, as well as member personal information required for publication of the Club Roster.
- B. The Membership chairperson shall develop and post all promotional membership flyers, membership application forms, and other membership promotional products as needed.
- C. The Membership chairperson shall provide introductory information, membership application forms, and WPLGA forms if appropriate to all new prospective members.
- D. The Membership chairperson shall interact with SCGA personnel and the SCGA portal in the maintenance of the Club's membership records.
- E. The Membership chairperson will provide a copy of each prospective new member application to:
  - a. The Weekly Tournament Chair, for maintenance of the Optional Fees chosen by the new member
  - b. The Handicap / WPLGA / SCGA Chairperson for maintenance of the Club's Handicap / WPLGA / SCGA records
  - c. The Secretary for maintenance of the Club's Attendance Sign-in Sheet for Club meetings



- d. The Social Committee Chairperson for maintenance of the monthly Birthday awards.
  - e. The Treasurer for maintenance of the Club's financial records reflecting payments received from each member. The Treasurer will directly receive the check provided by the new or renewing member for Optional Fees and/or WPLGA membership.
- F. The Membership chairperson will utilize current application software portal to
    - a. Verify other clubs where potential new members hold memberships and/or play.
    - b. Identify and record renewal dates for all MWGC members.
  - G. The Membership chairperson will, as often as possible, play an introductory round of golf with new members, and introduce them at the next General Meeting after they join.
  - H. The Membership chairperson will give a monthly report of Membership status at the monthly Board Meeting as well as the monthly General Meeting.
  - I. The Membership chairperson shall pass on a written detailed description of her duties and actions to any newly elected Membership chairperson.

**Section 5. Weekly Tournament Chairperson**

- A. The Weekly Tournament Chairperson shall be responsible for Weekly Tournaments and the Ringer. She shall work with the Monthly Tournament Chairperson and shall assist her when necessary.
- B. The Weekly Tournament Chairperson shall supervise the competition and keep all records.
- C. The Weekly Tournament Chairperson shall make an annual report.
- D. The Weekly Tournament Chairperson shall pass on a written detailed description of her duties and actions to any newly elected Tournament Chairperson.

**Section 6. Handicap / Women's Public Links Golf Association (WPLGA) / Southern California Golf Association (SCGA) Chairperson (Handicap / WPLGA / SCGA Chairperson)**

- A. The Handicap / WPLGA / SCGA Chairperson shall be responsible for supervision and administration of handicaps in accordance with SCGA and U.S.G.A. rules.
- B. The Handicap / WPLGA / SCGA Chairperson shall pass the World Handicap System Certification quiz and have their results registered as complete to MWGC (73-4164) on the SCGA records. This requirement shall be completed by January 31 of the year in which their term begins.
- C. The Handicap / WPLGA / SCGA Chairperson shall handle all matters pertaining to Women's Public Links Golf Association of Southern California and Southern California Golf Association, attend all meetings and make a report at Monthly Club Meetings.

- D. The Handicap / WPLGA / SCGA Chairperson shall have in her possession at each monthly meeting, a copy of the current Handicap list of regular members. She will utilize that listing to determine the quorum count which constitutes 25% of the regular Club members shown on that listing.
- E. The Handicap / WPLGA / SCGA Chairperson shall be Chairperson of the Handicap committee, which is appointed by the President and is governed by USGA Rules.
- F. The Handicap / WPLGA / SCGA Chairperson shall oversee the recording of members' attendance and play dates to ensure eligibility to compete in the Club Championship. She will review weekly posting for accuracy and take appropriate action pursuant to USGA/SCGA rules where errors or omissions occur.
- G. The Handicap / WPLGA / SCGA Chairperson shall pass on a written detailed description of her duties to any newly elected Handicap Chairperson / Association Delegate.
- H. The Handicap / WPLGA / SCGA Chairperson will determine the monthly and annual Most Improved Golfer based on USGA/SCGA guidelines.

## **ARTICLE VII Meetings**

- Section 1.** The regular monthly meeting of the Club shall be held on the first Wednesday of each month.
- Section 2.** The regular meeting on the first Wednesday in January shall be known as the annual meeting.
- Section 3.** Special meetings may be called by the President, the Board of Directors or on written request of fifty-one percent (51%) of the regular members; said request to state the purpose thereof.
- Section 4.** Electronic meetings, via videoconference or teleconference, may be utilized for any meeting of the Club. Notice of such electronic meetings shall be provided to all appropriate members in such a manner as the Board of Directors or the Club shall decide.
- Section 5.** Notice of the time and place of meetings, including the annual meeting, shall be given in such a manner as the Board of Directors or the Club shall decide.
- Section 6.** A Quorum will exist if a number corresponding to 25% of the total regular members are present at a monthly or special meeting of the Club.
- Section 7.** The following order of business shall be observed:
  - Approval of minutes
  - Secretary's report, correspondence
  - Treasurer's report
  - Membership report
  - Tournament Chairpersons' report(s)
  - Handicap Chairperson's report
  - Unfinished business
  - New business
  - Adjournment

**ARTICLE VIII**  
**Eligibility for Tournaments and Awards**

**Section 1. Weekly Tournaments (including ringers)** are open to Regular members in good standing with a current USGA Handicap Index.

**Section 2. Monthly Tournaments** are open to Regular members in good standing with a current USGA Handicap Index.

**Section 3. Club Championship**

- A. The Club Championship shall be a 54-hole medal play tournament.
- B. A Club Championship Rules document, consistent with the most current USGA Rules of Golf, covering how to handle ties, scoring and all aspects of Championship play will be provided to all members prior to start of signups for the tournament.
- C. To be eligible to compete for the **Club Champion or Runner Up**:
  - 1. A player must have been a Regular member for six (6) full months prior to the tournament.
  - 2. A player must have a current USGA Handicap Index and be a regular member in good standing.
  - 3. A player must compete in a minimum of six (6) official Club events AND attend a minimum of two (2) Monthly General Meetings within the six-month period immediately preceding the tournament eligibility deadline which is two weeks (14 days) prior to the tournament. Qualifying competitions include only official Meadowlark play days and Meadowlark Team Play matches.
- D. Other Alternative Tournaments may be played in conjunction with the Club Championship, as specified by the Board of Directors.

**Section 4. Annual Low Net Tournament**

- A. The Low Net Tournament shall be an 18-hole medal play tournament held in January of each Year.
- B. The regular members who have qualified as the Low Net Person of the Month during the previous year, will be eligible to compete in the Low Net Tournament. The Handicap / WPLGA / SCGA Chairperson will announce the qualifying member(s) at the monthly meetings.
- C. A Low Net Tournament Rules document consistent with the most current USGA Rules of Golf, covering how to handle ties, scoring and all aspects of tournament play will be provided to all qualified participants prior to start of signups for the tournament.

**Section 5. Most Improved Golfer Award**

An award is presented annually in December to the regular member having the greatest decrease in handicap index for the period commencing in January through November of the current year.

- A. To be eligible for this award, a player must have competed in a minimum of sixteen (16) official Meadowlark play days in the twelve-month period.



## **ARTICLE IX Committees**

**Section 1.** The President shall appoint the following Standing Committees and specify their duties.

- A. **The Nominating Committee** consisting of three (3) regular members shall nominate a candidate for each office.
- B. **The Rules Committee** consisting of the Rules Chair and two (2) regular members shall be the sole judge in all disputes arising from play.
- C. **The Handicap Committee** consisting of the Handicap / WPLGA / SCGA Chairperson and two (2) Regular members shall make certain that the members comply with the USGA handicapping system.
- D. **The Website Committee** is appointed by the President as needed.
- E. **The Audit Committee** consisting of two (2) non-Board members shall audit the books semi-annually.
- F. **The Constitution Committee** consisting of four (4) Regular members plus the current Parliamentarian shall review the Constitution every five (5) years.
- G. **The Social Committee** is responsible for all social functions of the Club subject to the approval of the Board of Directors. It will be the duty of the Board of Directors to allocate a relative amount of money for social activities as shown in the annual budget prepared by the Treasurer. The Social committee shall make a mid-year and an annual report of the activities and spending of the Committee. The Committee will also make a report as described above whenever requested by the Board. The Committee will prepare a detailed description of the social operations of the Club to pass along to new Committee members.

**Section 2.** The President shall appoint any other Committees as are deemed necessary to carry out the work of the Club and specify their duties at the time of their appointment.

## **ARTICLE X Amendments**

### **Section 1. Submitting Proposed Amendments**

Amendments to this Constitution may originate from any member of the Board of Directors, or from any member in good standing of the Club. Suggestions for improvements or changes in this Constitution may be submitted at any time, in writing by any member in good standing to the Secretary of the Board of Directors.

### **Section 2. Required Notice to Members**

Proposed changes to this Constitution will be provided to all members no later than 30 days prior to the date the changes will be voted on at a regular monthly meeting of the Club.

### **Section 3. Voting on Proposed Amendments**

- A. All proposed amendments must be approved by a majority vote of the Board of Directors. Thereafter, the Board-approved Amendment must be ratified by two-thirds (2/3) vote of the membership present at a regular monthly meeting of the Club.
- B. Amendments submitted to the membership for vote will be presented and voted upon by written ballot. All written ballots will be tallied, and the results announced prior to the close of the meeting.

**Section 4. Recording of Approved Amendments**

Approved and ratified Amendment changes:

- A. Must be signed and dated by the President and the Secretary.
- B. Must be updated in the "master" Constitution, contained electronically in the location specified by the President for all "master" documentation for the Club.
- C. Must be provided to all members of the Club.

**ARTICLE XI  
Parliamentary Authority**

**Section 1.** The rules contained in the current edition of Robert's Rules of Order shall govern the Club in all cases to which they are applicable, and in which they are not inconsistent with this Constitution and any special rules of order the Club may adopt. In the case of any inconsistencies, the Club Constitution, then the Club Standing Rules will take precedent.

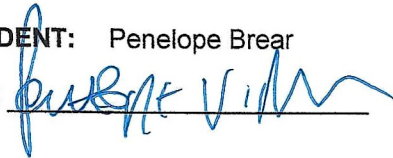
**CONSTITUTION REVISED**

**Date:** September 30, 2023

Approved by Membership: October 4, 2023

**PRESIDENT:** Penelope Brear

Signed



Date:

10/4/2023

**SECRETARY:** Michelle Slates

Signed



Date:

11/29/23

Constitution Committee:

Marti Slates, Parliamentarian

Holly Hencke

Barbara Rechlin

Carol Smith

Sharon Wertz