

# **SAN DIEGO COUNTY WOMEN'S GOLF ASSOCIATION**

## **BYLAWS**

### **ARTICLE I - NAME**

The name of this organization shall be "San Diego County Women's Golf Association." herein referred to as SDCWGA.

### **ARTICLE II – PURPOSE**

The purpose of this association shall be:

1. To promote, supervise, and conduct competitive golf for SDCWGA members in accordance with the rules of golf of the United States Golf Association as modified by Local Rules decided upon by the Board of Directors.
2. To be operated as a nonprofit organization 501 (c) (4)

### **ARTICLE III – MEMBERSHIP**

#### **Section 1. Club Membership**

1. Any Women's golf club under the jurisdiction of SCGA, organized to provide and supervise golf activities for women amateur golfers on a course rated in accordance with USGA procedures that designates a representative to the SDCWGA is considered a voting member of the San Diego County Women's Golf Association.
2. Women who participate in SDCWGA events must be handicapped by SCGA.

#### **Section 2. Individual Membership**

1. Any female amateur golfer who is handicapped by SCGA is deemed to be an Individual member of SDCWGA.
2. Member must be at least eighteen (18) years of age to participate in any SDCWGA event.
3. SDCWGA Individual membership entitles a member to participate in all Association events.

#### **Section 3. Dues**

1. Any membership dues will be determined by the SDCWGA Board of Directors.

### **ARTICLE IV - GOVERNING BODY**

**Section 1.** The governing power and management of this association and its affairs and property shall be vested in the Board of Directors.

**Section 2.** The Board of Directors shall consist of the following elected and appointed officers. Elected Officers are the President, Secretary, and Treasurer. Two (2) Vice-Presidents (Event Director and Team

Play Director), Media Director, Trophy Director, Calendar/Social Director, Rules Director, and Roam from Home Director may be appointed by the President and approved by the Board of Directors as needed. A majority of the members of the Board of Directors who are empowered to vote shall constitute a quorum at any Board of Directors meeting. Elected and appointed Board members named in Article VII Section 1.A and 1.B shall be empowered to vote. Co-Directors shall have one vote between them.

**Section 3.** The retiring President of the Association or any past President may serve on the SDCWGA Board of Directors in an advisory capacity. The Advisor shall be an ex officio member of the Board and shall have no vote. She may serve as Advisor no longer than four (4) years or until replaced by the current retiring President. In the event that the last past President, for any reason, is unable to serve as the Board Advisor, any former President of SDCWGA may be appointed to fill the office by majority vote of the Board of Directors.

## **ARTICLE V – CLUB REPRESENTATION**

**Section 1.** Club Representation may consist of one (1) Representative from each Member Club who will be entitled to vote on behalf of the club she represents.

### **Section 2. Duties of Club Representatives**

- A. Representative shall act as the communication liaison between the Board of Directors and member club.
- B. Representative will represent their club's position at the annual election of the Board of Directors, by-law changes, and other matters brought by the Board of Directors

## **ARTICLE VI - NOMINATION AND ELECTION OF BOARD OF DIRECTORS**

**Section 1.** Elections shall be held by October 31st.

**Section 2.** A Nominating Committee composed of four representative-at-large members shall be appointed by the President in June. The Nominating Committee Chair shall be a member of the present Board of Directors. The slate shall be posted at members' clubs for twenty-eight (28) days prior to the election meetings. Nominees for Board positions should be geographically representative of San Diego County Membership. The Nominating Committee shall recommend names of member(s) to replace retiring appointed directors at the time the slate is presented to the President/Board.

**Section 3.** Nominations may be made from the floor, provided that written consent of the nominee has been obtained by the person making the nomination and is accompanied by the signatures of five (5) SDCWGA members in good standing of her home club.

**Section 4.** The nominee for President shall be a member in good standing of San Diego County Women's Golf Association and shall have served at least one (1) year within the previous four (4) years on the Board of Directors of the SDCWGA.

**Section 5.** No one elected person shall hold the same office for more than four (4) consecutive years and shall not serve on the Board of Directors for more than ten (10) consecutive years, with the exception of the Past President serving as an Advisor. Service in calendar year 2020 shall not count toward these limitations.

**Section 6.** If there is only one nominee for each office, election of the Board of Directors shall be by voice or email vote. If there are two or more nominees for any office, election shall be by secret ballot, one (1) vote per club. Election shall be by majority vote of Representatives present and voting.

## ARTICLE VII - DUTIES OF SDCWGA -BOARD OF DIRECTORS

### Section 1. Duties of Board of Directors

#### A. Elected Officers

1. The **President** shall preside at all meetings and shall supervise all affairs of the Association. Unless otherwise ordered or provided, she shall appoint Directors and/or committees with the approval of the Board of Directors and shall be an ex officio member thereof, with the exception of the Nominating Committee. The President shall vote only in case of a tie. The President shall be empowered to sign checks. She shall be responsible for the strict enforcement of the Bylaws and such rules and regulations as may be adopted by the Association. She shall have a working knowledge of the web-based tournament software program along with the SDCWGA Advisor and be able to assist in any training.
2. The **Secretary** shall keep accurate and complete minutes of all meetings of the Association, sending a copy of the Board minutes to each member of the Board of Directors. General Meeting minutes shall be sent to the Board and to the Representatives of each member club. She shall carry on correspondence and keep file copies thereof, and notify the Board of Directors and Council of Representatives of time and place of meetings. She shall annually review the minutes and make a list of policy decisions.
3. The **Treasurer** shall be responsible for all monies collected and disbursed and keep a record thereof after approval by the Board of Directors. She shall present a report at each regular meeting of the SDCWGA, giving a copy of same to the President and the Secretary. She shall submit the records for an annual audit.

#### B. Appointed Officers

1. The **First Vice President** shall be Event Director for the monthly Association events. She shall work with the Social Director in setting up luncheons for Major Events and any other events the Board of Directors deems necessary, and Trophy Director for any awards. In the absence or inability of the President, she shall have the powers and perform the duties herein prescribed for the President.
2. The **Second Vice President** shall be the **Team Play Director**. She shall organize season team play, a celebratory luncheon and work with Publicity/Trophy for any awards for Team Play. In the absence or inability of the First Vice President, she shall have the powers and perform the duties herein prescribed for the First Vice President
3. The **Trophy Director** shall work with other directors to ensure that appropriate trophies and awards are provided in a timely manner for SDCWGA events.
4. The **Calendar/Social Director** shall be responsible for securing courses for SDCWGA-sponsored tournaments, except for Team Play and shall assist Event Director in setting up luncheons for Championship, Memorial Tournament, and Four-Ball Championship
5. The **Media Director** shall be responsible for maintaining the Association Website, post any items to Facebook and act as historian of SDCWGA. She will also publish the newsletter known as "County Capers" at the direction of the board.
6. The **Roam from Home Directors(s)**, appointed by the President and approved by the Board of Directors, shall have charge of Roam from Home. The Special Events Director(s) shall be appointed 13 months prior to the date of the main event for which they are responsible. Their term shall end at the SDCWGA Board Meeting one month following that Roam from Home for which they are responsible.
7. The **Rules Director**, shall enforce the Rules of Golf adopted by the USGA, with any Local Rules she deems necessary for the course on which competition is held and any special rules approved by the Board of Directors.

### **C. Elected and Appointed Officers**

1. All officers, elected and appointed, shall (1) obtain the prior approval of the Board of Directors for planned procedures and expenditures for non-budgeted items and special purchases, and (2) subsequently make a report to the Board of Directors of actions taken. Each member of the Board of Directors may appoint assistants and shall give their names to the Secretary for the information of the Board of Directors.
2. Absence of any member of the Board of Directors from two (2) consecutive Board of Directors meetings without a valid excuse or three (3) consecutive Board of Directors meetings with a valid excuse shall be considered grounds for removal from office. Any vacancy occurring during the term of office of any Director shall be filled by appointment by the President and approval of the Board of Directors.
3. In the event any member of the Board of Directors shall commit or neglect any act which reflects, discredit or disrepute thereon or shall refuse or neglect to comply with the rules and regulations adopted by the Board of Directors or the duly appointed officers, or fail to perform her duties as described in her job description or requested by the Board of Directors for whatever reason, such member shall, by a vote of two-thirds of the Board of Directors at any regular meeting or special meeting called for such purpose, be subject to suspension or expulsion after ten days' written notice and the right to be heard.

## **ARTICLE VIII - MEETINGS**

### **Section 1. General Meetings**

- A. General meetings are open to all SDCWGA members.
- B. Each Club Representative shall be entitled to one (1) vote. Voting via email or other online methodology shall be allowed.
  1. A quorum shall consist of a majority of the Club Representatives participating.
  2. Meetings of the SDCWGA Governing Body shall be held at times and places designated. Meetings may be omitted at the discretion of the President.

### **Section 2. Board of Directors Meeting.**

- A. The President shall arrange a meeting no less than quarterly.
- B. Special meetings may be called by the President at any time, by notice to each Director.
- C. Action without a meeting. On the occasion that a vote is required between meetings, then an email or mail-in vote will be allowed. Such action will have the same force and effect as the regular vote of the Board of Directors and the results will be filed with the minutes of the preceding meeting.
- D. In an emergency, action may be taken by the Executive Committee consisting of the President, Secretary, Treasurer and the two Vice Presidents. Any decision taken by the Executive Committee shall be ratified by the Board at the earliest opportunity.
- E. A joint old and new Board of Directors meeting shall be held in December. Order of business may include:
  1. Briefing of incoming officers by outgoing officers.
  2. Annual reports of all officers and special committees.

**ARTICLE IX- ELIGIBILITY FOR COMPETITION**

- Section 1.** A member must have a current valid USGA handicap index.
- Section 2.** In order to be eligible for an award in an SDCWGA event, a member must be a female amateur golfer.
- Section 3.** If a member's behavior is offensive while participating in any SDCWGA event, her eligibility to participate in SDCWGA events may be terminated at the discretion of the SDCWGA Board of Directors.

**ARTICLE X -PERPETUAL TROPHIES**

The perpetual trophies of SDCWGA events shall remain the property of the San Diego County Women's Golf Association.

**ARTICLE XI - RULES OF ORDER**

*Robert's Rules of Order, Revised*, shall be the authority in all questions of parliamentary law not covered by these Bylaws.

**ARTICLE XII - AMENDMENTS**

These Bylaws, or any part thereof, may be amended by a two-thirds (2/3) vote of the Governing Body and eligible voting members of the Club Representatives present at any regular or special meeting, provided that a written notice of proposed changes has been given to all members of the SDCWGA at least twenty-eight (28) days prior to the date the vote is taken.

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- Amended: July 1991
  - Approved: November 6, 1991
  - Addendum: February 10, 1993
  - Revised: October 11, 1995
  - Revised: November 12, 1997
  - Revised: November 11, 1998
  - Revised: November 8, 2000
  - Revised: October 9, 2002

Revised: August 25, 2004  
Revised: October 14, 2005  
Revised: January, 2006  
Revised: May 23, 2007  
Revised: September, 28, 2011  
Revised March, 27, 2013  
Revised April 2013  
Revised June 22, 2016  
Revised September 2017  
Revised September 2018  
Revised December 2019  
Revised November 2021  
Revised October 2022  
Revised September 2023