

## **Cathedral Canyon Women's Golf Club**

### **Section I: Constitution**

#### **ARTICLE I - Name**

The name of this organization shall be Cathedral Canyon Women's Golf Club, a non-profit organization (aka Cathedral Canyon Women's Golf Association, aka CCWGC). It shall be governed by these bylaws, the Southern California Golf Association (SCGA) and the USGA *Rules of Golf (changed 11/2017)*.

#### **ARTICLE II – Objectives**

1. Promote the interest of golf among women.
2. Provide better knowledge of the rules, regulations and etiquette of golf.
3. Promote good sportsmanship.
4. Provide a variety of social and golfing activities each year and any other competition that the Board of Directors shall deem advisable.
5. Establish and maintain proper handicaps and cooperate and comply with the Rules and Regulations of the United States Golf Association.

## **Section II: Bylaws**

### **ARTICLE I – Officers and Board of Directors**

1. The elected officers and Executive Board shall consist of the following:
  - a) President
  - b) First Vice President – Handicap Chair
  - c) Second Vice President – Special Events / Member–Guest Tournament Chair
  - d) Third Vice President – Tournament / Play Day Chair
  - e) Secretary
  - f) Treasurer
  - g) Membership Chair
2. The management of the Club and its events shall be entrusted to the Board of Directors, which shall consist of the officers, the immediate Past President (in an advisory capacity, without the right to vote) and the appointed Board members.
3. A Board of Directors meeting will be held once a month, or as the President and/or Board deems necessary.
4. When a Board meeting is scheduled, the date, place and time will be posted in the Golfers' Lounge and/or on the CCWGC website one week prior to the meeting. The President will email and/or post the season's schedule of all Board meetings at the beginning of the season.
5. A Board member who is absent from three (3) consecutive meetings without a valid excuse, may be replaced after notification. An elected officer may not be removed without a two-thirds majority vote of the Board of Directors. (Rev. 3/17)
6. The Executive Board can meet without notice to the membership.
7. All officers shall be elected for a one (1) year term, but shall not serve more than two (2) consecutive years in any given office. (Added 3/17)

### **ARTICLE II - Meetings**

1. General meetings will be held between November and April as scheduled by the Board. Election and installation of officers shall be at the last meeting of the season.
2. The President or any five members may call special meetings of the Club at any time by giving seven (7) days written notice to all Club members. Notice of the meeting by email or on the CCWGC website will constitute written notice. Members that do not have an email address will be given written notice.

### **ARTICLE III – Quorum**

1. To transact official business at a general meeting, a quorum, consisting of at least twenty-five percent (25%) of the membership including two elected officers, must be present.
2. To transact official business at a Board meeting, there must be seven (7) voting Board members present.
3. To transact official business of the Executive Board there must be five (5) Executive Board members present.
4. In some circumstances, voting electronically via email may be preferred. Determination for such a vote shall be made by a majority vote of the Executive Board. Such circumstances may include voting for a procedural change already in practice, approving an issue previously discussed, emergency appointment by the Board of an elected officer, etc. (Added 3/17)

### **ARTICLE IV – Voting**

1. Election of officers shall be held at the last general meeting of the season.
2. Regarding elections of officers or any other issues that require a vote of the membership, the following applies:
  - a) Proxies will be accepted.
  - b) A proxy form can be emailed to the members. The completed form must include the name of the member for whom the proxy is serving and the name of the person carrying the proxy. (Added 3/17)
  - c) The person carrying the proxy must be present at the meeting in which the vote is being taken.
  - d) No absentee ballots will be allowed.

### **ARTICLE V – Vacancies**

1. The Board of Directors shall appoint any vacancies in an office for the unexpired term.

### **ARTICLE VI – Duties of Officers**

#### **President**

1. The President shall preside over all general meetings and meetings of the Board of Directors. She shall not vote on any issue unless there is a tie.
2. She shall be an ex-officio member of all standing committees, with the exception of the Nominating Committee.
3. She shall represent the CCWGC at other golf club meetings.

### **First Vice-President/Handicap Chair**

1. The First Vice-President shall serve as Handicap Chair, monitoring all scores posted with GHIN and SCGA.
2. She shall provide validated members' handicaps, when necessary.
3. She shall instruct members on how to post scores in the GHIN program.
4. She shall be the chair of the Handicap Committee consisting of at least 2 other members whose duties will be to monitor handicap posting and other issues.
5. She shall submit, on a regular basis, a digital copy of all members' handicaps to the Web Administrator to be posted on the website.
6. She shall assume all the duties of the President in her absence or, in the case of vacancy, until replaced. (revised 1/11)
7. She shall prepare at year end a report of the Most Improved Golfer. Both for the 18 Holes and 9 Holes golfers. She will present the award at the year-end meeting. (added 11/30/19)

### **Second Vice-President/Special Events/Member-Guest Tournament Chair**

1. The Second Vice-President shall plan the yearly Member-Guest Tournament. (Rev. 1/11)
2. She shall plan any joint events with the Cathedral Canyon Men's Golf Club with approval of the Board of Directors.
3. She shall assist the Tournament Chair as requested.

### **Third Vice-President/Tournament/Play Day Chair**

1. The Third Vice-President shall schedule the yearly calendar of events in accordance with the Pro Shop, the SCGA schedule and the Cathedral Canyon Men's Golf Club. Activities will include weekly, major, special events and tournaments, which may be conducted by a Tournament Committee. (Revised 3/17) Schedules will be presented to the Board of Directors for final approval.
2. She shall serve as Tournament Chair and oversee weekly play days and major tournaments. She shall be an advisor for any special events.
3. She shall oversee the pairings for each major tournament and play day tournaments. She shall notify the Pro Shop of the number of tee times needed for tournament and play days as required.
4. She shall be responsible for having the winner boards inscribed with names of the current year's winners.
5. She shall track games played for every member to assure the member meets Tournament eligibility as stated in the Standing Rules. (added 11/30/19)

### **Secretary**

1. The Secretary shall be responsible for all correspondence.
2. She shall record the minutes of all meetings of the general membership and the Board of Directors and keep permanent records of them.
3. She shall be responsible for notification to members of pending elections and/or amendments or changes to the constitution or bylaws by posting notices in the Golfers' Lounge and/or on the CCWGC website.
4. She shall keep the standing rules current and maintain the bylaws as written. She shall also make the required amendments and give them to the Membership Chair and Web Administrator to post on the CCWGC website.
5. She shall email minutes of Board meetings to Board members for review. She shall make any revisions before approval at the next Board meeting.
6. After approval, she shall post the minutes of all meetings in the Golfers' Lounge and/or on the CCWGC website.

### **Treasurer**

1. The Treasurer shall be the custodian of the funds of the Club.
2. She shall form and chair an annual committee meeting to prepare a proposed budget for the coming year to be approved by the Board of Directors. The Treasurer shall post the approved budget in the Golfers' Lounge and/or prepare it for posting on the CCWGC website.
3. She shall post a monthly financial statement in the Golfers' Lounge and/or on the CCWGC website. She shall deposit all monies in the checking account of the Club.
4. She may not issue a check for over five hundred dollars (\$500.00) without at least two (2) signatures. The President, First Vice President and Treasurer shall serve as signatories on the account. No check over two hundred dollars (\$200.00) may be issued for non-budgeted items without the Board of Directors' approval.
5. She shall keep a check register, which will be available to anyone who requests to see it as required by IRS due to the Club's tax exempt status.
6. She shall, prior to leaving office, work with the incoming Treasurer on the proposed budget and prepare it for Board approval.

7. She shall file IRS taxes and California tax returns after October 31<sup>st</sup> and prior to November 15<sup>th</sup> for the Club's past year. Federal tax returns on line using Form 990-N (e-Postcard) and California Tax return on form 199n e-Postcard or any forms as required.
8. She shall prepare "Statement of Information (Form SI-100), State of California. (Domestic Non-profit, Credit Union and General Cooperative Corporations) This report is due every other year CCWGC was Incorporated June 1, 2015. First Statement of Information was filed June 1, 2015. (added 11/30/19)

### **Membership Chair**

1. The Membership Chair shall compose and mail an appropriate letter of application for membership to all the current members and prospective members no later than March 1<sup>st</sup> of each year.
2. She shall compile and prepare for posting on the CCWGC website the *Annual Handbook* for the members.
3. She shall introduce the new members to the members of the Club as soon as possible.
4. She shall acquaint new members with the procedures of the Club. (i.e.: handicap, ringer etc.)
5. She shall submit the current list of members with their addresses and telephone number, etc. as required by SCGA. She shall also inform SCGA of any changes or updates that occur on the list during the year. Including renewing members and adding new members. She will work with the Treasurer in paying the member fees to SCGA. (added 11/30/19)

### **Nominating Committee**

1. The Nominating Committee Chair shall be the Past President. The Committee shall consist of the Chair and one (1) member from each handicap flight (A, B, C, & D). The Nominating Chair will announce the Committee members at the February general meeting. Nominations will be posted on the CCWGC website and/or in the Golfers' Lounge prior to the February General meeting. The Committee will recruit nominees for each elected office.
2. A sign-up sheet will also be available on the CCWGC website for those interested in serving in any of the positions.

### **Article VII – Amendments or Revisions**

1. The constitution and bylaws may be revised or amended at any general meeting of the membership, or at a special meeting called for that purpose by the President. The Board of Directors shall first recommend the revisions or amendments. Notice of amendments or revisions shall be emailed and/or posted to the CCWGC website and posted in the Golfers' Lounge thirty (30) days prior to the date of voting. Notice must include the date of the vote.
2. Any dispute regarding the constitution and/or bylaws will be governed by *Roberts Rules of Order (Revised)*.

These constitution and bylaws were adopted at a general meeting of the Cathedral Canyon Women's Golf Club.

Amended: 12/2003  
Amended: 11/3/2007 (Tournament Eligibility)  
Amended: 12/1/2007 (Membership)  
Amended: 12/1/2007 (Other changes)  
Amended: 1/15/2011 (Major Changes)  
Amended: 2/2/2011 (Other changes)  
Amended: 10/28/2014 (Other changes)  
Amended: 3/25/2017 (Major changes)  
Amended: 1/06/2018 (Change to SCGA, minor changes)  
  (Changes from ladies locker room to Golfers' Lounge)  
  (Reference to CCWGC website)  
Amended: 11/30/19 (changes to Officers duties)