

Rossmoor Women's 18 Hole Golf Club By-Laws

ARTICLE I – NAME

The name of this organization shall be **ROSSMOOR WOMEN'S 18-HOLE GOLF CLUB** and it shall operate as a non-profit organization in conjunction with Rossmoor Golf Clubs, Inc.

ARTICLE II – PURPOSE

- Section 1** The purpose of the organization is to promote good fellowship among its members and to maintain and foster the best interests of the game of golf.
- Section 2** This organization shall be a member of the Northern California Golf Association (NCGA) and shall abide by its By-laws and recommended procedures.

ARTICLE III – MEMBERSHIP AND DUES

- Section 1** Membership shall consist of the following classes of members who have made application and paid dues within the prescribed period:
- a. Full Members - women residing in Rossmoor who shall have full membership rights under these by-laws;
 - b. Sponsored Guest Members - women who are Sponsored Guest Golfers under GRF Policy 303.3. The total number of Sponsored Guest Members shall not exceed 10% of the Rossmoor Women's 18-Hole Golf Club total membership. Sponsored Guest Members may not vote or hold office but may play in Rossmoor Women's 18-Hole Golf Club non-trophy events (provided there is space available and not filled by Full Members).
- Section 2** Annual dues, in an amount set each year by the Board of Directors at the August meeting, shall be due and payable on a date specified by the Membership Chair and shall become delinquent on a date specified by the Membership Chair and shall not be refundable after January 1st.
- Section 3** New members who make application on or after July 1st shall pay one-half of the annual dues plus the full amount of all applicable fees, including electronic handicapping. New members who make application on or after October 1st shall pay one-half of the annual dues plus the full amount of NCGA dues, (NCGA dues will be paid through the following year.)
- Section 4** All new and renewal membership dues shall be sent to the Membership Chair.

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ARTICLE IV – BOARD OF DIRECTORS

- Section 1** The governing body of the Rossmoor Women's 18-Hole Golf Club shall be the Board of Directors, hereinafter referred to as the Board, whose power shall be to conduct, manage and administer the Club's affairs. The Board shall have full authority to expend the funds of the Club for purposes it may deem necessary or proper and not inconsistent with these By-laws. No Club policy shall be made or changed without the approval of the Board or the Membership in a General Meeting.
- Section 2** The Board of Directors shall be composed of four officers to be elected by the Membership (Captain, Co-captain, Secretary and Treasurer); and members appointed as Standing Committee Chairs by the Captain with the approval of the elected officers. This includes and is not limited to the following: Tournament, Handicap, Membership, Rules, Social, Publicity, GAC representative, Team Play, Past Captain, NCGA Club Ambassador, and Tech Committee.
- Section 3** Voting Power shall be restricted to the four elected officers and the appointed Committee Chairs.
- Section 4** The Board shall meet once a month on a day selected by the members. Five members shall constitute a quorum. The Captain may call special Board meetings at any time, and the Secretary shall give advance notice to each member of the Board, stating the nature of the business.
- Section 5** The members of the Board shall serve for a term of one year, commencing on January 1st. No elected officer may hold the same office more than two consecutive years.
- Section 6** Should a vacancy occur in the office of Captain, the Co-captain shall succeed to the office of Captain. If a vacancy occurs in any other elective office, the Board shall elect a successor to fill the unexpired term of that office.
- Section 7** Failure of any Board member to attend three (3) consecutive meetings, unless excused by the presiding officer, shall have the effect of a written resignation. The vacancy thus created shall be filled in accordance with Section 6 of this Article.

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ARTICLE V – DUTIES OF OFFICERS

Section 1 CAPTAIN

- a. Serve as chair of the Board
- b. Preside at all regular and special meetings.
- c. Appoint chairs of the various Standing Committees and others deemed necessary to the proper conduct of the organization.
- d. Ensure that the By-laws and such rules and regulations as may be adopted by the membership are enforced

Section 2 CO-CAPTAIN

- a. Act as assistant to the Captain, assuming her responsibilities in the Captain's absence.
- b. Perform such duties as may be assigned to her by the Captain.

Section 3 SECRETARY

- a. Record and preserve the minutes of all General Membership meetings and Board meetings.
- b. Post minutes of all General Membership meetings of the Club as well as matters of general interest from Board meetings on the Club's website.
- c. Conduct the correspondence of the Club, including condolence cards and get well cards for members when their spouse passes away or in case of illness.
- d. Issue or post notices of meetings.

Section 4 TREASURER

- a. Shall take charge of and deposit all funds in the name of Rossmoor Women's 18-Hole Golf Club and shall disburse such funds in the name of the Club, subject to the approval of the Board.
- b. Prepare signature cards bearing signatures of the Captain, Co-captain, and treasurer with instructions to the bank that any one of the three authorized signatures is valid.
- c. Present record of receipts and disbursements and a financial report at all Board and General Membership meetings, with a copy to the Secretary and the Captain.
- d. Prepare a proposed budget for the year, acting as Chair of the Budget Committee.
- e. Transfer funds remaining in all budget accounts to the General Fund at the end of the year.
- f. Submit an Annual Report at the end of the year and arrange for a review.
- g. Term of office for Treasurer shall be for two years.

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ARTICLE VI – DUTIES OF STANDING COMMITTEE CHAIRS

Section 1 TOURNAMENT CHAIR

With approval of the Captain, shall appoint a committee to assist her and shall prepare and conduct a calendar of competition.

Section 2 HANDICAP CHAIR

Shall perform her handicapping duties in accordance with the USGA Handicapping System. With approval of the Captain may appoint a committee to assist her.

Section 3 MEMBERSHIP CHAIR

- a. Maintain a current roster of all paid-up members.
- b. Send out notices of payment of dues.
- c. Collect all dues and turn receipts over to the Treasurer.
- d. Report all new members to the Handicap and Tournament Chair immediately and to the Board at monthly meetings.
- e. Be responsible for the orientation of new members and provide mentors for the new members.

Section 4 RULES CHAIR

Inform membership of current rules and any changes which may be announced by USGA and chair the Rules Committee. With approval of the Captain, may appoint one or more individuals to assist her.

Section 5 SOCIAL CHAIR

Be responsible for scheduled social activities of the Club.

Section 6 PUBLICITY CHAIR

Publicize activities of the Club, write articles for the weekly newspaper, including photographs.

Section 7 TEAM PLAY CHAIRS

- a. Attend all Team Play meetings
- b. Be responsible for all preparations for hosting the Team Play competitions at Rossmoor.
- c. Choose the teams and prepare the paperwork for each Team Play competition.
- d. Educate team players as to how to score and what the rules of play are in Team Play competition in collaboration with the Rules committee.

Section 8 GOLF ADVISORY COMMITTEE (GAC) REPRESENTATIVE

- a. GAC Representative will attend all GAC meetings and present a report at the Board meetings.
- b. Term of office is two years.

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Section 9 PAST CAPTAIN

Will serve in an advisory capacity for the Club and be the manager of official documents.

Section 10 NCGA CLUB AMBASSADOR

- a. Serve as the communication liaison between the NCGA and the Rossmoor Women's 18-Hole Golf Club.
- b. Contact the NCGA with any questions, ideas or concerns of the Club.
- c. Speak with Club members about NCGA benefits, services, programs and resources.
- d. Encourage Club members to participate in NCGA tournaments and events.
- e. Attend regional meeting via conference call, webinars, or physical presence.

Section 11 TECHNICAL COMMITTEE

- a. Provide ongoing website content and support for the board, committee chairs, and membership. Responsible for annual license renewal.
- b. Responsible for selection of Tournament Management software to support Thursday tournaments with online registration, tournament formats, scorecards, posting scores, payouts, and reports. Provide training to the membership on the new technology.
- c. Responsible for 18er eblast postings for the membership. Update all membership contact information for the annual directory listing.
- d. Create and maintain a cloud-based document storage repository for all vital and original records of importance (by-laws, membership forms, tournament procedures, budgets, etc.). Provide access to all Board members.
- e. Assist the Board with any new technologies that are introduced. Evaluate and recommend software products as requested.

ARTICLE VII – GENERAL MEETINGS

Section 1 The Fiscal Year shall be January 1 to December 31.

Section 2 A minimum of three (3) General Membership meetings shall be held each year. The dates of the meetings are at the discretion of the Board. Members will be notified at least two weeks in advance of any special meeting and of the Election of Officers. Twenty (20) percent of the membership shall constitute a quorum for all meetings.

Section 3 Special meetings may be called at the discretion of the Captain or upon written request of not less than twenty (20) percent of the Club, stating the nature of the business.

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- Section 4** In October of each year the members shall hold the Annual Meeting at a place and time designated by the Board and shall act upon the following:
- a. Annual report of Officers and Committee Chairs
 - b. Any ending business
 - c. Election of officers for the ensuing year

ARTICLE VIII- NOMINATIONS, ELECTIONS & INSTALLATION OF OFFICERS

- Section 1** There shall be a Nominating Committee of three (3), exclusive of the existing Board, to be nominated and elected by the Board at the July meeting. The Nominating Committee shall elect its own chair. This committee shall prepare a slate of one name for each elective office and shall post the names on the Club bulletin board at least four weeks prior to the election. In the event a Committee Chair is unable to serve, the Captain is authorized to appoint a replacement.
- Section 2** Nominees for Captain must have served on the Board or as a Committee Chair or have had proven experience in a recognized golf club for a least one year. Nominees for Secretary and Treasurer shall have had sufficient previous experience to enable them to perform their assignments.
- Section 3** The election shall be held at the Annual Meeting in October. Additional nominations may be made from the floor, provided the consent of the nominee has been obtained prior to the meeting. If more than one candidate has been nominated for office the election shall be by secret ballot. Three judges shall be appointed by the Captain to supervise such election. Each candidate receiving a majority of the votes shall be declared elected. If there is only one candidate for an office, the ballot may be dispensed with and the election held by voice vote. A majority vote shall elect.
- Section 4** Installation of officers shall take place in December.

ARTICLE IX – AMENDMENTS

- Section 1** Any proposed amendment(s) to these By-laws shall be submitted in writing to the Board.
- Section 2** The proposed amendment(s) must be posted on the Club's bulletin board at least thirty (30) days prior to the date set for the vote.

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Section 3 Amendments to the By-laws shall be by vote of two-thirds (2/3) of the members present and voting.

ARTICLE X – PARLIAMENTARY PROCEDURE

Robert's Rules of Order, Revised, shall govern this Club in all cases to which they are applicable.

Revised 2006, 2009, 2017, 2018, 2020, 2021