

**CORONADO WOMEN'S GOLF CLUB BYLAWS  
REVISION MAY 2023**

**ARTICLE I - NAME**

The name of this organization shall be the Coronado Women's Golf Club, hereafter referred to as CWGC. CWGC has no official connection with the Coronado Golf Course: however, it is the intent of CWGC to play golf at the Coronado Golf Course.

**ARTICLE II - PURPOSE**

The purpose of this organization shall be:

1. To promote, supervise, and conduct competitive golf for CWGC members in accordance with the rules of golf of the United States Golf Association (USGA) as modified by Local Rules decided upon by the Rules Chair.
2. To operate as a nonprofit organization 501(c) (7)

**ARTICLE III - MEMBERSHIP**

**SECTION I - ELIGIBILITY**

- A. Any woman 18 years of age or over may be considered for Active membership and must submit an application and non-refundable application fee. (Application fees are determined by the Executive Board.)
  1. Active memberships may be limited at the discretion of the Executive Board.
  2. Applicants will be placed on the CWGC waiting list (based on the current membership cap).
  3. Applicants must be recommended for membership by the Membership Chair accepted by a minimum 2/3 vote of the Executive Board and must have a valid current SCGA handicap index of 35.6 or less.
  4. Upon qualification and approval an applicant must pay an initiation fee plus applicable dues.

**SECTION II - TYPES OF MEMBERSHIPS**

- A. **ACTIVE MEMBERS** - Must pay annual dues (determined by the Executive Board).
  1. Eligible to vote, hold elected office and participate in all CWGC events.
  2. The board must be notified in writing of: an intent to change membership classification, request to resign, or be reinstated to the club.
  3. Members will comply with Bylaws, Standing Rules and decisions of the Executive Board.
  
- B. **RESIGNED IN GOOD STANDING** - Must have been an active member, may not compete in sweeps/tournaments and cannot vote in CWGC elections or hold board positions. No former member who resigned in good standing, (having notified the Membership Chair in writing), may be excluded from Active Membership. May choose to reinstate to Active Membership by:
  - a. Informing Vice President/Membership Chair in writing.
  - b. Paying Active Membership annual dues and applicable fees.

- c. Providing evidence of current and valid SCGA handicap index.
- C. **ACTIVE SENIORS** - Upon reaching the age of 80, a current member in good standing for the previous 10 consecutive years, may advise the Vice President/Membership Chair of her age qualifications and request designation as an Active Senior.
- a. Active Senior membership will take effect the following year after the 80th birthday.
  - b. Active Senior members will be exempt from paying annual club dues and sweeps fees, but will be responsible for current SCGA Index fees.
- D. **JUNIOR MEMBERS** - A female younger than 18, who qualifies and is approved by the Executive Board shall be eligible to be a Junior Member. Junior members are entitled to establish an official SCGA handicap, but are not entitled to any privileges or to vote at any CWGC meetings.
- a. Exempt from SCGA handicap Index Fees.
  - b. A Junior Member in good standing on the date of her 18th birthday may, upon invitation of the Executive Board, become an Active member of CWGC. Active Membership will take effect the following year after the 18th birthday. Pay applicable dues and SCGA Handicap Index fees.
  - c. May become an Active member regardless of any cap on membership that may have been established by the Executive Board.

**SECTION III - ANNUAL DUES AND INITIATION FEE**

Membership dues are paid each calendar year. Payment dates, membership dues, late fees and initiation fees will be determined by the Executive Board.

- 1. Member must be in good standing (dues paid) to participate in sweeps/tournaments.
- 2. Delinquent Dues will result in a late fee or removal from the membership.
- 3. No refunds will be made to members leaving during the calendar year.

**ARTICLE IV - CLUB MEMBERSHIP MEETINGS**

**SECTION I - GENERAL MEETINGS**

- 1. A general meeting will be held annually and is open to all CWGC members.
- 2. Special Meetings may be called by the President , Vice President acting for the President, the Executive Board, or may be called at the written request of any 25 Active Members in good standing; said request to state the object thereof.
- 3. Each member shall be entitled to one (1) vote. Voting via email or other online method shall be allowed.
  - a. A quorum shall consist of a majority of the membership participating.
  - b. Meetings of the Executive Board shall be held at times and places designated. Meetings may be cancelled at the discretion of the President.

**SECTION II - EXECUTIVE BOARD MEETINGS**

- 1. Special Meetings may be called by the President at any time by notifying each Executive Board member.
- 2. Action without a meeting. On the occasion that a vote is required between

meetings , then an email vote will be allowed. Such action will have the same force and effect as the regular vote of the Executive Board members and the results will be filed with the minutes of the preceding meeting.

## ARTICLE V - GOVERNING BODY

The governing body of this organization shall be the CWGC Executive Board. All Board members shall be responsible to the President. A majority of the Executive Board who are empowered to vote shall constitute a quorum at any Executive Board meeting.

### SECTION I - BOARD MEMBERS

1. **Elected Officers (4):** President, Vice President, Secretary and Treasurer (Voting Members.)
2. **Appointed Directors (5):** Tournament, Handicap, Rules, Sweeps, Member at Large. (Voting Members)
3. **Appointed Chairs:** Past President, Parliamentarian, CGC Advisory Delegate, SDCWGA Delegate, Sunday Funday Chair, Team Captains, Webmaster, Historian. (Non-Voting Positions)
4. The retiring President of the club or any past President may serve on the Executive Board in an advisory capacity. In the event that the last President, for any reason, is unable to serve as the Board advisor, any former President of CWGC may be appointed to fill the office by majority vote of the Executive Board.
5. **Term of Office:** Members of the Executive Board shall hold office for a term of one (1) year with a maximum term not to exceed three (3) consecutive years in office for the President, Vice President, Secretary and Treasurer. The term of office for the newly elected Board shall run from January 1 to December 31. There are no term limits for any other positions.
6. **Office Vacancy:** Should an elected officer other than the President vacate her office during the regular term, said office shall be filled by the selection of the Executive Board.
7. **All members of the Board shall be required to submit an annual report to the President before the end of their terms of office.**

### SECTION II - NOMINATION AND ELECTION OF OFFICERS

#### A. NOMINATIONS

1. A Nominating Committee Chair shall be appointed by the President in October. Two (2) members shall be from the Executive Board and two (2) members shall be from the membership. The President shall not be a member of the Committee. No member may serve two (2) consecutive years on this Committee.
2. The Nominating Committee shall select a slate of nominees: President, Vice President, Secretary, Treasurer.
3. The slate chosen by the Nominating Committee shall be posted for not less than 21 days prior to the election.

4. Additional nominations will be accepted from the floor. Nominees must have agreed to nomination.

**B. ELECTION OF OFFICERS**

1. Election of officers shall be held at the last general meeting of the year.
2. In the event the election can not take place in person, voting via email or other online method shall be allowed.
3. Elections shall be by secret ballot only if more than one member is nominated for an office.
4. Election will be by the majority vote of members present.

**ARTICLE VI - DUTIES OF THE EXECUTIVE BOARD**

**SECTION I - DUTIES OF ELECTED OFFICERS (VOTING)**

All Executive Board Members shall perform their duties as defined in the Bylaws.

- A. PRESIDENT** - Shall preside at all meetings of CWGC and the Executive Board Shall guide direct and supervise all activities and policies of CWGC.
1. Appoint all special committees, chairs and/or assistants and delegates to other club associations and functions.
  2. Call any special meeting of CWGC or Executive Board at any time she deems desirable to assist her in the performance of her duties herein prescribed.
  3. Shall have the power to sign checks for CWGC expenditures in the treasurer's absence.
- B. VICE PRESIDENT/MEMBERSHIP CHAIR**
1. In the absence of the President, preside at all meetings and assume the duties and powers of the President.
  2. Shall succeed to the Presidency should that office be vacated during the regular term.
  3. Maintain the Master Membership roster file and its distribution.
  4. Distribute membership information and arrange Zoom Orientation for prospective New Members.
  5. Monitor renewal dues for all members. Advise Executive Board of delinquent dues or removal of membership.
  6. Receive all applications for membership in accordance with Bylaws.
  7. Present recommendations regarding membership to the Executive Board.
- C. SECRETARY** - shall perform all secretarial duties of the Executive Board and CWGC.
1. Record the minutes of all meetings.
  2. Be responsible for all official CWGC correspondence.
  3. Provide copies of the minutes for all meetings to the Executive Board and general member meeting minutes to the entire membership, excluding financials.
- D. TREASURER** - shall receive and keep a record of all moneys belonging to CWGC.
1. Meet with the Budget Committee. Prepare and present a final annual budget for the coming year.
  2. Give financial reports to the Executive Board at all meetings.

3. Be responsible for the payment of member payouts to Pro Shop and reimbursement for all approved CWGC expenditures.
4. Accept prize money only from CWGC and SDCWGA for deposit to member accounts.
5. Be responsible for an audit at the end of the year. The Treasurer's books shall be examined by an independent party (can be a CWGC member) to ensure the bank account is reconciled monthly, expenditures are in line with the Board approved budget or other Board approved expenditures, and unusual variances from these approved amounts are explained and justified.
6. File necessary paperwork with the IRS each year to maintain CWGC tax exempt status.
7. In the event the Treasurer is unable to complete the term of office, an audit of the books must be made prior to turn-over.

## **SECTION II - DUTIES OF APPOINTED DIRECTORS (VOTING)**

- A. **TOURNAMENT CHAIR**- shall submit full reports of tournaments to the Executive Board. Maintain Club Champion Trophies (engraving).
  1. Plan and conduct all tournaments
  2. Determine the eligibility of players to compete in any event.
  3. Be responsible for the posting of rules and regulations as approved by the Executive Board, prior to any tournament.
  4. Adhere to Bylaws or Standing Rules when setting up any CWGC tournament.
  5. Coordinate dates with Sweeps Chair when scheduling events.
  6. Consult the Pro Shop to determine best dates for scheduling events.
  7. **The Tournament Chair or any Committee Head requesting additional funds for a tournament must submit a written proposal to the Executive Board in a timely manner.**
  
- B. **HANDICAP CHAIR** - shall be responsible for player's scoring records and their compliance with rules for posting scores same day of play. Maintain Par Club and Most Improved Golfer Award.
  1. Display USGA Handicap Index and Course Handicaps, according to the handicap system selected by CWGC.
  2. Coordinate with the Tournament Chair to verify the eligibility for major tournaments and for members in good standing.
  3. Be required to attend SCGA sponsored USGA handicap index seminars and become certified.
  4. Must have approval of the Executive Board to arbitrarily reduce or increase the handicap of players who do not post all their scores or otherwise observe the spirit of the USGA handicap index system.
  
- C. **RULES CHAIR** - shall enforce USGA and local rules.
  1. Be required to attend SCGA/USGA sponsored rules seminars.
  2. Communicate local rules approved by the Rules Chair.
  3. With the assistance of a committee, be available to discuss disputed rules.
  4. Provide educational tips to membership.
  5. Furnish copies of local rules for major tournament competition, team play and special events.

**D. SWEEPS CHAIR**- shall prepare a schedule of events and present it to the Executive Board for approval.

1. Plan, conduct and distribute Sweeps competition on every play day. Provide a schedule and description of games to membership. Maintain Ringer results quarterly, Ace/Ace of Aces, Eagle, Hole In One (trophy) and awards.
2. Manage tee times for Sweeps competition. Confirm sixteen (16) players complete eighteen (18) holes during Tuesday Sweeps for payout eligibility.
3. Promptly verify Sweeps results before posting to Golf Genius and submit a copy of payouts to the Treasurer for Sweeps payouts to the Pro Shop.
4. In October of every year, provide a schedule of dates and tee times for the coming year to the Pro Shop, Coordinate with the Tournaments chair. Provide Executive Board with schedule of games.

**E. MEMBER AT LARGE** - will be a designated Chair, appointed by the President after consultation with and advice from the incoming elected officers. Role of a Member at Large is to provide support to the Board and to act as an intermediary party between the Board and the rest of the membership.

### **SECTION III - VACANCIES - EXECUTIVE BOARD OFFICERS**

Absence of any member of the Executive Board from two(2) consecutive Executive Board meetings without a valid excuse or three (3) consecutive Executive Board meetings with a valid excuse shall be considered grounds for removal from office. Any vacancies in elective offices shall be filled by appointment by the President and approval of the Executive Board.

### **SECTION IV - LIABILITY**

No indebtedness nor liability shall be incurred by the Executive Board in any year exceeding the amount of available funds on hand. No liability shall be incurred by any member of CWGC or member of any committee of CWGC unless authorized by the Executive Board.

### **ARTICLE VII - APPOINTED CHAIRS (NON-VOTING)**

All Appointed Chairs shall serve on the Board as non-voting members. Attendance at Board meetings is encouraged, but not required unless requested by the Executive Board.

1. Past President/Advisor
2. Parliamentarian
3. CGC Advisory Delegate
4. SDCWGA Delegate
5. Sunday Funday Chair
6. Team Captains
7. Webmaster
8. Historian

**ARTICLE VIII - PARLIAMENTARY AUTHORITY**

In all cases not otherwise provided for herein, CWGC shall be governed by “Roberts Rules of Order” Newly Revised.

**ARTICLE IX - AMENDMENTS**

These Bylaws or any part thereof may be amended by a 2/3 vote (voting via email or other online method allowed) of the members participating, present at any regular or special meeting of the CWGC members, provided a copy of the proposed amendment has been posted two (2) weeks prior to announced voting.

**ARTICLE X - STANDING RULES**

Standing Rules are established by the Executive Board and can be revised by the majority vote at any Executive Board meeting.

**Standing Rules**

- a. Requirements to adopt - Majority vote at any Executive Board Meeting
- b. Requirements to Suspend - Can be suspended for session by majority vote during the Executive Board meeting.

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**AMENDED DECEMBER 2019**

**REVISED MAY 2023 Approved by Membership Vote (Email), May 7, 2023**