

# **SOULE PARK WOMEN'S GOLF CLUB**

## **By-LAWS**

### **ARTICLE I**

#### **NAME**

##### Section 1

The name of the organization shall be Soule Park Women's Golf Club (SPWGC).

##### Section 2:

It shall be affiliated with Women's Public Links Golf Association Southern California, Inc. (WPLGASC) the SCGA and USGA.

##### Section 3:

This Club follows all USGA rules for Eligibility and Handicap.

### **ARTICLE II**

#### **PURPOSE:**

SPWGC is formed to meet the needs for women golfers at Soule Park Golf Course in Ojai, CA.

### **ARTICLE III**

#### **MEMBERSHIP:**

The members of this Club shall consist of individuals only and be available to all women eighteen years of age and older. Members shall be current on dues and then need to abide by Club By-Laws and share in club responsibilities.

#### **PROSPECTIVE MEMBER POLICY**

##### Section 1:

Prospective members with an established handicap shall submit to the Membership Chair a completed application and check for payment of dues.

##### Section 2:

Prospective members without an established handicap shall submit to the Membership Chair a completed membership application and a check for payment of dues. They shall then submit the required number of score cards to total 54 holes to the Handicap chair. When eligibility requirements have been met a GHIN will be assigned.

### **ARTICLE IV**

#### **DUES:**

The mandatory annual dues shall be SPWGC dues plus SCGA dues (which are required to be paid for each club a member joins) which will be paid directly to SCGA by the member via their website. Optional membership in the the WPLGA (Women's Public Links Golf Association) is available to all SPWGC members.

WPLGA membership is required to be eligible to play in monthly association days major tournaments, away and home tournaments, and team play ( you must be a member of SPWGC to play on the Soule team). WPLGA dues only need to be paid to ONE club for members belonging to multiple clubs.

The SPWGC annual dues and membership fees shall be determined by the Board of Directors and voted on by the membership at the July general meeting.

## **ARTICLE V**

### **THE BOARD:**

#### Section 1:

The Board shall consist of the Elective Board (designated in Article VI, Section 1.1), Handicap Chairman, Membership Chairman, Weekly Tournament Chairman, Major Tournament Chairman, WPLGA Delegate, Rules Chairman and Team Play Chairman who shall have a right to vote. Also, the immediate Past President serves as an Advisor on the Board without a vote.

#### Section 2:

1. It shall be the duty of the Board to consider and supervise the affairs of the club, and to take action thereon in accordance with the By-Laws. It shall report all matters to the club.
2. The Board shall have the power to transact any business of the club requiring immediate action in the interim between meetings and shall report their business at the next meeting of the club.
3. Any member may attend the board meeting as an observer.
4. The names of the President, Secretary and Treasurer shall appear on the club bank account.
5. All checks, contracts for other instruments in writing necessary for the regular administration of the Club business shall be signed by the Treasurer and or the President.

## **ARTICLE VI**

### **ELECTIVE BOARD:**

#### Section 1:

1. The elective officers shall be the President, Vice-President, Secretary and Treasurer.
2. A member eligible to hold the officer of President shall have been a member for the Club for minimum of one (1) year.

#### Section 2:

##### Duties of Officers

1. **The President:** It shall be the duty of the President to preside over all meetings and shall act as ex-officio member of all committees. The President only votes as a tiebreaker. She shall appoint committees as deemed necessary. She shall supervise all the affairs of the club and shall act as the sole spokeswoman for the club in any dealings with the course management for any other course personnel.
2. **The Vice-President:** It shall be the duty of the Vice-President to preside in the absence of the President. She shall assist the President at all times and shall act as the Major Tournament Chair. She may appoint members to assist her as needed.

3. **Secretary:** The Secretary shall keep a written record of the Club's proceedings and minutes of all General and Board meetings. She shall conduct all correspondence of the Club and all matters pertaining to her office. She shall post a summary of General meeting minutes within 10 days.

4. **Treasurer:** The Treasurer shall be the custodian of the funds for the Club. She shall collect dues, disburse payments and be responsible for recording all financial transactions. She shall deposit all monies monthly. She shall make a written report to coincide with the General meetings. The Treasurer will prepare a proposed budget for approval by the Board of Directors on the Third Wednesday in January. At the December meeting, she shall render an annual report covering the previous year. The Treasurer's books shall be audited by the Board by the third Wednesday in January.

5. **Handicap Chair:** The Handicap Chair shall appoint 2 members to serve with her and those 3 shall constitute the Handicap Committee. At least one member of the Handicap Committee needs to have passed the most recent Handicap Seminar.

The Handicap Chair shall generate a weekly handicap report from the GHIN admin portal and emails to the Weekly Tournament Chair, Monthly Tournament Chair, President and any committee members as needed.

She shall check weekly scores posted to ensure accuracy of handicaps. The Handicap Chair also generates the "Most Improved Golfer" report for the calendar year in December.

6. **Membership Chair:** The Membership Chair shall collect dues and maintain a dues paid spreadsheet to be distributed to (all appropriate) Board Members and WPLGASC. The Membership Chair shall also keep a member roster with all active members (name, address, phone number, email and GHIN.) She will notify membership of any new members.

The Membership Chair shall also maintain a list of those members who opted to participate in the Hole-in One and post in the ladies' lounge. The Membership Chair shall collect yearly renewal forms from the membership and process in accordance with the requirements of WPLGA. She shall process renewal and new member applications for the WPLGA and shall keep a roster for all SPWGC who opted to join WPLGA.

7. **Weekly Tournament Chairman:** The Weekly Tournament Chairman with her committee, shall be responsible for planning and carrying out all weekly competitions. She shall post the members' weekly Game Results. She shall forward all score cards to the Handicap Chair.

8. **Major Tournament Chairman:** The Major Tournament Chairman with her committee, shall be responsible for planning and reserving the golf course for the coming years Monthly tournament, Club Championship and Halloween Tournament.

They shall be responsibility for making sure that prior to the Club Championship that the members have played a minimum of 6 time with the SPWGC organized play event. Team play is included for the qualification.

9. **Rules Chairman: The Rules Chairman** shall enforce the rules of golf adopted by the USGA together with such local rules for the course upon which competition is held. She shall work with the course professional when necessary, regarding rules decision during club events. She shall provide guidance to the general membership with regard to rules and decisions of golf, and assist the Weekly and Major Tournaments Chairs during the Club Championship and Halloween Tournament.

10. **WPLGA Delegate:** The WPLGA Delegate shall be the liaison between the club and parent organization and keep the President advise on WPLGA activities. She shall advise on all WPLGA activities and post same on the bulletin board in the ladies' lounge and by emailing members. She will give payment checks from Association Days to the Treasurer for distribution.

**11. Team Play Chairman:** The Team Play Chairman shall be liaison between WLPGA and members for organizing and planing Team Play for WLPGA.

## **ARTICAL VII**

### **VACANCY IN OFFICE:**

Section 1. In the event that an office becomes vacant during an unexpired term, the President shall appoint someone to fill the vacancy with the approval of the Executive Board.

## **ARTICAL VIII**

### **MEETINGS:**

Section 1:

General Meeting of the Club shall be as decided by the Board.  
There shall be at least four (4) General Meetings each calendar year.

Section 2:

Board meetings shall be called by the President.

Section 3:

Special meetings of the Board may be called at any time by the Secretary on the order of the President.

Section 4:

### ***Order of business shall be as follows:***

- Call to order
- Approval of minutes for last board or general meeting
- Treasurer's report
- Officer's report
- Old or Unfinished business
- New business
- Adjournment

## **ARTICAL IX**

### **QUORUM:**

Section 1:

Six (6) members of the Board of Directors shall constitute a quorum and may transact such immediate business as may arise.

Section 2:

One-Third (1/3) of present members will constitute a quorum at a general meeting.

## **ARTICAL X**

### **AMENDMENTS:**

Section 1:

By-Laws maybe amended by a two-thirds (2/3) vote cast at any general meeting which can be in person or by email. These By-Laws shall be prominently posted and or emailed to all current members for 30 days prior to a vote.

## **ARTICAL XI**

### **NOMINATIONS AND ELECTIONS:**

#### **Section 1:**

Members who wish to run for a position must be active members in good standing with the Club.

#### **Section 2:**

Election of Officers shall be held at a general meeting in November, at which time nomination may be made from the floor with the consent of the nominee.

#### **Section 3:**

The incoming Board will be announced and introduced at the annual Christmas party/general meeting.

#### **Section 4:**

Term of office shall be one year commencing January 1. A person shall not hold the same office for more than two consecutive years without a Board-approved extension.

#### **Section 5:**

A vacancy in office shall be filled for the unexpired term of officer by appointment of the President, with the approval of the Board.

## **ARTICLE XII**

### **WEEKLY TOURNAMENTS:**

#### **Section 1:**

Ladies play every Tuesday. Tee times shall start at 8:00am. Individual start times vary according to availability.

#### **Section 2:**

Members will contact the Weekly Tournament organizer no later than the time set by the Weekly Tournament organizer. Foursomes are made by blind draw. Contact the Weekly Tournament Organizer if you have to cancel before Monday or the Pro Shop Tuesday morning before 7:00 am.

#### **Section 3:**

Members should arrive thirty (30) minutes before their tee time.

Section 4: Participation in the weekly tournament game is optional. You may still sign up to play in the weekly pay even if not participation in the tournament. If you choose to play in the weekly tournament the current fee is \$4.00. The fees are broken down as following: \$2.00 for the games, \$1.00 for putts and \$1.00 for closet to the pin.

#### **Section 5:**

In order to participate in the Weekly Tournaments, a member must have three (3) completed scorecards or an established GHIN handicap. The maximum handicap allowed is as established by the Tournament Chair/Committee.

#### **Section 6:**

Guests of members may play with a member a maximum of 3 weekly play days per year if space is available.

### **ARTICAL XIII**

#### **HOLE-IN-ONE ELIGIBILITY:**

##### **Section 1:**

The member must have paid the entry fee into the hole-in-one fund, and the member must be a paid-up member prior to her hole-in-one. Every member is entered each January through club dues.

##### **Section 2:**

The hole-in-one must occur only on Tuesday at Soule Park Golf Course, while playing in a SPWGC organized play event.

### **ARTICAL XIV**

#### **MOST IMPROVED GOLFER OF THE YEAR AWARD:**

##### **Section 1:**

The most Improved Golfer of the Year Award will be determined by the Handicap Chair using handicaps from January 1 through December 1.

##### **Section 2: Eligibility**

- a. Must be a member in good standing for the current calendar year with an established handicap effective January 1.
- b. Must then have played (15) rounds on Tuesday play days with Soule Park Women's Golf Club. Team Play with SPWGC will count to the total of (15).

### **ARTICAL XV**

#### **MEMBERSHIP ROSTER:**

##### **Section 1:**

The Membership Chairman will distribute a roster of members to the membership as soon as possible after January 1 with updates throughout the season. All current handbook information is on the website at Soule Park Women's Golf Club. [www.souleparkwomensgolfclub.com](http://www.souleparkwomensgolfclub.com)

##### **Section 2:**

New Members Welcome Committee shall consist of (Membership Chairman and Secretary) they will be responsibility for welcoming the new member by send the new member a welcome letter by email, list of current board members names, email address and phone number, most current roster of all member and provide By-Laws for SPWGC throughout the season. They will also make arrangements that the new member plays with one of the Board Members for the first 2 rounds of golf.