

CAPITAL CITY WOMEN'S GOLF CLUB (CLUB) CONSTITUTION AND BY-LAWS

ARTICLE I – NAME

The name of this golf club shall be Capital City Women's Golf Club.

ARTICLE II – PURPOSE

FIRST: To stimulate interest in golf at the amateur level and govern the amateur golf activities in accordance with the recommendation of the United States Golf Association (USGA).

SECOND: To promote and foster among the members a closer bond and fraternity for their joint and mutual benefit, and to promote and conserve the best interest and true spirit of the game of golf as embodied in its ancient and honorable traditions.

THIRD: To establish and maintain handicap standards in accordance with the World Handicap System for all golfing members, to promote and hold such social and recreation activities as the general membership desire, and to cooperate and comply with the general rules and regulations of the management of the designated HOME golf course.

FORTH: To provide an authoritative body to govern and conduct club competitions at various courses.

ARTICLE III - MEMBERSHIP

Section 1. Membership shall be available to those women over 18 years of age who have paid the annual dues of the CLUB and have applied to establish a USGA handicap.

Section 2. Annual dues are payable on or before March 15 of each year in order to be included in the CLUB's Directory. Otherwise, annual dues are payable upon submission of an application for membership and shall not be pro-rated.

Section 3. Only golfers with a reasonable and regular opportunity to play golf with fellow members and who can personally return scores for posting may be members and receive Northern Nevada Golf Association (NNGA)/United States Golf Association (USGA) Handicap Indexes from the CLUB.

Section 4. Memberships in the CLUB are for a calendar year only with all memberships expiring on December 31 of any particular year.

Section 5. In the event that any member of the CLUB shall commit any act which reflects upon or 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, such member shall be subject to suspension or expulsion after ten (10) days written notice and the rights to be heard, by a vote of two-thirds of the Board of Directors at any regular Board Meeting or called meeting for such purpose. Any dues paid for that year and all previous years, and all rights and entitlements are forfeited upon expulsion.

Section 6. The annual meeting of the CLUB shall be held 2nd week of October. The Board of Directors shall provide for the holding of such other meetings as may be deemed necessary or desirable, and they shall call special meetings upon written petition from any member and signed by no less than 15% of the membership. Other in-person or electronic (telephone, email, text, zoom, etc.) special meeting may be called by the President in consultation with the Board of Directors as deemed necessary.

Section 7. A legal quorum at any meeting shall be 51% of the members present in person by proxy or by response to an electronic meeting. Each active member in good standing shall be entitled to one vote.

Section 8. All membership fees and dues shall be established by the Board of Directors from time to time and in such amount as they deem to be adequate to operate and maintain the CLUB. Members shall be liable for dues for each calendar year.

ARTICLE IV – BOARD OF DIRECTORS

Section 1. The Board of Directors shall consist of four members in good standing of the CLUB, and they shall exercise all powers of management of the CLUB not specifically excepted by these By-Laws.

Section 2. At least five (5) weeks prior to the Annual Meeting, the Board of Directors shall appoint a nominating committee consisting of three (3) members of the CLUB. At least four (4) weeks prior to the Annual Meeting, the committee shall submit to the Board a list of nominees and shall post the list of nominees on the bulletin board of the host golf course or by posting electronically to the entire CLUB membership. Names of other members in good standing may be nominated and submitted to the Board of Directors at least two (2) weeks prior to the Annual Meeting. Such nominees shall be posted on the host golf course bulletin board or by posting electronically to the entire CLUB membership.

Section 3. Should there be only one (1) nominee for any position on the Board of Directors, the nominee shall be elected by acclamation. Where there is more than one nominee for any position, the vote shall be by ballot and the person receiving the most votes shall be declared elected. The President shall designate three (3) members who are present, not on the Board of Directors, not nominated and was not on the nominating committee to count the ballots and report the result to the membership.

Section 4. The Board of Directors shall meet at such times and places as they select, and a majority of the Board shall constitute a Quorum at any meeting thereof.

Section 5. In the case of a vacancy through death, resignations, disqualification or other causes, the remaining Directors, even though less than a quorum, may elect a successor by majority vote to hold office for the unexpired term of the Director whose place shall be vacant, and until the election of her successor.

Section 6. The Board of Directors shall authorize and define the powers and duties of all committees. shall be appointed by the President.

ARTICLE V – OFFICERS AND COMMITTEES

Section 1. The officers of the Club shall be President, Vice-President, Secretary and Treasurer, are elected at the Annual Meeting in October and are elected for a two (2) year term. They shall exercise all powers of management of the CLUB not specifically excepted by these By-Laws.

Section 2. The President shall preside at all meetings of the CLUB and shall be an ex-officio member of all Committees except the Nominating Committee. She shall perform other duties as pertain to her office.

Section 3. The Vice-President shall assist the President in her duties and in the absence of President, shall preside at all meetings. In case of a vacancy in the President's position, the Vice-President shall assume the Presidency. The Vice-President's duties shall include coordinating with the Tournament Chairman and Club Pro the running of tournaments (President's Cup, Club Championship, and any other designated tournament).

Section 4. The Secretary shall keep full and complete records (minutes) of all meetings of the CLUB, attend to all correspondence and perform such other duties as the CLUB may from time to time authorize and prescribe. She shall furnish a copy of the records (minutes) of each meeting to the President, email a copy to the of the membership meetings to all members after review of same by the President and provide copies for the members at the various meetings.

Section 4. The Treasurer shall collect and deposit all funds of the Club except Play Day funds in a bank (Credit Union) checking account established by the CLUB for its benefits. She shall keep a permanent record of all monetary transactions of the CLUB. She shall provide and accounting of the monies to the membership at the Annual Meeting. She shall pay all outstanding expenditures/obligations of the CLUB, maintain copies of receipts, reconcile the checking account monthly, and maintain the checking account. In conjunction with the Board of Directors, she shall establish an annual budget for presentation at the general meeting of the membership at the beginning of the golf season, generally held in April and an accounting at the closing meeting generally held in October. Authorization of the Board of Directors is required for expenditures not addressed in the budget.

Section 5. The Past President and Committees of the CLUB shall be ex-officio members of the Board of Directors and act in an advisory capacity but shall not have a vote on the Board of Directors except the Handicap Chairwoman shall be a voting member of the Board of Directors.

Section 6. The Standing Committees shall be Tournament and Rules, Team Play, Handicap, Membership and Hospitality, Nominating and other committees as deemed necessary and appropriate. Team Captains/Coordinators/Chairwomen shall appoint their own committee members. The President shall appoint the Coordinator, Captains and Chairwomen of the Committees

1. **Tournament and Rules Committee** shall consist of a Chairwoman who shall appoint two additional members and the committee shall plan and conduct tournaments, promote knowledge of and adherence to the rules of golf among the members of the CLUB and guests, enforce the Rules of Golf as adopted by the USGA, NNGA and local golf courses, work in conjunction with the Golf Course Professional or Superintendent in establishing local rules and be prepared to present copies of special rules at all events. Hear and settle rule disputes (may consult the golf course professional or superintendent in settlement of rules). Conduct, arrange or notify members of Rules Clinics at her discretion.
2. **Team Play Committee** shall consist of a Captain and Co-Captain who shall solicit and encourage members to qualify for team play, appoint the team players and the partnerships for the CLUB, track and report the team play results to the CLUB. The Captain and Co-Captain shall be appointed by the President.

3. **Handicap Committee** shall consist of a Chairwoman appointed by the President and two members chosen by the Chairwoman and she shall attend all Board meetings as a voting member or the Board of Directors. She shall be familiar with the USGA World Handicap System, the handicap program (GHIN or BLUE GOLF handicapping systems), recommend and understand the use of one or the other system for retrieving reports and maintaining handicaps. Advise member on the posting of scores. Determine the season ending most-improved golfer, most birdies, ringer board calculations and provide that information together with the President Cup and Club Championship winners to the President for season ending presentations and awards.
4. **Membership and Hospitality Committee** shall consist of the Chair and two members and shall be responsible for the Birdie Board, Ringer Board, arranging various special events in conjunction with the Board of Director, i.e., President Cup, Club Championship and other special luncheons or functions as appropriate.

ARTICLE VI – MEETINGS

Section 1. The Annual Meeting of the CLUB shall be the last business meeting of the year at which time, the election of officers shall be held in alternating years.

Section 2. Meetings may be held in person or electronic (telephone, email, text, zoom, etc.)

Section 3. Special Meeting may be called by the President by giving seven (7) day (5 business days) notice to the CLUB members.

Section 4. Members present and/or responding shall be considered a Quorum.

ARTICLE VII – DISBANDMENT

Section 1. Upon a recommendation of the Board of Directors and at a Regular or Special Meeting called by the President, a vote may be taken to disband the CLUB. The vote may be taken in person or by Electronics (telephone, email, text, zoom, etc.). Disbandment shall be by a simple majority (51%) of the Responding Active Members in good standing at the time of disbandment.

Section 2. The vote of the Responding Active Members shall be deemed binding upon the CLUB.

Section 3. All residual funds shall be disbursed as follows at the discretion of the voting Active Members, 1st transferred to a new Club formed for the benefits of the existing members, 2nd donated to an accredited Junior Golf Program (High School Golf Team, NNGA Junior Golf Program, etc.).

Section 4. Upon Disbandment, the term of the existing Officers and Committees are deemed expired, and Officers of a new Club formed for the benefit of the members shall be elected or re-elected at the discretion of the members.

ARTICLE VII – RULES OF ORDER

In all cases not provided for herein, rules shall be governed by the laws and practices set out in “Robert’s Rules of Order, Newly Revised.”

ARTICLE VIII – AMENDMENTS TO BY-LAWS

The Board of Directors shall have the power to repeal or amend any of the By-Law provided such action shall not be effective until approved by a simple majority (51%) of the responding active members of the CLUB at a meeting held in accordance with the provisions contained herein.