

WHITEHAWK RANCH LADIES GOLF CLUB

BYLAWS

July 2024

Article I Name

The name of this association shall be the Whitehawk Ranch Ladies Golf Club, herein referred to as WHRLGC. The WHRLGC is a member of the Northern California Golf Association (NCGA).

Article II Purpose

Section 1. To promote golf, friendship, and good sportsmanship through WHRLGC events in accordance with the Rules of Golf adapted by the United States Golf Association (USGA), the NCGA, and local rules and conditions of the Whitehawk Ranch Golf Club.

Article III Membership

Section 1. Shall consist of amateur women golfers who have paid their dues and are in good standing.

Section 2. Memberships is for the calendar year only and expires on October 31.

Section 3. All members must abide by WHRLGC's current Bylaws, Standing Rules, approved local rules, and all rules and regulations of the Club. WHRLGC local rules will supersede Whitehawk Ranch Golf course local rules.

Section 4. Membership is open to any interested female amateur golfer with an established handicap. A prospective member shall file an application, pay dues (non-refundable) promptly and have a permanent NCGA handicap or submit three 18-hole scorecards or six 9-hole scorecards or any combination totaling 54 holes to obtain a temporary handicap. A prospective member may have one guest round with the WHRLGC without paying membership.

Section 5. Any member may be expelled for conducting herself in a manner detrimental to the Club or for willful and persistent violation of the Club rules. The Board may act on its own or in response to a written complaint signed by any member of the Club. In such matters, the Board must deliver a written specification of the charges to the member or members who/whose conduct is in question under this section. The written specification shall also include the time and place of a meeting wherein the Board will consider the matter and must be delivered to the member at least ten (10) days prior to said meeting. Should the member named in the complaint be a Board member, that Board member must immediately recuse themselves from the proceedings.

Section 6. WHRLGC will offer a social membership option. Social members are invited to non playing events such as luncheons and parties. They will pay a separate amount for dues, determined by the Board.

Article IV Dues

Section 1. The annual dues for the Club shall be recommended by the Board in the amount necessary to meet the expenses of the Club and cover member's NCGA annual dues.

Section 2. Any increase in the annual dues recommended by the Board shall be approved by the General membership.

Section 3. Dues shall be payable October 1 and delinquent October 31. Any member who has not paid their dues by December 1 shall be removed from the Club Roster for the upcoming year and their NCGA dues for the upcoming year will not be paid.

Section 4. Individual members who are members of more than one NCGA Club shall pay the full annual membership fee and may apply to the NCGA for relief.

Article V Meetings

Section 1. The number of meetings per year shall be determined by the Board and will include at least three (3) General meetings and an end of the year Awards Luncheon. Board and General meeting dates shall be posted on the Club's digital platform or via email.

- A. A quorum for a General meeting will be at least 35 percent of members in good standing.
- B. A required vote of the membership shall only occur at a General meeting that has met the quorum requirement and a majority vote of those members present shall prevail. In the absence of a quorum, the vote shall be postponed until the next regularly scheduled General meeting or upon special notice of the Captain.
- C. The Captain or a majority of the Board may call a special meeting.
- D. General meeting agendas shall be distributed via email or digital platform to the membership at least three (3) days prior to a General meeting. A member who is unable to attend a General meeting may notify the Secretary and/or Captain within 3 days of the meeting and assign a proxy for any votes of the membership.
- E. If a member would like to attend a Board meeting, the member shall notify the captain in writing at least 48 hours prior to the meeting.
- F. In the event of confidential matters, the Board may hold an executive session to discuss without general membership access. General meeting minutes in draft form, shall be sent via email or published on the digital platform no later than two (2) weeks after a General meeting.

Article VI Officers

Section 1. The policy, business, and affairs of the Club shall be directed by the following five duly elected Club Officers (heretofore referred to as the Board): Captain, Treasurer/Membership, Secretary, Invitational Director, and Tournament/Rules Director.

Section 2. Appointed Chairpersons are ex-officio members of the Board and have no voting privileges on the Board.

Section 3. The Board shall meet as necessary to manage and control the affairs and business of the Club, to recommend rules, regulations, or changes to the membership and to approve the expenditure of funds. A quorum of three (3) members must be present to conduct business.

Section 4. In the event of the resignation or inability of a Board officer to serve the remainder of her term of office, the vacancy shall be filled with a Club member by a majority vote of the remaining Board members. In the event of the resignation or inability of the Captain to serve the remainder of her term of office, the Treasurer shall call upon the Board to name a Captain among the remaining Board members to assume the responsibilities of the Captain for the remainder of the Captain's term.

Section 5. Any Board member who fails to attend three (3) consecutive meetings in a calendar year without reasonable justification, shall be deemed to have resigned from the Board. The vacancy shall be filled in accordance with Section 4 of this Article.

Section 6. The term of office shall be November 1 to October 31 for two (2) consecutive years, but not to exceed two (2) years in the same office.

Section 7. In consultation with the Captain, individual Board Members shall appoint Chairpersons to assist in carrying out the business of the Club. The Captain shall be an ex-officio member of all Club committees except the Nominating Committee. Committee Chairpersons shall appoint their Committee Members as needed.

Section 8. Board Member Responsibilities

A. Captain:

1. Shall be the general communication conduit for the Club.
2. Shall enforce the Bylaws and Standing Rules adopted by the Club.
3. Shall act as leader at all group events.
4. Shall represent the Club in all inter-club activities.
5. Shall schedule and arrange at least three General membership meetings and luncheons scheduled equally during the year.
6. Shall communicate upcoming meeting agenda to the General membership and solicit topic additions to the meeting agenda.
7. Shall preside at all WHRLGC Club Board and General membership meetings.
8. Shall arrange for the annual Awards Luncheon held no later than the last week of September and coordinate the end-of-year awards with the Tournament Director.

9. In conjunction with the Treasurer, shall prepare an annual budget for approval by the Board and General membership. Shall ensure the proposed annual budget is emailed to the membership at least three (3) days prior to the first General meeting.
10. Shall ensure that current events are posted on the WHRLGC digital platform.
11. Shall be included with the Treasurer on the Club's bank signature card and may sign checks as necessary.
12. Shall, in the absence of the Secretary, assign another Board officer to prepare and ensure that the Board minutes are posted to the digital platform
13. Shall be a member of the Rules Committee with the Tournament Director and Head Golf Professional.
14. Shall annually with the Tournament Director and Head Golf Professional, prepare the schedule of Major Tournaments and Weekly Play Dates.
15. Shall distribute any local tournament information

B. Treasurer/Membership:

1. Treasurer

- a. Shall receive and disburse all monies for the Club in accordance with the approved budget, including member dues.
- b. Shall keep an accurate itemized account of all transactions and prepare accurate reports including receipts and disbursements for each Board meeting and General meeting and an annual report for the end of the year.
- c. With the Captain, shall prepare the Club's annual budget to present to the Board and the General membership for approval.
- d. Shall present to the Board for payment approval for any general operating expense over \$100 that was not previously approved in the budget.
- e. Shall ensure all NCGA dues are current.
- f. Shall have authority over the finances of Major Tournaments.
- g. Shall act as Co-Captain to the Captain and assume her responsibilities in case of her absence.
- h. Shall obtain the gift for the retiring Captain. Maximum cost of gift to be determined by the Board.

2. Membership

- a. By September 15th, shall email membership applications to all current and prospective members.
- b. Shall receive and process all member dues and renewal forms. In November, shall provide the Captain with a current list of all paid members as of October 31.
- c. By December 15, shall deactivate all players from the GHIN system who have not brought their dues current.
- d. Shall keep the WHR HOA Welcome committee and Golf Shop supplied with membership applications and a current roster.
- e. Shall check the Club's designated digital platform regularly to keep information current.
- f. Shall keep updated and accurate records of all members of the Club, reporting any new members to the Captain and Tournament Director and any changes to contact information to members of the Club.

Secretary

1. Shall record the minutes of all Club General and Board meetings.
2. Shall submit draft Minutes to the Captain to verify the accuracy before they are distributed via email for review and approval by the Board or the General membership no later than two (2) weeks after the General meeting.
3. Shall email a copy of all approved meeting minutes of Board and General membership to the membership and post a copy to the Club's designated digital platform-at least one week prior to the General or Board meeting.
4. Shall keep a permanent record of all approved Board and General membership meeting minutes.
5. Shall maintain a separate record of all approved motions as voted on during all meetings.
6. Shall maintain a current copy of the Club's Bylaws and Standing Rules.
7. Shall update the Club's Bylaw and Standing Rule amendments approved by the General membership and also post them to the Club's digital platform.
8. Shall prepare and maintain all correspondence as directed by the Board.
9. Shall designate a Communications Chairperson to administer the club's digital platform.
10. Shall arrange for photographing and/or documentation of Ladies Club major tournaments over the course of the season.
11. May post pictures throughout the season from Club events on the bulletin board and/or digital platform.

C. Tournament Director/Rules/ Handicap

1. Annually, with the Captain and Head Golf Pro shall prepare the schedule of Major Tournaments and weekly Play Day games and secure these dates with the Head Golf Pro. Ensure this schedule is included in both the Whitehawk Ranch golf calendar issued by the Golf shop and on the WHRLGC digital platform.
2. Shall determine the format and rules for Weekly Play Days. May appoint a designee to administrate Tuesday Play Days.
3. Shall propose to the membership which Whitehawk Ranch Golf course local rules are followed for Tuesday Play Days and major tournaments.
4. May appoint as needed and supervise Major Tournament Chairpersons: Club Championship/Captain's Cup, Member/Member, and Ace Day (hereinafter known as the Major Tournaments).
5. Shall ensure the plaques for the Major Tournaments are engraved and displayed when completed.
6. Shall ensure that a record of entrants, winners, and their scores and awards for all Major Tournaments is maintained as necessary.
7. Shall maintain a tally of the number of events that each member participates in to determine eligibility for Most Improved Golfer, Club Championship and Captain's Cup Tournaments.
8. Shall attend NCGA rules and handicap clinics, when available, to renew Club certification.
9. Shall form a Rules committee comprised of the Captain, Tournament Director and Head Golf Pro or the Head Golf Pro designee. Committee members shall render a final decision on a ruling in any tournament or Play day.
10. Shall receive and post rules updates/news from NCGA and/or rules changes from USGA.
11. Shall report member hole-in-ones to the Golf Shop and NCGA.

12. Ensure “One Sheet” template is completed for all major events and saved in WHRLGC digital platform.

D. Invitational Director

1. Shall be responsible for the annual Invitational Tournament including but not limited to, selecting the theme, establishing an entry fee consistent with the budgeted expenses, selecting tournament format and prizes to be awarded.
2. Shall present the format, general plan, and budget including the entry fee to the Board for approval no less than 45 days prior to the tournament.
3. Within 45 days of the event, any expenditures not approved in original budget must be approved by the Board prior to purchase.
4. Shall solicit the assistance of other members for the Invitational Committee.
5. Shall complete “one sheet” information sheet for subsequent Directors and saved to WHRLGC digital platform.
6. Shall update Board of Invitational Committee meetings.

Article VII Chairpersons

Section 1. In consultation with the Captain, Chairpersons shall be appointed by Board members to assist in carrying out the business of the Club. The duties and responsibilities of Chairpersons are delineated in the Standing Rules. Chairpersons shall appoint their Committee Members.

Section 2. The Captain shall appoint a Nominating Committee Chair, or any other Chairperson and duties as deemed necessary. The Captain shall be an ex-officio member of these Committees except the Nominating Committee.

Section 3. The Tournament Director may appoint Chairpersons for the Member/Member Tournament, monthly Ace Day, Battle of the Sexes and Mixed Pairs Championship and as needed for other major tournaments.

Section 4. Major Tournament Chairperson Duties and Responsibilities

- A. Shall have overall responsibility for the event including but not limited to emailing members sign-up information and fees, collecting entry fees, planning food offerings, coordinating with the Tournament Director to prepare the game rules and scorecards, leaderboards, and determine gross and net winners, and award prizes.
- B. Shall present format and tournament rules to Tournament Director for approval.
- C. Complete “one sheet” information sheet for subsequent chairpersons and save to WHRLGC digital platform.

Section 5. Other Chairpersons

- A. Handicap Chairperson, may be appointed by the Tournament Director.
 1. Handicap Chairperson or her designee shall become certified in the GHIN Handicap System and attend required NCGA handicap workshop.
 2. Shall randomly review members’ posted scores each month and shall follow Article IX, Section 2 for appropriate action.

3. Shall verify that all new member's GHIN numbers have been activated with NCGA within five (5) days of membership.
4. Shall select the most improved golfer of the year, following the guidelines listed in our Bylaws, under Article X Scoring, Section 2, and present the award at the annual Awards luncheon. Most improved golfer may not be the same player in two consecutive years.
5. Shall post Play Day game scores not posted after discussion with the member concerned.
6. Shall appoint members to the Handicap committee comprising of the Handicap Chairperson, Head Golf Pro and a Club member at large.
7. Shall assess penalties as deemed necessary in accordance with World Handicap System after discussion with the Handicap Committee.
8. Shall meet with the Handicap Committee to investigate handicap related issues and make a recommendation to the Captain for appropriate action.

B. Eclectic Chairperson:

1. Shall prepare the eclectic tournament rules per WHRLGC standing rules.
2. Shall communicate tournament details to the membership including entry fees.
3. Shall compute the final scores, determine cash awards, and present the annual eclectic awards at the Annual Awards Luncheon.

C. Birdie Award Chairperson

1. Shall follow Birdie Award Standing Rules.
2. Shall total the number of Birdies accumulated by each player from Opening Day until the Tuesday before the Awards Luncheon.
3. Shall present the Birdie awards at the end of the year Awards Luncheon.

Article VIII Officer Nominations-and Elections

Section 1. The members shall elect the Officers annually no later than the last week of September. For all Board positions the term of office shall be November 1 to October 31 for two (2) consecutive years, but not to exceed two (2) years in the same office. The Captain, Invitational Director and Secretary positions shall be elected in odd numbered years and the Tournament/Rules and Treasurer/Membership positions shall be elected in even numbered years.

Section 2. A Nominating Committee shall consist of one WHRLGC past Captain or Board member and two other WHRLCG members in good standing. The Captain shall select the Nominating Chair. The Nominating Chair shall select the two other members.

Section 3. To qualify for an officer position, all nominees shall be current WHRLGC members in good standing. The Captain nominee shall have at least two (2) years' experience on the WHRLGC Board or another women's Golf Club Board.

Section 4. At the July General meeting, via email to the membership, and posted on the Club's designated digital platform, the Captain shall announce the Nominating Committee members. Members interested in serving on the Board shall notify the Nominating Chair within seven (7) days of the July General meeting.

Section 5. The Nominating Committee shall meet and review members volunteering to serve on the Board, gather the volunteering members feedback regarding specific position interest and may solicit additional volunteers. The Nominating Committee shall ensure that there is at least one member interested in serving for each open Board positions.

Section 6. The Nominating Committee shall report the candidates for each Board officer position to the Captain prior the August General membership meeting. At the August General Membership meeting, the Nominating Chair shall present the candidates for each Board officer position and the nominations are deemed “closed”.

Section 7. The Nominating Chair shall post the roster of candidates to the digital platform and email the membership within seven (7) days of the August General Membership meeting.

Section 8. At a subsequent General meeting held no later than the second Tuesday in September, if there is only one nominee proposed for an office, the voting shall be a simple majority of the members present. If there is more than one candidate for an office, the election shall be by written ballot.

Section 9. Members unable to attend the September General meeting where the vote is taken may obtain a written ballot from the Nominating Chair. The ballot will be counted if returned in a sealed envelope with the member’s signature on the envelope to the Nominating Chair prior to the General meeting.

Section 10. In the event of multiple members interested in a position, the Nominating Committee is responsible for the tally of votes. Should there be equal votes for members in the same position, a vote by second ballot will be taken at the General meeting in September.

Section 11. The results of the election will be announced at the September General meeting.

Article IX Rules of Play

Section 1. USGA rules shall govern all competitions except when modified by WHRLGC local rules.

Section 2. As a member Club of the NCGA, WHRLGC will follow the handicapping guidelines presented in the World Handicap System.

- A player can establish a temporary handicap index with three 18-hole scores or six nine-hole rounds or any combination of 54 holes posted.
- A player must post a score if 9 holes are completed. For a 9-hole score to be acceptable, all 9 holes must be completed. For an 18 hole score to be acceptable, a minimum of 10 holes must be played. If a player only completes 10-17 holes they must post hole by hole on GHIN. If a hole is started, but not completed, it is considered played and must be recorded as their most likely score of net double bogey, whichever is lower.
- A round played alone cannot be posted for handicap purposes.
- For a player with an established handicap index, the maximum score for each hole played is limited to net double bogey. Net double bogey is calculated as Par of the Hole + 2 strokes + any handicap strokes received on that hole.

- A player should submit their score as soon as possible on the day of play, after completion of their round and before midnight (local time) using the score posting kiosk at the golf course, the GHIN mobile app, the GHIN website or club tournament posting software.
- Failure to post for the purpose of gaining an unfair advantage can result in disqualification from a competition.
- The Handicap Committee will determine the handicap allowance for all competitions, using the WHS recommendations as guidance.
- Discipline actions for failure to post or a player manipulating their handicap index:
 1. First failure to post or potential manipulation of a score will result in a verbal warning.
 2. Second failure will result in a written warning.
 3. Third failure will result in an appropriate *penalty score* issued for the scores not posted.
 4. After the fourth failure to post a score or continued manipulation of the scoring record, further disciplinary action will be taken as the Handicap Committee deems fair and equitable.

Section 3. For-weekly Play Days and major tournaments, rules and eligibility shall be defined in the WHRLGC Standing Rules.

Article X Scoring

Section 1. Ties

Unless otherwise described in Standing Rules, the USGA recommended rule for matching cards will be used for breaking ties: Back nine score (10-18), last six holes (13-18), last three holes (16-18) and lastly the number two handicap hole. If this is not definitive, the same procedure will be used with the scores from the front nine – (total, last six, last three) ending with the number one handicap hole.

Excluded from the above:

1. The Club Championship and the Captain's Cup. Ties will be broken using a three hole playoff, with lowest gross score winning Club championship and lowest net score winning Captain's Cup.
2. Monthly Ace Day winners are low gross and low net. Ties will be broken using the recommended USGA scorecard method.

Section 2. Most Improved Golfer

- A. An administrative report provided by the NCGA will be used to compute the most improved player from September 1 to September 1 of the subsequent year.
- B. Should a report not be available, the World Handicap System recommended method for determining the most improved player is as follows:
 1. Add 12 to the players Handicap Index at the start date.
 2. Add 12 to the players Handicap Index at the end date.
 3. Divide (1) above by (2) above calculating to three decimals. The player with the highest number is the most improved player.
- C. To be eligible, a player must have posted a minimum of 10 rounds at Whitehawk Ranch for the season, five of which must be played during a WHRLGC golf sponsored event (e.g. Tuesday Play Days, Member/ Member, Invitational, Battle of the Sexes).
- D. The Most Improved golfer may not be the same player in two (2) consecutive years.

Section 3. Hole in One

- A. A Hole in One achieved at Whitehawk Ranch on any day (not just Tuesday Play Days) will be recognized.
- B. Application will be made to the NCGA for Hole in One recognition.
- C. The member will receive a gift from the WHRLGC.

Article XI STANDING RULES

The Board shall be responsible for establishing a set of Standing Rules. Any Amendment to, or revision of, the Standing Rules, shall be decided by a vote of the Board and communicated to the members.

Article XII AMENDMENTS

SECTION 1. Any changes in the Whitehawk Ranch Ladies' Golf Club Bylaws shall automatically be reflected in these Bylaws.

SECTION 2. These Bylaws may be amended by a two-thirds vote of the members attending in person and via teleconferencing at any regular meeting or at any special meeting when such amendment is specified in the notice calling the special meeting. The entire amendments and the notice of the meeting shall be posted fourteen (14) days in advance as well as sent to all Members via email fourteen (14) days in advance.

SECTION 3. These Bylaws shall govern all sections of the Whitehawk Ranch Ladies' Golf Club.

SECTION 4. Any changes or revisions to these bylaws shall be attached as an addendum to this document until such time as the document is rewritten and published.

ADOPTED: 2001

AMENDED: 2008, 2009, 2011, 2012, 2014

AMENDMENTS MADE IN 2011, 2012 & 2014 REFLECTED IN 2014 REPRINTING OF ORIGINAL BYLAWS, WHICH INCLUDED CHANGES TO:

Article II, Section 2.02

Article VI Officers, Section 6.01

Article VII, Chairpersons

Article VIII Election of Officers, Section 8.05

Article X Scoring, Section 10.02

Amended & Voted on September 25, 2014

AMENDED & Voted on May 17, 2016

Article IX Rules of Play, Section 9.07 (iv)

AMENDED & Voted on July 21, 2020

Article VI Officers. Section 602 & 604

AMENDED & Voted on July 20, 2021

All Articles revised and created Standing Rules

AMENDED & APPROVED on 9/13/2022
All Articles revised
AMENDED & APPROVED on July 9, 2024

Article XIII PARLIAMENTARY AUTHORITY

In all matters not covered by these Bylaws, ROBERT'S RULES OF ORDER shall govern this organization.