

CONSTITUTION RANCHO WOMEN'S GOLF CLUB

ARTICLE I: NAME

The name of this organization shall be the "Rancho Women's Golf Club," a non-profit organization. RWGC shall be under the sanction of the Los Angeles City Department of Recreation and Parks and the Municipal Golf Association, and shall hereafter be referred to in this Constitution as the "Club."

ARTICLE II: OBJECTIVES

Section 1: The objectives and purposes are to promote, foster, regulate, develop, and conduct amateur golf activities among the members of the Club.

Section 2: To promote and hold such social and recreational activities as the general membership may desire.

Section 3: To cooperate and comply with the general rules and regulations of the Department of Recreation and Parks.

Section 4: To seek membership in and to cooperate and comply with the rules and regulations of the Southern California Golf Association, the Women's Public Links Golf Association, the Los Angeles County Women's Golf Association, and the United States Golf Association.

Section 5: To establish and maintain standard handicaps for all regular members.

ARTICLE III: MEMBERSHIP

Section 1: Any female applicant eighteen (18) years of age or over of good character shall be eligible for membership in this Club. An applicant shall become a regular member when (a) her application has been filed, (b) when she has attended any orientation meeting or meetings that the board deems necessary, (c) she has paid such dues and assessments as apply to new members. No applicant shall be denied membership because of race, religion, color, national origin, marital status, sexual orientation, sex at birth, or political affiliation.

Section 2: An applicant under 18 years of age may apply for membership with the majority approval of the Executive Officers, the Standing Committee chairs, and a representative of the Department of Recreation and Parks.

Section 3: All applicants for membership must agree to abide by and support the RWGC Constitution, Bylaws, and general regulations of the Club as well as the organizations listed in Article II, Section 4. In addition, as a condition of membership, each member agrees that all unresolved disputes and grievances will be decided by the Arbitration Board as described in Article III, Sec. 5. The Arbitration Board's decision shall be binding on all parties involved and all parties agree to accept the decision reached and to seek no legal action against the Club, its Board, or any Club member.

Section 4: In the event that a member has a grievance with any other member of the Club that is not resolved by direct discussion between the parties involved, she will then approach the President, another member of the Board, or the entire Board of Directors to resolve her grievance. In the event that she deems the individual's or the Board's resolution to be unsatisfactory, she will submit the matter in writing to the Arbitration Committee as provided for in Section 5.

Section 5: The Board of Directors shall have power by a two-thirds (2/3) vote to discipline any member for conduct which is in violation of the Club's Constitution or Bylaws, discredits the Club, or is in repeated violation of USGA. regulations. In the event that the disciplined member takes issue with their disciplinary action, she may seek redress by submitting the matter to an Arbitration Board. This board will be selected by the President from the Vice-Presidents, the Chair of the Membership and Orientation Committee, the Rules Chair, and the Team Captains of the "A" and "B" Teams for a total of 5 people. In the event that one of these members is herself involved in the complaining member's grievance, the rest of the Executive Board shall select an alternate from the RWGC Board. The Arbitration Board's decision shall be binding as described in Article III, Sec. 3.

Section 6: Only members in good standing may participate in Club activities.

Section 7: A member may become an Associate member (a non-playing member) by informing the Treasurer that she wishes to make this change. A new member may choose to join as an Associate. As an Associate member, she cannot hold office, nor can she vote on matters put before the membership. She will receive a copy of the Club Yearbook / Roster and is permitted to attend social functions provided she pays the fees for them. She may also play on guest days. She may activate her playing membership at any time by paying her full dues.

ARTICLE IV: OFFICERS

Section 1: The Executive Board shall consist of the following five officers:

Elected for 1 Year:

- a. President
- b. 1st Vice-president (Handicaps)
- c. Secretary
- d. Treasurer

Appointed by the President (1 yr) e. 2nd Vice-president (Weekly Tournament chair)

Section 2: The President shall be the chief executive and administrative officer of the Club. She shall preside at all meetings of the Board of Directors and shall preside at all General Meetings. In her absence, one of the officers in the order named above shall preside in her stead.

Section 3: The Nominating Committee will be elected at the second General Meeting and shall consist of three to five members in good standing and an alternate. No member from the current Executive Board may be on the Nominating Committee and not more than two (2) members from the current Board may serve. The President may accept nominations for the committee or ask for volunteers. The members elected to the Nominating Committee must be present at the 2nd General Meeting and must be willing to serve. The members elected to the nominating committee will select their own committee chair. Names of the Nominating Committee will be posted on the RWGC

website and bulletin board by the Tuesday following the General Meeting. The General Meeting is to be held no later than the 3rd week of September.

Section 4: The slate of elected officers identified by the nominating committee will be posted on the RWGC website and bulletin board by the first Tuesday in October. Any member in good standing, other than Associates, who has served a minimum of one (1) year as the chair of a standing committee, may add her name to the list as a write-in candidate. Voting is to begin by the second play day in October and is to continue for two consecutive play days. The new officers will be installed in December at the last General Meeting.

Section 5: The Executive Officers and the Standing Committee Chairs appointed by the President shall take office in January at the first board meeting. The term of office shall be for one (1) year. Unless waived by the board of directors no Executive Officer shall hold the office for longer than two (2) consecutive years, and no member shall hold a position on the Executive Board for more than six (6) accumulative years. No member of the Club may become an Executive Officer until she has served a minimum of one (1) year as the chair of a standing committee. The Board may waive the requirement on an Executive Officer for prior service as chair of a standing committee by a majority vote of the Board members in attendance and voting.

Section 6: In case of a vacancy or resignation of any Executive Officer, the President shall appoint, with the approval of a majority of the Board of Directors, a new officer to fill the vacancy for the balance of the term. Filling this vacancy is not to be included in the two (2) year restriction.

ARTICLE V: BOARD OF DIRECTORS

Section 1: The policy, business, and affairs of the Club shall be directed by the Board of Directors, who, in turn, shall be subject to the Bylaws and Constitution of the Club. The Board of Directors shall consist of all the Executive Officers of the Club and the Chairs and members of all the Standing Committees. The last prior office holder of the Presidency serves as an advisor and may vote. In the event that the last President is unable to serve, another past President of the Club may be appointed. The Board may waive the prohibition on service of an Executive Officer for longer than two (2) consecutive years or six (6) accumulative years by a majority vote of the Board members in attendance and voting.

Section 2: The Board of Directors shall meet subject to the call of the President.

Section 3: All official business affecting the General Membership of the Club shall be approved by a quorum of the Board of Directors.

Section 4: A quorum of the Board of Directors shall be at least two (2) Executive Officers of the Club and two-thirds (2/3) of the Chairs, Co-Chairs and members of the Standing Committees.

ARTICLE VI: GENERAL MEETINGS

Section 1: The last General Meeting of the year is to be held in December at which time installation of officers shall take place.

Section 2: There must be three (3) General Meetings held each year: one (1) by the 21st of April, one (1) by the 21st September and one (1) by the 21st of December.

Section 3: Special General Meetings may be called by the President at any time by giving seven (7) days RWGC website posting, 30-day notice on the bulletin board, or by email to all members.

Section 4: All meetings of the Board of Directors and the regular membership shall meet at Rancho Park Clubhouse unless it is found necessary by the Board of Directors to have the meetings elsewhere due to the cost or lack of a proper facility for such meetings.

Section 5: Notice of General Meetings will be posted on the bulletin board and RWGC website at least thirty (30) days in advance.

ARTICLE VII: GENERAL MEETING QUORUM

Section 1: Official business of the Club cannot be transacted unless one fourth (1/4) of the active membership in good standing is present at the meeting. Active membership is defined as the average number playing on Club playdays.

ARTICLE VIII: AMENDMENTS TO CONSTITUTION

Section 1: This Constitution may be amended by a two-thirds (2/3) majority of the Club members present and voting at any General Meeting or at a special meeting for this purpose, providing the entire amendment has been posted on the bulletin board and RWGC website for thirty (30) days.

BYLAWS OF RANCHO WOMEN'S GOLF CLUB

ARTICLE I: DUES

Section 1: The annual dues for regular and associate members in this Club shall be determined annually by the Board of Directors. Dues are payable September 1st and delinquent after September 30th. All regular members must belong to SCGA, and shall renew online via the SCGA website annually on their SCGA-membership anniversary.

Section 2: The initiation fee for new members shall be in addition to the annual dues and shall be determined by a vote of the Board of Directors.

Section 3: The Board of Directors will impose a penalty if dues are not paid by September 30th. If the dues are not received by October 31st, the member will be required to submit a new application, and pay the new member initiation fee.

Section 4: The penalty charges assessed for delinquency of dues will be determined by the Board of Directors.

ARTICLE II: DUTIES OF OFFICERS

Section 1: It shall be the duty of the **President** to:

- A. Preside at all meetings of the Club and the Board of Directors.
- B. Call all special meetings.
- C. Appoint the 2nd Vice-President (Weekly Tournament Chair).
- D. Appoint all Standing Committee Chairs.
- E. Appoint and discharge all special committees.
- F. Be ex-officio member of all committees except the Nominating Committee; she may not be a member nor attend meetings of the Nominating Committee.
- G. See that all bylaws and such rules as may be adopted by the Club are strictly enforced and generally supervise all affairs of the Club.

Section 2: It shall be the duty of the **First Vice-President** to:

- A. Act as the Handicap Chair.
- B. Act as assistant to the President and, in the President's absence, shall preside at all meetings.
- C. Post an alphabetical record of members' handicaps and do all the necessary work pertaining thereto. This shall include, but not be limited to, establishing GHIN numbers and registering new members in the Club.
- D. Post a list of members and their handicaps on the bulletin board in the clubhouse at all times.
- E. She must agree to attend at least one (1) meeting a year offered by the LACWGA, WPLGA, SCGA or the USGA pertaining to handicap procedures.

Section 3: It shall be the duty of the **Second Vice-President** to:

- A. Act as Tournament Chair for the weekly tournaments.
- B. Present to the Board of Directors a calendar for the year, including games for play days and guest days for the Club.
- C. Work with the Course Superintendent regarding placement of the tees and other matters pertaining to the condition of the course.
- D. Keep a record of each player's wins, post the record on the premises, and issue awards to cover such wins at the end of the year.

Section 4: It shall be the duty of the **Secretary** to:

- A. Record the minutes of all official meeting of the Club and Board of Directors.
- B. Email a draft of the minutes of all the Club meetings to Board members for any corrections or additions and post the approved minutes on the RWGC website and in the locker room.

- C. Conduct the correspondence of the Club at the direction of the President and/or the Board of Directors.
- D. Submit reports at the General Meetings of actions taken by the Board of Directors.
- E. Keep a record of the general membership as given to her by the Treasurer. Be responsible for the publication and distribution of the Club Yearbook/Roster.

Section 5: It shall be the duty of the **Treasurer** to:

- A. Receive all monies for the Club, including Sweeps monies.
- B. Furnish a current membership list to the Secretary, First and Second Vice-Presidents, and the President. A list of RWGC members joining LACWGA and WPLGA shall be sent to the respective Chairs to process their applications. A check for their dues shall be sent as instructed by the Chairs.
- C. Keep an itemized account of all financial transaction of the club and render quarterly and annual reports.
- D. Make no expenditures of Club money except under the direction of the President and/or the Board of Directors.
- E. Have the financial books of the Club verified annually and report the results at the last General Meeting.
- F. Work with the President to prepare the budget for the year.

ARTICLE III: STANDING COMMITTEES

Section 1: There shall be a 4 consecutive year limit on Standing Committee Chairs. The Board may waive the prohibition on service of a Standing Committee Chair for longer than four (4) consecutive years by a majority vote of the Board members in attendance and voting.

Section 2: The Standing Committees shall be known as:

A. Membership and Orientation Chair: The duties shall be to accept membership applications and process them on a first come/first serve basis. The committee shall arrange for each new member to play with a board member prior to being allowed to book tee times. The committee shall make sure that club procedures are explained to the new member, and that she receives a copy of the RWGC Constitution and Yearbook/Roster.

B. Major Tournament Chair(s): The duties shall be to promote and create a schedule of Major Tournaments for submission to the Board of Directors and to direct and implement these annual tournaments as scheduled. The committee shall work with the Rules Chair(s) and be responsible for starting times, eligibility, fees, and reservations for the major tournaments.

C. Rules Chair: The Rules Chair shall be thoroughly familiar with the USGA Rules of Golf and all local rules, and shall post all rules and changes when necessary. The Chair will have the authority under the rules of the game to settle disputes arising out of play. The Chair shall be prepared to discuss the rules of golf before any assembly of members upon request of the membership and the permission of the President. The Chair shall present all local

rules for the approval of the Board of Directors and shall attend at least one (1) workshop per year given by an approved organization.

D. LACWGA Representative: The Representative will keep the Club's LACWGA (County) members informed of all LACWGA activities and process applications of new members joining during the year.

E. WPLGA Representative: The Representative will keep the Club's WPLGA members informed of all WPLGA (Publinks) activities and process applications of new members joining during the year.

F. Social and Program Chair(s): The primary duties shall be to schedule and organize the three General Meetings. Also she shall schedule, create, promote, and conduct such special activities, exclusive of tournaments and competitive events, which the Board of Directors may request.

G. Hospitality Chairs: Duties shall be to promote camaraderie and serve as hostesses at Club meetings and other events designated by the Board. Also, send cards or flowers in support of members as appropriate.

H. Webmaster: The webmaster shall be responsible for managing all aspects of the RWGC website including maintaining the online roster of current regular members and posting information on the RWGC website for members to access,

I. Communications Chair: The Communications Chair shall accept weekly tee times; notify the City Golf Department by their designated date prior to playday of starting times needed. The schedule for tee times for the following week shall be posted on the RWGC website by 6 pm the Friday prior to play.

J. Special Events Chair(s): Arrange for playdays and casual tournaments at courses other than Rancho for the enjoyment of the membership.

K. Awards and Holes-in-One Chair: Select trophies for the Championship Tournament and bring pictures or samples to the Board and/or President for approval before purchasing them. Maintain an up-to-date **Hole-in-One** award plaque. Keep the trophy cases in good order and have all engraving done.

L. Team Captains: The duties shall be the organization of Club teams to compete in WPLGA and LACWGA team play in the spring and fall seasons.

M. Historian: The duties are to create and maintain a narrative and pictorial account for the Club's permanent history.

N. Golf Advisory Committee (GAC) and Municipal Golf Association (MGA): The President or representatives appointed by the President shall attend the GAC and MGA meetings and report back to the Board in a timely manner.

Section 3: Special Committees (ad hoc) may be created from time to time for special purposes that may arise, and will be discharged by the President at the completion of the responsibility for which they were created. In this case, the members of these committees are not required to be members of the Board of Directors.

Section 4: The President, with the approval of the Board of Directors, may add necessary Committee Chair(s) as needed and they will be a part of the Board.

ARTICLE IV: RULES OF ORDER

Section 1: Robert's Rules of Order shall be the parliamentary order of this Club, subject to the special rules, which have been or will be adopted by the Club.

ARTICLE V: AMENDMENTS

Section 1: These laws may be amended at any General or Special Meeting of the Club called for that purpose, by a two-thirds (2/3) vote majority of the members present, providing the entire amendment has been included in the notice of the meeting to each member. Alternatively, it may be posted on the bulletin board or on the Rancho website for thirty (30) days.

REVISION COMMITTEE, JULY 1980

Sara Marks, Fran Rothblatt, Lora Chancellor, Elizabeth Hicks

UPDATED, REVISED, APPROVED, MAY 1983

Lee Wolfson, Chair, Ester Hiller, Bertha Leigh, Mildred Moore, Cyra Slater (Dues date correction)

UPDATED, REVISED, APPROVED, JANUARY 1992

Char Boyce, Ruthe Berkus, Katie Kwak, Pamela Byatt, Inez Voyce

UPDATED, REVISED APRIL 2005; APPROVED SEPTEMBER 2005

Cathy Tennican, Millie Reid

UPDATED, REVISED APRIL 2011; APPROVED (approved by membership at April luncheon General Meeting) Committee: Pat Carter, Junko Prior, Millie Reid, Desre Resnick

UPDATED, REVISED, APPROVED DECEMBER 2015

Diane Naegele and Pat Carter

UPDATED, REVISED, APPROVED Sept 24, 2019

Diane Naegele, Marcy Valley, Mariko Fujinami, Bonnie Kho, Yvette van Dalsem, Pat Carter

UPDATED, REVISED, APPROVED December 4, 2019

Marcy Valley, Mariko Fujinami, Diane Naegele, Bonnie Kho