

DISCOVERY BAY WOMEN'S GOLF CLUB

BYLAWS

ORIGINAL EDITION: 1987
CURRENT EDITION EFFECTIVE: 9/21/2020

ARTICLE I: NAME

The name of this club shall be "DISCOVERY BAY WOMEN'S GOLF CLUB" and shall, hereinafter, be referred to as "DBWGC."

ARTICLE II: PURPOSE

The purpose of the DBWGC is to promote good fellowship and proper golf etiquette among its members.

ARTICLE III: MEMBERSHIP AND DUES

Any woman, 18 years or over and a golf rights' member of the Discovery Bay Golf and Country Club, is eligible for membership subject to any applicable club, league, or other organizational restrictions. The following provisions shall be met:

- Section 1. Dues for the following year shall be paid by November 30.
- Section 2. Any woman joining as a new member shall pay full yearly dues as described in Standing Rule #3. No portion of the dues will be refunded upon a member's resignation from DBWGC.
- Section 3. The Northern California Golfing Association (NCGA) yearly handicapping charges will be billed to the appointed Treasurer/Captain of DBWGC, and she will pay NCGA from the stipulated budget set forth by the Captain. [Note: This fee is included in the member's annual dues.]
- Section 4. All increases in dues shall be presented by the Board to the membership for approval.
- Section 5. Dues shall be used as determined by the Annual Budget.
- Section 6. Women with an established handicap must meet the maximum Discovery Bay Course Handicap as outlined in the Standing Rules, and must play her first two rounds of DBWGC 18 hole golf with a Board member. If a woman does not have an established handicap, she must turn in three attested cards to the Handicap Chair, and meet the maximum Discovery Bay Course Handicap requirement before joining DBWGC.

ARTICLE IV: EXECUTIVE BOARD

Section 1. The Executive Board (the voting members of the Board) shall be composed of the elected officers, plus the following chairs of the organization, as listed below. They shall meet at the call of the Captain.

- a) Elected Officers
 - 1. Captain
 - 2. Co-Captain
 - 3. Secretary
 - 4. Treasurer
- b) Other Voting Board Members
 - 5. Handicap Chair
 - 6. Tournament Chair(s)
 - 7. Immediate Past Captain serving as Parliamentarian
 - 8. Team Play Captains

NOTE: The Executive Board consists of the above people.

Section 2. Term of Office:

- a) The Board shall serve for a term of one year.
- b) If a vacancy occurs on the Board, it shall be filled by a majority vote of the remaining officers at a Board meeting and in accordance with Section 3 of this article. If the Captain is unable to complete her term, the Co-Captain shall become acting Captain and a new Co-Captain shall be appointed by the Board to fulfill the term. Such interim appointment by the Board shall not be considered as constituting a term. The person so appointed shall hold office until approval at the next General Meeting.

Section 3. Eligibility: All officers must be members in good standing.

Section 4. Board Authority:

- a) To expend funds per the approved Annual Budget.
- b) Authorize non-budgeted expenditures not to exceed \$100 without prior approval of the membership.

Section 5. Budget Responsibilities: The Executive Board

- a) Shall review and approve the Captain's Budget request for the current year, which then requires approval of the membership.
- b) Shall ensure sufficient carry-over funds ("Reserves") are in the DBWGC bank account at the end of each year to maintain the club's fiscal viability to cover cash flow issues during the year and/or meet emergency needs.

Section 6. Officers shall be installed at the Annual Christmas Luncheon and shall begin to officiate effective January 1.

ARTICLE V: DUTIES OF THE OFFICERS

Section 1. Captain

The Captain shall:

- a) Serve as Chair of the Executive Board.
- b) Preside at all regular and special meetings.

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- c) Approve recommendations by the Nominating Committee for the Handicap Chair, Tournament Chair(s), Team Play Captain(s), Standing Committee Chairs, Invitational Chair, and all Special Committees.
 - c) Serve as ex-officio member on all committees except Nominating Committee.
 - d) Appoint a person to perform a financial review for completeness and accuracy of the DBWGC annual financial records. The retiring captain shall do this at the close of each year.
 - e) Serve the following year as Parliamentarian.
 - f) Be liaison officer between this club and the DB Golf and Country Club management.
 - g) Preside over the committee responsible for the compilation and distribution of the current Roster, complete calendar of tournaments and games to be played for the coming year.
 - h) Shall work with the Treasurer to propose the initial budget request for the year, to be reviewed and approved by the Executive Board, and approved by the General Membership.

Section 2. Co-Captain

The Co-Captain shall:

- a) In the absence of the Captain, assume all duties of the Captain.
- b) Perform such duties as may be assigned by the Captain.
- c) Purchase an "End of Term" gift for the outgoing Captain.

Section 3. Secretary

The Secretary shall:

- a) Take minutes and keep records of all General meetings and meetings of the Executive Board. Such minutes are to be made available on the website for any member's review.
- b) Take care of correspondence.

Section 4. Treasurer

The Treasurer shall:

- a) Accept dues and deposit same in a bank selected by the Executive Board, such money to be drawn only by check and signed by the Treasurer or Captain.
- b) Keep records of all financial transactions.
- c) Submit a report at regular meetings.
- d) Pay all bills as outlined by the budget, and those approved by the Executive Board, or by a vote at General Meetings.
- e) Prepare an annual financial report to present to the Captain for financial review at the close of her term.

Section 5. Tournament Chair(s)

The Tournament Chair(s) shall:

- a) Appoint a Tournament Committee.
- b) Be responsible for scheduling and conducting all tournaments.
- c) Select and award all prizes.
- d) At the beginning of the year, serve on the committee responsible for the compilation and distribution of the current roster, and complete a calendar of tournaments and games to be played for the coming year.

Section 6. Handicap Chair

The Handicap Chair shall:

- a) Be responsible for listing all members with the NCGA to establish handicaps.
- b) Provide handicap/index information to the Tournament Chairs, the Team Play Captains, and any special DBWGC Tournament Chairs, such as the Invitational Chair.
- c) Verify posting of scores by members, as deemed necessary.
- d) Conform to the USGA Rules.

Section 7. Parliamentarian

The Parliamentarian shall:

Act as advisor of correct parliamentary procedure to the Captain during all General and Executive Board Meetings.

Section 8. Team Play Captain(s)

The Team Play Captain(s) shall:

Be responsible for following the directives of our Team Play League(s) as outlined yearly which includes:

- a) Establishment and coordination of the Team Play schedule.
- b) Team Play member sign-up and player selection.
- c) Education of players regarding specific rules, logistics and responsibilities of Team Play.
- d) Maintain statistics of Team Play.
- e) Represent Discovery Bay at our League meetings.
- f) Host Team Play, when played at Discovery Bay, in coordination with DBWGC Captain.
- g) Select Team Play Assistant Captains.

Section 9. Records of Office

Each officer shall keep a complete record of procedures, to facilitate a smooth transition of duties for incoming officers.

ARTICLE VI: ELECTIONS

Section 1. Elections shall be held once a year at the last General Meeting of the year.

- a) Qualifications for Captain: She shall have been a member of DBWGC for at least two years and shall have served at least one year on the Executive Board of DBWGC.
- b) A nominating/balloting committee shall consist of a Chair and two other members (total 3), appointed by the Captain, at least 30 days prior to the last General Meeting of the year. This committee shall be responsible for:
 1. Compiling a slate of nominees for the positions of Captain, Co-Captain, Secretary and Treasurer.
 2. Posting the slate of nominees by email and website at least two (2) weeks prior to the election.
 3. Developing the ballot form.
 4. Tabulating the balloting results at the last General Meeting of the year.
- c) Nominations shall be accepted from the floor at the annual meeting and must have the consent of the individual being nominated.
- d) Those receiving a majority vote, to include absentee ballots, shall be elected.
- e) In the event there is only one candidate for any of the elected positions, casting and counting votes for that position may be waived and the candidate shall be considered duly elected.
- f) Those elected shall assume duties of office January 1.
- g) Term of office is one (1) year. No Executive Board member shall hold the same office for more than two (2) consecutive years. In the absence of volunteers, an incumbent may continue in their position beyond the two year recommendation.
- h) Vacancies occurring in any elective office shall be filled by an appointment by the Board. That appointee will serve until the next election. Such service shall not be considered as a full year in office, unless it is effective January 1.

ARTICLE VII: COMMITTEES & DUTIES OF CHAIRPERSONS

Section 1. Standing Committees shall be:

- a) NCGA Club Ambassador
- b) Rules
- c) Liberty High Junior Girls' Golf / NCGA Youth on Course (YOC)
- d) Historian
- e) Membership
- f) Social Sunshine
- g) Open Day
- j) Nominating
- h) Eclectic
- i) Invitational
- j) Webmaster
- k) Hole-in-One

Section 2. Duties of the NCGA Club Ambassador

The NCGA Club Ambassador shall:

Serve as communication liaison with the NCGA.

Section 3. Rules

The Rules Chair shall:

- a) Be informed of the Rules of Golf and be able to interpret same.
- b) Notify all members of any rule changes via email and on the website.

Section 4. Liberty High Junior Girls' Golf / NCGA Youth on Course (YOC)

The Liberty High Junior Girls' Golf/NCGA Youth on Course (YOC) Chair shall:

- a) Work with the coach of the Liberty High School Girls' Golf Team to see how the DBWGC can best support their program.
- b) Serve as liaison to NCGA Youth on Course.

Section 5. Historian:

The Historian shall:

- a) Keep all publications and other memorabilia of DBWGC in a scrapbook.
- b) Post in the locker room pictures and other items of interest.

Section 6. Membership:

The Membership Chair shall:

- a) Welcome and introduce all new members.
- b) Acquaint prospective members with the requirements of membership.
- c) Furnish all new members with a copy of the *Bylaws*, a copy of the current Roster, the location of the DBWGC Website, and Scheduled Events.
- d) Maintain a current record of any additions and changes in members' roster listings, and advise members of roster amendments by email.
- e) Review and revise the Membership Roster, with input and the approval of the Captain, Tournament Chair(s), and Team Play Captains.
- f) The new Roster is to be submitted to the Webmaster for posting on the 18-hole website.

Section 7. Sunshine:

The Social/Sunshine Chair shall:

Send cards and/or flowers to members in cases of illness or bereavement as determined by the Captain and Sunshine.

Section 8. Open Day:

The Open Day Chair shall:

- a) Handle all Open Day Announcements, including timely notification, returning required information to the appropriate delegate, and any decisions regarding overbooked fields in compliance with guidelines set forth by NCGA.
- b) Serve as hostess/chair for the NCGA Open Day held at DB Country Club in coordination with the DBWGC Captain.

Section 10. Eclectic:

The Eclectic Chair shall:

- a) Collect \$10.00 from each member interested in participating in the annual awards for the eclectic game.

- b) Collect score cards and keep a record of each person's official 18 hole play days scores throughout the year. At the end of the year will she will:
 - a. Establish one eclectic score for each participant based on their scores during the year.
 - b. Establish flights based on each participants handicap throughout the year.
 - c. Dispense the funds collected at the beginning of the year as prizes to those lowest scores in the established flights at the Christmas Luncheon.

Section 11. Invitational

The Invitational Chair shall:

- a) Organize the yearly Invitational Tournament and appoint committees.
- b) Prepare an initial budget estimate, which must be approved by the Captain and Treasurer.
- c) Provide status updates to the Captain, Treasurer, and the Board as requested.
- d) Any profits from the event shall be provided to the Treasurer. Any subsequent disbursements must be approved by the Executive Board and the General Membership.

Section 12. Webmaster

The Webmaster shall:

Maintain the Discovery Bay Women's website and make updates when new information is to be added.

Section 13. Hole-in-One Chair

The Hole-in-One Chair shall:

- a) Collect \$10 from each member joining the HIO Insurance. An HIO is valid on a DBWGC Play Day and the following tournaments and special events: Spring Handicap Tournament, Club Championship Tournament, Invitational and Team Play Days (home and away) as these are sanctioned 18 Hole events.
- b) The DBWGC will allot up to \$200 reimbursement to that player for DRINKS ONLY and that player is responsible for any overages which occur. When the balance of the HIO monies reaches \$200, HIO members will be reassessed \$10.
- c) When a HIO member achieves a HIO, the HIO Chair shall fill out the form from NCGA, collect signed scorecard and mail the documentation to the NCGA office.
- d) Advise the Historian of the details for Hole-in-One recipient.

Section 14. Records of Chairpersons:

Chairpersons shall maintain complete records of activities and procedures, to facilitate a smooth transition of duties to future chairpersons.

ARTICLE VIII: MEETINGS

Section 1. Schedule of golf days, guest days, meetings:

- a) Unless otherwise specified, the day of competitive golf shall be Tuesday of each week, throughout the fiscal year, with the exception of holidays.
- b) Three General meetings of DBWGC will be held during the year, as close as possible to March, June, and September, as indicated in the annual calendar of scheduled events. Special meetings will be called when the Executive Board deems it necessary, and a minimum notice of two weeks shall be given to members through email, personal contact, or posting.
- c) Quorum:
 - 1) General Meetings, shall consist of one third (1/3) of the total membership.
 - 2) Executive Board Meetings shall consist of two thirds (2/3) of the voting members of the Executive Board. In the event a person holds more than one position on the Executive Board, that person will be considered as one person for meeting the requirements of the quorum.
- d) Fiscal Year: The fiscal year shall be from January 1 through December 31.

ARTICLE IX: DISSOLUTION OF DBWGC

In the event of the dissolution of the DBWGC, all outstanding financial liabilities shall be paid, with any accrued prepaid dues for USGA Handicap paid to the NCGA. All funds in excess of DBWGC liabilities and USGA Handicaps will be donated to the current charity project of the DBWGC.

ARTICLE X: AMENDMENTS

These Bylaws may be amended, or new Bylaws adopted, at any General Meeting of DBWGC, provided such contemplated changes are sent by email to the membership and the members notified of such posting two weeks prior to the date of the General Meeting.

Any changes or addendum to such posted proposed amendments shall be submitted, in writing, signed and dated to the Captain, no less than 2 weeks (14 days) prior to the General Meeting.

A quorum is required for any Bylaw changes (members in attendance plus absentee ballots). A majority affirmative vote of the membership present, plus absentee ballots, shall be necessary for passage.

ARTICLE XI: PARLIAMENTARY

“Robert’s Rules of Order, Revised” shall be the guideline for all parliamentary procedure not covered by these Bylaws.