

BOUNDARY OAK WOMEN'S NINE HOLE GOLF CLUB

BYLAWS

ARTICLE I: NAME

This organization shall be known as the Boundary Oak Women's Nine Hole Golf Club and shall be a non-profit organization.

ARTICLE II: PURPOSE

The purpose of the Club is to organize, direct and conduct golf tournaments and competitive play on the Boundary Oak Golf Course and to make possible the qualification and participation by its members in the activities of other golf groups.

ARTICLE III: MEMBERSHIP AND DUES

Section 1. Membership

Membership in the Club is open to women twenty-one years of age or older and shall be limited to one hundred (100) Full Members.

Section 2. Full Membership

(a) Full Membership includes:

1. GHIN/Handicap through NCGA and all NCGA benefits,
2. participation in all Club social functions and playdays,
3. voting privileges, and
4. eligibility to hold an elected office, serve on a committee and help direct the Club and its activities.

(b) Members applying for Full Membership must have a good working knowledge of the rules of golf, golf etiquette, and pace of play, and have an active USGA GHIN-generated handicap index of 54 or less. If a prospective member does not currently have a GHIN number or does not meet the handicap requirement, a prospective member can apply as an Associate member and reapply for Full Membership when the requirements are fully met.

(c) Applicant may be required to play one to two games on Club play days with the Membership Chairperson or an appointed Board Member to determine knowledge of golf etiquette and rules.

(d) If a waiting list is being maintained and Full Membership is offered, but the applicant does not accept, her name will be taken off the waiting list. She may maintain her Associate affiliation and USGA handicapping through the Club for the remainder of the year. She may reapply for Full Membership at any time.

Section 3. Associate and Honorary Membership

(a) Associate Memberships are available to those who wish to maintain a handicap or are working toward Full Membership. Such members pay Associate Member Club dues which include the NCGA/GHIN fee. Associate Membership includes:

1. GHIN/Handicap through USGA and all NCGA benefits,
2. Participation in Club social events and general meetings, and
3. Eligibility for following the field on Club play days if space is available.

(b) Associate Members may not vote, be an elected officer or participate on committees, and are not eligible for tournaments, special events, or Sweeps.

(c) An Associate Member may apply for Full Membership once she has posted a minimum of six (6) nine-hole scorecards for games played within the previous six months. Three cards must be from the Boundary Oak Golf Course. These scores must compute to a maximum index of 54. Associate dues paid will be deducted from the Full Membership dues at the time of acceptance if the status is changed during the same year.

(d) Honorary Membership may be bestowed on long-standing members who have contributed to the Club but are no longer active status members. Nominees for Honorary Membership may be submitted to the Board for consideration and approval. They are not counted in the

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membership quota. Honorary Members may attend all social functions but cannot hold office. They may not enter Sweeps, Tournaments or Special Events. They do not pay dues.

Section 4. Leave of Absence

- (a) A leave of absence from six (6) months to one (1) year may be extended to a member of good standing on approval of the Board of Directors, provided the circumstances shall not be of the member's free choice. Said member shall pay NCGA dues to maintain her handicap. Upon return to active status, annual dues shall be prorated and immediately due and payable.
- (b) A leave of absence must be addressed in writing to the Captain or Co-Captain within one month of incidence. No retroactive leaves or waivers will be granted. A leave will not be granted for less than six months.
- (c) Consecutive leaves of absence will not be granted for longer than a one-year period.

Section 5. Member Suspension

A member may, by unanimous vote of the membership quorum, be suspended from the Club for failure to conduct herself in an honorable manner, or for conduct detrimental to the interest of the Club.

Section 6. Dues and Fees

- (a) Annual dues shall be an amount recommended by the Board of Directors and approved by a majority vote of the membership quorum.
- (b) Assessments, as recommended by the Board of Directors and approved by a majority vote of the general membership quorum, may be made to cover Club requirements.
- (c) Annual dues and fees shall be due and payable by October 31 of each year.
- (d) If membership has lapsed and a member wishes to continue in the Club, she will have to rejoin as a new member and pay all applicable dues and fees.
- (e) New members shall pay annual dues, current assessments, NCGA fees, and the Club and NCGA initiation fees. Annual dues shall be prorated if membership is after June 30.
- (f) The hole-in-one fund will be established and maintained at \$120. Each new member shall be assessed one dollar (\$1.00) for the purpose of contributing to the Hole-In-One Fund. Upon payment to a hole-in-one winner, all Full Members during the annual renewal process will be assessed one dollar (\$1) for each hole-in-one awarded in a year to perpetuate the Fund. Any funds more than \$120 in the hole-in-one fund will be folded into the reserve fund at the end of the fiscal year.
- (g) Upon leaving the Club, the member's assessments and fees are forfeited.

Section 7. Budget

- (a) The monies collected from membership dues shall be used to cover annual budget expenditures and to defray general expenses of the Club, as approved by the Board of Directors and a vote of the general membership.
- (b) The fiscal year shall be January 1 through December 31.
- (c) A reserve fund shall be maintained at an amount equal to at least the total yearly budgeted expenses. If during the end-of-year budget meeting it is determined that the reserves have dropped below the total yearly budgeted expenses, a dues increase may be activated and implemented during the next renewal season. The total dues will be increased to an amount necessary to bring the reserves up to the required level based on a membership level of 60 Full Members.
- (d) A Hole-in-One Fund of \$120 shall be established for the purpose of paying \$60 to any hole-in-one winners.
- (e) Annual awards shall include the most improved player and low gross; low net; and low putts based on the average of the best 14 rounds during the year. A Full Member who has played

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15 or more Club play day rounds between January 1 and November 30 of the current year may qualify for one or more awards.

- (f) An annual gift of fifty dollars (\$50.00) in value, or as recommended by the Board, shall be given to the Captain for her constant service.
- (g) In the event there is no further participation in Club activities by the members and the Club is dissolved, all monies in the treasury shall, by a vote of a general membership quorum, be either evenly dispersed among the members or donated to a golf-related organization.

ARTICLE IV: OFFICERS

Section 1. Board of Directors Duties

- (a) The Board of Directors shall serve as the administrative body of the Club. The Executive Board will serve as the Grievance Committee of the Club.
- (b) The members of the Board of Directors shall be the elected officials, the Advisor, and the appointed chairpersons. These members shall be responsible for the general supervision of the Club's affairs; shall serve as the agency for the promotion of the Club's common welfare; shall execute their duties in accordance with these Bylaws; and shall establish and maintain Standing Rules for the day-to-day operations of the Club.

Section 2. Executive Board and Committee Members

- (a) The Executive Board will consist of four officers to be elected by the membership and the Advisor. These Officers shall have the power of the Board between meetings of the Board. All such actions shall be recorded in the minutes of the following Board meeting.
- (b) The elected Officers shall be as follows:
 - 1. Captain 2. Co-Captain 3. Secretary 4. Treasurer
- (c) The appointed Chairpersons shall be:
 - 1. Directory 2. Eclectic 3. Handicap 4. Historian 5. Membership
 - 6. NCGA Ambassador 7. Rules 8. Social 9. Special Events
 - 10. Sunshine 11. Sweeps 12. Tournament 13. Webmaster

Section 3.

- (a) The Board of Directors shall constitute the ruling and governance power of the Club for all purposes and shall perform such duties as are hereunder provided.
- (b) Each officer, both elected and appointed, shall select her own assistants as needed.
- (c) Duties of the Executive Board:

CAPTAIN

- Be the Chief Executive and administrative officer.
- Preside at all meetings of the Club.
- Have general supervision over the affairs of the Club.
- Be a member of all committees, except the Nominating Committee.
- Plan a yearly schedule assisted by the elected officers, Tournament and Social chairpersons.
- Appoint committee chairpersons and other special committees as needed.
- Maintain regular communication with course personnel.
- Be thoroughly familiar with the Club's Bylaws.

CO-CAPTAIN

- Assist the Captain and assume duties of Captain in her absence.
- Record members' scores throughout the season.
- Determine the Annual Awards recipients for low gross, low net and low putts and distribute the cash awards in accordance with the budget allocation.

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- Submit list of Annual Award winners and prizes to Captain, Secretary, Treasurer, Historian and Sweeps.

SECRETARY

- Maintain attendance for Board and general meetings.
- Keep accurate records of all meetings of the Club.
- Have charge of all general correspondence.
- Post all general membership meeting minutes on the Club bulletin board.
- Submit a copy of all minutes to the Captain.
- Preserve these Bylaws; keep a record of all amendments and provide members with a copy.

TREASURER

- Receive and bank all funds of the Club and pay out the same on approval of the Board of Directors.
- Submit a report of receipts and disbursements at each Board and General Membership meeting.
- Keep a record of all dues and fees paid by each member.
- Collect for and maintain records of the set-aside Hole-In-One Fund and payouts.
- Submit a copy of all financial reports to the Captain prior to all meetings.
- Present a proposed budget to the Board of Directors at the beginning of each fiscal year, said budget to be approved by the Board of Directors and vote of the general membership.
- Provide a copy of the latest bank statement attached to the budget report at Board meetings.

ADVISOR

- In the year(s) immediately following her term of office as Captain, continue to serve as an advisor to the Board of Directors. This position will remain in effect for the term of the new Captain.

(d) Duties of Appointed Chairpersons:

DIRECTORY

- Compile information and photos of members, for inclusion in the annual directory.
- As new members join, update the directory, and send a pdf to the membership chair and to the webmaster to uploaded on the Club website.

ECLECTIC

- Maintain hole-by-hole scores during summer and winter Eclectic (EC) weeks of play.
- Determine prize winners for summer and winter EC.
- Award prizes for summer and winter EC during awards luncheons.
- Budget for expenses such as award envelopes, prizes, and any other expenses associated with EC in accordance with the budget allocation.
- Present the Treasurer with a written account including bills and receipts of all money received and expended.
- Submit a list of award winners and prizes to the Captain, Secretary, Treasurer, Historian, and Sweeps.

HANDICAP

- Be responsible for all aspects of handicapping.

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- Verify the accuracy of scores posted into the computer system by members on play days.
- Maintain and verify membership corrections and deletions into the NCGA computer system.
- Administer rules of the USGA Handicap System.
- Compute and award the annual cash award for the Most Improved Player.

HISTORIAN

- Act as a photographer for the Club and display photographs as appropriate.
- Maintain bulletin boards and displays ensuring rotating and up-to-date information and pictures.
- Provide pictures for the Club website.

MEMBERSHIP

- Be responsible for directing prospective members to the Club website for information and signing up.
- Promote the Club and encourage prospective members to provide follow-up and information.
- Set up play days for following the field to determine knowledge of golf rules and etiquette.
- Notify the Captain, Treasurer, Handicap Chairperson, and Directory Chair
- Keep an electronic record of new members' addresses, emails, and phone numbers.
- Record when new members join, any resignations, and keep a running tally throughout the year of Full and Associate numbers.
- Direct new members to the Website to view the Bylaws, Standing Rules, Handbook, and Directory. and issue them with a Rules Bag Tag. Also advise on other useful Golf Rules links e.g., USGA RULES OF GOLF APP.
- Introduce new members to Club members via the Captain's weekly newsletter and the Club's noticeboard.

NCGA Club Representative

- Act as liaison between NCGA and the Club.
- Attend area NCGA meetings as appropriate.
- Advise membership of NCGA Area Playdays and tournaments and submit entries as needed.
- Coordinate with Club Champion and Low Net winners and any other club members for participation in the Tournament of Club Champions.

RULES/HANDBOOK

- Interpret and clarify the USGA Rules of Golf.
- Define local rules.
- Present special rules for tournaments in cooperation with the tournament chair.
- Make ruling on questionable plays during playdays and tournaments.
- Clarify and reinforce rules on a regular basis.
- Review the online Club handbook annually and make updates as needed.

SOCIAL

- Arrange dates, menus, and cost for social events.
- Publicize and solicit sign-ups for social events including awards and end-of-year luncheons.
- Maintain a record of attendees and follow up with ladies who have not signed up.
- Finalize plans/costs with event personnel in the week/days prior to the event.

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- Present the Treasurer with monies collected, and a written account, including bills and receipts, of all monies received and expended for social activities/events in accordance with the Social budget.

SPECIAL EVENTS

- Be responsible for identifying and overseeing teams who will run each special event.
- Maintain a record of all flyers, sign-ups, results, and payouts for each event during the year.
- Maintain a list of award winners and prizes and after each event, submit this information to Captain, Secretary, Treasurer, Historian, and Sweeps.
- Advise each team of their responsibilities:
 - Identifying theme and game ideas for special events
 - Scheduling, publicizing, and conducting the special event
 - Use of Sweeps money for prizes, birdies, and chip-ins
 - Identification of winners and awarding of prizes
 - Budgeting for food and decorations in accordance with the budget allocation
 - Presenting the Treasurer with a written account including bills and receipts of all money received and expended.
 - Send game directions, scorecards developed for the game, flyers, and any other pertinent information to the webmaster to update the Special Events book.

SUNSHINE

- Handle all cards and correspondence which appropriately expresses the Club's sentiments.

SWEEPS

- Maintain weekly records and scores of all participants in Sweeps and Special Events.
- Payout Sweeps, Birdies, Chip-ins, and Free-Round-of-Golf (FROG) Certificates.
- Keep weekly records of Birdies, Chip-ins, and Break-50 winners.
- Keep a record of all Sweeps monies received and expended.
- Maintain both a historical list of first Birdie and first Break-50 winners and a supply of pins for new winners.
- At the end-of-year awards luncheon, award pins to players who achieved their first Birdie and first Break-50 during the year.

TOURNAMENT

- Be responsible for scheduling and conducting all major tournaments, assisted by others as needed.
- Determine the game to be played for the tournament and rules to be used.
- Determine overall and flight winners and the distribution of prize money based on the budget allocation for the tournament.
- Arrange for the purchase of trophies and/or plaques.
- Be responsible for having trophies and/or plaques engraved.
- Present tournament awards/prizes at awards luncheon.
- Submit a list of award winners and prizes to the Captain, Secretary, Treasurer, Historian, and Sweeps.

WEBMASTER:

- The Webmaster serves as the primary contact for all aspects of the Club's website, handling a range of responsibilities that may include:
 - Web design and development,

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- The routine site and content maintenance, and various updates to ensure the site aligns with the goals and objectives of the Club.
- Content Maintenance Duties Includes:
 - Yearly updates for the fee schedule,
 - Membership contact,
 - Calendar,
 - Member Planet event organization with a sign-up link on the Club website,
 - Club Handbook,
 - Special Event Book,
 - Photo Albums,
 - NCGA Playdays with a sign-up link to BlueGolf.com,
 - Executive Board and Committee Chairs,
 - Club Directory,
 - Web Presentation of Award Winners,
 - Online backup system for board minutes, sweeps, club legal documents, and YouTube.

ARTICLE V: MEETINGS

Section 1. Board Quorum

The Board of Directors shall meet at the discretion of the Captain and/or Board of Directors. Nine (9) members shall constitute a quorum. Special meetings shall be called by the Captain, the Board of Directors, or on petition of a majority of the membership.

Section 2. General Meeting Quorum

The Club shall have at least four (4) General Membership meetings annually, a quorum for which shall be twenty (20).

ARTICLE VI: NOMINATIONS AND ELECTIONS

Section 1. Nominating Committee

- (a) When any executive board position will become open in the coming year, a Nominating Committee of three (3) members shall be elected as follows: Prior to the second (2nd) general meeting, the Board of Directors shall elect two (2) Board members to serve on the Nominating Committee. At the 2nd general meeting one (1) member from the general membership, excluding present Board members, shall be elected to serve on the Nominating Committee.
- (b) The committee shall meet to discuss possible nominees for the open positions, how nominees will be contacted, and arrange times for future meetings as needed. Any member of the Nominating Committee mentioned for an elective office should absent herself during the discussion of her merits.
- (c) The Nominating Committee shall submit one name for each open office to the Board for information.
- (d) The captain, or her designee, will post the slate to the membership prior to the vote.

Section 2. Election of Officers

- (a) If an Elected Officer position is vacated before the end of her term, the Captain may appoint an interim officer for the remainder of the term or until the next election is held, whichever comes first. The appointee must be ratified by a majority of the Board.
- (b) Elections will be held electronically or in person before the end of October.
- (c) Election of officers shall be by secret ballot, except where there is but one nominee for each office; the Secretary shall then cast a blanket ballot.

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- (d) Before the blanket ballot can be cast, the general membership must be asked if they wish to submit nominations. Additional nominations may be made electronically, from the floor, or by write-in, providing the nominees have given their consent.

Section 3. Term of Office

- (a) The Executive Officers shall be elected to serve for two (2) years. No person shall hold the same office for more than three (3) consecutive years unless approved by a vote of the membership. The term of office shall be from January 1 through December 31.
- (b) Committee Chairpersons shall be selected by the Captain. They will serve for a one-year term with no limit on additional terms.
- (c) Board members are expected to attend all Board and General meetings. Board members must notify the Captain and may submit a written report to be read at the meeting if extenuating circumstances prevent them from attending.

ARTICLE VII: PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rules of Order shall govern the Club in all cases to which they are applicable and in which they are not inconsistent with these Bylaws and any special rules of order this Club may adopt.

ARTICLE VIII: AMENDMENTS

Section 1. Amending Bylaws

These Bylaws may be altered or amended by an e-vote or at any General Meeting of the Club by a two-thirds vote of the members voting, provided previous notice has been given. Announcing a change in the Bylaws by posting of the change for at least one (1) week prior to the vote, shall constitute notice.

Section 2. Amending Standing Rules

The Standing Rules may be amended by a two-thirds vote of the Board of Directors present and voting at a regularly noticed Board Meeting or through a noticed e-vote. Posting of the date, time, and place of the vote at least one (1) week prior to the vote shall constitute notice.