

SIERRA SAGE WOMEN’S GOLF CLUB  
CONSTITUTION AND BYLAWS  
CONSTITUTION

ARTICLE I  
NAME

SECTION 1. The name of this organization shall be “Sierra Sage Women’s Golf Club” (formerly Stead Women’s Golf Club.

ARTICLE II  
OBJECT

SECTION 1. The main purpose of this organization is to promote, foster, regulate, develop and conduct activities for the golfing pleasure of the club’s members.

SECTION 2. To co-operate with Sierra Sage Men’s Golf Club and the Course Professionals to promote interest in golf.

SECTION 3. This organization is non-profit.

BYLAWS  
ARTICLE 1

ELIGIBILITY - MEMBERSHIP - DUES

SECTION 1. MEMBER ELIGIBILITY;

1. Must be born female.
2. Must be eighteen (18) years of age.

SECTION 2. LIFE MEMBER ELIGIBILITY;

1. Dues paid twenty-five (25) consecutive years.

SECTION 3. SOCIAL MEMBER ELIGIBILITY;

1. Past member
2. Non-playing

SECTION 4. MEMBERSHIP;

A. NEW MEMBER

1. Without an established USGA Handicap Index shall use for ESC purposes, maximum handicap forty (40) index number to correspond to course handicap until she has sufficient five (5) scores to establish a USGA Handicap Index.
2. Acceptance of membership obligates a member to abide by and support the constitution, bylaws, standing rules and events of the club.
3. This club shall not be liable to any member or any other person for ANY damage or

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claim arising out of this club's operation and any member applying for and being accepted into this club hereby waives any such damage or claim which may exist at the present time or which may at any future time exist.

#### B. SOCIAL MEMBER

1. May attend hosted social events.
2. Shall receive communiqué.

#### SECTION 5. DUES

1. Regular membership dues shall be set at the discretion of the Board of Directors.
2. Life membership dues shall be \$15.00 or not to exceed one-half (1/2) of regular dues.
3. Social membership dues shall be \$10.00 or more annually.
4. Shall be payable January 1<sup>st</sup> and delinquent March 1<sup>st</sup>.
5. Northern Nevada Women's Golf Association dues of \$5.00 or more shall be delinquent May 1<sup>st</sup>.
6. Fiscal year shall be from January 1 through December 31.

### ARTICLE 11

#### BOARD OF DIRECTORS - OFFICERS - COMMITTEES

##### SECTION 1. BOARD OF DIRECTORS;

A. Shall consist of elected officers (President, Vice-President, Secretary and Treasurer), appointed standing and special committee members, all of whom shall serve for a term of one (1) year.

1. No officer or chairmen should serve in the same capacity for more than two (2) consecutive terms. A period of two (2) years should elapse before the officer or chairman may again serve in the same capacity. If no candidate is available and the officer or chairman is agreeable, this provision may be waived.
2. A member of the Board may be requested to resign her position on the Board for cause, upon a two-third (2/3) majority vote of the Board. Such member shall be given a hearing by the Board only upon request in writing as to the cause.
3. Any vacancy shall be filled by appointment of the President. Such an appointee shall fill the unexpired term and will BE eligible for reappointment or election to the same office for an additional two (2) years as provided in the above.
4. The immediate Past-President shall serve as ex-officio member of the Board and may attend Board meetings, but shall have no vote per se.

B. Shall manage all business and property of the club.

1. Shall adopt such policies and procedures as may be consistent with the constitution,

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bylaws , standing rules and events of the club.

2. All directors shall be entitled to vote.

D. Meeting shall be held monthly - time, place and date to be determined by the President.

E. One (1) more than one-half (½) Board members present shall constitute a quorum.

F. Elected officers shall be elected by the General membership at the closing luncheon from the panel submitted by the nominating committee. Nominations may be made from the floor.

## SECTION 2 DUTIES OF ELECTED OFFICERS;

### A. President:

1. Shall preside at all meetings

2. Shall appoint chairman of all standing committees.

3. Shall appoint chairmen of special and other committees as may be deemed necessary.

4. Shall appoint two (2) delegates, (voting privilege limited to one (1), to the Northern Nevada Women's Golf Association.

5. Shall act as exofficio member of all committees except the nominating committee.

6. May appoint a parliamentarian.

7. Out going President shall preside as the joint meeting of the outgoing and incoming Boards for transfer of records.

### B. Vice-President:

1. Shall preside in the absence of the President.

2. In case of vacancy in the office of President, assume that office.

3. Shall make all necessary arrangements for the invitational tournament.

4. Co-ordinate a final financial report and present to the Board.

5. Invitational tournament shall be entirely self supporting.

### C. Secretary:

1. Shall keep records and minutes of all meetings (general, special and Board of Directors).

2. Shall post copies of all meeting minutes.

3. Shall act as corresponding secretary.

### D. Treasurer:

1. Shall receive and disburse all funds in the name of the club, subject to the approval of the Board of Directors.

2. Shall prepare signature cards bearing signatures of the President, Vice-President,

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Secretary and Treasurer for bank records.

Instructions to the bank shall indicate that any two (2) of the four (4) signatures are required for withdrawal of funds

3. Shall be responsible for the collection of all dues and fees.
4. Shall prepare, present and post a monthly financial statement.
5. Shall maintain an accurate membership roster and supply updated copies to all officers and chairmen.
6. Shall be a member of the budget committee.

### SECTION 3 STANDING COMMITTEES;

A. Shall consist of Tournament, Handicap, Rules and Greens, Historian, Social and Hospitality, Trophies and Awards, Communiqué, Team Play, Golf Council, Budget and Parliamentarian.

B. Standing committee chairmen shall be appointed by the President.

C. Each shall serve for one (1) year.

### SECTION 4 DUTIES OF THE STANDING COMMITTEES;

#### A. TOURNAMENT:

1. Shall prepare a weekly schedule of play subject to approval of the Board.
2. Schedule, conduct and plan all club play days (excluding invitational) including club championship and Presidents Cup according to standing rules.
3. See that notice of eligibility requirements, flight information, special rules and other information concerning club championship, Presidents Cup and other special play days are posted on bulletins boards and/or printed in the communiqué in advance of play.
4. Shall determine flight breakdowns.
5. Shall verify winners.
6. Shall see that sign-up sheets are posted or made available.
7. Shall be a member of the budget committee.
8. Shall determine tie breaks.

#### B. HANDICAP;

1. Shall receive new member applications and obtain their scoring record.
2. Shall verify handicap and eligibility of all competitors.
3. Submit accurate list of members and their current handicaps to the tournament committee.
4. Make available to the tournament committee from other clubs an accurate list of members and their handicaps when necessary.

5. Inform members before the season starts of all handicapping rules and stress the importance of recording all scores.
6. Assist awards committee in determining winners of most improved awards.
7. Shall report to Board of Directors for investigation if any players net scores appears out of line.
8. Shall review the accuracy of scoring information entered by USGA. A new USGA Handicap Index based on the correct information should be issued.

#### C. RULES AND GREENS

1. Prepare and distribute copies of Board approved rules of play to all members.
2. Draw up any special rules needed (invitational with help from invitational committee, club championship and Presidents Cup with Board approval, team play with help from team play captain) to be distributed to competitors.
3. Promote knowledge of and adherence to current local and USGA rules.
4. Answer questions on rules which may arise during competition.

#### D. HISTORIAN

1. Shall maintain the club scrapbook.

#### E. SOCIAL AND HOSPITALITY

1. Shall make arrangements for luncheons and/or brunches.
2. Direct all social activities in connection with meetings, brunches, luncheons, tournaments and special events with the approval of the Board and within approved budget amounts.
3. Shall be a member of the budget committee.

#### F. TROPHIES AND AWARDS

1. Shall select and purchase all trophies and awards including gifts for the outgoing President, the pro and his staff within the approved budgeted amount.
2. Shall keep engraved trophies up to date.
3. Shall be a member of the budget committee.

#### G. COMMUNIQUÉ

1. Prepare communiqué and mail as directed by the Board (first communiqué should include membership applications).

#### H. TEAM PLAY

1. Shall explain team play concept to membership and encourage all to participate.

2. Shall set up schedule for qualifying dates to determine four (4) low gross and four (4) low net qualifiers for each month's play.
3. Submit list of eight (8) qualifiers with handicaps to hostess captain by Friday before the week of play (7 days).
4. If our club is to host team play, shall confirm date and cost with pro shop staff.
5. Shall attend spring and fall meetings of team play captains.
6. Shall report to Board of Directors on standings of team play.

#### I. GOLF COUNCIL REPRESENTATIVE/ALTERNATE;

1. Representative and/or alternate shall report to the Board golf councils agenda for input from the Board prior to voting.
2. Shall attend golf council meetings and give reports to Board of Directors.

#### J. BUDGET COMMITTEE;

1. Shall consist of the President, Treasurer, Tournament, Awards and Social Chairmen,
2. Shall prepare a proposed budget based on estimated membership and present to Board in January for approval.
3. Shall review expenditures and revenues and make any necessary changes bimonthly (one every two months).

#### K. PARLIAMENTARIAN;

1. Shall maintain parliamentary procedure at all meetings in accordance with "Roberts Rules of Order, Newly Revised" and this constitution and bylaws.

### SECTION 5 SPECIAL COMMITTEES

- A. Shall consist of Audit, Bylaws, Nominating, Activity Booklet and any other if deemed necessary.
- B. Shall be appointed by the President.

### SECTION 6 DUTIES OF SPECIAL COMMITTEES

#### A. AUDIT ;

1. Books shall be audited as soon as possible after fiscal year ending December 31<sup>st</sup>. A written report as to finding and recommendations shall be presented to the Board of Directors.

#### B. BYLAWS COMMITTEE;

1. Shall consist of at least three (3) members, plus the parliamentarian.
2. Shall review the Bylaws and present their recommendations to the Board for approval

prior to presentation to the general membership.

3. Written copies of proposed amendments for revisions shall be posted on the bulletin board in the club house or mailed to each member in good standing for consideration with notice of date, time and place of meeting at least ten (10) days prior to the meeting date.

4. Notification of the posting of proposed amendments or revisions shall be included in a communiqué.

5. Shall see that the updated bylaws are printed, posted and made available immediately upon adoption.

#### C. NOMINATING COMMITTEE;

1. Shall be appointed no later than September 1<sup>st</sup>. Committee shall consist of at least three (3) nor more than five (5) members.

2. Shall obtain the consent of the nominees for elective officers (President, Vice-President, Secretary and Treasurer).

3. The panel of nominees shall be published in the communiqué with date, time and place of election and shall be posted on the bulletin board at least ten (10) days prior to the date of the election.

#### D. ACTIVITY BOOKLET;

1. Shall publish and furnish to each member a yearly calendar of events, including a list of current directors, list of members, standing rules, local and state tournament data and general information.

### ARTICLE III MEETINGS

#### SECTION 1. GENERAL MEETINGS;

1. Shall be held at the opening brunch and the closing luncheon.

2. Time and place to be determined by the Board of Directors.

3. Those members present, in good standing, shall constitute a quorum.

4. With the exception of the provisions of ARTICLE V, Section 1.a. all measures shall be passed by a simple majority vote.

#### SECTION 2 SPECIAL MEETINGS;

1. May be called at the discretion of the President or the Board of Directors.

2. Those members present, in good standing, shall constitute a quorum.

3. With the exception of the provisions of ARTICLE V, Section 1.a. all measures shall be passed by a simple majority vote.

ARTICLE IV  
PARLIAMENTARY AUTHORITY

The rules contained in the current edition of “Robert’s Rules of Order Newly Revised” shall govern the club in all cases to which they are applicable and in which they are not inconsistent with this constitution, these bylaws and any special rules of order the club may adopt.

ARTICLE V  
AMENDMENTS

SECTION 1 BYLAWS

- A. These bylaws can be amended at any General or Special Meeting of the club by a two-thirds ( $2/3$ ) vote of the members present, provided that the proposed amendments or revisions have been posted on the bulletin board in the club house or mailed to each member in good standing for consideration, with notice of date, time and place of meeting at least ten (10) days prior to the meeting.
- B. Notification of the posting of proposed amendments or revisions shall be included in a communiqué.
- C. An amendment to or revision of these bylaws shall go into effect immediately upon adoption.

BYLAWS ADOPTED MARCH 23, 1978: REVISED NOVEMBER 1987 AND APRIL 1993.