

BY-LAWS & Standing Rules (Pages 1-4)

**BY-LAWS OF  
THE SAN JUAN HILLS WOMEN'S GOLF ASSOCIATION  
AS AMENDED November 10, 2022**

ARTICLE I – NAME

The name of this organization shall be “San Juan Hills Women’s Golf Association,” a non-profit organization, which henceforth may be referred to as SJHWGA or “the Club.”

ARTICLE II – OBJECTIVES

SECTION 1. To promote the interest of golf.

SECTION 2. To organize women golfers into a unit.

SECTION 3. To provide organized golfing opportunities for women golfers of every proficiency.

SECTION 4. To promote social activities for its members.

SECTION 5. To establish and maintain proper handicaps according to USGA handicapping system, and to cooperate and comply with the USGA rules and regulations.

SECTION 6. To conduct weekly games, annual club championship, special tournaments and events for members.

ARTICLE III – MEMBERSHIP, GENERAL

SECTION 1. Any female, eighteen years of age or over, of desirable character, shall be eligible to become a member.

SECTION 2. Members agree to abide by and support the By-Laws and general policies of SJHWGA. They must observe standard course etiquette, exhibit proper conduct, and play by USGA rules. Members must be in good standing and not be subject to any disciplinary process or sanction of SJHWGA or affiliated associations. Abuse by any member may result in disciplinary action including suspension or expulsion from the Club by a 2/3 vote of the Board of Directors.

SECTION 3. Due to unforeseen adverse circumstances, a member may request in writing special consideration regarding her membership from the Board of Directors.

SECTION 4. Any member whose membership shall have lapsed, or whose membership shall have been discontinued for any reason, and who wishes to resume her membership shall apply for reinstatement and shall comply with all the provisions set forth in Articles III, IV, and V. (Amended 10/18/2019)

ARTICLE IV – MEMBERSHIP, CATEGORIES

SECTION 1. Regular Membership applicants shall be approved and accepted by the Board of Directors subject to the requirements set forth in Articles III, IV and V.

SECTION 2. Regular Members may participate in weekly games, Club Championship, and additional tournaments under the conditions specified in the provisions of Article IV – TOURNAMENT ELIGIBILITY AND PROCEDURE.

SECTION 3. Dues for Regular Membership will reflect additional fees to fund competition as agreed upon and voted by the Board of Directors.

SECTION 4. Regular Members should make a positive effort to maintain a working handicap within the maximum limit of 40 . Members having a handicap of more than 40 shall play to a 40 in all Club events.

ARTICLE V – TOURNAMENT ELIGIBILITY AND PROCEDURE

SECTION 1. Ladies Day shall be Thursday of each week or such additional day designated by the Board of Directors as Ladies Day. To compete in any major tournament or weekly game a member must:

- A. Possess an established handicap.
- B. Play to no more than a 40 handicap.
- C. Play eighteen holes.
- D. Pay the Regular Membership fee as established by the Board of Directors.
- E. Post all scores in a timely manner.
- F. Observe the following procedures:
  - 1. Score cards must be signed and attested before they are turned in after play. No alteration may be made on a scorecard after it is turned in. If a player returns a score for any hole lower than actually taken, she shall be disqualified. A score higher than actually taken must stand as turned in.
  - 2. Each player shall check her score for each hole and settle any doubtful points before playing the next hole. Each player is solely responsible for the correctness of her score recorded for each hole.
  - 3. Players shall cooperate and comply with USGA Rules and Regulations, Local Rules and the Club's Standing Rules.
  - 4. To compete in weekly games a player must sign in on weekly game sheet and complete after play.

SECTION 2. To be eligible for MAJOR TOURNAMENTS, the Club Championship, the President's Cup, and the Binky-Burdick Memorial Eclectic, a member must, in addition to the provisions in SECTION 1 above:

- A. Belong to SJHWGA for 4 months as a Regular Member.
- B. Play 8 weekly games on Ladies Day
- C. Attend 2 General Meetings in a 12 month period prior to a major tournament in accordance with ARTICLE III.
- D. Serve twice as a starter. If serving on the Board of Directors or on a committee, a member will be exempt from starter duties.
- E. Any Regular Member who does not meet the requirements of ARTICLE IV, SECTION 2 due to unusual circumstances may petition the Board to participate in a major tournament.

ARTICLE VI – DUES AND FEES

SECTION 1. The fiscal year of this Association shall be January 1 to December 31.

SECTION 2. The annual membership dues shall be as established by the Board of Directors.

SECTION 3. Membership fees are due one (1) year from the member's last renewal date. (Amended 10/18/2018)

SECTION 4. Members will be notified by the Southern California Golf Association ("SCGA") 60 and 30 days prior to their renewal due date. At that time, membership may be renewed through SCGA by credit card. Any member who shall be in arrears in the payment of her annual dues after her due date may be dropped from membership. A member may be reinstated upon payment of the SJHWGA annual fee. (Amended 10/18/2019)

ARTICLE VII – GOVERNMENT AND MANAGEMENT

SECTION 1. The control and management of the affairs, funds and property of the Club shall be vested in the Board of

Directors, consisting of the eight elected officers: President, Tournament Chairman, Handicap Chairman, Secretary, Treasurer, Membership Chairman, Rules Chairman, and Delegate. Any Committee Chairman appointed by the President may be asked to attend Board meetings as required by the President.

SECTION 2. A member of the Board of Directors or a Committee Chairman shall incur no expenditure or liability of \$300.00 or more unless established in the approved annual budget or approved by a majority vote of the Board.

SECTION 3. The Board of Directors and committee members shall serve without compensation.

SECTION 4. Absence of any Director from three consecutive Board meetings, or a total of three General Meetings, will automatically constitute her resignation unless remaining Directors deem this absence of unusual circumstances and beyond control.

SECTION 5. The Board of Directors shall settle all complaints, disputes or interpretations of By-Laws. The decision of the Board will be final.

SECTION 6. The Board of Directors shall promote tournaments and provide for trophies and prizes.

#### ARTICLE VIII – MEETINGS

SECTION 1. There will be a General Membership Meeting bi-monthly (every 2 months) on the second Thursday of the month unless otherwise stated by the Board of Directors, and a meeting of the Board of Directors bi-monthly (every 2 months) at a time to be agreed upon by the Board. The General Membership Meetings will be held in January, March, May, July, September, and November. A December meeting and holiday party will be held on a date agreed upon by the Board and San Juan Hills Golf Club's banquet manager. (Rev. 11/10/22)

SECTION 2. Special meetings of the Board of Directors may be called at any time by the Secretary on order of the President or four members of the Board of Directors. The Secretary shall give each Director reasonable notice.

SECTION 3. A copy of these By-Laws shall be on hand for reference at all meetings.

#### ARTICLE IX – OFFICERS AND ELECTIONS

SECTION 1. Elective Officers:

- A. The Elective Officers shall be President, Tournament Chairman, Handicap Chairman, Secretary, Treasurer, Membership Chairman, Rules Chairman and Delegate together form the Board of Directors.
- B. All officers shall be elected for a term of one year. No officer shall hold the same office for more than two consecutive terms with the exception of positions which require certification (i.e. Handicap, Rules, etc.) and at the option of the club may serve a third term if necessary for continuity.
- C. No Member shall be eligible for the Board of Directors until she has been a member for one year prior to elections.
- D. To be eligible for President one must have served one year previously on the Board of Directors.

SECTION 2. Election:

- A. The President shall appoint a Nominating Committee at the September General Meeting. It shall consist of at least one member from each flight class, if practicable. This committee shall nominate two persons, if practicable, for each office. Two weeks prior to submitting its report at the October General Meeting the Committee shall post the names of potential board nominees via the internet either by email, SJHWGA website, and/or posted in the ladies' locker room. Nominations may be made from the floor at the October General Meeting provided the nominee has previously given her

approval of such nomination and indicated her willingness to accept office. A member may nominate herself for any office. No member of the Nominating Committee shall be a candidate for office.

B. The election of officers shall be held at the November General Meeting.

C. Election of each of the 8 officers shall be by written ballot or voice vote of those present.

D. An absentee vote request shall be in writing and submitted to the Nominating Committee prior to the opening of the November General Meeting.

E. If none of the offices is contested, the Slate presented by the Nominating Committee shall be deemed to be accepted and no further voting is necessary. If any one of the offices is contested, voting on the contested office will take place at the November General Meeting and the winner will be determined by a simple majority.

F. Newly elected officers shall assume their duties January 1

G. In case of the vacancy or resignation of the President, the Tournament Chairman shall assume the duties of the President.

H. In case of the vacancy of any other office, the President shall appoint a replacement to finish the term, such action to be ratified by the Board of Directors.

#### ARTICLE X – DUTIES OF OFFICERS

SECTION 1. The President shall preside at all meetings of this organization and the Board of Directors, and shall be ex-officio member of all Committees except the Nominating Committee. She shall have power to appoint Standing and Special Committees, Parliamentarian and Auditor as needed. She shall sit as a non-voting member of the Board of Directors, except in instances of breaking a tie vote.

SECTION 2. The Tournament Chairman shall have charge of all Ladies Golf events. She must post all events in advance, record and announce winners as known and keep record of the tournament funds and awards. She must present an annual calendar of all tournaments for the approval of the Board. She shall appoint one or more members to assist her. The Tournament Chairman shall assist the President and shall, in the latter's absence, preside at all meetings.

SECTION 3 The Handicap Chairman shall be responsible for proper keeping of Handicap records and shall abide by recommendations of the Southern California Golf Association and the USGA for the uniformity of handicaps. She shall appoint one or more members to assist her. She shall coordinate with the Treasurer and Membership Chair to forward SCGA/GHIN handicapping fees, and it shall be her responsibility to submit to this organization the information which it requires in order to maintain its records.

SECTION 4. The Secretary shall keep records of the meetings of the Board of Directors and the Association. She shall read and answer, as directed, all correspondence to this organization and shall issue all notices.

SECTION 5. The Treasurer shall receive all funds of the Association and keep a record thereof. All bills must be submitted in writing, accompanied by an itemized invoice wherever possible. She shall submit a Treasurer's report at each meeting.

SECTION 6. The Rules Chairman shall find answers to all golfing questions through the USGA Rules of Golf and report monthly. She shall inform herself adequately on all rules of golf. When in doubt, questions shall be referred to the Rules Chairman of San Diego County Women's Golf Association whose decision shall be final.

SECTION 7 The Membership Chairman shall distribute current applications to prospective members. She shall determine acceptability according to Club standards as set forth in Article III. She shall notify new members of acceptance by the Board and distribute copies of the application to board members. She shall acquaint all new members with their responsibilities as members of SJHWGA, and introduce them to Club members. As Membership Chairman she shall compile and maintain a correct list of names and addresses for every member. She may appoint a committee to assist her.

SECTION 8 The Delegate shall represent our club while conducting business with other organizations for the purpose of communicating information between those organizations and the SJHWGA Board of Directors. Additionally, she will be entitled to vote with the approval and on behalf of the Board of Directors.

ARTICLE XI – QUORUM

SECTION 1. In order to transact official business of the Club, a quorum consisting of at least thirty percent (30%) of the membership, and at least four (4) members of the Board of Directors, must be present at a General Meeting.

SECTION 2. At least five (5) members of the Board of Directors must be present at all regular or special meetings of the Board of Directors.

ARTICLE XII – AMENDMENTS

SECTION 1. These By-Laws may be repealed, amended or new By-Laws adopted by a two-thirds majority of members present, provided such proposals are discussed at the previous meeting, sent to the membership via the internet and/or posted in the ladies’ locker room at least two weeks in advance of a vote.

ARTICLE XIII – ORDER OF BUSINESS

SECTION 1. The Order of Business at Regular and Special Meetings of the Club shall be:

- A. Introduction of guest
- B. Approval of minutes of last meeting
- C. Report of Treasurer
- D. Introduction of new members
- E. Officers Reports
- F. Unfinished Business
- G. New Business
- H. Adjournment

ARTICLE XIV – RULES OF ORDER

SECTION 1. All meetings of the Club shall be governed by Robert’s Rules of Order.

STANDING RULES

1. In case of rain on General Meeting day, the meeting will be called at 1:00 p.m. in the clubhouse. (Amended 2/20/14)
2. Sign-up sheets for the following Thursday’s play will be available 45 minutes prior to the first tee time. After Thursday, tee times may be made by contacting the scheduler. When play is cancelled, new starting times for the following week will be required and must be made by contacting the scheduler no earlier than 8:00 a.m. that Thursday.
3. A member who wishes to cancel must call the scheduler no later than 12:00 noon on the day preceding play or call the Pro Shop before 7:30 a.m. on Thursday or she will be considered a no-show. A member with a habitual pattern of no-shows may be subject to disciplinary action by the Board of Directors.

4. A prior member may be signed in as a guest, on a limited basis, with a member. Any member may invite and sign in a guest on a limited basis. A guest may not compete or enter any weekly activity where monetary or honorary prizes are awarded with the exception of "Guest Days" and "Invitational Tournaments." (Amended 10-17-13)
5. A SCGA Handicap Associate who has been assigned to SJHWGA may schedule to play in the Thursday play days no more than two (2) times per year. The Associate will not be eligible for any benefits, games, tournaments, or prize money from the SJHWGA Membership Fund. (Amended 9/2/2022)
6. A member may sign in one (1) other member for a starting time.
7. A hole-in-one is recognized only on an official SJHWGA play day and all 18 holes must be completed. Any member making a hole-in-one will receive a board approved cash sum. Additionally, the bar bill for club members present on that day will be paid by SJHWGA, which is limited to soft drinks, house wine and draft beer.
8. Most Improved Golfer must be a member at the start of the SJHWGA fiscal year and post twenty (20) SJHWGA scores within one year prior to the presentation of the award. She must have improved from a starting handicap index not higher than a prior winning handicap index.
9. A minimum of 16 players must compete to constitute a weekly game.
10. On Ladies Day, if a hole is NOT in play for that day's tournament, a player may choose to pick up and take the most likely score, not to exceed the player's Equitable Stroke Control limit. An "X" should precede the most likely score. However, if a player picks up on a hole that counts in the "Tournament of the Day" she will no longer be eligible to participate in that day's event. (Section 4 "USGA Handicap System" Manual). (Amended 10/18/18)
11. If a member has signed up for an event and does not cancel the week before, she will be liable for the incurred cost.
12. SJHWGA will hold a Club Championship and a Club Senior Championship each year. Any Regular member may enter the Club Championship provided they meet the requirements listed in Article IV. Only Regular members aged 65 or older may enter the Senior Championship. A member may not enter both events. The Champion in either event shall be that competitor who posts the lowest gross score for three weeks regardless of flight or handicap. (Amended 2013)
13. The SJHWGA President, a board member approved by the President, or a board member standing in during the absence of a President is the only eligible member to distribute emails to the membership as a whole at any time.