

**BY-LAWS OF
THE SAN JUAN HILLS WOMEN'S GOLF ASSOCIATION
AS AMENDED March 14, 2024**

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.

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, shall be eligible to become a member (the board reserves the right to deny membership if the majority of the board agree).

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 .

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 handicap index maximum of 40. Members having a playing (course) handicap of more than 40 shall play to a 40 in all Club event

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 playing 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. Scorecards 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.

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. Any discrepancy between Scorecards or Golf Genius will default to using the higher score.

3. Players shall cooperate and comply with USGA Rules and Regulations, Local Rules and the Club's Standing Rules.

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 (within preceding 12 months)

- 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, within the preceding 12 months. 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 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.

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.

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 seven elected officers: President, Tournament Chairman, Handicap Chairman, Secretary, Treasurer, Membership Chairman and Rules Chairman, 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 (within 1 year), 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 every 2 months, unless otherwise stated by the Board of Directors, and a meeting of the Board of Directors 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.

SECTION 2. Special meetings of the Board of Directors may be called at any time on order of the President or by four members of the Board of Directors. Directors shall be given 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 /Golf Genius Scheduling Chairman, Secretary, Treasurer,

Membership Chairman and Rules Chairman. 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 should be eligible for the Board of Directors until she has been a member forr 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 at least one member for each office. Two weeks prior to submitting its report at the November General Meeting the Committee shall post the names of potential board nominees either by email and/or posted in the ladies' locker room. Additional nominations may be made from the floor at the November 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 7 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 are 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 will also be responsible for managing the Scheduling of Tee Times on Golf Genius. She may 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.

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 Southern California 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.

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.
2. Sign-ups for Thursday play will be available online in Golf Genius (GG) 3 weeks ahead of play (opens each Thursday).
3. A member can cancel their tee time online on GG up until noon the Wednesday before play. Any cancellations after the online tee times are closed on GG must be made via email to the scheduler, the starters, and a phone call to the pro-shop BEFORE 7am the day of play. A member with a pattern of no-shows may be subject to disciplinary action by the Board of Directors:
 1. A member can have 1 “no show” per calendar year excused.
 2. The 2nd and 3rd “no show” will have a \$20 penalty (proceeds will go toward holiday budget”).
 3. The 4th no show may result in Club Suspension.
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 in any weekly activity where monetary or honorary prizes are awarded with the exception of Invitational Tournaments.
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.
6. A member may sign up other members (limit of 3) for a tee 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.
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 (if less than 10), otherwise max score per hole is 10.. 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, unless she takes a max score of 10..
11. If a member has signed up for any event requiring a pre-payment 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.

13. Scoring Irregularities: In order for the Board to investigate a scoring irregularity, the report has to come from a player that witnessed the irregularity in their foursome. The Board will conduct an investigation first before confronting the member. If the Board determines that the member has improperly scored their game, the following will occur:

1. Board will allow for 3 separate reports of improper scoring. Each will result in a written (email) and/or spoken warning to the member.

2. With the 3rd occurrence, member will be required to play with a board member for the next four rounds (scoring supervision).

3. If scoring is correct during the four rounds of play, member will return to unsupervised play. However, if there is one report of inaccurate scoring (4th occurrence), member will then be ineligible for competition (weekly games/side pots) for three months.

4. If after the three-month hiatus (#3), there is one additional report of improper scoring (5th occurrence), member will be permanently banned from participating in any competition. At the Board's discretion, she may be allowed to continue play with the club

14. Pace of Play Policy: (See Pace of Play Policy in Club Information on Website)

a. Players Assistant – 1st Warning

b. Players Assistant – 2nd Warning – Players have 2 holes to catch up

c. Players Assistant – 3rd Warning – Entire foursome is required to pick up their balls and proceed to the correct hole (per pace of play) a max score of 10 will be take on the skipped holes.

15. 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.