

WWGC STANDING RULES (revised 2018)

ARTICLE I – PURPOSE

Section 1. The object of these Standing Rules shall be to provide for the orderly and routine conduct of all activities of the Windsor Women's Golf Club.

These Standing Rules are an adjunct to the By-Laws and shall govern all matters to which they are applicable and which are not governed by the By-Laws.

Section 2. Standing rules may be adopted, amended or rescinded without previous notice at any General or Board meeting, by a majority vote of any quorum present.

ARTICLE II – MEMBERSHIP

Section 1. Applicants shall submit an application with payment to the Membership Chair. An applicant may join the club regardless of whether she has a GHIN number or whether she has an established handicap. If she has no established handicap she shall begin posting scores to her GHIN number as soon as games are played. A handicap index will be issued by GHIN after the first revision after she posts her fifth score. She will be eligible to enter sweeps as soon as GHIN issues a handicap index.

Section 2. Female Junior golfers (age 14-17) wishing to play with the WWGC to establish a handicap and gain experience will be added at no cost as a Junior golfer until the Junior golfer's 18th birthday. At this time, the Junior golfer may join at the regular club dues.

ARTICLE III – FINANCES

Annual dues shall be \$30.00 per year which includes Hole-in-One insurance. (After August 1st, dues shall be \$15.00). An initiation fee for new members shall be \$25.00. PWGA/NCGA fee is \$39. The late renewal fee of \$25.00 is assessed for current members who fail to renew by November 1.

ARTICLE IV – GOLF ACTIVITIES

Section 1. General

- A. For regular sweeps play and minor tournaments, the tournament chairwoman will have full discretion determining breakdown of flights, awarding prizes, method of paying ties and distribution of any other fees.
- B. The maximum handicap to participate in sweeps and tournaments shall be 40.
- C. For any event encompassing more than one day of play, no refund of entry fees will be made unless the event has been completely cancelled. The event, at the discretion of the Chairwoman in charge, may be ruled as a completed event of a lesser length.

- D. Any member with a disagreement with the manner in which an event is organized, prizes awarded, or funds disbursed, may present her points of dissension in writing to the Board of Directors.
- E. All play will be according to the USGA Rules and WWGC Local Rules.

Section 2. Regular Playdays

- A. All players in assigned tee times must enter and pay sweeps money. Sweeps money and sign-in slips must be deposited by completion of the first nine holes for the player to be eligible for sweeps.
- B. Players shall report to the Pro Shop no later than 20 minutes before their tee time and be at the tee at least 5 minutes prior to tee time.
- C. Players unable to play at their assigned time must call the Pro Shop and cancel.
- D. Three official score cards must be signed and attested by all players in the group. Scores cards shall be turned in to Tournament Committee as quickly as possible after play.
- E. In the event of rain during play, if less than 1/2 of the field finishes 18 holes, a 9 hole event will be called. If less than 1/3 complete 9 holes, play shall be cancelled and sweeps money refunded.
- F. On Thursday playdays, if eight (8) or more players come to play, sweeps will be collected and winners paid. Winners shall be announced for all concurrent games/formats (e.g. Long Ec, Short Ec. Low Gross/Low Net). If seven (7) or fewer players show up, no sweeps will be collected in the event of rain. Any concurrent games (e.g. Long Ec, Short Ec. Low Gross/Low Net) will be played on the following week.

Section 3. Major Tournaments

- A. Tournament Chairwoman shall post announcements of all major tournaments including entry requirements, fees and closing dates for entries, and shall also be responsible for engraving of trophies and plaques.
- B. To be eligible to play in a major tournament, a member must have an established handicap.
- C. Major Tournaments:
 - 1) Match play tournament
 - 2) The President's Tournament shall be medal play format. The Low Net player of the entire field will be designated WWGC's Low Net Champion of the year.
 - 3) The Senior Club and Club Championship Tournaments shall be medal play format. Gross scores will determine winners. To enter the Senior Club or Club Championship Tournaments, a minimum of eight 18-hole or sixteen 9-hole play days (Tuesday 9ers, Seniors, or Thursdays) must be played in the period beginning the week following the most recent Championship and ending the week prior to the next Championship.

Section 4. Minor Tournaments – Several minor tournaments may be scheduled (e.g. Members Memorial Tournament, Turkey Shoot)

Section 5. Guest Days – All guests must enter sweeps if they have an established handicap. Guests not having an established handicap are ineligible for sweeps prizes. They may, however, enter and be eligible for the Closest to the Hole event. A member may bring up to 3 guests on any guest day.

Section 6. PWGA Tournament of Club Champions (TOCC) – WWGC's two representatives shall be the Club Champion (Low Gross Champion) and President's Tournament winner (Low Net Champion). If needed the alternates will be:

- A. For Low Gross Champion – Senior Club Champion then the winner of the Low Gross Playoff event in October
- B. For Low Net Champion – Senior President's Cup Champion then the winner of Low Net Playoff event in October

Section 7. Other formats and Side-Games

- A. Low Gross/Low Net – Played the first Thursday of each month. Low Gross and Low Net winner's names put on list (including ties) for play-off in October. All players in playoff are in one flight (not flighted by gross or net). See Art. IV, Sec 2E for rainouts.
- B. Long Eclectic (EC) – Played the first Thursday of each month, January (or February) through November. Improve hole-by-hole through the year. Use August 1st handicaps for flighting. See Art. IV, Sec 2E for rainouts.
- C. Spring and Fall Eclectic (EC) – Played for a block of time in spring and fall (often 6 weeks in spring; 5 weeks in fall). Improve hole-by-hole each week. Use handicap from middle of term for flighting.

ARTICLE V – HOLE IN ONE INSURANCE FUND

Section 1. Hole in One Insurance is included in your annual dues.

Section 2. An amount of \$50.00 will be awarded to any member who makes a Hole-in-One on a regular Windsor play day (9ers, Seniors, Thursdays) and their name will be engraved on the permanent plaque.

ARTICLE VI – MOST IMPROVED GOLFER AWARD

Section 1. To be eligible for the Most Improved Golfer Award, a player must have participated in at least 12 Windsor Women's Golf Club play days from January 1st to November 1st.

Section 2. This award will be determined by the Handicap Chairwoman each year. The November 1st GHIN handicap report made available to the

Handicap Chairwoman denotes the Most Improved Golfer based on scores from January 1st to October 31st, beginning with a maximum index of 40.4.

Section 3. The award for Most Improved Golfer will be presented at the end of the year.

ARTICLE VII – AWARD PINS FOR BREAKING 100-90-80-70

An award pin will be presented to any member who scores in any of the above categories for the first time on a Windsor ladies' play day. The fact that she has previously accomplished the feat and been awarded a pin from another golf group does not preclude this award. Handicap chairwoman **MUST** be advised of these scores. The pin may be awarded at the conclusion of play on the day the event occurred.

ARTICLE VIII – TROPHIES

Permanent trophies or plaques for major tournaments shall be engraved with the winner's name and will be displayed in the Club House.

WWGC BY-LAWS

ARTICLE I – NAME

The name of this organization shall be the Windsor Women's Golf Club.

ARTICLE II – OBJECTS AND PURPOSES

The object and purpose of this club shall be to promote and coordinate golf activities, fellowship and friendliness among women golfers. Any member not adhering to this article in the opinion of the Board of Directors shall be subject to dismissal from the Club.

ARTICLE III – MEMBERSHIP

Section 1. Any women over 18 years of age, interested in the objectives and purposes of this club shall be eligible for membership.

Section 2. All paid-up members are eligible to vote in person or proxy, unless the vote is on joining a club or an association which they are already affiliated with through another club.

Section 3. Former members who have become inactive due to change of address, illness, or other reasons considered justifiable by the Board of Directors, may be reactivated upon payment of dues.

Section 4. A Senior member shall be at least 50 years of age and will be

required to show proof thereof.

ARTICLE IV – DUES

Section 1. Dues are payable annually. New members shall be required to pay an initiation fee in addition to annual dues. The membership year for which dues are payable shall be January 1st through December 31st. Annual dues shall be established by the Board of Directors.

Section 2. Any member whose dues are delinquent shall be placed on inactive status and will be reinstated upon payment of initiation fees and annual dues. Only members whose dues are paid shall be entitled to vote and participate in tournaments and activities.

ARTICLE V – OFFICERS

Section 1. The officers of this Club shall be President, Vice President, Secretary, Treasurer, Handicap Chairwoman, Tournament Chairwoman, Webmaster, Membership Chairwoman, Hospitality Chairwoman, North Bay Rep., PWGA Rep., Senior Rep., Niner Rep., Rules, Parliamentarian, and Publicity/Historian.

Section 2. The officers shall be elected at the general meeting in September of each year and shall serve one year beginning January 1.

Section 3. The Board of Directors shall fill by appointment all vacancies that occur during the club year.

ARTICLE VI – MEETINGS

Section 1. There shall be one regular Board meeting on the first Thursday of each month, and at least three general meetings during each year. Meetings may be canceled at the consensus of the board.

Section 2. A special meeting of the membership may be held at any time upon call of the President, the Board of Directors, or any ten members. A notice stating the purpose of the special meeting shall be posted for the members at least seven (7) days prior to the meeting.

Section 3. The quorum for any regular or special meeting shall be the majority of the members present, with the exception that, for any meeting at which By-Law amendments are under consideration, the quorum shall be 25% of the entire membership.

ARTICLE VII – BOARD OF DIRECTORS

Section 1. The Board of Directors shall consist of all the elected officers, the Parliamentarian and appointed Chairwomen.

Section 2. The Board of Directors shall meet once each month, and at any other time they deem necessary.

Section 3. The Board of Directors shall transact all business of the Club. It shall approve all bills. It shall consider all written suggestions from the

membership.

Section 4. A majority of the members of the Board of Directors shall constitute a quorum.

ARTICLE VIII – NOMINATIONS AND ELECTIONS

Section 1. The Nomination Committee shall present a proposed slate of officers to the board at the August board meeting and post it immediately for public view. The election of officers shall occur at the September General Meeting.

Section 2. Nomination may also be made from the floor with the consent of the nominee. If there is more than one nominee for an office, voting shall be by written ballot only, and the President shall appoint two tellers to collect and count the votes cast. A vote of the Board of Directors shall break all ties. The Secretary shall announce the results of the voting.

Section 3. Officers so elected shall be installed in December and shall take office January 1.

ARTICLE IX – DUTIES OF THE OFFICERS

Section 1. President - The President shall preside at all meetings of the Club and Board of Directors, and shall perform such other duties as may be required. She shall be an ex-officio member of all committees except the nominating committee.

Section 2. Vice-President - The Vice President shall act in the absence of the President. She shall also perform such other duties as may be required. She shall be responsible for all aspects for the Invitational unless the Board designates another member as Invitational Chairperson.

Section 3. Secretary - The Secretary shall keep a true and accurate record of the meetings of the Club and the Board of Directors. She shall conduct all necessary correspondence.

Section 4. Treasurer - The Treasurer shall receive all money and collected dues, depositing same in a bank selected by the Board of Directors; pay all approved bills; make a financial report at all meetings; and submit a list of paid members to the Board at the January Board Meeting. She shall submit her records to an annual audit at the end of the fiscal year; the Board shall appoint an auditor who is not a current officer, for the purpose. She shall also appoint a chairwoman for the Hole in One Fund.

Section 5. Handicap Chairwoman - The Handicap Chairwoman shall be responsible for all aspects of handicapping. The GHIN handicapping system shall be used.

Section 6. Tournament Chairwomen - The Tournament Chairwomen shall have charge of all competitions and scheduling of golf activities. They shall prepare a schedule of events for submission to the membership booklet.

- Section 7.** Webmaster – It shall be the duty of the Webmaster to update the Windsor Women’s Golf Club website with upcoming events and tournaments, with results of completed tournaments and other news and information as obtained from the various chairpersons.
- Section 8.** Membership Chairwoman - The Membership Chairwoman shall maintain a current and accurate membership file. She shall receive all applications for membership and present them to the Board of Directors. She shall be responsible for the compilation and distribution of membership booklets containing local rules, schedule of events and membership roster to all members of the Women’s Club.
- Section 9.** Hospitality Chairwoman - The Hospitality Chairwoman shall arrange for the refreshments on Guest Days and special lunches.
- Section 10.** Parliamentarian - The Parliamentarian shall remain current on the By-Laws and advise the Board of Directors of any recommended changes. She shall chair the nominating committee with two members of her choice.
- Section 11.** Historian - It shall be the duty of the Historian to keep a record of news items, pictures and whatever may be pertinent to the activities of the Club.
- Section 12.** Pacific Women’s Representative - It shall be the duty of the PWGA Rep to serve as a liaison in all activities of the Pacific Women’s Golf Association and to be in charge of PWGA golfing events at Windsor Golf Club.
- Section 13.** North Bay Director - It shall be the duty of the North Bay Rep to serve as a liaison in all activities of the North Bay Women’s Golf Association and to be in charge of North Bay golfing events at Windsor Golf Club.
- Section 14.** Rules Chairwoman - It shall be the duty of the Rules Chairwoman to become thoroughly familiar with the USGA “Rules of Golf”; make decisions concerning differences of interpretation among the members; and prepare a current set of “Local Rules” for approval by the Board of Directors. She shall be a tournament committee member for the Club Championship, the President’s Cup and for Match Play.
- Section 15.** Publicity - It shall be the duty of the Publicity Chairwoman to keep newspapers and members notified of events and take photographs as necessary.
- Section 16.** Senior Rep. - It shall be the duty of the Senior Rep to serve as a liaison in all activities of the Senior Women’s Group.
- Section 17.** 9’er Rep. - It shall be the duty of the 9’er Rep. to serve as a liaison in all activities of the 9’er Women’s Group.
- Section 18.** All elected officers may appoint as many assistants or committees as needed to perform their duties.

ARTICLE X – SPECIAL COMMITTEES

Section 1. The President may appoint such committees as may be necessary to carry on the business of the Club.

Section 2. The duties of such special committees shall be determined by the Board of Directors.

ARTICLE XI – TOURNAMENTS AND ACTIVITIES

Section 1. Thursday is designated as Ladies' Day. Senior Ladies' play day will be determined annually by the board. Nine Hole Ladies' play on Tuesday. These days cannot be changed without permission of the Director of Golf Operations at Windsor and a vote of the Women's Club membership.

Section 2. The following tournaments are normally scheduled during the year: Spring Handicap Tournament, President's Cup, and the Club Championship.

ARTICLE XII – FISCAL YEAR END REPORTS

Section 1. The fiscal year of the Club shall be from January 1 to December 31.

Section 2. Each officer and committee chairwoman shall prepare or update a report on procedures and present all books and records to the incoming officers by the January Board Meeting.

ARTICLE XIII – ASSOCIATIONS

Section 1. The Club shall be affiliated with the Pacific Women's Golf Association.

ARTICLE XIV – STANDING RULES

Section 1. The Board of Directors shall be responsible for maintaining a set of Standing Rules to supplement these By-Laws.

ARTICLE XV – AMENDMENTS

Section 1. Proposed amendments to these By-Laws shall be first approved by the Board of Directors

Section 2. All proposed amendments shall be submitted to the membership at least thirty (30) days prior to voting.

Section 3. These By-Laws may be amended at any General Meeting, at a special meeting called for that purpose, or by mail and/or email ballot.

Section 4. Passage of proposed By-Laws amendments requires a majority vote by 25% of the entire membership.