

**BY-LAWS OF BALBOA PARK WOMEN'S GOLF CLUB**  
Amended and Restated August 2020

**ARTICLE I – NAME**

Section 1.1 The name of this Organization shall be the Balboa Park Women's Golf Club (hereinafter referred to as the "BPWGC").

**ARTICLE II – PURPOSE**

Section 2.1 The specific and primary purpose of this Organization shall be to promote, supervise and conduct competitive golf for BPWGC members in accordance with the Rules of Golf of the United States Golf Association as modified by Local Rules decided upon by the Board of Directors ("Board"). BPWGC is organized for nonprofit purposes and as such, BPWGC does not contemplate financial gain or profit for its members. No part of the net earnings are used to benefit any private individual other than in the normal course of activities of the association.

**ARTICLE III – MEMBERSHIP**

Section 3.1 Any amateur golfer of good character with a USGA handicap established within limits designated by the BPWGC Board of Directors, who pays the annual dues required for their level of participation, shall be eligible for membership.

Section 3.2 All members will abide by the By-Laws, general regulations, as well as USGA rules. Members will treat fellow players and course personnel with respect and courtesy. Any failure to do so may be reviewed by the Board and can result in disciplinary action and/or dismissal from the club.

Section 3.3 On a calendar year basis, the Board shall determine annual dues for the membership. The Board may adopt different levels of dues based upon whether the member is eligible to participate in all events or, instead plays only on weekends, or whether the member has elected to only participate in BPWGC social activities. The Board may, in addition, adopt separate assessments for luncheons, other social events, and golf activities that the member may elect on a voluntary basis.

Section 3.4 All members of the BPWGC shall maintain concurrent membership in the Southern California Golf Association.

Section 3.5 Memberships in the Club shall be for a 12-month period determined by the anniversary date of membership for each individual member.

#### **ARTICLE IV – BOARD OF DIRECTORS**

Section 4.1 The government of the BPWGC shall be vested in a Board of Directors (the “Board”) consisting of a minimum of ten (10) voting members who are in good standing. The Board shall exercise all powers of management of the BPWGC not specifically excepted by these By-Laws. A majority of the voting Board members shall be required for a quorum.

Section 4.2 The elected Directors shall include the President, Vice-President/Tournament Director, Secretary, Treasurer, and Directors assigned to administer Handicaps, Sweeps, Ringer, Membership, Rules, Saturday Coordinator and Hospitality. At the Board’s discretion, any Board position, excluding the Officers named in Section 4.4, may be shared by two or more individuals to best support the operations of the BPWGC. In addition, the Board may from time to time choose to create additional voting Directors to address current organizational priorities, leave a non-Officer position temporarily vacant, or consolidate two or more Director positions. All Directors in this Section are deemed to be voting members of the Board.

Section 4.3 The immediate Past President shall be invited to serve as the Parliamentarian, a non-voting advisor.

Section 4.4 The President, Vice President/Tournament Director, Secretary, and Treasurer shall be recognized as the Officers of the Organization.

Section 4.5 To be eligible for election to the office of President, a nominee must have been a member of the Board for a minimum of one year. All other Directors must be members of BPWGC in good standing prior to nomination.

Section 4.6 The term of office for each Board member shall be one year. An elected member who has been absent from three (3) consecutive board meetings without adequate excuse is deemed to have vacated their office. The Board may seek to remove and replace the incumbent by a  $\frac{2}{3}$  vote.

Section 4.7 A Nominating Committee (the “Committee”) of three (3), including the immediate Past President, who acts as Chairperson, and two alternates, shall be elected by the Board in September. The Committee shall obtain the consent of the nominees to fill the office for which they are selected and shall explain their duties to them. The Committee shall present the names of the nominees to the Board for approval at least thirty (30) days prior to the annual election. After approval by the Board, the slate shall be posted for a minimum of twenty (20) days, during which time additional nominations may be accepted. The election will be conducted under the direction of

the Nominating Committee at the General Meeting in November. The elected Board members shall be installed at the Holiday Luncheon held in December and the new Board shall assume their duties January 1st of the following year.

Section 4.8 If any office, except that of the President, becomes vacant prior to the end of its term, the remaining Directors may appoint the successor who shall hold office for the rest of the unexpired term. In the case of the Presidency, a special election of the membership shall be held within sixty (60) days. The Officers shall serve as the Nominating Committee in the event that the office of President becomes vacant. The Vice-President/Tournament Director shall serve as Acting President until a new President is selected by the membership.

## **ARTICLE V – MEETINGS**

Section 5.1 The Board of Directors shall meet quarterly at the Balboa Park Club House unless otherwise specified.

Section 5.2 All members shall be invited to participate in an annual General Meeting to be held in November. This meeting shall be scheduled so as to accommodate as many members as possible, for example, after a shot gun tournament.

Section 5.3 A special meeting of the Board of Directors may be called at any time by the President or upon the written request of five (5) Directors or fifteen (15) members, filed with the secretary and briefly stating the purpose of the special call. Special meetings shall be held in the Balboa Park Club House unless otherwise stated.

## **ARTICLE VI - DUTIES OF OFFICERS**

- 1) President – The President shall preside at all meetings of the BPWGC and of the Board of Directors and shall supervise generally all affairs of the Club. The President shall appoint all Committees except the Nominating Committee. It shall be the duty of the President to see that all By-Laws and such rules and regulations as may be adopted by the BPWGC are strictly enforced. The President shall confer with the golf course manager on any and all items that are of concern to both parties. The President shall assume the duties of the Publicity Officer, distributing any and all pertinent information to the Club Members via the website. The President shall vote only in case of a tie and will then cast the deciding vote.
- 2) Vice-President/Tournament Director - In the absence or inability of the President to act and perform the powers and duties herein prescribed for the President, the Vice-President shall assume these responsibilities. As Tournament Director, the Vice-President shall supervise all tournament procedures. The Tournament Director shall

verify the eligibility of players and do all things necessary or proper in conducting such events. The Tournament Director may appoint assistants as needed.

- 3) Secretary - The Secretary shall keep full and complete minutes of all meetings of the general membership and of the Board. The Secretary shall take charge of all the correspondence of the BPWGC.
- 4) Treasurer - The Treasurer shall receive and disburse the funds of the Club and pay all legitimate bills approved by the Board. The Treasurer shall keep the monies of the Organization deposited in the BPWGC's name in such bank or banks as may be designated by the Board. The Treasurer is responsible for developing an annual budget to be presented to the Board for approval. The Treasurer will keep a record of individual sweeps winnings and post a monthly report on the web site. An assistant to the Treasurer may be appointed. A written report of all receipts and expenditures shall be rendered at all regular meetings and an annual report at the January meeting. The books may be audited at any time by the Board.

## **ARTICLE VII - FINANCE**

Section 7.1 The fiscal year of the Organization shall be January 1 through December 31.

Section 7.2 The Organization is established and operated for the purposes set forth in Article II hereof within the meaning of Internal Revenue Service Code section 501(c)(7).

Section 7.3 Treasury funds shall be used for prizes, trophies, postage, supplies, and expenses incurred in transacting the business of the Organization by its Directors. The use of Treasury funds shall be approved by the Board.

## **ARTICLE IX – BY-LAWS & PROCEDURES**

By-Laws may be amended or revised by a two-thirds (2/3) written vote of those present after the Amendments have been posted thirty (30) days in advance of the vote. If adopted, amendments shall become part of the By-Laws.

Any procedure not provided for in these articles shall be governed by Roberts Rules of Order and the USGA Rule Book.