

**CLAREMONT WOMEN’S GOLF CLUB
AMENDED RESTATED BY-LAWS**

ARTICLE 1 – NAME AND PURPOSE

- Section 1:** The name of this organization shall be the Claremont Women’s Golf Club (CWGC).
- Section 2:** The purpose of this Club shall be to promote interest in and enjoyment of the game of golf and to encourage fellowship and sportsmanship in the play of golf.
- Section 3:** The conduct of golfing events under the sponsorship of this Club shall be in accordance with the Rules of Procedure published and recommended by The United States Golf Association, The Oregon Golf Association and shall include local rules which this Club or its course Manager/Pro shall deem necessary.

ARTICLE II – MEMBERSHIP

- Section 1:** Any female resident of Claremont¹ shall be eligible for membership of this Club and may become a member upon submitting the designated annual dues.
- Section 2:** All members of this Club shall be entitled to:
- a) Attend meetings of the Membership.
 - b) Vote on all matters coming before such meetings.
 - c) Participate in all events of this Club subject to the “Entrance Requirements” as provided in Article 11, Section 3 and Section 4.
- Section 3:** A new member may participate in Day’s Play events if she has a USGA Handicap Index, having posted at least ten 9-hole scores or five 18-hole scores. A member who has not yet posted a sufficient number of scores to obtain her USGA Handicap Index will be allowed to participate in Day’s Play activities, but will not be eligible for Day’s Play prizes.²
- Section 4:** Members must have an established handicap, played and posted five 9-hole scores on Tuesday Day’s Play to be eligible to participate in the Club Championship Tournament.
- Section 5:** Members must have an established handicap, played and posted five 9-hole scores on Tuesday Day’s Play to be eligible for most improved player.³

ARTICLE III – FINANCING

- Section 1:** This Club shall be self-sustaining.
- Section 2:** The annual dues of this club shall be as set forth by the Executive Board.
- Section 3:** Expenses for officers and standing committees shall be budgeted and paid by the Treasurer upon presentation of itemized bills.
- Section 4:** The fiscal year shall be from November 1 to October 31.

¹ Amended September 19, 2013

² Amended June 01, 2010

³ Amended September 19, 2013

ARTICLE IV – OFFICERS AND THEIR ELECTION

- Section 1: Officers of this Club shall be President, Vice President, Secretary and Treasurer. They shall be the only elected officials of this Club and shall be active members in good standing.
- Section 2: The election of officers shall take place at the September general meeting. Officers shall be installed at the closing event. At the end of her term, the current Vice President shall be encouraged to succeed to the Presidency.
- Section 3: The term of office for each officer or chairperson shall be one year, from installation to closing of the current year.
- Section 4: Vacancies:
- (a) The Vice President shall fill a vacancy in the office of President.
 - (b) Any officer or chairperson of this Club may resign upon written notice to the Executive Board.
 - (c) The President shall appoint a member of the Club to fill any such vacancy.

ARTICLE V – DUTIES OF OFFICERS

- Section 1: The PRESIDENT shall:⁴
- (a) Preside at all meetings of the Membership and of the Executive Board.
 - (b) Call such meeting of the Executive Board and Membership, as she deems necessary or desirable.
 - (c) Appoint a Nominating Committee prior to July 1 of each year.
 - (d) Appoint a Budget Committee and Audit Committee.
 - (e) Appoint Chairpersons for the following Standing Committees and may choose sub-committee chairpersons:
 - 1. Day's Play, 2. Handicap/Education/Tournament, 3. Historian, 4. Social, 5. Publicity, 6. New Membership.
 - (f) Serve as an ex-officio member of all committees except the Nominating Committee.
 - (g) Serve as an honorary member of the Executive Board with full voting privileges for one year following the year of her Presidency.
 - (h) Maintain a detailed and well-organized record of all duties and activities during the current year to serve as a guide to the incoming President and transfer to successor by November 1.
 - (i) If a Board Member is unable to attend a majority of the meetings, the President shall have the option to appoint a replacement.⁵

⁴ Amended August 29, 2011

⁵ Amended May 5, 2015

Section 2: The VICE PRESIDENT shall:⁶

- (a) Preside at meetings of the Executive Board and the Membership in the absence of the President.
- (b) Generally, discharge duties of the President in the event of her incapacity or absence.
- (c) Assist the President in her duties.
- (d) Arrange and manage the Away Day event.
- (e) Maintain, in a designated notebook, copies of invitations from other clubs and keep membership apprised of these.
- (f) Review the By-Laws and propose any necessary changes.
- (g) Maintain a detailed and well-organized record of all duties and activities during the current year to serve as a guide to the incoming Vice President and transfer to successor by November 1.

Section 3: The SECRETARY shall:

- (a) Record and keep a permanent record of the minutes of all meetings of the Membership and the Executive Board and read the Membership minutes at each membership meeting.
- (b) Make these minutes available for inspection by any member at any reasonable time.
- (c) Serve as corresponding secretary and perform other duties as may be directed by the Membership or the Executive Board with the limitation that only cards or notes of good wishes, condolences, etc. will be sent.
- (d) When established, send a copy of CWGC events schedule to the Claremont Men's Golf Club.
- (e) Maintain a detailed and well-organized record of all duties and activities during the current year to serve as a guide to the incoming Secretary and transfer to successor by November 1.

Section 4: The TREASURER shall:

- (a) Take and keep custody of the funds of this Club by establishing and maintaining a checking account. The Treasurer and President shall be the only authorized persons who may sign checks for this Club.
- (b) Maintain a detailed record of each expense and each income of this Club and retain as a permanent record to be held in custody of the current Treasurer for a period of not less than five years.
- (c) Make the Treasurer's record available for inspection by any member at any reasonable time.
- (d) Make no unbudgeted payments unless they have been presented to the Executive Board for authorization.
- (e) Maintain a complete working list of all members who join this Club each year to include names, addresses, emails, phone numbers and GHIN numbers.
- (f) Maintain a working liaison with the Handicap Chairperson regarding membership number and incurred OGA dues.
- (g) Chair the Budget Committee and assist in preparing a budget for the current year.
- (h) After the close of the current golf season and before November 1, prepare a financial statement of the Club's expenses, income, and balance on hand as of October 31.
- (i) Maintain a detailed and well-organized record of all duties and activities during the current year to serve as a guide to the incoming Treasurer and transfer to successor by November 1.

⁶ Amended June 1, 2010

Section 5: The PAST PRESIDENT shall:⁷

- (a) Serve as honorary member of the Executive Board with full voting privileges for one year following the year of her Presidency.
- (b) Conduct the Mid-Summer Tournament. Set the dates and fees (if needed) for this event subject to the approval of the Executive Board. When such dates are set, changes may be made only by approval of the Executive Board. At appropriate times post sign-up sheets, pairings and tee times. Determine the winners of the event and the awards. Post and forward the results to the Publicity chairperson for publication.
- (c) Plan and oversee the Toy and Joy event that occurs in December, the month following the end of her Presidency.
- (d) Maintain a detailed and well-organized record of duties and activities during the current year to serve as a guide to the incoming Past President and transfer to successor by November 1.

ARTICLE VI – GENERAL MEETINGS AND QUORUMS

Section 1: Meetings of this Club shall be held on Opening Day, the first Tuesday of June and of August, and on Closing Day.⁸

Section 2: A quorum for the transaction of business at any meeting of the Membership shall be equal to those members present.

Section 3: Members wishing to hold a Membership meeting in addition to regular meeting shall do so with the consent of the President, at which the President shall always preside. At least one week's notice shall be given the Membership before the scheduled date of such a meeting.

Section 4: At all meetings any member may present for consideration and action of the Membership any matter whatsoever pertaining to this Club.

ARTICLE VII – EXECUTIVE BOARD

Section 1: The Executive Board shall consist of the elected Officers and appointed Chairperson of the Standing Committees.

Section 2: The Executive Board shall be fully and completely responsible for the management, operation and all activities of this Club.

Section 3: Only the current Executive Board members shall have voting power on any matters coming before the Executive Board. Co-Chairs of a Standing Committee shall be considered as one voting power.⁹

⁷ Amended June 28, 2016

⁸ Amended September 13, 2019

⁹ Amended June 01, 2010

Section 4: Any member of the Club, with prior notification to the President, may attend any Executive Board meeting.

Section 5: Meetings of the Executive Board shall be held at the discretion of the President.

Section 6: A majority of the Executive Board shall constitute a quorum for the transaction of business. Co-Chairs of a Standing Committee shall be counted as one when determining a quorum.¹⁰

ARTICLE VIII - STANDING COMMITTEES, CHAIRPERSONS AND THEIR DUTIES

Section 1: The Executive Board may establish Standing Committees with Chairpersons appointed by the President.

Section 2: The Standing Committees of this Club shall be:¹¹
1. Day's Play, 2. Handicap/Education/Tournament, 3. Historian,
4. Publicity, 5. Social, 6. New Membership

Section 3: DAY'S PLAY CHAIRPERSON shall:¹²

- (a) Prepare the Day's Play Golf Schedule for the regular season and present it to the Executive Board for approval and inclusion in the CWCG handbook.
- (b) Provide and post sign-up sheets for weekly play on the CWGC bulletin board. Determine weekly Day's Play winners and post names on the CWGC bulletin board.
- (c) Follow the CWGC policy and procedure when scoring members playing from the GREEN TEES.
 - 1. If there are six or more members regularly playing from the Green Tees during "Days Play" on Tuesdays, they can have their own flight and be eligible to compete for prizes every week.
 - 2. If there are not enough members playing from the Green Tees to have their own flight, Green-Tee players will be eligible to compete for prizes only on the days the competition is sweeps.
 - 3. Follow this sign-in procedure on sweeps days:
 - (a) Sign in according to your flight (ABCD) using one half of your RED TEE HANDICAP.
 - (b) Always write GREEN TEES on your card below your score.
 - 4. When recording your score on the Day's Play sheet, write your gross score minus one half of your Green Tee Handicap to get your net score and then add 5 strokes to your net score. The 5 strokes are to compensate for the difference in difficulty between the red and green tees at Claremont.
- (d) Present weekly awards at the general monthly meeting.

¹⁰ Amended June 01, 2010

¹¹ Amended September 13, 2019

¹² Amended June 1, 2010

- (e) Maintain a detailed and well-organized record of all duties and activities during the current year to serve as a guide to the incoming Chairperson and transfer to successor by November 1.

Section 4: HANDICAP/EDUCATION/TOURNAMENT CHAIRPERSON¹³ shall:

HANDICAP CHAIRPERSON

- (a) Be certified by OGA.
- (b) Chair the Handicap Committee of three to include the Tournament and Education Chairpersons.
- (c) Maintain up-to-date records of membership record received from OGA.
- (d) Receive and disseminate to the Executive Board any information received from the OGA which could have an effect on CWGC policies.
- (e) Be responsible for posting OGA handicap reports and forwarding the same to appropriate Executive Board members.
- (f) Assist new members who do not have an OGA handicap in obtaining the same through OGA.
- (g) Act as the representative of CWGC in all matters oral or written and attend meetings pertaining to OGA.
- (h) Determine by handicap and present the “Most Improved Player” award at the conclusion of the current golf season.
- (i) Maintain a working liaison with the Treasurer regarding membership numbers and incurred OGA dues.
- (j) Ensure that all members of CWGC know and understand the requirements for posting of their gross scores for both home and away games.
- (k) Maintain a detailed and well-organized record of duties and activities during the current year to serve as a guide to the incoming Chairperson and transfer to successor by November 1.

EDUCATION CHAIRPERSON

- (a) Enforce and interpret all USGA rules of golf, and have on hand, at all times during the current playing season, a current copy of the USGA Rules Book.
- (b) Make local rules of play and etiquette known to the Membership as may be necessary and appropriate to the Claremont Golf Course.
- (c) Settle all controversies and questions that arise concerning the rules of golf.
- (d) Maintain a detailed and well-organized record of all duties and activities during the current year to serve as a guide to the incoming Chairperson and transfer to successor by Nov. 1.

TOURNAMENT CHAIRPERSON

- (a) Conduct the Club Tournament/Celebration.
- (b) Set dates and fees (if needed) for this event subject to approval of the Executive Board.
When such a date is set, changes may be made only by approval of the Executive Board.
- (c) At appropriate times post sign-up sheets, pairings and tee times.

¹³ Amended September 13, 2019

- (d) Determine and communicate special local rules to be observed.
- (e) Determine the winners of each event and their awards. Post and forward the results to the Publicity Chairperson for publication.
- (f) The method for determining winners when ties occur in tournaments is as follows:
 - 1. In the event of a tie for “Club Champion” (gross scores only) after 18 holes, a sudden death playoff will begin on Hole #1. If that hole is tied, proceed to hole #2 and so on. The loser takes 1st place in the flight.
 - 2. Ties within flights will be awarded as follows: If two players are tied, the lowest 9-hole score (holes 10-18) wins. If still tied, go to the lowest score on the #1 handicap hole. If still tied, then use the #2 handicap hole and so on.
- (g) Maintain a detailed and well-organized record of duties and activities during the current year as a guide to the incoming Chairperson and transfer to successor by November 1.

Section 5: HISTORIAN shall:

- (a) Be responsible to receive information of the year’s events. Take photographs, and post photographs on the bulletin boards.
- (b) Be responsible for maintaining the CWGC bulletin boards.¹⁴
- (c) Maintain a detailed and well-organized record of duties and activities during the current year to serve as a guide to the incoming Chairperson and transfer to successor by November 1.

Section 6: PUBLICITY CHAIRPERSON shall:

- (a) Write all publicity announcements in a timely fashion.
- (b) Be responsible for seeing that a handbook is published and distributed to all members.
- (c) Be responsible for CWGC webpage updates for the Claremont Civic Association and Claremont Golf Course websites.¹⁵
- (d) Provide nametags for members as needed.
- (e) Maintain a detailed and well-organized record of duties and activities during the current year to serve as a guide to the incoming Chairperson and transfer to successor by November. 1.

Section 7: SOCIAL CHAIRPERSON shall¹⁶:

- (a) Select Chairpersons who will be responsible for the social activities, including game format, awards and fee (if applicable) for Opening Day, Closing Day and, if held, the self-sustaining Member/Guest and Invitational Events.
- (b) Act as liaison between Event Committee Chairs and the Executive Board.
- (c) The method of determining ties should be followed as outlined in TOURNAMENT CHAIR. Refer to letter (f).
- (d) Maintain a detailed and well-organized record of duties and activities during the current year to serve as a guide to the incoming Chairperson and transfer to successor by November 1.

¹⁴ Amended September 13, 2019

¹⁵ Amended September 13, 2019

¹⁶ Amended June 1, 2010

Section 8: NEW MEMBERSHIP CHAIR shall¹⁷:

- (a) Reach out to new residents in person, by phone, and/or by letter.
- (b) Host a “Meet and Greet”/New Member Orientation for new and prospective members.
- (c) Promote membership throughout the year.

ARTICLE IX- SPECIAL COMMITTEES AND THEIR DUTIES

Section 1: The Executive Board may establish ad-hoc committees with members to be appointed by the President for such terms as are fixed by the Executive Board. The following ad-hoc committees exist on a recurring basis: Audit Committee, Budget Committee and Nominating Committee.

Section 2: The Audit Committee shall:

- (a) Consist of two members, excluding the current Treasurer, and be appointed by the President.
- (b) Audit the financial records of the Treasurer at the end of the fiscal year and/or at the request of the Membership or the Executive Board.
- (c) Submit a written report to the President.

Section 3: The Budget Committee shall:

- (a) Consist of three members: The Treasurer, the past Treasurer and the President.
- (b) Prepare a budget for the ensuing year and present the budget to the Executive Board for its approval.

Section 4: The Nominating Committee shall:

- (a) Consist of three active members appointed by the President prior to July 1 of each year.
- (b) Announce and post nominees for office one month prior to the September general meeting.
- (c) Verify each candidate’s qualifications and requirements for office and obtain from each candidate consent to serve.

¹⁷ Amended September 13, 2019

ARTICLE X– PARLIAMENTARY AUTHORITY

ROBERT’S RULES OF ORDER NEWLY REVISED shall apply on questions of procedure and parliamentary law not specified in these By-Laws.

ARTICLE XI- AMENDMENTS

- Section 1:** These by-laws may be amended at any general meeting of the Membership by a two-thirds (2/3) vote of all members present. All amendments must be presented in writing to the Membership and be posted at least thirty (30) days prior to the voting.
- Section 2:** Any member, officer or chairperson may introduce an amendment in any duly called Membership meeting.
- Section 3:** All Amendments shall be referred to the Executive Board for study and the Executive Board shall recommend adoption or rejection at the next meeting of the Membership.
- Section 4:** Each amendment so adopted shall be added to this document and the revision and date shall be noted.

THE AMENDED BY-LAWS (Number 6 and 8) WERE APPROVED BY THE MEMBERSHIP OF THE CLAREMONT WOMEN’S GOLF CLUB on the 13th day of September, 2019.

Linda Conley, President

Note: The By-laws were retyped by CWGC Board Member Linda Winegar on September 9, 2020 for the purpose of format consistency