

CONSTITUTION

OF

PACIFIC GROVE WOMEN'S GOLF CLUB

June 19, 1987

Amended

November 6, 2013

ARTICLE I

NAME

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

ARTICLE II

PURPOSE

To provide competitive golf and to foster among its membership careful observance of the rules and etiquette of the game of golf.

ARTICLE III

MEMBERSHIP

- Sec. 1 The membership shall be open to amateur women golfers eighteen years of age or over.
- Sec. 2 The Board of Directors shall have the authority, after a fair hearing and by a two-thirds majority vote, to revoke the membership of any club member whose conduct is considered by them to be a discredit to the club.

ARTICLE IV

OFFICERS, DIRECTORS AND COMMITTEES

- Sec. 1 The elected officers of the club shall be: Captain, Co-Captain, Secretary and Treasurer. They shall serve for a period of one year from January through December. These elected officers together with the Handicap Chairman, Social Chairman, PWGA Representative, Membership Chairman, Rules Chairman, Golf Club Advisory Board Representative, and the immediate Past Captain shall constitute Board of Directors. In the event of the resignation of any officer, the Board of Directors shall appoint a member to fill the vacancy. In the absence of a General Meeting, the Board of Directors shall have the power to conduct the

business of the Club. Two-thirds of the Board of Directors shall be considered a quorum and a majority of the quorum shall be required for any vote.

- Sec. 2 The Captain shall preside at all Board and General meetings, appoint all committee chairmen and act as ex-officio member of all committees. The Captain is authorized to sign checks.
- Sec. 3 The Co-Captain shall assist the Captain and shall assume the duties of the Captain in her absence or her inability to act. As Co-Captain, she shall act as Tournament Chairman. The Co-Captain is authorized to sign checks.
- Sec. 4 The Secretary shall record the minutes of all meetings and shall take care of all club correspondence. Minutes of all meetings shall be posted on the Bulletin Board. The Secretary is authorized to sign checks.
- Sec. 5 The Treasurer shall be responsible for the collection of all monies and the disbursement of funds on the order of the Club. She shall deposit all funds in an approved banking institution in the name of the Club. The Treasurer will keep such records as comply with accurate accounting procedures. She shall give a report on Club finances at Board and General Meetings. She will also be responsible for sending the annual Club dues, the individual member dues and fees to PWGA. The Treasurer is authorized to sign checks.
- Sec. 6 The Co-Captain and the assistants she chooses shall be responsible for: collection of sweeps money, certifying and recording all tournament scores for the year, awarding of prizes, posting monthly schedules, sign-up sheets, conditions of tournament play, pairings, local rules and tournament results. She shall follow established U.S.G.A. procedures for all events unless directed otherwise by the Club. She shall turn all sweeps money over to the Pro Shop to be posted to winners' accounts. She shall obtain advance permission from the Golf Professional for any planned activities that depart from the norm.
- Sec. 7 The Handicap Chairman and any assistants she chooses are responsible for the proper posting of the scores on handicap sheets, both home and away. Temporary handicaps will be given to those who need them by the Handicap Chairman. She will be responsible for additions to, and deletions from, computer listings.
- Sec. 8 The Rules Chairman, appointed by the newly elected Captain, shall keep herself informed of the Rules of Golf and work in cooperation with the Tournament Committee.
- Sec. 9 The P.W.G.A. Representative, appointed by the Captain, is responsible for entrants in P.W.G.A. tournaments. She keeps the Club membership informed of P.W.G.A. correspondence to the Club.
- Sec. 10 The E-Club Chairman optimizes, simplifies and streamlines PGWGC information and communications for its members through the effective use of technology.

- Sec. 11 The Social Chairman, appointed by the newly elected Captain, shall make necessary plans and arrangements for all social events of the Club. She shall also represent the Club in sending all appropriate cards and gifts.
- Sec. 12 The Membership Chairman, appointed by the newly elected Captain, shall receive applications and dues from prospective members, make new members welcome and acquaint them with other members. She shall be responsible for notification of all members of the date dues are to be paid by sending renewal notices. Dues received by the Membership Chair will be turned in promptly to the Treasurer and notification of the names of new members given to the Handicap Chairman and to the P.W.G.A. Representative.
- Sec. 13 The Golf Club Advisory Board Representative, appointed by the Captain, shall attend the monthly Pacific Grove Golf Advisory Board (PGGAB) meetings and provide input, as directed by the PGWGC Board of Directors. She will report on the Advisory Board meetings at the PGWGC Board meetings and will maintain copies of Advisory Board minutes, along with other pertinent PGGAB documents.
- Sec. 14 The Captain may appoint other chairmen as deemed necessary.

## ARTICLE V

### ELECTIONS

The annual election meeting shall be held in September. A Nominating Committee composed of three members appointed by the Captain at least thirty days prior to such meeting shall present a slate of candidates. This slate shall be posted on the bulletin board at least two weeks prior to elections

Additional nominations shall be accepted from the floor. No member may be nominated without her consent. Voting shall be by secret ballot of each office in turn when necessary. Officers elected shall assume office at a special installation meeting in December.

## ARTICLE VI

### SPECIAL MEETINGS

The Captain may call a special meeting at any time and is required to do so upon the written request of twenty members. Only business for which the meeting is called may be taken up. A five-day notice of such meeting must be given to all members.

## ARTICLE VII

### VOTING

The right to hold office, to vote and to participate in the management of the affairs of the Club is extended to all members. Twenty-five percent of the members in good standing shall constitute a quorum to conduct all general and special meetings. Two-thirds of the members present shall constitute a majority for an amendment to the constitution and by-laws. Such amendments shall be posted a minimum of thirty (30) days prior to a General Meeting and voted upon at that General Meeting.

## ARTICLE VIII

### EFFECTIVE DATE

This Constitution shall take effect immediately upon its official adoption.

## ARTICLE IX

### PARLIAMENTARY AUTHORITY

ROBERTS RULES OF ORDER shall govern at all times.