

# **CARSON VALLEY WOMEN'S GOLF CLUB**



## **Bylaws**

### **Carson Valley Women's Golf Club**

**Amended**

**4/1/2025**

The following Bylaws set forth the framework under which the overriding rules and regulations will be applied to successfully and consistently carry out the operations of the Carson Valley Women's Golf Club. While these Bylaws contain the guidelines the House Rules contain details of said rules and regulations.

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## **Section 1 – NAME**

The name of the Club shall be Carson Valley Women's Golf Club with Carson Valley Golf Course as its established home course. The use of the term Club in these Bylaws refers in all cases to the Carson Valley Women's Golf Club (CVWGC).

## **Section II - PURPOSE**

The purpose of the Club is to promote women's golf, to educate women in the sport and to promote good sportsmanship in women's golf and amicable social relationships among its members. No woman shall be excluded from the Club because of age, race, creed, color, religion or place of origin.

## **Section III – ORGANIZATION & MEMBERSHIP**

Club Membership dues shall be decided by the Board of Directors and shall be for all or any part of each year. Club Membership dues shall be due March 1 and delinquent as of March 31. The term annual dues as used in these Bylaws shall mean dues from April 1 of the calendar year to December 31st of that year. Additionally, the Northern Nevada Golf Association (NNGA) GHIN dues must be paid by March 31st. Otherwise, it will result in a Golfer being placed on an inactive status and ineligible to play with the Club until paid current.

The Officers of the Club shall be a President, a Vice President, a Secretary and a Treasurer, all of whom shall be elected annually by the membership either at the September general membership meeting, or by using an on-line ballot system.

The President shall appoint the following Chairpersons and Delegate. Each of the following appointees will be voting members of the Board of Directors:

1. Tournament Chair
2. Handicap Chair
3. Rules Chair
4. Nevada High Sierra Team Play (HSTP) Captain
5. Technology Chair

These appointments must come from the ranks of the general membership and may not be a current member of the Board except for a Co-Officer who may occupy a Chair/Delegate position.

The Club shall be governed by a Board of nine (9) members, which shall include the President, Vice President, Secretary, Treasurer, Tournament Chair, Handicap Chair, Rules Chair, HSTP Captain, and Technology Chair. The immediate Past President shall be an ex-officio member of the Board and shall have the power to cast a tie-breaking vote.

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## **Section IV - DUTIES OF THE OFFICERS AND CHAIRS**

1. The PRESIDENT of the Club shall preside at all general meetings and at all meetings of the Board of Directors and shall appoint all Committee Chairpersons she deems necessary and have general executive powers not conflicting with the Bylaws of the Club. She shall notify all members of all general meetings, the Board Members of any Board of Director's meetings as well as any special meetings. She shall be an ex-officio member of all Committees except the Nominating Committee. She shall update the Board and general membership of all communications, etc., pertaining to the Club. She shall present to the Board and general membership all recommendations and matters of the Club's business. She shall represent the Club at all meetings of the NNGA and apprise the Board of Directors and general membership of pertinent information. She shall call a joint Board of Directors (incoming and outgoing) meeting in the fall for the transfer of records and books to incoming officers and chairpersons.
2. The VICE PRESIDENT of the Club shall perform the duties of the PRESIDENT during the absence or disability of the PRESIDENT.
3. The SECRETARY of the Club shall keep a record of the minutes of all General Membership and Board of Directors meetings. She shall send copies of the minutes to all members and have them posted on the Club website. The Secretary shall perform other duties as are required of her by the Board of Directors.
4. The TREASURER of the Club shall have charge of all funds of the Club and shall be authorized to disburse said funds, upon receipt of invoices for items anticipated in the current year's approved Budget. The Treasurer will keep a permanent record of all transactions and disbursements. Said Treasurer shall work with the NNGA and prospective Club members, to ensure their current Membership dues are collected and then deposited in the Club's checking account. The Treasurer will work with the Handicap and Tournament Chairs to ensure accuracy of the Club's membership as reported to the NNGA. Said Treasurer shall present at the Board of Directors monthly meetings, the previous month-end Financial Report for review and acceptance. Said reports are to be posted on the Club website. Upon request, a list of duly paid members will be supplied to the Board.
5. The TOURNAMENT CHAIR (aka LADIES' DAY CHAIR) shall appoint her own designees and/or committees and shall arrange for all tournaments and activities pertaining to same. The tournament chair and/or her designee(s) shall schedule, conduct and plan all Ladies' Day games, including Club Championship and President's Cup. All dates and Tee times must be discussed and coordinated with the Golf Course management. The schedule shall be presented to the Board for review prior to the season. She shall provide all players with tournament/ladies' day procedures, i.e., rules of play, local rules, special event rules, how ties are to be broken and verify all handicaps for competition with the Handicap Chair. She shall be responsible for prizes and awards.

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6. The HANDICAP CHAIR shall appoint as many members as deemed necessary to assist her in her duties. The Handicap Chair and/or her designee(s) shall keep a permanent and accurate record through Golf Genius of all scores for each member. She shall observe the results of tournaments, and if net scores of any player appear out of line, the matter should be investigated and reported to the Board of Directors. She shall verify handicaps and the eligibility of all competitors. She shall work closely with the Treasurer to ensure accuracy of the membership as reported to GHIN.
7. The RULES CHAIR shall prepare written notes of local rules and/or tournament regulations for distribution to each Competitor and Member. She shall promote knowledge of and adherence to local USGA rules. If necessary, she will answer questions on rules which may arise during competitions. When the Rules Chair is unable to resolve differences, she will bring the matter to the Board of Directors to help resolve.
8. The NEVADA HIGH SIERRA TEAM PLAY (HSTP) CAPTAIN shall represent the Club at all HSTP meetings. She and/or her designee(s) will coordinate local qualifying tournaments, notify HSTP each month with the names and handicaps of CVWGC team competitors and assure that the tournament fees have been collected from Team Members and a check prepared for their participation. She will keep CVWGC aware of their Team standings.
9. The TECHNOLOGY CHAIR shall maintain the Club's web page and database while providing information and guidance to the Club in matters related to new technologies available that could improve or aid the Club in communications, information sharing and other operational enhancements .
10. The BOARD OF DIRECTORS shall have general supervision over the affairs of the Club and make rules and regulations for the government of the Club with the approval of a quorum of General Membership. A quorum of the General Membership is the Members present and voting. A quorum of the Board of Directors shall consist of at least 51% of the nine-member Board.

## **Section V - GENERAL MEMBERSHIP MEETINGS**

At least one General Membership meeting of the Club shall be held the first Tuesday of each month, April through October. Notice shall be given two weeks prior to the first meeting in April, to each Member in good standing. Those present and voting shall constitute a quorum for the transaction of business.

## **Section VI - SPECIAL MEETINGS**

A special meeting of the Club may be called by the President at any time at her discretion and shall always be called by her upon the written request of ten (10) members. Due written notice of special meetings shall be given by the Secretary to each member in good standing. The

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notice shall state the object of the meeting and only this subject shall be discussed. Those Members present and voting shall constitute a quorum for the transaction of business.

## **Section VII – BOARD OF DIRECTOR MEETINGS**

A meeting of the Board of Directors shall be called at least once during each calendar month, March through October, for the transaction of business. The President may call special meetings of the Board at any time at her discretion and shall always call a special meeting upon request of any three (3) members of the Board. Two days' written or verbal notice of the meetings, given by the Secretary, shall be sufficient notice and a quorum of the Board as defined in Section IV, #10 above must be present for the transaction of business. Notice of date, time and location of all Board meetings shall be sent via email and/or posted on the Club website by the President inviting all Club Members to attend. General members shall have voice but no vote at Board meetings.

## **Section VIII - EXPENSES**

All invoices or reimbursements, presented to the Treasurer for the current year's allocated and approved Budget amount may be processed immediately. All questionable, non-budgeted or payments exceeding the approved line-item amount, are to be brought before the Board at their next regularly scheduled meeting, for discussion and approval, before payment is processed. The Treasurer will submit the request, plus any supporting documentation and the "CVWGC Request for Payment" form for payment determination.

## **Section IX - VACANCIES**

Any vacancies that occur in a Board Member's position shall be filled by the Board of Directors. Such appointments will be for the unexpired term. Unexcused absences of any Board member for three consecutive regular Board meetings shall be deemed as a resignation from the Board and shall be filled as provided above.

## **Section X - RULES OF PLAY**

1. The Club play shall be in accordance with the rules of the United States Golf Association, such local rules that may apply, and any rules declared by the rules committee.
2. Any member of the CVWGC participating in a major tournament must have an established handicap based on five (5) current 18-hole scores played on Ladies' Day.
3. To be eligible to compete in the annual Club Championship and/or President's Cup, the following conditions must be met:
  - A. Be a member in good standing for the immediate two (2) months prior to the tournament.
  - B. Have a current Handicap Index issued by USGA.

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- C. Have competed in a minimum of five (5) 18-hole rounds with the Club. The said rounds of golf must be played on Ladies' Day of the current golf season.

The President's Cup tournament format will be determined by the current Club President.

The Club Championship is a two-day 18 holes per day, stroke play, awarded to the lowest gross score and shall be played on two consecutive Tuesdays. The Club Championship tournament will also be divided into 2-4 flights depending upon number of contenders to determine net winners by handicap flights. All flight ties will be decided by a "score card" playoff. The tie breaker contest may not begin until all players have finished the day's round of golf.

- 4. All members contribute to the Hole-In-One fund annually. The rate is established by the Board and the funds are collected as part of the Club's annual membership dues. Hole-in-One funds shall be distributed, as set forth in the House Rules, to any Club member who scores an ace (hole-in-one) during any sanctioned Ladies Day play or tournament at the Club's designated home course. Hole-In-One funds not distributed during the current year continue to roll over to the next year(s). The funds shall be capped as set forth in the House Rules.
- 5. Members are encouraged to invite guests to play golf on regularly scheduled Tuesday Play, to attract new members, nourish new friendships and educate women in the sport of golf. The guests may not "pay in" to any of the competitions and are not eligible for any prize money, including, but not limited to, Closest to the Pin and Chip-Ins.

### **Section XI - BY-LAW AMENDMENTS**

These Bylaws may be amended in whole or part by majority vote of the members present and voting at any monthly meeting of the Club or any special meeting called for that purpose.