

# **RED HAWK RIDGE LADIES GOLF CLUB BYLAWS**

(Revised –January 25, 2019)

## **ARTICLE I. NAME**

The name of this organization shall be Red Hawk Ridge Ladies Golf Club, hereinafter referred to as RHRLGC. Red Hawk Ridge Golf Course in Castle Rock, CO. is the home course and will hereinafter be referred to as RHR.

## **ARTICLE II. PURPOSE**

Section 1. To promote, educate and maintain the integrity of the game of golf.

Section 2. To promote good fellowship and sportsmanship among the members of RHRLGC and to encourage the active participation of its members in playing and enjoying the game of golf.

Section 3. To adopt, enforce and interpret the USGA (United States Golf Association) Rules of Golf in all club events, except as modified by local rules.

Section 4. To maintain a uniform system of handicapping as set forth in the USGA Handicap System and issue a USGA Handicap Index to each member.

Section 5: To govern and conduct club competitions.

## **ARTICLE III. MEMBERSHIP**

Section 1. **Eligibility.** Membership is open to any female 18 years of age or older upon payment of annual dues and GHIN fee, if applicable.

Section 2. **Responsibility.** Members shall be familiar with the Rules of Golf, the RHRLGC Guidelines and local rules. The USGA Handicap System requires that members play regularly with one another and post accurate scores in order to establish and maintain a USGA Handicap.

## **ARTICLE IV. DUES AND FINANCES**

Section 1. **Organizational fees.** These will be established and then reviewed periodically by the Board.

Section 2. **GHIN (Golf Handicap Index Network) Fee.** Are included in the annual Membership dues.

Section 3. **Bank Accounts.** Three current Board members' signatures will be on file at the Bank; these are to include the President and Treasurer, plus one other to be determined by the Board. The minimum amount to be carried over to the following year in the RHRLGC bank account operating expense will be reviewed by the Board of Directors. Any check written in an amount over \$500, to an organization other than Red Hawk Ridge, must have two signatures.

Section 4. **Tournaments.** The Tournament Chair will keep accurate accounts of each tournament and submit same to the Treasurer. RHRLGC will adhere to the USGA Rules of Amateur Status (which states that an amateur golfer, whether he/she plays competitively or recreationally, is one who plays golf for the challenge it presents, not as a profession and not for financial gain) when awarding tournament prizes.

Section 5. **End-of-the-Year Gifts:** Providing there is sufficient money in the Treasury, a nominal amount will be used to show appreciation to the Board for its hard work at the end of each season.

Section 6. **Audit.** By the end of the fiscal year and at other times as directed by the Board, the Treasurer shall submit to the Board a financial report that will then be submitted to Red Hawk Ridge for audit and review annually.

Section 7. **Fiscal Year.** The fiscal year shall be the calendar year.

## **ARTICLE V. OFFICERS**

Section 1. **Elected Officers.** The officers of the RHRLGC shall be President, Vice President, Secretary, and Treasurer. The slate of officers will be decided at the end of each season, then presented and voted on either through a meeting or through electronic voting.

Section 2. **Eligibility.** To be eligible to serve as President, a candidate shall be a current or former member of the Board.

Section 3. **Term of Office.** Officers will be slated to serve two year terms. There shall be no term limits.

Section 4. **Vacancy in Office.** In the case of a vacancy in the office of President, the Vice President shall serve as President for the remainder of the term. A vacancy in any office other than President shall be filled by the Board. If an unexpected vacancy occurs once the Nominating Committee has set the slate, a write-in candidate will be accepted if approved by the Nominating Committee.

Section 5. **Duties of Officers.** The officers shall perform the duties provided in these Bylaws, the Guidelines or as requested by the President.

**A. Duties of the President.** The President shall:

1. preside at all meetings of the organization and of the Board;
2. appoint committee chairs of all committees, except the Nominating Committee;
3. be an ex-officio member of all committees;
4. be authorized to sign checks;
5. upon the end of her term and at the discretion of the Board, have the option to remain on the Board in a consulting capacity as the Immediate Past President.

**B. Duties of the Vice President.** The Vice President shall:

1. perform the duties of the President in her absence or at her request;
2. automatically accede to the office of President if the President is unable to perform her duties;
3. assist the President.

**C. Duties of the Secretary.** The Secretary shall:

1. maintain approved records of all RHRLC meetings and Board Meetings;
2. maintain a current file of all club records, the Bylaws and Guidelines;

**D. Duties of the Treasurer.** The Treasurer shall:

1. be custodian of all RHRLGC funds;
2. be authorized to sign checks;
3. present a statement of finances at Board meetings;
4. at the Board's discretion and at the end of each fiscal year, have the books in order and present a financial report to the Board. This report will then be submitted to Red Hawk Ridge for audit and review annually.

**E. Duties of Immediate Past President.** The Immediate Past President shall:

1. assist the current President as she transitions into her new position;
2. assist the Board in any necessary capacity.

Section 6. **Dismissal from Office.** An officer in the RHRLGC Board can be dismissed from that office by a vote of  $\frac{3}{4}$  of the remaining members of the Board. Dismissal from office can result from failure to fulfill the duties of that office, taking actions either monetary or club-related without Board approval, or if the Board deems it necessary for the well-being of the RHRLGC, to remove that individual from office. The vacancy will be filled in accordance with Article V, Section 4.

## ARTICLE VI. BOARD OF DIRECTORS

Section 1. **Composition.** The Board of Directors, hereinafter referred to as The Board, shall consist of the Officers and other members serving in the following capacities: Tournament Chair, Handicap Chair, Rules Chair, Membership Chair, 18-Hole Coordinator, and Golf Exchange Coordinator. All will be entitled to one vote. If it is a shared role by more than one person, there is only one vote. The board may choose to fill the roles of Tournament Chair and Membership Chair independently (each having a vote) or it may be combined within the responsibility of another Board of Director. In this case, the member will only have one vote (even though they are responsible for two areas).

Section 2. **Term.** Chairs and Coordinators can serve indefinitely or at the discretion of the Board.

Section 3. **Eligibility.** To be eligible to serve, a candidate must be a member of RHRLGC.

Section 4. **Duties.** The Board of Directors shall:

1. serve as liaison between RHRLGC and the RHR staff;
2. have general supervision of the affairs of RHRLGC;
3. adopt rules necessary to carry on the business of the Board, provided such rules are not in conflict with the Rules of Golf, the Rules of Amateur Status, and/or these Bylaws;
4. approve the reports of the Treasurer and Secretary at the Board meetings;
5. approve plans of the Tournament Chair;
6. appoint special committees as deemed necessary;
7. authorize or deny out-of-the-ordinary requests for disbursements.

Section 5. **Meetings.**

1. Board meetings shall be held at the call of the President or by any three Board members with reasonable notice to the Board as to the time, place and date.
2. The quorum at such meetings shall be five Board members.

## **ARTICLE VII. GENERAL MEMBERSHIP MEETINGS**

Section 1. **Club Meetings.** Membership/Business and/or Membership meetings shall be held each year.

Section 2. **Special Meetings.** Any general member may call a special meeting, as long as 10 days prior written notification of the intent, dates, times and places of such meetings is sent to all members. If a member calls a general membership meeting, the quorum will be 25 per cent of current membership, and any vote must be by the majority of those present.

Section 3. **Voting Body.** Each member shall be entitled to one vote at RHRLGC meetings. Proxy voting is prohibited.

## ARTICLE VIII. COMMITTEES

- Section 1. **Standing Committees and League.** The standing committees shall be: Membership, Tournament, Rules, Handicap, and Golf Exchange; the league shall be an 18-Hole league.
- Section 2. **Nominating Committee:** The Nominating Committee will be Ad Hoc Committee, appointed by the Board on an as needed basis. It shall consist of three members: two Board members chosen by the Board and one member recruited from the 18 hole league.
- Section 3. **Composition.**
1. Each volunteer chair or coordinator shall be appointed by the President and can continue to serve until they wish to resign or, if the President deems it necessary for the good of RHRLGC, to appoint another to serve or to dissolve the committee.
  2. All committees shall be governed by these Bylaws and the policies of the CWGA.

## ARTICLE IX. DISCIPLINARY PROCEDURE

Members are expected to adhere to the RHRLGC rules, the USGA Handicap System, the Rules of Golf, the Rules of Amateur Status and to conduct themselves in a manner to reflect positively on RHRLGC.

The Board shall have independent authority to decide what conduct will be sufficient to institute an action against a member for cause. Conduct of a member that may constitute cause shall include, but not be limited to:

- Violation of Colorado State Liquor Laws
- Violation of the RHRLGC By-Laws and Guidelines
- Disorderly conduct
- Verbal or physical abuse or harassment of RHRLGC members or RHRGC employees
- Conduct injurious to the welfare, good order or character of the RHRLGC

Any violation of the above will result in written warning notification from the Board to the member. The member will have the opportunity to appeal in front of the Board. The Board will discipline, suspend or expel any member for cause by  $\frac{3}{4}$  votes present at any meeting of the Board. The decision of the Board shall be final.

## **ARTICLE X. AMENDMENT OR REVISION**

**Amendment or Revision.** The Bylaws may be amended or revised at a RHRLGC meeting by a two-thirds (2/3) vote of all votes cast, provided a quorum of 25 per cent of the members is present and notice of the proposed amendments or revisions has been sent to members via email and posted on the RHRLGC bulletin board at least 2 weeks prior to such meeting.

## **ARTICLE XI. DISSOLUTION**

In the event of dissolution of the RHRLGC, any remaining funds will be distributed to members either in prizes or gift certificates redeemable at RHR.