

# MADRONA LINKS WOMEN'S CLUB BYLAWS

## ARTICLE I – NAME, PURPOSE AND OBJECTIVES

Section 1	<p>The name of this organization shall be Madrona Links Women's Club, hereinafter designated as the Club.</p> <p>The Club shall conduct business at Madrona Links Golf Course in Gig Harbor, Washington.</p>
Section 2	<p>The purpose of the Club is to promote and encourage participation in the game of golf among women.</p>
Section 3	<p>The objectives of Madrona Links Women's Club are to:</p> <ol style="list-style-type: none"><li>1. Provide an authoritative body to govern and conduct Club competitions.</li><li>2. Create opportunities for women of every skill level to enjoy the game of golf.</li><li>3. Promote good sportsmanship and fellowship among members.</li><li>4. Maintain a USGA Handicap System and issue USGA Handicap Indexes to Club members.</li><li>5. Educate and encourage conformance to the USGA Rules of Golf and accepted golfing etiquette.</li></ol>

## ARTICLE II - MEMBERSHIP

Section 1	<p>Women having met the required age of eighteen (18) shall be eligible for full membership in Madrona Links Women's Club.</p> <p>Members of the Club shall have paid their dues for the current calendar year and agree to play by the Rules of Golf as approved by the United States Golf Association (USGA)</p>
Section 2	<p>Women aged seventeen (17) or younger shall be eligible for junior membership in the Madrona Links Women's Club. They will not be eligible to compete in any Women's Club competition.</p>

## ARTICLE III – BOARD OF DIRECTORS, OFFICERS AND COMMITTEES

Section 1	<p>All powers of the Club shall be exercised by or under the authority of the Board of Directors, hereinafter referred to as the Board. The Board shall control the business and affairs in the best interest of the membership. The Board shall consist of the following elected officers: President, Vice-President, Secretary and Treasurer. Officers shall serve a two-year term. The duties for officers shall be those responsibilities defined in Appendix A.</p> <p>It is hereby declared that the Board shall have the following powers:</p> <ol style="list-style-type: none"><li>1. To conduct, manage and control the affairs and business of the Club.</li><li>2. To make and enforce such rules and regulations thereof consistent with these by-laws as in their judgment may be in the best interest of the Club.</li><li>3. To create and appoint committees as it shall see fit, define the duties and authorities of such committees, and to remove for cause any member of said committees.</li><li>4. To approve an annual Club budget.</li><li>5. To approve payment of all bills and those as authorized by the President or Board Members at a regular or special meeting.</li><li>6. To appoint an Annual Audit Committee to perform a financial audit.</li></ol>
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Section 2	President shall annually appoint a chairman for: Tournament, Handicaps, Rules, Social, Eclectics, Top Golf, WSWPLA, TWGA, Historian, Media, and Sunshine/New Member Welcoming. President may appoint chairmen whenever necessary.
Section 3.	President shall appoint other committees for specific purposes as occasion may warrant.
Section 4	President shall be the ex-officio member of all committees except the nominating committee.

Article IV- AMENDMENTS

Section 1	<p>The Board shall have the power to repeal or amend any of these By-Laws provided such action shall not be effective until the proposed change has been provided in writing to the full membership of Madrona Links Women’s Club, and after which approved by a majority vote of the members present at a meeting held in accordance with the provisions contained herein. This will not apply to Appendix A Duties of Officers, which may be amended as needed by the Board.</p> <p>The Board shall have the power to repeal or amend any Standing Rules provided such action shall not be effective until the proposed change has been communicated in writing to the full membership of Madrona Links Women’s Club as a Monthly Meeting agenda item, and after which approved by a majority vote of the members present at a meeting held in accordance with the provisions contained herein.</p>
Section 2	From time to time, the Board may determine that a change to the By Laws or Standing Rules warrants a vote of the full membership. To facilitate this, the majority vote of the members referenced in Section 1 may be done via email or phone communication, in addition to in-person voting.

ARTICLE V - MEETINGS

Section 1	<p>Madrona Links Women’s Club Board Meetings shall be held monthly, March through October. Board meetings are open to all members. At the President’s discretion, during months of low club activity, an ‘email’ board meeting is sufficient. Membership meetings shall be held, concurrently with the board meeting, bi-monthly, April through October. Membership/Board meetings will be the first Monday of the month. Meetings shall be held at a designated nearby location. The Board may amend the meeting schedule with advance notice sent in writing to the full membership.</p>
Section 2	The October meeting shall be designated as the annual meeting.
Section 3	Special meetings of the general membership shall be called by the President with approval of the Board. Special meetings may be held by the Board as necessary, provided no final action be taken on club regulations and major business issues unless the membership has been notified. The President and the Board shall be free to conduct the business of the Club in the general course of business and as otherwise allowed by these By-Laws.

## ARTICLE VI - DUES

Section 1	Club funds shall be used to promote golf sportsmanship and fellowship among its members. Annual dues shall be determined by the Board at the last board meeting of the season and submitted to members at the annual meeting.
Section 2	Annual dues shall pay club members GHIN/USGA membership.
Section 3	The Board shall determine each year if the Club will pay dues to join Washington State Women's Public Links Association (WSWPLA).
Section 4	The Board shall determine each year if the Club will pay dues to join Top Golf.
Section 5	<p>Annual dues include monies for hole-in-one parties. The amount is \$1 per member. When monies collected have reached \$100.00 and have not been used for a hole-in-one party or parties, anything over \$100.00 will revert to the general fund.</p> <p>Any member who makes a hole-in-one during competition on Tuesdays, Sundays or major Tournament days during a Madrona Links competition may choose to have a hole-in-one party (this includes competitions played at alternative locations). The Club will provide up to a \$100 reimbursement. A receipt must be presented for reimbursement.</p>
Section 6	Annual dues include monies for the Eclectic competition. The amount is \$4 per member.
Section 7	Annual dues include an award to the most improved player annually, determined by handicap reduction during the season. Calculation shall be determined by each member's starting and ending handicap within the season.

## ARTICLE VI - COMPETITION

Section 1	<p>General Rules for Competition</p> <p>All club competition shall be governed by USGA. and local rules exclusively.</p> <p>There shall be three (3) major tournaments each year:</p> <ul style="list-style-type: none"><li>• Spring Handicap Tournament – May</li><li>• Club Championship Tournament – July</li><li>• Fall Tournament - September/October</li></ul>
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## ARTICLE VII - MADRONA LINKS FACILITIES

Section 1.	All special events and use of facilities shall be cleared with Madrona Links Management.
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APPENDIX A  
DUTIES OF OFFICERS

1. President
  - a. Preside over all Board and general/special meetings of the Club.
  - b. Perform any actions needed to ensure the efficient conduct of Club affairs.
  - c. Appoint Chairs for all Standing and other committees as deemed necessary.
  - d. Act as ex-officio member of all committees.
  - e. Arrange to have the Treasurer's books audited at the end of the fiscal year.
2. Vice President
  - a. Assist in any and all duties as requested by the President.
  - b. Perform all duties and responsibilities of the President in her absence.
  - c. Purchase an appreciation gift for the President at the end of term.
3. Secretary
  - a. Keep a record of all Board and membership/special meetings and its proceedings and communicate minutes to the membership via email.
  - b. Conduct correspondence for Club matters.
  - c. Maintain the permanent files of the By-Laws.
  - d. Keep all records of past years' minutes in the Secretary Book.
4. Treasurer
  - a. Develop and maintain accurate records for financial transactions of the Club.
  - b. Prepare the annual Club budget for review and approval by the Board.
  - c. Receive, deposit and disburse Club money; issue receipts.
  - d. Report financial activity to the President and at Club meetings.
  - e. Prepare financial records for annual audit.

## DUTIES OF COMMITTEE CHAIRS

1. Tournament Director
  - a. Set major tournament dates for the coming year.
  - b. Organize and administer all major tournaments.
  - c. Maintain all tournament records.
  - d. Supervise all major tournament scoring.
2. Handicap Committee Chairperson
  - a. Ensure the Club follows, and members comply with the USGA Handicap System.
  - b. Ensure all competitions are played in accordance with the USGA Handicap System.
  - c. Maintain USGA/GHIN membership for each Club member with current dues paid.
  - d. Determine the Most Improved player for the season.
  - e. As requested by members, correct scoring records as soon as practical and prior to the next revision date.
  - f. Attend a Handicap Seminar each year (as possible).
3. Rules Committee Chairperson
  - a. Attend a USGA rules conference each year (as possible).
  - b. Present new USGA rules as they affect club members.
4. Social Chair
  - a. Organize major tournament luncheons.
  - b. Organize annual 'pizza' party at the conclusion of each season.
  - c. Organize annual Christmas party.
5. Eclectics Chairperson
  - a. Organize and administer semiannual eclectic competition.
6. Top Golf Team Captain and Co-Captain
  - a. Organize and administer Club participation in Top Golf events.
7. WSWPLA
  - a. Organize and administer Club participation in WSWPLA tournaments.
8. Tacoma Women's Golf Association (TWGA)
  - a. Organize and administer Club participation in TWGA tournaments.
9. Historian
  - a. Maintain Club historical records.
  - b. Obtain photos of major club tournament winners and members at various Club events.
10. Media Chair
  - a. Maintain Facebook Page (Madrona Links Ladies 18 Hole Group)
  - b. Maintain Madrona Links Women's Club page on the Madrona Links Web site.
  - c. Send out monthly newsletter to members to advertise upcoming events and remind members about etiquette on the course and provide golf tips.
11. Sunshine / New Member Chair
  - a. Send welcome letter to new member
  - b. Organize mentor to play with new member for the first month of membership
  - c. Continue to relate to new member to make sure they are happily assimilated into club