

Jefferson Park Women's Golf Club

CONSTITUTION & BY-LAWS

APPROVED March 5, 2016

CONSTITUTION

ARTICLE I – Name and Purpose

1. This organization shall be named Jefferson Park Women's Golf Club.
2. This is a not for profit organization. The funds of this club are used for competitive golf, the administration of the club, and the promotion of golf and sportsmanship.
3. This organization shall be established for the promotion of competitive golf by a private group of women who play golf.
4. Competitive golf is defined as playing golf according to the published rules for golf, following generally accepted etiquette, participating in weekly competitions as outlined in the Standing Rules, and regularly posting scores with GHIN.

ARTICLE II - Membership

1. Membership of this organization shall consist of women who want to play golf and who qualify for membership as described herein.
2. Membership is open to any woman with a current GHIN handicap and who qualifies under all other criteria as described herein.
3. A new member who does not have a current GHIN handicap will join the Club under probationary status. The member must post five (5) rounds which qualify for handicap calculation under GHIN procedures. When GHIN assigns a handicap the probationary status ends and full membership is granted as long as all other membership criteria are met.
4. Members shall learn and follow the rules of golf and are expected to make every reasonable effort to maintain the pace of play on the course.
5. Any member whose conduct is prejudicial to the welfare of the Club shall have her membership terminated by vote of the Board of Directors.

ARTICLE III – Officers and Terms

1. The officers of this organization shall be:
 - (a) Captain
 - (b) Tuesday Co-Captain,
 - (c) Saturday Co-Captain,
 - (d) Secretary, and
 - (e) Treasurer
2. The officers of this organization shall be elected in accordance with the regulations prescribed by the By-Laws.
3. The officers shall have such powers and duties as may be prescribed by the By-Laws.
4. In the event of a vacancy among the Officers, the Board of Directors shall appoint an interim officer to complete remaining term.

ARTICLE IV –Board of Directors & Terms

1. The Board of Directors shall consist of 9 members:
 - (a) The President of the Board of Directors
 - (b) The Ex-Officio member
 - (c) All Club Officers
 - (d) Trustee for Membership
 - (e) Trustee for Handicap and Rules
2. Terms of each Director will be two (2) years.
3. The Ex-Officio member shall be a previous officer or Board Member of the Club.

4. The Board of Directors of this organization shall be elected in accordance with the regulations prescribed by the By-Laws
5. The Board of Directors shall have such powers and duties as may be prescribed by the By-Laws.
6. In the event of a vacancy among the Board members the Board of Directors shall appoint an interim director to complete remaining term.

ARTICLE V – Amending the Constitution

1. This Constitution of this organization may be adopted, amended, or rescinded at any regularly scheduled or special meeting of the Club membership at which a quorum (as defined in the By-laws) is present.
2. All meetings at which Constitution amendments will be offered shall be announced according to the By-Laws.
3. At any meeting at which amendments to the Constitution are being considered, changes to the published proposed amendments can be offered as a motion and will be considered part of the proposed amendments upon second and approval by a majority of the voting members present.
4. Amendments to this Constitution must be passed by three-fourths (3/4) vote of the members present at this meeting.
5. Approved amendments to the Constitution of the Club may be DECERTIFIED by the voting membership of the club as described in the By-Laws.

ARTICLE VI – Amending the By-Laws

1. By-Laws of this organization may be adopted, amended, or rescinded at any regularly scheduled or special meeting of the Club membership at which a quorum (as defined in the by-laws) is present.
2. All meetings at which By-Law amendments will be offered shall be announced according to the By-Laws.
3. At any meeting at which amendments to the By-Laws are being considered, changes to the published proposed amendments can be offered as a motion and will be considered part of the proposed amendments upon second and approval by a majority of the voting members present.
4. Amendments must be passed by a vote of two-thirds (2/3) of the members present at this meeting.
5. Approved amendments to the By-Laws of the Club may be DECERTIFIED by the voting membership of the club as described in the By-Laws.

ARTICLE VII – Meetings

1. The Captain or Board President shall call meetings of the club membership at least once each calendar year, plus any special meetings.

BY-LAWS

ARTICLE I : Definitions & Procedures

1. "Fiscal Year" wherever used in the By Laws shall mean the calendar year, January 1 – December 31.
2. "Majority" shall mean more than one half (1/2) of votes cast unless otherwise specified in the Constitution or By-laws.
3. A quorum shall consist of one-fourth of the voting membership (as defined in Articles VII, VIII, IX and X of these By-Laws).
4. Approved amendments to the Constitution or By-Laws can be DECERTIFIED by a majority vote of the full voting membership of the Club. (For example: if there are 100 voting members any proposal to DECERTIFY approved amendments must at least win the votes of 51 voting members.)

ARTICLE II - Meetings

1. Membership Meetings of this organization shall be held at locations, dates and times conducive to maximum participation by club members. The date and location of meetings shall be posted on the club website and members will be notified via email (or US Mail upon request) at least one week prior to such a meeting.
2. The purpose of General Membership Meetings is any or all of the following:
 - (a) Conduct election of officers,
 - (b) Receive/review annual financial & committee reports and statistics,
 - (c) Conduct general club business,
 - (d) Vote on proposed amendments to Constitution and/or By-laws,
 - (e) Welcome new and returning members,
 - (f) Activate GHIN handicap system,
 - (g) Review and approve Standing Rules for the upcoming playing season
 - (h) Collect fees, and
 - (i) Any purpose deemed appropriate by the Board of Directors or Club Captain.
3. Special meetings of the Club Membership may be called by the Captain or the Board of Directors. Meetings shall be scheduled for maximum participation by club members. The date and location of meetings shall be posted on the club website and members will be notified via email (or US Mail upon request) at least one week prior to such meeting.

ARTICLE III - Terms of Office for Board of Directors and Officers

1. The terms of each Club Officer and Board Member shall be two (2) years, commencing January 1 following election.
2. The Captain, Secretary, Tuesday Co-Captain, Ex-Officio Member and Trustee for Membership will be elected in odd years to terms beginning in even years.
3. The Board President, Treasurer, Saturday Co-Captain and Trustee for Handicap and Rules will be elected in even years to terms beginning in odd years.

ARTICLE IV – Election of Officers & Board Directors

1. Prior to the end of each calendar year the Board President or her appointed representative shall:
 - (a) Identify positions whose terms will be completed at the end of the current calendar year.
 - (b) Notify members of positions to be filled and solicit nominations and volunteer candidates for each position on the club website and via email (or US Mail as requested).
 - (c) Call for a General Membership Meeting where elections will be conducted at least ten (10) days prior to the General Membership Meeting on the club website and via email (or US Mail as requested).
 - (d) Notification should include the full slate of candidates, date, time and location of meeting,
2. At the General Membership Meeting, the Board President shall officially place in nomination, at least one nominee for each office to be filled, from the nominations presented to the Members.

3. Additional nominations for each vacancy shall be called for by the Board President and made from the floor.
4. If the Board President is nominated for re-election, the Club Captain shall conduct the election.
5. The election of Club Officers and Board of Directors shall be by written ballot provided, however, if only one person is nominated for any office or as a trustee, the presiding officer may instruct the Secretary to cast an elective ballot for such nominee. Election shall reflect the majority of members present.
6. In the event of vacancies, the Board of Directors shall appoint an interim officer or board member to complete the term.
7. Order of Succession: In the event that the Captain cannot serve on a temporary basis:
 - (a) The current Co-Captain with the most consecutive years served shall have the title of Presiding Captain and have the powers of and perform all the duties vested in the Captain.
 - (b) In the event that neither the Captain nor the presiding Co-Captain can serve, the current Co-Captain with fewer consecutive years served shall have the title of Presiding Captain and have the powers of and perform all the duties vested in the Captain-

ARTICLE V – Duties of Officers

1. The Captain shall on behalf of this organization and with the input of the Club Officers and Board of Directors:
 - (a) Preside at all meetings of the Club Officers;
 - (b) Appoint all committees pertaining to Club activities and play;
 - (c) Conduct the business of the club pertaining to Club activities and play;
 - (d) Serve as Liaison with Jefferson Park Golf Course and its management;
 - (e) Coordinate the season’s schedule of events with the two Co-Captains;
 - (f) Serve as a member ex-officio of all meetings and committees. Each committee is thus supervised, but each committee chair is solely responsible for her respective duties.
2. The Tuesday Co-Captain shall of this organization:
 - (a) Represent the interests of the Tuesday Players on the Board;
 - (b) Serve as liaison with the Tuesday Players, relaying all pertinent information to those Club Members;
 - (c) Be responsible for the play coordination for the Tuesday Players. (This can be by direct coordination or by supervising a volunteer play coordinator.)
3. The Saturday Co-Captain of this organization shall:
 - (a) Represent the interests of the Saturday Players on the Board;
 - (b) Serve as liaison with the Saturday Players, relaying all pertinent information to those Club Members;
 - (c) Be responsible for the play coordination for the Saturday Players. This can be by direct coordination or by supervising a volunteer play coordinator.
4. The Secretary shall on behalf of this organization:
 - (a) Maintain a roster of the membership;
 - (b) Keep minutes of meetings;
 - (c) Serve as Secretary on the Board of Directors and keep minutes of meetings;
 - (d) Distribute to the members:
 - i. Notices that may be required by these By-Laws,
 - ii. Orders of the Captain or
 - iii. Orders of the Board of Directors.
 - (e) The Secretary shall submit to the Captain a copy of all meeting minutes.
5. The Treasurer shall on behalf of this organization:
 - (a) Keep full account of all money received and disbursed;
 - (b) Disperse funds as designated by the Board and in accordance with the budget;
 - (c) Provide detailed reporting to the Board of Directors of the business, transactions and financial status of the Club;
 - (d) Provide summary reporting to the Club Members at the Spring and Fall Meetings;

- (e) Recommend an annual budget for the consideration of the Board of Directors;
- (f) Recommend a fee schedule for the consideration of the Board of Directors.

ARTICLE VI - Duties of the Board of Directors

1. The President of the Board of Directors shall on behalf of this organization;
 - (a) Preside at all meetings of the Board of Directors;
 - (b) Represent the Club in public and official matters;
 - (c) Consider all matters concerning this organization and present same with their recommendations at the meetings of this organization;
 - (d) Supervise all finances and appoint an audit committee as seen necessary;
 - (e) Nominate candidates to fill vacancies that occur among the Club Officers and Board of Directors;
 - (f) Have authority to act in all cases of emergency.
2. The Ex-Officio Member shall on behalf of this organization;
 - (a) Be a former Club Officer or Board Member;
 - (b) Provide continuity and historical perspective in all decisions concerning the Club;
 - (c) Consider all matters concerning this organization and offer recommendations at the meetings of this organization;
3. The Trustee for Membership shall on behalf of this organization;
 - (a) Provide input on policy and practice regarding membership in the Club;
 - (b) Offer recommendations on how to improve the experience of the Club members.
 - (c) Offer recommendations for appropriate expansion of membership of Club, advertising, marketing and other promotion of the club;
 - (d) Consider all matters concerning this organization and offer recommendations at the meetings of this organization;
4. The Trustee for Handicap and Rules shall on behalf of this organization;
 - (a) Maintain knowledge and ability to manage the handicap system for the Club;
 - (b) Provide input on policy and practice regarding handicap maintenance for the Club.
 - (c) Serve as resource on the Official Rules of Golf for the Club.
 - (d) Offer recommendations to the Board of Directors concerning the Standing Rules for the Club.
 - (d) Consider all matters concerning this organization and offer recommendations at the meetings of this organization;
5. All acts of the Board of Directors must be approved by at least a majority of its members.

ARTICLE VII – Playing Membership

1. Playing Members are club members in good standing, in accordance to all requirements stated in the Constitution and By-laws, and who pay the membership fee designated in the Standing Rules
2. Playing Members will designate whether they will participate on Tuesdays or on Saturdays and shall be eligible for competitions on those days only.
3. Playing Members wishing to participate in competitions on both Tuesdays and Saturdays shall pay a combined membership fee as described in the Standing Rules.
4. Playing Members will be considered Probationary until a handicap is established. Probationary members will post/submit all the available scores for handicap calculation. During the probationary period members will not be eligible for club tournaments, special competitive events, and weekly competitions, except for medal play where gross scores may be submitted with no adjustment. The probationary period will automatically end when a handicap is established.
5. Playing Members must post all their scores during the course of the playing season as stipulated under GHIN rules.
6. Playing Members are eligible to participate in all play and social functions of the club.
7. Playing Members are eligible to vote on any club business, hold office, and serve on club committees.

ARTICLE VIII – Social/NonCompetitive Membership

1. Social Members must be club members in good standing, in accordance to all requirements stated in the Constitution and By-laws, and pay the membership fee designated in the Standing Rules.
2. Social Members may attend and contribute to all social function
3. Social Members will not be eligible to vote or hold office, but may serve on club committees.
4. Social Members may maintain a GHIN handicap for the GHIN fee.
5. Social Members will not be eligible for any competition but can occasionally request to participate in play on Tuesday or Saturday by submitting a timely request with the appropriate play coordinator and will be placed in the last playing group on a space available basis. Social Members may not play during major club tournaments or special competitive events.
6. Social Members will pay dues in accordance to the Standing Rules.

ARTICLE IX – Junior Membership

1. Junior Members are girls who are 17 years or younger wishing to establish a GHIN handicap.
2. Junior Members can request to participate in play on Tuesday or Saturday by submitting a timely request with the appropriate play coordinator and will be placed in the last playing group on a space available basis. Junior Members may not play during major club tournaments, special competitive events or weekly competitions.
3. Junior Members will not be eligible to vote, hold office, or serve on club committees.
4. Membership fees will be paid according to the Standing Rules.
5. Playing Members must to post all their scores during the course of the playing season as stipulated under GHIN rules.

ARTICLE X – Honorary Membership

1. Honorary memberships may be appointed at the discretion of the Board.
2. An Honorary Membership shall be given to the female spouse of the current pro, and her membership fee, excluding GHIN fee, may be waived by a vote of the Board.
3. Honorary Members will not be eligible to vote or hold office.
4. Fees for Honorary Members may be waived by the Board of Directors, on a case-by-case basis

ARTICLE XI – Multiple Club Membership

1. Any individual belonging to more than one golf club, public or private, shall submit a written statement at the beginning of the season when paying club dues, as to which club she will represent as her home club.
2. If a member of the Jefferson Park Women’s Golf Club designates another club, private or public, as her home club, she is NOT eligible to play in team matches for Jefferson Park Women’s Golf Club. (This is also in accordance with the Constitution of the GSWPGA).
3. The dual member is eligible to play in all other Jefferson Park Women’s Golf Club competition and tournaments without exception.
4. A Playing Member with multiple club memberships, and who designates JPWGC as home club, is eligible to vote on any club business, hold office, and serve on club committees.

ARTICLE XII – Standing Rules

1. All standing or playing rules adopted by the Board of Directors or by the Club on motion or otherwise, except amendments to the Constitution or By-Laws, shall automatically terminate at the end of each regular playing season unless reaffirmed or amended at the General Membership Meeting.

ARTICLE XIII – Parliamentary Authority

1. Robert’s Rules of Order shall be the parliamentary authority on all matter not covered by the Constitution and By-Laws of this organization.

STANDING RULES 2017

Approved March 18, 2017

I. GENERAL

1. All Standing Rules, Constitution and By-Laws must be made available from the Captain, posted on the club website, and made available via email upon request.

II. SEASON OF PLAY

1. Play will be from April through October.

III. DAY OF PLAY

1. Every Playing Member shall designate that she will play either on Tuesday or Saturday, or both.

IV. TUESDAY PLAYERS

1. Playing Members designating Tuesday as their day to play will be called TUESDAY PLAYERS and must be Playing Members in good standing.
2. Playing Members in the probationary period will not be eligible for competitions unless expressly described in the event rules.
3. A Playing Member, not in the probationary period, will be eligible for the Club Championship only if she has posted at least five (5) Tuesday competition scores or team competition scores during the current year.

V. SATURDAY PLAYERS

1. Playing Members designating Saturday as their day to play will be called SATURDAY PLAYERS and must be Playing Members in good standing.
2. Playing Members in the probationary period will not be eligible for competitions unless expressly described in the event rules.
3. A Playing Member, not in the probationary period, will be eligible for the Club Championship only if she has posted at least five (5) Saturday competition scores or team competition scores during the current year.

VI. HANDICAPS

1. Club handicaps are figured by USGA GHIN System according to their formulae and criteria.
2. All Playing Members must maintain a current GHIN Handicap by posting all scores played with the exception that the Handicap Chair posts all major JPWGC tournament scores.

VII. CADDIES

Only approved paid caddies will be allowed.

VIII. STANDARD WEEKLY COMPETITIONS

1. All Playing Members who are not probationary are eligible for the weekly competitions.
2. On the first play day of every month The Competition shall be "Medal Play" where players tee off in handicap order, from lowest to highest.
3. Competition formats for all other weeks will vary and are set by the Saturday and Tuesday Play Coordinators.

IX. WEEKLY COMPETITION MONEY

1. Annually, the Board of Directors will determine the competition payout amounts in keeping with budget requirements.

PAYOUT METHOD

Players in Division	Places Paid
3	1
5	2
7	3
9	4

The schedule for payouts will be posted in the clubhouse throughout the season.

2. A person must finish 18 holes in order to be eligible for regular weekly competition or prize money.

X. TOURNAMENT MONEY

1. All Club Events, Weekly Competitions, Jefferson Special Tournament Awards, GSWPGA Sweep winnings, WSWPLA Sweep winnings will be applied to the Jefferson Park Pro Shop books unless expressly specified.

XI. CLUB CHAMPIONSHIP

1. An annual Club Championship shall be held, as determined by the Club Championship Committee.

XII. SPECIAL EVENTS (General)

1. Special competitions, tournaments, and field days will be organized from time to time and shall be open to member players from the organizing groups.

XIII. CITY TEAM EVENTS

1. Eligibility: Team members must post at least one (1) Tuesday or Saturday competition score per month during the playing season, subject to change at the discretion of the City Team Captain, Club Captain and Co-Captain
2. Selection of team membership shall be by bona fide handicaps. In case of identical handicaps it will be left up to the Team Captain.
3. Team members will be reimbursed \$5.00 each time they represent Jefferson Park in team play.

XIV. LOCAL RULES

1. Leaves – In the fall, when a ball is lost in a defined area due to an accumulation of leaves and members of the foursome can attest to that fact, player may drop a ball and proceed from there without penalty.
2. Temporary Greens – Automatic two (2) putt on Tuesday/Saturday Competition only. All putts must be holed on special competitions.
3. Unless specifically stated herein, players shall observe local rules as posted by the Golf Course and follow the published official rules of golf.

XV. FORMAT FOR STARTING TIMES - Tuesday

1. Members will sign up one week in advance for themselves and one other person in their absence. Call the Pro Shop to cancel starting time when unable to play.
2. Upon Arrival, players must: Sign in at the Pro Shop. Notify the Pro Shop starter that you have arrived.
3. If you do not have a starting time, leave your name with the starter, who will place your name on a waiting list and assign you to the first tee time at the end of the field (if available).
4. Players missing their turn on the first tee are expected to go to the end of the field as space allows.
5. Members must play with another member on Tuesday to be eligible for competition.
6. The first Tuesday of each month is ~~monthly~~ medal play and members will play out of sequence at the end of the field if not originally signed up.

7. Players with more than 3 late cancellations or failure to participate without notification may be subject to exclusion from advance sign-up for league play. Such players may play with the group on a space available basis in the last group teeing off.

XVI. FORMAT FOR STARTING TIMES – Saturday

1. Members will sign up one week in advance. Call the Saturday Play Coordinator (or designee) or the Pro Shop to cancel starting time when unable to play.
2. Upon Arrival, players must sign in with the Play Coordinator and sign in at the Pro Shop.
3. If you do not have a starting time, leave your name with the play coordinator who will place your name on a waiting list and assign you to the first tee time at the end of the field (if available).
4. Players missing their turn on the first tee are expected to go to the end of the field as space allows.
5. The first Saturday is monthly medal play and members will play out of sequence at the end of the field if not originally signed up.
6. Players with more than 3 late cancellations or failure to participate without notification may be subject to exclusion from advance sign-up for league play. Such players may play with the group on a space available basis in the last group teeing off.

XVII. ELIGIBILITY

Club Championship

Returning members must have posted 3 rounds, and new members must have posted 5 rounds in Jefferson Park League play prior to the day of the event. In the event of a tie, winners will be decided by working backwards from the hardest handicap hole during the last round of either the Tuesday or Saturday play.

Captain's Cup

Returning members and new members with an established handicap must have posted 3 rounds and new members w/o handicap must have posted 5 rounds in Jefferson Park League play prior to the day of the event. In the event of a tie, winners will be decided by working backwards from the hardest handicap hole during the last round of either the Tuesday or Saturday play.

FEES

2017	Playing Member	Associated Member with GHIN	Social Member - No GHIN	Junior Member with GHIN	Dual Member
Dues (if received PRIOR to March 15)	39.00	20.00	24.00	5.00	81.00
GHIN*	31.00	31.00	.00	10.00	31.00
Total (before 3/15)	\$ 70.00	\$ 51.00	\$ 24.00	\$ 15.00	\$ 112.00
Late Fee (payment received after March 15)	5.00	5.00	5.00	0.00	5.00
Total (after 3/15)	\$ 75.00	\$ 56.00	\$ 29.00	\$ 15.00	\$ 117.00

JPWGC Schedule of Elections

As of 2015 ByLaws

Position	Last Election	Terms Begins	Term Ends	Next Election	Current Holder
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Elected in ODD Year

Terms Begin EVEN Year

Club Captain	Fall 2015	Jan 1, 2016	Dec 31, 2017	Fall 2017	Nancy Hawkins
Club Tuesday Co-Captain	Fall 2015	Jan 1, 2016	Dec 31, 2017	Fall 2017	Nancy Fukuhara
Club Secretary	Fall 2015	Jan 1, 2016	Dec 31, 2017	Fall 2017	AnnMarie Nelson
Board Trustee for Membership	Fall 2015	Jan 1, 2016	Dec 31, 2017	Fall 2017	Pat McShea
Board Ex-Officio	Fall 2015	Jan 1, 2016	Dec 31, 2017	Fall 2017	MJ Mitoma

Elected in EVEN Years

Terms Begin ODD Years

Board President	Fall 2016	Jan. 1 2017	Dec 31 2018	Fall 2018	<i>Helen Landicho</i>
Club Treasurer	Fall 2016	Jan. 1 2017	Dec 31 2018	Fall 2018	<i>Fiona Fan</i>
Club Saturday Co-Captain	Fall 2016	Jan. 1 2017	Dec 31 2018	Fall 2018	<i>Debbie Yee</i>
Board Trustee for Handicap and Rules	Fall 2016	Jan. 1 2017	Dec 31 2018	Fall 2018	??????????????

*Elections are ideally held in the Fall with terms start in January of the following year.