

# Procedures and Additional Information

## Club Dues

Club dues are paid in the Golf Shop. The dues include membership in Washington State Golf Association (WSGA, [thewsga.org](http://thewsga.org)) and Pacific Northwest Golf Association (PNGA, [thepnga.org](http://thepnga.org)), including GHIN for handicap and the PNW Golfer magazine. In the spring, the club issues the membership booklet, including various club information, the tournament schedules and the membership list.

Play in the Ladies Club scheduled tournaments is limited to members in good standing.

Membership also includes handicap index through the USGA GHIN system. Member's handicap index is updated twice monthly, to Golf Shop / Handicap chair and via email to member.

Note: Girls under 18 or still in high school are eligible for reduced WSGA membership fees. The handling of the junior girls' fees is included as part of the Ladies Club golf shop / handicap arrangements. These girls are not members of the Ladies Club, and are not eligible to compete in Ladies Club events.

## General Membership Meetings

The general membership meetings are held in the spring and fall. The membership booklets will be available in the Golf Shop after the spring meeting. Election of officers is held at the fall meeting.

Elections and other club decisions requiring membership voting are determined by a simple majority of the members in good standing present and voting at the meeting.

## Committees

Committees are formed by the President naming the chair. If additional assistance is needed, the chair is responsible for recruiting members to assist. The President of the club oversees each of these committees, providing assistance, guidance and history as needed. Chairs provide the Executive Board with written reports of committee activities.

Standing committees for the club include the following:

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|--------------------|---|
| Eclectic & Birdies | maintain member scores for the Eclectic play and number of birdies recorded during club play  |
| Invitationals      | coordinate participation in inter-club invitationals and arrangements for the Canyon Lakes invitationals. Two chairs, one for 18-hole and one for 9-hole invitationals.   |
| Tournaments        | coordinate the club tournaments, including the Opening Scramble, President's Cup, Three Sixes, Duck Cup, Ball Bangers vs Ladies, Club Championship, and Closing Scramble. |

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| Handicap                        | coordinate interface with WSGA/PNGA for handicap related activities; ensure that new members are promptly added to the GHIN service through WSGA/PNGA; provide information to Treasurer and Communications chair for new members and update information for existing members; post printout of latest member handicaps in Golf Shop; serve as resource for handicap related questions; fix incorrect postings in GHIN system |
| Publications and Communications | prepare and print the annual membership booklet; maintain current member email and postal addresses; send out emails and postcards to membership, e.g. for meeting announcements   |

### Executive Board Meetings

Executive Board meetings are held at least twice a year. The presiding officer calls meetings, contacts the board members and provides agenda items, time and place.

The four officers and the immediate past President are the members; a majority constitutes a quorum. Decisions are ratified by a simple majority of the board members present and voting; the presiding officer votes only to break a tie.

In general, Executive Board meetings are open to members in good standing. Non-Board members attending the Board meeting are expected to observe only (unless on the agenda). Attendees are expected to be respectful of the meeting agenda and the conduct of Board activities.

Note: The presiding officer may deem it necessary to conduct a meeting electronically, e.g. by telephone conference, email, electronic survey.

### Items for Consideration by Executive Board

Members wishing the Executive Board to consider a matter are encouraged to make a proposal. Proposal could include changes or suggestions associated with the bylaws, these procedures or other club-related items. Proposal should provide the "before" and "after" wording as well as a brief summary of what changes are proposed, rationale for the change, advantages, disadvantages, and any financial impacts.

Proposal may be made by emailing the President (copying a minimum of one other board member to ensure receipt and handling in her absence) or filling out a proposal form in the Golf Shop.

Board members are expected to acknowledge receipt of the proposal, identify any clarifications, and add it to the agenda for the next Executive Board meeting. The requesting member, or an alternate, is encouraged to attend that meeting, present the proposal and answer any questions. The Board will then decide the appropriate disposition.

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## Amendments to Bylaws

Depending upon the proposal and the amount of detail provided, the Board may determine that a person or committee should be assigned to craft the proposed amendment.

Ideally the proposed amendment is presented to the Board for review and discussion at least four weeks before the general membership meeting, and then is sent out to the general membership at least two weeks prior to the meeting for their consideration. Members are highly encouraged to identify their concerns or issues with the proposal **prior** to the general meeting, to expedite discussions during the meeting.

## Duties of Board Members

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|----------------|---|
| President      | <ul style="list-style-type: none"><li>• preside at Executive Board and general meetings</li><li>• develop agenda for Executive Board and general meetings</li><li>• appoint committee chairs</li><li>• oversee committee chairs, providing guidance and assistance as necessary</li><li>• coordinate with the Golf Shop for scheduling tournaments, general meetings, end-of-year dinner party, and ordering awards</li></ul>   |
| Vice President | <ul style="list-style-type: none"><li>• assist President as necessary</li><li>• fulfill duties of President in absence of the President</li><li>• coordinate the 50/50 raffles for tournaments held at Canyon Lakes</li></ul>   |
| Secretary      | <ul style="list-style-type: none"><li>• keep the official minutes of all general and Executive Board meetings</li><li>• have custody of the official files of the club</li><li>• maintain Golf Shop files of club (minutes, documents, etc., including committee reports)</li><li>• provide signed minutes needed by bank for identification of elected officers</li><li>• maintain personal correspondence with members, e.g., congratulations, get well, sympathy</li></ul> |

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| Treasurer      | <ul style="list-style-type: none"><li>• collect all money due to the club from any source</li><li>• maintain the official membership roster (including phone, address and email)</li><li>• keep accurate and up-to-date financial records</li><li>• deposit club monies in bank designated by Executive Board</li><li>• pay expenses per the Board-approved budget</li><li>• obtain Board approval for non-budgeted expenses</li><li>• prepare annual financial report and submit to IRS on or prior to required date</li><li>• provide up-to-date Treasurer reports at Board and membership meetings</li><li>• draft proposed budget for the upcoming year for Board consideration</li><li>• reconcile WSGA bills against member roster and address any discrepancies</li></ul> |
| Past President | <ul style="list-style-type: none"><li>• provide continuity for the Executive Board, giving historical perspective</li><li>• vote as member of Executive Board</li><li>• assist President as needed</li></ul>   |

### Approval of and Changes to Procedures

This document is approved and maintained by the Executive Board.