
SNGABW BY-LAWS

Article I: Name

The name of this organization shall be Southern Nevada Golf Association for Business Women, hereinafter referred to as SNGABW.

Article II: Purpose and Objectives

Section 1: Purpose

The purpose of SNGABW is to provide business and professional women in the Southern Nevada area an opportunity to network on a monthly basis via the game of golf and make it easier to enjoy golf more fully by providing them with services and facilities more normally out of their reach.

Section 2: Objectives

- A. To promote good fellowship among those business and professional women eligible for membership.
- B. To facilitate networking in the business world among the members of SNGABW.
- C. To hold membership in the Women's Southern Nevada Golf Association (WSNGA) and maintain eligibility in said organization as set forth in the WSNGA.
- D. To hold regularly scheduled events each year.

Article III: Policy

Section 1:

SNGABW shall be non-sectarian, non-partisan and nonprofit.

Section 2:

Roberts Rules of Order will be utilized in conducting meetings.

Section 3:

SNGABW shall provide a common meeting place open to the membership. Said meeting place may alternate from time to time as long as proper notice is provided to the membership.

Article IV: Standing Rules

Section 1:

Standing Rules shall be adopted by the membership to govern the general regular operation of SNGABW.

Section 2:

Standing Rules shall set policies to be followed by each succeeding set of officers to provide uniformity and continuity for the benefit of the membership.

Section 3:

Standing Rules may be changed or repealed at any meeting by a majority of the members present.

Article V: Membership

Section 1:

Membership in SNGABW shall be open to all women who are 18 years of age or older and are currently or formerly affiliated with business and/or professional communities.

Section 2:

Memberships whose dues are paid by a company shall be considered to be held by the company, but shall be designated to specific individuals; however, they may be re-designated in the event of personal changes.

Section 3:

There will be two (2) classifications of memberships with voting privileges:

3a. Regular Members:

All members actively involved in business and/or professional communities and those who are retired from the same, who carry a current verifiable USGA handicap. Dues must be current according to the fee schedule.

3b. Probationary Members:

All members who do not carry a current verifiable USGA handicap. Probationary members will become regular members when they establish their handicaps. Each new member who does not carry a current verifiable USGA Handicap must establish a handicap as soon as possible by producing three (3) scorecards.

All members without a current verifiable USGA Handicap must, if possible, establish a handicap in the year they join. Probationary members are not eligible to vote in the November elections.

Dues must be current according to the fee schedule.

3c. Limited Members:

A Limited Membership will be available for those members with a medical condition preventing regular play day participation. Any member requesting this membership will require board approval.

Article VI: Meetings

Section 1:

SNGABW shall meet once a month unless directed otherwise.

Section 2:

The Board of Directors shall meet monthly, prior to the regular meeting unless directed otherwise.

Article VII: Dues and Assessments

Section 1:

The membership duration is from January 1st through December 31st of each calendar year.

Dues for the full calendar year are due and payable by December 31st for the next calendar year. New members joining after August 31st will pay on a pro-rated scale.

Members who fail to renew their memberships by December 31st shall be dropped from the membership roster and mailing list. Paying the delinquent dues in full and providing proof of a current USGA handicap may reinstate them.

The Board of Directors will review club dues annually. Any changes required to dues structure will be presented to and voted upon by the membership.

Section 2:

Special assessments may be established and imposed on participating members to cover the costs of any scheduled special events (i.e., tournaments, outings, etc.) or to cover meeting site expenses.

Section 3:

The Board of Directors shall prepare an operating budget for SNGABW in the first quarter of the calendar year. Said budget shall be presented to the general membership at a general meeting.

Article VIII: Board of Directors

Section 1:

The Board of Directors of SNGABW shall be composed of a President, a Vice President, a Secretary, a Treasurer, a WSNGA Representative, and a Tournament Director.

Section 2:

The Board of Directors shall meet at such times and places as they may select, and a majority of the Board shall constitute a quorum at any meeting.

Section 3:

The immediate Past President not currently in that office shall serve in an advisory capacity to the Board of Directors and shall have only tie-breaking voting privileges.

Section 4:

When business of the association needs to be conducted outside of a regularly scheduled general meeting and, in lieu of calling a special meeting, said business may be conducted by informing the membership by email of the business to be conducted. The membership shall vote or respond by email with said business being approved or disapproved by a majority of the members.

The Secretary or President of SNGABW shall be responsible for sending the email to the membership and keeping the electronic responses with her records for the period of her term. She shall also report the results of the electronic vote to the membership and the Executive Board of SNGABW.

Article IX: Duties of the Officers

Section 1: President

- A. The President shall preside at all meetings of the SNGABW and shall perform the duties essential to this office.



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- B. The President shall nominate those committee chair- persons (See Article XII Section 1) under her direction for approval by the Board of Directors and shall be an ex-officio chairperson of those committees, except the Nominating Committee.
 - C. The President shall perform monthly reviews of, including but not limited to, SNGABW financial status, new memberships, handicapping, and activities.
 - D. The President shall serve as a representative to the WSNGA Executive Committee.
 - E. The President may appoint a member to perform the duties of Parliamentarian during all scheduled business meetings and at special meetings as requested by the President.

Section 2: Vice President

- A. The Vice President shall assist the President in all SNGABW activities and shall perform the duties of the President in the event of her absence. The Vice President shall conduct the summer general meetings.
- B. The Vice President shall nominate those committee chair- persons (see Article XII Section II) under her direction for approval by the Board of Directors and shall be ex-officio of those committees.
- C. The Vice President will chair the membership committee.

Section 3: Secretary

The Secretary shall keep a correct record of the proceedings of all meetings and related documents of SNGABW. The Secretary shall be responsible for the following duties:

- A. Verify the attendance at each meeting and retain the sign-in sheets of each meeting.
- B. Prepare written minutes of all meetings for review/ approval at succeeding meetings and retain copies for a period of seven (7) years.
- C. Maintain a current roster of all members and provide up- dated information monthly at membership meetings and to chairpersons as needed.
- D. Conduct such correspondence as directed by the President and retain copies of the correspondence for a period of seven (7) years.
- E. Record and pass on to the Membership Committee all changes to the By-Laws and/or Standing Rules for inclusion in the next Membership Handbook and Directory.
- F. Store current year's records electronically and keep for the period of her term.
- G. All records shall be turned over to the incoming Secretary at the January meeting. The records shall include the minutes of all meetings, correspondence, and any other reports and/or documents pertaining to SNGABW for the preceding seven (7) years.

Section 4: Treasurer

The Treasurer shall be the custodian of all funds for SNGABW. The treasurer shall be responsible for the following duties:

- A. Collect all dues and other funds for deposit and record and retain for a period of seven (7) years.
- B. Make disbursements by check, signed by her as the Treasurer, and countersigned by the President, Vice-President, Secretary or the WSNGA representative, if necessary.

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- C. Collect all assessments and /or monthly meeting charges.
 - D. Deposit all funds of SNGABW in a timely manner and in such a bank as the Board of Directors may specify. Reconcile monthly bank statements within one (1) month of the last day of the month.
 - E. Keep a complete electronic and/or written financial record of all collections and expenditures occurring during her term of office; submit a financial statement to the membership prior to regular meetings; and turn said records over to her successor prior to or at the January meeting.
 - F. The Treasurer or Tournament Chair shall maintain the invitational account in the same manner as the club's general account.
 - G. Shall submit the required State of Nevada filing fee with the Secretary of State.

Section 5: WSNGA Representative

- A. The WSNGA Representative shall serve as the liaison between the SNGABW and the WSNGA and will attend the scheduled meetings.
- B. The WSNGA Representative shall provide a report of the WSNGA meetings to the SNGABW Board of Directors and to the membership prior to or at monthly SNGABW business meetings.
- C. If the WSNGA representative and President are unable to attend any meeting of WSNGA, an alternate must be designated by the President. If no one from the club can attend the WSNGA meeting a written proxy shall be submitted.

Section 6: Tournament Director

- A. The Tournament Director shall be a voting member of the Executive Board. The Tournament Director shall select a Tournament Committee that will assist in managing and coordinating play day activities for SNGABW scheduled events. This will include, but not limited to, managing Golf Genius sign up or similar sign up and/or tracking software, tee sheets, Game of the Day, and winner payouts. The Director will work with the President, or other assigned Board Member(s), to coordinate the Club Championship, Maary Smith, and Sierra Nevada Cup intra-club tournaments.
- B. The Tournament Director may request additional funding from the General Fund, if available and Board approved, for: Gift Cards for payouts for Play Day Skill Challenges, winning payouts above what has been paid in by the players, or other golf game or golf skill activities deemed appropriate and in compliance with the USGA Rules of Golf.
- C. The Tournament Director, or assigned Tournament Committee member, will work with the Rules Committee to resolve any potential rules violations by a player(s) that have occurred during a scheduled SNGABW Play Day or intra- club tournament event.

Article X: Nomination and Election of Officers

Section 1:

The President, Vice President, Secretary, Treasurer, WSNGA representative of SNGABW, and

Tournament Director shall be elected in November by ballot of the membership. These officers shall take office at the first regular meeting in January and hold office for one (1) year or until their successors are elected and installed. An officer may hold the same office for more than one term.

Section 2:

The Board of Directors shall appoint a Nominating Committee Chairperson, who will ask for volunteers to serve on the nominating committee for the purpose of presenting a slate of officers to the membership at the October general meeting. In addition to the presented slate, nominations may be accepted from the floor, but must have prior consent of the person being nominated. A ballot of nominations shall be e-mailed and/or post office mailed to each eligible member at least three (3) weeks prior to the November election meeting.

Section 3:

A valid election shall require 33 1/3% of members in good standing to submit ballots. In a valid election, the election of any officer requires a majority (51%) vote of all ballots returned. Said votes may be by e-mail and/or post office mail ballot or written vote at the November election meeting. At said meeting, in the event any ballot cast does not show a majority for any one nominee of any office listed, the person having the lowest number of votes on the first ballot shall be eliminated. On each succeeding ballot, the person having the lowest number of votes shall be dropped, and this procedure shall be followed until a majority shall have been received by one (1) nominee.

Section 4:

To qualify for a SNGABW office, a member must have a current USGA handicap at the time of election, installment, or appointment.

Section 5:

In the event of a vacancy in the office of President, the Vice President shall succeed to such office for the unexpired term. Any other office shall be filled by a qualified member appointed by the President and approved by the Board, to complete the term of office.

Section 6:

Any Board member who shall be absent from three (3) board meetings shall forfeit the office unless, in the opinion of the Board of Directors, such an absence has been unavoidable. In the event a vacancy occurs by the reason of this provision, the Board of Directors shall fill such a vacancy by appointment.

Article XI: Installation of Officers

The elected officers shall be installed with appropriate ceremonies at the December meeting/holiday party of the calendar year of the election.

Article XII: Committees

Section 1:

Within forty-five (45) days following election of officers, the Incoming President shall nominate, for Board approval, the chairpersons for the following committees:

Audit, Handicap, Membership/Hospitality, Rules, Historian/ Birthdays, and any

additional committees deemed necessary to accomplish the objectives of SNGABW.

Section 2:

Within forty-five (45) days following election of officers, the Incoming Vice President shall nominate, for Board approval, the chairpersons for the following committees: Play Day Tournaments, and Special Events.

Section 3:

Each chairperson shall appoint committee members as deemed necessary to carry out committee responsibilities.

Article XIII: Legal Requirements for Association

SNGABW shall maintain an annual incorporation in the State of Nevada. It shall be the responsibility of the Treasurer to ensure that the required filing fee is filed with the Secretary of State.

Article XIV: Amendment to or Suspension of By-Laws

Section 1:

Notice of intent to amend these by-laws, and a copy of said changes, shall be included with the notice of the general meeting at which such amendment will be brought to a vote.

Section 2:

These by-laws may be amended at any general meeting of SNGABW by a majority vote of the members present and required notice has been given.

Section 3:

A by-law may be suspended in cases of emergency for single general meeting by a two-thirds vote of the active members present.

Article XV: Term of Association

Section 1:

Notice of intent to dissolve the organization shall be included with the notice of the meeting at which the dissolution is to be discussed.

Section 2:

Any decision on dissolution of SNGABW will be decided by two-thirds vote of members in good standing in attendance at that meeting.

Section 3:

In the event of the dissolution of SNGABW, any and all assets shall be liquidated and distributed to a local youth golf organization.

02/12/16 Revisions approved

10/15/22 Revisions approved



SNGABW Standing Rules

These Standing Rules have been adopted to govern regular operation of the Southern Nevada Golf Association for Business Women (SNGABW).

The rules set here are to be followed by each succeeding set of officers of this association to provide uniformity and continuity for the benefit of the membership. These Standing Rules differ from the By- Laws in that they may be changed or repealed at any general membership meeting by a majority vote of members present and previous notice of said change need not be given.

1. Records:

All officers and committee chairpersons shall submit complete up-to-date records and procedures prior to the installation of new officers to facilitate the work of those incoming officers.

2. Dues:

Annual dues of \$65 are due and payable by December 1 of each year and are delinquent December 31 of that same year. Renewal notices will be e-mailed or mailed to members by October 15. Dues are pro-rated, for the current year, for those members joining after August 31st according to the following chart:

SNGABW Dues After

September 1 st	\$55.00
October 1 st	\$50.00
November 1 st	\$45.00
Limited Membership	\$36.00

3. Club Championship:

The major tournament for SNGABW is the Club Championship and is to be conducted in accordance with USGA and WSNGA rules. A Club Champion will be determined by this tournament. The following format shall be followed.

- 3a. The tournament will consist of two rounds (36 holes) for all flights.
- 3b. Flights will be established from the overall participants based on established handicaps.
- 3c. The Club Champion will come from the overall field and will be awarded on low gross for the combined scores for the two days of play.
- 3d. Awards will be given to the club champion, overall low net, and low gross and low net winners in all flights based on the combined scores for two days of play.
- 3e. The Overall Low Net winner will come from the tournament participants in the field and will be that participant who has the lowest net score for both days of play.
- 3f. In the event of a tie for Club Champion, a sudden death play-off will determine the winner. In the event of a tie for all other flight gross and net scores, a scorecard playoff, using the USGA rule for tiebreakers will be used to determine the winner: low score for the final nine holes; if still tied, the final six holes; if still tied, the final three holes; if still tied the

18th hole. If a net score is tied, 1/2 handicap will be used for the back nine; if still tied, 1/3 handicap will be used for the last six holes; if still tied, 1/6 handicap will be used for the last three holes; if still tied, 1/18 handicap will be used for the 18th hole.

3g. To be eligible to participate in the Club Championship tournament, a participant must be a member in good standing and have participated in a minimum of ten (10) club events during the calendar year August 1 to July 31, or such other calendar year cycle that may be necessary, three (3) of which must have been general membership meetings. Events are defined as follows:

- 1 event = One regularly scheduled 18-hole SNGABW play day
- 1 event = One general membership meeting
- 1 event = Each 18-hole round of play with SNGABW on away trips
- 1 event = One WSNGA Team Play

3h. Any member in good standing who does not meet the requirements of attending three (3) general membership meetings due to prolonged illnesses or work schedule obligations may be allowed to participate in the Club Championship at the discretion of the Tournament Chair and the Board Members.

This request must be in writing sent by e-mail or regular mail. If the vote is a tie the Tournament Chair has the final decision.

Any other member that does not meet the requirements, may be allowed to participate in the Club Championship, but will not be eligible for any awards.

4. Maary Smith Memorial Founder's Tournament (MSMFT):

The MSMFT is a two-person handicapped *match play* event in which the lower of the net scores wins the hole. Current handicaps will be used for each round. All members of SNGABW at the time of the start of the tournament are eligible to play. The maximum course handicap will be set at the Tournament Committee's discretion not later than within one week of the first round, and in accordance with the USGA Rules of Golf.

4a. The MSMFT will follow the USGA rules of golf, particularly as they apply to match play. (USGA rules overrule local card rules.) Additional rules of play for the MSMFT will be provided by the Tournament Committee.

4b. If possible, the tournament will begin with at least 32 players, matched as follows: 1 & 32, 2 & 31, 3 & 30, 4 & 29, etc. If there are less than 32 players, byes will be awarded following the formula used for match play events, and if possible, based on the number of players in the field, those players with byes will play together.

4c. Matches will continue for as many rounds as necessary (usually 5) until the champion is determined.

4d. Round one will begin in March or April at our home course, if possible, and each subsequent round will rotate through SNGABW's cycle of scheduled play days. If scheduling permits the rounds will be at a minimum of two weeks apart, or at the discretion of the Tournament Committee.

4e. If players are unable to play their match on the scheduled play day, arrangements must be made to hold the match at that course prior to the next round of matches.



4f. The final two competitors shall choose whom they would like to play with in the final foursome. The final two competitors will ride in the same cart as all other previous competitors.

4g. There will be a traveling trophy with spaces for nameplates on which to place the names of each year's winner. Each winner will also receive a personal award to keep and a gift card, with the amount to be determined by the Tournament Committee. The Runner-up will also receive a gift card, with the amount to be determined by the Tournament Committee.

5. Team Play:

SNGABW will adhere to the following rule when participating in Team Play organized by WSNGA:

5a. A Captain will be elected by the team play members at the November or December meeting of SNGABW. The elected captain will appoint a co-captain.

5b. To be eligible to participate in Team Play, a participant must be a member in good standing with SNGABW and have a verifiable USGA handicap.

5c. A new SNGABW member must play a minimum of two (2) play days before her first Team Play competition. All Team Play participants must attend a minimum of one (1) SNGABW meeting per quarter and must play a minimum of two (2) play days per quarter.

5d. The Team Play captain may select one (1) or two (2) alternates for each Team Play event who may be called in case of an emergency. The Team Play captain shall make every effort to notify selected Team Play participants ten (10) days to two (2) weeks in advance of the Team Play event.

5e. A SNGABW member who holds membership in another women's association which is participating in Team Play must declare a team affiliation, for Team Play purposes, prior to the first event in the Team Play Season. Once she has played Team Play for SNGABW, she has declared a team affiliation for our club. She may not change her affiliation during that season.

5f. Payment of green fees is due to the Team Play captain no later than day of play. Deadline for cancellations is three (3) days in advance of play.

5g. It is the team member's responsibility to arrive at the course of play no later than one-half (1/2) hour prior to tee times, unless notified otherwise by the team captain. This rule holds true even in inclement weather.

5h. The Team Play captain has the authority to fill the Team Play roster at her discretion, using the best available players.

6. Guest Policy:

Members have priority for filling vacancies for play days. If space is available, members may bring one or more guests who are 16 years of age or older on regular play days with proper notification to the tournament chair.

6a. A *local* guest may play with the group *twice* during the year, solely to determine her interest in joining SNGABW.

6b. An *out-of-town* guest may play with the group with proper notification to, and at the discretion of, the tournament chair-person.

6c. Once an opening has been filled by a guest, she cannot be displaced by a late-signing



member.

7. Handicaps:

All SNGABW members will have their USGA handicaps maintained by this association, the cost of which is included in the annual dues.

8. Tournament Procedures:

The Tournament Committee will manage all scheduled SNGABW play days and play day locations. Guidelines for tournaments (play days) are as follows:

8a. Members may sign up for play days upon notification via Golf Genius from the Tournament Committee.

Players should arrive at the course no later than 15 minutes before the start time.

8b. Penalties for last minute cancellations or No Shows.

- i) If members cannot play at a play day they have signed up for, they must notify the Tournament Committee representative as soon as they know they cannot play.
- ii) If a member cancels 2 times within less than 48 hours prior to the tee time or after the stated deadline in the email from the Tournament Committee representative, the member will be unable to participate in the next three (3) SNGABW events. The member will be responsible for the course green fees and will not be able to participate in future SNGABW events until the amount owed is paid to SNGABW. The member can assist the Tournament Committee representative by finding a substitute.
- iii) If a member does not show up without any notification to the Tournament Committee or the Pro Shop, the member will be responsible for the course green fees and will not be allowed to participate in future SNGABW events until the amount owed is paid to SNGABW.

Emergencies or extenuating circumstances will be taken into consideration before any penalties are applied.

8c. Members should be notified in advance of any type of tournament play where the player's score is not eligible for handicap posting.

8d. The field of players should be divided into at least two flights, depending upon the size of the field. Each flight is to be paid equally and prize money distributed to pay approximately 1/3 of the field. The tournament chair will state in the rules of the game of the day how ties will be broken.

8e. Any player whose handicap index exceeds 36.4 will be limited to a maximum handicap of 40 for tournament play purposes.

8f. If a player does not have a USGA handicap, then that player is not eligible to participate in the game played for prize money. She may "buy-in" for other non-handicap contests, such as long drive and closest to the pin.

8g. During play, if a player takes more than ten (10) strokes and is not yet on the green, that player must pick up her ball and, if her foursome is not behind in the pace of play, she may drop on the green and proceed. She is disqualified from the game being played for that day.

8h. Prior to the start of the round, players will exchange score-cards with the players in the other cart. A master card may also be kept.

8i. All putts must be holed out.

8j. All recorded scores must be gross and/or net and should not reflect any adjustments. Adjustments will be made after the round is completed and verified by the handicap chairperson.

8k. Mobile phones or electronic devices are permitted as long as they are solely used for matters relating to golf. Any electronic device used for distance measuring purposes must conform to the USGA Rules of Golf. Personal use not related to golf is banned during play except in emergency situations. Playing music is considered personal use not related to golf.

8l. All rounds of golf should be posted. Rounds played outside of SNGABW play days need to be posted at the golf course, given to the handicap chair for posting, or posted on www.snga.org or www.ghin.com websites.

9. Responsibilities of the Nominating Committee and the Voting Procedure:

9a. The slate shall be presented to the general membership during the October general meeting by the Nominating Committee Chairperson. If there are no nominations from the floor, the slate presented shall be final and the duties of the Nominating Committee are complete. If there are nominations from the floor, ballots shall be provided to the membership in accordance with 9b.

9b. Ballots shall be sent by email by the Secretary to eligible members at least two (2) weeks prior to the November general meeting. In the event a member does not have email, a paper ballot shall be provided to the member.

9c. Returned paper ballots shall be delivered to the chairperson prior to or at the November general meeting. Any paper ballots must remain unopened until the time of the election at the general meeting.

9d. At the November general meeting, the ballots shall be counted, and the results recorded by a three-member Teller Committee, selected by the President. Should the current President be a candidate for re-election, the next officer in line who is not a candidate shall appoint the Teller Committee and receive the results to announce to the membership.

9e. The ballots and tally sheets shall be retained for six (6) months before being destroyed.

10. Membership Committee Responsibilities.

The Vice President of SNGABW shall be responsible for chairing and forming a Membership Committee. The Membership Committee will consist of a minimum of three members and have the following duties:

10a. Respond to Requests for Information from prospective members whether from the website, email or in person.

10b. Evaluate membership suitability such as skill level, experience, and knowledge of rules of golf.

10c. Be responsible for keeping membership brochure updated.

10d. Prepare membership packet including calendar, membership booklet, rule book, play day chair contact information and any other information deemed necessary.

10e. Conduct new member orientation to help assimilate new members into SNGABW.

11. Most Improved Golfer Award:

To be eligible for this award, a member must be an active member who has participated in at least ten (10) SNGABW events during the current year.

12. Hole-In-One:

A member who scores a hole-in-one while playing in a SNGABW event will be awarded a plaque from the club. Any

Hole-In-One fund maintained by the Club shall be used to buy a round of drinks for members present at the play day where the Hole-In-One occurred. If the general membership determines to abolish the Hole- In-One fund, any monies left in the fund will be-come a part of the general membership funds.

13. Incidental Expenditures:

The SNGABW Board of Directors is allowed to approve expenditures up to \$150 without the approval of the membership.

14. Membership's Gift to The President:

The outgoing President is given a gift, not to exceed \$100 that is paid for out of the general fund

02/12/13 Revisions approved

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