

**MARIN COUNTRY CLUB
WOMEN'S ASSOCIATION**

**Amended and Restated Bylaws,
Standing Rules, General Information**

Effective July, 2021

BYLAWS

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**MARIN COUNTRY CLUB
WOMEN'S ASSOCIATION**

Amended and Restated Bylaws

Effective January, 2020

ARTICLE I

NAME

The name of the organization shall be the Marin Country Club Women's Association. The following shall pertain only to this Association.

ARTICLE II

PURPOSE

The purpose of the Association is to organize and direct Association golf activities and to encourage the participation in and the enjoyment of the game of golf.

ARTICLE III

MEMBERSHIP AND DUES

All women of golfing memberships of Marin Country Club with 18 hole handicaps, including their dependent children 18-23 years of age, are eligible for membership in the Women's Association, upon payment of annual dues, as set forth in the Standing Rules.

ARTICLE IV

EXECUTIVE BOARD

1. The Executive Board shall consist of eight officers - six of whom are elected by the Association: Captain, Co-Captain, Secretary, Treasurer, Handicap & Awards Chair, Invitational Chair, Tournament Chair and Parliamentarian. (1/19) The Tournament Chair and Parliamentarian are appointed by the new Captain. (Amended 7/21)
2. All Executive Board Members are voting members with the exception of the Parliamentarian. The Captain will not vote except to break ties.

3. Term of office shall be one year. No officer shall be eligible for the same office for more than two consecutive years.
4. A record of the activities of each executive officer shall be kept and given to her successor.
5. Job duties, other than specifically stated in these Bylaws, should follow guidelines of the USGA and the Women's Golf Association of Northern California (WGANC). (Amended 1/15)

ARTICLE V

DUTIES OF EXECUTIVE OFFICERS

1. Captain

- A. Shall preside at all meetings of the Association and of the Executive Board and shall call special meetings when necessary.
- B. Shall appoint Tournament Chair and Parliamentarian to serve on the Executive Board. (Amended 7/21)
- C. Shall be responsible for the activities of the Association.
- D. Shall appoint all special committees, chairs of Standing Committees (Reference: Standing Rules 3.B.) and shall be ex-officio of any/all committees.
- E. Shall serve with the Co-Captain and Director of Golf on the Rules Committee. (Amended 7/21)
- F. Shall prepare with the current Treasurer, incoming Treasurer, and incoming Captain, the budget for the forthcoming year to be presented at the Association's January General Meeting.
- G. Shall attend the WGANC Regional Meeting held in February and the WGANC Area Meeting held in September.
- H. Shall appoint, with the approval of the Board, replacements for vacancies occurring on the Board. Such appointments will be for the remainder of that term and shall not disqualify the appointee from election to the same office for a regular term per Article IV.3.
- I. Shall work with the WGANC Delegate (Co-Captain) as co-hostess for the Club's annual Open Day.
- J. Shall be responsible for the Captain's Tournament and King/Queen for the Day, cost of which shall be determined as set forth in the Standing Rules 4.A.
- K. Shall follow the recommendations of the WGANC calendar for the playing of major tournaments.
- L. Shall represent the Women's Association on the Marin Country Club Golf Committee.
- M. Shall be jointly responsible with the Co-Captain for arranging the

following year's calendar.

2. Co-Captain

- A. Shall act for the Captain in her absence or inability to serve and shall assist and understudy the Captain to prepare herself to accept the office of Captain the following year.
- B. Shall be the WGANC delegate and attend WGANC meetings with or for the Captain.
- C. Shall co-host, with the Captain, WGANC Open Day at Marin Country Club.
- D. Shall be Membership Chair (working with the Marin Country Club Office), responsible for orientation of new members and keeping a current membership directory.
- E. Shall be responsible for all Guest and Home & Home play days - both away and at Marin Country Club. (Amended 1/15)
- F. Shall be the liaison with the Women's Nine Hole Association members and be responsible for any joint activities.
- G. Shall be jointly responsible with the Captain for arranging the following year's calendar.
- H. Shall work with the Captain, current Treasurer and incoming Treasurer on the budget for the forthcoming year to be presented at the Association's January General Meeting.
- I. Shall be the custodian of the USGA Official Guide to the Rules of Golf, educate the membership on any rules changes and participate in rules decisions with the Captain and Director of Golf. (Amended 7/19)

3. Secretary

- A. Shall keep an accurate record of all meetings of the Association and of the Executive Board. Within one (1) week of such meetings "unapproved" and "approved" minutes will be posted in the Women's Locker Room.
- B. Shall be custodian of the Bylaws, keeping up-to-date records of any changes in them and/or the Standing Rules. Each change shall be dated. Shall be responsible for the printing and distribution of said changes.
- C. Shall handle all correspondence, notices and remembrance cards.

4. Treasurer

- A. Shall prepare with the current Captain, incoming Captain and incoming treasurer the budget for the forthcoming year to be presented at the Association's January General Meeting.
- B. Shall keep a record of all dues paid to the Women's Association.
- C. Shall keep an accurate record of all receipts and disbursements and render a complete report at every Executive Board and Association meeting.

- D. Shall bank all funds and pay out said money by check upon receipt of appropriately documented Expense Report Form. (Amended 7/21)

5. Handicap and Awards Chair (Amended 1/19)

- A. Shall attend the WGANC Regional Meeting held in February.
- B. Shall post a list of members needing additional scores required for eligibility in major tournaments at least one month prior to the event.
- C. Awards - Together with the approval of the Executive Board, select the Captain's gift, Achievement, and Championship awards per standing rule

7. Tournament Chair

- A. Shall be responsible for all Play Days. She shall determine the game format for each Play Day. (Amended 7/21)
- B. Shall be responsible for keeping MCCWA play day statistics.
- C. Shall coordinate Play Days with the Club professional assigned to MCCWA. (Amended 7/21)
- D. Shall have the option to cancel any play day with the concurrence of the Captain and Club Professional or their representatives.
- E. Shall attend the WGANC Regional Meeting held in February.

8. Invitational Chair

- A. Shall select a committee and with them be responsible for the planning and conducting of the annual Women's Invitational. (Amended 7/21)

9. Parliamentarian

- A. Shall see that "Robert's Rules of Order, Revised", when not inconsistent with these Bylaws, regulate the conduct of this Association and its meetings.
- B. A copy of "Robert's Rules of Order, Revised" shall be provided and handed down to this officer each year.

ARTICLE VI

**NOMINATIONS
AND ELECTION OF OFFICERS**

- 1. The Nominating Committee shall consist of five (5) members.

- A. Prior to the July General Meeting, the Captain, with approval of the Executive Board, shall appoint two (2) members - one a present or past Board member, and one from the membership at large.
- B. At the annual meeting in July, the membership will nominate three (3) members to serve on the Nominating Committee.
- C. The Captain will select one of the five members as chair and will review with her the responsibilities of the Nominating Committee as set forth in the Standing Rules.
- D. The slate of nominees shall be posted at least seven (7) days prior to the annual meeting in September, at which time the election takes place.
- E. Additional nominations, for any office, may be made from the floor at the September meeting, providing that prior consent of the nominee has been obtained.

ARTICLE VII

MEETINGS

1. There shall be three (3) Association meetings per year.
 - A. The first meeting (to be held in January) shall be to present the tentative budget for the forthcoming year.
 - B. The second meeting (to be held in July) shall be to elect a Nominating Committee, as set forth in the Bylaws - Article VI.
 - C. The third meeting (to be held in September) shall be for the election of officers for the following year.
2. The installation of the new officers shall take place on the day of the Holiday Luncheon.
3. The Executive Board shall hold a Board meeting approximately every other month of the calendar year. (Amended 1/19)
 - A. Only members of the Board shall attend the Board meetings unless a member has been asked or has asked to attend.
 - B. If a special Board meeting is called by the Captain or Co-Captain, a quorum of members of the Board shall be required.
 - C. For Board meetings with fewer than five (5) voting members present, votes may be made by the use of a Certificate of Action (COA).
4. Quorum
 - A. Four (4) voting members of the Executive Board shall constitute a Quorum.

- B. Twenty-five percent (25%) of the Association shall constitute a Quorum.

ARTICLE VIII

GUESTS

1. Refer to Marin Country Club Guest Day Policies.
2. Refer to Association Standing Rules for Women's Association Guest Day Policies. (Reference: Standing Rules 4.C.)

ARTICLE IX

AMENDMENTS

1. Bylaws

- A. Amendments to these Bylaws shall be voted on only at an Association meeting consisting of a quorum of members.
- B. No amendment shall be voted upon unless written notice thereof has been presented to the Secretary at least thirty (30) days prior to the meeting. She shall post a copy of the amendment in the Locker Room or shall send to each member a copy at least ten (10) days in advance of such meeting.
- C. Changes made shall be dated at the time of insertion in the Bylaw/Roster binder.

2. Standing Rules

- A. Standing Rules are binding until changed by a majority vote at an Association meeting.
- B. Changes made shall be dated at the time of insertion in the Bylaw/Roster binder. The Secretary is responsible for recording these changes.

STANDING RULES

1. DUES

- A. The annual membership dues of this Association shall be determined by a vote of the membership. The amount will be determined by and included in the annual proposed budget submitted for approval at the January Association meeting. (Reference: 3/15 dues \$75.00, 1/20 dues \$95.00)
- B. Members accepted after October 1st shall not pay dues until the following

year. (Amended 1/15)

2. GUIDELINES FOR NOMINATING COMMITTEE

Refer to Bylaws Article VI, 1.C.

A. Chair Responsibilities

1. Shall set meeting dates agreeable to all members of the committee and shall conduct all such meetings. "Robert's Rules of Order, Revised" shall govern all meetings.
2. Shall post the proposed slate of officers as stated in the Bylaws, Article VI, 1.D.

B. Committee Responsibilities

1. Any member of the Committee can be considered for an office.
2. Shall select the office of Captain first - the present Co-Captain should be the nominee for Captain. Before the acceptance of the nominee for Captain, she shall be fully instructed of the duties of the office as described in the Bylaws. The nominee should be consulted regarding her choice for Tournament Chair appointee and should be asked for any suggestions for other offices, since each office may be held by an individual for two (2) years. Refer to Bylaws Article IV, 3.
3. Shall select the office of Co-Captain second.
4. Shall select the remaining five officers after the selection of Captain and Co-Captain.
5. Shall select nominees who will represent a cross-section of the membership maintaining a balance of experienced and inexperienced people on the Board.

3. STANDING COMMITTEES

- A. Chairs of committees will be selected by the Captain.
- B. Usual Standing Committee Chairs shall be: North Bay Team Captain, Futures Team Captain, WGAN Open Day Coordinator, Nominating Committee, Holiday Luncheon, and WGAN Ambassador.
- C. A record of each committee's activities shall be kept by the chair and given to her successor.

4. TOURNAMENTS

- A. All Tournament fees collected for the Spring Fling, Member/Member Championship, Kessler Match Play Championship and Club Championship are to be used by the associated Tournament Committee for prizes and/or other as the Committee sees fit. At the Board's discretion as reflected in the annual budget, these fees may be supplemented by additional funds from the General Fund. (Reference: 2015 Tournament Fees \$5.00) (updated 1/15)

- B. Invitational(s), Charity, and Individual Eclectic Tournament entry fees will be used for those specific events. Such fees will be deposited into the Women's Association Treasury.
- C. Play Day sweeps are determined by a vote of the membership. (Reference: Sweeps 7/20 \$5.00) (Amended 7/21)
- D. Guest Day and Home and Home sweeps shall be the same amount as regular Play Day sweeps. (Amended 7/21)
 - 1. No guest shall play more than twelve (12) times per year as stated in the Marin Country Club Guest Day Policies.
 - 2. Any foursome comprised of three or more Marin Country Club members will compete in the member flight.
- E. House Guests - At the discretion of the Captain and/or Tournament Committee, house guests may play on a Play Day, sweeps waived, other than Guest Day, but may not compete.
- F. To be eligible for a sweeps award on any regular Play Day, other than Guest Days, each participant must be playing in a group consisting of at least two other participating members. This restriction may be waived by the Captain and/or Tournament Chair.
- G. A Play Day requires a minimum of twenty-four players to collect sweeps.
- H. Players must have an established USGA handicap index. Players with course handicaps higher than 36 are limited to a course handicap of 36 when competing in an MCCWA event excepting the Invitational and the One Day Mini Invitational which will have a maximum course handicap of 40. (Amended 7/21)
- I. Handicap allowances for the Kessler Match Play, Spring Fling and Member/Member tournaments will be determined using Appendix C of the USGA Guidelines. (Amended 7/21)
- J. Eligibility for Club Championship and Kessler Match Play, Spring Fling, and Member/Member Tournaments require members to have posted at least six (6) eighteen hole rounds at Marin Country Club on MCCWA Play Days during the previous twelve months. A member may not play in both the 18 Hole Club Championship and the 9 Hole Tournament of Champions in the same year. (Amended 7/21)
 - 1. New members joining after October of the previous year may qualify for Spring Fling by posting three 18 hole rounds on MCCWA Play Days.
 - 2. Eligibility for the Charm Day Award requires members to have participated in at least six (6) play days during the current calendar year. (Amended 1/15 & 7/19).
- K. Eligibility for any major awards (Amended 1/14)
 - 1. Member must be playing with another member of the

- Association.
- 2. Break, Hole-in-One and Eagle awards are given only to Association members playing at Marin Country Club.
- L. Ties for Charm Days and tournaments will be broken in accordance with USGA recommendation (Handicap Manual 9-5iii), which is the USGA ruling on Card-offs. Ties for Championship refer to Standing Rule 7E. (Amended 1/12)
- M. Pace of Play
 - All Women's Association members are expected to adhere to the Marin Country Club rule regarding pace of play. Penalties may be assessed for slow play in accordance with USGA Rules of Golf 6-7.
- N. A player shall not be permitted to utilize a caddy. (Amended 1/92)
- O. Eligibility of a professional golfer to participate
 - 1. Members of the Association who are Professional Golfers or Golf Professionals may compete in Association net events that are limited to members. They and their partner(s) may not compete in gross events. (Amended 9/10)
 - 2. When guests are in the field, guests or members who are Professional Golfers or Golf Professionals may compete in net events, provided that notice of their participation is posted in advance. They and their partner(s) may not compete in gross events. (Amended 9/10)
 - 3. Members must notify Tournament Committee on the sign-up sheet if their guest is a professional.
- P. Distance Measuring Devices (effective 7/20/10)
 - 1. Players may use devices to measure or gauge distance only. The use of a distance measuring device that is designed to gauge or measure other conditions that might affect a player's play (e.g. gradient, wind speed, temperature, etc.) is not permitted. Breach of local rule would result in disqualification.
 - 2. MCCWA adopts the USGA rules for Smart Phones as Distance Measuring Devices. Breach of local rule would result in disqualification.

5. AWARDS

A. Achievement Awards

- 1. Break Awards: A commemorative piece is awarded to any Association member who, in the company of another Association member and on the Marin Country Club course, breaks a score of 100, 90, or 80 for the first time. All putts must be holed out. Break awards can only be earned when playing the course in its entirety. The award cannot be earned if there are closed or modified holes on the course. A signed and attested scorecard shall be given

to the Captain or Awards Chair. (Amended 7/21)

2. Eagle: A commemorative piece is awarded to a member who scores her first *witnessed* eagle on the Marin Country Club golf course while playing at least nine holes of golf. The member's name will also be engraved on the Eagle Plaque. A signed and attested scorecard shall be given to the Captain or Awards Chair. (Amended 7/21)
3. Hole-in-One: A commemorative piece is awarded to any member who shall have a *witnessed* Hole-in-One on the Marin Country Club golf course while playing at least nine holes of golf. WGANC will recognize a Hole-in-One if made during a round of at least nine holes. The member's name will also be engraved on the Hole in One Plaque. A signed and attested scorecard shall be given to the Captain or Awards Chair. (Amended 7/21)
4. Monthly Charm Day: Pro shop credit is awarded to the player with the lowest net score of the day on specially designated "Charm Days". A player may win only one Charm Day per calendar year. (Amended 7/21)

B. Major Tournament Awards

1. The Club Championship Tournament awards shall be as stipulated in Standing Rule 7.H, the Kessler Match Play Championship as stipulated in Standing Rule 8.D, and the Member/Member Tournament at stipulated in 11.E.(Amended 7/21)
2. Invitational awards may be gift certificates from either the Pro Shop and/or other gift cards. Cash prizes are not allowed.
3. The Charm Day Trophy shall be presented at the Holiday Luncheon. It shall be presented to the player with the lowest Net of the year's Charm Days (Effective 1-12)

C. Captain's Gift (Amended 1/20)

The Captain shall have the choice of one of the two pins/pendants that have been designed or a \$250.00 Pro Shop Certificate. The Awards Chair, after consultation with the Captain, shall have the gift ready to present to the Captain at the installation of officers at the Holiday Luncheon.

6. MEMORIAL

A memorial contribution shall be made in the event of the death of a member or a member's spouse.

7. CLUB CHAMPIONSHIP TOURNAMENT (Amended 1/15)

- A. The Club Championship shall be made up of the Championship White Tee (Gross and Net) flight, Mixed Tee (Net) flight, and Green Tee (Net) flight. The Championship flight players may elect to compete for Net only. (Amended 1/15)
- B. Players will sign up for their tee of choice. All players shall be seeded

according to their current handicaps within their flight. Players shall remain in that flight for the duration of the tournament.

- C. The Champion and Runner-up will come out of Championship flight. The Overall Net Champion may come from any flight.
- D. The Committee shall set three dates (18 holes each) for stroke play competition. White (Net), Mixed and Green tee competitors may elect to play only 36 holes. The Champion and Runner-Up shall be the competitors with the cumulative lowest gross scores after 54 holes. All other awards including Overall Low Net will be based on the best two out of three 18-hole scores.
- E. Competitors shall play within their flight in a group consisting of at least two other participating members. This restriction may be waived by the Captain or Championship Committee.
- F. All ties for prizes, with the exception of Champion and Runner-Up, will be determined by using the USGA recommended procedure for matching score cards. In the event that there is a tie for the Champion and Runner-Up, this tie shall be broken by sudden death playoff, with a marker, from the first tee.
- G. The number of prizes shall be determined by the size of the flights and at the discretion of the committee.
- H. The Champion, Runner Up, and Overall Low Net winners shall receive the prizes of greatest value in descending order. The Champion and Runner Up winners will take the place of 1st and 2nd place in the Championship flight. Other prizes shall be of lesser value and the percentage of players paid shall be similar in all flights. A minimum of one-third of each flight shall be paid with no player receiving more than one prize.

8. JOANN KESSLER MATCH PLAY CHAMPIONSHIP (Amended 1/17)

- A. All Play will be in accordance with USGA rules. The Championship will be played as a partner tournament.
- B. Brackets will be determined by the number of entrants participating. All entrants will be seeded based on their combined handicap index and then the field will be divided equally into four (4) brackets. Entrants will be paired for their first match within their brackets with the top seed team playing the low seed team. (Amended 7/21)
- C. Byes will be necessary if the number of entries is not 16, 32 or 64. Byes will be determined by a blind draw. (Amended 7/21)
- D. Each team will choose which tee they will play for this tournament at the time of entry. They must play from this tee for the duration of the tournament. (Amended 7/21)

- E. Prizes will be awarded to the overall winner (s) and runner (s)-up of the match play Championship. These awards will be presented at the Holiday Luncheon.

9. INVITATIONAL (Amended 1/17)

A. Eligibility Requirements:

1. Members:

- a. Must be a member of the MCC Women's Association or the MCC Nine Holers;
- b. Must have an established 18-hole handicap.

2. Guests:

- a. Must be members of a golf organization other than Marin Country Club.
- b. Must have an established 18-hole handicap.

- B. A team consists of two Members (ONLY **one** of which may be a Nine Holer) and two Guests or **one** (18 holer) MCCWA Member and three Guests.

10. ONE DAY MINI INVITATIONAL (Amended 1/17)

A. Eligibility Requirements

1. Members:

- a. Must be a member of the MCC Women's Association.
- b. Must have an established 18 hole handicap.

2. Guests:

- a. Must be either:
 - 1) Members of a golf organization other than Marin Country Club, or
 - 2) Members of MCC Nine Holers and
 - 3) Must have an established 18-hole Handicap.

- b. A Team consists of two members and two Guests **OR** one member and three Guests.

11. MEMBER/MEMBER CHAMPIONSHIP (added (1/20)

- a. Each team shall be comprised of two MCCWA members.
- b. All play will be from the Green Tees.
- c. The format will be one better ball of the 2 person team. Each player's ball must be used on a minimum of seven (7) holes. If one player does not have the better ball on seven holes, the team will decide on which additional holes they will use that player's score and notify the Pro Shop accordingly.

- d. The Member/Member Tournament chair(s) will determine how the winnings will be distributed.
- e. In case of a tie, the Overall Gross and Net winners will be determined per USGA guidelines using the Matching Scorecard method. (Amended 7/21)
- f. The winning teams (Gross and Net) may not play as partners in this tournament for the following 2 years.

12. WGANC LOW NET AWARDS (Added 12/06)

The Women’s Golf Association of Northern California grants yearly awards on the basis of one for every 30 members of the Women’s Association. To be eligible, a member must have participated in six (6) play days during the current calendar year. The awards are given to those players achieving the lowest total of three net scores recorded on Charm Days played March through November. Ties are broken by the combined total of four or more low net scores. There are no entry fees involved.

GENERAL INFORMATION

1. Weekly Tournament Play

- A. Thursday shall be weekly Association Tournament Play Day.
- B. Members shall sign up for competition using the “Foretees System”.
- C. Tournaments shall be played according to published schedule unless otherwise noted.
- D. The first Thursday of the month shall be the proposed Charm Day if possible.
- E. When a member marks her score No Return (N/R), she will be ineligible that day for awards, sweeps, chip-in payouts and recording of birdies. (Amended 6/06)

2. Birdie Award Policy (Amended 1/14)

The two members making the greatest number of birdies in the current year shall each receive a monetary award (Reference: 2013: \$50 and \$30).

The name of a third member shall be drawn at random from a pool of names where each name in the pool represents a birdie made by that individual

throughout the year. A monetary award shall be given to this individual. (Reference: 2013: \$20)

A member who marks her score No Return (N/R) on a play day shall not record a birdie in the Birdie Binder. (Amended 6/06)

3. Most Improved Golfer Eligibility

To be eligible, a member must have participated in six (6) play days during the current year as well as having been a member of the Association during the previous year with an established handicap. It will be calculated from 12/1 of the previous year to 12/1 of the current year as reflected on the "GHIN Most Improved Golfer listing report." (Amended 1/19)

4. Individual Eclectic Tournament (Amended 1/15)

The tournament is based on scores recorded on Charm Days played March through November and the Club Championship. Low net scores are recorded on a hole-by-hole basis with opportunity to improve any hole on each of those days. An annual entry fee of \$10.00 per player is collected to fund the tournament. Golf Shop gift certificates are awarded by flight. (Amended 7/21)

5. Chip In (Amended 6/06)

Definition: A ball that is holed from off the green.

On designated stroke play days, sign up at the check-in desk and deposit a fee in the box to compete in the chip-in prize on that day. Record chip-in(s) in a book located on the counter in the Women's Locker Room.

Money is divided among the winners at lunch.

A member who marks her score No Return (N/R) on a play day shall not record a chip-in in the Chip-In book and is not eligible for the chip-in pay out that day.

6. Charity Day

A specified day each calendar year may be designated for a Charity Tournament. Proceeds from the tournament shall be donated to the charity or charities selected and approved by a vote of the Marin Country Club Women's Association.

7. Holiday Luncheon

Attendance shall be limited to members of the Association and past Captains.

Guests may be invited if numbers allow and if approved by the Committee.

8. WGANC Open Days

Membership in the WGANC entitles its members to play other courses on “Open Days”. Refer to the WGANC Green Book or contact the WGANC Open Day Coordinator for more information.

9. Hole-in-One Insurance

Insurance is mandatory and is charged by the Marin Country Club Business Office.