CONSTITUTION AND BY-LAWS OF

PENDLETON CREEK WOMEN'S CLUB

ARTICLE 1 – TITLE AND PURPOSE

This Club shall be known as the Pendleton Creek Women's Club (PCWC),comprised of the women's leagues of Pendleton Creek Golf Club (PCGC) including but not limited to:

1. 18-hole league
2. 9-hole league
3. Best Ball league
4. Social League

The purpose of the PCWC shall be to promote the game of golf, encourage sportsmanship and fellowship and sponsor events to promote growth in the PCWC and PCGC.

The PCWC is an organized social club, and each league shall be a sub-organization of the Board of Directors.

ARTICLE 2 – MEMBERSHIP

All female members in good standing at PCGC, 18 years or age or older are eligible for membership.

ARTICLE 3 – DUES

PCWC dues shall be set annually by a majority vote of the Board of Directors. These dues shall be paid in full prior to participating in any of the leagues registered for our events sponsored by the PCWC. Payment of these dues is considered consent to follow these By-Laws and for a PCWC member to remain in good standing with PCGC. Failure to follow these By-Laws or the rules of the PCGC will subject a PCWC member to warnings, discipline, or removal from the PCWC at the Board's discretion. These dues shall be used for special events and support of member benefits as determined by a majority vote of the Board at the start of the season.

18 Hole league dues shall be set annually by a majority vote of the Board of Directors. These dues shall be paid in full prior to participating in any 18-hole league event. These dues shall be used for special events, related expenses and weekly tournament prizes which shall be paid throughout the season at the discretion of the boards for use in the Proshop or Pub.

9 Hole league dues shall be set annually by a majority vote of the Board of Directors. These dues shall be paid in full prior to participating in any 9-hole league events. These dues shall be used for dedicated events, related expenses and weekly tournament prizes which shall be paid throughout the season at the board's discretion for use in the Proshop or Pub.

Best Ball League dues shall be set annually by a majority vote of the Board of Directors. These dues shall be paid in full prior to participating in any Best Ball league events. These dues shall be used for prizes which shall be paid at the board's discretion for use in the Proshop or Pub

ARTICLE 4– MEETINGS

All meetings of this Club shall be conducted in accordance with the Robert's Rules of Order.

There shall be at least two general membership meetings each year; one in the Spring and one in the Fall. Each member shall be notified of each meeting at least five (5) days prior to each meeting. A written notice will be posted on the bulletin board in the Ladies Locker room. Additional meetings may be called upon ten (10) days written notice by the President, or by majority of the Board of Directors or upon petition of at least twenty (20) percent of the membership delivered to the President.

President shall forward the required notice to the membership. A quorum to conduct business shall consist of a minimum of one-third (1/3) of the membership.

ARTICLE 5 – BOARD OF DIRECTORS

1. All dues paying ladies are eligible to run for any position on the Board of Directors,
2. The number of Board of Directors (BOD) shall be no more than nine (9) and shall include the President.
3. The BOD shall be responsible for the management and control of the policies of the PCWC. Selection of its officers and enforcement of these By-Laws is the President's option.
4. A quorum for conducting business shall be 2/3 of the board.
5. The Board of Directors shall meet at the discretion of the President. A special meeting of the Board may be called upon the request of 5 members of the BOD.
6. The BOD shall conduct the affairs of the PCWC in accordance with the Constitution and By-Laws.

ARTICLE 6 - ELECTIONS

The Nominating Committee shall consist of two (2) members: one (1) appointed by the President as Chairperson and one (1) additional member selected by the Chairperson or the President from the PCWC membership. It shall be the duty of the committee to nominate at least one candidate for each vacant Officer or Director. Those Directors continuing in office must declare that they will seek re-election at or prior to the August Board meeting. A candidate should be a member in good standing of PCGC and of the PCWC for at least one (1) year prior to the annual election. Ballots shall be delivered to the membership and must be returned by the date specified by the Nominating Committee. Any ballots received after the specified date shall be classified as invalid.

Those Directors continuing in office and the newly elected directors shall meet prior to the general meeting in the Fall and officer positions shall be designated. These officers and directors shall be installed at the Fall meeting.

ARTICLE 7- OFFICERS

The offices of the PCWC shall serve a term of two (2) years and consist of:

President whose responsibilities shall include:

a. Be chief executive officer of the PCWC, presiding over all meetings of the PCWC Board
b. Appointing her cabinet including VP, Secretary and Treasurer.
c. Appointing all committee chairpersons with the advice and consent of the other officers
d. Working closely with PCGC management and other Associations in executing the affairs of the club and representing the best interest of the club's membership.
e. Voting only in the event of a tie of the other Board members.
f. Have a complete membership list with addresses. Send cards to those who have been ill or lost a loved one or need a little encouragement.

Vice President whose responsibilities shall include:

a. Performing such duties as shall be assigned to her by the President and shall assume the duties of the President during her absence or disability.
b. In the event the office of President shall become vacant as determined by the Board, the Vice President shall assume the duties of the President for the remainder of the term.
c. Membership
d. Receiving rosters and dues/fees for membership and tournaments in coordination with the Treasurer deposits of all dues/fees in bank account.
e. Generates a membership list including name, address, email, and leagues/dues paid. This list will be distributed to all Board officers and PCGC management.

Treasurer whose responsibilities shall include:

a. Keeping accurate accounts of the PCWC, receive and deposit all monies belonging to the club and the included leagues.
b. Maintaining and reconciling bank account(s).
c. Paying all bills when due; all expenses over $250, not approved in the budget, must be approved by the majority of the Board.
d. Preparing a written report for review and approval by the Board members at each Board meeting.
e. Reviews budgets from Chairs (and Committee Chairs); prepares disbursements at Chairs requests.

Secretary whose responsibilities shall include:

a. Recording and keeping all minutes of meetings of the PCWC Board and any committee meeting she shall attend and send such minutes to the President for review and distribution to the full BOD.
b. Keeping correspondence of the Board and perform all other duties incident to this office or as directed by the Board or President.
c. In the event the Secretary is not in attendance at a meeting she will contact someone to take over her duties of recording the minutes.
d. Working closely with **Communications Chair**.

In the event of death, disability, resignation, or removal from office of any officer other than the President, the President shall with the advice and consent of the Board, appoint a member of the Board to fill the unexpired term of said officer, unless filling of said vacancy is covered elsewhere herein.

ARTICLE 8 – TERMS OF OFFICE

Each Director shall be elected for a two (2) year term. The terms for Officers and Directors shall begin following their installation at the Fall meeting. Any member of the Board who is absent from three (3) consecutive Board meetings without good reason, shall be removed from the Board. In the event of a vacancy on the BOD (resignation, illness, etc.) the President is authorized to appoint a member to fill the remainder of the term for this vacancy. In the event the President must vacate her office, the Vice President shall assume the Presidency and appoint a member to fill the Board vacancy.

ARTICLE 9 – COMMITTEE CHAIRS (appointed)

Directors shall Chair the following committees with 2 additional members for assistance who do not need to be Board members. President shall appoint these chairs.

Committees that will be planning tournament events (6-10 below) shall follow the following guidelines:

- The chairperson and her committee shall meet with club management to finalize all menus, pricing, prizes and tournament format at least 2 months before the event. If prizes need to be ordered, make sure Pro Shop has ample time to place order.
- Work with communications chair to create flyer to be distributed 1 month prior to event. RSVP's go to Treasurer who will work with the Treasurer to deposit money and keep committee chair advised of RSVPs.
- Provide final count to Club for food and beverages one week prior to event or when otherwise required by Club management.

1. **Communications** – Works closely with the Treasurer and President to generate 1 combined league application, coordinate with tournament chairs to generate tournament and special event flyers and promote participation; maintain membership database; distribute updated rosters to officers, chairs, pro shop, and members if needed throughout the season. Generate Season "Prize Book" summarizing all major tournament winners, ringers, birdies, chip-ins and most improved, etc.

2. **18-Hole Weekly Tournaments** – Create a budget; schedule weekly tournaments, track weekly credit for winners; post on bulletin board and share with Treasurer for distribution of prizes that can be used in the Proshop or the Pub, run occasional Split Club as needed for special events; appoints a committee member(s) to help set up weekly sign in sheets and track birdies, ringers and chip ins. This committee member shall meet with new members to explain ringer cards and how to fill them out. Also, how to fill out the Ringer cards, Chip-in and Birdie Books.

3. **9-Hole Weekly Tournaments** – Create a budget; schedule weekly tournaments, track weekly credit for winners; post on bulletin board and share with Treasurer for distribution of prizes that can be used in the Proshop or the Pub, run occasional Split Club as needed for special events; appoints a committee member(s) to help set up weekly sign in sheets and track birdies and ringers and chip ins. This committee member shall meet with new members to explain ringer cards and how to fill them out. Also, how to fill out the Ringer cards, Chip-in and Birdie Books.

4. **Best Ball league –** Create a budget; create roster of teams, make schedule and coordinate with Pro Shop to generate weekly cards; Track cumulative points and distribute weekly to golfers.

5. **Handicaps–** Maintain member list of GHIN numbers and index. Post new indexes on the bulletin board in the locker room weekly; Adjust flights monthly to keep somewhat even; 9-hole handicap is half of the 18-hole index (.5 or higher rounds up). Check periodically to make sure members are all posting their scores.

   Chair is responsible for calculating the most improved golfer 18-hole league member for year-end closing.

6. **18- Hole guest Day -** Select a committee to assist and work with PCGC Management to create a budget, plan date, format, food, raffles, and pricing. Have registration form generated by Communications Chair and distributed coordinating with PCGC management. Registration fees are to be charged to member club account, tally to the Treasurer; create foursomes, log food choices if necessary and communicate to registrants and PCGC management. Requests for disbursements from the Treasurer for approved expenditure.

7. **9-Hole Guest Day -** Select a committee to assist and work with PCGC Management to create a budget, plan date, format, food, raffles, and pricing. Registration fees to be charged to member club account, tally to be sent directly to the Treasurer; create foursomes, log food choices if necessary and communicate to registrants and PCGC management. Requests for disbursements from the Treasurer for approved expenditure.

8. **Opening Dinner & Closing Event –** Select a committee to assist, and work with PCGC Management, to create a budget, plan date, format, food, raffles, and pricing. Have registration form generated by Communications Chair and distributed coordinating with PCGC management. Registration fees to be charged directly to the member club account, to be sent to the Treasurer; log food choices if necessary and communicate to PCGC management. Request disbursements from the Treasurer for approved expenditures.

9. **Women's Buffalo Inter Club Golf Association** the President shall recognize the duly elected representative for the association and such other group (i.e., Western and Buffalo Districts) with which we may become affiliated. The term of such an appointment shall conform to the accepted practice of the association. The representative shall be an ex-officio member of the Board of Directors.

10. **Social League** – Coordinate with the Pro Shop and Best Ball League Chair to ensure Social League members can share in the tee-times allotted to the Women's Club however the tee-time process is for the current season. Maintain contact list of Social League members. Communicate contact lists with Social League members via email, text group, etc. to facilitate league participation. The members are then open to communicating with each other as needed to coordinate tee-times.

The President may appoint other committees with the approval of the Board of Directors.

ARTICLE 10– AMENDMENTS

Amendments may be proposed by the BOD or by written petition of at least ten (10) members of the BOD and presented to the BOD at a regular or special meeting. Amendments to the By-Laws must be approved by the majority vote of the members present at a duly authorized general meeting. Members shall be notified in writing of such a meeting. All proposed changes or amendments shall be posted in the clubhouse.

ARTICLE 11 – CODE OF CONDUCT

- **a.** All members are expected to adhere to the PCGC rules and regulations, including their code of conduct.
- **b.** Follow all USGA and local rules and regulations pertaining to golf.
- **c.** Shall conduct themselves with integrity, honesty, and respect.
- **d.** Shall represent themselves and the PCWC in an appropriate manner while participating at other clubs or events.

Revision Dates:
March 3, 2025
June 10, 2025
August 11, 2025