

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 These Standing Rules differ from the By-Laws in that they may be changed or repealed at any general membership meeting by a majority vote of members present and previous notice of said change need not be given.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 \$55 are due and payable by December 1 of each year and are delinquent December 31 of that same year. Renewal notices will be mailed to members by October 15. Dues are pro-rated for those members joining after August 31st according to the following chart:

SNGABW Dues After

| | |
|---------------------------|---------|
| September 1 st | \$45.00 |
| October 1 st | \$40.00 |
| November 1 st | \$35.00 |
| December 1 st | \$30.00 |
| Limited Membership | \$30.00 |

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 playoff 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, ½ 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 November 1 to October 31, 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 handicap will be set at 40.

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 Special Events 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 and each subsequent round will rotate through SNGABW's cycle of scheduled play days, at a minimum of two weeks apart, as determined by the Special Events 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 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 monetary gift of \$50.00.

5. **Team Play:** SNGABW will adhere to the following rules 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 chairperson.

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:** Tournament chairs will be assigned to all locations where SNGABW has scheduled monthly play days. Guidelines for tournaments (play days) are as follows:

8a. Members should try to sign up for play days at the general meeting proceeding the play day or notify the tournament chair or co-chair at least 5 days in advance. Players must arrive at the course at least 30 minutes before their tee time. (Most courses no longer accept personal checks so members should be prepared to pay at the course by cash or credit card). If members cannot play at a play day they have signed up for, they must notify the tournament chair or co-chair as soon as they know they cannot play. If this is the day of play, they must call the tournament chair or co-chair or may call the pro shop. Members who do not cancel with either the tournament chair, co-chair or the pro shop are considered a no show and may be required to pay for the round of golf. Emergencies will be taken into consideration before payment is required.

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

8c. 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.

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

8e. 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.

8f. 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.

8g. Prior to the start of the round, players will exchange scorecards with the players in the other cart. A master card may also be kept.

8h. All putts must be holed out.

8i. 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.

8j. The use of cell phones is banned during play except in emergency situations.

8k. 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, which completes the duties of the Nominating Committee.

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.

9f. 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.

9g. 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 become 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 \$75 that is paid for out of the general fund.

2/12/13 Revisions approved