

SVLG POLICIES & PROCEDURES



**BYLAWS
OF
SUNLAND VILLAGE LADIES GOLF CLUB
Adopted January 5, 2022**

ARTICLE I – NAME

The name of this organization shall be Sunland Village Women's Golf Club hereinafter called SVWGC and is affiliated with Sunland Village Golf Club, Inc.

ARTICLE II – OBJECTIVES

The objectives of SVWGC are to play golf in a friendly, competitive manner, and to promote fun and fellowship while enjoying healthful exercise, and to establish and maintain computerized handicaps for all members.

ARTICLE III – MEMBERSHIP

Sec. 1 – Eligibility

Any woman, who is a member by ownership or assignment of the Sunland Village Golf Club, Inc. is eligible to become a member of SVWGC.

Sec. 2 – Privileges and Obligations

Active member – participated in weekly competitive play and has an established handicap.

Each member shall be entitled to play in all SVWGC events, including but not limited to weekly competitive play.

No member may participate in tournaments without a current computerized SVWGC handicap.

During the competitive golf year (October 1 – April 30), no member may play without joining the SVWGC and paying the women's league dues.

Sec. 3 – Termination

All SVWGC memberships terminate on December 31st of each year.

Sec. 4 – Dues

The amount of the annual dues and partial dues for the following year shall be established by the board and approved by the membership at the March meeting.

Dues for members are at a rate of 50% from July 1 through December 31st.

ARTICLE IV -- OFFICERS

Sec. 1 --

The elected officers of SVWGC shall be President, Vice President, Secretary, and Treasurer.

Sec. 2 – Qualifications

All elected officers of SVWGC shall be members in good standing in the Sunland Village Golf Club, Inc.

Sec. 3 – Elections

At the monthly meeting in January, the nominating committee shall submit the names of the nominees open for that calendar year.

Additional nominees may be taken from the floor.

At the February meeting, election of new officers will be held by ballot if there is more than one nominee per office.

A majority vote of the membership present is required to elect a nominee to office.

Sec. 4 – Term of Office

The term of office of the newly elected officers shall begin on May 1.

The Secretary will be elected in the odd years and serve for two years.

The Treasurer will be elected in the even years and serve for two years.

The Vice President will be elected every year and serve one year as VP and then move up to the President position.

The President will serve for one year.

The Past President will serve one year in an advisory capacity.

After the passage of one year out of office an individual shall be eligible to run for board.

Sec. 5 – Resignation or Vacancy

In case of a vacancy or resignation of any officers, a new officer shall be appointed by the President with the advice and consent of the Executive Board to fill the vacancy for the balance of the year.

Sec. 6 – Duties

PRESIDENT:

It shall be the duty of the President to preside as chairperson at all membership, Executive Board and special meetings of SVWGC.

She shall have general supervision over the affairs of SVWGC subject to the direction and control of the Executive Board.

All committee chairpersons shall be appointed by the President with the advice of the Executive Board.

The President shall arrange for a joint meeting of the retiring and incoming boards. At this joint meeting which will take place soon after the March membership meeting. All essential information shall be given to the new board.

VICE PRESIDENT:

In the absence of the President, or in the event of her inability to act in that capacity, the Vice President shall exercise all powers and perform all duties of the President.

She may have additional duties assigned to her by the President or the Executive Board.

SECRETARY:

It shall be the duty of the Secretary to record and maintain records of all Executive Board, membership, and special meetings of SVWGC.

The secretary is also the custodian of all correspondence and important papers of SVWGC.

The annual informational booklet will be composed, proofed, printed and distributed at the November meeting.

TREASURER:

It shall be the duty of the Treasurer to receive money belonging or payable to SVWGC and to deposit, hold and/or disburse the same, and keep records thereof in the approved manner.

PAST PRESIDENT:

It shall be the duty of the Past President to serve in an advisory capacity.

ARTICLE V – EXECUTIVE BOARD

Sec. 1 – The Executive Board shall consist of all elected officers, the 18 and 9 hole chairpersons and the immediate Past President who serves only in an advisory capacity without voting rights.

Sec. 2 – Duties

Any action that affects the whole membership shall be brought to the membership for discussion.

Sec. 3 – Resignation

In the event a member of the Executive Board resigns, a replacement for that position for the remainder of the year will be appointed by the President with the advice of the Executive Board.

ARTICLE VI – COMMITTEES

Sec. 1 – In addition to the committees listed below, each Executive Board shall form as many special committees as are needed to function effectively.

Sec. 2 – 18 and 9 HOLE GOLF CHAIRPERSONS

The 18 and 9 hole chairpersons and their committees shall be responsible for scheduling, coordinating and supervising play and special golf events.

The duties of the chairpersons are subject to the advice and consent of the Executive Board.

Sec. 3 – NOMINATING COMMITTEE:

At the December meeting, the President shall present the name of the chairperson of the Nominating Committee to the membership.

The Nominating Committee shall nominate at least one but not more than two candidates for each office.

The names of the proposed nominees shall be posted on the bulletin board at least two weeks prior to election.

Sec. 4 – AUDITING COMMITTEE

There shall be an audit at the end of the golf season by two SVWGC members at large appointed by the President with the advice and consent of the Executive Board.

The auditing members shall audit the books of SVWGC at the end of the golf year.

Sec. 5 – TOURNAMENT COMMITTEE:

The Executive Board will designate an official tournament committee made up of a Board member, tournament committee appointee, the SVWGC manager or his designee and the 18 and 9 hole chairpersons.

The tournament committee will serve as rules official and tournament director. In case of inclement weather or course conditions that could create poor conditions, the tournament committee will have the option to cancel the round at their discretion.

It shall be the duty of the tournament committee to select and distribute the championship awards.

ARTICLE VII – MEETINGS

Sec. 1 --

During the competitive golf year (October 1 – April 30) a regular membership meeting shall be held each month with the exception of October.

Sec. 2 –

A special meeting may be called by the President at any time.

Sec. 3 –

Official business of the SVWGC shall be transacted as long as there is a one-fourth representation of membership.

Sec. 4 –

All meetings of the membership shall be conducted in conformity with Robert's Rule of order.

ARTICLE VIII – RULES OF PLAY

Sec. 1 –

All SVWGC play shall be in accordance the the rules of the USGA or as amended by the local rules of Sunland Village Golf Club, Inc.

Sec. 2 –

Any protests, disputes and related matters concerning scoring, eligibility for play, etc. shall be brought to the attention of the Executive Board by the 18 and 9 hole chairpersons for determination.

ARTICLE IX – AMENDMENTS

Sec. 1 –

These Bylaws may be repealed, amended or new Bylaws adopted by a majority vote of the members present at a regular monthly meeting.

Sec. 2 – Proposed amendments shall be posted two weeks prior to voting.

LVLG 9 Hole and 18 Hole League Commitment

Players are allowed to make a one time switch between 9 or 18 holes for any reason during the winter golf season.

Medical reasons are exempt from the one switch rule during the season. If a medical reason is used for a switch, the player can remain on the 9 or 18 hole league until medically cleared. Once the player is medically cleared, the player can make the decision to go back to the original commitment or maintain the current commitment. Pro Shop staff will have the overriding authority in the event there are multiple switches.

In the event a player chooses to play 9 or 18 holes of golf, and the player cannot complete the round. The scorecard for that member will be considered invalid.

Summer league is considered a new season and can be viewed as a new commitment. This commitment can be reverted back when the fall season resumes.

Golf Etiquette 101

Unlike many sports golf is for the most part played without the supervision of a referee, umpire or coach. The game relies on the integrity of the individual golfer and to show consideration for other players and to abide by the rules. New golfers are often in need of advice about customary behavior and practices to follow on the course so that play proceeds safely and without delay.

All players should conduct themselves in a disciplined manner, demonstrating courtesy and sportsmanship at all times. This courtesy extends to the mindfulness of language while on the course. This is the spirit of the game of golf.

Safety

Players should ensure that no one is standing close by or in a position to be hit by the club or debris from practice swings. Players should not play until the players in front are out of range. If a player plays a ball in a direction where there is danger of hitting someone he should yell out a warning shout. The traditional warning in such a situation is "fore".

Consideration for Other Players No Disturbance or Distraction

Players should always show consideration for other players on the course and should not disturb their play by moving, talking or making any unnecessary noise. Players should ensure that any electronic devices taken on the course does not distract other players. On the teeing ground a player should not tee the ball until it is their turn. Players should not stand close to or directly behind the ball or the hole when a player is about to play.

On the Putting Green

Players should not stand on another players line of putt or when she is making a stroke, or cast a shadow over the line of putt. Players should remain on or close to the putting green until all players in the group have holed out.

Pace of Play

Play at Good Pace and Keep Up Players should play at a good pace. It is a group's responsibility to keep up with the group in front.

Be Ready to Play

Players should be ready to play as soon as it is their turn to play. When playing on or near the putting green, players should leave their bag or cart in such a position as will enable quick movement off the green and towards the next tee. When the play of a hole has been completed, players should immediately leave the putting green.

Lost Ball

If a player believes his ball is lost outside a water hazard or is out of bounds, to save time she should play a provisional ball. The maximum time for search for a lost ball is 3 minutes.

Priority on the Course

Unless otherwise determined by the committee, priority on the course is determined by a group's pace of play. Any group playing a whole round is entitled to pass a group playing a shorter round.

Care of the Course

Bunkers: Before leaving a bunker, players should rake and smooth over all holes and footprints. The practice of Sunland Village Ladies League is to leave the rake in the sand trap.

Repairs of Divots-Ball Marks and Damage by Shoes: Players should carefully repair any divot holes made by them and any damage to the putting green made by the impact of a ball (weather or not made by the player themselves).

Preventing Unnecessary Damage

Players should avoid causing damage to the course by removing divots when taking practice swings or by hitting the club into the ground. In order to avoid causing damage to the hole, players should not stand too close to the hole and should take care in the handling of the flagstick and the removal of the ball from the hole. The head of the club should not be used to remove the ball from the hole. Players should not lean on their clubs when on the putting green, particularly when removing the ball from the hole. The flagstick should be properly replaced in the hole before the players leave the putting green. Local notices regulating the movement of golf carts should be strictly observed

SVLG EVENT COMMITTEE POLICY

There is a budget for each golf event. It is published in the Ladies League golf booklet, however detailed information can be obtained by the League Treasurer.

1. Inform restaurant manager what your budget is per plate and ask for suggestions to serve. Negotiate with the restaurant to stay within your budget within one month in advance. This isn't to say that food cannot be obtained from outside vendors.
2. Tickets need to be sold 3X's prior to the event, typically on golf days or league meeting. Emails to advertise the event can be sent upon a request to the League Secretary who will then send to the membership.
3. Expenses would include meal, decorations, door prizes and beverages (including wine).
4. Check supply cabinet for supplies which would include plates, napkins, cups, etc. If supplies need for your event purchasing them would come out of your event budget.
5. Consider purchasing beverages or dessert outside of Rochesters in order to stay within budget. Coffee / tee is available through the SVLG league.
6. Fill out SVLG Event Summary Report. Copy of report sheet should be in your event folder. A copy of previous events should be in your event folder also.

All monies collected from attendees must be given to the League Treasurer to deposit. The chairperson must total the receipts from all of her committee members and submit to the Treasurer for payment. The Treasurer will then issue one check to the committee chair to distribute to her committee. (This promotes a timely manner to cash the check).

The Event Summary Report should be distributed to the League Secretary, the League President and a copy in the Event folder.

**PLEASE RETURN THIS FOLDER INCLUDING REPORT TO THE PRESIDENT AFTER
THE EVENT**

2/7/2022

SUNLAND VILLAGE LADIES GOLF POST GOLF EVENT REPORT

Reported by:

Committee Members

Type of Event and Ticket Cost:

Date:

Number of Participants:

Game Played:

Food Served:

Itemized Costs:

Comments:

Ideas For Next Year:

1/28/2022

LSVG Scramble and Luncheon Sign Up Policy

The days to sign up for scramble events and lunches will be posted on the bulletin board and emails sent as normal. There will be one sign up sheet for both scramble and lunch. The player will be required to pay for lunch and when making the commitment for that event. Cost of lunch to be determined by event committee.

In the event a player has paid but does not attend the event or lunch without prior notification to the pro shop, all monies will be forfeited.

There will be a 7 AM deadline the day of the event.

The Pro Shop has agreed to manage the signup sheet on non-golf days.

SVLG Social Event Guidelines for Previous-Non Member Event Policy

Previous members wishing to attend social events such as lunches or special dinners may do so without a current membership. They must have been a member of the SVLG for a minimum of 2 years to request to attend an event.

Whatever the cost of the lunch or dinner is for current members, the cost of that expense with a \$2 upcharge will be required. If the social member has current membership the \$2 up charge is waived.

SUNLAND VILLAGE LADIES GOLF LEAGUE

Welcome! Here is the information that you will want to know about our league:

Our fiscal year is from January 1 to December 31. You must be a golf certificate holder to be a member of SVLG and pay your yearly dues of \$40. The Lady's winter league is from October 1 to April 30th of each year. Many of our lady golfers live here all year and continue with the summer league. The summer league is from May 1 through September 30th.

The ladies league meets the first Wednesday of the month (unless otherwise noted in the membership book). We meet for coffee and doughnuts at 9:30am and the business meeting begins at 10:00am. The meetings are held in the clubroom.

Each member is given an updated membership booklet in October by the secretary. In the booklet is the list of executive board members, committee members, information on special events, shot gun shot format, league day play, course practices, local rules, tournament guidelines, dates and activities and golf members and their email and phone number. Be sure to advise the secretary of any changes in your address, phone number or email address.

Weekly Golf:

Ladies play shotgun start on Tuesday and Thursday mornings. 18-hole golfers check in at 7:30am at the pro shop. The pro will assign you to a group or you may request to play with someone. Announcements will be made by the pro and then you may go to your assigned hole. 8:00am shotgun start. 9-hole golfers check in at the pro shop at 10:30 am and should be at assigned hole by 11:00. Same procedure as for 18-hole golfers. Remember it is fun to play and socialize with various members of the league.

Ladies pay \$2.00 each time you golf. This fee goes to the prize money payouts. Pay outs are in the form of CHITS. Chits are only for pro shop merchandise. The pro shop keeps a record of chits earned for each golfer.

To establish your individual handicap, you need to play five rounds of golf as an 18-hole or 9-hole golfer. Turn in your signed score card to the pro shop. They will calculate your handicap. You cannot win chits or the hole-in-one pot until a handicap is established. The pro shop will determine what flight you are in by handicap.

You will decide at the beginning of the season if you want to golf 9 holes or 18 holes. Players are allowed to make a one time switch between 9 or 18 hole golfers for any reason during the winter golf season. Medical reasons are exempt from the one switch rule during the season. If a medical reason is used for a switch, the player can remain with the 9 or 18 hole golfers until medically cleared. Once the player is medically cleared, the player can make the decision to go back to the original commitment or maintain the current commitment. Pro Shop staff will have the overriding authority in the event there are multiple switches. In the event a player chooses to play 9 or 18 holes of golf, and the player cannot complete the round. The scorecard for that member will be considered invalid. Summer league is considered a new season and can be viewed as a new commitment. This commitment can be reverted back when the fall season resumes.

Hole-In-One pots:

- a. 9 and 18 hole golfers have a one time payment of \$5 until someone gets a hole in one and wins the pot. Then \$5 will be paid again.

Revised 1/30/2022

- b. 9 and 18 hole golfers can pay weekly for an extra pot. \$.50 will be collected on Tuesday and Thursday of each week. You must pay to the optional pot on the day you have a hole in one.

Putts, Pars, Birdies:

Once a month there is a par day, putt day, or birdie day. Members golfing pay \$.50 into the pot and count their putts, pars, or birdies on assigned day. Payout for lowest scores based on monies in the pot.

Bathroom code: _____ **All bathrooms are locked and can be accessed by entering the above code.**

Announcements:

Announcements, league scores, tournaments, sign up sheets and other information can be found in the back hallway of the pro shop and on the right hand side of the bulletin board outside the entrance to pro shop.

Pro Shop: You will find assorted clothing, shoes, tees, balls and other golf items in the pro shop. Members receive a discount on items. Watch for sales and events offered throughout the year.

Saturday Couples League:

Couples league is held every Saturday of the month. Sign up each week in the pro shop. There is an informal social time afterwards at Rochesters.

The 2nd Saturday of the month is an 18 hole event with supper following golf. Sign up in the pro shop for this event.

New Members Welcome Event:

This event is sponsored by the ladies league for new members to the ladies league. You will meet with our league committee, members of the executive committee, and a pro shop member. You will be notified for this event in January. Check your booklet for date.

Most importantly, we want you to enjoy your time with the Sunland Village Lady golf members. We all look forward to meeting you.

If you have any questions, please feel free to contact our New Member Chairperson:

SVLG New Members Wine and Cheese Event Policy

1. Treasurer to pick up new member receipts
2. Treasurer to send picture of member receipt to secretary.
3. Secretary will forward list to Committee Chairperson for Newcomers Wine and Cheese event get together.
4. New member committee chairperson will ensure newcomer packet has been delivered to new members.
5. Committee chairperson will arrange for Newcomer Wine and Cheese event.
 - a. Notify new members of Wine and Cheese event.
 - b. Provide secretary information on Wine and Cheese event to be sent out by email.
 - c. Committee to make arrangements for Wine and Cheese event on predetermined date per committee event calendar.
6. Agenda for Wine and Cheese event.
 - a. Welcome
 - b. Introductions of new and current members at event
 - i. Introduce Ladies club pro, our President, other members of the executive board and New member committee.
 - ii. New members to introduce themselves. When you moved here, hobbies etc.
 - iii. Ryan: talk about out of bounds, chip & sip, golf clinics etc.
 - c. Golfing:
 - i. Play 9 hole or 18 hole play
 1. 7:30/8:00am start for 18 hole play
 2. 10:30/11:00am start for 9 hole play
 - ii. Optional:
 1. \$2.00 to play event each Tuesday and Thursday which makes you eligible to win chits in Pro-shop.
 - a. Chits are monie won for low net score in your flight.
 - b. Chits are redeemable for merchandise in Pro-shop.
 2. \$.50 for Hole-in-One pot each Tuesday and Thursday

3. \$5.00 for Hole-in One pot. A one time contribution until a hole-in-one has been achieved.
 4. All monies given out to Hole-in-One achieved by member. Then the \$5.00 pot starts over again.
- iii. Pace of play very important!
 1. Ready play
 2. Lost ball: look for 3 min
 - iv. League Booklets
 - v. Bathroom code
 - vi. Pictures for Picture Board to be done by Picture Committee person. Contact the Committee Picture Board person to ensure your picture is added to the board.
- d. League meeting: 1st Wednesday of every month. 9:30am coffee, 10:00am meeting. If you cannot attend secretary reports will be posted on-line.

1/28/2022