

**BYLAWS
SEQUOIA WOODS COUNTRY CLUB
THE SEQUOIANS**

Article I – Name

Section 1: The name of this organization shall be The Sequoians Women's Nine Hole Golf Club, located in Arnold, Calaveras County, California.

Article II – Purpose

Section 1: The Sequoians Women's Club is organized for the following purpose:

- a. To promote good fellowship among its members.
- b. To encourage good sportsmanship.
- c. To promote tournaments and other activities of interest to its members.
- d. To provide and monitor handicapping for its members in accordance with the USGA GHIN system.
- e. To work with SWCC management in establishing player rules for the preservation of golf course facilities, player safety and for fair play among its members and guests.

Article III – Membership

Section 1: Membership shall be open to SWCC women members, 18 years or older whose annual fees are in good standing, and are members of NCGA. A Social Member must be a member of SWCC and a former member of the Sequoians.

Section 2: A member in good standing shall be entitled to one vote.

Section 3: Management used herein shall mean the SWCC, its successors, and assigns.

Section 4: Members shall display courtesy and etiquette on the course and are expected to play in the spirit of the game by acting with integrity, following the rules, applying all penalties and being honest in all aspects of the game. If poor sportsmanship is displayed to the point it is disruptive to the game, character or welfare of the Club, it may result in disciplinary action from an executive committee, defined as the captain, co-captain and tournament chair. At the discretion of this committee, such action may include any of the following: a verbal warning, a written warning, suspension or prohibiting play, or termination of membership in the Club.

- a. At any time within thirty (30) days after action has been taken, the member may appeal the action to a quorum of the entire Executive Board. After any appeal, decisions by the Board are considered final. The disciplinary action will be in force during the appeal time frame.

Article IV – Officers

Section 1: The officers of the club shall consist of a Captain, Co-Captain, Secretary and Treasurer, all of whom shall serve without compensation. Officers shall be elected by the membership of the Sequoians through electronic voting and announced at the annual October meeting. Holding an office shall be limited to one per membership. The terms of officers shall be for one year, commencing January 1 of the following year, with the exception of the Treasurer which is for two years, with an option of extending to a maximum of three years. Each officer shall maintain an up-to-date procedures book for her position.

Section 2: Captain: The Captain shall preside at all meetings of the Club and the Executive Board. She shall be an ex-officio member of all committees and shall make every effort to carry out the purpose of this organization defined in these By-Laws. She is responsible for updating the By-Laws and Policies annually.

Section 3: Co-Captain: The Co-Captain shall preside at all meetings in the absence of the Captain and shall serve as an ex-officio member of all committees in the Captain's absence. She shall serve on the committee to update By-Laws and Policies. In the event the Captain leaves or resigns, she will assume all of the captain's duties for the remainder of her term.

Section 4: Secretary: The Secretary shall:

- a. Keep a complete and accurate record of the minutes of all general, Executive Board and special meetings. All minutes shall be open to inspection and review by a member of the club within a reasonable timeframe.
- b. Have custody and control of all records of the organization and be responsible for their safekeeping. Keep a separate record of all motions passed. The purpose of this record is to be able to locate policy information without having to refer to the minutes of all past meetings.
- c. Send out, in conjunction with the Captain, notice of the annual meeting to all members at least 14 days in advance of the date of the meeting.

Section 5: Treasurer: The Treasurer shall:

- a. Receive and account for all monies received including yearly dues. Disburse funds upon approval of the Captain, Executive Committee or membership as stipulated in the By-Laws or Policies.
- b. Deposit all funds of the organization in the name of the Club in a bank approved by the membership. Funds disbursed from the account shall be by check bearing the signature of the Treasurer, or the Captain when the Treasurer is not available.
- c. Be responsible for drafting an annual budget to be approved by the membership at the April meeting.
- d. Prepare a financial report for the Executive Board meetings. Present the current financial status at general membership meetings.
- e. Keep a current list of the membership as provided by the membership chair.

Section 6: Vacancy: In the event a vacancy should occur among the officers, the vacancy shall be filled for the unexpired term by an appointment of the Captain with confirmation by the Executive Board.

Article V – Executive Board

Section 1: The Executive Board shall be composed of the Officers and Chairpersons of the Standing Committees. Standing Committees are those the Captain may deem necessary to conduct club business or events.

Section 2: The Executive Board shall have broad, general authority to consider and take official action on any matters concerning and deemed to be in the best interest of the Sequoians, which does not involve a financial obligation on the members above the annual dues.

Article VI – Meetings & Procedures

Section 1: Annual Meeting: The annual meeting of this club shall be held each year during the month of October. The place and time of the meeting shall be determined by the Captain with

the approval of the Executive Board. The Captain in conjunction with the Secretary shall notify all members in writing not less than 14 days prior to the time and place set for the meeting.

Section 2: General Meetings: General meetings from April through October shall be held once monthly or at such times as the Captain may deem necessary to handle the affairs of the Club to further its purpose.

Section 3: Special Meetings: The Captain, with the approval of the Executive Board, may call a special meeting of the club members at any time when such a meeting is deemed necessary. The Captain shall call a special meeting upon receipt of a petition signed by ten (10) or more members requesting that a special meeting be called.

Section 4: Quorum: At an Executive Board, general or special meeting, those members present shall constitute a quorum, and a majority vote shall rule.

Section 5: Procedure: In disputes or questions of procedure during any meeting, Robert's Rules of Order shall be followed.

Section 6: The By-laws and Policies shall govern the activities and administration of the Sequoians until they may be amended or repealed by a two-thirds vote of members present at a general meeting. Members must be given 14 days prior notice of any proposed changes. Changes in the By-Laws and Policies shall be made part of the records of this organization, and as soon thereafter as is reasonable, the Secretary shall distribute copies to all members.

Article VII – Chairpersons

Section 1: General: The Captain shall appoint Chairpersons for committees as she deems necessary. Each committee chairperson shall maintain an up-to-date procedures book for her position. Chairpersons are responsible for getting prior approval of the Executive Board for any expenditures or financial obligations not included in the annual budget.

Section 2: Communications Chairperson: The Communications Chairperson shall be responsible for preparing and disseminating all communications from officers, committee chairs, and club members. Communications include notices of meetings, tournaments, and special events. The annual meeting notice must be sent to members at least 14 days in advance of the date set for the meeting.

Section 3: Handicap Chairperson: The Handicap Chairperson shall monitor the GHIN handicap system through NCGA for club members and resolve any discrepancies that may occur. Handicap records shall be maintained by the Handicap Chairperson.

Section 4: Membership Chairperson: The Membership Chairperson will contact prospective members to welcome them to the Sequoians once a completed membership application and dues are received. Responsible for keeping a current membership list and distributing membership information to committee chairs as needed. Responsible for coordinating the membership renewal process.

Section 5: Nominations Committee: The Nominations Committee shall have the responsibility of presenting a slate of prospective officers for election at the annual meeting. Additional nominations from the floor shall be accepted. The Committee shall consist of the Current and Past Captains.

Section 6: Rules Chairperson: The Rules Chairperson shall inform members of all local and USGA Rules of Play. If rule disputes/problems occur during weekly Play Days, collaborate with the SWCC Pro to resolve the issue.

Section 7: Social Chairperson: The Social Chairperson shall be responsible for planning and arranging social events for the benefit of the membership other than those arranged by Tournament Chairpersons or special events with a designated chairperson.

Section 8: Tournament Chairperson: The Tournament Chairperson shall have the responsibility for planning and arranging tournaments including weekly Play Days.

Section 9: Other Chairpersons: The Captain shall designate guidelines for any additional chairperson and/or committees she may deem necessary.

Revised September 2026