

**WPA BY-LAWS**  
**Revised Dec 28, 2021**

**NAME**

The name of this golf club shall be "Wildhawk Players Association" (WPA).

**PURPOSE**

To stimulate interest in the game of golf at the Wildhawk Golf Course, located in Sacramento County, CA., by bringing together a group of golfers desirous of forming a competitive golfing organization.

To provide an authoritative body to organize, implement, and conduct club competitions at Wildhawk Golf Course, located in Sacramento County, California.

To encourage the memberships' conformance to the USGA Rules of Golf and World Handicapping System (WHS) by creating a representative authority.

**MEMBERSHIP**

Membership in the club is for one (1) calendar year only, with all memberships expiring on December 31.

The fiscal year for the club is January 1 - December 31.

Membership shall be available to all men and women eighteen (18) years of age or older. There shall be a minimum of twenty (20) members in the club who are in good standing with the WPA, Northern California Golf Association (NCGA), United States Golf Association (USGA), and Wildhawk Golf Course.

A Junior Membership program is available if interest is developed. If a Junior Membership Program is developed, the Executive Board of Directors shall construct the membership as a sub-group of the WPA.

All membership fee amounts and dues amounts shall be determined by the Executive Board of Directors in December of each year, at a fee amount they deem to be adequate to operate and maintain the club.

Only golfers with a reasonable and regular opportunity to play golf, and personally, and expeditiously post all scores for all rounds as required by the Rules of Golf and World Handicap System (WHS), may be members of the WPA.

All members of the WPA will be registered members of the NCGA and shall possess an NCGA membership number. Members may not possess more than one NCGA membership number.

Memberships in the WPA are individual and non-transferable. Dues include membership in the NCGA and the right to enter NCGA and WPA tournaments.

The Executive Board of Directors may confer honorary memberships upon those whom they feel have contributed to the advancement of golf. The unanimous affirmative vote of the Executive Board of Directors shall be required to approve such action.

## **EXECUTIVE BOARD OF DIRECTORS & BOARD OF DIRECTORS**

The Executive Officers and the Committee Chairpersons shall constitute the WPA Board of Directors. As such, the WPA Board of Directors shall consist of a minimum of eight (8) members in good standing, counting temporary vacancies.

The Executive Board of Directors shall consist of the Executive Officer positions of President, Vice-President, Treasurer, Secretary, and Tournament Chairman.

A majority (not counting temporarily vacant positions) of the Executive Officers shall constitute a quorum at any meeting of the Board of Directors.

The Executive Officers will have one vote each in every Board decision and each Executive Officer will be responsible for the duties assigned to their role. The President shall only vote on any Board matter if the vote by those assigned to vote results in a tie:

The Executive Officers shall meet at such times and places as they may select.

### **President**

Chair Executive Board of Directors

Schedule Executive Officer, Board, and special meetings and provide the agenda.

Chair all regular Board meetings, and special meetings

Chair the Conduct Review Committee.

Supervise Handicap Committee

Supervise Communications Committee

Oversight and recruitment of Board positions

Communicate with Wildhawk Golf Course and relevant golf associations.

Work with Wildhawk Grille Concessionaire

Maintain computer posting/tournament management systems.

Through the Board of Directors and tournament committee, ensure all events are fair and competitive.

Ensure the WPA maintains a positive bank balance.

### **Vice President**

Member of Tournament Committee.

Member of the Conduct Review Committee.

Attend Board Meeting on a regular basis.

Chair Executive Officer, Board and special meetings in the Presidents absence.

Supervise player programs (example, Player of the Year, Frequent Player).  
Supervise Membership Committee  
Oversight and recruitment of Membership Committee  
Maintain all plaques and awards.

### **Treasurer**

Member of Tournament Committee.  
Member of the Conduct Review Committee.  
Attend Board Meeting on a regular basis.  
Ensure annual and monthly financial reports are conducted in a timely manner.  
Review Tournament Consolidation Report (TCR) from the Tournament Committee on a monthly basis or as needed for upcoming tournaments.  
Review Membership Committee report on new members monthly.  
Maintain income and expense account activity to include paypal, credit card, and cash transactions.  
Manage and ensure annual financial reports are conducted in a timely manner to meet all deadlines.  
Work with accountant to for financial records including financial reporting and taxes in a timely manner to meet all deadlines.

### **Tournament Director**

Chair of Tournament Committee.  
Member of the Conduct Review Committee.  
Attend Board Meeting on a regular basis.  
Create a Tournament Consolidation Report (TCR) for each tournament on entry monies and fees received and provide copy to the Treasurer.  
Plan and manage all tournament events and operations prior to and on tournament day.  
Supervise tournament events.  
Provide tournament information to Wildhawk Golf Course staff.  
With tournament committee, make decisions on rules and score questions at tournament events before results are final.

### **Secretary**

Member of Tournament Committee.  
Member of the Conduct Review Committee.  
Attend Board Meeting on a regular basis.  
Record minutes at all board meetings.  
Provide minutes to Executive Board of Directors for review and approval within 7 days of the meeting and edit minutes as recommended by Executive Officers.  
Submit minutes at next board meeting for approval.  
Responsible for minutes being posted on WPA website and filed for WPA records.

### **COMMITTEE CHAIRS**

The Executive Officers will recruit, nominate, and appoint members to serve on the Board of Directors as Committee Chairperson(s). Appointments will be decided at the

first meeting of the Executive Officers, or as deemed necessary by a vacancy at other times, by majority vote of the Executive Officers. The following Committees shall be managed by Chairperson(s).

Membership  
Handicap  
Communications

Each area will be comprised of the Chair, and any needed assistants, who will be identified as Assistant Chairperson(s). All Board Members must be members in good standing and shall have one vote each within their committee for committee voting. Committee Chairs will have one vote each as a member of the Board of Directors at meetings of the Board of Directors relevant to normal business operations (Does not include conduct or personnel decisions).

Committee Chairs will be responsible for the following duties assigned to their role:

### **Membership Chairperson**

Maintain a current active roster of members  
Process membership applications  
Deliver or inform Treasurer of dues/fee received.  
Report new members to the Executive Officers, NCGA, USGA,  
Provide membership applications at all events  
De-activate all inactive members prior to NCGA cutoff for billing purposes.  
Assist with pre and post tournament activities.  
Member of Tournament Committee.

### **Handicap Chairperson**

Monitor all member score posting and event scoring for exceptional scores, inaccurate scores, inaccurate posts, and inaccurate posting activity.  
Ensure tournament scores are posted as competition scores  
Member of Tournament Committee.  
Assist with pre and post tournament activities.

### **Communications Chairperson**

Create the WPA newsletter  
Share communications to membership through email, social media, and events advertisements.  
Member of Tournament Committee.  
Assist with pre and post tournament activities.

The Executive Officers may appoint Assistant Chairperson(s) as needed to assist Chairperson(s). Assistant Chair(s) may be nominated by an Executive Officer or Chairperson and shall be approved by a majority vote of the Executive Officers. There is no minimum membership time requirement to be an Assistant Chair.

Assistant Chair(s) will report to the designated Chairperson to whom they are assigned to assist. The Assistant Chairperson(s) may act in a Chairperson(s) stead in a case of absence of the Chairperson(s).

## **ANNUAL MEETING**

The Annual Meeting of the membership of the WPA shall be held at the last scheduled tournament of each calendar year. Twenty (20) members of the WPA in good standing shall constitute a quorum at the Annual Meeting.

The Election of the Executive Board of Directors shall occur at the Annual Meeting. All members in good standing are eligible to vote in the election.

## **ANNUAL ELECTION**

The Election of the Executive Officers shall occur at the Annual Meeting.

Thirty days prior to the election, a notice will be sent to all members inviting any member in good standing who is interested in running for an Executive Officer position, to notify the current President in writing, of their interest in an Executive Officer position, stating the position they wish to run for.

Statements of interest will be due seven days prior to the Annual Meeting and election.

Members submitting statements of interest who are in good standing shall be added to the ballot for the position they state.

Voting shall be conducted via paper ballot.

For each Executive Officer position, candidates receiving the greatest number of votes shall be declared the winner. Any Executive Officer position with a single candidate named on the ballot will be elected by acclamation.

Members may only vote for candidates whose names appear on the ballot.

At the conclusion of voting at the annual meeting, ballots shall be counted, and the winners announced.

The outgoing Executive Officers shall appoint a committee of three judges who are not candidates to supervise the election and conduct the ballot counting process. No person on the ballot shall be involved in the ballot counting process.

The Executive Officers will take office at the time of the first meeting of Executive Officers, which must occur within fourteen (14) days of the Annual Meeting.

Executive Officers will conduct a closed meeting to be convened and chaired by the

President-elect to nominate and vote on Committee Chairs and other Board Members. Any Executive Officer can nominate a member in good standing to any position. Confirmation to a position requires a majority vote.

## **CONDUCT POLICY**

The WPA prohibits unlawful discrimination based on race/color, national origin/ancestry, sex, religion, age (for persons 40 and older), mental or physical disability, veteran status, medical condition (including genetic characteristics), marital status, sexual orientation, pregnancy or any other consideration made unlawful by federal, state or local laws.

Members are expected to post all scores in a manner consistent with the WHS and follow all Rules of Golf in their rounds played and in WPA events.

Any willful dishonesty by any member of the WPA, as it relates to scoring, posting of scores, or a WPA event shall be reviewed by the Conduct Review Committee prior to that member participating in any other WPA contest.

Any member who purposely or otherwise violates a rule in the Rules of Golf may be subject to review by the Conduct Review Committee prior to participating in any other WPA contest.

Any member who commits any act which discredits or brings disrepute to WPA or Wildhawk Golf Course or does not comply with the rules, regulations, or by-laws of the WPA shall be subject to review by the Review Committee prior to the member participating in any other WPA contest.

Allegations or admissions of misconduct should be brought to the attention of any WPA Board of Directors member within 7 days of the misconduct. The Board of Directors member receiving the allegation of misconduct will refer the misconduct to the Conduct Review Committee.

When allegations of misconduct occur, the Conduct Review Committee shall meet and review the allegation within seven (7) days of receipt of the information. The Committee may request additional information to confirm information in the allegation.

If the allegation provides reasonable information that misconduct has occurred, the member in question shall be notified immediately and will meet with the Conduct Review Committee to address the conduct within fourteen (14) days of the notice to the WPA.

If the Conduct Review Committee finds a member's conduct is not a violation, the issue will be closed by majority vote of Committee members.

Only the member in question and the Conduct Review Committee members will be

present for any portion of a Conduct Review Committee meeting on the member issue. Information from other members or individuals will be heard or gathered without the member in question being present.

The Conduct Review Committee will deliberate on disciplinary matters with no other persons present. Any disciplinary finding and action shall require a majority vote of the Committee members.

Disciplinary action outcomes can include warning, disqualification from a tournament, handicap modification, membership suspension, or membership expulsion.

A member shall receive written notice of the Conduct Review Committee's decision within ten (10) days of the Committee meeting.

In the event of expulsion, the member shall receive a full refund of membership dues paid for that calendar year within thirty (30) calendar days. No other disciplinary decision will result in a refund of membership dues.

### **Conduct Review Committee**

The Conduct Review Committee will be convened and chaired by the President at any time as is necessary to discuss, review and decide on issues involving member conduct, handicap, or rules issues, or any other issue involving a member, or any WPA tournament issue deemed appropriate for review to maintain the best interest of the WPA.

### **AMMENDMENT TO THE BY-LAWS**

The Board of Directors shall have the power to repeal or amend any part of these by-laws. With the action effective immediately upon vote by the Board of Directors.