

**MILE SQUARE WOMEN'S GOLF CLUB**  
**Bylaws, Standing & Local Rules**  
**Revised Dec. 20, 2022**

**ARTICLE I. NAME**

The name of the club shall be "Mile Square Women's Golf Club" (MSWGC), a non-profit organization.

**ARTICLE II. PURPOSE**

The purpose of this club shall be to conduct golf and related events, to foster close bond among members, and to promote and conserve the best interests and true spirit of the game.

**ARTICLE III. MEMBERSHIPS AND DUES**

- a. Membership is open to women eighteen (18) years and over.
- b. MSWGC has two (2) types of membership: **Active Member** and **Associate Member**.  
**Active Members:**
- c. MSWGC and SCGA Annual Membership dues are payable through the SCGA's website: [www.scga.org](http://www.scga.org).
- d. Optional MSWGC renewal fees for Sweeps, Ringer and Hole-in-One shall be payable on or before October 15 and are considered delinquent as of October 31 (see Standing Rules).
- e. Applicants joining between January 1 and June 30 shall pay full fees for Sweeps.
- f. Applicants joining between July 1 and December 31 shall pay half fees for Sweeps.
- g. Publinks Membership renewal dues are payable by November 1.  
**Associate Members:**
- a. Applicants joining MSWGC as an Associate Member; join through the SCGA website: [www.scga.org](http://www.scga.org).
- b. Associate Members receive all SCGA member benefits, including the ability to participate in SCGA events.
- c. Associate Members are eligible to play in one (1) MSWGC tournament and may also sign up for one (1) tee time per year.
- d. Associate Members may not compete in Weekly Sweeps, Club Championship, Presidents Cup or Team Play.
- e. All memberships are non-transferable.

**ARTICLE IV. MEETINGS**

- a. General Meetings shall be held on the first Play Day of each month unless ordered by the Board of Directors. Should play day be officially cancelled or postponed due to bad weather, the meeting will be held on the next Play Day.
- b. In order of business at a General Meeting, the President shall include the following: Call to Order, Introductions of new applicants and guests, Approval of Minutes, Correspondence, Financial Reports, Committee Reports, Unfinished Business, New Business, Announcements and Adjournment.
- c. A Board Meeting may be called at such time and place as deemed necessary by President or Secretary or upon the written request of any two (2) directors with at least a one (1) day-notice to all directors.
- d. A Special Meeting for any purpose may be called by the President. A written request shall include the purpose, date, time and place and must be signed by all six (6) officers or by a least ten (10) members. A written notice shall be made available to all members at less five (5) days prior to a Special Meeting.

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**ARTICLE V. QUORUM**

At least 15% of the membership including Board members shall constitute a quorum.

**ARTICLE VI. ELECTIONS**

- a. The Nominating Committee shall consist of three (3) Active Members including the Immediate Past President. In the event that she is not available, any Past President may chair committee. A plurality of all votes cast shall determine the new Board of Directors for a term of one (1) year.
- b. The elected officers shall be the voting body of the Board of Directors.
- c. The committee shall contact as many eligible members as possible, and at the General Meeting in October and shall submit the name of at least one eligible candidate for each office. Further nominations may then be made from the floor.
- d. Consent of all nominations must be obtained prior to submission.
- e. A member may submit any eligible member as a candidate and the Nominating Committee must place the candidate's name on the Slate of Nominees.
- f. A Presidential nominee shall have served as an Active Member of the Board in some capacity for at least one (1) year.
- g. All other candidates for office must be an Active Member for at least six (6) months prior to nomination.
- h. The Secretary shall prepare ballots for the General Meeting in November. A member may vote by absentee ballot upon request to the Secretary. Absentee ballots shall be delivered in a sealed envelope to the Secretary, no later than 5:00pm preceding the day of the election.
- i. Officers shall serve a term of one (1) year ending on the last Play Day in December or until her successor has been chosen by a majority vote of the members.
- j. In the event the President does not finish her term, a new President shall be elected at the next General Meeting.

**ARTICLE VII. BOARD OF DIRECTORS**

The Officers of this club shall consist of:

President  
1<sup>st</sup> Vice President – Weekly Sweeps Chairperson  
2<sup>nd</sup> Vice President – Major Tournaments and Special Events Chairperson  
3<sup>rd</sup> Vice President – Handicap Chairperson  
Secretary  
Treasurer

- a. The number of officers may be increased by a duly adopted amendment to these bylaws.
- b. No officer may hold more than one (1) office at a time.
- c. In the event that the President does not finish her term, a new President shall be elected at the next General Meeting.
- d. Any officer may be removed from office for cause by a majority vote of the members and at any General or Special Meeting.
- e. Removal to be effective immediately after said vote.

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**ARTICLE VIII. STANDING COMMITTEES**

Standing Committees shall consist of the following committees:

Membership	Social
Publinks	Raffle
Rules	Bulletin Board
Ringer	

**ARTICLE IX DUTIES OF OFFICERS**

**President**

The President shall preside at all meetings and have general control and management of the affairs of the club when no meetings are in session. She shall see that the books, reports, statements, and certificates required by the statute under which this club is organized or any other laws applicable thereto are properly kept, made, and filed according to law. She shall generally perform all acts incidental to her office and pass on to her successor all her records.

**1<sup>st</sup> Vice President – Weekly Sweeps Chairperson**

1. General Duties
  - a. Act as President in the absence of the President at General and Board Meetings.
  - b. Schedule and conduct all Weekly Sweeps games.
  - c. Reserve tee times needed for the number of members on the signup sheets.
  - d. Update the signup sheet and post the tee time schedule on the MSWGC website.
  - e. Maintain weekly records of all players.
  - f. She shall select a Sweeps committee and pass on to her successor all of her records.
2. Weekly Sweeps Duties
  - a. One-day individual tournaments played in handicap flights.
  - b. Choose type of games played for the year.
3. Calendar of Events
  - a. Plan tournaments for the year with the Major Tournaments Chairperson.
  - b. Plan calendar for the year; taking into consideration Publinks, away events and course maintenance.
  - c. Get Board approval of proposed calendar.
4. Play Day Game Duties
  - a. Tee times start at 8:00am. For cancellations call the Pro Shop by 7:30am.
  - b. Prepare a signup sheet for the following week. A completed copy of the signup sheet goes to the Pro Shop. This will reserve tee times for the club and is used for a last-minute change by a member.
  - c. Prepare scorecards for the day: Sweeps and Handicap.
  - d. Prepare flight result sheets according to number of players and handicaps to even out flights. These flight groupings can be changed throughout the year to ensure balanced flights.
  - e. At the end of play, group scorecards into Sweeps and Handicap. The game cards go to the Sweeps Chairperson and the handicap cards go to the Handicap Chairperson.
  - f. Check the scorecards against the information on the flight sheets for accuracy. If the information is incorrect, members may be disqualified.
  - g. In case of rain, cancel the Play Day with the Pro Shop no later than 7:00am.

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5. Record Sheets
  - a. Create an individual record sheet for each member and record game information.
  - b. Record winnings per payout sheet. Ties are broken utilizing USGA guidelines or using handicap holes.
  - c. Create and keep a budget and balance sheet.
6. Month-end Duties
  - a. Determine Gross and Net Ace of the Month and announce winners at the General Meeting. A member may win either award one time only during the calendar year. If there is a tie, utilize the three lowest rounds.
  - b. Announce three (3) members as Most Improved Players of the month at the General Meeting.
7. Year-end Duties
  - a. Determine and present End of the Year awards.
  - b. Submit a record of all winners to the Treasurer for purchase of Gifts Cards from the Pro Shop.

**2<sup>nd</sup> Vice President – Major Tournaments Chairperson**

- a. The 2<sup>nd</sup> Vice President shall select her committee; schedule and conduct all Major and Special Events Tournaments.
- b. She shall keep records of all tournament events and pass on to her successor all of her records.

**3<sup>rd</sup> Vice President – Handicap Chairperson**

- a. The 3<sup>rd</sup> Vice President shall keep a handicap record of all members in conjunction with SCGA.
- b. She shall select a committee subject to approval by the Board of Directors and pass on to her successor all of her records.

**Secretary**

- a. The Secretary shall record proceedings at all meetings and perform all duties as set forth in these Bylaws. She shall keep track of changes made to the Bylaws, Standing Rules and Local Rules that are voted on during the year. The Secretary shall pass on to her successor all of her records. All records are to be kept for a period of three (3) years.
- b. The Secretary will also serve as the Sunshine Chairperson. She will send out cards or letters expressing sympathy, condolences, get well wishes, etc. to club members when appropriate.

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**Treasurer**

The Treasurer shall have custody of all funds and legal documents; receive and dispense checks and receipts, deposit monies of the club in a recognized bank and perform all other duties incidental to her office as set forth in the bylaws. She shall generally perform all acts incidental to her office and pass on to her successor all her records. All records are to be kept for a period of three (3) years.

- a. She shall make monthly reports at General Meetings and at the end of her term pass on all records to her successor.
- b. Promptly make deposits including SCGA reimbursements, fees from members and all other monies collected.
- c. All checks written and reimbursements must be accompanied with a written receipt at time of payment.
- d. During the year, obtain new MSWGC membership applications and collect optional fees such as Weekly Sweeps, Ringer, Hole-in-One and Publinks from **new members**.
- e. Advise new members on how to pay their SCGA Membership dues and MSWGC membership dues as printed on the MSWGC membership application.
- f. Promptly forward a copy of new member applications to the 1st Vice President.
- g. Promptly mail Publinks membership applications and dues to the Publinks Secretary for participating (paid) members.
- h. Keep a current list of the following and advise Chairpersons of any changes and funds available to each of them:
  - MSWGC Member Roster (including Active, Associate & Inactive members)
  - Sweeps Roster
  - Publinks Roster
  - Hole-in-One Roster
  - Ringer Roster
- i. In October, obtain renewal MSWGC membership applications and collect optional fees such as Sweeps, Ringer, Hole-in-One and Publinks from all **renewing members**. Deadline for renewals: October 31.
- j. In October, fill out the annual "Publinks Statement of Members" and mail to it the Publinks Secretary with a check for MSWGC annual club dues. This form will be mailed to you by Publinks. Deadline for report: October 31.

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**ARTICLE X. MAJOR TOURNAMENTS & SPECIAL EVENTS**

**Major Tournaments**

- a. The Major Tournaments Chairperson and her committee shall conduct Major Tournaments.
- b. To be eligible to compete in the **President's Cup Tournament**, a player must have been an Active Member for at least six (6) months prior to the tournament and have played at least four (4) games in the last sixty (60) days.
- c. To be eligible to compete in the **Club Championship Tournament**, a player must have been an Active Member for at least six (6) months prior to the tournament and have played at least four (4) games in the past sixty (60) days.
- d. In the case of extenuating circumstances in regard to eligibility requirements, a Special Appeal may be presented in person to the Board of Directors no later than at a Board Meeting immediately prior to the event in question.
- e. The Major Tournaments Chairperson shall pass on to her successor all of her records.

**Special Events**

- a. The Special Events Chairperson and her committee shall conduct Special Events.
- b. Special Events include, but not limited to, such events as Valentine's Day, St Patrick's Day, July 4<sup>th</sup>, Halloween and Thanksgiving.
- c. All Active Members may participate in these events.
- d. The Special Events Chairperson shall pass on to her successor all of her records.

**ARTICLE XI AMENDMENT**

Amendments to these bylaws may be repealed or amended by a two-thirds vote of a quorum of members present at any General or Special Meeting provided the substance of the proposed amendment shall have been stated at a previous meeting and posted for at least twenty-five (25) days.

**ARTICLE XII**

In all cases not covered by these bylaws the rules contained in the Robert's Rules of Order, Newly Revised, shall govern.

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**STANDING RULES**

**Annual Membership dues** (required)

MSWGC Membership dues	\$45.00
SCGA Membership dues	\$36.00
Associate Membership dues	\$24.00 (or as determined by SCGA)

- a. MSWGC and SCGA Membership dues are payable through the SCGA website:  
[www.scga.org](http://www.scga.org).

**Annual MSWCG & Publinks** (optional fees)

Weekly Sweeps	\$45.00
Ringer	\$15.00
Hole-in-One	\$3.00
WPLGA (Publinks) Membership dues	\$20.00

- a. New applicants shall submit a MSWGC Membership Application and remit payment for optional fees to the Treasurer upon joining MSWGC.
- b. New applicants without an established handicap must play five (5) rounds of golf at Mile Square Golf Course on a regular Play Day. One round must be played with the Membership Chairperson or a Board member.
- c. New applicants with an established index need only play two (2) qualifying rounds at Mile Square Golf Course on a regular Play Day. One round must be played with the Membership Chairperson or a Board member.

**Play Day – Weekly Sweeps** (One-day individual tournaments played in handicap flights.)

- a. To be eligible for participation in the Weekly Sweeps games members must pay the annual entry fee. Sign-up on the tournament sheet. Play with at least one (1) other member, turn in two (2) score cards (which are to be signed and dated) and be attested by two (2) players in the group.
- b. Play Days starts approximately 8:00am on Tuesdays year-round. Players must arrive at around 7:30am to sign in and get ready for their tee time. If unable to play, a player must call the Sweeps Chairperson by 7:30am.
- c. All scores must be posted, unless on a given game the Weekly Sweeps Chairperson indicates that there is no posting of scores for that game.
- d. If a player picks up her ball, she must record the strokes it most likely would have taken for her to complete the hole; NOT TO EXCEED the Maximum Hole Score per the World Handicap System.
- e. A member who picks up her ball on any hole that is a part of the Sweeps game is automatically eliminated from the Weekly Sweeps game except in Best Ball play.
- f. If rain begins after the start of play, a flight will be scheduled for those members completing eighteen (18) holes. Those not completing eighteen (18) holes will be eliminated from the day's game. Game winnings shall be determined by the number completing play.
- g. Dress for golf should conform to USGA standards. Short shorts, spaghetti straps, tank tops, bra or bikini tops are not permitted.

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**Tournament Chair – Major Tournaments and Special Events**

**Club Championship Tournament**

1. The Club Championship is 3 sequential weekly games played on Tuesdays.
2. The Club Championship Winner will be based on the lowest gross score of one of their games.
3. You must play 2 games to qualify.
4. The entry fee is \$5.
5. Depending on the number of entrants, there will be a Club Champion, a first and second place in A, B and possible C flight.
6. The club allotment for the Club Champion winner is \$100, which can be used at the Chairs discretion. (Ideas such as cash, trophy, etc.)
7. There is a \$50 allowance for contests prizes, treats, decorations, etc.
8. Membership eligibility is stated in the by-laws, Article X, Major Tournaments.

**President's Cup Tournament**

1. The Presidents Cup is 2 sequential weekly games played on Tuesdays.
2. You do not have to play both to qualify.
3. There is a \$5 entry fee.
4. This tournament winner is based on the best net score of the two games.
5. There will be a President Cup Winner, and a winner in flight A, B and C.
6. The club allotment for the winner is \$50, which can be used at the chair's discretion. (Cash etc.)
7. There is a \$50 allowance for contest prizes, treats, decorations etc.
8. Membership eligibility is stated in the by-laws Article X, Major Tournaments.
9. There is a \$150 allowance for the Presidents Luncheon.

**Special Event**

1. The Tournament Chair and her committee shall conduct Special Events.
2. Special Events include, but not limited to, such events as Valentine's Day, July 4th, Halloween, Thanksgiving and Christmas.
3. The Tournament Chair decides which format to play for each Special Event.
4. All Active Members may participate in these events.



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**Meeting Day**

Meeting days are held the first Play Day of each month immediately following golf or at the discretion of the President. In the event of a declared rain day, the meeting will be held on the next regular Play Day.

**Monthly Awards**

Ace of the Month recognition will be given to members with the Lowest Gross and Lowest Net scores. Once a player has won either Lowest Gross or Lowest Net of the month, she will not be eligible to win either award again for the remainder of the year. Also, three (3) members will be recognized as Most Improved Players of the month.

**Year-end Awards**

Year-end Awards are given for:

- A Flight Lowest Gross
- A Flight Lowest Net
- B Flight Lowest Gross
- B Flight Lowest Net
- A Flight Most Chip ins
- B Flight Most Chip ins
- A Flight Most Birdies
- B Flight Most Birdies
- Most Improved Player of the Year
- Second Most Improved Player of the Year
- Third Most Improved Player of the Year
- Fourth Most Improved Player of the Year

**Guest Day**

A member may invite a lady guest to play on any Tuesday except on the day of a Major Tournament or a Special Event.

**Sweeps Budget**

At the end of each year, all moneys in Sweeps will be paid out. The next year will start with a new Sweeps Budget.

**Complaints**

Complaints, suggestions or criticisms must be turned in to the Board of Directors in writing and signed in order to be considered. A member may also appear personally at a Board Meeting to present her suggestions or complaints.

**Resignations**

Resignations shall be given in writing to the President or Secretary and shall take effect immediately upon receipt unless otherwise specified.

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**LOCAL RULES**

1. USGA Rules of Golf govern all play.

2. Edging grooves on putting green:

If a ball lies on an edging groove around a putting green, the player may, without penalty, lift, clean, and place the ball out of the groove in the nearest position to where it lies, whether on or off the putting green, which is not nearer the hole.

3. French drains:

A player is entitled to one (1) club length from nearest point of relief that is no closer to the hole from any drainage ditch filled with pebbles or rocks. Such relief to be no nearer the hole.

4. Sprinklers around the green:

Relief is allowed when a fixed sprinkler head intervenes between the player's ball and the hole if the sprinkler is within two (2) club lengths of the green and the player's ball is within two (2) club lengths of the sprinkler. The ball must be lifted and dropped at the nearest point to where the ball lies that is (a) no nearer the hole, (b) avoids the obstacle, and (c) is not in a hazard or on a putting green. The ball may NOT be cleaned in this process. No penalty.

5. Relief from fallen trees:

Relief is allowed from trees and/or large branches (immovable obstructions) which have fallen on the course due to recent weather but have not been marked for removal. The ball must be lifted and dropped within one (1) club length from nearest point of relief that is no closer to the hole and is not in a hazard or on a putting green.

6. Relief from trees or large branches having been cut down in course maintenance:

Considered as Ground Under Repair. Relief shall be within one (1) club length from nearest point of relief that is no closer to the hole and is not in a hazard or on a putting green.

7. Relief from aeration holes:

Through the green, a ball that comes to rest in or on an aeration hole may be lifted without penalty, cleaned, and dropped as near as possible to the spot where it lay but not nearer the hole. The ball, when dropped, must first strike a part of the course through the green.

On the putting green, a ball that comes to rest in or on an aeration hole may be placed at the nearest spot not nearer the hole that avoids the situation.

8. Counting putts:

Once a player reaches the putting surface and strokes a putt, ALL subsequent strokes shall be considered putts, whether on or off the green.

9. Bare Ground:

Ball resting on bare ground larger than one square foot (on Fairway only) may be lifted and dropped within one club length from the nearest point of relief, no nearer to the hole without penalty.