



Riverbend Ladies' Golf Association

Established 1989

Constitution

ARTICLE I NAME

The name shall be the Riverbend Ladies' Golf Association (RLGA). RLGA will be operated as a non-profit organization at 2019 W. Meeker St., City of Kent in the County of King, State of Washington.

ARTICLE II PURPOSE

The purpose of RLGA shall be to promote the interest of golf among women, to hold regular golf competitions, tournaments, an annual championship, and to conduct social activities for the mutual pleasure and recreation of its membership.

ARTICLE III MEMBERSHIP

Membership in RLGA shall be open to women and juniors (17 years and under) who desire to establish and maintain a handicap, participate in golf competitions, and play golf for the pleasure of the game. Membership in the RLGA shall be unlimited. Any member whose conduct is deemed detrimental to the welfare of RLGA shall have her membership terminated by a majority vote of the Board of Directors.

ARTICLE IV OFFICERS

The officers RLGA shall be Captain, Co-Captain, Secretary, Treasurer, and Trustee(s), all of whom will be nominated as outlined in the Constitution, By Laws and Standing Rules of this Association. Any officer or Chairperson may be removed by a majority vote of the full Board of Directors, whenever in its judgment the best interests of RLGA would be better served. Only paid members of RLGA shall be eligible to hold office, be a Chairperson, or participate as a committee member, except as allowed for in the Constitution, By Laws and Standing Rules of RLGA.

ARTICLE V BOARD

OF DIRECTORS

The Board of Directors shall consist of Captain, Co-Captain, Secretary, Treasurer, and Trustee(s). The board shall include all committee Chairpersons who shall be appointed as outlined in the Constitution, By Laws and Standing Rules of RLGA. The immediate past Captain shall be a member of the Board of Directors. The Board of Directors shall have such powers and duties as defined by the Constitution, By Laws and Standing Rules of RLGA. The Board of Directors shall fill vacancy that may occur in officers' position until the next annual meeting.

ARTICLE VI AMENDMENTS TO CONSTITUTION

The Constitution may be amended by a two-thirds vote of the paid members present at a scheduled meeting of RLGA. Notice of any proposed amendments shall be emailed and/or posted on the website of the RLGA not less than thirty (30) days prior to a scheduled meeting.

ARTICLE VII AMENDMENTS TO BYLAWS

Bylaws of RLGA may be adopted, amended, or rescinded at any scheduled meeting of the membership by a two-thirds vote of the paid members present. Notice shall be emailed and/or posted on the website no less than thirty (30) days prior to the scheduled meeting.

ARTICLE VIII AMENDMENTS TO STANDING RULES

The Standing Rules of RLGA may be adopted, amended, or rescinded at any scheduled meeting of the membership by a two-thirds vote of the paid members present. Notice shall be emailed and/or posted on the website no less than thirty (30) days prior to the scheduled meeting.

ARTICLE IX DIRECTORS AND OFFICERS LIABILITY

An officer of RLGA shall not be held personally liable to RLGA or its members for monetary damages while carrying out her explicit duties as an officer. Exceptions to this include:

1. Acts or omissions involving the intentional misconduct of an officer where she knowingly violates Section 23A.08.450 of the Washington Business Corporation Act as so amended.
2. Transactions from which she will personally receive a benefit or money, property, or services to which she is not legally entitled.

Should the Washington Business Corporation Act be amended to authorize corporate action that would further eliminate or limit the personal liability of officers, then the liability of any officer of RLGA shall be eliminated or limited to the fullest extent permitted by that Act as so amended. Any repeal or modification of the foregoing paragraph by the membership of RLGA shall not adversely affect any right or protection of an officer of RLGA existing at the time of such repeal or modification.

ARTICLE X TERM

OF EXISTENCE

The term of existence of RLGA shall be perpetual.

ARTICLE XI DISSOLUTION

In the event of dissolution of RLGA, any net assets of RLGA will be donated to a charitable organization as voted upon by the Board of Directors.

Standing Rules

A. GENERAL MEMBERSHIP GUIDELINES

1. Format of play - RLGA has been established as an 18-hole Association and encourages 18-hole play. See Section B for an exemption.
2. Annual Membership Dues

- a. Dues will become payable January 1st. Members will be dropped from the active membership roster if dues are not paid in full by January 20th
 - b. Dues will be discounted by \$25.00 for anyone joining the RLGA after the Club Championship tournament of the current year.
 - c. Only active members are qualified for RLGA events unless the Tournament Committee is allowing non-members to participate.
3. Returned check policy: Any returned check to RLGA will result in a \$35.00 charge.

B. SPECIAL RULES OF PLAY

1. 9-Hole Play – Provisions for 9-hole play is sanctioned by the United States Golf Association (USGA). Posting of 9-hole scores will be permitted under the following guidelines:
2. The course must have a 9-hole USGA Course and Slope Rating;
3. At least seven holes must be played. (Scores for any holes not played shall be recorded as par plus any handicap strokes that the player is entitled to receive on the unplayed holes);
4. According to USGA Rules, scores from qualifying 9-hole rounds should be posted. (Note: 9-hole rounds do not need to be consecutive)
5. There is no restriction on the number of 9-hole scores posted to a player's record.

C. HANDICAPS

1. Minimum number of **Holes**– Members not having an established handicap must play a minimum **54 holes** in order to establish a handicap as provided herein.
2. Handicap Limit/Adjustment– Members are responsible for figuring their own **Maximum Hole Score (MHS), which is net double bogey (double bogey plus handicap stroke(s) for the hole or Par + 2 + strokes received for the hole)** or post hole by hole score using the USGA GHIN software (computer or mobile app account) which computes MHS automatically.
3. Course Handicap– Handicaps can be figured for any given score if the course rating and slope are available.
4. Most Improved - Determined by the GHIN results starting from the first day Washington State can post, ending the final day of RLGA Competitions. To be eligible a member must have participated in at least four (4) previous RLGA events.

D. SCORE CARDS

Following a qualified round of golf, all members will assume responsibility for:

1. Dating, signing and having their score cards attested for competitions and tournaments.
2. Figuring their MHS.
3. All scores must be posted on the day the round was played. Failure to do so may result in penalty and/or loss of handicap. Any exceptions to this must be presented to the Handicap Chairperson for approval by the Board.
4. Score Falsifications. In the event of score falsification, the member will be disqualified.

E. TOURNAMENTS

1. Format – the format of tournaments, including days, times and fees, will be designated by the Tournament Chairperson/Committee, as approved by the Board. Tournaments must be played on the day and at the time scheduled.
2. *General* Eligibility – Tournaments will be open to all amateur members. Any member without a handicap or who does not qualify may participate but will not be allowed to win or place in any flight.

3. Club Championship Eligibility– A member must have participated in at least four (4) previous RLGA events, either competitions and/or tournaments, to be eligible for the Club Championship Tournament. The eligibility year is the 1st day after the Club Championship until the entry deadline of the next Club Championship.
4. Entry Fee – Entry Fees for any Tournament event will be:
 - a. Approved by the Board and collected by the Tournament Chairperson/Committee.
 - b. Due no later than the cutoff date designated by the Tournament Chairperson/Committee. Non-refundable after cutoff date.
 - c. Applied to the prizes given for the event or otherwise determined by the Board.
 - d. Green fees for tournaments can be paid using members account.
5. Prizes
 - a. Total prizes to be awarded for any event will be the sum total collected from the entry fees for that event, unless the Board has deemed otherwise.
 - b. Prizes will be submitted to the Pro Shop to be added to the player's account.
6. Ties
 - a. Club Championship: At the Club Championship, in the case of a tie for the Club Champion, a sudden death play-off will determine the winner. For all other flights, scorecards will be matched hole by-hole, starting with the # 1 Handicap hole going forward. In the case of ties in Net Score, a player's hole by-hole Net Score will be used. The first player to score lower will break the tie.
 - b. For all other tournaments in the case of a tie, scorecards will be matched hole-by-hole, starting with the #1 Handicap hole going forward. In the case of ties in Net Score, a player's hole-byhole Net Score will be used. The first player to score lower will break the tie.
7. Posting Tournament Scores – The Tournament Committee will post all MHS Tournament scores into GHIN within 72 hours.

F. COMPETITIONS

1. Frequency– the Co-Captain, with Board approval, shall establish the frequency of competition play. The Competitions for the year, to include start and end dates, along with the rules for that competition, will be announced two weeks prior to the start of Competitions.
2. Eligibility– Player eligibility for competitions will require that the player is an amateur, hold membership in good standing, have a handicap, and compete with at least one other eligible RLGA member who must attest the scorecard. A member may not enter a competition more than twice (2) within a 2-week competition.
3. Competitions will be closed during RLGA Tournaments (playing in a Competition during an RLGA Tournament is not allowed).
4. A player must print their first and last name, date and current course handicap on the Competition Sheet before the start of the round or tell the member player(s) that the member will be playing Competition before the round starts and will sign up after the round.
5. Must print first and last name, the date and tee box played from with corresponding course handicap on the score card.
6. After completing the round, check scorecard entries and have another RLGA member attest the scorecard.
7. Put the completed scorecard in the RLGA drop box in the Pro Shop.
8. Post real score (after MAXIMUM HOLE SCORE (MHS) adjustment, which is net double bogey (double bogey plus handicap stroke(s) for the hole or Par + 2 + strokes received for the hole).

G. PLAYER RECOGNITION

1. BIRDIE RACE – Submit a Player Recognition Card (PR) attested by an RLGA member for each birdie made at Riverbend.
2. BROKE 100, 90, 80, 70 – (for the first time at Riverbend) Submit a (PR) card attested by an RLGA member when achieving one of these milestones for the first time at Riverbend.
3. CHIP-IN and EAGLE – Submit a (PR) card attested by an RLGA member for each chip-in or eagle made at Riverbend.
4. MOST ROUNDS PLAYED and LOWEST AVERAGE NET SCORE – Submit a (PR) card attested by an RLGA member for EVERY ROUND played at Riverbend showing the gross and net score. One card per foursome; Initialed by each player; attested by one. Rounds must be played with a minimum of 2 RLGA members (including tournaments). Partner events when a score is shared will be excluded from the Lowest Average Score competition. Minimum 5 rounds must be submitted to qualify in the competition.
5. PERSONAL BEST – Individuals' Lowest Gross score achieved at Riverbend to date.

H. RULES OF PLAY

1. RLGA events and regular play will be governed by RLGA Chairpersons and/or their Committee, and RLGA local rules, USGA and the Standing Rules as outlined here.
2. Members must be ready to tee off at the designated time; failure to do so may make them ineligible to play in that event.
3. The tee designated for RLGA weekly competitions is Green and shall be used unless otherwise stated. Notice to play from a different tee may be given as follows: A member must indicate on the RLGA membership application the tee box from which she intends to play. However, a member may opt to change their selection one time only during the RLGA regular season. Once changed, the member will remain at those tees for the remainder of the RLGA regular season. For RLGA tournaments, the tournament committee will determine the competition tees.
4. Rules dispute or question during RLGA tournament play, the Rules Committee shall be consulted and make the appropriate ruling.

I. DRESS CODE

Cut-offs, short-shorts, and skirts (less than mid-thigh length), halter and strapless tops, and bare midriff tops are not allowed in any RLGA activities.

BYLAWS

ARTICLE I

DEFINITIONS

Fiscal year: The fiscal year wherever stated in the Bylaws shall mean January through December.

Quorum of membership: The total paid members present at a scheduled meeting will constitute a quorum of this Association.

Quorum of Board of Directors: No less than 51% of the full Board shall constitute a quorum of the Board of Directors.

Majority: More than half of the votes cast at a scheduled meeting where a quorum is present shall constitute a majority.

ARTICLE II MEETINGS

Membership meetings shall be scheduled by the Board. Special meetings shall be called by the Captain or any member of the Board. The Election will be held at the last scheduled meeting of the current fiscal year. At said meeting all members of the Board shall provide an annual report covering their activities of the past year. Meeting notices shall be sent to the membership via email and posted on the website no less than 30 days prior to the date of the meeting.

ARTICLE III ELECTION

Sixty (60) days before the date of the annual/election meeting, The Captain shall appoint a Nominating Chairperson, who will form a committee of no less than two (2) additional club members. This committee shall place in nomination at the annual/election meeting at least one nominee for each office to be filled as provided in the Constitution, Bylaws and Standing Rules. The Captain shall, within one week after appointing the Nominating Chairperson, post on the bulletin board and/or post on the website, and/or provide by email the names of all members of the Nominating Committee. The Nominating Committee shall at least two weeks prior to the election meeting post on the bulletin board and/or website and/or provide by email the names of all nominees accepting nomination.

The Nominating Chairperson shall present the nominating committee report at the election meeting. Additional nominations for each office and for Trustee(s), when applicable, shall be made, in writing, to the Nominating Chairperson, no less than two weeks prior to the election meeting. The election of officers and trustee, when applicable, shall be by written ballot; however, if only one person is nominated for any office or as a trustee, the Captain may instruct the Secretary to cast a unanimous ballot for such nominee. There will be no proxy votes.

ARTICLE IV BOARD OF DIRECTORS

The Board of Directors shall consist of all Officers, Immediate Past Captain and Standing Committee Chairpersons, as defined in the Constitution and herein. The Board shall approve the proposed annual budget as submitted by the Captain and Treasurer. The Board shall approve all other expenditures. Provisions are made for non-members serving as consultants due to some expertise they possess which is of value to the membership, provided such consultations are with the consent of the Board. These individuals will have non-voting privileges.

The Board shall approve the Schedule of Events presented by the Competition Chairperson and the Tournament Chairperson. Vendors and selection of prizes shall also be approved by the Board of Directors.

All members of the Board of Directors are responsible for providing a description of prior years events, duties & responsibilities to the next person taking over their position. Dues for Board of Directors shall have a reduction of twenty dollars for their volunteer service to the RLGA.

ARTICLE V OFFICERS

Each Officer shall keep a record of her responsibilities in a notebook with any information pertinent to her position. All Officers shall perform their duties as stated in the Constitution and herein. Only members of the RLGA shall be eligible to hold office, be a Chairperson, or participate as a committee member, except as allowed for in the Constitution and herein. Only those who have served at least one term on the board of Directors shall be eligible to serve in the office of Captain or Co-Captain. The officers, except the Immediate Past Captain, shall be elected annually for a term

of one year, the Trustee(s) for two years, or until their successors are elected and assume office. The term of office shall begin at the close of the annual/election meeting.

CAPTAIN

1. Preside at all meetings and be familiar with Robert's Rules of Order Newly Revised.
2. Will serve as an alternate check signer when necessary.
3. Appoint all Standing Committee Chairpersons and Special Committees, except as may be otherwise stated in the Constitution herein.
4. Keep the Co-Captain informed of all the matters pertaining to the business affairs of the Association.
5. Be some ex-officio of all Committee Chairs, except the Nominating Committee.
6. Along with the Treasurer, present a proposed annual budget for approval by the Board of Directors.
7. Appoint a PNGA/WAGolf Representative(s).
8. Shall appoint any other Special Committee Chairperson as deemed necessary.

CO-CAPTAIN

1. Perform duties of Captain in her absence.
2. Assume the position of Captain should the Captain's position becomes vacant.
3. Will serve as an alternate check signer when necessary.
4. Assist any Standing Committee Chairperson as needed.
5. Plan and conduct all Association Competitions
6. Prepare a schedule of Competitions for the season no later than February 1st for approval by the Board of Directors.
7. Post instructions and sign-up sheets for all competitions on the RLGA bulletin board a minimum of two weeks prior to the event.
8. Submit results within two weeks, after the initial competition, to the treasurer, so to ensure the money is received by the Riverbend Administrator in an accurate and timely manner.
9. Distribute results to the membership.

SECRETARY

1. Record all minutes of Association's meetings.
2. Provide copies of the minutes of Board Meetings to all Board members and furnish to general membership upon request.
3. Distribute results to the membership.
4. Be responsible for the correspondence of the Association

TREASURER

1. Provide a Treasurer's report at each meeting, or when requested by the Captain. The report shall include the current bank statement, Riverbend Golf Complex account balance and the current budget for each.
2. Be accountable for all funds of the RLGA and maintain an accurate set of records.
3. Coordinate membership dues paid through Riverbend with their accountant (all dues paid by Debit or Credit at the Pro Shop will be deposited into RLGA account at Riverbend). Checks paid through the mail will be deposited into the RLGA Bank Account as well as dues paid through the WAGolf website and by electronic funds transfer.
4. Acquire a quarterly report of funds from the Riverbend Accountant.

5. Provide the Riverbend Account the payout results received from the tournament and competition chairs for posting into members Riverbend accounts.
6. Assure payouts are posted in a timely manner
7. Pay all approved expenses of RLGA promptly.
8. Sign all checks. The Captain or Co-Captain will serve as an alternate signer when necessary.
9. Prepare and file RLGA taxes in a timely manner.
10. Prepare and present with the Captain a proposed annual budget for approval by the Board of Directors.

TRUSTEE(S)

1. Hold term of office for two consecutive years.
2. Attend all meetings as RLGA's representative to all organizations to which the RLGA belongs except for PNGA/WAGolf and were provided herein.
3. Be responsible for posting information on tournaments sponsored by all organizations to which RLGA belongs.
4. Prepare required information necessary to enter our RLGA's participants in Tournaments the organization belongs to, including handling of funds in connection therewith.
5. Appoint representative(s) as needed to assist in completion of duties. Any such appointee(s) shall be approved by the Board.
6. Submit prize monies for all winnings from RLGA member participation in affiliated organization tournaments to the Pro Shop to be added to the winners' accounts in an accurate and timely fashion.

ARTICLE VI STANDING COMMITTEES

Committee Chairpersons shall appoint members as needed to their committee to perform the duties of their respective positions. In addition to attending all Board meetings, the duties of the Standing Committee Chairperson shall be:

TOURNAMENT CHAIRPERSON

1. Plan and conduct all Association tournaments.
2. Prepare a schedule of events for the season for approval of the Board of Directors.
3. Prepare tournament entry form at least two months prior to entry deadline.
4. Keep records of members entries, fees paid and results for each tournament.
5. Submit prize monies to the Treasurer immediately following the tournament.
6. Assure prize monies are accurately and timely dispersed to winners.
7. Conduct the Awards portion of the RLGA Tournaments.
8. Immediately following a tournament, provide a copy of the results to the membership.

HANDICAP CHAIRPERSON

1. Maintain GHIN data and send GHIN information to the WAGolf or its affiliate.
2. Present an overview of GHIN scoring rules to the general membership at the first scheduled membership meeting.
3. Assist new members with GHIN scoring as needed.
4. Chair the Handicap Committee.

BYLAWS CHAIRPERSON

1. Prepare and present proposed amendments of the constitution, Bylaws and Standing rules to the Board of Directors for their approval.
2. Present a revised copy of the Constitution, Bylaws and Standing Rules for presentation of the general membership.
3. Provide a current copy of the Constitution, Bylaws and Standing Rules, to any member upon request.

RULES CHAIRPERSON

1. Have available current USGA Rules of Golf and provide answers to members' rules questions.
2. Contribute Rules articles for publication in RLGA newsletters.
3. Serve on Rules committee when convened to resolve disputes during RLGA tournaments (if in attendance). Committee consist of the appointed Rules Committee for that tournament.

MEMBERSHIP CHAIRPERSON

1. Maintain and distribute an updated roster of RLGA's membership including designated tee selection.
2. Provide the Handicap Chairperson and Treasurer pertinent information on new members.
3. Provide information related to RLGA's Constitution, Bylaws, Standing Rules, MHS Scoring Sheet, and other items the Board deems necessary, to new members.

PLAYER RECOGNITION CHAIRPERSON

1. Plan and conduct the Association Player Recognition Program.
2. Provide updates to the Board of Directors.
3. Prepare periodic updates and publish to the members the ongoing Player Recognition Program races.
4. Submit prize monies for all scheduled RLGA Player Recognition will be submitted to the Treasurer to be added to the winners' accounts in an accurate and timely fashion.

IMMEDIATE PAST CAPTAIN

1. Serve in an advisory capacity.
2. Perform such duties as pertain to this office.

ARTICLE VII DUES

The annual dues shall be recommended by the Board of Directors and shall be presented and voted upon by the general membership.

ARTICLE VIII AUTHORITY

Robert's Rules of *Newly Order Revised* shall be the parliamentary authority on all matters pertaining to RLGA.

Local Rules and Conditions of Competition

The Rules of the Golf as approved by the United States Golf Association govern play. See applicable tournament entry form and Notice to Players for additional Local Rules and Conditions. Complete text of rules may be found in the current Official Guide to the Rules of Golf. Unless otherwise indicated, the penalty for breach of a Local Rule or Condition is: Match Play -Loss of Hole. Stroke Play -Two Strokes

OUT OF BOUNDS – Is defined by inside points of white stakes or fence posts at ground level. When out of bounds is defined by a white line on the ground, the line itself is out of bounds. Holes: **4, 5, 6 & 7** by the boundary fence posts and lines. Holes **13, 15** by the boundary fence posts. For hole **#10** by the boundary fence posts left of the tee, then white stakes to the inside edge of the sidewalk then to the white line behind the green. Hole **#9** by white stakes left side and white lines behind green. Note: The practice putting greens are in play.

GROUND UNDER REPAIR. Defined by white lines.
Relief from Seams of Cut Turf – Model Local Rule F-7 is in effect.

INTEGRAL PARTS OF THE COURSE – Include liners in penalty areas (e.g. the black plastic on the pond bottoms), unless otherwise provided for in Notice to Players.

AERATION HOLES

If a player's ball lies in or touches an aeration hole: a) Ball In General Area. The player may take relief under Rule 16.1b. If the ball comes to rest in another aeration hole the player may take relief again under this Local Rule. b) Ball on Putting Green. The player may take relief under Rule 16.1d. **BUT** interference does not exist if the aeration hole only interferes with the player's stance or, on the putting green, on the player's line of play.

OBSTRUCTIONS –White lined area tying into artificially surfaced roads and paths are deemed to have the same status of those roads and paths, that of obstructions. Stakes and/or rope attached to trees, when interfering with the lie of the ball, stance and /or area of intended swing, are to be treated as immovable obstructions.
Model Local Rule F – 5.1 is in effect.

DOUBT AS TO PROCEDURE -If you are in doubt as to how to proceed or your rights, you may play a Second Ball under Rule 20.1c (3)

- You **must** decide to play two balls after the uncertain situation arises and before making a stroke.
- You should choose which ball will count if the Rules allow the procedure used for that ball, by announcing that choice to your marker or to another player before making a stroke.
- If you do not choose in time, the ball played first is treated as the ball chosen by default.
- You **must** also report to the committee (before turning in your scorecard) that you played a Second Ball, regardless of the score from each ball. Failure to do so is Disqualification.

PACE OF PLAY –Riverbend Ladies Golf Association pace of play guidelines are in effect for all competitions.

SCORECARD Model Local Rule L-1 is in effect.

SUSPENSION OF PLAY DUE TO A DANGEROUS SITUATION

If the committee declares an immediate suspension of play, all players **must** stop play at once and must not make another stroke until the Committee resumes play. Rule 5.7b(1)

If a player fails to discontinue play immediately, she is disqualified.

Rule 5.7b Exception – No penalty if Committee decides that failure to stop was justified.

All practice areas are closed during the suspension of play due to the dangerous situation, **except** the driving range, until the Committee has declared them open. A player using such practice areas will be subject to a penalty of disqualification.

Note: A suspension of play due to a dangerous situation will be signaled by one prolonged air horn blast. All other types of suspension will be signaled by three short air horn blasts, repeated. For all other types of suspensions proceed as prescribed in Rule 5.7b(2). Resumption of play will be signaled by two short air horn blasts, repeated.

CLOSE OF COMPETITION -The competition is deemed to be closed when all scores have been posted and the Committee has approved the results.

COMMITTEE: Disputes, claims or matters submitted to the Committee are to be resolved by the Committee. Committee decisions are final.

Revised Jan. 1, 2019

Revised Jan 24, 2023