

**CONSTITUTION AND BY-LAWS OF  
LOS ANGELES COUNTY WOMEN'S GOLF ASSOCIATION**

**ARTICLE I**

**Name**

Section 1. The name of this organization shall be Los Angeles County Women's Golf Association.

**Article II**

**Purposes**

- First To promote interest in amateur golf and bring recognition to golfing facilities in Los Angeles County and the surrounding areas.
- Second To encourage uniformity in the rules of the game as set forth by the U.S.G.A.
- Third To maintain a uniform system of handicapping according to U.S.G.A. procedure.
- Fourth To afford a convenient and authoritative means of arranging dates and places for holding tournaments.
- Fifth To conduct a Los Angeles County Women's Golf Association Championship Tournament and such other golf events as may be deemed to come within the jurisdiction of the Board of Directors of this Association.
- Sixth To be operated as a non-profit organization. (501 c 3)

**ARTICLE III**

**Dues**

Section 1. Annual dues for each Member Club shall be paid by November 1.

Section 2. Individual Member clubs shall pay annual dues at the beginning of the calendar year. Individuals with no club affiliation shall pay an additional fee as determined by the board. The Board of Directors shall have the authority to adjust the amount if needed. Individuals joining the Association thereafter shall pay at the time of joining, There shall be no pro-rating of dues.

Section 3. Each Member Club entering Team Play competition shall pay a team fee. Each individual member of a team must belong to Los Angeles County Women's Golf Association.

**ARTICLE IV**

**Membership, Obligation and Discipline**

Section 1. Any properly organized and active women's golf club, havng regular ladies tournaments each week on a golf course that has been rated and sloped, shall be eligible for membership in this Association.

Section 2. Any eligible Club may be admitted to membership in this Association by a majority vote of the Board of Directors.

Section 3. Any female person having reached her eighteenth (18th) birthday, shall be eligible for Association membership.

Section 4. The acceptance of membership in this Association shall bind all members to abide by all the conditions of the Articles of Incorporation, By-Laws and Rules of this Association, and to accept and enforce all decisions of the Board of Directors made within its jurisdiction.

Section 5. Refusal or neglect on the part of any Member Club or individual member of this Association to comply strictly with the Articles of Incorporation, By-Laws and Rules of this Association, or the decisions of its Board of Directors, shall make said Member Club or individual member, as the case may be, liable to suspension or expulsion from this Association; upon a two-thirds (2/3) vote Of the Board of Directors.

Section 6. No member club or individual member shall be suspended or expelled without formal charges having been made in writing and an opportunity to be heard having been given to said Member Club or individual member, as the case may be. The Board of Directors must notify said Member Club or person charged as to the date of the hearing. Said notice may be served by delivering it personally or mailing it by Registered Mail to the last known address of any officer of the Member Club or to the individual member, as the case may be. The hearing on said charges must be set for not less than ten (10) days from the date of service of said notice.

Section 7. All past Presidents of Los Angeles County Women's Golf Association shall be awarded an Honorary Lifetime Membership in this organization and are entitled to preferred starting times for her group.

## **ARTICLE V**

### **Government and Management**

Section 1. The Association's Calendar Year shall begin on the first day of January of each year and end on the last day of December of each year.

Section 2. The entire control and management of this association and its affairs and property, subject only to the provision of the Articles of Incorporation and the Laws of the State of California, shall be entrusted to a Board of Directors composed of a President, 1st Vice President, 2nd Vice President Secretary, Treasurer, Team Chair, Membership Chair, Rules Chair, Public Relations/Communications Chair, Hospitality Chair, and Advisor.

Section 3. Five (5) members of the Board of Directors shall constitute a quorum at any Board Meeting. Regular meetings of the Directors may be held at such places and times as shall be determined from time-to-time by resolution of the Directors. Special meetings of the Board may be called by the President at any time on a one (1) day's notice to each director.

Section 4. The members of the Board of Directors shall be introduced at the Annual Meeting of this Association at the beginning of each Calendar year. They shall hold office for two years, unless approved by the Board of Directors to serve longer.

Section 5. Any vacancies occurring in the offices of this Association shall be filled as follows: If a vacancy occurs on the board, the vacancy shall be filled by appointment of the Board of Directors.

Section 6. The Board of Directors, prior to the Annual Meeting of this Association, (Article VI, Section 5) shall instruct the Treasurer to have an audit made of the books and accounts of this Association by an accredited person or firm.

## **ARTICLE VI**

### **Duties of Officers**

Section 1. The President shall schedule quarterly meetings and preside at all Meetings of the Association and of the Board of Directors, and, unless otherwise ordered or provided, shall appoint all committee chairs, with the approval of the Board of Directors. The President shall be an ex-officio member of all committees except the Nominating Committee and Tellers Committee. It shall be the duty of the President to see that the By-Laws and such rules and regulations as may be adopted by the Association are strictly enforced, and to supervise, generally, all the affairs of the Association.

Section 2. The 1<sup>st</sup> Vice President shall act as Chair of Major Tournaments. There shall be at least five (5) major tournaments yearly including the LACWGA Club Championship. She shall have direct charge of all competitions, other than monthly events, and shall determine the eligibility of players and do all things necessary or proper in conducting such events, subject to approval of the Board of Directors.

Section 3. The 2<sup>nd</sup> Vice-President shall be the Monthly Tournament Chair. She shall have direct charge of all monthly competitions and reserve courses, determine the eligibility of players, and do all things necessary or proper in conducting such events, subject to the approval of the Board of Directors.

Section 4. The Secretary shall keep full and complete Minutes of all Meetings of the Association and the Board of Directors and take charge of all correspondence of the Association not otherwise provided for by the Board of Directors. She shall have and perform such other duties as the Association or Board of Directors may, from time-to-time, authorize and prescribe, including the names and addresses of each representative and keep a list of the names and addresses of other committees as appointed unless approved by Board of Directors to serve longer.

Section 5. The Treasurer shall receive, deposit and manage all monies belonging to this Association and pay them out on receipt of bills, with the approval by the Board of Directors. She shall render and file, at or before the Annual Meeting of the Association a written report of all receipts and expenditures from an audit of the preceding year. She shall furnish a financial statement at each Meeting of the Board of Directors. She shall perform such other duties as may properly belong to her office or as she may be directed by the Board of Directors.

Section 6. The Membership Chair shall maintain the Member applications and a current updated information on each LACWGA member. The Board of Directors shall be kept aware of any changes.

Section 7. The Public Relations/Communications Chair shall be responsible for all media distribution to club representatives, individual members and outside organizations.

Section 8. The Team Chair shall arrange, schedule and conduct all Team Competition. Dates and arrangements to be confirmed with the Board of Directors.

Section 9. The Rules Chair shall enforce the rules of golf adopted by the USGA, such local rules of the course on which competition is held, and such special rules as are approved by the Board of Directors. All disputes shall be decided by the Rules Chair and her appointed committee, with a right of appeal to the Board of Directors.

Section 10. The Hospitality Chair shall be responsible for decorations and favors where needed. She shall be in charge of purchasing the perpetual trophy plaque and yearly championship award and any other special awards for LACWGA sponsored events.

Section 11. Each Officer and Chair shall give an Annual Report to the Board of Directors. At the termination of office, she shall turn over all books and properties to her successor.

Section 12. An Advisor may be any Past President of the Association. She may attend all meetings, but will not be a voting member.

## **ARTICLE VII**

### **Standing Committees**

Any officer may establish a committee, with the approval of the Board of Directors, to assist in the performance of her duties.

## **ARTICLE VIII**

### **Meetings**

Section 1. Each Member Club shall elect or appoint one (1) representative to Represent said club at all Association meetings. The names and addresses of each representative shall be registered with the Secretary of this Association. Said representative shall serve until a successor is elected or appointed by the Member Club. Each representative shall have one (1) vote for the annual election of officers.

Section 2. The Annual Meeting of the General Membership and the Board of Directors shall be held early in the Calendar year. Notice of this Meeting shall be given to Member Clubs of the Association along with the major tournament notifications

Section 3. Order of Business of the Annual Meeting is as follows: (1) Roll Call, (2) Secretary's Report, (3) Treasurer's Report, (4) Reports of the Officers, (5) General Business, (6) Introduction of Board of Directors and (7) Adjournment.

Section 4. There shall be a General Meeting to be held mid-year. (See Article IX, Section 1.)

Section 5. The President of the Association shall call a General Meeting (Article VIII, Section 4) of the Board of Directors and the General Membership; this to include all Club Presidents, Representatives, and Club Team Captains. The Nominating Committee Chair shall be announced. (see Article IX, Section 1).

## **ARTICLE IX**

### **Nomination and Election of Board of Directors**

Section 1. A General Meeting of the Los Angeles County Women's Golf Association shall be held mid-year. At this meeting the President shall announce the Nominating Chair. The Nominating Committee will consist of three (3) Members-at-large of LACWGA. No member of the Board of Directors shall be eligible to be a member of the Nominating Committee.

Section 2. It shall be the duty of the Nominating Committee to select not more than three (3) candidates for each office of the Board of Directors. No more than two (2) candidates shall be selected from the same Member Club. Candidates for Team Chair shall be or have been a team player.

Section 3. NO later than September, the Nominating Committee shall provide a slate of officers to the Association Secretary. The Secretary shall prepare an official ballot of the candidates and provide said ballot to each Member Club.

Section 4. Further nominations for the Board of Directors may be made by filing with the Association Secretary, not later than October 1, a petition signed by not less than five (5) members each) representing five (5) Member Clubs, making a minimum total of twenty-five (25) signatures on the petition. The petition shall set forth the names of such additional candidates as are proposed. Upon the filing of any such petition, each club shall be notified

Section 5. In the event that there is only one Candidate for an office, individual ballots will be dispensed with and a general ballot will be issued to each club for a majority vote and returned to the Tellers Chair.

Section 6. The Election of the Board of Directors shall be by ballot.

Section 7 The Tellers Chair and her committee shall be appointed by the President. She shall not be a member of the Board of Directors or a member of the Nominating Committee.

Section 8. It is the duty of each Club Representative to see that the official ballot is completed and returned to the Tellers Chair no later than one week prior to the November tournament for the current year.

When the Official Ballots have been received, the Tellers Chair and her committee shall open and count the votes cast by Member Clubs and certify the results to the Secretary. It will be the duty of the Secretary of the Association to notify each Member Club of the elected candidates.

Section 9. The tenure of office for any member of the Board of Directors shall not exceed six (6) consecutive years, and no Director shall hold any one office more than two consecutive years, except by approval of the Board.

Section 10. No more than two (2) officers serving on the Board of Directors shall be members from the same Member Club, except by approval of the Board.

## **ARTICLE X**

### **Amendments**

Section 1. These By-Laws may be amended at any General or Special Meeting of the Association by a two-thirds (2/3) vote of the Member Clubs present one (1) vote per representative, provided that a copy of the Proposed Amendment has been filed with the Association Secretary and notice thereof has been provided to each Member Club at least thirty (30) days prior to the Meeting at which the Amendment is presented for final adoption. The Articles of Incorporation may be amended in the same manner as herein provided for amendments to the By-Laws.

## **ARTICLE XI**

### **Rules of Order**

Section 1. In all cases not otherwise provided, this Association shall be governed by “Roberts Rules of Order Newly Revised.”

Adopted—July 31, 1967  
Revised—January 13, 1978  
Revised—March 1, 1983  
Revised—June 11, 1984  
Revised—June 29, 1992  
Revised—June 28, 1993  
Revised—January 10, 2005  
Revised—November 15, 2012  
Revised—November 8, 2018  
Revised—January 31, 2024