



TEXAS SENIOR WOMEN'S GOLF ASSOCIATION

Founded at the Country Club of Austin in 1955
BY MISS HILDA URBANKE

TEXAS SENIOR WOMEN'S GOLF ASSOCIATION CONSTITUTION

ARTICLE I – NAME

The name of this organization shall be "Texas Senior Women's Golf Association", hereafter referred to as TSWGA

ARTICLE II – OBJECT

TSWGA has been formed and exists for the purpose of promoting friendship and maintaining the best interest of golf among the Senior Women of Texas.

An annual Championship Tournament in the spring of each year, preferably in late April or early May, shall be held. The location shall be approved by the TSWGA Board of Directors.

Invitations from Host Clubs may be accepted up to five (5) years in advance.

The number of contestants shall be no more than one hundred forty-four (144) players. The maximum Handicap Index for any contestant shall be 30.4 according to the national slope average of 113.

Competition shall be match play with eight (8) players in each flight.

ARTICLE III – MEMBERSHIP

1. Request for membership on behalf of a club, organized group or individual must be made by submitting an application found on the tswga.net website emailed to the TSWGA President for consideration.

The Board of Directors of TSWGA shall have the power to reject members in the association or cancel membership of any member club.

After an affirmative vote by the Board, the President notifies the club of its acceptance. After a negative vote by the Board, the President notifies the club that it does not meet the requirements for membership.

2. The membership of this Association by Clubs shall be limited to U.S.G.A. Slope Rated 18-Hole Golf Clubs properly organized and in the state of Texas.

All past champions are eligible to play in the tournament even if they do not retain membership in a member club if they are willing to join as an individual member and to pay the \$50 membership fee as well as the entry fee.

A second membership option may be available to individuals or organized groups of players who wish to enter the tournament but who do not belong to a member club.

3. The minimum age for entries shall be for those who have reached their fiftieth (50TH) birthday prior to the tournament.
4. The contestant must have resided in Texas for six (6) months prior to the tournament, been declared female at birth and have amateur status. She must be either a member of a golf club which is a member in good standing of TSWGA and whose dues are current or have sought membership as an individual or part of an organized group. No invitations shall be issued to any member of any club whose dues are not current.
5. All entries must have a U.S.G.A approved Handicap Index.

ARTICLE IV -- OFFICERS

1. Officers of this association shall be (A) President, (B) Vice-President, (C) Secretary and (D) Treasurer.
 - A. The President shall appoint a Nominating Committee, consisting of the Immediate Past President as Chairman and two members from the Board, at the Fall Meeting. This committee will present the slate of officers at the Spring Board Meeting before the Annual Match Play Tournament. The President shall then ask for nominations from the floor. Election of Officers will follow.

- B. In addition to the four officers named in “1”, the Immediate Past President shall serve as Parliamentarian. In the event the President is re-elected, the immediate Past President shall remain on the Board as Parliamentarian.
 - C. Each officer shall serve for a term of one year and may be re-elected provided her duly elected term on the Board of Directors has not expired. Officers shall assume their duties immediately following the conclusion of the annual tournament and shall serve through the conclusion of the next year’s tournament. The only exception to this rule is that the out-going President shall be retained on the Board in an advisory capacity and as Parliamentarian as long as she is immediate Past President. She does not have a vote with the Board.
2. The duties of the officers are briefly outlined in this section. A detailed outline of each officer’s duty is furnished each Director and becomes a permanent part of her notebook or manual.
- A. **PRESIDENT:** The President shall preside at all meetings of the TSWGA and the Board of Directors, and in general shall perform the duties incident to her office. She shall appoint each special committee as necessary.
 - B. **VICE- PRESIDENT:** During the absence or inability of the President to act, the Vice-President shall perform the duties of the office and she shall also serve as Advance Registration Chairman (ARC).
 - C. **SECRETARY:** She shall keep records of all meetings of the TSWGA and of the Board of Directors. She shall furnish a copy of all minutes to each member of the Board of Directors and Immediate Past President within thirty (30) days after such meeting. She shall give and serve all notices of meetings and have charge of all correspondence and papers of the TSWGA. She shall present at each annual meeting of the TSWGA, a full report of all matters relating to the TSWGA including a summary of all action taken during the year by the Board of Directors. In general, she shall perform the duties incident to her office. In performing the duties of her office she shall not initiate or answer any correspondence affecting any change in policy, procedure, Constitution or By-Laws without full approval of the Board. She shall be responsible for supplying the Hosting Club two (2) years in advance with electronic files of:

1. TSWGA Constitution and By-Laws
 2. TSWGA Tournament Procedures
 3. File of previous program
 4. File of prior roster
 5. File of financial sheets from two previous Tournaments
 6. File of proposed budget from Previous year
 7. File of yearly update from previous chairman
- NOTE: Documents may be provided via e-mail or through the www.tswga.net web-site.

- D. **TREASURER:** She shall keep full and separate account of money received and shall deposit same in the name and to the credit of the TSWGA in such depositories as she and the President may agree upon. She shall disburse all money under the direction of the Board of Directors. She shall have the authority to receive and give receipts for all monies due and payable to the TSWGA from any source whatsoever, and to endorse in behalf of the Association all checks, drafts, notes, warrants, and orders and to give full discharge for same. She shall have power to sign all checks, drafts, notes, warrants, and orders for the payment of money. She shall present at each Annual Meeting of the TSWGA a written report of the money affairs of the TSWGA, and she shall make a like report whenever requested by the Board of Directors. In general, she shall perform the duties incident to her office.

She shall not disburse or allow to be disbursed, any money that will reduce the treasury of the TSWGA below five hundred dollars (\$500.00) at any given time.

She shall furnish all Directors of TSWGA, no later than November 1ST, a list of all clubs having paid their dues as of November 1st. She shall be responsible for ordering and supplying the stationary.

- E. **PARLIAMENTARIAN (Article IV-B)** She shall be responsible for all meetings of the TSWGA and the Board of Directors being conducted according to "Roberts Rules of Order".

3. A local Tournament Chairman and a local Secretary-Treasurer from the club at which the Championship Tournament shall be held the ensuing year are not to be a part of the TSWGA Board of Directors. Detailed Tournament Procedure shall be furnished to the local Tournament Chairman.

The Board of Directors shall work with the Host Club Tournament Officers and shall meet with them not less than three months prior to the tournament date. The Director of the district in which the Tournament is held should make herself available to work closely with the General Chairman.

ARTICLE V – BOARD OF DIRECTORS

1. The management of affairs and policy of the TSWGA shall be under the control of the Board of Directors and the membership shall be required to abide hereby.
2. No Officer or Director of TSWGA has the authority to change or amend any part or sub-section of the Constitution and By-Laws, Policies, or Procedures, nor to accept or refuse invitations for future tournaments, nor to accept or refuse applications for membership, without the required vote or the entire Board of Directors, as provided further in this Constitution.
3. The Board of Directors shall consist of ten (10) members. There shall be one Director from each of the ten Districts, which are: Gulf Coast, Houston I, Houston II, South Texas, East Central Texas, Austin-San Antonio, Dallas-Fort Worth I, Dallas-Fort Worth II, Northeast Texas and West Texas.
 - A. A Director shall serve for a term of four years and shall not succeed herself without a lapse of four years. In order to be eligible to serve on the Board of Directors, a person must have played in two tournaments.
 - B. At the Fall meeting each year, the retiring Directors shall nominate one candidate for the vacancy in her District. These nominees should be members of clubs in her District other than her club if at all feasible. Each candidate must have been contacted to ascertain if she will serve if elected. The Board will elect the new members and they will be introduced at the Welcome Party & Business Meeting on Sunday evening. They

will assume their duties immediately following that year's tournament.

- C. If a Director misses two consecutive scheduled meetings, she may be replaced by the Board. If a director is no longer a member of a club within her district, she must resign and the board will fill the vacancy. The appointee shall hold office for the remainder of the term of the member she replaced. This appointment shall not disqualify her for election to a full term.
 - D. Each Director shall be responsible for an electronic file including a list of Representatives from her District.
 - E. In order to maintain tradition, the residing President may at her discretion, appoint a Past President to serve as a non-voting member of the board in an advisory capacity.
4. Any vacancies occurring on the Board other than by expiration of term shall be filled by the Board. The appointee shall hold office for the remainder of the term of the member she replaced. This appointment shall not disqualify her for election to a full term.
5. Meetings
- A. The Board of Directors shall meet at the site of the next year's tournament not less than three months prior to the date of the tournament. The meeting may be earlier if deemed feasible. The Board shall conduct all business pertinent to the TSWGA and then shall meet with the General Chairman and her Committee Chairmen. At least two week's notice of time and place of the meeting shall be mailed or emailed to each Board member.
 - B. The Board of Directors shall meet at the tournament site on Saturday evening immediately preceding the annual tournament at which time the Officers and New Directors shall be elected and any and all TSWGA business shall be transacted.
 - C. The newly elected President shall meet with her newly elected Board of Directors during the tournament for a "Get Acquainted" session including incoming board members.
 - D. The Board of Directors may meet at any other time during the year as deemed necessary by the President or any six (6) members of the Board, provided at least two weeks notice of time and place is provided to each Board member.

- E. The Board of Directors will hold an open meeting with the general membership of TSWGA on Sunday at the Welcome Reception and Business Meeting. The annual roll call will be made, new Officers and Directors will be introduced and the Treasurer's annual report will be given at the Sunday night dinner. The President shall also inform the general membership of any significant actions taken by the Board during the past year.
 - F. All meetings of the Board of Directors and of the TSWGA shall generally follow "Robert's Rules of Order".
6. Action Without Meeting. The Board of Directors shall have the power to act in the following manner without meeting. Any resolution in writing, which may be in counterparts, signed by all the members of the Board of Directors, shall constitute action by the Board of Directors to that effect, expressed with the same force and validity as if the same had been adopted by the vote of the same number of members at a duly convened meeting. It shall be the duty of the Secretary to place a copy of such resolution so signed in the records of the TSWGA
- NOTE: Approval obtained via e-mail communication and votes is acceptable.

ARTICLE VI - DUES

The annual dues of the TSWGA for a member (club, organized group or individual) shall be fifty dollars (\$50.00) (Amended 4/29/06 at Elkins Lake Country Club). Dues must be paid no later than October 31st for a member to qualify. Membership notification will be sent by the TSWGA Treasurer as member dues are received. In the event a member omits payments for one year and desires to participate the next year, dues in arrears shall be paid in accordance with this paragraph. If a member omits payment of dues for two successive years, it shall be considered as no longer interested in being a member. If the member desires reinstatement, it/she will have to make a new application for membership, subject to the review of the Board of Directors.

ARTICLE VII – YEAR

The year, for the purpose hereof, shall commence with the close of the annual tournament. All records and properties shall be in the hands of the incoming Officers within sixty days.

ARTICLE VIII – AMENDMENTS

Amendments to the Constitution may be made by two-thirds majority vote of all Directors, voting by written and signed proxy, if necessary. A vote may not be called until all Directors have been given one month's written notice of the proposed change.

ARTICLE IX – QUORUM

A quorum consists of a majority of the membership of the Board of Directors.

ARTICLE X – TREASURY

The Board of Directors shall not spend, or allow to be spent money from the Treasury that leaves a balance of less than five hundred dollars (\$500.00) at any time.

- THIS AMENDED CONSTITUTION WAS ADOPTED BY THE TSWGA BOARD OF DIRECTORS AT IT'S ANNUAL MEETING, NOVEMBER 7, 1984, HELD AT THE HARLINGEN COUNTRY CLUB, HARLINGEN, TEXAS.
- AMENDED MAY 1985 MEETING, BOARD OF DIRECTORS, HARLINGEN COUNTRY CLUB, HARLINGEN, TEXAS.
- AMENDED NOVEMBER 4, 1986, MEETING OF BOARD OF DIRECTORS, RIVERHILL COUNTRY CLUB, KERRVILLE, TEXAS.
- AMENDED NOVEMBER 12, 1990, MEETING OF BOARD OF DIRECTORS, ONION CREEK COUNTRY CLUB, AUSTIN, TEXAS.
- AMENDED APRIL 29, 1995, MEETING OF BOARD OF DIRECTORS, TROPHY CLUB COUNTRY CLUB, TROPHY CLUB, TEXAS.
- AMENDED APRIL 28, 2001 MEETING OF BOARD OF DIRECTORS, QUAIL VALLEY COUNTRY CLUB, MISSOURI CITY, TEXAS
- AMENDED MAY 2, 2002, MEETING OF BOARD OF DIRECTORS, DALLAS ATHLETIC CLUB, DALLAS, TEXAS.
- AMENDED OCTOBER 12, 2004, MEETING OF BOARD OF DIRECTORS, SAN ANGELO COUNTRY CLUB, SAN ANGELO, TEXAS
- AMENDED APRIL 29, 2006, MEETING OF BOARD OF DIRECTORS, ELKINS LAKE COUNTRY CLUB, HUNTSVILLE, TEXAS
- Retyped August 2008
- AMENDED - Saturday, May 2, 2009, TSWGA Board meeting Prestonwood Country Club.
- AMENDED - 2010-2011 Board of Directors Meeting at Fair Oaks Ranch October 14, 2010
- AMENDED 1-2014 Email vote
- AMENDED 3-2016 Email vote
- AMENDED 9-18-2023 by Zoom meeting