Westchester Women's Golf Association

CONSTITUTION

ARTICLE I – NAME

The name of this organization shall be the Westchester Women's Golf Association, hereinafter referred to as WWGA or Association.

ARTICLE II – DEFINITION

WWGA is a non-profit organization.

ARTICLE III – PURPOSE

To promote the interest of amateur golf and to conduct amateur golf activities among the members of the Association at Westchester Golf Course (WGC), located at 6900 Manchester Avenue, Los Angeles, CA 90045 and other venues as appropriate.

ARTICLE IV – MEMBERSHIP

1. The Association has the following four (4) classes of membership:

   (a) Active Membership, and each member in this class is referred to herein as an Active Member and collectively as Active Members;
   (b) Associate Membership, and each member in this class is referred to herein as an Associate Member, and collectively as Associate Members;
   (c) Honorary Life Membership, and each member in this class is referred to herein as an Honorary Life Member and collectively as Honorary Life Members; and
   (d) Provisional Membership and each member in this class is referred to herein as a Provisional Member and collectively as Provisional Members.

2. A member in each of the above classes must be eighteen (18) years of age or older and must meet the qualifications set forth in the By-Laws below for the particular class. The rights and privileges afforded to each of the above classes of membership are also set forth in the By-Laws below.

3. A member of this Association may receive written warning, be suspended or expelled only for (a) failure to comply with anyof the provisions of this Constitution or the By-Laws or Standing Rules or (b) being guilty of actions tending to bring discredit upon the Association or the game of golf.– Disciplinary action warning, suspension and/or expulsion will be at the direction of the WWGA Board after a full and complete investigation.

ARTICLE V – OFFICERS AND ELECTIONS

1. The elected officers of the Association shall be the President, Vice-President, Secretary, Treasurer, Major Tournament Chairperson(s) and Weekly Tournament Chairperson(s).

2. Each September the Board shall appoint a Nominating Committee consisting of Active Members, which Nominating Committee shall present a slate of nominees for officers of the Board at a General

Membership Meeting to be held in October. At such meeting, Active Members also may nominate other Active Members as officers, which nominations must be seconded by another Active Member followed by an election by the Active Members present at said meeting. The results of the election at such General Membership Meeting shall be determined by a majority of the Active Members present and voting at said meeting. In lieu of an election at a General Membership Meeting, at the option of the Board, a ballot of the officer nominees will be sent to the Active Members via an electronic voting application approved by the Board. For those Active Members who do not have access to the electronic voting application, a paper ballot will be provided to such Active Members. All ballots must be returned to the Secretary of the Association no later than the date set forth on the ballot. The electronic and paper vote will be decided by a majority of the ballots returned by the Active Members. The results of the election of officers shall be announced at the December General Membership Meeting or disseminated to the Active Members by such other means as determined by the Board.

3. The candidate for President must have served at least one (1) year on the Board.

4. The new officers shall assume their positions on January 1.

5. The term of office for each elected officer shall be one year.

6. In the event of a vacancy of any office, the President shall appoint, and the Board shall approve, a new officer(s) for the balance of each vacant office's term.

ARTICLE VI – STANDING COMMITTEES

1. The Association shall have such Standing Committees as determined and approved by the Board.

2. Each Standing Committee shall have a chairperson appointed per Article III of the By-Laws. In the event the chairpersonship of any Standing Committee is comprised of more than one individual, said Committee shall agree upon and confer its singular voting privilege upon one and only one chairperson prior to any meeting of the Board in which a chairperson's vote is required. Such named voting chairperson shall be identified at each meeting immediately upon "Call to Order".

3. The term of each chairperson of a Standing Committee shall be one year, with the term beginning on January 1.

ARTICLE VII – THE BOARD

1. The Board of Directors (Board) shall consist of all elected officers of the Association, the chairperson(s) of each of the Standing Committees, and the last past President who shall serve only in an advisory capacity for one full year following her presidency and shall have no vote during that time.

2. The policy and affairs of the Association shall be governed by the Board.

3. A quorum of the Board shall be comprised of five individuals consisting of at least three (3) officers, with the remainder being either officers or Standing Committee chairperson(s). Of the three (3)

officers and Standing Committee chairperson(s) comprising a quorum, all shall be of diverse positions on the Board and only one officer from each elected position and each of the Standing Committee chairperson(s) shall be allowed to vote on Association business.

4. The Board shall convene at the discretion of the President. Special meetings may be called by the President at the request of any Active Member.

ARTICLE VIII – AMENDMENTS

This Constitution and the By-Laws may be amended by a majority vote of the Active Members present and voting at any General Membership Meeting or special meeting called for that purpose, provided the amendments have been distributed to the Active Members fourteen (14) days prior to the general membership or special meeting at which the amendments are to be presented and voted upon. Additionally, amendments will be posted at the golf course for a minimum of fourteen (14) days prior to a vote thereon.

BY-LAWS

ARTICLE I – DUES

The annual membership dues for all classes of membership are determined by the Board and are due and payable before November 1 of each year. Applicants approved for membership after July 1 shall pay a prorated percentage of the annual membership dues as determined by the Board; provided, however, the Applicant's current handicap service fee is paid in full.

ARTICLE II – DUTIES OF THE OFFICERS

1. The President shall call and preside at all meetings of the Association. The President shall enforce the Constitution, the By-Laws and the Standing Rules of the Association.

2 The Vice President shall act as an assistant to the President and, in the President's absence, shall preside at all meetings. In addition, the Vice President shall act as the Association's handicap chairperson, and in such capacity shall appoint a handicap committee which committee shall consist of at least three (3) Active Members inclusive of the handicap chairperson. The handicap committee shall ensure the integrity of the handicaps issued to the members. The handicap committee shall ensure that the members comply with the USGA Handicap System. A majority of the handicap committee shall be members of WWGA. WWGA employees may serve on the handicap committee, but any such WWGA employee may not serve as handicap chairperson. In order to issue USGA Handicap Indexes to Association members, the Association must have at least one person on the handicap committee certified in the USGA Handicap System.

3. The Treasurer shall (a) receive, deposit and manage all monies belonging to the Association and pay upon receipt bills received against the authorized operations of the Association's business, (b) maintain an itemized account of all the financial transactions of the Association, and (c) render monthly and annual reports at each meeting of the Board. The Treasurer shall maintain a record of the Association's membership. If requested by the Board, no less than on an annual basis, the

Treasurer shall make available the financial records of the Association so they may be audited for proper accounting procedures by a person, persons or organization approved by the Board.

4. The Secretary shall record the minutes of the Board and General Membership Meetings of the Association and make the minutes available to the membership. The Secretary shall conduct the correspondence of the Association.

5. Each of the Weekly Tournament Chairperson(s) and the Major Tournament Chairperson(s) shall maintain a schedule of tournaments and conduct said tournaments. Such chairperson(s) shall keep a record of and make available tournament results for viewing by the Association members. The Weekly Tournament Chairperson(s) shall distribute monies to the Association members on an annual basis and make available the annual accounting of total monies won by Association members for viewing by the Association members.

ARTICLE III – STANDING COMMITTEES

1. The chairperson(s) of each of the Standing Committees shall be appointed by the President and ratified by the officers of the Board. Any one chairperson may appoint sub-chairpersons and committee members.

2. The Standing Committees are as follows:
   (a) Membership. The Membership chairperson(s) shall (i) ensure that applicants for membership in the Association have met the qualification requirements, (ii) assist the Treasurer in maintaining a membership in good standing through the payment of dues, (iii) act as liaison between the new and current members, and (iv) promote such other membership activities as the Board advises.
   (b) Rules. The Rules chairperson(s) shall be thoroughly familiar with the USGA Rules of Golf and shall have authority to settle disputes arising out of Association play under such rules. The Rules chairperson(s) shall be prepared to discuss the USGA Rules of Golf during General Membership Meetings of the Association.
   (c) Social. The Social chairperson(s) shall chair committees for social activities.
   (d) Starter. The Starter shall be responsible for generating the weekly email soliciting tee time requests; compile requests and generate a weekly tee sheet. Tee times will be assigned based on the guidelines established in the Standing Rules. Every week the Starter shall confirm the association's tee times with Westchester Golf Course staff. The Starter shall distribute the tee sheet to the membership each week. The Starter shall monitor the late cancelation assessments and coordinate payment to Westchester Golf Course.
   (e) Webmaster. The webmaster is responsible for the content of the WWGA website. She shall ensure updates are posted in a timely fashion. All posted documents shall be redacted to remove any detailed personal information (addresses, email addresses, phone numbers, etc.) The Webmaster shall insure Treasurer pays web hosting fees as well as any web maintenance fees due.

ARTICLE IV – MEMBERSHIP REGULATIONS

1. Active Membership.

   (a) An applicant shall become an Active Member when she has fulfilled all of the following conditions to the satisfaction of the Board and such other conditions as approved by the Active Members from time to time:
   - (i) Paid the current application fee;
   - (ii) (a) In the event applicant possesses an active GHIN number: she has played three (3) rounds, each of which is witnessed and attested to by a past or present Board of Committee Member, with the three (3) rounds averaging 120 strokes or less; or
     (b) In the event applicant does not possess an active GHIN number: she has played five (5) rounds, each of which is witnessed and attested to by a past or present Board or Committee Member, with the three (3) best rounds averaging 120 strokes or less;
   - (iii) Played each of the three (3) or five (5) rounds, applicable as the case may be, within three (3) months from Association receipt of payment of the application fee which time limit can be waived by the Board if warranted due to circumstances beyond the control of the applicant;
   - (iv) Attended a General Membership Meeting and been accepted by a majority of the Active Members present and voting at the meeting. If circumstances preclude an applicant from attending the General Membership Meeting where her membership is considered for acceptance, she may be voted into membership by a quorum of the Board;
   - (v) Paid the annual Active Membership dues which include Weekly Tournaments andother activities as determined by the Board;
   - (vi) Paid the fee for the applicable handicap service as a member of Westchester Women's Golf Association. Note: this may result in multiple fees if a member belongs to multiple golf clubs.
   - (vii) Agreed to play to no more than the maximum allowable handicap as determined by the Association's then-current handicap service in all tournaments and weekly play;
   - (viii) Participated in an Open Book Rules Review;
   - (ix) Agreed to comply with the Association's Constitution and By-Laws, as well as the eligibility requirements and general information regarding Association membership distributed to members on an annual basis;
   - (x) Met with the Membership Chairperson(s) to review hole handicapping procedures, USGA procedure for holes not started or completed, birdies and chip-in procedures, hole-in-one pot, USGA posting procedure for adjusting score, and WWGA local rules; and
   - (xi) Agreed to play according to the USGA Rules of Golf and post all scores promptly per USGA handicapping requirements.
   - (xii) A former member (one who has previously been on the Regular Membership roster) who possesses an active GHIN number must pay the membership application fee, be voted in and pay the regular membership dues and the handicapping service fee. The required number of three (3) rounds shall be waived provided that their active GHIN number reflects ten (10) rounds in their scoring record within the previous twelve (12) months.

   (b) Only Active Members may vote on Association business and compete in Association tournaments, subject to eligibility requirements.

   (c) Active Membership is afforded to members whose Active Membership dues are paid.

(d) An Active Member receives all benefits of Association membership, including eligibility for handicap services.
(e) An Active Member may vote on all Association business brought forth in a general membership meeting including the election of Association Board members.
(f) Only Active Members are allowed to join, participate and/or represent the Association in events offered by third-party golf associations, golf clubs and golf organizations which the Association underwrites, sponsors, funds or is otherwise permitted to be affiliated.
(g) An associate Member may be reinstated to Active Membership after paying the Active Membership dues (or the difference between Active and Associate Membership dues) and the applicable handicapping service fee.

2. Associate Membership.

(a) Associate Membership is afforded to members holding prior active membership and who have paid the then-current Associate Membership dues. Handicap services are not available to Associate Members.
(b) Associate Members are ineligible to compete in weekly or major tournaments except the Spring Fling Major Tournament. Associate Members may play in Association play days once a month, space permitting.
(c) Associate Members cannot vote on Association business or on Board elections.

3. Honorary Life Membership.

(a) Honorary Life Membership, eligibility of which is determined by the Board, is provided to those individuals who have held Active Membership for at least five (5) consecutive years and are unable to play golf due to physical or geographical inability. Dues are waived. Honorary Life Members may not play in tournaments or Association play days.
(b) Honorary Life members cannot vote on Association business or on Board elections.

4. Provisional Membership.

(a) Provisional Membership, eligibility of which is determined by the Board, is extended to individuals whose Active Membership is held in abeyance due to a force majeure event (defined as a circumstance beyond the control of the Association, such as war, riot, epidemic and any other event which prevents the individual from fulfilling the requirements of becoming an Active Member). Provisional Membership is contingent on the applicant having fulfilled all of the following requirements to the satisfaction of the Board and such other conditions as approved by the Active Members from time to time:
    (i) Paid the current application fee;
    (ii) Played a minimum of three (3) qualifying rounds required for Active Membership,
    (iii) Participated in an Open Book Rules Review;
    (iv) Agreed to play according to the USGA Rules of Golf and post all scores promptly per USGA requirements; and
    (v) Possess a valid and current handicap index through a recognized USGA association.
    (vi) Met with the Membership Chairperson(s) to review hole handicapping procedures, USGA procedure for holes not started or completed, birdies and chip-in procedures, hole-in-one pot, USGA posting procedure for adjusting score, and WWGA local rules.

(b) Provisional Members are ineligible to compete in weekly or major tournaments except the Spring Fling Major Tournament. Provisional members may play in Association play days twice a month, space permitting, after Active Member requests have been fulfilled.
(c) Handicap Services are not available to Provisional members.
(d) Provisional Members cannot vote on Association business or in Board elections.

ARTICLE V – MEETINGS

Board Meetings shall take place at the discretion of the President. Except for the General Membership Meeting held in December, General membership meetings will be announced and shall be held at the discretion of the President.

ARTICLE VI – MAJOR TOURNAMENTS

1. The Association may hold tournaments as determined by the Board and the Major Tournament Chairmen.

2. Each tournament is subject to rescheduling or cancellation due to unforeseeable circumstances that prevent the tournament from being held. Any rescheduling or cancellation shall be decided by the Board and the Major Tournament Chairmen.

3. Tournament entry fees shall be determined by the Board and shall be due and payable prior to a tournament on a date set by the Major Tournament Chairmen.

ARTICLE VII – STANDING RULES

1. Standing Rules shall govern general operational aspects of the club's activities including, but not limited to:
   (a) handicap maintenance and posting requirements
   (b) major tournament entry requirements, prize payout guidelines, field size etc.
   (c) weekly games requirements
   (d) scoring disputes procedures
   (e) low net competition eligibility, awards etc.
   (f) tee time cancellation procedures
   The Standing Rules are on the website. Hard-copy information and procedures passed from one officer/chair to the next are for reference purposes only. Standing Rules govern all aspects of club operations and supersede all printed matter.

2. Revisions to Standing Rules may be made by majority vote of the Board. Substantive changes, at the discretion of the Board, may be deferred for a majority vote of the General Membership.