

City Women's Golf Association

By-Laws

Article I. Name

The name of this organization shall be City Women's Golf Association (hereinafter "CWGA").

Article II. Purpose

The purpose of the organization shall be to promote and conserve the best interests and true spirit of the game of golf by providing competitive golf opportunities for women.

Article III. Membership

- A. **Eligibility:** CWGA membership shall be limited to amateur women golfers, 18 years of age or older. The member must pay her dues and have an established and verifiable USGA handicap.
- B. **Acceptance:** Acceptance of membership in CWGA will bind each member to uphold all provisions of these By-laws and any CWGA Policies and Procedures / Standing Rules. All CWGA events will follow the USGA Rules of Golf and any established local rules. All CWGA golfers are expected to know and abide by the USGA Rules of Golf and to follow good golf etiquette, maintaining courtesy and good sportsmanship. Failure to do so could result in suspension or expulsion from membership in CWGA.
- C. **Communication:** Communication with members shall be via the web site: cwgatucson@info.com and via email: cwgatucson@gmail.com. Membership applications, event entry forms, and CWGA notifications and communications will be via these internet formats.

Article IV. Board of Directors

The Board of Directors shall consist of the elected officers and the appointed committee chairpersons.

- A. **Elected Officers:** The elected officers of CWGA shall be: President, Vice-President, Secretary, Treasurer, Tournament Director(s), Communications Director, and Immediate Past-President. A person may hold only one elected position.
- B. The **duties of the officers** shall be as follows:
 - 1. **President:** The President shall preside at all meetings of CWGA and in general, perform the duties incident to this office. She shall be an ex-officio member of all committees except the Nominating Committee. In the absence of the Treasurer she shall have the authority to sign authorized CWGA checks. The President is responsible for setting the golf schedule for CWGA.
 - 2. **Vice-President:** The Vice-President shall perform the duties of the President in the absence of the President, or other duties requested by the President. She shall edit, publish, and distribute the CWGA yearbook and shall purchase any awards and prizes.

3. **Secretary:** The Secretary shall keep the records of the proceedings of CWGA, maintaining those records in a notebook. She shall handle correspondence as directed.
 4. **Treasurer:** The Treasurer shall collect and disburse all CWGA monies. She shall receive member applications and keep a record of the members. She shall prepare a budget. She shall report the state of CWGA finances at all meetings. At the end of the fiscal year she shall present to the Board of Directors a written report showing all receipts and expenditures during said year. She shall have her books reviewed and audited at the end of the fiscal year by persons selected by the Board of Directors. She has the authority to sign all authorized CWGA checks.
 5. **Tournament Director(s):** The Tournament Director(s) shall be responsible for all golf events. She shall keep a full record of the results of all contests held by CWGA and shall distribute results and standings. She may appoint an Assistant Tournament Director and enlist other members as she deems necessary for a Tournament Committee. She shall have the authority to sign all authorized CWGA checks.
 6. **Communications Director:** The Communications Director shall be responsible for all communications for CWGA – *Golf Tracks*. She shall maintain the email account sending and receiving emails to the membership including information regarding events, procedures, policies, and any other information that may be necessary from time to time for the good of the group. She shall also maintain the web site posting membership applications, event registration forms, results, and other pertinent information for the good of the group.
 7. **Immediate Past-President:** The Immediate Past-President shall act as parliamentarian.
- C. **Committees:** Committee Chairpersons are appointed and approved by the elected officers. Appointed Chairpersons may be Rules, Handicap, Event Hostess, Internet Services, and other committee chairpersons deemed necessary by the officers.
- D. **Representative Council:** The various clubs that participate and have members in CWGA may appoint a Representative to serve on the Representative Council. The Officers and Committee Chairpersons shall also be members of this Council. This Council shall meet as needed for the purpose of advising the Board of Directors, making changes to the Policies and Procedures / Standing Rules, and to act as sources of information for CWGA.
- E. **Responsibilities:** The Board of Directors shall:
1. Determine and approve the policies and plans of CWGA.
 2. Have oversight for the Policies and Procedures / Standing Rules which includes Conditions of Competition. Policies and Procedures / Standing Rules shall include, but not be limited to, formats, prizes and awards, any handicap restrictions, a code of conduct.
 3. Approve the annual budget and the expenses of the golf events and to approve, if necessary, any assessment.
 4. Appoint a Nominating Committee.
 5. Appoint an Audit Committee.
 6. Approve committees and define procedures and responsibilities for those committees.
 7. Be the final authority in case of an appeal from a ruling or interpretation of rules.

8. In general, be the final authority in the settlement of any questions that may arise in connection with the affairs of CWGA.
- F. **Term:** The term of office for officers and committee chairpersons and representatives shall be one (1) year.
- G. **Nominating Committee:** The Nominating Committee shall be comprised of three (3) CWGA members appointed by the Board of Directors who are not current Board members. The Committee shall prepare a slate of candidates and notify members fifteen (15) days prior to the Annual Meeting.
- H. **Elections:** The Annual Election of Officers shall take place at the Annual Meeting, usually held on the final day of the golf events for the season. If only one candidate is nominated for an office, that candidate shall be considered elected to that office. In addition to the slate of candidates presented, nominations may be made from the floor, provided such nominees have given their consent to serve. If there is more than one candidate for an office, voting shall be by ballot. In case of a tie, balloting shall continue until the tie is broken. Only members present and in good standing may vote.
- I. The newly elected officers and appointed committee chairpersons and representatives shall **assume their official duties on May 1.**
- J. **Vacancies:** Any vacancy of officers or committee chairpersons shall be selected by the remaining members of the Board of Directors for the remainder of the term.

Article V. Meetings and Quorums

- A. Board of Directors meetings shall be held whenever necessary. A majority of the Board of Directors shall constitute a quorum. Any Board of Directors member may call a meeting.
- B. Representative Council meetings shall be held whenever necessary. At any Representative meeting, those present shall constitute a quorum. Any Representative may call a meeting.
- C. General Membership Meetings may be held at any CWGA golf event. The Annual Meeting shall be held on the final golf day of the season, for the purpose of conducting an election of officers, presenting awards, and conducting any business that may come before CWGA. At any General Membership Meeting, those members present are considered a quorum.
- D. Notification: the Secretary shall notify members of meetings.
- E. Minutes shall be taken at all meetings to document decisions and shall be posted.

Article VI. Finances

- A. The **fiscal year** for CWGA shall be May 1 through April 30.
- B. **Budget:** Officers and chairpersons shall submit estimated revenues and expenses to the Treasurer so that a budget can be adopted by the Board of Directors before the start of the golf season.

- C. **Annual Dues:** The annual dues of CWGA shall be fixed by the Board of Directors in accordance with the reasonable needs of CWGA and shall be paid in full upon application of membership. Dues are not refundable after November 1 or prorated. Any member with dues paid up to date is in good standing and shall be entitled to participate in CWGA events and to vote at any general meeting of CWGA. Annual dues as of May 2024 are \$50 through June 1 and \$60 after June 1.
- D. **Event Fees:** Fees for events shall be determined by the Board of Directors. Any member who submits an entry form and entry fee to participate in a golf event is deemed to reserve a space in that event.
- E. **Reports:** Reports of financial activities shall be given to the Board of Directors at all meetings or when requested.
- F. **Review:** The Board of Directors shall appoint a committee of a member or members who are qualified with a financial background to review and audit the Treasurer's books within thirty (30) days of the end of the fiscal season including all revenues and expenditures. A written report of findings shall be a permanent record in the Treasurer's notebook.
- G. **Assessments:** Upon recommendation of the Board of Directors, any assessment deemed necessary will be assessed to the membership.

Article VII. Amendments

- A. The Bylaws of CWGA may be adopted, amended or rescinded by a majority affirmative vote of the members present at any meeting of the members.
- B. Notice of proposed changes must reach members at least fifteen (15) days prior to a meeting to discuss and vote upon such changes.

Article VIII. Parliamentary Authority

The rules contained in the current version of The Standard Code of Parliamentary Procedures by Alice Sturgis shall govern CWGA providing these are consistent with the Bylaws.

These By-Laws were adopted by the CWGA membership at the Spring 2012 meeting.

These By-Laws were amended by the CWGA membership at the Spring 2013 meeting.

These By-Laws were amended by the CWGA membership at the Spring 2016 meeting.

These By-Laws were amended by the CWGA membership at the Fall 2016 meeting.

These By-Laws were amended by the CWGA membership at the Spring 2021 meeting.