

Kachina By-Laws – January 2022

Article I – NAME

Section 1 The name of this association shall be the Kachina Women’s Golf Association, hereinafter referred to as KWGA.

Article II – PURPOSE

Section 1 The purpose of the KWGA is

- a. To promote social interaction among member golf clubs.
- b. To conduct such events and/or tournaments as approved by the KWGA

Article III – MEMBERSHIP

Section 1 KWGA membership shall be limited to women who have an established USGA handicap and are members of golf clubs who have been accepted by the KWGA Governing Board.

Section 2 All host member golf clubs shall have equal responsibility to provide facilities for inter-club play.

Section 3 KWGA individual memberships will be offered to former KWGA member golf clubs. These members will be encouraged to assist with Special KWGA events/tournaments.

Article IV – GOVERNING BODY

Section 1 The Governing Body of the KWGA shall consist of the elected officers (President, Vice-President, Secretary, and Treasurer) and one Representative appointed by each host golf club. KWGA Individual memberships will have no voting rights.

Section 2 The Executive Committee of the KWGA shall consist of the President, Vice-President, Secretary, Treasurer, at the discretion of the Governing Body if needed the following positions may be adopted Marketing/Membership Director, Tournament Director, Webmaster. Members of this committee are expected to attend Kachina meetings and communicate with the Governing Body or resign their position.

Section 3 Officers’ terms shall be for two years (officers’ terms can be off set to other officers’). No Officer shall serve more than two terms in the same office. A proposed President must have ideally served one term on the Governing Body to qualify for her nomination or must have served as a Club Representative. Club Representative terms are for a minimum of 2 years.

Section 4 All Officers and Representatives shall assume/resume office at the first meeting of the fiscal year.

Section 5 Vacancies on the Governing Board, except for the office of President, shall be filled by a majority vote of the Governing Body to serve the remainder of the unexpired term. The Presidency shall be filled by the Vice-President, and the Governing Body shall fill the vacancy thus created or a Club Representative who has served a minimum of 2 years.

Section 6 Only elected Officers and Representatives, or a designated substitute, shall have the right to vote at KWGA meetings.

Section 7 Board Meetings of the KWGA shall be held twice per year, usually at the first and last tournaments, unless cancelled by the President. Zoom meetings are acceptable.

Section 8 KWGA Annual Meeting shall be held once a year.

Article V – NOMINATIONS AND ELECTIONS

Section 1 In the spring the President shall act as Chairman of the Nominating Committee or will appoint a Nominating Chair from the current Governing Body. No member shall serve in this capacity for two consecutive elections.

Section 2 Elections will be held at the first annual meeting.

Article VI – DUTIES OF OFFICERS AND REPRESENTATIVES

Section 1 President

- a. Presides at all meetings.
- b. Ex-officio non-voting member of all committees, except the Nominating Committee.
- c. Shall, with the Governing Body approval, appoint a special committee to address issues as needed
- d. Shall be a member of the Executive Board.
- e. Shall appoint a “big sister” to mentor the Representative of a newly joined club.
- f. Review and update, with the Governing Body approval, the By-Laws and Standing Rules of the KWGA.
- g. Hold one General Meeting and two Governing Body Meetings per year.
- h. Organize next season’s schedule with the aid of Tournament Director and Vice President.

Section 2 Vice-President

- a. Shall assume the duties of the President in her absence or at her request.
- b. Shall be a member of the Executive Board.
- c. Assist with setting up and organization of Special Tournaments.

Section 3 Secretary

- a. Shall issue all notices and shall be responsible for all correspondence authorized by the Governing Body or a member of the Executive Board.
- b. In an election year, shall record the election results.
- c. Shall record the minutes of all meetings of the KWGA and provide copies to all Governing Body members.
- d. Shall be custodian of all records and files, except financial records, as requested by the KWGA Governing Body.
- e. Shall be a member of the Executive Board.

Section 4 Treasurer

- a. Shall keep a record of all monies received and deposit same in the name of the KWGA in depositories approved by the Governing Board.
- b. Shall pay approved expenditures and present a written report of same at Board meetings.
- c. Shall keep track of member club participation at events and present a report of same at Board meetings.
- d. Shall present a complete financial report after the final tournament of the fiscal year.
- e. Shall provide financial advice to the Governing Body as needed to ensure financial soundness of the KWGA.
- f. Shall send an annual reminder to the Representatives of each club to remit their annual dues.
- g. Shall be a member of the Executive Board.
- h. Shall ask hosting club if they need gift card payouts for their event (normal being ProShop credits). Using attendance number and prize money fund – calculate award rounded to the nearest dollar. Guidelines for payment places in standing rules and guidelines.

Section 5 Optional Executive Board Positions – implemented as needed by Governing Body:

Marketing/Membership Director

- a) Shall be a member and report to the Executive Board.
- b) Shall seek new KWGA Golf Club memberships and KWGA Individual Memberships of former KWGA golf clubs (aim: to convert to KWGA golf club status)
- c) Could also hold the position of Webmaster.

Section 5 continued

Webmaster

- a) Shall be a member and report to the Executive Board.
- b) Could hold the position of Marketing/Membership Director.
- c) Communication with all members of the Governing Body and Executive Committee to obtain Hosting documents, updates, results, etc for the website kachinadolls.net
- d) Alert Kachina Treasurer when website needs renewal.
- e) Duties:
 - a. Monthly keep current – Kachina Contacts, Current Kachina Tournament. Uploading event documents & Results.
 - b. As needed upload policies: Pace of Play, Bylaws, Standing Rules and Guidelines.
 - c. Website Theme colors and pictures can be changed as and when needed.

Tournament Director

- a) Shall be a member and report to the Executive Board.
This position could part of the duties of the Vice President
- b) Communicate with the President on next season's schedule.
- c) Communicate with Treasurer, and Executive Board before signing contacts for KWGA run events for next season.
- d) KWGA External Event: Liaison with Golf Course General Manager for entire hosting process: which includes contract, food, scorecards, signage, scoring with leaderboard and include prize fund. To facilitate the event Tournament Director will follow Hosting Guidelines & Standing Rule as written for Hosting Clubs.
- e) Host Member Club Liaison – Mentorship Role: Be at hand to offer advice on tournament setup if needed.

Section 6

Representative

- a. Shall act as liaison between the KWGA Governing Body and the member club and keep member club informed of Governing Body's decisions.
- b. Shall serve as event or tournament chair for KWGA events at her club.
- c. Shall notify member clubs of time and place of KWGA events.
- d. Shall mentor her successor as needed.
- e. Shall send membership renewal check to Kachina Treasurer by 1st September
- f. Shall send change of Kachina club representative or update of information (Address, email, phone number) to Kachina Secretary.

Article VII – ANNUAL MEETING

- Section 1 The annual meeting of the KWGA members shall be held on a date decided by the Governing Body, usually at or before the first Kachina event of the season.

Article VIII – FISCAL AND FINANCE

- Section 1 The fiscal year of the KWGA shall begin in September and end in August.

- Section 2 The annual member club fee and individual member fee shall be determined annually by the Governing Board, is payable by September 1, and is sent to the KWGA Treasurer. Any additional funds required shall be approved and shared equally by all member clubs.

Article IX – AMENDMENTS

- Section 1 These by-laws may be amended, or new by-laws adopted at any time, provided that written notice has been sent to each club representative at least 30 days in advance of the vote on same. Voting will take place at a meeting or via EMAIL and will require a four-fifths (4/5) vote of member clubs for adoption.

Article X – PARLIAMENTARY AUTHORITY

Section 1 Robert's Rules of Order, Newly Revised, shall be the authority on all questions of Parliamentary Law unless in conflict with these by-laws.

Article XI – DISSOLUTION

Dissolution of the KWGA may occur when the number of member clubs drops below 10 and/or annual participation drops below 200. Upon dissolution of the KWGA, all remaining funds in the Treasury will be distributed to one or more women's charities, nominated by the Governing Board and voted on by the remaining member clubs.

By-laws adopted: 2018

Draft sent out December 2020 for Proposed adoption voted in at General Meeting 15th February 2021 at Skyline CC.

16th February 2021 draft sent out to all Representatives for comments prior to adoption. Adopted May 2021

9th. 16th. 23rd January 2022 draft sent out to Governing Body for review.

27th January 2022 vote for adoption. Adopted via email vote all representatives approved.