

# Kachina Women's Golf Association (KWGA)

---

## Article I – NAME

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

---

## Article I-A – MISSION STATEMENT

The mission of the Kachina Women's Golf Association (KWGA) is to promote women's golf, foster camaraderie among member clubs, and provide organized social and competitive golf events that strengthen community, sportsmanship, and participation in the game.

---

## Article II – PURPOSE

The purpose of the KWGA is to promote women's golf, encourage interclub camaraderie, and provide organized competitive and social golf events for member clubs.

- 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

1. Membership in the KWGA shall be limited to women who have an established USGA handicap and are members of a league at golf clubs accepted by the KWGA Governing Body.
  2. All host member golf clubs shall have equal responsibility to provide facilities for interclub play.
  3. KWGA Individual Memberships may be offered to women from former KWGA member clubs. These members may participate in KWGA activities as defined by the Governing Body and are encouraged to assist with special events and tournaments.
-

#### **Article IV – GOVERNING BODY**

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 Members shall not have voting rights.
2. The Executive Committee shall consist of the President, Vice President, Secretary, Treasurer, and any optional positions approved by the Governing Body, including Marketing/Membership Director, Tournament Director, and Webmaster.
3. Officers shall serve two-year terms. Terms shall be staggered to ensure continuity. No officer shall serve more than two consecutive terms in the same office. A nominee for President should have served at least one term on the Governing Body or as a Club Representative. Club Representatives shall serve a minimum of two years.
4. All Officers and Representatives shall assume office at the first meeting of the fiscal year.
5. Vacancies, except for the office of President, shall be filled by majority vote of the Governing Body for the remainder of the term. The Vice President shall assume the office of President in the event of a vacancy.
6. Only elected Officers, Club Representatives, or designated substitutes approved by the Governing Body shall have voting rights.
7. Board Meetings shall be held twice per year, typically in conjunction with the first and last tournaments of the season, unless cancelled by the President. Meetings may be held in person or via Zoom.
8. The KWGA Annual Meeting shall be held once per year, separate from Board Meetings unless otherwise approved by the Governing Body.

---

#### **Article V – NOMINATIONS AND ELECTIONS**

1. In the spring, the President shall serve as Chair of the Nominating Committee or appoint a Chair from the Governing Body. No member shall serve as Chair for two consecutive elections.
  2. Elections shall be held at the Annual Meeting using a voting method determined by the Governing Body (voice vote, ballot, or electronic vote).
-

## **Article VI – DUTIES OF OFFICERS AND REPRESENTATIVES**

### **Section 1: President**

- a. Presides at all meetings.
- b. Serves as an ex-officio non-voting member of all committees except the Nominating Committee.
- c. Appoints special committees as needed with approval of the Governing Body.
- d. Serves as a member of the Executive Committee.
- e. Appoints a mentor (“big sister”) for Representatives of newly joined clubs.
- f. Reviews and updates the Bylaws and Standing Rules with approval of the Governing Body.
- g. Holds one General Meeting and two Governing Body Meetings per year, or as otherwise approved.
- h. Organizes the schedule for the upcoming season with the assistance of the Tournament Director and Vice President.

### **Section 2: Vice President**

- a. Assumes the duties of the President in her absence or at her request.
- b. Serves as a member of the Executive Committee.
- c. Assists with the organization of special tournaments.

### **Section 3: Secretary**

- a. Issues all notices and manages correspondence authorized by the Governing Body or Executive Committee.
- b. Records election results in election years.
- c. Records minutes of all KWGA meetings and distributes them to the Governing Body.
- d. Maintains all records and files except financial records.
- e. Serves as a member of the Executive Committee.

#### **Section 4: Treasurer**

- a. Maintains accurate records of all funds received and deposits them in KWGA-approved accounts.
- b. Pays approved expenditures and presents written reports at Board Meetings.
- c. Tracks member club participation and reports findings at Board Meetings.
- d. Presents a complete financial report after the final tournament of the fiscal year.
- e. Provides financial guidance to ensure the fiscal soundness of the KWGA.
- f. Sends annual dues reminders to Club Representatives.
- g. Serves as a member of the Executive Committee.
- h. Coordinates with hosting clubs regarding prize payouts and calculates award amounts according to KWGA guidelines.

#### **Section 5: Optional Executive Committee Positions**

Optional positions may be added by the Governing Body. Voting rights shall be determined at the time of appointment.

##### **1. Marketing/Membership Director**

- a. Serves as a member of the Executive Committee.
- b. Recruits new KWGA club memberships and Individual Memberships.
- c. May also serve as Webmaster.

##### **2. Webmaster**

- a. Serves as a member of the Executive Committee.
- b. May also serve as Marketing/Membership Director.
- c. Coordinates with the Governing Body to maintain and update the KWGA website.
- d. Notifies the Treasurer when website renewals are due.
- e. Maintains current tournament information, results, contacts, policies, and documents on the website.

### **3. Tournament Director**

- a. Serves as a member of the Executive Committee; may be combined with the Vice President role if approved.
- b. Works with the President to develop the schedule for the upcoming season.
- c. Coordinates with the Treasurer and Executive Committee before signing contracts for KWGA-run events.
- d. Serves as liaison with golf course management for external KWGA events, including contracts, food, scorecards, signage, scoring, and prize funds.
- e. Provides mentorship and support to hosting clubs regarding tournament setup.

### **Section 6: Home Club Representative**

- a. Acts as liaison between the KWGA Governing Body and her club.
- b. Serves as event or tournament chair for KWGA events at her club and may delegate tasks as needed.
- c. Notifies club members of KWGA events.
- d. Mentors her successor.
- e. Sends annual membership dues to the Treasurer by September 1.
- f. Reports changes in contact information or Representative assignments to the Secretary.

---

### **Article VII – ANNUAL MEETING**

The Annual Meeting shall be held on a date determined by the Governing Body, typically at or before the first KWGA event of the season.

---

### **Article VIII - FINANCIAL ADMINISTRATION**

1. The fiscal year shall begin in June and end in May.
2. Annual member club fees and individual member fees shall be determined by the Governing Body and are payable by September 1. Member clubs shall also contribute an annual administrative fee, as approved by the Governing Body, to cover essential KWGA operational expenses, including website services, software tools, banking costs, and professional services such as CPA or legal consultation when required. Any additional funds needed for KWGA operations shall be approved by the Governing Body and shared equally by all member clubs

administrative fee, set by the Board, to support essential operational expenses. These funds may be used solely for administrative needs, including website services, software tools, banking costs, and professional services such as CPA or legal consultation when required. All funds are managed in accordance with standard nonprofit financial practices, and the Board ensures transparent reporting to member clubs.

---

### **Article IX – AMENDMENTS**

These Bylaws may be amended or new Bylaws adopted at any time, provided written notice is sent to each Club Representative at least 30 days prior to the vote. Voting may occur at a meeting or via email and requires a four-fifths (4/5) vote of member clubs.

---

### **Article X – PARLIAMENTARY AUTHORITY**

Robert’s Rules of Order, Newly Revised, shall govern all matters of parliamentary procedure not in conflict with these Bylaws.

---

### **Article XI – DISSOLUTION**

#### **Article XI – DISSOLUTION**

Dissolution of the KWGA may occur when the number of member clubs drops below ten (10) and/or annual participation drops below two hundred (200). Upon dissolution, all remaining funds shall be donated to one or more women’s charities nominated by the Governing Body and approved by the remaining member clubs. No part of the remaining assets shall incur to the benefit of any private individual.

---

### **Appendix A – Activity Description (IRS-Ready)**

The Kachina Women’s Golf Association (KWGA) is a nonprofit social golf organization that coordinates interclub women’s golf events and promotes fellowship among member clubs. KWGA organizes and administers tournaments throughout the season, including coordinating host clubs, managing registrations, maintaining handicaps, and awarding prizes in accordance with established guidelines.

KWGA also performs administrative functions necessary to operate the organization, including bookkeeping, maintaining financial records, preparing annual financial reports, collecting dues, managing the association’s bank account, and conducting regular meetings of the Governing Body. Administrative duties include maintaining membership records, updating the association website, distributing notices and minutes, and ensuring compliance with KWGA Bylaws and Standing Rules.

All activities are conducted by volunteer officers and representatives. No part of the organization's net earnings benefits any private individual. All activities support the social and recreational purposes of the association.

#### **Appendix B – Program Service Description (IRS-Ready)**

##### **Primary Program Service:**

KWGA provides organized recreational golf opportunities for women through Interclub tournaments, seasonal events, and social golf activities. These events promote participation in women's golf, encourage interaction among member clubs, and provide structured opportunities for friendly competition.

##### **Secondary Program Services:**

- Coordination with host golf clubs to schedule and administer tournaments
- Maintenance of handicaps, scoring, and event results
- Communication of schedules, rules, and event information to members
- Recognition of participation and achievement through awards and prizes

##### **Administrative Program Services:**

- Bookkeeping, dues collection, and financial reporting
  - Governance activities including board meetings, elections, and policy updates
  - Maintenance of membership records and club representative communication
  - Website updates, document posting, and distribution of minutes and notices
-

**Signature Page**

**Kachina Women's Golf Association**

**Bylaws - Signature Page**

These Bylaws of the Kachina Women's Golf Association were reviewed and approved by the Governing Body and adopted on the date indicated below.

**President:**

PRINT Name:

Jane Anderson  
Signature:  
Jane Anderson

Date: 4-20-26

**Secretary:**

PRINT Name:

Sue Crickmore  
Signature:  
Sue Crickmore

Date: 4-20-26