

# **Constitution and By-Laws of the Central Oklahoma Women's Golf Association**

## **CONSTITUTION**

### **Article I - Name**

The name of the organization shall be "Central Oklahoma Women's Golf Association".

### **Article II – Object**

The object of this organization shall be to form a district association of women golfers in the State of Oklahoma.

### **Article III – Purpose**

The purpose of this Association shall be to promote and conserve among women golfers of Oklahoma the best interests and true spirit of the game as embodied in its ancient and honorable traditions.

### **Article IV – Membership**

Members of this Association shall be composed of women golfers who remain in good standing through the regular payment of Association dues and who have an established handicap at any golf club located in Oklahoma. By a majority vote, the Executive Committee may refuse membership to any individual if it is believed to be in the best interest of the Association.

### **Article V – Officers**

The elected officers of the Association shall consist of a President, Vice-President, Secretary, Treasurer, and Sports Chairman.

### **Article VI – Executive Committee**

The Executive Committee shall consist of the elected officers.

### **Article VII – Council**

The council shall be composed of the Executive Committee, immediate Past-President and the Club Representatives.

## **Article VIII – Representatives**

A representative shall consist of one elected or appointed member from each club.

## **Article IX - Meetings**

Members in the Association shall meet in competition play on the first Monday of each month, when possible. There will be no play during the months of November, December, January, February and March. Play days will be held at various golf courses within the district, the courses to be designated by the Sports Chairman.

## **Article X – Fiscal Year**

The fiscal year of the Association shall begin January 1, and end December 31 of each year.

## **Article XI – Amendment**

Any proposed amendment to the Constitution shall be submitted in writing to the Executive Committee for approval as to the content and proper form. These amendments may be adopted at the annual business meeting provided written notice of each proposed amendment shall have been mailed at the direction of the Executive Committee to all member clubs at least thirty days prior to the date of such meeting. Amendments to the Constitution shall require a majority vote of the members present.

## **BY-LAWS**

### **Article I – Members**

Any member, upon payment of dues, shall be in good standing and shall be entitled to participate in all Association events upon compliance with all adopted regulations. Any member may play in the Turkey Shoot Tournament, but to be eligible to win prize money, she must have played in at least one event, a Play Day or Tournament prior to entry in this particular event.

In the event any member desires to appeal an Order of discipline imposed by the Executive Committee, the member shall file with the President a written statement of the grounds of appeal. Such appeal will be heard by the Association at this final meeting, or at any emergency meeting called by the President. The Association may sustain, reverse, or modify the decision of the Executive Committee upon such appeal, all regulations having been complied with.

### **Article II – Officers**

The **President** shall preside at all meetings of the Association, The Executive Committee and Council. She shall be ex-officio member at all committees.

The **Vice-President** shall preside at all meetings of the Association, The Executive Committee, and Council in the absence of the President as if she were present, and serve as President-Elect for the following year. The Vice-President shall act as Historian for the Association and its members.

The **Secretary** shall keep records of the proceedings of the Association, Executive Committee and Council and shall keep a role of the membership.

The **Treasurer** shall collect all moneys belonging to the Association and shall dispense the same under the direction of the Executive Committee. She shall report in wiring, the state of finance when required to do so by the Executive Committee; and, at the annual Association meeting she shall present a written report showing all the receipts and expenditures during the fiscal year, which shall end on December 31 of each year. The Treasurer shall have her books audited by the Executive Committee at the end of the fiscal year.

The **Sports Chairman** shall be responsible for determining the annual play schedule and, when possible, securing member representatives from each of the selected golf courses who will preside over the registration, pairing, and posting of scores. She shall see that each program is scheduled and shall present the prizes, awards and trophies therefore. She, assisted by the President, shall compose a notice of information on all Play Days and activities in writing. In case of absence, the President shall assume her duties.

The **Year Book** shall be directed by the Vice-President but shall be the joint responsibility of all officers and representatives.

The **Central Sports Chairman** will send a letter or card to the Central Representatives and President of each member club.

All officers, upon retiring from office, shall deliver all money, accounts, records, papers and other property belong to the Association to the successors in office.

Officers shall be elected by the Association at its final business meeting.

Not more than two members from the same club may be nominated for office.

Each officer shall serve for a term of one year or, in case of filing a vacancy of the unexpired term, shall serve until the close of the year.

### **Article III – Executive Committee**

A majority of the Executive Committee shall constitute a quorum.

The official status of a member of the Executive Committee shall not change by reason of such member changing the club or ladies association, which she was representing at the time of her election.

#### **Article IV – Council**

The plans and policies recommended by the Executive Committee and any change in the business or policy of the Association, brought to a motion from the floor by any member, shall be approved or voted on by the Council.

#### **Article V – Representatives**

The Women's Golf Organizations of each club in the Association shall elect or appoint a Representative to the Central Association before the January meeting. A golf course not having women's local organized golf group shall designate its Representative by having her appointed by the management or some person authorized to do so.

Any Representative shall have the right to designate an alternate to attend any meeting of the Association and such alternate shall have the same right and privileges as such Representative. However, should an officer who is a Representative appoint an alternate, such alternate may not assume said officer's duties.

The Representatives shall have an equal voice and vote with other members of the Council.

The Representatives shall act as hostess on the day when the Association meets at her club. She shall post local rules and be responsible for markers being in place.

The Representative shall be responsible for posting the COWGA play day and tournament schedule, and entry forms for the next event on the bulletin board of her respective club.

It is her duty to contact the various Central members and give them the Play Day information each month. If the member's scores are not posted on the GHIN system, the representative will be responsible for providing the player's current handicap to the Central Sports Chairman by the third week of the month.

#### **Article VI – Dues**

The annual dues of the Association shall be determined by the Executive Committee.

#### **Article VII – Government**

The Executive Committee shall have control of the management of the affairs, properties, and policies of the Association subject, however, to the Constitution and By-Laws.

The Executive Committee shall work with the Sports Chairman to plan details of the yearly events and adopt and interpret rules of conduct of tournaments and special events.

The complaints or disputes between members of this Association concerning administration, except rules of golf, shall be decided by the Executive Committee.

All interpretations or rules shall first be referred to the Rules Committee.

**Members** – The acceptance of membership in the Association will bind each member to uphold all provisions of the Constitution of the Association.

**Guest** – Prospective members of the Association may be guests at the Spring Luncheon.

### **Article VIII – Handicap**

All matters with reference to handicaps and classification shall be referred to the Sports Chairman who will determine same.

Slope index numbers will be used on all courses that have slope ratings: if not, regular handicaps will be used.

A handicap of 36 will be the maximum allowed for participation in all events.

Prior to each scheduled event, the Sports Chairman or Tournament Chairmen shall pull the member's handicap from the online GHIN system. If the club does not utilize the GHIN system, the Club Representative(s) will be responsible for providing members' handicaps, as provided in Article V.

All Central play day scores must be kept, attested and signed by another Association member; players check date, and sign card also.

The indexes used for monthly play will be based on the index number of the preceding month.

### **Article IX - Rules**

All competition shall be played in accordance with rules of USGA.

### **Article X – Monthly Play**

All medal play of the Association shall be either in 3-somes or 4-somes. The Committee in charge of the day's play will allow a 2-some only in exceptional cases. No 2-somes are allowed to compete for the Medalist or Turkey Shoots.

The Sports Chairman shall prepare flight sheets on the range of indexes, approved by the Executive Committee, and shall revise same as new members are added and indexes change.

**Play Day Awards** – Play Day awards will be first and second low gross and first and second low net in each flight. Cash awards will be given at the last Play Day/Meeting of the year. Depending on the cash available at the end of the year, \$3 will be awarded to first low gross and first low net, \$2 to second low gross and second low net. Third place will be paid \$1 if entries warrant a third place in each flight. In tournament play, cash prizes will be awarded for at least first and second low gross and first and second low net in each flight, at a minimum. There will be a \$50 award given for any hole-in-one scored on a Play Day. The award will be provided on that day (if the Treasurer present) or as quickly as possible thereafter.

All ties will be broken by a card playoff, starting at the #1 handicap hole, then the #2 handicap hole, etc.

**Annual Medal Tournament** – The date and place of the Annual Medal Tournament to determine the District Championship shall be scheduled and placed in charge of the Tournament Committee. It will be played on an Oklahoma course on two consecutive days. Medalist will be low gross of the field on the first day of play and will receive the traveling trophy and may become eligible to win an additional prize. Low gross/low net of the field winners may not win their individual flights. Putting trophy is over the entire field.

#### **Article XI – Nominating Committee and Time of Election**

The Nominating Committee shall be representative of several clubs and shall make its report at the final business meeting. Nominations shall be permitted from the floor.

#### **Article XII – Election of Officers**

Officers shall be elected at the final business meeting. A majority of the Members of the Association PRESENT shall elect.

#### **Article XIII – Standing Committees**

The President may appoint a Chairman of the following Standing Committees:

**Social Chairman** – Assumes responsibility for planning the menu, decorations and table setup for the Spring Luncheon and other social events that may be scheduled by the Executive Committee during the year.

**Tournament Chairman**

Solheim Partnership Cup Chairman – In coordination with the Sports Chairman and President, will be responsible for selecting tournament courses for the annual 3-day Solheim Cup Partnership Tournament to be held in June. She is responsible for setting the tournament schedule and fees and handling all registration and flight assignments. The Chairman will work with the Central treasurer to determine cash prize awards to be given to tournament winners. The Chairman may recruit a committee to assist her in carrying out these responsibilities.

Medalist Tournament Chairman – In coordination with Sports chair and President, will be responsible for selecting tournament courses for the two-day July Medalist Tournament, setting tournament schedule and fees and handling all registration and flight assignments. The Chairman will work with the Central Treasurer to determine cash prize awards to be given to tournament winners. The Chairman may recruit a committee to assist her in carrying out these responsibilities.

**Rules Chairman** – Is responsible for working with the Sports chairman and President to resolve any rules issues that occur during any scheduled play day or tournament.

**Trophies Chairman** – Is responsible for assuring that winner's names are added to the respective traveling trophies and/or securing bids on new or additional trophies as needed and making recommendations to the Executive Committee.

**Publicity Chairman** – Is responsible for providing information and press releases to the public, and member and non-member clubs regarding Central events, activities, winners, etc. and maintaining and updating the COWGA website.

**Nominating Committee** – Shall consist of no less than 3 members appointed by the President and shall be responsible for securing a slate of nominations for President, Vice President, Secretary, Treasurer, and Sports Chair. This slate must be presented to the Executive Committee no less than thirty-five (35) days prior to schedule date of the annual end-of-year business meeting.

The **Advisory Committee** shall consist of the immediate Past-President.

#### **Article XIV – By-Laws Amendments**

Any proposed amendments to these By-Laws shall be submitted in writing to the Executive Committee for approval as to the content and proper form. These By-Laws may be amended or new By-Laws may be adopted at the annual business meeting, provided written notice of each proposed amendment shall have been mailed at the direction of the Executive Committee to all member clubs at least thirty days prior to the date of the meeting. Amendments to the By-Laws shall require a majority of the vote of the members present.