



## MICHIGAN WOMEN'S GOLF ASSOCIATION BY-LAWS

### ARTICLE I: NOMINATION AND ELECTION OF THE BOARD OF DIRECTORS

- Section 1: The original fifteen (15) members of the Board shall serve terms of one to three years. The five (5) members who receive the most votes shall serve a three (3) year term, the five (5) members who receive the next amount of votes shall serve two (2) year terms and the remaining five (5) shall serve a one (1) year term. All terms of office in succeeding elections shall be for three (3) years.
- Section 2: The Nominating Committee Director shall present candidates for each available three (3) year term. The Nominating Committee Director shall present these names to the membership at least three weeks prior to the election. Write-in candidates will be accepted.
- Section 3: Retiring Board members may be re-elected.
- Section 4: Election of new Board members may take place by mailed ballot. The Nominating Committee Director shall be responsible for collecting and tally the voting results.
- Section 5: Before a Board member may hold the office of President, she shall have served one year on the Board. She may not serve more than three (3) consecutive years as President.
- Section 6: Should a Board member resign, her term shall be filled by the candidate who placed next in votes in the preceding election. Should that candidate be unable to accept, the vacancy shall be offered to the remainder of the candidates in the order of the number of votes received. Should none of the candidates be able to fill the vacancy, it shall be filled by Board appointment.
- Section 7: All records of a retiring or resigning Board member shall be turned over to the newly named Board member.

### ARTICLE II: DUTIES OF THE BOARD OF DIRECTORS

- Section 1: The President shall preside at all meetings and shall appoint any chairperson, advisor or committee she may deem advisable.
- Section 2: The Vice-President shall assume the duties of the President in her absence or inability to function and perform any other duties as the President may request.
- Section 3: The Secretary shall record all meetings, furnish minutes of the Board meetings to Board members, keep any necessary records and process correspondence relating to the MWGA and any other duties that may be requested.
- Section 4: The Treasurer shall take charge of all funds and keep an accurate, up-to-date record of all receipts and disbursements. All indebtedness incurred by the Association shall be paid by the Treasurer. She shall be bonded annually, said bonding to be paid from the treasury.
- Section 5: The Handicap Director shall be responsible for each member's handicap under the rules and regulations designated by the Association's status as a GAM (Golf Association of Michigan) member club. She shall provide each member with a current handicap during the playing season. Additionally, the Handicap Director shall provide handicaps for member-sponsored male participants, and she shall verify non-member handicaps for tournament entry.

- Section 6: The Rules Director shall interpret and apply the *USGA Rules of Golf*. She shall possess the *USGA Decisions Book* and educate the members about the *USGA Rules of Golf*. The Rules Director shall, in consultation with the Tournament Chairpersons, develop local rules as recommended by the USGA (United States Golf Association).
- Section 7: The Membership Director shall maintain all records of the members' enrollment and renewal, forward all funds received to the Treasurer and supply each member with a notice of membership. She shall also maintain the membership mailing list and directory.
- Section 8: The Newsletter Director(s) shall act as editor of the Association's newsletter and shall oversee its distribution to the membership.
- Section 9: The Junior Program Director shall promote the Association and its activities to junior players and support the development of young players in any manner possible.
- Section 10: The Publicity Director shall furnish all possible media with pertinent information on the Association, its activities and its members.
- Section 11: The Nominating Committee Director shall be responsible, along with her committee, for the development of the slate of candidates for each Board of Directors election and be responsible for collecting and tallying the voting results.
- Section 12: The Gift Certificate Director shall be responsible for disbursement, redemption and recordkeeping of Association gift certificates for selected merchants, maintaining relations with and keeping said merchants informed of Association policies and activities.
- Section 13: The Seminars & Clinics Director shall coordinate and supervise any seminars or clinics the Association chooses to sponsor.
- Section 14: The Course Director shall establish and coordinate playing days with course owners in agreement with the Board of Directors and the Tournament Chairpersons. In addition, she shall prepare and distribute guidelines to Tournament Chairpersons and retain possession of past tournament files.
- Section 15: The Sponsorship & Promotions Director shall develop and distribute materials for marketing the Association and its activities to potential sponsors and advertisers.
- Section 16: The Technologies Director shall oversee the information technology environment of the Association.
- Section 17: The USGA Representative of the WAPL (Women's Amateur Public Links) Championship Committee shall appoint a Sectional Committee, including Board members, to conduct the Sectional Qualifying Rounds and other events to support the Michigan Team attending the US WAPL Championship.
- Section 18: The failure of any Board member to fulfill her position as defined within the By-Laws, or to be absent from three (3) consecutive meetings or four (4) total meetings in one (1) year shall result in her removal from the Board by a majority vote of the Board of Directors.
- Section 19: Each member of the Board of Directors may receive a paid membership from the Association on a yearly basis.

### **ARTICLE III: DUES**

The annual assessment to cover administrative costs shall be established by the Board of Directors.

## **ARTICLE IV: RESPONSIBILITY AND DISCIPLINE**

- Section 1: The members of the Association shall abide by the Constitution and By-Laws and other rules of the Association. They shall accept and enforce the decisions of the Board of Directors.
- Section 2: Complaints against a member must be presented to the Board of Directors. After hearing the complainant and the defendant, the decision of the Board shall be final. The Board of Directors has the power to take disciplinary action against a member.

## **ARTICLE V: MEETINGS**

- Section 1: There shall be an Annual Meeting with the date and place to be determined by the Board of Directors. A yearly Treasurer's report shall be given to the membership as well as other reports deemed necessary.
- Section 2: The Board of Directors shall meet monthly or as necessary.
- Section 3: The President may call a Special Meeting of the Board and may also call a Special Meeting of the full membership of the Association at the request of the Board of Directors.
- Section 4: Special Board of Director Meetings may be requested by five (5) or more members of the Board.

## **ARTICLE VI: TOURNAMENTS AND PRIZES**

- Section 1: The Board of Directors shall make up a schedule for the tournament season and the Course Director shall submit the scheduled dates to course owners or managers for confirmation.
- Section 2: The official tournament season shall run approximately from May through October.
- Section 3: Each event will be directed by a Tournament Chairperson in consultation with the Board of Directors.
- Section 4: Guidelines for entry fees and prize structures shall be established by the Board of Directors.
- Section 5: Tournament play shall be governed by the *USGA Rules of Golf*, and local rules shall be developed as needed by the Rules Director in consultation with the Tournament Chairperson. A Rules Committee consisting of the Rules Director, Tournament Chairperson, local golf professional and others as needed shall be appointed for each tournament.
- Section 6: It is the responsibility of each Tournament Chairperson to forward a complete financial statement as well as funds received to the Treasurer and a complete tournament report, including the financial statement, to the Course Chairperson at the next Board of Directors meeting.

## **ARTICLE VII: AMENDMENTS**

These By-Laws may be amended by a two-thirds majority vote of the members present at the Annual Meeting, provided the full membership has been advised in writing of the proposed amendment(s) at least two weeks before the vote is taken.

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