



## *Georgia Women's Golf Association, Inc.*

### **BY-LAWS OF THE GEORGIA WOMEN'S GOLF ASSOCIATION**

These By-Laws constitute the code of rules for the regulation and management of the Georgia Women's Golf Association. All competition conducted by the Association shall be in accordance with the governing rules and regulations of the United States Golf Association. Rev. 4/88

#### **ARTICLE I - MEMBERSHIP**

1.01 Membership in the Association is open to all female amateur golfers who have been "bona fide" residents of Georgia for a minimum of sixty days immediately preceding the closing date for submitting applications for membership. "Bona fide" resident means that Georgia is your "primary residence" as determined by one or more of the following: 1) registered to vote in Georgia, 2) pay Georgia State Income Tax, 3) Homestead Exemption in Georgia, and 4) have a current Georgia driver's license. Rev. 1/89, 1/91, 2/98,

1/05, 1/06, 1/08

1.02 Membership applications shall be received by the Association from November 1 of the preceding year and must be received by February 1 of the current year to be included in the Membership Directory. All memberships shall expire on October 31 of each year.

Rev. 1/89, 1/91, 1/93, 1/06

1.03 Dues shall be determined by the Board of Directors and are payable in full with application for membership.

1.04 A. Honorary Life Membership may be granted by resolution of the Board of Directors in recognition of invaluable contributions to the Association. This membership is perpetual and annual membership dues are waived. An Honorary Life Member may compete in tournaments conducted by the Association if she meets current handicap index requirements.

B. A Special Recognition award may be granted to a former member of the Association by the Board of Directors in recognition of that individual's achievement

as an amateur or professional golfer and/or her contribution to the Association. This award is recognized by listing of name in the annual membership directory, presentation of an award at the Championship and a contribution to the Georgia Golf Hall of Fame or similar entity in the honoree's name. Rev. 2/98 5/07

- 1.05 The Board of Directors may establish other classes of membership.
- 1.06 The acceptance of membership in the Association shall bind each member to all rules and regulations of the Association.
- 1.07 Any member of the Association may be suspended or expelled upon a two-thirds vote of the Board of Directors. Rev. 4/88, 6/91

## **ARTICLE II - ELECTION OF BOARD OF DIRECTORS**

- 2.01 The Board of Directors shall name its successors.
- 2.02 The Nominating Committee shall actively seek qualified nominees to fill vacancies on the Board of Directors and shall accept written nominations from members of the Association on or before the Championship Board Meeting. A nominee shall be a member of the Association who has demonstrated a knowledgeable interest and dedication to the purpose and programs of the Association. Rev.1/94,1/06
- 2.03 The Nominating Committee shall prepare and mail a report to each Director 2 weeks before the Championship Board meeting. The report shall list those Directors eligible for re-election and shall include a completed Director Nominee Profile and a written reference for each candidate for election to the Board of Directors. Rev. 1/94, 4/94, 10/95, 1/06
- 2.04 At the Championship Board of Directors meeting, the Nominating Committee Chair shall present the list of Directors for re-election. Voting shall be by secret ballot. Rev. 1/06
- 2.05 At the Championship Board of Directors meeting, the Nominating Committee Chair shall present the list of nominees for election to the Board of Directors, stating the number of positions to be filled. Voting shall be by secret ballot with each Director voting for no more nominees than there are vacancies. Rev. 1/06
- 2.06 In all instances, a Director who has an excused absence shall vote by written proxy.
- 2.07 To be elected, a candidate must receive a majority of votes from the Directors. Vacancies are filled by the candidates with the highest number of votes first and proceeding in descending order until vacancies are filled, if possible.
- 2.08 The Nominating Committee Chair shall notify each nominee of the election results as soon as possible. Rev. 4/88

## **ARTICLE III - ELECTION OF OFFICERS**

- 3.01 Officers of the Association shall be named from the Board of Directors.
- 3.02 The Nominating Committee Chair shall meet with the Committee to prepare a slate of Officers for the coming year. The proposed slate of Officers shall be mailed to the Directors two weeks before the Championship Board meeting. Rev. 10/95, 1/06
- 3.03 At the Championship Board of Directors meeting, the Nominating Committee Chair shall present the proposed slate of Officers. Voting shall be by secret ballot and a Director who has an excused absence shall vote by written proxy. Rev. 1/06
- 3.04 The nominee receiving the highest number of votes for each office shall be elected.
- 3.05 The Officers shall serve as the Executive Committee. Rev. 4/88

**ARTICLE IV - DUTIES OF OFFICERS AND DIRECTORS**

- 4.01 It shall be the duty of the Board of Directors to create, maintain, evaluate and revise the Officers and Directors' Manual by which it carries out the duties delegated to it by the Articles of Incorporation and By-Laws. This Manual shall include procedures, policies and regulations as adopted by the Board of Directors. Rev.10/95
- 4.02 The Executive Committee shall be empowered to act for the Board of Directors when necessary. Any action of the Executive Committee shall be reported at the next meeting of the Board of Directors.
- 4.03 The President is an ex-officio member of all committees, except the Nominating Committee. The First Vice-President shall serve as the Tournament Committee Chair. The Second Vice-President shall serve as the Rules Committee Chair. The Recording Secretary shall serve as the Auditor. Rev. 1/93
- 4.04 Members of the Board of Directors shall compose the Standing Committees and shall fulfill the assignment of duties of these committees. Chairmen of these committees (except Nominating) shall be appointed by the President.

**STANDING COMMITTEES**

PUBLICITY  
MEMBERSHIP AND HANDICAP  
NOMINATING  
TOURNAMENT PAIRINGS  
TROPHY AND PRIZES

RECORDS AND INFORMATION  
REGISTRATION  
REVISIONS  
SCOREBOARD

- 4.05 The President shall appoint any special committees as needed with the approval of the Executive Committee.
- 4.06 Any time the number of Directors on the Board falls below fourteen (14), the President shall be empowered to appoint new Directors to fill vacancies with the approval of the

majority of the Board of Directors. When possible, appointments shall be made from among former Board members. Any appointment shall expire at the end of the current annual term. Rev. 4/88

## **ARTICLE V - OPERATIONS**

- 5.01 The Fiscal year of the Association shall be November 1 through October 31.
- 5.02 The Association shall keep correct and complete books and records of account and shall keep minutes of its proceedings. Records and correspondence shall be kept for at least five (5) years. Minutes shall be kept in perpetuity. Financial records shall be kept for five (5) years.
- 5.03 The official records of the Association shall be held and maintained by each Director based on her specific area of responsibility. Annual record transfer, no later than November 1, is required when the area of responsibility is changed. If a Board of Directors vacancy prohibits the transfer of records, such records shall be transferred to the Recording Secretary. Rev. 6/98
- 5.04 The Treasurer shall have charge and custody of all funds of the Association; shall keep and maintain correct accounts of the Association's properties and business transactions, shall render current financial reports at each Board of Directors meeting and each Open Business meeting, and shall maintain an income/expense ledger of all transactions. The Treasurer shall transfer all necessary records to the Auditor prior to November 15 each year.
- 5.05 The Treasurer and President shall prepare an operating budget for approval by the Board of Directors at the January meeting.
- 5.06 The Treasurer shall collect all monies belonging to the Association and disburse the same under the direction of the Board of Directors. The Assistant Treasurer is authorized to act in this capacity.
- 5.07 The Association may pay reimbursement in a reasonable amount to Officers and Directors for expenses incurred in the performance of their duties.
- 5.08 A Contingency Fund to cover expenses which are extraordinary and not a part of the annual operating budget shall be established and maintained. Rev. 4/88

## **ARTICLE VI - MEETINGS**

- 6.01 An Open Business Meeting of the Association shall be held at the site of the Annual Championship Tournament either pre-ceding or during the Tournament. Additional Open Business Meetings of the Association may be called by the Board of Directors. The time and place of these meetings shall be designated by the Board of Directors.

- 6.02 The Annual Meeting of the Board of Directors shall occur in January with an additional meeting taking place at the site of the Annual Championship Tournament either preceding or during the Tournament. Additional meetings of the Board of Directors may be called by the President. The President shall designate the time and place of these meetings.
- 6.03 Members of the Board of Directors shall attend the Annual Board of Directors Meeting and all Board of Directors Meetings at tournaments. Any absence, barring emergency or necessary absence excused by the President, shall constitute an automatic resignation from the Board of Directors. Rev. 4/88

## **ARTICLE VII - COMPETITION**

- 7.01 The Annual Championship Tournament shall be held at a date to be determined by the President at the discretion of the Host Club with the approval of the Board of Directors of the Association. The winner of this Championship shall be the Georgia Women's Amateur Champion. Rev. 1/06
- 7.02 The Board of Directors may conduct other tournaments as it may determine.
- 7.03 Tournament Regulations shall be adopted for all competitions conducted by the Association.
- 7.04 The entry fee for all tournaments shall be set by the Board of Directors and entries shall be made in the manner prescribed by the Board of Directors.
- 7.05 Suitable trophies shall be awarded to the winners in Association competitions.
- 7.06 Members in good standing in the Association are eligible to enter and compete in tournaments conducted by the Association. Handicap indexes above the allowed maximum index of 23.2 will be adjusted down to this maximum for play in Association Tournaments. The Board of Directors shall approve the eligibility of entrants and reserves the right to reject any application and refund any entry fee. Rejection can occur at any time (including during actual tournament play). Members participating in GWGA tournaments must be residents of the state of Georgia as determined by the Tournament Committee, at the time of entry into the competition. Rev. 6/95, 4/98, 1/06
- 7.07 All rules disputes shall be decided by the Tournament Rules Committee of the Association, whose decision shall be final. Rev. 4/88

## **ARTICLE VIII - DRESS AND CONDUCT CODE**

- 8.01 Members are required to wear proper golfing attire when participating in tournaments conducted by the Association. Tennis shorts, short shorts, cut-offs, blue jeans, tank tops, and halter tops are not allowed. When specific tournament sites have more stringent dress codes, those codes shall be stated in the tournament program information and shall prevail. Rev. 6/94

8.02 Members of the Association who are participating in or attending tournaments conducted by the Association are required to exercise proper decorum.

8.03 The official colors of the Association are dark green and white. Rev. 4/88, 1/91

### **ARTICLE IX - AMENDMENTS**

9.01 These By-Laws may be amended, altered or repealed at any meeting of the Board of Directors by a two-thirds vote of the members present and voting. Rev. 4/88