

# **WOMEN'S ROCHESTER DISTRICT GOLF ASSOCIATION**

## **CONSTITUTION**

### **Article I Name**

The name of this Association shall be the Women's Rochester District Golf Association (WRDGA).

### **Article II Objective**

The objective of this Association shall be to promote and maintain the best interests in the game of golf. This Association is an organization exclusively for pleasure, recreation, and other non-profitable purposes for women golfers.

### **Article III Membership**

Membership shall be open to women affiliated with eighteen hole WRDGA Member clubs in Monroe and adjacent counties who apply for membership with an established handicap, which is within the limits determined by the Association.

**Initial membership:** A USGA handicap index of 20.0 or lower is required. (A minimum of 15 scores must be posted within the qualifying year.)

**Continuing membership:** A USGA handicap index of 25.0 or lower is required at the end of the second year to maintain membership.

An Honorary Membership may be granted to any woman who, as a past member of the WRDGA, has made a significant impact on women's golf within our District.

### **Article IV Meetings**

The Annual Meeting of the Association will be held once a year at such time and place as the President shall determine. Meetings of the Board of Directors shall be held at such time and place as the President shall determine.

### **Article V Board of Directors**

The management of the Association is entrusted to a Board of Directors, composed of the Officers, Chairwomen of the standing committees, and Club Representatives.

### **Article VI Officers**

The officers of the Association are President, Vice-President, Secretary, and Treasurer. The Executive Committee will consist of these officers.

### **Article VII Amendments**

Amendments to this Constitution may be made by two-thirds of the votes cast at a Meeting of the Association and/or by electronic vote, e.g. e-mail, provided that a quorum is represented and that a notice, written or electronic, of the proposed changes has been sent at least two weeks in advance of the meeting and/or vote.

# **WOMEN'S ROCHESTER DISTRICT GOLF ASSOCIATION**

## **BY-LAWS**

### **BY-LAW I - MEMBERSHIP**

1. Eligible applicants shall be admitted by the Board of Directors.
2. An applicant for a new or reinstated membership shall have a handicap of 20.0 or lower.
  - a. Members new to the area who wish to join after the established deadline may apply through their club representative for approval by the Executive Committee.
3. Membership shall be renewed annually upon payment of such dues as may be prescribed by the Board. Dues shall be payable by a date established by the Board.
4. Any member may apply for a "leave of absence". Her place in the Association will be held only on payment of dues for that specified time.
5. If any club refuses a tournament event three consecutive years, the Association members from that club shall be dropped from membership.
6. A club's members may be eligible for membership if:
  - a. The Club's Board sends a letter requesting WRDGA membership to the WRDGA president attesting the following:
    1. The club is a member of the USGA.
    2. The club utilizes the USGA handicapping system and the course has been rated by the RDGA.
    3. The club is willing to host any of the scheduled WRDGA tournaments including the 5 day championship.
    4. Green's fees will not be charged to any tournament contestant.
    5. The WRDGA will be responsible for running its tournaments.
  - b. And the request is approved by the WRDGA Board of Directors.
7. A nomination for an Honorary Member may be made by any current WRDGA member and:
  - a. Shall be submitted in writing to the Secretary identifying the significant contributions such nominee has made that warrants such recognition.
  - b. The Secretary will submit to the Executive Committee any such nomination for their review.
  - c. Upon the Executive Committee's recommendation for approval, a vote of the membership at the annual meeting will be required for granting such Honorary Membership.
  - d. Upon membership's approval of granting Honorary Membership, such honoree will be invited to attend all subsequent annual meeting luncheons for recognition.
  - e. Such Honorary Memberships will not be given posthumously.

## **BY-LAW II - MEETINGS**

1. The Annual Meeting of the Association shall be held at such time and place as the President shall determine, if possible, coinciding with a scheduled golf event. Notice of the meeting shall be contained in the schedule of events.
2. Special meetings may be called by the President upon the request of ten or more members. Notice of the date and business of special meetings shall be reported at least one week in advance. Only the business for which the special meeting is called may be transacted.
3. Business requiring a vote shall be transacted by the active membership only. They shall:
  - a. Elect, at the Annual Meeting, the officers of the Association from a single slate prepared by the Nominating Committee, or from nominations from the floor.
  - b. Amend the By-Laws as provided in Article VII of the Constitution.
  - c. Determine the size of and requirements for membership as recommended by the Board
  - d. Transact such other business as may come before the meeting.
4. The presence of at least 10% of the active members shall constitute a quorum for the transaction of business.
5. Except for amendments to the By-Laws (as provided in Article VII of the Constitution), all matters shall be determined by a majority vote of the active members present.

## **BY-LAW III - BOARD OF DIRECTORS**

1. The Board of Directors shall consist of the Officers of the Association, the Chairwomen of the Standing Committees, and all Club Representatives.
2. Board members shall assume office October 1st, and serve for the term of the qualifying office.
3. The presence of a majority shall constitute a quorum for the transaction of business.
4. The Board shall be responsible for managing the affairs of the Association. Its duties shall be to:
  - a. Recommend to the Association limits on membership, requirements for maintaining membership, and handicap limits for membership.
  - b. Manage, control, and account for monies received and expended by the Association
  - c. Provide a yearly schedule of events for all members
  - d. Exercise jurisdiction over the Championship Trophy, the Senior Championship Trophy, and the Junior Championship Trophy and provide for the retirement and replacement of the Trophies, where appropriate. This retired trophy shall be presented to the person whose name appears most frequently on said trophy.

- e. Keep the membership informed of rules, procedures, and activities of the Association.
- f. Once a year, act on the new applicants for new membership as presented by the Membership/Handicap Chairman.
- g. Do all things necessary to meet its responsibilities.

#### **BY-LAW IV - OFFICERS**

1. The President and Vice President shall be elected for a term of two years and may not be elected for a second consecutive term in the same capacity. The Secretary and Treasurer shall be elected for a term of two years and may be elected for a second term. They shall be elected at the Annual Meeting and shall assume office October 1<sup>st</sup> following the election.
2. If a vacancy occurs in the presidency, the Vice President shall immediately assume the duties of the President, until the Board of Directors, upon recommendation of the Nominating Committee, shall elect a President for the unexpired term. Vacancies in the other offices shall be filled for the unexpired term by appointment by the President.
3. Duties of the Officers:

PRESIDENT - her duties shall be:

- a. To preside at all regular and special meetings of the Association and of the Board, and to perform the duties incident to the office.
- b. To appoint the Tournament, Membership/Handicap, Rules, Nominating Chairs, and other special committees. She shall be an ex-officio member of every committee.
- c. To schedule the calendar of tournament events
- d. To authorize the payment of all bills.

VICE PRESIDENT - her duties shall be:

- a. To perform the duties of the President in the absence of, or at the request of, the President.
- b. To conduct the Pro-Ladies Event
- c. To purchase the prizes for the Championship and Senior Championship events
- d. To assume membership responsibilities. Receive application for membership and present such application to the Board of Directors.
- e. To assume the office of President at the end of the President's two year term.

SECRETARY - her duties shall be:

- a. To keep record of proceedings in all meetings of the Association and the Board and place said meeting minutes on the WRDGA web site.
- b. To send out pertinent notices as designated by the President.
- c. To send thank you letters to the pro and club representative after each event.
- d. To present minutes of the preceding fall and spring meetings at the Annual Meeting.

TREASURER - her duties shall be

- a. To pay all bills of the Association when authorized by the President.
- b. To refund members' fees if a cancellation is necessary.
- c. To prepare certificates for each event held by the association.
- d. To report, in writing, the state of finances at the close of the fiscal year.

WEBSITE ADMINISTRATOR

- a. To maintain the WRDGA website with current photos, tournament results, and any information in the golf community that is pertinent to all the WRDGA members.
- b. To keep an alphabetical list of all members, their addresses, and club affiliation.
- c. To maintain a list of all Club Representatives.
- d. To obtain and keep a master list of all current handicaps and GHIN numbers.

TOURNAMENT CHAIR

- a. Two members of the Association shall be appointed Tournament Chairs by the President. The Tournament Chairs shall serve for one year and shall be eligible for reappointment.
- b. It shall be the duty of the Tournament Chairs to:
  1. Manage participation through the use of a tournament management program.
  2. Arrange and coordinate events with the exception of the Pro-Ladies event.
  3. Serve as support person to the Club representatives running each event.
  4. Maintain a record of procedures which includes the format, the winners of each event, and prizes paid.

## **BY-LAW V - STANDING COMMITTEES**

### **1. RULES COMMITTEE**

- a. The Rules Committee shall consist of a Chair appointed by the President and as many others as deemed necessary.
- b. She shall serve for a term of two years and will be eligible for reappointment.
- c. It shall be the duty of this committee to:
  1. Enforce the observance of current USGA Rules of Golf at all Association Tournaments.
  2. When needed, to assist the Representatives in interpreting USGA rules and/or all local rules as may be in effect at her club.

### **2. HANDICAP CHAIR**

- a. She shall be appointed by the President and as many others as deemed necessary and shall serve an indefinite term.
- b. It shall be the duty of this committee to:
  1. Monitor members posting of scores from Association events.

### **3. NOMINATING COMMITTEE**

- a. The Nominating Chairperson shall be appointed by the President before May 1st and shall have the following duties:
  1. Present a single slate of qualified nominees for election at the Annual Meeting.
  2. Make recommendations to the President with respect to Standing Committee chairs to be appointed by the President.
  3. Make recommendations for filling vacancies, as required by these By-Laws.
  4. Solicit advice and information from the President.

## **BY-LAW VI - REPRESENTATIVES**

1. Club Representatives shall be appointed by the Golf Chairperson of their respective clubs. They shall assume office October 1st and shall server a term of two years.
2. There shall be an alternate for each Representative similarly appointed who shall serve a term of two years. The Alternate shall assist the Representative in her duties and assume those duties in her absence.
3. The duties of the representative shall be:
  - a. To keep her club members informed of Association business, and keep the association informed of current members and new applicants from her club.

- b. To serve as a member of the Board of Directors; attend all meetings of the Board and Association.
- c. To arrange for and direct tournament held at their club with the support of the Tournament Chairperson.
- d. To keep a current list of District members at her club.
- e. To report to the Website Administrator the final current handicap of each of her club members for the season.
- f. To send membership applications to the Board.

#### **BY-LAW VII - COMPETITIONS**

- 1. All competitions shall be played in accordance with USGA rules of golf and such local rules as are in force and published at the course where the competition is played.
- 2. There shall be at least one tournament per month from May through September, including a Championship meet.
- 3. A Pro-Ladies tournament may be played in addition to the monthly events.

#### **BY-LAW VIII - AMENDMENTS**

These By-Laws may be amended at any meeting of the Association by two-thirds of the vote of the active members present and/or by electronic vote, e.g. e-mail, provided that a quorum is represented and that notice, written or electronic, of the proposed changes has been sent at least two weeks in advance of the meeting and/or vote.

The fiscal year starts on October 1st.