

# **BYLAWS**

## **BEAR CREEK WOMEN'S GOLF ASSOCIATION**

**This Association shall be known as BCWGA**

### **ARTICLE 1 – PURPOSE**

Promote interest in the game of golf and develop camaraderie.  
Enhance knowledge of the rules and etiquette of the game of golf  
Promote, supervise, conduct weekly play and organized competition for all members.  
Maintain the status of a non-profit organization

### **ARTICLE 2 – MEMBERSHIP**

Section 1: Membership is open to all female golfers with a current, established AWGA Handicap.

Section 2: A member in good standing shall be one whose dues are paid in Accordance with Article 7, section 2.

### **ARTICLE 3 – GOVERNING BODY**

Section 1: The governing body of the Association shall be known as the Executive Board and shall consist of five members: President, Vice-President, Secretary, Treasurer, and the immediate Past President. . The Board of Directors shall consist of the Executive Board and the Committee Chairpersons.

Section 2: A majority of the Executive Board shall constitute a Quorum. A majority Of the Board of Directors shall constitute a Quorum.

Section 3: The Executive Board shall meet and manage all affairs of the Association. The Executive Board shall approve the yearly financial review. The Executive Board shall review amendments to the Bylaws before presenting them to the membership for approval.

Section 4: Members of the Executive Board shall hold office for a term of two (2) years after assuming office. No one shall serve in the same office for more than two (2) consecutive terms.

- Section 5: Vacancies in the offices of Vice President, Secretary and Treasurer may be filled by nomination of the President, with the approval of the Executive Board, or by a general meeting with nominations from the floor.
- Section 6: Regular membership meetings shall be held as determined by the Executive Board.

#### **ARTICLE 4 – OFFICERS AND DUTIES**

- Section 1: The President shall be the official representative of the BCWGA. She shall preside at all Board and regular meetings and perform the general supervision over the affairs of the Association. She shall appoint, with the approval of the Executive Board, all committee chairpersons, as needed, and shall be an ex-officio member of the committee she has appointed. She may request year-end written reports. The President may sign Association checks, when necessary. She shall serve for two (2) years.
- Section 2: The Vice President shall conduct meetings in the absence of the President and assume other duties assigned to her by the President. The Vice President automatically assumes the office of President if a vacancy occurs in an un-expired term. The Vice-President will serve for two (2) years and will automatically succeed to the Presidency. Election for the office of Vice President shall be held every two years on odd numbered years.
- Section 3: The Secretary shall be the recording officer of the Association. She shall be custodian of all records (up-to-date membership list, copies of Bylaws and Standing Rules). She shall be in charge of all correspondence. She, or an appointed alternate, is required to attend all meetings to record minutes, and prepare them for publication as directed by the President. She shall serve for two (2) years. Election for the office of Secretary shall be held every two years on even numbered years.
- Section 4: The Treasurer shall collect all money due the Association and bank it in a proper account. She shall make all disbursements, as duly authorized. She shall keep an accurate ledger and give a Treasurer's report at each meeting. She shall keep the Secretary advised of new members' names, addresses and telephone numbers. She shall serve for two (2) years. Election for the office of Treasurer shall be held every two years on odd numbered years.
- Section 5: The Past President shall serve for two (2) years. She shall be the Chairperson of the Nominating Committee. She shall conduct a year-end audit and be responsible for finding one (1) member-at-large to assist.

#### **ARTICLE 5 – COMMITTEES**

- Section 1: STATE REPRESENTATIVE
1. Represent the BCWGA in all matters pertaining to its' membership in the AWGA, and be responsible for all communications between the BCWGA and the AWGA.
  2. Post on the bulletin board all pertinent information from the AWGA office.
  3. Be responsible for submitting to the Nominating Committee of the AWGA the BCWGA recommendations for nominees to the AWGA Board. In the event the BCWGA has no nominees, she shall so advise the Nominating Committee.
  4. Present the AWGA election ballot to the BCWGA, and return the ballot to the AWGA office marked with the clubs' vote.
- Section 2: HOSPITALITY
- 1: Acquaint and welcome all new members, greet guests etc.
  2. Be responsible for sending cards from the BCWGA to members or family, as directed by the Board.
- Section 3: HANDICAP
1. Post current handicap sheet on bulletin board.
  2. Notify all members of any changes in regulations.
  3. Assist any member having difficulty concerning handicap.
  4. Assist new members in establishing a handicap.
- Section 4: PLAYER DEVELOPMENT
1. Be responsible for the education of members as to the USGA Rules of Golf.
  2. Work co-operatively thru the Bear Creek Professional Staff to develop and administrate the AWGA Ambassador Program
- Section 5. HISTORIAN
1. Be responsible for taking pictures at tournaments and special events.
  2. Maintain an Association scrapbook.
  3. Develop, maintain and keep current a BCWGA web site.
- Section 6: AUDIT
1. This committee shall consist of the Past President and one (1) member-at-large.
  2. Audit Treasurer's books at fiscal year end and prepare a report and recommendation for the Board of Directors.
- Section 7: Additional committees may be appointed by the President, at her discretion.

## **ARTICLE 6 – ELECTIONS**

The term of office for each of the officers shall be for two (2) years beginning the first day of May and ending the last day of April. The Nomination will be presented at an Executive Meeting to be held in February no later than 30 days prior to elections. OR: at a general meeting to be held on the first Monday of March. Nominations for current openings will be discussed at the February Executive Meeting. If there are no volunteers to fill the position on the 1<sup>st</sup> Monday in March, a league meeting will be called and the openings available will be presented for nominations. The Election of all positions will be held the last Monday of March (which is the end of league play).

## **ARTICLE 7 – FINANCE**

- Section 1: Yearly dues in the BCWGA shall be determined by the current Board.
- Section 2: All dues are to be collected by the Treasurer at fiscal year beginning May 1<sup>st</sup>, or at entry into the Association.
- Section 3: The fiscal year shall be May 1 through April 30
- Section 4: A year-end audit shall be conducted by the Past President and one (1) member-at-large. A report shall be made to the Board for review and approval.

## **ARTICLE 8 – AMENDMENTS**

The Bylaws may be amended by a majority vote of the members present at a business meeting, or voted on by ballots provided by the Board. A posting of the proposed changes is required for thirty (30) days prior to the vote.

## **ARTICLE 9 – RULES OF ORDER**

Roberts' Rules of Order shall govern all business meetings.

## **ARTICLE 10 – CLUB CHAMPIONSHIP**

The Club Championship shall be a two-day contest played any two consecutive weeks in March. There will be low gross and low net winners. Members must play six rounds with the league between November 1<sup>st</sup> through March in order to qualify to play.