

## **SWGA By-Laws**

### **ARTICLE I – NAME – PURPOSE – FISCAL YEAR**

*Section A.* The organization shall be known as the Shawnee Women's Golf Association (SWGA).

*Section B.* The Association's purpose is to promote social and competitive golf among the members.

*Section C.* The fiscal year shall be the calendar year.

### **ARTICLE II - MEMBERSHIP**

*Section A.* Membership in this Association shall be open to women members of the Shawnee Country Club, 16 years or over, who upon application for membership and payment of requisite dues shall thereupon become members of this Association.

*Section B.* Limited or Honorary Membership may be given to such persons as recommended by the Executive Board of SWGA and designated by Shawnee Inn, Inc. whose privileges would be defined and authorized for indeterminate periods of time.

### **ARTICLE III - ANNUAL MEETING AND ELECTIONS**

*Section A.* The annual meeting of the Association shall be held on the last tournament day of the season. Written notice of such meeting shall be mailed to all members as well as posting same in the women's locker room of the Shawnee Country Club at least two weeks prior to the meeting date.

*Section B.* The attendance in person of at least ten (10) members and two (2) officers one of which includes the President or Vice President shall constitute a quorum at any annual meeting.

*Section C.* The President shall appoint a nominating committee of three members at least two weeks prior to the date of the annual meeting whose purpose shall be to present a slate of officers for the following year.

*Section D.* At each annual meeting the officers of the Association shall be elected as provided herein. The general membership may nominate from the floor candidates other than those recommended by the nominating committee.

### **ARTICLE IV – EXECUTIVE BOARD**

*Section A.* The affairs of the Association shall be managed by an Executive Board consisting of the officers, the immediate past president and the chairmen of the standing committees.

*Section B.* The Executive Board shall meet at the call of the President. Four members of the Board shall constitute a quorum for the transaction of business.

### **ARTICLE V – OFFICERS - DUTIES**

*Section A.* The Officers of the Association shall be a President, a Vice President, a Secretary and a Treasurer.

*Section B.* The Officers shall be elected as provided herein at the annual meeting to serve until their successors are elected. The Executive Board may fill vacancies occurring between annual meetings.

*Section C.* The President shall:

- Preside at all meetings of the Executive board or of the members
- Appoint the Chairmen of the Standing and Ad-hoc committees.
- Supervise and serve as an ex-officio member of all committees.
- Cast the deciding vote in the event of a tie.
- Appoint two members of the Association who will perform an annual audit of the financial books of the Association.

*Section D.* The Vice President shall:

- Perform all the duties of the President in her absence or at her request.

*Section E.* The Secretary shall:

- Record minutes of all meetings of the executive board or the members.
- Be responsible for all Association correspondence except that which is delegated to the chairmen.
- Maintain a roster of all members and issue membership identification.

*Section F.* The Treasurer shall:

- Have charge of the funds of the association.
- Collect all dues and debts owed the Association.
- Safely keep the Association funds in such bank, as the Executive Board shall designate, the same to be disbursed by check signed by such officer or officers as may be designated by the Board.
- Make a periodic report of receipts or disbursements when requested by the President.
- Make a summarized report of the fiscal affairs for the Association at the end of the fiscal year.

### **ARTICLE VI – STANDING COMMITTEES**

*Section A.* The newly elected President shall appoint the chairmen of the following committees for the ensuing year; the appointed chairmen of each committee shall select such additional members of the committee as she deems necessary.

1. The Tournament Chairman shall:
  - Arrange the detail of and conduct all tournaments.
  - Be responsible to make pairings for all tournaments, according to handicaps.
2. The Handicap Chairman shall:
  - Be responsible for helping maintain accurate handicaps for all golfers.
  - Work with the Head Golf Professional in promoting and ensuring proper posting procedures.
  - Be responsible for addressing handicap discrepancies within the membership.
  - Determine the most improved golfer of the year.
3. The By-laws and Rules Chairman shall:
  - Review the by-laws and rules of the Association on an annual basis.
  - Understand, interpret and promote knowledge of and adherence to said rules.
  - Be responsible to present any proposed amendments to the Executive Board and the membership at large in accordance with Article X of said By-laws.

#### **ARTICLE VII – TOURNAMENTS**

*Section A.* A member shall be eligible to compete for prizes in any tournament providing she has a valid handicap. If she has no valid handicap she may submit to the handicap chairman at least twenty-four hours in advance of the match, five (5) attested scores of the current season, three (3) of which may be from another club.

*Section B.* A member shall be eligible to compete in the Club Championship as long as she has been a member in good standing on or before August 1 of the current season. She shall have played in two (2) SWGA tournaments – rainouts are included.

#### **ARTICLE VIII – GENERAL RULES**

*Section A.* General rules for play will be listed separately from the By-laws. These rules may be revised at any meeting of the Association by a majority vote of those present provided there is a quorum.

#### **ARTICLE IX – DUES**

*Section A.* The annual dues shall be in such amount and payable in such manner as shall be fixed by the Executive Board.

#### **ARTICLE X – AMENDMENTS**

*Section A.* These By-laws may be amended or revised at any meeting of the Association by two-thirds assenting vote of those present; provided the proposed amendment has been mailed or presented to each member ten days prior to the meeting.