

# RIVERDALE WOMEN'S GOLF ASSOCIATION

## **BY-LAWS**

Revised October, 2021

### PREAMBLE

The purpose of the Riverdale Women's Golf Association is to motivate interest in golf and provide social activities for its members, to provide a body to govern and conduct club competitions in accordance with the USGA Rules of Golf, and to conserve the true spirit of the game.

### ARTICLE I - NAME

The name of this association will be "RIVERDALE WOMEN'S GOLF ASSOCIATION", hereafter referred to as the association. Membership shall be open to all women. The Board of Directors, by unanimous affirmative vote, may confer a social membership upon any individual they feel has contributed to the advancement of the association.

### ARTICLE II – LIABILITY

This association is a not-for-profit organization. This association shall not be liable to any member or any other person for any damage or claim arising out of its operation, or for any misappropriation of funds, any fraud or theft from the Association. The Executive board shall be responsible for addressing all grievances. Actions that result in potential or perceived reputational damage or financial loss to the Association may be addressed through removal of Board member or expulsion. Any member applying and being accepted into this association hereby waives any such damage or claim which may exist at the present time or which may arise at any future time.

### ARTICLE III. - DUES

The Dues of this association, which are non-refundable, shall be determined each year by the Executive Board. Persons joining the association after the second Tuesday of July will pay the full handicap fee plus one-half of the annual dues.

### ARTICLE IV - ORGANIZATION

The Executive Board of the Riverdale Women's Golf Association shall consist of four elected officers and an advisor: President, Vice President, Secretary and Treasurer. The immediate past President shall serve on the Executive Board during the following year as an advisor to the Board. The Board should consist of 9-hole players and 18-hole players. In addition to the Executive Board, the board will also include the following appointed committee chairs

and captains: 18- and 9-hole Tournament, 18- and 9-hole Handicap, Social, Interleague Team Captain, Publications, Rules, and Web Administrator.

### **SECTION 1- Elections**

Elections shall take place at the annual fall meeting, which must be held at least two weeks before the end of the fiscal year. The fiscal year will begin and end on November 1. Officers will serve in their respective capacities for a minimum of one fiscal year. The Vice-president has the responsibility for soliciting the slate of officers, submitting the slate of officers to the membership for a vote at the Fall Meeting.

### **SECTION 2 - Executive Board**

#### **A. PRESIDENT shall:**

1. Appoint Chairs for all standing committees.
2. Working with the Secretary, distribute By-Laws.
3. Oversee all committee activities, giving assistance wherever necessary. The President shall be an Ex-Officio member of all committees.
4. Review, approve and ensure presentation of all reports for the current season at the fall banquet.
5. Preside over the election of Officers for the coming year. The outgoing President and the newly elected President shall confer and decide upon a date to hold a transitional Board meeting. At the time of the transitional meeting, outgoing Officers and Chairs will leave complete records to facilitate the work of the incoming officers and chairs.
6. Shall act as Advisor to the Board during the season after her term.

#### **B. VICE PRESIDENT shall:**

1. Act in a supporting capacity to the President.
2. Replace the President if she is not able to carry out her duties.
3. Work with all members to initiate recruitment of members for the Association.
4. Serve as Nominating Committee Chair. Consult with the Board regarding nominees for new officers, ensuring that the nominees understand the by-laws and the expectations of their position.

5. Conduct a yearly review of the bylaws, and present recommendations for changes to the membership.

**C. SECRETARY** shall:

1. Keep accurate records of all meetings. These minutes shall be posted for the members.
2. Maintain a digital copy of the By-Laws and update as needed.
3. Maintain a file of documents pertinent to the organization

**D. The TREASURER** shall:

1. Keep full account of all money received from the membership as well as other sources.
2. Keep an accurate account of all expenditures and retain on file all receipts.
3. With the President or Vice-President review all expenditures and receipts at least once each month during the golf season.
4. Be responsible for developing the budget for prizes based upon the percentage of 18- and 9-hole members. A budget shall be approved by the Executive Board after input from the entire Board.
5. Be available to collect money for association functions as needed
6. Work with the Handicap Chair to provide accurate membership records for GHIN.
7. Work with the Assistant Treasurer to ensure bookkeeping records are up to date, and accurate, and that the budget reflects the goals and resources of the association.
8. Update the checking account signature card annually, as appropriate, to include Treasurer, Assistant treasurer, and President.

**SECTION 3 - Standing Committees and Duties of Committee Chairs and Captains**

Each Committee Chair is responsible for appointing the members of her committee and for the official actions of the committee. She shall use the association by-laws and the USGA Rules of Golf as guides in relation to her duties. She shall keep complete records of her committee's activities.

**A. 18- AND 9-HOLE TOURNAMENT CHAIRS** shall:

1. Have a working knowledge of tournament management software.
2. Prepare the schedule of events. The schedule should avoid conflict with State and Local Competitions (when possible.)
3. Provide the Publications Chair with the above information so that it may be included in the yearbook.
4. Supervise all competitions and
  - a. Inform players of tournament procedures and special playing conditions.
  - b. Determine the winners of the tournaments and maintain an accurate record of these winners.
  - c. Group players by flight or as tournament requires.
  - d. Distribute end-of-year prizes for weekly tournaments, Championships, ringer book, milestones, and any other competitions
  - e. Update weekly tee-time information and previous week's winners in tournament management software in advance of the next scheduled play day.

**B. HANDICAP CHAIR** shall:

1. Have a working knowledge of the GHIN (Golf Handicap Information Network) system and attend CGA recertification meetings as required.
2. Post GHIN handicap reports.
3. Assist members with posting and revising scores as requested.
4. Provide GHIN reports for Tournament Chair(s) and Interleague Team Captains.
5. Work with the treasurer to maintain accurate membership records for GHIN.
6. Be responsible for ensuring compliance with the RWGA's specified obligations and responsibilities under the Rules of Handicapping. This includes conducting handicap review and making adjustments if necessary.

**C. SOCIAL CHAIR(S)** shall:

1. Create social activities to coordinate with the tournament programs.

2. Be responsible for the location, planning, and setting up for the Spring Brunch, Fall Banquet, tournament luncheons and other association functions.
3. Assist the treasurer in the collection of money for these functions.

**E. RULES CHAIR** shall:

1. Advise the members on the application of the Rules of Golf.
2. Provide a rules seminar as needed for the membership.
3. Be responsible for ensuring that local rules conform to the USGA Rules of Golf and for rules interpretation during tournaments.
4. Make available copies of the current USGA Rules of Golf and local club rules to each member annually.
5. Attend CGA or USGA Rules Workshops or Seminars as required.

**F. LEAGUE TEAM CAPTAINS** shall:

1. Be selected each fall by members eligible for team play.
2. Make arrangements as prescribed by the Interleague procedures regarding schedule, flights, names of participating players, and scorecard preparation.
3. Schedule and notify all members of league matches.

**G. PUBLICATIONS CHAIR** shall:

1. Be responsible for the assembling, printing and distribution of the yearbooks.
2. Be responsible for the assembling and distribution of all the newsletters.
3. Support any special publication opportunities to market the activities of the league as needed.

**H. WEB ADMINISTRATOR** shall:

1. Be responsible for updating the association website with association information.
2. Be responsible for administering and monitoring the Social Media Sites representing the association.

## **ARTICLE V - MEETINGS**

### **SECTION 1 - Annual Meetings**

There shall be two (2) general meetings of the association, the dates of which are to be fixed by the Executive Board. Members will be notified of the date, time, and place for each meeting. A quorum shall consist of a majority of all active members. There must be a quorum present in order to conduct Association business.

## **SECTION 2 - Board Meetings**

The President will call board meetings, as necessary. The agenda will be posted before the meeting so each member may add feedback. Voting privileges are for board members only. Each office or committee has one vote.

## **SECTION 3 - Special Meetings**

The Executive Board, with such Committee Chairs they may deem necessary, is authorized to transact business at a Special Meeting. A Special Meeting may be called by the President or by a petition of 1/3 of the members of the association. Petitions must be in writing when presented to the Secretary. Members will be notified of the date, time and place of the meeting.

## **SECTION 4 - Parliamentary Procedure**

“ROBERT’S RULES OF ORDER REVISED” shall be the final authority as to Parliamentary Procedure at all meetings, insofar as they do not conflict with any provisions of these By-laws.

### **Order of Business**

- 1. Call to order**
- 2. Roll call or counting of members present**
- 3. Reading and approval of minutes**
- 4. Reports of Officers/Committee Chairs**
- 5. Unfinished business**
- 6. New business**
- 7. Announcements**
- 8. Adjournment**

## **ARTICLE VI – EXPULSION**

By unanimous agreement of the Executive Board, any member of this association may be expelled for good cause, including refusal to comply with the USGA Rules of Golf or any conduct that results

in adverse reflection on the association as a whole. In the event a member is expelled, she shall forfeit all paid dues.

## **ARTICLE VII – RESIGNATION OR REMOVAL**

### **SECTION 1- Resignation**

Any Board member may resign at any time before the end of her term by giving notice in writing to the Board President.

### **SECTION 2- Removal**

Any Board member may be removed for cause at any time by an affirmative vote of the majority of members of the Executive Board.

### **SECTION 3-Vacancies**

Any vacancy on the Board may be filled by a majority vote of the remaining Board. The appointed successor will hold office for the unexpired term of the Board member.

## **ARTICLE (VIII) - AMENDMENTS**

These By-laws may be repealed or amended by a majority vote of members present in accordance with Article V, Section 1.