

# **SPOKANE AREA WOMEN'S GOLF ASSOCIATION**

## **CONSTITUTION AND BYLAWS**

### **ARTICLE I** **NAME**

The name of this organization shall be the **SPOKANE AREA WOMEN'S GOLF ASSOCIATION**.

### **ARTICLE II** **PURPOSE**

The purpose of this organization shall be to promote the best interests of golf among its members and to provide for inter-club tournaments and other contests.

### **ARTICLE III** **MEMBERSHIP**

Those clubs that were members in good standing during 1961 of the **SPOKANE AREA WOMEN'S GOLF ASSOCIATION** are eligible for membership and shall be charter members. Namely: Downriver, Esmeralda, Indian Canyon, Liberty Lake, Kalispel Golf and Country Club and Wandermere.

Those clubs, who by written invitation of the Executive Board of this organization shall be full member clubs, Namely: Latah Creek, The Creek at Qualchan, Chewelah and Deer Park.

Individual membership in SAWGA shall be limited to women 18 years of age and older whose home club shall be a member of SAWGA, and who hold a current USGA handicap.

### **ARTICLE IV** **OBLIGATIONS AND DISCIPLINE**

Section 1. Each member club shall be obligated to abide by the Constitution and Standing Rules of the Association.

Section 2. Neglect or refusal on the part of any member club to comply with the Constitution and Standing Rules of this Association, or with the rulings, orders or resolutions of the Executive Board shall render such member club liable to suspension with at least two-thirds of the voting members of Executive Board concurring.

Section 3. No member club shall be disqualified or deprived of any privilege without due notice and formal charges with specifications having been made in writing and an opportunity to be heard in its defense.

## **ARTICLE V**

### **EXECUTIVE BOARD, OFFICERS AND COMMITTEES**

**Section 1.** There shall be an Executive Board consisting of two (2) SAWGA members from each member club; those members, designated as the Junior and Senior Representatives, to be elected or appointed by her respective club.

**Section 2.** Each member club shall be entitled to two (2) votes.

**Section 3.** The officers of this Association shall be President, Vice-President, Secretary, and Treasurer. Vice Treasurer may be designated by the Board as deemed necessary.

**Section 4.** The following Standing Committees/Chairs shall be named: SAWGA Scramble, Championship Tournament, Sweepstakes 1-3 and Sweepstakes 4-6, Numerica Cup, Forms, Parliamentarian, and Web Coordinator. Co-Chairs for these standing committees may be designated by the President as deemed necessary. The acts of each committee/chairs shall be subject to the approval of the Executive Board.

**Section 5.** The duties of the officers shall be defined in "Robert's Rules of Order" unless otherwise specified below.

**Section 6.** The duties of the Chairwoman of the Standing Committees/Chairs shall be as defined in USGA "Committee Manual" unless otherwise specified below.

**Section 7.** Powers and duties of officers and the chairwomen of the above named standing committees/chairs shall be as follows:

**PRESIDENT:** The President shall preside at all meetings of this Association and of the Executive Board and shall perform such duties as ordinarily pertain to the office. The President shall appoint such special or regular committees/chairs/co-chairs as she shall deem necessary. The President must attend the bi-annual meetings, starting in the fall of her elected year. If she cannot attend, she must provide a substitute to attend in her absence. She is responsible for procuring and confirming the venue days and times.

**VICE-PRESIDENT:** The Vice-President shall perform the duties of the President in the absence of the President. She shall assist the President and be an ad-hoc member of all other committees. She shall assume the office of President the following year.

**SECRETARY:** The Secretary must attend the three bi-annual meetings, starting in the fall of her elected year. If she cannot attend, she must provide a substitute to attend in her absence. The Secretary shall keep records of all meetings of the Association and of the Executive Board. She will provide a copy to each member club president and to the Webmaster to post a copy on the SAWGA website within **one (1) month** of the spring and fall meetings. She shall take charge of all correspondence and papers belonging to the Association. She shall also make written reports at the annual meeting or any other time, upon the request of the President.

**TREASURER:** The position of Treasurer shall be for a minimum period of two (2) years. The Treasurer shall collect all monies due the Association and disburse the same under the direction

of the Executive Board. The Treasurer shall leave a minimum dollar amount of \$500 in the

SAWGA general fund every year and keep \$250 in a separate fund for a “Hole-in-One” prize until it is distributed to a winner/s at the SAWGA Banquet. She shall report, in writing, the state of finances when required by the President or the Executive Board. At the bi-annual meetings she shall present a written report showing all receipts and disbursements made during the period. She shall keep a roll of all current members and member clubs and shall work closely with all tournament chairwomen.

**SAWGA CHAMPIONSHIP TOURNAMENT CHAIRWOMAN:** The SAWGA Championship Tournament Chairwoman shall be responsible to the Executive Board for planning and conducting the SAWGA Championship Tournament. She shall prepare a schedule of events to present to the Executive Board for approval and distribute it in printed form to all member clubs well in advance of the tournament. She shall work closely with the Treasurer and shall report all income and expenditures to her. At the bi-annual Fall meeting she and her committee shall present a written report, which shall include all monies and disbursements, sponsor lists and tournament winners.

**SWEEPSTAKES CHAIRWOMEN:** The Sweepstakes Chairwomen shall be responsible to the Executive Board for planning and conducting the Sweepstakes events. Prior to the event coordinate with the Junior Representative of the host course. They shall post adjusted scores to GHIN following each event. They shall report the results of each event to the Treasurer and Web Coordinator in PDF format immediately following play.

**NUMERICA CUP CHAIRWOMAN:** The Numerica Cup Chairwoman shall be responsible to the Executive Board for planning and conducting the Numerica Cup matches. Prior to the event coordinate with the Senior Representative of the host course. She shall report the results of the event to the Web Coordinator in PDF format immediately following play.

**SAWGA SCRAMBLE CHAIRWOMAN:** The SAWGA Scramble Chairwoman shall be responsible to the Executive Board for planning and conducting the SAWGA Scramble event. At the start of each yearly event, it shall be her duty to inform the players of any local course rules and all rules specific to the current years SAWGA Scramble event.

**FORMS CHAIRWOMAN:** The SAWGA Forms Chairwoman will be responsible for updating all SAWGA forms for the upcoming year. Information will be acquired from club officers, SAWGA officers and chairs, individual golf courses and SAWGA meeting minutes. She will forward all updated forms in pdf to the Web Coordinator and other appropriate members.

**WEB COORDINATOR:** The Web Coordinator shall assist the Webmaster, in coordinating information and updating content for members and tournaments on our SAWGA website throughout the year. She will also serve as the Laura Bossart Award chairperson each year and will select 3 prior award recipients to form the committee to choose the winner.

**PARLIAMENTARIAN:** The Parliamentarian shall have extensive knowledge in parliamentary procedures and should sit next to the presiding officer during meetings. The Parliamentarian speaks to the assembly only when requested and may provide explanations or advice, but not rulings, which are always made by the presiding officer. The specific duties of the Parliamentarian are:

- Give advise to the President and members during meetings
- Inform the President of errors in parliamentary procedure if they affect the basic rights of members
- Give advice to members during times when there is not a meeting in process (See *Parliamentary Procedures Made Easy*)

## **ARTICLE VI** **MEETINGS**

**Section 1:** There shall be two bi-annual meetings of the Executive Board; one to be held in October or November, and one to be held in March.

**Section 2:** Special business meetings that need to be held shall be done so by the President or Executive Board by giving at least three (3) days notice.

## **ARTICLE VII** **ELECTIONS**

**Section 1:** A slate of officers shall be presented at the Executive Board meeting to be held in the fall.

**Section 2:** Officers (President, Vice-President, Secretary, and Treasurer) shall be elected by the Executive Board at the fall meeting. The nominee for President shall be the current Vice-President and shall be from the member club scheduled to host the next year's Championship Tournament. The nominee for Vice-President shall be from the member club scheduled for the following year's Championship Tournament. The incoming President shall appoint the Chairwomen of the Standing Committees.

**Section 3:** In case any office is vacated before the expiration of the term, the Executive Board shall elect someone from their membership to the unexpired term and a new member shall be appointed or elected from the club to which she belongs to replace her on the Executive Board.

## **ARTICLE VIII** **GOVERNMENT**

Section 1: All executive, legislative and judicial authority of the Association shall be vested in the member club representatives with full power to enact and promulgate all rules, orders and regulations for the governing of the Association and its various activities.

Section 2: Two-thirds (2/3) of the total membership of the Executive Board shall constitute a quorum for the transaction of business.

Section 3: Each member club shall have the right to be represented at any meeting of the Executive Board by its representatives or proxies, and shall be entitled to two (2) votes. In the absence or inability of a representative to act, a substitute shall be appointed by the women members of her club and duly certified by the President of the Executive Board.

## **ARTICLE IX** **DUES**

Until otherwise ordered by the majority vote of the Executive Board, the annual dues of all member clubs shall be a sum decided upon by the Executive Board. Dues of the individual members shall be a sum decided upon by the Executive Board and are payable before said member participates in any SAWGA organized event.

## **ARTICLE X** **AMENDMENTS**

Section 1: Amendments to this Constitution may be made at any meeting of the Executive Board by a two-thirds favorable vote of said Board.

Section 2: Should Bylaw suspension become necessary either due to unforeseen circumstances or the changing preferences of the Executive Board the motion to suspend stating the purview shall be enacted by two-thirds favorable vote of said Board.