

CONSTITUTION AND BY-LAWS
Of
ANCHORAGE WOMEN'S GOLF ASSOCIATION

ARTICLE I – NAME

The name of this association shall be
ANCHORAGE WOMEN'S GOLF ASSOCIATION.

ARTICLE II – OBJECTIVES

The objectives of this association shall be:

- A. Stimulate interest in golf among women.
- B. To foster the spirit of good will and fairness in the game.
- C. To provide structure and direction over golfing activities of our AWGA members.

ARTICLE III – MEMBERSHIP AND ANNUAL DUES

Section 1.

Active membership shall be open to any woman golfer or non-golfer.

Section 2.

The dues shall be determined by the Board of Directors and approved by a majority vote at the fall meeting of the general membership and shall be payable on or before the first day of June of each calendar year.

Section 3.

The AWGA fiscal year shall be from January 1st thru December 31st.

Section 4.

Membership may be terminated by:

- A. A written resignation to the secretary. The effective date must be specified in the notification.
- B. Non-payment of dues.
- C. A member may be dismissed because of misconduct. The complaint shall be submitted to the Board of Directors in writing. The member shall have the right of a hearing and a unanimous vote of the Board of Directors is required for a decision.

ARTICLE IV – OFFICERS, ELECTION AND BODIES

Section 1.

Officers: The elected officers shall be a president, a president-elect, a secretary and a treasurer.

Section 2.

Nominations: The president shall appoint a nominating committee with approval of the Board of Directors. The committee will present the slate of officers at the fall general membership meeting and nominations from the floor may be made at the time of election.

Section 3.

Election: The officers shall be elected by ballot, at the fall general membership meeting, to serve for one year or until their successors are elected, and installed at that time. If there is only one nominee for an office, election may be by voice vote. A majority vote shall elect.

Section 4.

The president shall:

- A. Preside at all meetings of the association, the Board of Directors and special meetings.
- B. Appoint the chairperson of standing committees and special committees.
- C. Serve as an ex-officio member of all committees except the nominating committee.
- D. Fill vacancies occurring in committees and elected positions with the approval of the Board.
- E. Present a written report with recommendations to the association, at the annual meeting and enforce the by-laws.
- F. Sign all contracts, and sign checks with the treasurer for disbursement.

Section 5.

The president elect shall:

- A. Perform such duties as may be requested by the president or the Board.
- B. Perform the duties of the president in her absence and for the unexpired term in the event of a vacancy occurring in the office of president.
- C. Sign checks with the treasurer in the absence of the president.
- D. Participate as an active member of the Board in order to assume the responsibilities of president.

Section 6.

The secretary shall:

- A. Record the proceedings of all meetings of the association and Board of Directors in a permanent record.
- B. Handle and expedite all correspondence for the association.
- C. Keep the official copy of the by-laws and record all amendments to the official copy, and keep a reference to the minutes in which it was recorded.

Section 7.

The treasurer shall:

- A. Be responsible for the collection of the dues from the membership chairperson and the placing of the funds in a bank approved by the Board of Directors.
- B. Be responsible upon taking office for obtaining four signatures on the "bank

- Signature card,” that of the treasurer, president, president-elect, and the secretary. All checks for disbursements must be signed by two of the four authorized signatures.
- C. Be custodian of all funds and keep an itemized account of all receipts and disbursements.
 - D. Present a financial statement at each business meeting, including all assets of the association.
 - E. At the end of the fiscal year submit the books for audit to the audit committee.
 - F. Present a copy of the treasurer’s report to the secretary at each meeting.
 - G. The treasurer shall chair the budget committee.

ARTICLE V – MEETINGS

Section 1.

Meetings of the general membership shall be held a minimum of two times a year. One meeting shall be held in the spring and the awards/election meeting shall be held in the fall.

Section 2.

Special meetings may be called at the discretion of the president or upon written request to the president by five members.

Section 3.

Board of Directors’ meetings shall be held monthly during the golf season, or at the discretion of the Board. Time and place of the meetings to be determined by the Board of Directors.

Section 4.

A quorum for a general membership meeting shall consist of at least twenty members of which at least five must be members of the Board.

ARTICLE VI – BOARD OF DIRECTORS

Section 1.

The elected officers of the association and the appointed chairpersons shall constitute the Board of Directors. The immediate past president shall be an ex-officio member of the Board of Directors.

Section 2.

Quorum: Five members shall constitute a quorum of the Board. The Board shall transact business consistent with the objectives of the association.

ARTICLE VII – COMMITTEES AND DUTIES

Section 1.

The Appointive Standing Committees shall be a tournament committee, rules committee, handicap committee, awards committee, publicity committee, membership committee, day's play committee, by-law committee, and team play committee. Appointed chairpersons are responsible for appointing a committee of two to assist in expediting the standing committees' duties.

Section 2.

The Tournament Committee shall prepare a schedule of events for the season, consistent with the other local schedules. The schedule and format shall be presented to the Board of Directors for approval and announced at the spring general membership meeting. The committee shall decide all issues concerning tournament play, except, when a written complaint is submitted to the Boards for a two-thirds vote. The committee shall set forth the rules and regulations governing tournament play.

Section 3.

The Rules Committee shall be responsible for enforcing all national and local rules, monitoring all tournaments and settling disputes on the course, writing local rules pertaining to the local course and presenting to the Board any changes in local rules for acceptance.

Section 4.

The Handicap Committee shall be responsible for establishing handicaps for all members and shall have the final authority in handicap matters and flight classifications.

Section 5.

The Awards Committee shall be responsible for the purchase of all awards for all events of the association except the ladies day's activities.

Section 6.

The Publicity Committee shall be responsible for all posters, notices, and articles in newspapers and bulletins.

Section 7.

The Leadership Committee shall promote membership and maintain a correct and current membership file. The membership committee shall collect dues and relinquish monies to the treasurer for deposit.

Section 8.

The Day's Play Committee shall be responsible for ladies' day activities including the setting up of the tournaments, collecting fees, establishing teams, starting and scoring, and awarding prizes.

Section 9.

The By-Law Committee shall submit amendments to the by-laws for the association in accordance with Article X. It shall consider, edit and/or correlate amendments as they may originate and as are referred to it by the Board of Directors or members. Proposers of the amendments shall be in the previous notice. The chairperson shall serve as parliamentarian for the association.

Section 10.

The Audit Committee shall consist of active members who shall examine the treasurer's books, ascertain that the books are correct, and present a written report at the fall general membership meeting.

Section 11.

The Budget Committee shall prepare a tentative budget for presentation to the Board of Directors at the last board meeting prior to the fall general membership meeting for consideration and recommendation to that meeting, when the budget shall be adopted.

Section 12.

The Ringer Committee shall prepare a ringer chart and post it at each course prior to the first ladies' day game played of the season. Each chairperson shall collect fees from interested women, and post those names on the chart. After 18 holes have been played in one game, the score is entered on the chart. Thereafter, each hole improvement shall be entered on the chart with a lead pencil. At the conclusion of the season, the scores are checked and the most improved golfer is determined.

Section 13.

The Hole-in-One Committee shall collect money for hole-in-one insurance, keep records of paid insureds, and post current list of insureds at each course where ladies' day is played.

Section 14.

The Team Play Committee shall oversee signing up interested women; arranging teams and tee times at all golf courses in the area; and handing out prize money at the fall general membership meeting.

ARTICLE VIII – PARLIAMENTARY AUTHORITY

The rules contained in Robert's Rules of Order, Revised shall govern this association in all cases to which they are applicable, in which they are not inconsistent with these by-laws.

ARTICLE IX - AMENDMENT TO THE BY-LAWS

These by-laws may be amended at any general membership meeting by a majority vote, provided the amendment has been submitted in writing at the previous Board of Directors' meeting and signed by two members.

Revised May 14, 1974
Amended
Amended
Revised 1989
Adopted May 18, 1990
Amended May 10, 2003

ASSOCIATION STANDING RULES

- I. Order of Business:
 1. Call to order by the president with review of last meeting (optional).
 2. Secretary will read the minutes for approval.
 3. Secretary will read communications
 4. Treasurer will now report.
 5. Reports of standing and special committees.
 6. Unfinished business (adopting amendments or revision to by-laws).
 7. New business (previous notice to amend by-laws).
 8. Program – announcements
 9. Adjourn.

- II. Officers and committee chairpersons will transfer up-to-date records of the association activities to their successors upon completion of the term of office.

- III. All monies disbursed from the association treasury for non-budgeted items and those items not already covered by the membership dues to exceed \$100.00 shall be approved by the Board.

- IV. Annual dues to the association shall include the GHIN assessment for members.

- V. Each ringer committee chairperson will keep track of all birdie pins for all regular AWGA courses. Break 100, 90, 80 pins awarded for first time only. All pins awarded for play ladies' day and on permanent greens only.

- VI. The AWGA season ends October 31st.

Approved March 9, 1996