

# NORTHERN ARIZONA WOMEN'S GOLF ASSOCIATION BYLAWS

## ARTICLE I—NAME

The name of this organization shall be Northern Arizona Women's Golf Association, hereinafter referred to as NAWGA, a non-profit organization.

## ARTICLE II—OBJECT

**Section 1:** To promote participation, equitable competition, and recognition of women's golf in Northern Arizona.

**Section 2:** To organize, arrange and conduct golf activities of NAWGA.

**Section 3:** To assist, upon request, the club associations of NAWGA and the Arizona Golf Association (AGA).

## ARTICLE III—MEMBERSHIP AND DUES

### Section 1: Eligibility

- A. NAWGA membership shall be limited to northern women's Arizona Golf Associations which maintain a valid USGA handicap system for their members.
- B. Associations shall apply for NAWGA membership in writing.
- C. Member associations applying for reinstatement must proceed as if they were applying for the first time.
- D. Individual membership shall be limited to amateur females (the USGA transgender policy applies) who maintain a valid USGA recognized handicap.

### Section 2: Dues

- A. The annual club association membership in NAWGA is without charge.
- B. The annual individual dues shall be an amount set by the Board of Directors.
- C. Dues shall be sent to the NAWGA Treasurer by January 1st of each year. Dues not paid by March 1st shall be considered delinquent. Delinquent clubs must apply for reinstatement.
- D. The fiscal year shall be from October 1st through September 30th.

## ARTICLE IV—GOVERNMENT

**Section 1:** The Board of Directors shall consist of members of the Executive Committee and Standing Committee Chairpersons, all of which are voting positions.

**Section 2:** The Executive Committee shall consist of the elected officers and the immediate Past President.

**Section 3:** The Executive Committee shall transact the business of NAWGA, subject to the approval of the Board of Directors.

**Section 4:** The Executive Committee shall propose Standing Rules for NAWGA, subject to ratification by the Board of Directors.

**Section 5:** The Board of Directors shall approve tournament guidelines for NAWGA events.

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## ARTICLE V—MEETINGS

**Section 1:** The Annual General Membership Meeting of NAWGA shall be held in the fall and shall be for the purpose of electing and installing officers, receiving reports from officers and committee chairpersons, and for any other business deemed appropriate and necessary.

**Section 2:** A quorum for a General Meeting consists of the clubs represented and a majority of the Board of Directors.

**Section 3:** At least two regular meetings of the Board of Directors shall be held each year. The President shall determine the time and the place for such meetings. Special meetings may be called at the written request of two (2) members of the Board provided at least one week's notice is given to each Board member.

**Section 4:** A quorum for Board meetings shall consist of a majority of the Board of Directors.

## ARTICLE VI—OFFICERS

**Section 1:** The elected officers of NAWGA shall be: President, Vice President, Secretary and Treasurer. Officers shall be elected for two year terms as follows: in even numbered years, the President and Secretary shall be elected; in odd numbered years, the Vice President and Treasurer shall be elected.

**Section 2:** Officers must be members of NAWGA.

**Section 3:** In the event of a vacancy in any office except the presidency, the remaining officers shall, by a majority vote, appoint a successor until the next annual meeting when a member shall be elected to complete the unexpired term.

**Section 4:** Officers and other NAWGA chairpersons and volunteers serve without compensation but may receive reimbursement for expenses incurred for NAWGA activities. The Board of Directors must approve reimbursement.

### Section 5: Duties of Officers

#### The President shall:

- A. Preside at all general membership, Board of Directors and Executive Committee meetings.
- B. Prepare an agenda for all meetings. Notify the Board of Directors of meetings, including the agenda, at least fifteen (15) days prior to the meeting.
- C. Call meetings of the Board of Directors and Executive Committee.
- D. Be an ex officio member of all committees except the Nominating Committee.
- E. Appoint Standing Committee Chairpersons, with approval of the Executive Committee, for Tournaments, Communications, and Rules.
- F. Appoint other committees, chairpersons or assistants as deemed necessary.
- G. Appoint a NAWGA member to examine the financial records. The examination shall be done at the end of each fiscal year and when a new Treasurer is appointed to fill an unexpired term.
- H. Prepare, with the assistance of the Treasurer, an annual budget for Board approval.
- I. Make a yearly report at the annual fall meeting. Mail report to all member clubs.

#### The Vice President shall:

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- A. Assume the duties of President in her absence, and the presidency in the event of the resignation of the President.
- B. Assist the President in her duties, upon request, and perform such duties as may be assigned by the Board of Directors.
- C. Secure courses and dates for NAWGA Tournaments at least one year in advance.
- D. Forward the event calendar to AGA by December 1st.

## **The Secretary shall:**

- A. Record and keep minutes of all NAWGA meetings including those of the Board of Directors and Executive Committee.
- B. Distribute copies of the minutes to all members of the Board of Directors and Club Representatives.
- C. Be custodian of NAWGA records except those maintained by the Treasurer and Committee Chairpersons.
- D. Conduct the correspondence of NAWGA.

## **The Treasurer shall:**

- A. Keep a full and accurate account of all monies received and deposit same, in the name of NAWGA, in a depository approved by the Executive Committee. At least two members of the Executive Committee shall be signers on all accounts.
- B. Prepare, in conjunction with the President, a yearly budget for approval by the Board of Directors, and disburse funds in accordance with the approved budget or other specific authorization by the Board of Directors.
- C. Make a financial report at each meeting and prepare a fiscal year-end statement.
- D. Keep a roster of individual and association members, providing the Communications Chair with the roster for the NAWGA Directory, and the Tournament Director(s) and Handicap Chairperson with names of members who are eligible to participate in NAWGA tournaments.
- E. Disseminate, to the Executive Committee, updates received from Club Representatives.
- F. Send notices requesting member registrations and dues to each Club Representative, no later than November.
- G. Send dues reminders to clubs that have not paid by January 20th.

## **ARTICLE VII—CLUB REPRESENTATIVES**

**Section 1:** Each member club association shall elect its NAWGA representative for a two-year term.

### **Section 2: The Club Representative shall:**

- A. Represent her Club at all general meetings of NAWGA. If unable to attend, she should appoint an alternate.
- B. Post NAWGA tournament announcements with entry forms at her home club. She shall keep her membership informed of NAWGA policies and projects.
- C. Act as Event Chairperson for NAWGA events scheduled at her club, coordinating the event with her NAWGA Tournament Director.
- D. Send NAWGA dues for individual memberships to the NAWGA Treasurer by January 1st of each year. Dues for new members shall be sent to the NAWGA Treasurer in a timely manner.
- E. Maintain a current list of her club's NAWGA members including addresses, phone numbers, and handicap numbers. She will issue duplicate lists to the NAWGA Treasurer when submitting dues and to her club's team captain if applicable.
- F. Send, within fifteen days of their election, the names, addresses, telephone numbers, and e-mail addresses (if available), of her association's President and Club Representative to the NAWGA Treasurer for dissemination to the Executive Committee.

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**G.** No Club Representative may serve simultaneously as a NAWGA officer or standing committee chairperson. No member may simultaneously be a representative from more than one NAWGA club.

## ARTICLE VIII—NOMINATIONS AND ELECTIONS

**Section 1:** The Nominating Committee Chairperson shall be appointed by the President. The Chairperson shall appoint at least two committee members. The Committee shall select candidates for NAWGA offices as set forth in Article VI, Sections 1 and 2.

**Section 2:** Member club associations shall be asked to submit names of qualified members who would be interested in serving as an officer for NAWGA.

**Section 3:** The list of nominees shall be submitted to membership thirty days prior to the annual fall meeting.

**Section 4:** Additional nominations may be made from the floor at the annual general meeting. Election shall be by voice vote if there is only one candidate for office; otherwise, election shall be by written ballot. In the event there is more than one candidate for any office, a majority will elect.

**Section 5:** Officers shall be elected and installed at the fall meeting, taking office thirty days following their election.

## ARTICLE IX—STANDING COMMITTEES

**Section 1: The Tournament Director(s) shall:**

**A.** Plan and conduct all tournaments sponsored by NAWGA including the purchase of awards. All tournaments shall be conducted in accordance with NAWGA Standing Rules and Tournament Guidelines and the USGA Rules of Golf.

- 1) Have the NAWGA Club Representative of the host club as her Event Chairperson.
- 2) Have the President and Rules Chairpersons as members of her committee and appoint such other members, as she deems necessary.

**B.** Create a NAWGA Tournament Report, which includes the financial accounting, within two weeks following the tournament. Submit copies of the Report to the NAWGA President and Treasurer.

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## **Section 2: The Rules Committee Chairperson shall:**

- A. Assist the Executive Committee when requested.
- B. Be a member of the Tournament Committee and assist in carrying out the Tournament Guidelines.
- C. Set conditions of competition for all NAWGA tournaments.
- D. Keep abreast of changes in USGA rules and inform member clubs of such changes; assist member club associations upon request with problems related to USGA rules.
- E. Appoint members to her committee as necessary.

## **Section 3: The Team Play Coordinator shall:**

- A. Assist the Executive Committee when requested.
- B. Plan and coordinate all team matches in NAWGA assuring that they are conducted in accordance with the Standing Rules for team events.
- C. Review and revise, with the assistance of Team Captains, the standing rules for team play.
- D. Call and chair meetings of Team Captains to resolve by consensus all questions, issues and disputes related to team play.

## **Section 4: The Communications Chairperson shall:**

- A. Assume the responsibilities of maintaining the NAWGA website and email account.
- B. Maintain a current list of member association clubs, representatives and association presidents, along with their addresses, telephone numbers, and if available, e-mail addresses.
- C. Distribute communications to all Club Representatives.
- D. Notify Club Representatives of general meetings, including agenda, at least thirty (30) days prior to the meeting.
- E. Send a list of all NAWGA officers and representatives to the AGA as required.

**Section 5:** No Standing Committee Chairperson may serve simultaneously as NAWGA officer or club representative.

**Section 6:** All retiring chairpersons shall pass on to new chairpersons NAWGA files and materials relating to their committees. Retiring chairpersons shall be available to assist in transition.

## **ARTICLE X—PARLIAMENTARY AUTHORITY**

Roberts Rules of Order, Newly Revised, shall govern for all matters of procedure where they are applicable and where they are not inconsistent with these bylaws and special rules of order adopted by this organization.

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## ARTICLE XI—INFORMATION AND PRIVACY POLICY

### Section 1: Private and Personal Information

- A. Private and personal information submitted to NAWGA will not knowingly be shared, sold, or disclosed to third parties in any form, for any purpose, at any time.
- B. Such information may not be used by NAWGA members for transmission or distribution of unsolicited mail, email or other commercial purposes.

### Section 2: Official Board Communications

- A. All mass communication will first be directed to the President and the Communications Chair for approval. The Communications Chair will be responsible for distribution.
- B. Board members will not sign emails or letters designating themselves as a NAWGA board member unless doing so in an official capacity based on their respective roles.

## ARTICLE XII—AMENDMENTS

These Bylaws may be amended by a two-thirds affirmative vote of the NAWGA Board of Directors and two-thirds of all Club Representatives provided that at least thirty (30) days written notice of the proposed changes have been submitted to each Board Member and Club Representative.

Revised Date: June 2019