



MICHIGAN WOMEN'S GOLF ASSOCIATION BYLAWS

ARTICLE I: NOMINATION AND ELECTION OF THE BOARD OF DIRECTORS

- Section 1: The original fifteen (15) members of the Board of Directors shall serve terms of one to three years. The five (5) members who receive the most votes shall serve a three (3) year term, the five (5) members who receive the next amount of votes shall serve two (2) year terms and the remaining five (5) shall serve a one (1) year term. All terms of office in succeeding elections shall be for three (3) years.
- Section 2: The Nominations Committee shall present candidates to the Board for all available directorships. The Nominations Committee shall present final candidates to the membership at least two weeks prior to the early fall Annual General Election. Write-in candidates will be accepted.
- Section 3: Retiring Board members may be re-elected.
- Section 4: Election of new Board members will take place by ballot. The Nominations Committee shall be responsible for collecting and tallying the ballot results.
- Section 5: Before a Board member may hold the office of President, she shall have served one year on the Board. She may serve three (3) consecutive years as President or additional consecutive years as approved by the majority of the Board.
- Section 6: Should a Board member resign, her term shall be filled by the candidate who placed next in votes in the preceding election. Should that candidate be unable to accept, the vacancy shall be offered to the remainder of the candidates in the order of the number of votes received. Should none of the candidates be able to fill the vacancy, it shall be filled by Board appointment.
- Section 7: All records and equipment of a retiring or resigning Board member shall be turned over to the Board.

ARTICLE II: BOARD OF DIRECTORS

- Section 1: The President shall preside at all meetings and shall appoint any chairperson, advisor or committee.
- Section 2: The Vice-President shall assume the duties of the President in her absence or inability to function and perform other duties requested.
- Section 3: The Secretary shall record all meetings, furnish minutes of the Board meetings to Board members, keep any necessary records and process correspondence relating to the MWGA, and other duties requested.
- Section 4: The Treasurer shall take charge of all funds and keep an accurate, up-to-date record of all receipts and disbursements. All indebtedness incurred by the Association shall be paid by the Treasurer. She shall be bonded annually, said bonding to be paid from the treasury.
- Section 5: The Handicap Director shall be responsible for the integrity of the handicap process under the rules and regulations designated by the Association's status as a GAM (Golf Association of Michigan) member club, and other duties requested.

- Section 6: The Rules Director shall interpret and apply the *USGA Rules and Decisions of Golf* when needed, and educate the members about them. She and her committee develop the MWGA local rules as recommended by the USGA (United States Golf Association).
- Section 7: The Membership Director shall review, update and maintain all membership records and ensure each member receives confirmation of membership and benefits
- Section 8: The Communications Director shall ensure appropriate information and news is provided to the membership in a timely manner.
- Section 9: The Juniors Director shall promote the Association and its activities to junior players and support the development of youth golf.
- Section 10: The Publicity & Promotions Director shall furnish pertinent information on the Association, its activities and its members to the media and other communication sources.
- Section 11: The Gift Certificate Director shall be responsible for the Association gift certificates process.
- Section 12: The Events Director and her committee shall coordinate and supervise all Association non-competitive events.
- Section 13: The Competitions Director and her committee shall coordinate and supervise all Association competitions.
- Section 14: The Fund Development Director shall be responsible for activity conducted to generate financial support for the Association.
- Section 15: The Technology Director shall oversee the information technology environment of the Association.
- Section 16: If approved by the Board of Directors, the failure of any Board member to fulfill her position shall result in her removal.
- Section 17: Directorships may be created, combined, defined or eliminated by the Board.
- Section 18: Each Board member may receive a paid annual membership from the Association.

ARTICLE III: DUES

The annual assessment to cover administrative costs shall be established by the Board.

ARTICLE IV: RESPONSIBILITY AND DISCIPLINE

- Section 1: Members of the Association shall abide by the Constitution, Bylaws and other rules, policies, codes, procedures and guidelines of the Association. At all times they shall conduct themselves in an appropriate manner that reflects positively on the Association.
- Section 2: Complaints against a member must be presented to the Board. After hearing the complainant and the defendant, the decision of the Board shall be final. The Board has the power to take disciplinary action against a member. Such action may include ineligibility for events or expulsion from membership in the Association.

ARTICLE V: MEETINGS

- Section 1: There shall be an Annual Meeting with the date and place to be determined by the Board, at which the fiscal Treasury report shall be given to the membership as well as other reports deemed necessary.

- Section 2: The Board shall meet monthly or as necessary.
- Section 3: The President may call a Special Meeting of the Board and may also call a Special Meeting of the full membership of the Association at the request of the Board.
- Section 4: Special Board Meetings may be requested by five (5) or more members of the Board.

ARTICLE VI: COMPETITIONS AND PRIZES

- Section 1: The official competition season shall run approximately from May through October.
- Section 2: The Competitions Director and her committee shall establish and submit the competition schedule to the Board for approval.
- Section 3: The CEO (Competitions and Events Office) will run all competitions.
- Section 4: Guidelines for entry fees and prize structures shall be established by the Competitions Director and her committee with the approval of Board.
- Section 5: Competition play shall be governed by the *USGA Rules of Golf*, and MWGA local rules.
- Section 6: The Competitions Director and her committee shall provide competition financial statements to the Board.

ARTICLE VII: AMENDMENTS

These Bylaws may be amended by a two-thirds majority vote of the members present at the Annual Meeting, provided the full membership has been advised of the proposed amendment(s) at least two weeks before the vote is taken.