



## **MICHIGAN WOMEN'S GOLF ASSOCIATION BYLAWS**

Revised 2024

### **ARTICLE I: NOMINATION AND ELECTION OF THE ASSOCIATION BOARD OF DIRECTORS**

- Section 1: The seven-member Association Board will consist of the President, Vice President, Secretary, Treasurer, and three (3) at-large Association Board members. They will serve a term (minimum of 1 year) at the discretion of the Association Board.
- Section 2: The Nominations Committee shall present candidates to the Association Board for all available directorships. The Nominations Committee shall present final candidates to the membership at least two weeks prior to the Annual General Election. Write-in candidates will be accepted.
- Section 3: Retiring Association Board members may be re-elected.
- Section 4: Election of new Association Board members will take place by ballot. The Nominations Committee shall be responsible for collecting and tallying the ballot results.
- Section 5: Before an Association Board member may hold the office of President, she shall have served one (1) year on the Association Board. She may serve three (3) consecutive years as President or additional consecutive years as approved by the majority of the Association Board.
- Section 6: Should an Association 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 Association Board appointment.
- Section 7: All records and equipment of a retiring or resigning Association Board member shall be turned over to the Association Board.

### **ARTICLE II: ASSOCIATION BOARD OF DIRECTORS**

- Section 1: The President shall preside over Association Board meetings, ensure goals and objectives of the organization are being met and that policies and procedures are being followed.

- Section 2: The Vice-President shall assume the duties of the President in her absence or inability to function and shall perform other duties as assigned and requested.
- Section 3: The Secretary shall record all meetings, furnish minutes of the Association Board meetings to Association 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: A minimum of three (3) at-large Association Board members will oversee the Committees and subcommittees, whose Chairpersons will report to them. Committee Chairpersons will be appointed by the Association Board.
- 1): The Handicap Committee shall be responsible for the integrity of the handicap process as outlined in the Rules of Handicapping manual and in the USGA Handicap Committee manual, and as requested by the Association Board.
  - 2): The Rules Committee shall ensure that the USGA Rules and MWGA local rules are interpreted and applied appropriately during MWGA competitions. The committee will ensure members have access to education and instruction on the Rules of Golf and have access to the USGA Rules of Golf manuals. The members of the committee will develop and maintain the MWGA local rules, guidelines and policies, as they relate to competitions and general code of conduct.
  - 3): The Membership Committee shall review, update and maintain all membership records in applicable databases and ensure each member receives confirmation of membership and benefits. This committee will also lead efforts for membership growth.
  - 4): The Communications Committee shall ensure appropriate information and news is provided to the membership and to potential members in a timely manner. The committee will also strive to create exposure and support of the MWGA and its mission and activities.
  - 5): The Juniors Committee shall promote the Association and its activities to junior players and support the development of youth programs. The junior program will also be promoted to MWGA members for their participation and support.
  - 6): The Publicity & Promotions Committee shall furnish pertinent information on the Association, its activities and its members to the media and other communication sources, such as social media and trade shows.
  - 7): The Awards Committee shall be responsible for the design, selection and purchase of Association gift certificates, prizes, gifts and awards.

- 8): The Events Committee shall coordinate and supervise all Association noncompetitive events. This includes such things as, Skills clinics, trips, social events, and fundraisers.
- 9): The Competitions Committee shall coordinate and supervise all Association competitions from securing host courses, and arranging accommodations to setting up the event, managing registration, creating correspondences to players, and tracking results. This committee should have several subcommittees.
- 10): The Fund Development Committee shall be responsible for activities conducted to generate financial support for the Association.
- 11): The Technology Committee shall oversee the information technology environment of the Association, including but not limited to maintenance of the website and the selection of any requested software.
- 12): An individual may serve on more than one (1) committee. Committee members may volunteer or be can be selected by the Committee Chair.

Section 6: If approved by the Association Board of Directors, the failure of any Association Board member to fulfill her position shall result in her removal.

Section 7: Directorships may be created, combined, defined or eliminated by the Association Board.

Section 8: Each Association 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 Association 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 should be presented to the Association Board. After hearing the complainant and the offender, the decision of the Association Board shall be final. The Association Board has the power to take disciplinary action against a member. Such action may include ineligibility for events or membership expulsion from the Association.

## **ARTICLE V: MEETINGS**

- Section 1: There shall be an Annual Meeting with the date and place to be determined by the Association Board, at which the fiscal Treasury report shall be given to the membership as well as other reports deemed necessary.
- Section 2: The Association Board shall meet monthly or as necessary.
- Section 3: The President may call a Special Meeting of the Association Board and may also call a Special Meeting of the full membership of the Association at the request of the Association Board.
- Section 4: Special Association Board Meetings may be requested by one-third of the members on the Association Board.

## **ARTICLE VI: COMPETITIONS AND PRIZES**

- Section 1: The official competition season shall run approximately from May through October.
- Section 2: The Competitions Committee shall establish and submit the competition schedule to the Association Board for approval.
- Section 3: The Competitions Committee will run all competitions. The Competitions Committee will receive the registrations, determine teams, flights, pairings and awards, control distribution of awards at each event and determine and track the financial status of the event.
- Section 4: Guidelines for entry fees and prize structures shall be established by the Competitions Committee with the approval of Association Board.
- Section 5: Competition play shall be governed by the *USGA Rules of Golf*, and MWGA local rules.
- Section 6: The Competitions Committee shall provide competition financial statements to the Association 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.