

Constitution of the Ladies Association of Webster Golf Club

Article I – Name

This association shall be known as the Ladies Association of Webster Golf Club (WGC); a.k.a. “WGC Ladies Association”.

Article II – Objectives

1. To further the advancement of the game of golf.
2. To promote good fellowship and friendly rivalry among women golfers of the association, specifically through team play and individual competition.
3. To foster the best traditions of the game of golf.
4. To develop skilled amateur women golfers.

Article III – Membership

The following classifications of membership shall comprise members of the Association and a USGA handicap shall be maintained in the Webster Golf Club handicapping system.

1. WGC Ladies Association Standard membership
2. WGC Ladies Associate membership
3. WGC Ladies Junior membership

Article IV – Meetings

1. Annual Membership meeting
2. Special Committee meetings

Article V – Board of Directors

The management of the Association is entrusted to a Board of Directors, composed of up to nine members: four Officers (President, Vice President, Secretary, and Treasurer and five (optional) Chairpersons (a.k.a. Chairs) as specified in Bylaw III.

BYLAWS

Bylaw I – Membership Section 1 – WGC Ladies Association Standard Membership

WGC Ladies Association Standard Membership is a registered member of Webster Golf Club who has completed the annual WGC Ladies Association application and paid dues in full to the Association. These members may participate in club tournaments with payment of tournament fees, the Ladies Association’s League and social events and has membership voting rights.

Section 2 - WGC Ladies Associate Membership

WGC Ladies Associate membership is a registered associate member of Webster Golf Club who has completed the annual WGC Ladies Association application and paid dues in full to the Association. These members may participate in club tournaments (except the Trophy Events) with payment of greens fees and tournament fees, the Ladies Association’s League and social events. Those who choose to play in the Ladies Association’s League are required to pay green fees for the year in advance. The fees are for nine holes on every designated League Day from April thru the end of September. They are not eligible to membership vote.

Section 3 – WGC Ladies Junior Membership

WGC Ladies Junior Membership is a registered member of Webster Golf Club under the age of 18 who has completed the annual WGC Ladies Association application and paid dues in full to the Association. This membership is for maintaining a USGA handicap in the WGC Club computer system. They are not eligible to participate in club tournaments. If they will reach the age of 16 by August 31 of the current year, they are eligible to play in the Ladies Association’s League. They are not eligible to membership vote.

Bylaw II – Association Meetings Section 1 – Annual Membership Meeting

The Annual Membership Meeting shall be held in either the months of September or October, at such time and place as the Board of Directors shall determine. The sole purpose is for the election of Officers, and such other business as may properly come before the meeting. Notice of the Annual Meeting shall not be less than ten (10) days prior to the meeting.

Section 2 – Special Committee Meetings

These meetings will be held by the Chair of the special event being planned and are open to all members who wish to help organize the event. Committees must adhere to the event budget approved by the Board.

Bylaw III – Board of Directors and Officers

Section 1 – Organization

1. The Board of Directors shall consist of the four Officers (President, Vice President, Secretary, and Treasurer) elected by the Association's Standard Membership and up to five Chairs (e.g. Handicap, Communication, Competitions, and Membership) elected by the Board.
2. Each Board Member shall be a Standard Member of the Association and shall serve without remuneration.
3. Each Officer shall assume her duties at the conclusion of the Annual meeting at which she is elected and shall turn over to her successor all books and properties pertaining to her office upon expiration of her term.

Section 2 – Election

1. Nominations for Officers shall be solicited from the Standard Membership and submitted by the Board. Independent nominations may also be made in writing by the Association's Standard Membership at large, to the Secretary of the Association at least twenty (20) days prior to the Annual Meeting. All nominations shall be included in the notice of the Annual Meeting.
2. Each Officer shall be elected for a term of two years.
3. At the Annual Meeting in even numbered years a President and a Secretary shall be elected in compliance with Bylaw III, Section 1.
4. At the Annual Meeting in odd numbered years a Vice President and a Treasurer shall be elected in compliance with Bylaw III, Section 1.
5. Election of Officers shall be by majority of the votes cast by members thereon at the Annual Meeting viva voce vote unless a candidate is opposed, in which case election shall be by ballot. In which case, absentee votes will be accepted by email within five (5) days prior to the Annual Meeting and the castor will be excluded from anonymity.
6. In the event of any vacancy in a Chair's position or in an Officer's position, the Board may choose to appoint an interim Board member until the next Annual Meeting. Only a Vice President can be elected by the Board as interim President. If such term is not expired by the next Annual Meeting, an interim successor shall be appointed for a term of one year.

Section 3 – Meetings

1. All Association business shall be transacted at a meeting duly called and held. The majority votes cast, or such greater vote as may be specified in the Bylaws, of the total votes cast at such meeting shall be the action of the Board.
2. As authorized by the President in circumstances she deems exigent, any one or more members of the Board may participate by means of a conference telephone or similar communication equipment. Participation by such means shall constitute presence in person at the meeting.
3. The absence of a Board member for three consecutive meetings, or five meetings in a calendar year, unless excused by the Board, shall constitute a resignation.

Section 4 – Powers and Duties

1. To conduct the affairs of the Association.
2. To interpret and enforce the Constitution and Bylaws and in every way safeguard the best interest of the game of golf.
3. To fix and determine the qualifications and annual dues for all memberships in the Association.
4. To fix and determine the qualifications and schedule of Association events. Privilege and entry fees of contestants in tournament events and to determine the system of handicapping.
5. To create, combine or discontinue any committee as it deems necessary.
6. To elect Chairpersons to the Board specific to a required need as noted in Bylaws V.
7. To hear any protests by members of the Association.
8. To supervise the financial functions of the Association, including depositories for deposit of the Association's funds, approving a budget and making such special appropriations as it deems appropriate and directing disbursement of funds in accordance therewith, reviewing financial statements, and approving an independent accountant if necessary.

Bylaws IV – Officers

Section 1 – President Duties

1. To preside at all meetings of the Board, the Association, and to perform the duties incident to the office.
2. To serve as ex-officio member of all committees without the right to vote.
3. In the absence of the Treasurer, she may make disbursements in the name of the Association.
4. To interface with the WGC Men's Association for mixed events and course actions.
5. To appoint a representative to conduct the duties and interfacing required by the RDGA (Rochester District Golf Association).
6. To appoint any Special Committee as deemed necessary.
7. To make an Annual Report to the Association.

Section 2 – Vice President Duties

1. To perform the duties of the President in her absence.
2. To assume the position of Interim President should the President's position become vacant.
3. To arrange the Membership Annual Meeting.
4. To interface with the WGC for all food/beverage requirements for Ladies Events unless otherwise appointed.
5. To serve as Greens Committee representative with the WGC Men's Association.

Section 3 – Secretary Duties

1. To record attendance and minutes of all Board and Association meetings.
2. To provide copies of the minutes to all Board Members and furnish to the general membership upon request.
3. To include notice of Officer Nominations with notice for the Annual Meeting to all WGC Ladies Association Standard Members pursuant to Bylaws III (timeframes, term expirations, independent member nominations, and ballot votes if necessary).
4. To maintain the records of the Association, except such as pertain to the Treasurer.
5. To perform such other duties as may be delegated to her by the Board.

Section 4 – Treasurer Duties

1. To keep a full and accurate account of all monies received and to deposit same in the name and depository of the Association as approved by the Board.
2. To disperse funds only as directed by the Board in accordance with the budget approved by the Board, or pursuant to a special appropriation made by the Board.
3. To present a report at each Annual Meeting of all receipts and expenditures during the fiscal year and to make a financial statement at each meeting of the Board.
4. To ensure all Membership presented has complied with the dues and fees set forth and approved by the Board.
5. To prepare statements, vouchers, and reports to be delivered to an independent auditor if deemed necessary by the Board.

Bylaws V – Chairpersons elected by the Board

Optional Chairpersons may be elected by the Board as it deems necessary and those Chairs will become voting Board members for as long as the Board deems necessary. The Chair should be reviewed annually by newly elected Officers for applicability. The following sections give examples of probable but not exclusive Chair positions and duties.

Section 1 – Handicap Chair Duties

1. To report current Member Handicaps in conjunction with the USGA Handicap software system cycles.
2. To add new members to the Handicap software system as received from the Membership Chair and validated by the Treasurer.
3. To correct scores and play type (Home, Away, and Tournament) entered by members incorrectly.

4. To maintain and display the Ladies Association Ringer Board.
5. To notify members if their individual ESC changes in a given reporting period as set by the USGA handicapping cycle.
6. To review scorecards for proper use of ESC and make modifications to posted scores as deemed necessary.
7. To attend and report at Board meetings.

Section 2 – Communication Chair Duties

1. To create and publish the LA News to be distributed monthly April-October.
2. To maintain the Ladies Room Bulletin Board.
3. To create and maintain Event flyers as received via the Competitions Chair or the Board and approved by the Board.
4. To attend and report at Board meetings.

Section 3 - Competitions Chair Duties

1. To arrange and conduct all tournaments and events for the Association.
2. To determine site, format, eligibility, and handicapping formulas for all tournaments.
3. To interface with the WGC Director of Golf and the Men's Association to ensure scheduled events are not in conflict.
4. To ensure Event flyers are in concert with the scheduled event.
5. To inform the Vice President and Treasurer of attendance projections for budgeting, prize payouts, and food/beverage preparations.
6. To maintain winner placements and attendance in accordance with Player of the Year requirements.
7. To obtain appropriate trophies and plaques.
8. To attend and report at Board meetings.

Section 4 – Membership Chair Duties

1. To welcome new members.
2. To obtain new WGC member listings from the WGC and solicit membership to the WGC Ladies Association.
3. To maintain a list of members and ensure Handicap chair if applicable has required information for handicapping software system.
4. To inform Treasurer of new/returning members to ensure the required dues and fees set forth and approved by the Board have been collected.
5. To inform Handicap Chair if applicable of any inactive or non-returning members from previous years.
6. To attend and report at Board meetings.

Bylaw VI – Revenue and Finance

1. The revenue of the Association shall be derived from membership dues, tournament fees and specials (i.e. 50/50, Mulligans).
2. The fiscal year shall end October 31st.

Bylaw VII – Amendments

Section 1 – Constitution

The Constitution may be amended or revised by two-thirds of the votes cast at a meeting of the Association duly noted and held, provided written notice of any proposed amendment or revision shall have been given to all Members not less than ten (10) days prior to the meeting, or, without such notice, by unanimous consent of the Association's Standard Members present.

Section 2 – Bylaws

Bylaws may be adopted, amended, or repealed by two-thirds of the votes cast by the Association's Standard Membership at a meeting duly noticed and held, provided such notice includes in writing that such action on a proposed amendment will be taken.

Bylaw VIII – Notice

When notice is required under these bylaws, notice shall be deemed given when delivered via US Mail, posted to the Ladies Association Bulletin Board, or via email as directed to the address specified in the Standard Membership listings and records.

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