



KANSAS WOMEN'S GOLF ASSOCIATION

BYLAWS

Revised October 2005

BYLAWS OF KANSAS WOMEN'S GOLF ASSOCIATION

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BYLAWS OF KANSAS WOMEN'S GOLF ASSOCIATION

ARTICLE I. NAME

The name of this Association shall be Kansas Women's Golf Association, hereinafter referred to as KWGA.

ARTICLE II. OBJECT

The object of KWGA shall be to promote the game of golf among amateur female golfers of Kansas; to encourage sportsmanship and skill; to provide for annual championship tournaments for girls and women; and from time to time to engage in charitable undertakings related to this object.

ARTICLE III. SEAL

The seal of KWGA shall be circular in form, have in its outside margin the words, Kansas Women's Golf Association, bear a ring of petals resembling a sunflower within the margin, and have at the center of the sunflower a women golfer beneath which the initials KWGA appear.

ARTICLE IV. MEMBERS

Section 1. Club Membership.

Properly organized golf clubs located in the state of Kansas shall be eligible for membership in KWGA. Upon request for membership, payment of the Member Club annual dues shall be remitted to the Membership Chair, and the golf club shall be referred to as Member Club. If a golf club joins KWGA after November 1, the dues payment shall be credited as payment for the following year.

Section 2. Associate Membership.

- a. An individual woman residing in the state of Kansas who may or may not be affiliated with an organized women's golf club shall be eligible for membership in KWGA. Upon request for membership, payment of the annual associate member dues shall be remitted to the Membership Chair, and the individual shall be referred to as Associate member.
- b. An Associate member shall enjoy all rights and privileges of KWGA except that of voting and participating in the KWGA Low Net award.

Section 3. Individual Membership.

- a. A woman who belongs to a Member Club may become a member of KWGA by remitting the annual individual membership dues to the Membership Chair. She shall be referred to as a KWGA member. The membership shall be in effect from May 15th of the year remitted to May 14th of the following year.

Section 4. Membership Dues.

Membership dues shall be determined by the Board of Directors at the Fall meeting. The Member Club and Associate Membership annual dues shall be remitted by January 1st to the Membership Chair. Individual Membership annual dues shall be remitted by May 14th to the Membership Chair. The Membership Chair shall notify Member Clubs whose dues are in arrears. Those Member Clubs whose dues are not paid within thirty days shall be deemed inactive and shall be dropped from the membership rolls after two years.

Section 5. Member Club Resignation.

Any Member Club desiring to resign from KWGA shall submit its resignation in writing to the membership Chair who shall present it to the Executive Board for action.

Section 6. Honorary Membership.

- a. Any KWGA member who is actively participating in a Member Club and has reached the age of 75 shall be awarded an Honorary Membership upon submission of the KWGA Honorary Membership application by her Member Club. She shall be referred to as an Honorary member.
- b. An Honorary member shall have none of the obligations of membership in KWGA, but shall have all the privilege of an individual membership.
- c. When an Honorary member is no longer active in a Member Club, her name shall be removed from the KWGA Honorary Member list.

ARTICLE V.
OFFICERS

Section 1. The officers of KWGA shall be President, Vice-President, Secretary, Treasurer, Tournament Director, Assistant Tournament Director, and Handicap Director. These officers shall perform the duties prescribed by these Bylaws and by the parliamentary authority adopted by KWGA.

Section 2. At the Fall meeting of the Board of Directors, the President shall appoint a nominating committee of three KWGA members, one of who shall serve as chair.

Section 3. The officers shall be KWGA members.

Section 4. Years of election.

- a. On even numbered years, the following officers shall be elected: President, Vice-President, Tournament Director, and Assistant Tournament Director.
- b. On odd-numbered years, the following officers shall be elected: Secretary, Treasurer, and Handicap Director.

Section 5. The officers shall be elected by ballot to serve for two years or until their successors are elected. Their term of office shall begin November 1st.

Section 6. No officer shall hold more than one office at a time, and no officer shall be eligible to serve more than five consecutive terms in the same office.

Section 7. Officers shall not receive compensation for their services, but shall be reimbursed for their expenses.

Section 8. A KWGA pin shall be given each officer at the beginning of her term of office.

ARTICLE VI. DUTIES OF OFFICERS

Section 1. The President shall:

- a. Preside at all meetings of the Board of Directors, the Executive Board, and the Executive Committee.
- b. Enforce the Bylaws, decide all questions of order, offer for consideration all motions regularly made, appoint all staff and committees not otherwise provided for, and perform all other duties her office may require.
- c. Be ex-officio member of all committees.

Section 2. The Vice-President shall:

- a. Assist the President and perform duties of the President in her absence.
- b. Supervise the Hole-in-One awards.
- c. Mail Honorary Membership cards and letters of congratulations to all eligible KWGA members.
- d. Serve as the program chair for the Spring and Fall KWGA meetings.
- e. Serve as chair for the KWGA Long Range Planning Committee.
- f. Serve on the Tournament Committee.

Section 3. The Secretary shall:

- a. Keep a record of proceedings of Board of Directors, Executive Board, and Executive Committee.
- b. Keep on file all staff and committee reports.
- c. Conduct correspondence for KWGA.
- d. Maintain a list of the Member Club Presidents and their addresses.
- e. Send notices to all Member Clubs of the regular meetings, slate of officers, and/or amendments to the Bylaws at least thirty days prior to the meetings. Absentee ballot(s) shall accompany the slate of officers and/or amendments to the Bylaws.
- f. Distribute minutes of the Board of Director's meetings to all Member Clubs within thirty days following each regular or special meeting.

Section 4. The Treasurer shall:

- a. Collect, deposit, and account for dues, fees, and monies received and expended.
- b. Secure fidelity bonds on officers and staff who are responsible for KWGA money.
- c. Buy insurance for KWGA.
- d. File tax reports as required.
- e. Make a financial report at each regular meeting.
- f. Submit the Treasurer's books to an annual examination by the Auditing Committee.
- g. At the end of her final term of office, submit the Treasurer's books for examination by professional auditors.
- h. Receive the approval of the Board of Directors to pay bills of \$400.00 or more that are not budgeted.

Section 5. The Handicap Director shall:

- a. Supervise the handicap system at each Member Club according to the direction contained in the USGA *Golf Handicap System* book.
- b. Supervise the KWGA Low Net award(s) given to Member Clubs.
- c. Serve as liaison between KWGA and KWGA/GHIN Administrator.

Section 6. The Tournament Director shall:

- a. Be responsible for planning, scheduling, and conducting all KWGA tournaments.
- b. Counsel Member Clubs in the development of local tournaments.
- c. Keep a permanent record of all KWGA tournaments.

Section 7. The Assistant tournament Director shall assist the Tournament Director and shall assume the duties of the Tournament Director in her absence.

ARTICLE VII. STAFF

Section 1. The Staff shall:

- a. Be KWGA members.
- b. Receive no compensation for their services, but shall receive reimbursement for their expenses.
- c. Receive a KWGA pin at the beginning of their term of office.
- d. Serve no more than ten consecutive years.

Section 2. The Club Invitational Scheduling Chair shall help Member Clubs schedule invitational tournament dates so that they are not in conflict with neighboring Member Clubs. She shall provide a schedule of the invitational tournaments to all Member Clubs.

Section 3. The Course Rating Chair shall schedule the golf course rating of Member Clubs by the course rating teams. She shall be a qualified course rater and shall schedule USGA course rating seminars.

Section 4. The *Golf Bag* Editor shall solicit articles from Member Clubs, officers, and staff of KWGA; solicit advertising for the *Golf Bag*; publish the *Golf Bag* magazine twice a year; and mail the magazine to all KWGA members, Associate members, and advertisers.

Section 5. The Junior Golf Chair shall encourage Member Clubs to have Junior Golf programs by conducting forums, help start Junior Golf programs, and help strengthen existing programs. She shall oversee the KWGA Junior Girls' Tournament.

Section 6. The Assistant Junior Golf Chair shall assist the Junior Golf Chair.

Section 7. The 4-State Junior Golf Chair shall coordinate the five-girl team that represents Kansas in the 4-State tournament.

Section 8. The Membership Chair shall promote membership in KWGA, process all applications for membership, and keep a current listing of all members in good standing.

Section 9. The Supplies Chair shall purchase and distribute all KWGA supplies.

Section 10. The Parliamentarian shall be the parliamentarian at all Executive Board and Board of Director's meetings. She shall chair the Bylaws Committee.

Section 11. The Scholarship Chair shall supervise the Scholarship Fund and the Marge Morrison Fund, distribute scholarship applications to all Member Clubs, and chair the KWGA Scholarship Selection Committee.

Section 12. The USGA/WRAC Representative, appointed by USGA, shall represent Kansas at the United States Golf Association/Women's Regional Advisory Council meetings.

Section 13. The Special Events Chair shall coordinate the Fore State Tournament team as well as any other special event tournaments that KWGA may host.

Section 14. The State Sponsorship Chair shall coordinate all solicitations of sponsorship assistance for KWGA events.

Section 15. The Website Coordinator shall develop and maintain the KWGA website.

Section 16. The KWGA Photographer shall coordinate photography of official KWGA events.

ARTICLE VIII. EXECUTIVE BOARD

Section 1. The officers and staff of KWGA shall constitute the Executive Board. The immediate Past President of KWGA shall be an ex-officio member of the Executive Board for one year.

Section 2. The Executive Board shall:

- a. Have general supervision of the affairs of KWGA between its business meetings.
- b. Contract with the Golf Handicap and Information Network (GHIN) Administrator.
- c. Make recommendations to the Board of Directors.
- d. Be subject to the orders of the Board of Directors, and none of its acts shall conflict with action taken by the Board of Directors.

Section 3. The Executive Board shall meet preceding the regular Board of Director's meetings.

Section 4. Meetings of the Executive Board may be called by the President and shall be called upon the written request of three members of the Executive Board. Except in the case of an emergency, at least five days notice shall be given.

Section 5. A quorum at any regular or special meeting shall be nine members of the Executive Board.

ARTICLE IX.
EXECUTIVE COMMITTEE

Section 1. The officers of KWGA shall constitute the Executive Committee. The immediate Past President of KWGA shall be an ex-officio member of the Executive Committee for one year.

Section 2. The Executive Committee shall:

- a. Have day-to-day supervision of the affairs of KWGA between the Executive Board meetings.
- b. Set time, date, and place of Board of Director's meetings.
- c. In the event an elected office becomes vacant, appoint a successor to complete the unexpired term.
- d. Be subject to the orders of the Board of Directors, and none of its acts shall conflict with action taken by the Board of Directors.

ARTICLE X.
MEMBER CLUB KWGA DELEGATES

Section 1. Member Club KWGA Delegates shall be KWGA members.

Section 2. KWGA Member Club representation shall be as follows:

- a. Member Clubs with 1 through 25 KWGA members shall be entitled to have one KWGA Delegate.
- b. Member Clubs with 26 through 100 KWGA members shall be entitled to have two KWGA Delegates.
- c. Member Clubs with 101 or more KWGA members shall be entitled to have three KWGA Delegates.

Section 3. KWGA officers, staff, and the immediate Past President shall not be Delegates for the Member Clubs.

Section 4. Absentee Ballots.

- a. If a Member Club KWGA Delegate(s) cannot attend a meeting, the Member Club may vote an absentee ballot(s) for election of officers and/or amendment to the Bylaws.
- b. Absentee ballots shall be mailed to the Secretary prior to the meeting or hand-carried to the meeting by a member of the Board of Directors.

ARTICLE XI.
BOARD OF DIRECTORS

Section 1. The officers, staff, Member Club KWGA Delegates and the immediate Past President shall constitute the Board of Directors, and each member shall have one vote.

Section 2. The Board of Directors shall have full power and authority over the affairs of KWGA.

ARTICLE XII.
MEETINGS

Section 1. The spring Board of Directors' meeting shall be held simultaneously at three regional locations on the first Thursday of March 2006, 2007, and 2008 with locations to be determined and the fall meeting shall be held the first Thursday of October.

Section 2. Special meetings of the Board of Directors may be called by the President and shall be called upon the written request of ten members of the Board of Directors. The purpose of the meeting shall be stated in the call. Except in the case of an emergency, at least fifteen days notice shall be given.

Section 3. Fifty members of the Board of Directors shall constitute a quorum. Absentee ballots shall only be used to establish a quorum for election of officers and/or voting on amendments to the Bylaws.

ARTICLE XIII.
COMMITTEES

Section 1. An Auditing Committee of three KWGA members shall be appointed by the President at the Fall meeting, whose duty it shall be to audit the Treasurer's accounts at the close of the fiscal year, and to report at the Spring meeting.

Section 2. The Long-Range Planning Committee shall develop goals and provide direction for KWGA future activities. The Vice-President shall chair this committee.

Section 3. Such other committees, standing or special, shall be appointed by the President as the Board of Directors or the Executive Board shall from time to time deem necessary to carry on the work of KWGA. The President shall be an ex-officio member of all committees, except the Nominating Committee.

ARTICLE XIV.
LIABILITIES

No Member Club, Associate member, individual member, officer, staff, or KWGA Delegate shall be liable to pay in part or whole any obligation of indebtedness of KWGA.

ARTICLE XV.
PARLIAMENTARY AUTHORITY

The rules contained in the current edition of *Roberts Rules of Order Newly Revised* shall govern KWGA in all cases to which they are applicable and in which they are not inconsistent with these Bylaws and any special rules of order the Board of Directors may adopt.

ARTICLE XVI.
AMENDMENT OF BYLAWS

These Bylaws may be amended at a regular meeting or special meeting of the Board of Directors by a two-thirds vote, provided that the amendment has been submitted in writing to all Member Clubs at least thirty days prior to the meeting. Absentee ballot(s) shall accompany the proposed amendments.