

**ARROWHEAD WOMEN'S GOLF ASSOCIATION
BY-LAWS**

ARTICLE I

- Section 1. The name of the organization shall be known as ARROWHEAD WOMEN'S GOLF ASSOCIATION (AWGA)
- Section 2. The purpose of this organization shall be to promote interest and involvement in golf activities among the women members of Arrowhead Golf Club. The organization may sponsor both social and playing events.
- Section 3. This organization will be guided by these By-Laws and Rules and Regulations of Arrowhead Golf Club.

**ARTICLE II
MEMBERSHIP**

- Section 1. Membership shall consist of all women in good standing (this includes payment of handicap and AWGA dues), who are members of Arrowhead Golf Club, 18 years of age and older and carry an USGA handicap. All members in good standing may participate in all AWGA golfing and social events, may have voice and vote on all matters appropriate for voting, and may hold office and serve on committees.
- Section 2: Any Arrowhead Golf Club or Legend's Bar and Grill employee that has golf privileges, may register and maintain a USGA/GHIN Handicap on Arrowhead's roster and if they pay the appropriate dues, may join the AWGA as a member, including all rights and responsibilities.

ARTICLE III
MEETINGS

- Section 1. General Meetings may be held monthly from the second Thursday in March through the last Thursday in October. Dates will be announced. Some meetings may be omitted at the discretion of the President and/or Executive Board.
- Section 2. A quorum shall consist of those members present.

ARTICLE IV
OFFICERS AND EXECUTIVE BOARD

- Section 1. **The Elected Officers** of this organization shall consist of President, Vice President, Secretary, Treasurer and Golf Chair.
- Section 2. **The Executive Board** shall consist of the elected officers and the immediate past President.
- Section 3. **Vacancy in Office:** In the event of a vacancy in the President's office, the Vice President shall assume the office of President. In the event of other vacancies, the President shall appoint a member to the position.
- Section 4. **Executive Board Meetings:** The Board shall hold monthly meetings to transact all business pertaining to the organization unless the President and/or Executive Board deems a meeting not necessary. The members present shall constitute a quorum for transaction of business at Executive Board meetings.

ARTICLE V
DUTIES OF ELECTED OFFICERS
AND BOARD MEMBERS

- Section 1. **The President** shall preside at all meetings of the Organization and the Executive Board. The President shall appoint the Handicap Chair and the By-Law Review Committee as needed.
- Section 2. **The Vice President** shall assist the President at all times and preside at meetings in the absence of the President. The Vice President shall appoint the Nomination Committee and serve as chair of the Nomination Committee.
- Section 3. **The Secretary** shall record and distribute the minutes of all meetings. Minutes will be retained for no less than 3 years.
- Section 4. **The Treasurer** shall collect and disburse all monies and account for same at each Board and General Meeting, keeping all money in a bank account. The Treasurer shall prepare an annual budget for the upcoming year. The Treasurer shall prepare the Treasurer's report for the President and Secretary.
- Section 5. The immediate **Past President** shall be a member of the Board in an advisory capacity.
- Section 6. **The Golf Chair** shall oversee all days play games played on Thursday and Saturday, including tournaments. The Golf Chair and her assistant may assist the pro shop in collection of fees, scoring, pairings, and the determination of payout for days play games. The Golf Chair may assist the same with all Special Committees.

ARTICLE VI
NOMINATIONS AND ELECTIONS

- Section 1. **A Nominating Committee** consisting of three (3) members shall be appointed by the Vice President at least two months

before the regular election in October. This Nomination Committee shall present nominees for the following elective offices: President, Vice President, Secretary, Treasurer and Golf Chair.

Section 2. Consent of each nominee must be obtained before her name is presented for nomination.

Section 3. The annual election of officers will be held at the October General Meeting. The new officers shall assume their duties immediately.

ARTICLE VII **COMMITTEES**

Section 1. **The Nominating Committee** shall be, as described in Article VI, Nominations and Elections.

Section 2. **A By-Law Review Committee** may be appointed by the President to review the By-Laws and report accordingly. This Committee shall include two past Presidents.

Section 3. **Special Committees** may be assigned by the President or Golf Chair from time to time, as needed. Special Committees may be formed to organize events such as e.g. Invitational, Member/Guest and Home and Home.

ARTICLE VIII
GOLFING ACTIVITIES

Section 1. **RULES**

- a. All golf competition shall be played in accordance with the Rules of Golf, as adopted by the United States Golf Association, with local rules as are in force for Arrowhead Golf Club.
- b. All members shall submit five score cards to establish a temporary handicap before entering any golf competition. If a member has transferred from another club, previously established handicap from a rated course is used until handicap can be established at Arrowhead Golf Club.

Section 2. **TOURNAMENTS**

Dates and details of play to be designated by the Golf Chair. The Golf Chair and Handicap Chair shall determine which tournaments are to be posted as 'T' scores.

Section 3. **ORGANIZED GOLF SEASON** The season for organized Golf will start the 2nd Thursday in March, and conclude the Last Thursday in October.

ARTICLE IX
AMENDMENTS

- Section 1. These By-Laws may be amended at any General Meeting by a two-thirds vote of all members present, or by member votes cast and returned via email, provided notice of the proposed bylaw change has been given at the previous regular meeting and attached to the general meeting minutes and distributed to all members with an email address, and posted for thirty (30) days prior to the voting. Amendments will become effective immediately following the voice vote if held at a General

via Meeting or upon the email voting deadline if the vote is held email.

a. Any member may propose By-Law changes, and shall submit, in writing, to the Executive Board who, in turn, shall review and make recommendations to the general membership regarding the proposed revision(s).

b. At the Board's discretion, upon the end of the 30 day posting period, an email containing the proposed bylaw change accompanied by a request to reply with an email vote will be sent out to the membership. Or, the proposed change will be read and voted on at the next General Meeting.

Section 2. The Executive Committee shall have the authority to reword these By-Laws, provided there is no change in meaning and to correct errors in grammar, spelling, printing, and numbering.

ARTICLE X

Roberts Rules of Order Revised shall govern all proceedings of this organization not provided for in these By-Laws. A copy of this document shall be retained by the Secretary and/or Parliamentarian for ready reference at all meeting.