

GENESEE VALLEY WOMEN'S GOLF ASSOCIATION

CONSTITUTION

ARTICLE I **NAME**

This organization shall be called the GENESEE VALLEY WOMEN'S GOLF ASSOCIATION.

ARTICLE II **OBJECTIVE**

The Genesee Valley Women's Golf Association (GVWGA) shall have for its objective the improvement and enjoyment of the game of golf and the promotion of good fellowship, good sportsmanship, and friendly competition.

ARTICLE III **MEMBERSHIP**

The GVWGA shall consist of two types of membership:

GVWGA Members

Membership shall be limited to women with an established USGA handicap. These members are eligible to participate in any of the tournaments and Association events. Association membership shall be renewed annually upon payment of such dues as may be prescribed by the Executive Committee. In order to maintain a GVWGA Membership, dues must be paid and received by the Association Treasurer no later than April 1st. Association membership shall be forfeited if the above conditions are not met.

New members must have a USGA handicap to join GVWGA. They must submit their dues by the date determined by the Membership Committee.

Individuals who do not have a USGA handicap may join GVWGA as an Associate Member at a reduced cost and may become members once they have an established handicap.

The Genesee Valley Women's Golf Association will not be libel for any damage caused by members while playing in a GVWGA sponsored event. GVWGA members are expected to be responsible for their actions and all associated expenses.

GVWGA Associate Members

The number of members shall not be limited. Associate members may only attend social events. They may join any time in the year. Associate members may use this membership to obtain their USGA handicap. Membership shall be renewed annually upon payment of such dues as may be prescribed by the Executive Committee.

ARTICLE IV

OFFICERS AND ELECTIONS

The officers of the GVGWA shall be a President, Vice President, a Recording Secretary and a Treasurer. They are to be elected every 2 years by the members of the association using the following procedure. Nominations may be made, in writing or via email, to the Nominating Committee Chair, no later than 1 month prior to the Awards Banquet. A ballot (clearly indicating postmark deadline) shall be forwarded to the members (in writing or via email) 3 weeks prior to the Awards Banquet. Members shall print and complete the ballot, enclose it in an envelope and CLEARLY PRINT their name on the BACK SIDE of the envelope. Completed ballots should then be mailed to the currently seated Nominating Committee Chair. Ballots postmarked after the deadline, or missing printed name, will be considered invalid. The election results shall be announced at the Awards Banquet. Officers may serve a total of 5 2-year terms in any one specific position. A vacancy in office will be filled by an Executive Committee appointment for the balance of the term.

ARTICLE V

FINANCES

The GVGWA shall be a non-profit organization. Monies accrued during the year (membership dues, fund-raising, etc.) shall be used for Association events. The Treasurer will be responsible for the allocation of all monies during the year and will also determine the appropriate minimum balance to remain in the treasury, based on cost of materials, estimated number of members for the next year, and future District events.

One Time Membership Fee

Each GVGWA member shall contribute \$10 upon joining the Association. The membership fee shall be held in reserve for the purposes of paying for tournament reservation deposits and funding the cost of District events. If the balance in the reserve account accumulates beyond foreseeable needs, the Treasurer may transfer funds to the general account to be used for other purposes of the Association.

ARTICLE VI

COMMITTEES

In addition to the Executive Committee, there shall be the following standing committees and as many other committees as from time to time may seem necessary, namely: Membership, Rules and Handicap, Nominating, Advisory, District Representative, Tournament Coordinator, and Web Team. All standing committee chairwomen shall be appointed by the Executive Committee. The committee chairwoman may select additional members at their discretion.

When a committee position becomes available it will be posted on the GVGWA web site. The duties and requirements will be listed for the position that is open. If a member is interested in filling the position they must submit their name to the Nominating Committee. If more than one person applies, the Executive Committee will appoint the person they feel is best qualified for the position.

ARTICLE VII

TOURNAMENTS

Tournaments sponsored by the GVGWA will be so done by the following conditions:

- A. All members may golf in the GVGGA Championship Tournament. However, to be eligible for any of the Club Championship titles and prizes, a member must participate in at least two club events in the current year prior to the Club Championship.

ARTICLE VII (continued)
TOURNAMENTS

- B. Participation for a tournament may be limited at the discretion of the tournament chairwoman.
- C. Reservations must include full payment of the tournament fee plus one-half the riding cart fee, if a cart is desired. Members wishing to play in the same foursome should either submit checks together or indicate to the tournament chairwoman with whom they plan to play.
- D. Entries must be received NO EARLIER than 30 days prior to the tournament. Premature entries will be disregarded.
- E. Entries must be received NO LATER than 14 days prior to the tournament. Late entries will be disregarded.
- F. After the deadline (14 days prior to tournament), refunds will be given at the discretion of the tournament chairwoman.
- G. Tournament chairwomen must distribute written rules for each tournament before tee time.
- H. Any conflict in a tournament shall be resolved by the tournament chairwoman and/or the club professional under the course's local rules and the USGA Rules. All decisions shall be later reviewed by the Rules and Handicap Committee.
- I. Tournament chairwomen must submit a tournament financial statement of receipts and expenditures to the Treasurer and a list of participating members to the Membership Chairwoman immediately following the event.

ARTICLE VIII
MEETINGS

The Executive Committee will hold a meeting in the off season to discuss the schedule of events, committee reports, and meetings of the year. A special meeting may be called at any time by the President. There must be a quorum of the committee in order to conduct a business meeting. The quorum of the Executive Committee is defined as one-half (1/2) of the total number of committee members.

ARTICLE IX
AMENDMENTS

Proposed amendments to the Constitution or By-Laws must be presented in writing, **verbally or via email**, to all GVVGA members 30 days prior to the meeting at which they will be voted upon. Voting on proposed amendments may take place at the business meeting held in conjunction with either the Awards or Spring Banquets. A quorum of the GVVGA members must be present at the meeting in order to vote on any proposed amendments. A majority vote of the members present is required for the adoption of proposed amendments. Once an amendment has been sent to all GVVGA members and is up for discussion at the business meeting, it may be amended/changed and voted on at the same meeting by those members present without having to be referred back to the full membership. All proposed amendments shall become effective immediately upon their approval.

BY-LAWS

ARTICLE I **QUORUM**

One-third of all the GVVGA members constitute a quorum.

ARTICLE II **MEMBERSHIP DUES**

Membership dues for the following year will be determined by a vote at the Awards Banquet.

ARTICLE III **ORDER OF BUSINESS**

At every regular meeting, the following order of business shall be followed:

- A. Approve minutes of previous meeting
- B. Report of the Treasurer
- C. Report of the Committees
- D. Communications and Announcements
- E. Unfinished business
- F. New business
- G. Vote on membership dues (Awards Banquet only)
- H. Adjournment of business meeting

ARTICLE IV **DUTIES OF OFFICERS**

Duties of the President

The President shall preside at all meetings of the Association and present all order of business. In her absence, the officer next in rank shall preside with the approval of the other. The President shall act as a liaison between the GVVGA and the County Parks Department.

Duties of the Vice-President

The Vice-President shall assist the President on all communications and committees. It shall also be the duty of the Vice-President to preside at all meetings in the absence of the President.

Duties of the Secretary

The Secretary shall keep the minutes of all regular meetings and make them available to the membership, send out the proper notices of all meetings, and conduct the correspondence of the Association.

Duties of the Treasurer

The Treasurer shall keep an accurate record of all money received and paid out. The Treasurer will determine and review with the Executive Committee the allocation of all monies for the year's events. She shall insist on an itemized expense report/receipt from every person or firm to whom she pays money. She will present the Treasurer's report at each regular meeting and will make it available to the membership.

ARTICLE V

DUTIES OF COMMITTEES

Executive Committee

The Executive Committee shall consist of the President, Vice-President, Secretary, Treasurer, and Committee Chairwomen of all Standing Committees. It shall be their duty to plan the activities of the Association.

Membership Committee

The Membership Committee will be responsible for keeping updated records of the members, supplying membership lists to all members, coordinating with the Handicap Committee to insure an updated list of members, and maintaining a list of Associate Members. The committee shall make sure prospective new members have a USGA handicap before they are invited to join GVVGA.

Nominating Committee

The Nominating Committee shall be responsible for securing and presenting a slate of officers to be voted on by the GVVGA members at the Annual Awards Banquet. If possible, the committee should present a dual slate of nominees for each office. It shall be the responsibility of the committee to contact the members of the Association in order to fill the slates.

Also, if any member applies for an available Committee position the Nominating Committee will provide the names to the Executive Board for consideration.

Rules and Handicap Committee

The Rules and Handicap Committee will define and enforce the USGA rules to the best of their ability. The committee will maintain a current copy of the USGA Rules and will make it available to members for their review. It will also spot-check the recording of scores and computing of handicaps every two weeks, and will supply members' handicaps to tournament chairwomen. The committee shall ensure that GHIN numbers for new members are transferred to GVVGA.

Advisory Committee

The Advisory Committee shall consist of at least one member who has served on the Executive Committee within the previous three years. The Advisor(s) will give advice, recommendations, and provide guidance on key issues to the Executive Committee but they do not have the authority to vote.

District Representative Committee

The GVVGA is a member of the Women's Rochester District Golf Association (WRDGA). The committee must be comprised of at least a representative and an alternate (both of whom must be members of the WRDGA). It shall be the duty of the WRDGA representative or alternate to represent GVVGA at all WRDGA meetings. The Committee shall report to the Executive Committee how often Genesee Valley will host a WRDGA event and in what year. The Committee must obtain approval from the Executive Committee to schedule any WRDGA event at Genesee Valley. This representative will also post all WRDGA notices and starting times for District events. She shall be available to explain eligibility and membership in the WRDGA to all GVVGA members.

ARTICLE V (continued)
DUTIES OF COMMITTEES

Tournament Coordinating Committee

The Tournament Coordinating Committee shall coordinate the scheduling of tournaments with the tournament chairwomen. The tournament schedule must be completed by the first week in January. The committee shall determine and provide standard tournament guidelines, and assist new tournament chairwomen.

Web Team

The Web Team will be responsible for designing, maintaining and securing the website in addition to renewing the domain name. They will work in coordination with the Executive Committee to communicate pertinent information to the members such as announcements, membership contact information, event schedule, forms and procedures.

4/24/17(Revised)