

BY-LAWS
(Rev. of By-Laws - November 2022)

ARTICLE I - MEMBERSHIPS

Section 1

The Membership of the Association shall be open to all women golfers, who must pay their annual dues in the LVWGA and be active in a USGA-approved handicap system.

Section 2

a) Membership dues shall be due and payable the first day of January of each year. Persons who have not paid their dues shall not be able to compete until such dues are paid.

b) All members social and golfers will pay the same annual fee. **(Rev. 11-22-2022)**

Section 3

a) A Social membership is available to women who choose not to be active in a USGA-approved handicap system. This membership includes invitations to all parties and cookouts. A social membership may be activated by paying the annual dues.

b) A Short-term membership is available for one-fourth of the annual dues. The short-term membership cannot exceed three months and does not include meals provided at LVWGA- sponsored events.

ARTICLE II - OFFICERS DUTIES

The elected officers shall be: President, Vice-President, Secretary, and Treasurer who shall be elected as prescribed in Article V of these By-Laws. They, in addition to the Parliamentarian, shall comprise the Executive Board. Each Executive Board member shall attend all Board Meetings and will be entitled to one vote at said meetings. Officers shall refer to and follow the Guidelines of her position. Any changes or questions to the Guidelines shall be referred to the President.

A. President - The President (or in her absence the Vice-President) shall preside at the Board meeting and the official General meetings of the Association, and shall have general supervision over the affairs of the Association.

The President shall appoint, with approval of the Executive Board, all Chairwomen and Representatives, the Parliamentarian, and an Auditor. The Executive Board and Committee Chairwomen shall comprise the General Board and conduct the general management of all affairs of the organization. Any vacancy which occurs (i.e., Executive or General Board, Representative) during the year shall be filled by the President with the majority approval of the Executive Board.

The President shall be responsible for ensuring that all Guidelines (for each position held by the Executive Board, General Board, and Representatives) are updated on an annual basis. At the end of the year, the President will forward the Guidelines to the incoming President for distribution to the new Executive and General Board members, and Representatives at the beginning of the new year.

The President shall be responsible for appointing a 3-person Nominating Committee to select the next year's Executive Board. Names of the Nominating Committee members shall be posted on or before the September General meeting.

The President may participate as an ex-officio member of all committees, except the Nominating Committee. She also shall appoint special committees as the necessity for them may arise and, in each case, prescribe their duties and powers.

B. Vice-President - It shall be the duty of the Vice-President to perform all duties of the President in her absence. She shall be responsible for the planning of menus, refreshments, and decorations for all golfing and social events of the Association, and shall be in charge of President's Day Program.

C. Secretary - The Secretary shall record the minutes of all Board and General meetings. Minutes of all Board and General meetings will be sent to all Board members and/or all members, respectively, at least one week after a meeting is held (or as soon as possible thereafter). It is the responsibility of the Secretary to forward any changes to the Constitution, By-Laws, Standing Rules, or Local Rules to the President for final approval prior to forwarding the information to the Webmaster Chairwoman.

D. Treasurer - The Treasurer shall collect and keep all money of the Association and see that it is distributed as directed by the Executive Board. She shall keep the accounts in books belonging to the Association which shall at all times be open to inspection. A report of the financial condition shall be read at each General meeting. Her records shall be subject to audit at the end of each year. The Treasurer shall be responsible for welcoming and introducing new members.

E. Parliamentarian - The Parliamentarian shall advise the Board on Parliamentary procedures. The Parliamentarian shall be responsible for all By-Laws governing the Association.

ARTICLE III - CHAIRWOMEN DUTIES

Each Chairwoman will be appointed by the President, with Executive Board approval, and have designated duties. Chairwomen may appoint assistants to help them with their duties. Each Chairwoman (or her assistant in the Chairwoman's absence) shall attend all Board Meetings and will be entitled to one vote at said meetings. Chairwomen need to inform the President if unable to attend a meeting and inform the President if her assistant will be attending the meeting in the Chairwoman's absence. Chairwomen shall refer to and follow the Guidelines of her position. Any changes or questions to the Guidelines shall be referred to the President.

- **Play Day** - The Play Day Chairwoman shall be in charge of all official play days. All official play days will follow the same guidelines unless prohibited by the number of players or course conditions. A record shall be maintained for all official play days to determine eligibility for LVWGA tournaments and events. The Play Day Chairwoman shall determine the most improved golfer(s) of the year and present the award at the President's Day luncheon. (Refer to LVWGA Standing Rule #19)
- **Rules** - The Rules Chairwoman shall be responsible for providing information about any new USGA or local rules, as well as compiling and updating the Local Rules sheet. She will consult with the Golf Professional regarding appropriate course markings (e.g., drop zone, ground under repair) or other information regarding course conditions and keep the members up to date regarding any

changes. Questions regarding the rules of golf will be addressed by the Rules Chairwoman.

- **Tournament** - The Tournament Chairwoman shall be in charge of all Tournaments sponsored by the Association. The Tournament Chairwoman (or her assistant) shall have the responsibility for purchasing awards for any and all events sponsored by the Association and shall see that engraving is made thereon, where necessary and proper. The Tournament Chairwoman shall be responsible for purchasing the President's token of recognition (and shall see that engraving is made thereon) and have it ready for presentation at the President's Day luncheon. The Tournament Chairwoman shall act as liaison for all joint tournaments with the LVMGA.
- **Webmaster** - The Webmaster Chairwoman shall be responsible for ensuring that all information posted on the LVWGA website (lvwga.com) is current and updated regularly. She shall be responsible for informing the Board members when all hosting and domain fees or contracts associated with the website are due.
- **ARTICLE IV - REPRESENTATIVE DUTIES**
- Each Representative will be appointed by the President, with Executive Board approval, and have designated duties. Representatives may appoint assistants to help them with their duties. Representatives do not have sole authority to make decisions that affect LVWGA without Board approval. It is not mandatory that the Representatives attend Board meetings unless they choose to attend or are requested to attend by the President. The Representatives do not have voting privileges at the Board meetings. Representatives will give their respective reports to the membership each month at the General meeting. If the Representative is unable to attend the General meeting, she will submit her report to her assistant or the President prior to the meeting. Representatives shall refer to and follow the Guidelines of her position. Any changes or questions to the Guidelines shall be referred to the President.
- **Communications** - The Communications Representative shall be responsible for contacting members when requested to do so by the Executive Board. Additionally, information regarding weekly play days, weekly play day results, and/or

information regarding outside tournament information may be forwarded directly to the membership by the Communications Representative. All other communication from Board members or Representatives must have the approval from the President (or the Vice-President in her absence) prior to being sent out by the Communications Representative. The Communications Representative shall be responsible for sending cards or notes to members in case of illness. In case of a death of a member or spouse, a \$25.00 contribution shall be made in their name to a charitable organization of the family's choice.

- **Inter-Club** - The Inter-Club Representative shall be responsible for inviting other Golf Clubs to play with the LVWGA. The Inter-Club Representative will coordinate with the Play Day Chairwoman to ensure that players are properly signed up and that no conflicts exist. The Inter-Club Representative is responsible for dissemination of information regarding any inter-club play.
- **Special Games/Hole-in-One** - The Special Games/Hole-in-One Representative shall be responsible for determining the special game to be played for the year. She shall be responsible for maintaining a tracking record for participants joining in special games and hole-in-one competition. Additionally, she shall disperse the money for both special games and hole-in-one games at the President's Day luncheon.

ARTICLE V - ELECTIONS

The Association shall hold an annual election of officers at the regular business meeting in November.

1. The 3-person Nominating Committee shall be appointed by the President. The Nominating Committee will select a Chairwoman.
2. Names of the Committee members shall be posted on or before the September meeting.
3. The Nominating Committee shall post the names of nominees for office at least 30 days prior to the election (i.e., November General meeting).

4. The nominees shall be presented by the Chairwoman of the Nominating Committee at the

November meeting, at which time nominations shall be called for from the floor. If there are additional nominations, election shall be by ballot.

5. The elected officers shall be installed at the December meeting.