**BY-LAWS**

**WOOD RANCH WOMEN’S GOLF ASSOCIATION**

Amended: November 20, 1998 Amended: October 31, 2011

Amended: June 5, 1990 Amended March 28, 2017

Amended: October, 2006

Amended: January 6, 2008

Amended: February 2, 2008

Amended: March 31, 2009

**ARTICLE I NAME**

The name of this association shall be Wood Ranch Woman’s Golf Association.

**ARTICLE II PURPOSE**

The purpose of this organization shall be to promote the advancement and enjoyment of ladies golf, and to encourage good sportsmanship through ladies day play. The general purpose and activities shall conform to the By-Laws of Wood Ranch Golf Club and to the rules of golf adopted by the USGA, subject to local rules as may be in force upon the course.

**ARTICLE III MEMBERSHIP**

Any woman who has membership privileges at Wood Ranch Golf Club and who is 18 years of age or older, shall be eligible to become a member of the Wood Ranch Women’s Golf Association upon payment of membership fees and upon establishing a valid handicap.

**ARTICLE IV DUES**

Individual annual membership dues in the amount specified by the Executive Board shall be due on December 1 each year and be delinquent January 1 each year. Individual annual membership dues in the amount specified by the Executive Board shall be due on December 1 each year and be delinquent January 1 each year. Membership dues are non-refundable.  Members who join after June 30th will pay a 50%  membership fee. No other prorating of annual dues will be provided.

**ARTICLE V BOARD OF DIRECTORS**

The Officers to be elected shall be the Club Chairman; Vice-Chairman; Treasurer; Recording Secretary; and Tournament Chairman. These Officers shall comprise the Executive Board. The Board of Directors shall be comprised of the Executive Board and the Appointive Committee Chairman. All Ladies Club members in good standing may serve on the Board of Directors. Term of Office shall be limited to two consecutive years.

**ARTICLE VI DUTIES**

**Section 1.** The club Chairman shall preside at all meetings of this Association and of the Board of Directors, shall appoint special committees, shall be an ex-officio member of all committees with the exception of the Nominating Committee, and shall perform such other duties as usually pertain to the Office of the Chairman.

**Section 2.** The Vice-Chairman shall perform the duties of the Club Chairman in her absence, and shall be responsible for arranging all Ladies Club Guest Days.

**Section 3.** The Secretary shall keep full and complete minutes of all the meetings of the association and of the Board of Directors and have and perform such duties as the association and the Board may from time to time authorize and prescribe. She shall take charge of all correspondence of the Association and post minutes following the meetings.

**Section 4**. The Treasurer shall hold all funds belonging to the Association and pay them out on receipt of bills approved by the Association and/or Executive Board and shall render at or before the Annual Meeting of the Association, a written report of all expenditures during the preceding year. She shall make financial statement for each meeting of the Association and of the Board of Directors, which shall be posted. She shall submit the books, records, and accounts for audit following the Annual Meeting or as requested by the Board of Directors.

**Section 5.** The Tournament Chairman shall be responsible for organizing all members only Ladies Club tournaments. She will also be responsible for appointing or serving as Chairmen on all major Ladies Club tournaments (Club Championship, Seniors Club Championship, President’s Cup, Cosmo Member/Member, and Christmas Mixer).

**Section 6.** All officers and Committee Chairman shall maintain complete files of vital papers and information covering their Board Meeting. A written resume of the year’s work, including any suggestions or recommendations, shall be included in the file when turned over to the successor.

**Section 7.** The following Chairmen shall be appointed by the Club Chairman with the approval of the Executive Board: Handicap, Historian, Membership, Publicity, WSCGA Liaison, Rules and other positions as deemed necessary. A Chairman shall be appointed for each major tournament.

**Section 8.** Team Captain (A and/or B team) shall be elected on a yearly basis by a majority vote of the current team members. Team Captain’s term will commence upon election and that the term is for a period of 12 months.

**ARTICLE VII APPOINTIVE OFFICERS**

**Section 1.** The Handicap Chairman shall work with WSCGA in maintaining complete and accurate records of handicaps. Additionally, the Handicap Chairman will be responsible for establishing and maintaining GHIN numbers for all new members (first time handicaps), as well as re-establishing handicaps for transfer members from different clubs.

**Section 2.** The Historian shall be responsible for the Association scrapbook (via on-line and/or hardcopy), which will include all articles of pertinent information so as to reflect an accurate and complete history of the Association. The Historian shall be responsible for the Association camera.

**Section 3.** The Membership Chairman shall be responsible for maintaining a current list of all members. New member information (handicap needs, e-mail address, etc.) will be distributed to all board members by the Membership Chairman. At the beginning of each fiscal year, she shall be responsible for the publication of the roster and provide a copy for each member. She shall be responsible for contacting new members to encourage their participation in the Wood Ranch Women’s Golf Association. She will be responsible for sending out get well and sympathy cards to members of the Wood Ranch Women’s Golf Association as necessary. She needs to attend New Member Mixers or delegate this to representative if she is unable to attend.

**Section 4**. The Publicity Liaison (out) Chairman shall, in conjunction with the Club Chairman, provide a monthly column for Wood Ranch Web Site, and/or email periodic updates to all Ladies Club members. The communications will be used to keep members informed of current activities, coming events, and also be responsible for providing updates to the local information sources with regard to activities of the Association. She will be responsible for providing updates to the local information sources with regard to activities of the Association. She will be responsible for all WSCGA postings on the bulletin board.

**Section 5.** The Rules Chairman shall be responsible for advice on the Rules of Golf and assist the Tournament Chairman in planning and conducting competitions. Decisions concerning questions on golf rules and etiquette will be posted on the bulletin board. Prior to each major tournament, she shall notify all contestants of all pertinent local and tournament rules.

**Section 6.** The Team Captain shall be responsible for organizing team play for the Wood Ranch Women’s Golf Association. She shall prepare and submit the team roster to WSCGA and be responsible for team pairings in accordance with WSCGA requirements.

**Section 7.** The WSCGA Liaison will maintain and post where necessary, all communication form the WSCGA. The Liaison Chairman will also maintain and update when necessary, all club specific information on the WSCGA website.

**ARTICLE VIII MEETINGS**

**Section 1.** The meetings of the Board of Directors of the Wood Ranch Women’s Golf Association will be held monthly. General membership meetings shall be held quarterly with special meetings to be held as needed.

**Section 2**. The date of the Annual Meeting shall be in the month of December.

**ARTICLE IX ELECTIONS**

**Section 1.** In September, the Nominating Committee shall be selected by the Board of Directors and shall include 3 from the general membership.

**Section 2.** The nominating Committee shall formulate a slate of Officers. Subject slate shall be presented to the general membership and posted in October prior to election in November.

**Section 3.** The Nominating Committee shall be responsible for preparation of the Ballot and for tabulating the results. Election results shall be provided to the Board of Directors immediately following the election in November.

**Section 4.** If an office is not filled at election, the new Board shall fill the office by appointment.

**Section 5.** The installation of officers shall be held at the Annual Meeting in December. The new Board shall assume their duties on January 1.

**ARTICLE X AMENDMENTS**

The By-Laws of this Association may be amended at a general or special meeting called by the Club Chairman, provided that previous notice has been given with the posting of proposed revisions at least thirty days in advance. Absentee ballots will be available for those unable to attend the meeting. Any Amendment must be approved by a 2/3 vote of those present and those voting by absentee ballot.

**ARTICLE XI PARLIAMENTARY AUTHORITY**

**Section 1.** This Association shall be governed by the rules and procedures contained in Robert’s Rules of Order, 1 Revised.

**Section 2.** Any matter or procedure not covered by these By-Laws shall be submitted to the Executive Board for due consideration.