

Women's District of Columbia Golf Association  
**CONSTITUTION AND BY-LAWS**

Updated November 2012

**ARTICLE I. NAME**

The name of this Association shall be The Women's District of Columbia Golf Association.

**ARTICLE II. PURPOSE**

This Association has been formed and exists for the purpose of promoting competitive amateur golf and conserving the best interests of women golfers who are actively associated with member clubs as defined in Article III below.

**ARTICLE III. MEMBERSHIP**

**Section 1. Definition**

The membership of this Association shall be comprised of those clubs and individuals who are eligible as defined herein. However, the Executive Board shall have the authority to limit membership, as well as the number of member clubs.

**Section 2. Clubs**

a) A private golf or country club, located within a twenty-five (25) mile radius of the hub created by the intersection of Massachusetts and Western Avenues, NW, Washington DC, having the necessary facilities as defined below and holding membership in the United States Golf Association, may apply for membership in this Association. Such application shall be subject to review by the Membership Committee, which Committee shall submit its recommendations to the Executive Board for acceptance by a two-thirds (2/3) vote of the delegates present at any regular or special meeting of said Executive Board. If accepted, said club would then become eligible for a probationary membership of one year. After the probationary period, on report by the Membership Committee, permanent status shall be voted upon at a regular or special meeting of the Executive Board. Should the private status of any member-club change, said club would be required to re-apply for membership.

b) The requirements for membership as they pertain to a club shall be as follows, at the time of application:

- 1) A complete, operable clubhouse having adequate dining area(s) and service facilities to accommodate Association events and participants therein, over and above normal club activity.
- 2) A Women's Association comprised of and operating in the interest of women golfers.

- 3) A guarantee that an adequate supply of caddies and or passenger carts is available to accommodate any given Association event.
- 4) Assurance from its governing body that any date or dates given for the Association's scheduling of tournaments or team matches will be fully honored.
- 5) A guarantee that it will host at least one Association event per year.
- 6) Any further items as may be determined by the Association through its Executive Board and/or Membership Committee.

### **Section 3. Individual**

- a) Regular Membership - Any individual woman golfer, who belongs to a member club, is in good standing and a member of a club-recognized Women's Golf Association at her club, shall be entitled to submit an application for Regular membership in this Association, provided that her handicap is within the limits specified for participation and she has the required number of posted scores.
- b) Associate Membership - Associate membership shall be available to any former member of the Association, who belongs to a member club, is in good standing and a member of a club-recognized Women's Golf Association at her club, has the required number of posted scores and whose handicap is no longer within the specified limit for participation. Associate members shall be eligible to play in Association tournaments in the highest handicap class and any other tournaments for which they are eligible if the field is not over-subscribed. Associate members must play at the established maximum handicap limit of the Association.
- c) Honorary Membership - Past Presidents Only - All past presidents of the WDCGA shall be given honorary membership in the Association. Honorary members are not required to belong to a member club. Honorary members whose handicaps are no longer within the specified limit for participation in Association events shall be eligible to play in the highest WDCGA handicap class, and any Association tournaments playing at the established maximum handicap limit of the Association.
- d) Applications as defined above shall be submitted to the Vice President for review.

### **Section 4. Provisions**

The applications for and acceptance of membership in the Association shall bind each member-club and individual member to abide by the provisions of the Constitution and by-laws and such rules and regulations as may be enacted by the Executive Board and/or Standing Committees, and shall bind such member club and individual member to accept and enforce all decisions of the Executive Board and/or Standing Committees, made within their jurisdiction. Failure on the part of any member club or individual member to so comply, at any time, shall render such member-club or individual member liable to suspension or expulsion by a two-thirds (2/3) vote of the Executive Board present at a regular or special meeting. Prior to consideration of such suspension or expulsion, a complaint against either a member club or individual member shall be submitted in writing to the President and shall be referred to the Executive Committee for full investigation. This Committee shall make a complete report to the Executive Board for action thereon.

## **ARTICLE IV. DUES AND FEES**

### **Section 1. Club Fees**

- a) The annual fees of a member club for the ensuing year shall be determined by the Executive Board. They shall include membership and a subsidy for the Junior Girls Golf Program.
- b) Failure of any member club to pay the prescribed fees shall provide reason for suspension of the club, and shall render void the voting power of the Board member representing that club.

### **Section 2. Individual Dues**

- a) Individual dues shall be determined by the Executive Board.
- b) Payment of dues shall entitle a Regular member to a Schedule Book and participation in WDCGA events, some of which are subject to added fees and others are by invitation only.
- c) Associate Membership - Payment of dues shall entitle Associate members to a schedule book and limited participation in WDCGA events.
- d) Honorary Membership - Past Presidents only - Honorary members shall pay no membership dues.

### **Section 3. Membership Applications**

- a) Member Clubs shall be billed annually.
- b) Individual members shall be required to submit the necessary application together with the applicable dues.

## **ARTICLE V. GOVERNMENT**

### **Section 1. Officers**

- a) The Officers of this Association shall be a President, Vice President, Secretary and Treasurer, who shall be elected and shall hold office for one year, and may be re-elected. However, any President or Vice President who has served two consecutive terms shall not be eligible for re-election to the same office until two years have elapsed.
- b) Vacancies occurring in any office except Treasurer shall be filled by the remaining officers in order of their succession. A vacancy occurring in the office of Treasurer shall be filled by a nominee elected by a 2/3 vote of the Executive Board present. All persons filling such vacancies shall serve until the next election of officers.

### **Section 2. Executive Committee**

There shall be an Executive Committee comprised of the elected officers of the Association. The Executive Committee shall meet between the Fall Executive Board meeting and the first meeting of

the Executive Board to recommend policy and procedure. Other meetings of the Executive Committee may be called at the discretion of the President.

**Section 3. Executive Board**

- a) The Executive Board of this Association shall be comprised of the elected officers and one representative from each member club.
- b) The representative must be a member of the WDCGA.
- c) In the event a Board member cannot attend a meeting of the Executive Board, an alternate who is also a WDCGA member shall be sent to such meeting.

**ARTICLE VI. DUTIES OF OFFICERS**

**Section 1. President**

The President shall preside over all meetings of the Association, its Executive Committee and its Executive Board. She shall appoint all Standing Committee Chairmen in consultation with the Executive Committee and subject to the approval of the Executive Board and shall confer with the Committee Chairmen on the formation and functioning of their respective Committees. She shall be a member ex-officio of each Committee except the Nominating Committee. She may create, with the approval of the Executive Board, such additional Committees as may be deemed necessary. She shall fill any vacancies, which may occur, after conferring with the Executive Committee.

**Section 2. Vice President**

The Vice President shall, in the absence of the President, perform the duties of the President. She shall exercise general supervision over the Course Rating, Golf Rules, Tournament Sites, Handicap and Tournament Committees and shall perform such other duties as may be assigned to her by the President. She shall be responsible for making parliamentary rulings at meetings.

**Section 3. Secretary**

The Secretary shall keep a record of all meetings of the Association and of its Executive Board; shall issue notice of such meetings; and shall be in charge of all correspondence of the Association. She shall be responsible for the Schedule Book, oversee the Team committee, and Junior Girls Committee. In case of her absence or disability, a secretary pro-temp shall fulfill her duties.

**Section 4. Treasurer**

- a) The Treasurer shall collect all monies belonging to the Association, shall expend same under the direction of the Executive Board and shall report in writing at each regularly constituted meeting of the Executive Board. She shall be Chairman of the Budget Committee, and shall be responsible for payment of prizes for all regularly scheduled tournaments of the WDCGA. She shall maintain a current membership roster and may oversee the Association's database.
- b) The accounts of the Treasurer shall be reviewed by an independent source. Following this

review, the Treasurer shall submit a written report to each member of the Executive Board.

c) In the event that the Treasurer is not available when withdrawal of funds from the account of the Association is necessary, the President shall be empowered to withdraw such funds.

## **ARTICLE VII. DUTIES OF THE EXECUTIVE BOARD**

The Executive Board shall have full charge of all business pertaining to the Association. The individual members of the Executive Board shall be responsible for the proper dissemination, to the Association's members, of information regarding all matters, which are being considered by the Executive Board.

## **ARTICLE VIII. COMMITTEES**

### **Section 1. Standing Committees**

There shall be the following Standing Committees or Chairmen:

- |                      |               |                            |
|----------------------|---------------|----------------------------|
| a) Golf Rules        | d) Membership | g) Digital Yearbook Editor |
| b) Handicap          | e) Teams      |                            |
| c) Junior Girls Golf | f) Tournament |                            |

And such other committees as may be deemed necessary.

### **Section 2. Definition of Standing Committees**

a) Golf Rules Committee - The Chairman of the Golf Rules Committee shall be responsible for advice on the rules of golf. She shall cooperate with the Tournament and Handicap Chairman in preparing suggested revisions in Tournament and Handicap Rules and Regulations, which shall be submitted to the Executive Board. She shall report to the Vice President of the Association.

b) Handicap Committee - The Chairman of the Handicap Committee shall be responsible for handicap records of the membership of WDCGA, according to existing regulations. She shall prepare suggested revisions of handicap rules and regulations in conjunction with the Golf Rules Chairman. She shall report to the Vice President of the Association.

c) Junior Girls Golf Committee - The Chairman of the Junior Girls Golf Committee shall be responsible for the promotion of golf among junior girls of the member clubs of the Association, and shall be allowed latitude of independent judgment with regard to invitations extended to junior girls outside of said member clubs to participate in WDCGA sponsored events. The Chairman and members of her Committee need not be members of the WDCGA, but must belong to a member-club of the Association. She shall report to the Secretary of the Association.

d) Membership Committee - This Committee shall consist of the Chairman and two (2) members, no two of whom shall be from the same club. This Committee shall review all applications for club membership in this Association, as set forth in this Constitution and by-laws. The Chairman shall

report to the President of the Association.

e) Teams Committee - The District Teams Chairman shall call a meeting of a representative of each member club at least annually. Rules and regulations adopted by this Committee are not subject to review by the Executive Board. The Chairman of this Committee shall report to the Secretary of the Association.

f) Tournament Committee - The Chairman of the Tournament Committee shall be responsible for the general operation of the WDCGA tournaments, according to existing regulations. She shall prepare suggested revisions of tournament rules and regulations in conjunction with the Golf Rules Chairman. She shall be responsible for maintaining a permanent record of tournament winners and for the proper maintenance of the permanent trophies. She shall maintain a record of where the trophies are stored each year. She shall report to the Vice President.

g) Digital Yearbook Editor - The Digital Yearbook Editor shall maintain a scrapbook, to contain all items of publicity concerning activities of the WDCGA.

### **Section 3. Budget Committee**

The Budget Committee shall be comprised of the Executive Committee and the immediate Past President of the Association. The proposed budget shall be submitted to the Executive Board prior to commencement of the current tournament season.

### **Section 4. Reports**

Every Chairman shall submit a final report of her Committee to the President before the Fall Executive Board Meeting of the Association.

## **ARTICLE IX. MEETINGS**

### **Section 1. Annual Assembly**

The Annual Assembly of this Association shall be held at the conclusion of the current tournament season.

### **Section 2. Regular Executive Board Meetings**

Regularly scheduled meetings of the Executive Board shall be held a minimum of two times per year.

### **Section 3. Special Meetings**

Special meetings of the Executive Board may be called at any time by the President, and must be called by the President upon written request of three (3) members of the Executive Board. Ten (10) days written notice must be given to the Board Member of each member-club. The notice of any Special Meeting shall state the purpose for which the meeting is called and no other business shall be transacted.

#### **Section 4. Voting Power**

- a) At all meetings of this Association, or of its Executive Board, voting shall be by member-clubs only through Board members. Each member-club shall have only one vote.
- b) When a Board member cannot attend a meeting of the Association or of its Executive Board, an alternate from the same club may attend and shall assume the voting privilege of that Board member.
- c) Electronic voting by Board members on specific issues may be allowed at the discretion and notification of the Executive Committee.

#### **Section 5. Quorum**

A quorum for all meetings of this Association or of its Executive Board shall consist of Board members from two-thirds (2/3) of the member clubs.

### **ARTICLE X. NOMINATIONS, ELECTIONS AND INSTALLATION**

#### **Section 1. Nominating Committee**

Each year the President shall appoint a Chairman whose function shall be to prepare a slate of candidates, one for each office, for election to the various offices of the Association.

##### a) Membership

This Committee shall consist of five (5) members including the Chairman, with no two from the same club. The Committee shall include a Past President and no member of the Executive Committee. No member of the nominating Committee may become a candidate for office. In the event of such consideration, the member shall resign from the Committee and a new committee member shall be appointed by the President.

All clubs may send names of proposed candidates for the various elective offices to the Chairman of the Nominating Committee. This slate shall be submitted to the Executive Committee before the Fall Executive Board meeting.

#### **Section 2. Additional Nominations**

Names of additional candidates for any of the elective offices may be submitted by a petition of five (5) or more clubs, to be signed by the authorized Executive Board member of these clubs, presented at the Fall Executive Board meeting, and added to the slate.

#### **Section 3. Elections**

- a) Balloting shall be by clubs in writing or electronically to be received by the Secretary of the Association by or at the Fall Executive Board Meeting. Once submitted, a ballot may not be changed.

b) In case of a tie for any of the offices of the Association, the Executive Committee shall determine the winner.

c) The Secretary of the Association shall present a list of the final slate elected to each member of the Executive Board at the Annual Assembly.

#### **Section 4. Installation of Officers**

The elected officers shall be presented and installed at the Annual Assembly of the Association.

#### **ARTICLE XI. AMENDMENTS**

This Constitution and by-laws may be amended at any regular or special meeting of the Executive Board by a two-thirds (2/3) vote of the delegates present, provided that twenty (20) days' written notice of the proposed amendment has been given to the Board Member of each member-club.

#### **ARTICLE XII PARLIAMENTARY AUTHORITY**

The rules contained in the current edition of Robert's Rules of Order, Newly Revised, shall govern the Association in all cases to which they are applicable and in which they are not inconsistent with this Constitution and by-laws and any special rules of order the Association may adopt.

#### **Article XIII. NOTIFICATION**

Notification to members of this Association may be made electronically.