

## CONSTITUTION

### ARTICLE No. I

#### NAME

The name of this organization shall be the “Greater Seattle Women’s Public Golf Association.”

### ARTICLE No. II

#### OBJECTIVES

1. To promote women’s amateur public golf at local, state and national levels.
2. To encourage knowledge of, and adherence to, the rules and etiquette of golf as promulgated by the United States Golf Association.
3. To promote good sportsmanship.
4. To provide for trophy competition and any other form of competition that the Officers and Directors of the Association shall determine best for the Association membership.

### ARTICLE No. III

#### MEMBERSHIP

Membership in the Association may be held by organized clubs of any 18-hole public golf course or any 9-hole public golf course, played as 18 holes from different tees or to different flags, in the Greater Seattle area.

Member clubs must:

- Have a Constitution, By-Laws, and an elected Board of Officers.
- Nominate a GSWPGA Vice-President per the rotation published in the Standing Rules.
- Host the two day GSWPGA City Championship per the rotation published in the Standing Rules
- Provide a Tournament Director per the rotation published in the Standing Rules.

## ARTICLE No. IV

### OFFICERS

The elected officers of this association shall be President, Vice-President, Secretary and Treasurer. The officers of the Association shall be chosen from the membership.

### ELECTION

1. The election of officers will be by ballot, unless there be but one candidate for each office, in which case the election will be by unanimous vote.
2. The election of officers will occur at the Annual Luncheon meeting of the general membership.

## ARTICLE No. V

### MEETINGS

The business of this Association shall be accomplished at the Board of Directors' meetings held in February and at the Annual Meeting of the membership, which shall be held in November and any special meeting as required. The membership will be notified via email when these meetings are scheduled.

## ARTICLE No. VI

### AMENDMENTS

Amendment(s) to the Constitution may be made at any Board of Directors' meeting provided such amendment(s) have been presented, through the Executive Committee to the member clubs by individual notice or by Club bulletin board notice at least one month prior to the meeting at which the amendment(s) are to be voted upon.

## **BY-LAWS**

### ARTICLE No. I

#### Executive Committee and Board of Directors

1. The Executive Committee shall consist of the Elected Officers and Appointed Committee Chairs. The Executive Committee shall act for the Board of Directors between the regularly scheduled meetings of the Board.
2. The Board of Directors shall consist of the Executive Committee, and the Captain, Team Captain and the Representative of each club belonging to the Association.
3. In the event a Club Captain is a GSWPGA Officer, her Co-Captain shall become a member of the Board of Directors.
4. The one immediate past President of the GSWPGA automatically becomes the Trustee of the Association for the following year. Duties are to attend all Executive Committee and Board of Directors' meetings and to act in an advisory capacity to both groups.

### ARTICLE No. II

#### Duties of Officers

1. The President shall preside at all meetings of the Executive Committee, Board of Directors, and of the general membership. She shall direct all Association events assisted by the members of the Executive Committee and the Board of Directors as needed. She shall be custodian of all acquired material from previous years; namely, books of the President, Secretary, Treasurer and Historian, that are no longer in active use and keep them in good condition, not adding to or removing pertinent data. Such records are the property of the Association and shall be passed on to each succeeding President. She shall perform all other duties pertaining to the office as required.
2. The Vice President shall perform the duties of the President in the latter's absence. She shall be chair the Nominating Committee and assist on the Finance and Tournament Committees.



3. The Secretary shall keep a complete record of the business of this organization and the minutes of its meetings. It is also her duty to keep a roll of the members, send all notices to member clubs and perform all other duties which pertain to the office.
4. The Treasurer shall have the custody of all funds of the Association and shall collect dues and keep records of receipts and disbursements. She shall be Chairperson of the Finance Committee, whose duty it is to prepare an estimated budget for the year. She shall make a complete statement of finances at the Annual Meeting and whenever the Executive Committee shall so direct. She shall be responsible for having her financial records audited and will file an income tax report for the Association with the Internal Revenue Service (IRS) of the United States Treasury per current IRS rules. She shall notify the IRS of an address change for the treasurer given to the organization's bank, e.g. an address change for the current treasurer or when a new treasurer assumes responsibility). The auditor shall be chosen by the Executive Committee. The Treasurer, President and Secretary are authorized to be signatories to the Association's bank account.

### ARTICLE No. III

#### Standing Committees

1. The Tournament Committee shall consist of:  
  
Chair: Tournament Director  
Members: Assistant Tournament Director  
Vice President  
Rules Chairperson  
Association Team Captain
2. The Finance Committee shall consist of:  
  
Chair: Treasurer  
Members: Vice President  
Assistant Treasurer
3. The Rules Committee shall consist of:  
  
Chair: Rules Chairperson  
Member(s) Assistant Rules Chairperson

4. The Association Team Committee shall consist of:

Chair: Association Team Captain

Member(s) Assistant Team Captain

Shall arrange the team schedule and coordinate team activities with the Tournament Chairperson and Rules Committee.

5. The Social Committee shall consist of:

Chair: Social Chairperson

Member(s) As needed

The Committee will be responsible for social functions of the Association.

6. The Trophy and Awards Committee shall consist of:

Chair: Trophy and Awards Chairperson

Member(s): As needed

7. The Nominating Committee shall consist of:

Chair: Vice President

Members: Each member-club representative will be a member of the Nominating Committee. Representatives shall provide names for elected and non-elected Board positions 60 days prior to the November Awards Luncheon, held the second Thursday of November.

8. The Historian Committee shall consist of:

Chair: Historian Chairperson

Member(s) As needed

Shall attend GSWPGA events, take pictures and make photos available on the website.

9. The Webmaster shall maintain the postings to the GSWPGA website and post the minutes of each scheduled meeting.

The Pacific Northwest Golf Association/Washington Golf Representative shall be appointed by the President for a term of two (2) years. She shall serve as a liaison between PNGA/WA Golf and GSWPGA.

#### Committees (Other or Special)

Special committees may be appointed by the President as the need arises.

### ARTICLE No. IV

#### Meetings

1. Time and place of all regular meetings will be designated by the President.
2. Special meeting may be called by the President or Secretary at any time, or by any five members of the Association who must give a written notice to the Secretary with the meeting to take place as soon as possible.
3. Notice of regular meetings shall be given members by written notice or phone at least ten days prior to the date of the meeting. Notice should be posted on the bulletin board of each member club of the Association.

### ARTICLE No. V

#### Quorum

1. The voting body of this Association shall consist of the Elected Officers, Committee Chairpersons, Trustees and each GSWPGA member-club Captain, Team Captain and City Representative. Members present will constitute a quorum and voting approval will be by simple majority.
2. If all members have been personally notified of a special meeting and have sufficient time to attend, a simple majority of the members present shall constitute a quorum.

### ARTICLE No. VI

#### Dues

The annual dues shall be forty-five (\$45.00) from each individual club for the year of any portion thereof, to be paid at the first Board of Directors' meeting in February.

#### ARTICLE No. VII

##### Amendments

Amendments to the By-Laws may be made at any Board of Directors' Meeting, provided said amendment(s) have been presented, through the Executive Committee, to the members clubs by individual notice or by Club bulletin notice of at least one month prior to the meeting at which the amendment(s) are to be voted upon.

#### ARTICLE No. VIII

##### Governance

The rules contained in Robert's Rules of Order shall govern the Association in all cases to which they are applicable, and in which they are not inconsistent with the By-Laws of the Association.

