

**BROWNS MILL WOMEN'S GOLF ASSOCIATION  
CONSTITUTION AND BYLAWS**

**ARTICLE I - NAME**

Sec. 1. The name of this organization shall be "Browns Mill Women's Golf Association" also referred to as B.M.W.G.A.

**ARTICLE II - PURPOSE**

Sec. 1. To promote and encourage the game of golf and to protect the interests of all its members.

Sec. 2. To encourage members to obtain handicap status in order to engage in competitive play.

**ARTICLE III - MEMBERSHIP**

Sec. 1. Membership is open to all female amateur golfers, 18 years or older.

Sec. 2. Acceptance of membership in the Association shall bind each member to abide by the Bylaws of the Association and to accept all decisions made by the Association.

**ARTICLE IV - FINANCE**

Sec. 1 Annual membership dues shall be set each year upon the recommendation of the Executive Board and approval at the first General Meeting of members. All dues must be paid in full on or before March 31st. Dues will not be prorated, and any member joining after March 31<sup>st</sup> must pay dues in full at the time of joining. A member must have paid dues in full to be eligible for participation in any members-only activity of the Association.

Sec. 2. All reimbursement requests must be submitted to the Treasurer, accompanied by an original receipt and an itemized account of the expense incurred.

Sec. 3. The Association's fiscal year shall be the calendar year.

**ARTICLE V - OFFICERS**

Sec. 1. The officers of this Association shall consist of President, Vice-President, Recording Secretary, Corresponding Secretary, Treasurer, Assistant Treasurer and Parliamentarian.

Sec. 2. The President, Vice-President, Recording Secretary, Corresponding Secretary, Treasurer and Assistant Treasurer shall be elected by majority vote. The term of office for these positions shall be one year, beginning January 1<sup>st</sup>. In order to be eligible to run for office, a potential candidate shall have been a member in good financial standing for at least one meeting season (March to November).

Sec. 3. An officer shall not be eligible for the same office more than two consecutive terms. In the event an officer resigns or vacates an office, the President shall appoint someone to fill that vacancy for a period not to exceed sixty (60) days. The Nominating Committee shall prepare a slate of candidates to be voted upon by the General Membership.

Sec. 4. If the President resigns or is unable to fulfill her duties, the Vice-President shall become

President for the remainder of the current term.

Sec 5. The Executive Board shall consist of the President, Vice-President, Recording Secretary, Corresponding Secretary, Treasurer, Assistant Treasurer, Parliamentarian and standing committee chairpersons. The duties of the Executive Board shall be to provide financial management, to discuss and make recommendations concerning the affairs of the Association, and to present these recommendations, when necessary, to members at the General Membership meetings. The Executive Board shall meet annually in January and February and at any other time deemed necessary by the President. The Executive Board shall have the authority to approve expenditures of the Association beyond the approved budget.

Sec. 6 All officers are encouraged to have access to email service.

#### **ARTICLE VI - ELECTION OF OFFICERS**

Sec. 1. The Nominating Committee shall select at least one candidate for each office, with further nominations being open from the floor.

Sec. 2. Officers shall be elected annually, by majority vote at the November meeting and shall assume their positions in January.

#### **ARTICLE VII - DUTIES OF OFFICERS**

##### **Sec. 1 PRESIDENT**

The President shall preside at all General Meetings and all Executive Board Meetings, to report any matters which, in her judgment, may be of importance or benefit to the Association. She shall carry out the decisions of the Executive Board and the Association. She shall be an ex-officio member of all committees except the nominating committee and shall have the power to appoint any special committee not otherwise provided for in the Bylaws. She shall appoint a committee to review the Bylaws. She shall also appoint a Parliamentarian. In the event an officer resigns or vacates an office, the President shall appoint someone to fill that vacancy for a period not to exceed sixty (60) days.

##### **Sec 2. VICE- PRESIDENT**

The Vice-President shall perform the duties of the President in her absence and shall act in an advisory capacity at all times. If the President resigns or is unable to fulfill her duties, the Vice-President shall become President for the remainder of the current term.

##### **Sec. 3. RECORDING SECRETARY**

The Recording Secretary shall record the minutes of the proceedings of all meetings of the Association and be prepared to present these minutes when called upon at either the Executive Board meetings or General Meetings. The Recording Secretary shall send (preferably by email) the minutes to the Corresponding Secretary to distribute to members. In her absence, the Corresponding Secretary shall fulfill the duties of this office. She shall preserve in a permanent file all records and letters of value to the Association and its officers, to be transferred to her successor at the close of her term of office.

##### **Sec. 4. CORRESPONDING SECRETARY**

The Corresponding Secretary shall receive and send all correspondence (via email and/or hardcopy) for the Association and be responsible for distributing information regarding Association outings to members. She shall inform members regarding routine business

items at General Meetings (dues, meeting dates/location, etc.). In her absence, the Recording Secretary shall fulfill the duties of this office.

**Sec. 5. TREASURER**

The Treasurer shall receive all money for the account of B.M.W.G.A. and deposit same in a designated, accredited bank. She shall pay all duly rendered bills, after approval by the Executive Board, and keep accurate records of them. All disbursements are to be made by check. She shall maintain a complete and permanent record of all receipts and payments. Such records shall be subject to open inspection by any member with 15 days' written notice. The Treasurer shall keep a record of the dues paid by the members during the term of her office. She shall provide the Corresponding Secretary and the Technology/Publicity Committee with a list of the paid membership by April 15th of each year and send updated membership lists to the Corresponding Secretary and the Technology/Publicity Committee via email or hardcopy as new members join. She shall be prepared to present a monthly Treasurer's report to both the Executive Board and the General Membership at their meetings. She shall prepare a proposed annual budget to present to the Executive Board at the first Executive Board meeting in January. She shall submit to the incoming President and incoming Treasurer a year-end financial statement no later than December 31<sup>st</sup>.

**Sec. 6. ASSISTANT TREASURER**

It shall be the duty of the Assistant Treasurer to assist the Treasurer in carrying out the duties of that office. She shall assume the duties of the Treasurer in the Treasurer's absence.

**Sec. 7. PARLIAMENTARIAN**

The Parliamentarian shall enforce Robert's Rules of Order at all General Meetings and Executive Board meetings. The President shall appoint this position. The Parliamentarian shall lead the Bylaws Committee through the process of reviewing amendments to the Bylaws and presenting amendments at the General Meeting.

**ARTICLE VIII - SIGNATORY AUTHORITY**

**Sec. 1.** All checks and binding financial and legal documents must be signed by any two of the President, Treasurer and Assistant Treasurer. It shall be the joint responsibility of the President, Treasurer, and Assistant Treasurer to ensure that at least two of their signatures appear on all such checks and documents executed on behalf of B.M.W.G.A..

**ARTICLE IX - COMMITTEES**

**Sec. 1.** There shall be two types of committees: Standing Committees and Special Committees. Chairpersons of all Committees except the Nominating Committee shall be appointed by the President and shall be members of the Executive Committee. Standing Committees are responsible for ongoing duties throughout the year. Special Committees perform specific duties as required and may not be active year round.

**STANDING COMMITTEES**

**Sec. 2. MEMBERSHIP COMMITTEE**

The Membership Committee shall be responsible for contacting all prospective and new members of the B.M.W.G.A. to explain the activities of the Association and to get such members to join and participate in the Association. The Committee shall be responsible

for arranging for members to purchase membership products (such as golf towels, golf balls, and golf shirts), The Committee shall also provide membership packages to new members, including an official USGA rulebook for the current year and any other items designated for new members. The Committee is also responsible for monitoring member participation (meetings, trips and activities) and developing means to motivate and encourage continuous participation from members who are not regularly involved in Association activities.

**Sec. 3. TOURNAMENT AND PRIZE COMMITTEE**

The Tournament and Prize Committee shall plan and be responsible for all tournaments of the Association. This shall include weekly play days, league days, and tournaments. The Committee shall plan the format for each play day and tournament and shall keep a record of participation and report the results of tournaments. The Committee shall submit any money collected to the Treasurer. The Committee shall establish tournament rules and be responsible for the purchase and/or distribution of awards, prizes and trophies. It shall be responsible for educating Association regarding USGA and local rules, as well as golf etiquette. The Tournament chairperson shall inform the Corresponding Secretary and Technology/Publicity Committee via email or hardcopy of B.M.W.G.A. weekly play days, league days, and tournaments.

**Sec. 4. HANDICAP COMMITTEE**

The Handicap Committee shall assume all responsibilities associated with members' handicaps. The Committee shall encourage compliance with the USGA Handicap System. The Committee shall ensure that score posting sheets are available in a visible place and that handicap cards are properly distributed. The Committee shall answer handicap-related questions and educate members about score reporting procedures. The Committee shall verify that all scores submitted to the Committee are accurately reported and mailed to USGA on scheduled dates and shall use its best efforts to ensure that the GHIN (Georgia Handicap Information Network) service is properly administered.

**SPECIAL COMMITTEES**

**Sec. 5. NOMINATING COMMITTEE**

A Nominating Committee consisting of four (4) members shall be elected by the General Membership during the September meeting. In September the Committee shall prepare a slate of officers to be presented and voted upon at the November meeting.

**Sec. 6. SOCIAL/COURTESY**

The Social/Courtesy Committee shall be responsible for planning all social activities. The Committee is also responsible for sending birthday, get well, sympathy and special occasion cards to active Association members.

**Sec. 7. TECHNOLOGY AND PUBLICITY COMMITTEE**

The Technology and Publicity Committee shall be responsible for the publication of the B.M.W.G.A. directory (to include Association Bylaws, officers' names, members' names and telephone numbers, calendar of events, etc.). The Committee shall update and maintain the B.M.W.G.A. web site ([www.brownsmill.com](http://www.brownsmill.com)) with current information about the Association and its activities. The Committee shall also keep a scrapbook of clippings, pictures and other items of interest to the Association. The Committee shall publicize all activities of the Association on the web site, as directed. The Committee shall arrange for pictures to be taken at all Association events.

**Sec. 8. BYLAWS COMMITTEE**

The Bylaws Committee shall be appointed by the President and shall be responsible for the review of the Association's Constitution and Bylaws. The Parliamentarian, as Committee chairperson, shall lead this Committee through the process of reviewing proposed amendments and presenting them to the membership in accordance with Article XII.

**Sec. 9. OTHER COMMITTEES**

Other committees may be established if it is deemed necessary in order to fulfill the needs of the Association.

**ARTICLE X - MEETINGS**

Sec. 1. Meetings will be held at least once every two months, beginning in March and ending in November. The meeting dates for the season will be proposed by the Executive Board and approved by members at the March General Membership meeting.

Sec. 2. The Executive Board shall meet annually in January and February and at any other time deemed necessary by the President.

Sec. 3. Special meetings may be called by petition signed by a majority of members, a majority of the Executive Board, or by the President.

Sec. 4. Five (5) Executive Board members shall constitute a quorum for Executive Board meetings.

Sec. 5. 20% of the General Membership shall constitute a quorum for General Membership meetings.

**ARTICLE XI - CONDITIONS GOVERNING PLAY**

Sec. 1. The BMWGA playing season shall be from March to November

Sec. 2. A schedule of weekly play dates and times shall be prepared by the Executive Board and presented to the General Membership at the first annual meeting of the General Membership.

**ARTICLE XII - AMENDMENTS**

Sec. 1. Bylaws shall be reviewed each year by the Bylaws Committee. In addition, any member may submit amendments to the Bylaws Committee for consideration. Amendments may be voted on at any meeting of the General Membership, so long as the proposed amendments have been posted at Browns Mill Golf Course at least thirty (30) days prior to voting or have been mailed to all members at least ten (10) days prior to voting. If the Committee elects to post the proposed amendments, notice of the posting shall be sent to all members by email or by letter at least ten (10) days prior to voting. An amendment shall be adopted by majority vote.

As amended 11/5/01

As amended 5/11/02

As amended 7/12/05