

# **BUSINESS WOMEN'S GOLF LEAGUE – WICHITA BYLAWS**

## **Article I Name**

This organization shall be known as the Business Women's Golf League – Wichita or BWGL.

## **Article II Purpose**

To promote golf for women and provide competition in accordance with the Rules of Golf as adopted by the United States Golf Association (USGA), Wichita Area Women's Golf Association (WAWGA), and such local rules as adopted by the BWGL.

## **Article III Membership**

Any interested woman may become a member without restriction.

**NOTE:** Any member in good standing when unable to participate in golf may become a Social Member.

## **Article IV Dues**

Section 1. The membership dues of this organization shall be established at the year-end regular business meeting each year.

Section 2. The money so collected shall be used to help pay all expenses incidental to:

- a) Membership in the city association.
- b) Handicap services.
- c) Prizes and awards for club play.
- d) Club tournaments.
- e) Officer and Committee functions.

Section 3. Incidental expenses of any kind, when they do not pertain specifically to the official conduct of BWGL or benefit all members of the league, must first be approved by a majority of members voting at a regular business meeting or by email.

## **Article V Officers and Their Election**

Section 1. The officers of this organization shall consist of President, Vice President, Secretary, and Treasurer.

- a) The election of officers shall take place annually at the last regular business meeting of the golf season.
- b) The elected officers shall take office in November and will remain in office for one year.

Section 2. A Nominating Committee of three members shall be appointed by the President.

- a) The Nominating Committee shall select one slate of nominees for the offices to be filled and shall report at the last regular business meeting of the season.

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Amended:

- b) Following the report of the Nominating Committee, an opportunity shall be given for nominations from the floor.
- c) Only those who have consented to serve if elected, shall be eligible for nomination, either by the committee or from the floor.

Section 3. A vacancy occurring in an office shall be filled by a majority vote of the remaining members of the Executive Committee, with the exception of the office of President. The Vice President shall succeed if the Presidency is vacated.

## **Article VI Duties of Officers**

Section 1. The President shall:

- a) Preside at all meetings of the organization and of the Executive Committee.
- b) Appoint Committee Chairpersons.
- c) Serve as a member of the Handicap Committee.
- d) Appoint a committee to study and suggest revisions to the Bylaws and Standing Rules every three years.
- e) Perform such other duties as may be assigned by the organization or the Executive Committee.

Section 2. The Vice President shall:

- a) Act as aide to the President and shall perform the duties of the President in the absence of that officer.
- b) Serve as a member of the Handicap Committee.
- c) Compile the official Membership Handbook.
- d) Orient new members.
- e) Maintain officer and committee manuals with yearly updates as needed.
- f) Maintain and update the Bylaws and Standing Rules as changes are approved by the membership.
- g) Maintain document control.

Section 3. The Secretary shall keep accurate minutes and records of all meetings of the organization and of the Executive Committee.

Section 4. The Treasurer shall:

- a) Compile and maintain the Official Roster of paid members and shall notify the Vice President, Communications Chairperson, and Handicap Chairperson of additions to or corrections in membership.
- b) Send a copy of the Official Roster to the WAWGA Secretary in the spring and additions to the roster as they occur.
- c) Receive all monies of the organization.
- d) Keep an accurate record of receipts and expenditures and pay out funds only as authorized by the organization.
- e) Present a statement of account at every regular business meeting of the organization and when requested by the Executive Committee.
- f) File appropriate tax form(s) annually.
- g) Maintain and revise the membership form.

## **Article VII Meetings**

Section 1. A minimum of three regular business meetings shall take place during the league season.

Section 2. The President shall have the authority to call a regular business meeting of the organization as she deems necessary. Members shall be notified of the time and place of meeting by telephone or email.

## **Article VIII Quorum**

A quorum for the transaction of business at any regular business or specially called meeting shall consist of the members at said meeting. A quorum for the transaction of business by email shall consist of the responders to that email.

## **Article IX Executive Committee**

Section 1. The Executive Committee shall consist of the Officers of the organization, the Chairpersons of standing committees, and any other member so appointed by the Executive Committee. The Past President shall be a member of the Executive Committee ex-officio for one year following her term of office.

Section 2. Control and management of the affairs, funds, and property of this organization shall be governed by the Executive Committee.

Section 3. Meetings of the Executive Committee shall be held prior to the beginning of the active golf season and at intervals as deemed necessary to transact business for the organization. Special meetings of the Executive Committee may be called by the President or by a majority of the members of the committee. A simple majority shall constitute a quorum.

## **Article X Standing Committees and their Duties**

Section 1. The standing committees of this organization shall be:

- a) Annual Awards - Determine the award winners for year-long competition.
- b) Auditing - Audit the organization's financial records at the end of the golf season.
- c) Communications - Develop and distribute the Newsletter and communicate specific announcements and information to the membership.
- d) Handicap - Handle all matters relating to handicaps and ensure the league's authority to use the computerized handicap system provided by USGA.
- e) Rules and Arbitrations - Advise the membership of USGA rules and arbitrate disputes.
- f) Social - Attend to details of all social events.
- g) Team Play - Ensure that members of BWGL are appropriately represented on the City Team Play schedule.
- h) Tournament - Plan, schedule, and conduct all tournaments.
- i) Website - Maintain and update the website.

- j) Weekly Awards - Determine winners for weekly Play Days and act as 9-Hole Representative to report activities to the Communications Chairperson.

Section 2. Each Committee Chair will be provided with a notebook with their duties, responsibilities, and instructions/directions. The Chairperson will be responsible to read, understand, execute their duties, and suggest updates to the notebook annually, if indicated.

### **Article XI Tournaments and Play Days**

Section 1. BWGL shall play every Tuesday during the season determined by the membership.

Section 2. Tuesday 9-hole play shall be called "Play Days" for purposes of the Bylaws and Standing Rules. Eighteen-hole play on weekends shall be called "Tournaments" for purposes of the Bylaws and Standing Rules.

Section 3. Weekly Awards and Annual Awards will be given. There will be minimum participation requirements to determine eligibility for awards.

### **Article XII Rules of Order**

Roberts Rules of Order shall govern this organization in all cases to which they are applicable and in which they are not inconsistent with these Bylaws and Standing Rules.

### **Article XIII Amendments**

Section 1. Every proposed amendment, alteration, or addition to these Bylaws must be given to the President in writing/email.

Section 2. These Bylaws may be amended at any regular business or called special meeting of the organization by a majority vote of the active members present, provided that all members have received a written/emailed copy of the proposed amendment at least one week prior to said business meeting.

Section 3. Standing Rules may be changed by a majority vote of the active members present and voting at any regular business meeting.

Section 4. All Bylaw amendments and Standing Rules amendments shall become effective upon approval.