

BYLAWS

BEAR CREEK WOMEN'S GOLF ASSOCIATION

This Association shall be known as BCWGA

ARTICLE 1 – PURPOSE

- To promote, interest, camaraderie and knowledge of the rules and etiquette of golf.
- To promote, supervise, conduct weekly play and organized competition for all members.
- Maintain the status of a non-profit organization.

ARTICLE 2 – MEMBERSHIP

- Section 1: Membership is open to all female golfers with a current, established AGA Handicap.
- Section 2: A member in good standing shall be one whose dues are paid in accordance with Article 7, Section 2.

ARTICLE 3 – GOVERNING BODY

- Section 1: The governing body of the Association shall be known as the Executive Board and shall consist of five members: President, Vice-President, Secretary, Treasurer, and the immediate Past President. The Board of Directors shall consist of the Executive Board and the Committee Chairpersons.
- Section 2: A majority of the Executive Board shall constitute a Quorum. A majority of the Board of Directors shall constitute a Quorum.
- Section 3: The Executive Board shall meet and manage all affairs of the Association. The Executive Board shall approve the yearly financial review. The Executive Board shall review amendments to the Bylaws before presenting them to the membership for approval.
- Section 4: Members of the Executive Board shall hold office for a term of two (2) years after assuming office. No one shall serve in the same office for more than two (2) consecutive terms.
- Section 5: Vacancies in the offices of Vice President, Secretary and Treasurer may be filled by nomination of the President, with the approval of the Executive Board, or by a general meeting with nominations from the floor.
- Section 6: Regular membership meetings shall be held as determined by the Executive Board.

ARTICLE 4 – OFFICERS AND DUTIES

- Section 1: The President shall be the official representative of the BCWGA. She shall preside at all Board and regular meetings and perform the general supervision over the affairs of the Association. She shall appoint, with the approval of the

Executive Board, all committee chairpersons, as needed, and shall be an ex-officio member of the committee she has appointed. The President may sign Association checks, when necessary. She shall serve for two (2) years.

- Section 2: The Vice President shall conduct meetings in the absence of the President and assume other duties assigned to her by the President. The Vice President will have the option to succeed to office of the President. The Vice President will serve for two (2) years. Election for the office of Vice President shall be held every two years on odd numbered years. She will be in charge of luncheons, organizing and supervising all tournaments.
- Section 3: The Secretary shall be the recording officer of the Association. She shall be custodian of all records (up-to-date membership list, copies of Bylaws and Standing Rules). She shall be in charge of publication of membership meetings. She, or an appointed alternate, is required to attend all meetings to record minutes, and prepare them for publication as directed by the President. She shall serve for two (2) years. Election for the office of Secretary shall be held every two years on even numbered years.
- Section 4: The Treasurer shall collect all money due the Association and bank it in a proper account. She shall make all disbursements and file yearly taxes with the IRS. She shall keep an accurate ledger and give a Treasurer's report at each meeting. She shall keep the Secretary advised of new member's names, addresses and telephone numbers. She shall serve for two (2) years. Election for the office of Treasurer shall be held every two years on odd numbered years.
- Section 5: The Past President shall serve for two (2) years. She shall be the Chairperson of the Nominating Committee. She and the Past Treasurer shall conduct a year-end audit.

ARTICLE 5 – COMMITTEES

Section 1: STATE REPRESENTATIVE

1. Represent the BCWGA in all matters pertaining to membership in the Arizona Golf Association (AGA) and be responsible for all communications between the BCWGA and the AGA.
2. Post on the bulletin board all pertinent information from the AGA office.
3. Be responsible for submitting to the Nominating Committee of the AGA the BCWGA recommendations for nominees to the AGA Board. In the event the BCWGA has no nominees, she shall so advise the Nominating Committee.
4. Present the AGA election ballot to the BCWGA and return the ballot to the AGA office marked with the club's vote.

Section 2: HOSPITALITY

1. Acquaint and welcome all new members, greet guests etc.
2. Be responsible for sending cards from the BCWGA to members or family, as directed by the Board of Directors.

Section 3: HANDICAP

1. Post current handicap sheet on bulletin board.
2. Notify all members of any changes in regulations.
3. Assist any member having difficulty concerning handicap.
4. Assist new members in establishing a handicap.
5. Participate in golf course handicap activities.

Section 4: PLAYER DEVELOPMENT/TOURNAMENTS

1. Be responsible for the education of members as to the USGA Rules of Golf.
2. Work co-operatively with the Bear Creek Professional Staff to organize the club tournaments.

Section 5: MEDIA/PUBLICITY

1. Be responsible for taking pictures at tournaments and special events.
2. Maintain an Association bulletin board.
3. Work co-operatively with the Bear Creek Professional Staff to maintain and update BCWGA website(s).

Section 6: AUDIT

1. This committee shall consist of the Past President and Past Treasurer.
2. Audit Treasurer's books at fiscal year-end and prepare a report for the Executive Board.

Section 7: ADDITIONAL COMMITTEES

1. Committees may be appointed by the President, at her discretion.

ARTICLE 6 – ELECTIONS

The term of office for each of the officers shall be for two (2) years beginning the first day of May and ending the last day of April. The nominations will be presented at an Executive Board Meeting to be held in February no later than 30 days prior to elections, or at a general meeting to be held on the first Monday of March. If there are no volunteers to fill the position on the 1st Monday in March, a league meeting will be called and the openings available will be presented for nominations. The election of all positions will be held the last Monday of April (which is the end of league play).

ARTICLE 7 – FINANCE

Section 1: Yearly dues in the BCWGA shall be determined by the current Executive Board.

Section 2: All dues are to be collected by the Treasurer at beginning of the league season or at entry into the Association.

Section 3: The fiscal year shall be May 1 through April 30.

Section 4: A year-end audit shall be conducted by the Past President and Past Treasurer. A report shall be made to the Executive Board for review and approval.

ARTICLE 8 – AMENDMENTS

The Bylaws may be amended by a majority vote of the members present at a business meeting or voted on by ballots provided by the Executive Board. A posting of the proposed changes is required for thirty (30) days prior to the vote.

ARTICLE 9 – RULES OF ORDER

Robert's Rules of Order shall govern all business meetings.

ARTICLE 10 – CLUB CHAMPIONSHIP/STATE MEDALLION

Section 1: The Club Championship shall be a two-day contest played any two consecutive weeks, towards the end of the season. There will be low gross and low net winners. Members must play six rounds with the league prior to the start of the Club Championship in order to qualify for play.

Section 2: The State Medallion shall consist of two best gross and two best net 18-hole rounds out of four designated rounds. Players need not participate in all four rounds to be eligible. No participant may win both the gross and the low net awards. The gross will take precedent over net. Members must play six rounds, prior to the State Medallion, in order to qualify for play.