**WOMEN’S ROCHESTER DISTRICT GOLF ASSOCIATION**

 **CONSTITUTION**

**Article I Name**

The name of this Association shall be the Women’s Rochester District Golf Association (WRDGA).

**Article II Objective**

The objective of this Association shall be to promote and maintain the best interests in the game of golf. This Association is an organization exclusively for pleasure, recreation, and other nonprofitable purposes for women golfers.

**Article III Membership**

Membership shall be open to women affiliated with eighteen-hole and private 9-hole WRDGA Member clubs in Monroe and adjacent counties who apply for membership with an established handicap, which is within the limits determined by the Association.

**Membership:** A USGA handicap index of 23.0 or lower is required at time of annual membership registration. (A minimum of 10 scores must be posted within the qualifying year.) Fluctuations during the season do not impact membership.

An Honorary Membership may be granted to any woman who, as a past member of the WRDGA, has made a significant impact on women's golf within our District.

**Article IV Meetings**

The Annual Meeting of the Association will be held once a year at such time and place as the President shall determine. Meetings of the Board of Directors shall be held at such time and place as the President shall determine.

**Article V Board of Directors**

The management of the Association is entrusted to a volunteer Board of Directors, composed of the elected Officers, appointed Chairwomen of the Standing Committees, and Club Representatives.

**Article VI Officers**

The Officers of the Association are President, Vice-President, Membership Chair, and Treasurer. The Executive Committee will consist of these officers.

**Article VII Amendments**

Amendments to this Constitution may be made by two-thirds of the votes cast at a Meeting of the Association and/or by electronic vote, e.g., e-mail, provided that a quorum is represented and that a notice, written or electronic, of the proposed changes has been sent at least two weeks in advance of the meeting and/or vote.

**WOMEN’S ROCHESTER DISTRICT GOLF ASSOCIATION**

 **BY-LAWS**

**BY-LAW I – MEMBERSHIP**

1. The Board of Directors shall admit eligible applicants.
2. An applicant for a new or reinstated membership shall have a handicap of 23.0 or lower.
	1. Applicants who wish to join after the established deadline may apply through their club representatives for approval by the Executive Committee.
3. Membership shall be renewed annually upon payment of such dues as may be prescribed by the Board. Dues shall be payable by a date established by the Board.
4. Any member may apply for a “leave of absence.” Her place in the Association will be held only on payment of dues for that specified time.
5. If any club refuses a tournament event three consecutive years, the Association members from that club shall be dropped from membership.
6. A club’s members may be eligible for membership if:
	1. The Club’s Board sends a letter requesting WRDGA membership to the WRDGA president attesting the following:
		1. The club is a member of the USGA.
		2. The club utilizes the USGA handicapping system and the course has been rated by the RDGA.
		3. The club is willing to host any of the scheduled WRDGA tournaments including the 5-day championship.
		4. Green’s fees will not be charged to any tournament contestant.
		5. The WRDGA will be responsible for running its tournaments.
	2. And the request is approved by the WRDGA Board of Directors.
7. A nomination for an Honorary Member may be made by any current WRDGA member and:
	1. Shall be submitted in writing to the Secretary identifying the significant contributions such nominee has made that warrants such recognition.
	2. The Secretary will submit to the Executive Committee any such nomination for their review.
	3. Upon the Executive Committee’s recommendation for approval, a vote of the membership at the annual meeting will be required for granting such Honorary Membership.
	4. Upon membership’s approval of granting Honorary Membership, such honoree will be invited to attend all subsequent annual meeting luncheons for recognition.
	5. Such Honorary Memberships will not be given posthumously.

**BY-LAW II – MEETINGS**

1. The Annual Meeting of the Association shall be held at such time and place as the President shall determine, if possible, coinciding with a scheduled golf event. Notice of the meeting shall be contained in the schedule of events.
2. Special meetings may be called by the President upon the request of ten or more members. Notice of the date and business of special meetings shall be reported at least one week in advance. Only the business for which the special meeting is called may be transacted.
3. Business requiring a vote shall be transacted by the active membership only. They shall:
	1. Elect, at the Annual Meeting, the officers of the Association from a single slate prepared by the Executive Committee, or from nominations from the floor.
	2. Amend the By-Laws as provided in Bylaw VIII – Amendments.
	3. Determine the size of and requirements for membership as recommended by the Board
	4. Transact such other business as may come before the meeting.
4. The presence of at least 10% of the active members shall constitute a quorum for the transaction of business.
5. Except for amendments to the By-Laws (as provided in Bylaw VIII - Amendments), all matters shall be determined by a majority vote of the active members present.

**BY–LAW III – BOARD OF DIRECTORS**

1. The Board of Directors shall consist of the Officers of the Association, the Chairwomen of the Standing Committees, and all Club Representatives.
2. Board members shall assume office October 1st and serve for the term of the qualifying office.
3. The presence of a majority shall constitute a quorum for the transaction of business.
4. The Board shall be responsible for managing the affairs of the Association. Its duties shall be to:
	1. Recommend to the Association limits on membership, requirements for maintaining membership, and handicap limits for membership.
	2. Manage, control, and account for monies received and expended by the Association
	3. Provide a yearly schedule of events for all members.
	4. Exercise jurisdiction over the Championship Trophy, the Senior Championship Trophy, and the Junior Championship Trophy and provide for the retirement and replacement of the Trophies, where appropriate. This retired trophy shall be presented to the person whose name appears most frequently on said trophy.
	5. Keep the membership informed of rules, procedures, and activities of the Association.
	6. Once a year, act on the new applicants for new membership as presented by the Membership/Handicap Chairman.
	7. Do all things necessary to meet its responsibilities.

**BY–LAW IV – OFFICERS**

1. The President, Vice President, Membership Chair and Treasurer shall be elected for a term of two years and may be elected for consecutive terms in the same capacity. They shall be elected at the Annual Meeting and shall assume office October 1st following the election.
2. If a vacancy occurs in the presidency, the Vice President shall immediately assume the duties of the President, until the Board of Directors, shall elect a President for the unexpired term. Vacancies in the other offices shall be filled for the unexpired term by appointment by the President.
3. Duties of the Officers:

PRESIDENT - her duties shall be:

* 1. To preside at all regular and special meetings of the Association and of the Board, and to perform the duties incident to the office.
		1. Run the rep meetings.
		2. Host the advisory meeting in January.
		3. Organize committee meetings.
	2. To appoint the chairs of the Standing Committees: Tournament, Rules, and other special committees. She shall be an ex-officio member of every committee.
	3. To secure locations of events, develop a rotation chart, and maintain the master calendar of tournament events.
	4. To authorize the payment of all bills.
	5. In the absence of the President, the role of the President may be assumed temporarily by a past president or any Executive Committee member serving one year minimum.

VICE PRESIDENT – her duties shall be:

* 1. To prepare an annual review of our year for our records, including highlights from our annual meeting.
	2. To manage the Pro-Ladies Event, including preparing letter, collecting checks, contacting charity, and developing a brochure.
	3. To manage the scholarship fund.

TREASURER – her duties shall be:

1. To present annual summary of our finances at fall Board meeting
2. To manage all funds throughout the year and pay bills of the Association when authorized by the President.
	1. Write checks for our events to the clubs.
	2. Refund members’ fees if a cancellation is necessary.
3. The fiscal year starts on October 1st.

MEMBERSHIP CHAIR

1. Shall be appointed by the President and shall serve for one year and be eligible for reappointment.
2. Her responsibilities shall be:
	1. To keep an alphabetical list of all members, their addresses, and club affiliation.
	2. To collect information on all new members from our reps.
	3. To send letters to prospective new members.
	4. To maintain a list of members gained / lost year by year.

TOURNAMENT CHAIRS (Co-Chairs)

* 1. Shall be appointed by the President and shall serve for one year and be eligible for reappointment.
	2. Their responsibilities shall be:
	3. Set up events using a tournament management program (e.g., Golf Genius).
	4. Manage registration and coordinate events (except for the Pro-Ladies event).
	5. Serve as support person, collaborating with President and Club representatives running each event.
	6. Maintain a record of procedures which includes the format, the winners of each event, and prizes paid.

RULES CHAIR

1. Shall be appointed by the President and shall serve one yar and be eligible for reappointment.
2. Her responsibilities as Chair are set forth in By-Law V – Standing Committees.

WEBSITE ADMINISTRATOR:

1. Shall be appointed or contracted by the President.
2. Her responsibilities shall be:
	1. To maintain the WRDGA website with current photos, tournament results, and any information in the golf community that is pertinent to all the WRDGA members.
	2. To maintain a list of all Club Representatives.

**BY-LAW V – STANDING COMMITTEES**

1. 1. RULES COMMITTEE
2. The Rules Committee shall consist of a Chair appointed by the President and as many others as deemed necessary.
3. She shall serve for a term of two years and will be eligible for reappointment.
4. It shall be the duty of this Committee to:
	1. Enforce the observance of current USGA Rules of Golf at all Association Tournaments.
	2. When needed, to assist the Representatives in interpreting USGA rules and/ or all local rules as may be in effect at her club.

**BY-LAW VI - REPRESENTATIVES**

1. Club Representatives shall be appointed by the Golf Chairperson of their respective clubs. They shall assume office October 1st and shall serve a term of two years.
	1. In the event there are no current members, the Executive Committee can use its discretion to appoint an individual rep to fulfill the role.
2. The duties of the representative shall be:
3. To keep her club members informed of Association business, and keep the association informed of current members and new applicants from her club.
4. To serve as a member of the Board of Directors; attend all meetings of the Board and Association.
5. To arrange for and direct tournament held at their club with the support of the Tournament Chairperson.
6. To keep a current list of District members at her club.
7. To send membership applications to the Board.
8. To report to the Website Administrator the final current handicap of each of her club members for the season.

**BY-LAW VII - COMPETITIONS**

1. All competitions shall be played in accordance with USGA rules of golf and such local rules as are in force and published at the course where the competition is played.

**BY-LAW VIII – CODE OF CONDUCT**

The Women’s Rochester District Golf Association (WRDGA) and its member clubs believe that participation in WRDGA events is a privilege and carries responsibilities. In accordance with Rule 1.2b of the Rules of Golf, the WRDGA has adopted this Code of Conduct to apply to all players in WRDGA events. Any member whose entry is accepted shall be subject to the rules and conditions of play set by WRDGA. The purpose of this policy is to ensure a safe and positive environment at WRDGA events, making sure that all individuals and host staff are aware that there is an expectation of appropriate behavior, consistent with USGA competition rules. Disorderly inappropriate behavior includes verbal or physical abuse to players or staff, consuming alcohol during play, excessive use of profanity, club throwing, damage to the golf course and failure to care for the course.

Any individual who violates this policy during a tournament event may be disqualified from the event in which this behavior occurs, face rejection of their entry for future events, and for serious or repeated violations, risk expulsion from the organization.

The WRDGA Committee has the right to determine the penalty for any member who does not adhere to the code of conduct.

**BY-LAW IX - AMENDMENTS**

These By-Laws may be amended at any meeting of the Association by two-thirds of the vote of the active members present and/or by electronic vote, e.g., e-mail, provided that a quorum is represented and that notice, written or electronic, of the proposed changes has been sent at least two weeks in advance of the meeting and/or vote.