



**BYLAWS OF THE  
SOUTHERN DISTRICT WOMEN'S GOLF ASSOCIATION OF ARIZONA**

**ARTICLE I. NAME**

The name of this organization shall be the Southern District Women's Golf Association of Arizona (hereinafter referred to as SDWGA).

**ARTICLE II. PURPOSE**

1. To organize golf activities in the Southern District.
2. To plan and conduct golf events in the Southern District.
3. To sponsor and assist member clubs upon request.
4. To assist the Arizona Golf Association (hereinafter referred to as AGA) upon request.

**ARTICLE III. MEMBERSHIP**

1. Club membership shall be limited to member clubs of the AGA located in the Southern District. The Executive Committee shall determine the eligibility of clubs applying for membership.
2. Individual membership shall be limited to individuals over the age of 18 who belong to both the AGA and to member clubs of SDWGA. Qualified individuals are automatically members upon payment of the annual dues.

**ARTICLE IV. GOVERNMENT**

1. Management and control of the affairs, funds, and property of SDWGA shall be vested in the following:
  - A. A Board of Directors consisting of the five (5) elected District officers and one (1) elected Club Representative from each member club. The Board of Directors shall control and manage all major activities of SDWGA, and by majority vote may overrule any action taken by the Executive Committee.
  - B. An Executive Committee consisting of the five (5) elected SDWGA officers (with vote) and the Rules Chair, Awards Chair, Website Administrator, and Parliamentarian (without vote). The immediate past President of SDWGA is a member ex-officio without vote. The Executive Committee shall manage the day-to-day affairs and routine business of SDWGA between meetings of the Board of Directors; adopt Standing Rules; and act upon special or emergency matters,

subject to ratification by the Board. The Executive Committee shall meet as often as required, but not fewer than four (4) times a year.

2. Each member club shall elect its club Representative during its annual election of officers and shall notify the SDWGA Secretary within 15 days of that election.
3. In the event a Club Representative is unable to attend a meeting of the Board of Directors, she or her club president may select a voting alternate, designated in writing, or may give a written proxy to any other SDWGA member to act in her stead at the meeting.
4. The Board of Directors shall hold two regular meetings each year, in conjunction with the Spring and Fall tournaments, or such other tournaments as may be decided upon from time to time. Special meetings of the Board of Directors may be called by the President or by a majority of the Club Representatives.
5. Special or emergency matters may, when so decided by the Executive Committee, be voted on by mail and/or e-mail. Approval by mail and/or e-mail requires a two-thirds vote of the entire Board of Directors.

#### **ARTICLE V. FISCAL YEAR**

The fiscal year shall be January 1 through December 31.

#### **ARTICLE VI. OFFICERS**

1. The officers of SDWGA shall be President, Vice President, Tournament Chair, Secretary and Treasurer. They shall serve for two years and until their successors have been elected; their term of office shall commence 15 days after their election; they may be reelected for an additional term. They constitute the voting members of the Executive Committee and are ex officio voting members of the SDWGA Board of Directors.
2. Officers must be individual members of SDWGA. No one may serve simultaneously as a SDWGA officer and a Club Representative. No one may serve simultaneously as a SDWGA officer and an AGA State Director. No officer may be reelected to a third consecutive full term for the same office.
3. Officers and committee chairs serve without compensation but will receive reimbursement for expenses under guidelines established by the Executive Committee and approved by the Board of Directors.
4. Not later than fifteen (15) days after leaving office, each officer except the Treasurer, and each Committee Chair shall turn over to her successor all properties pertaining to her office. The Treasurer's records shall be turned over to her successor immediately after audit. The audit must be performed according to ARTICLE VIII, Section 5G.

#### **ARTICLE VII. ELECTION PROCEDURE**

1. The SDWGA officers shall be elected at the regular Spring meeting, as follows:
  - A. In the even-numbered years, President, Treasurer, and Tournament Chair.
  - B. In the odd-numbered years, Vice-President, and Secretary.
2. Not later than February 1<sup>st</sup> of each year, the Executive Committee shall appoint a Nominating

Committee Chair who may have had previous experience on the Executive Committee, who shall select not fewer than three (3) other members, from different clubs, to serve with her as the Nominating Committee.

3. The Nominating Committee shall solicit from each member club the names and qualifications of proposed nominees for office who will serve, if elected, and may itself propose such nominees. It shall select one (1) candidate for each office from among the nominees proposed.
4. Through the Secretary, the Nominating Committee shall submit its list of nominations to the membership not later than thirty (30) days before the regular Spring meeting.
5. Additional nominations may be made from the floor at the meeting with the consent of the nominee. Election will be by voice vote if there is only one (1) nominee for office; otherwise, election will be by ballot. In the event there is more than one (1) nominee for any office, a plurality of votes will elect. Only the Club Representatives or the voting alternate may vote for the election of officers.
6. If a vacancy in office occurs prior to normal expiration of the term, the vacancy for the unexpired term shall be filled by a plurality vote of the Club Representatives. The Executive Committee may authorize the vote to be taken by mail and/or e-mail and may recommend nominees for consideration. A write-in vote for any qualified individual is authorized with her consent.

#### **ARTICLE VIII. DUTIES OF OFFICERS**

1. The President shall:
  - A. preside at all meetings of the Board of Directors and of the Executive Committee, and in general perform the duties incident to this office.
  - B. be an ex-officio member of all committees except the Nominating Committee.
  - C. appoint a Parliamentarian, Rules Chair, Website Administrator, and Awards Chair, who shall be members of the Executive Committee without vote.
  - D. appoint any Committee Chairs she deems necessary.
  - E. call all meetings of the Board of Directors and of the Executive Committee and prepare agendas for said meetings.
  - F. have the option to vote on any question before the Board of Directors when her vote will change the result, except in elections. She may always vote in the Executive Committee.
  - G. ensure the current, approved versions of the Standing Rules and Bylaws are posted on the website.
2. The Vice President shall:
  - A. preside at meetings of the Board of Directors and of the Executive Committee in the absence of the President.
  - B. be Sites Chair (including luncheons) for SDWGA, securing courses for SDWGA tournaments. The Executive Committee shall approve the course prior to any contract being signed.
  - C. coordinate tournament dates with the AGA Board of Directors and with the member clubs of

SDWGA.

- D. serve as Acting President, if a vacancy occurs in the office of President, until a new President is elected.
3. The Tournament Chair shall:
- A. plan and conduct all tournaments sponsored by SDWGA.
  - B. have the Rules Chairs as a member of her committee and appoint such other members as she deems necessary.
  - C. submit to the SDWGA President a detailed written report of each tournament not later than two weeks after the conclusion of the respective tournament.
  - D. provide to the President a written summary of that year's tournaments at year end.
4. The Secretary shall:
- A. prepare the minutes of all meetings of the Board of Directors and send a copy to each member thereof as well as to the Executive Committee members and committee chairs.
  - B. prepare the minutes of all meetings of the Executive Committee and send a copy to each member thereof and all committee chairs.
  - C. be custodian of SDWGA records except those maintained by the Treasurer, Tournament Chair, and Committee Chairs.
  - D. e-mail to members of the Board of Directors, at least ten (10) days in advance, written notice of Board meetings with agenda.
  - E. e-mail to each Club Representative, not later than thirty (30) days before the regular Spring meeting, the list of nominees for office prepared by the Nominating Committee.
  - F. conduct the correspondence of SDWGA.
  - G. e-mail copies of the Bylaws, Standing Rules and Duties of the SDWGA Representative to new member clubs.
  - H. keep in her records a master list of member clubs, Club Representatives, and officers, based on information provided by member clubs.
  - I. e-mail a list of member clubs with the name, telephone number, and e-mail address of the Club Representative of each club to each member of the Executive Committee and to the Club Representatives.
  - J. ensure the current, approved copies of the Duties of the SDWGA Representative and Guidelines for Southern District Representatives-Telegraph and La Conquistadora del Sud ("The del Sud") Tournaments are posted on the website.
5. The Treasurer shall:
- A. keep a full and accurate account of all monies received and deposit same in the name of SDWGA in a depository approved by the Executive Committee.

- B. prepare a yearly budget for approval by the Executive Committee and disburse funds in accordance with the approved budget or other specific authorization by the Executive Committee.
- C. receive completed membership forms and check for dues from the Club Representatives.
- D. keep a roster of individual and club members and provide a copy to the Tournament Chair and Secretary as needed.
- E. notify the Executive Committee when a new club is admitted for membership.
- F. submit a written financial report for the prior year at the regular Spring meeting of the Board, and a report of the current financial situation at all Executive Committee and Board meetings.
- G. submit her books and records for audit by a qualified person appointed by the Executive Committee within fifteen (15) days after the Spring Board of Directors meeting and/or upon her departure from office.

#### **ARTICLE IX. DUTIES OF CLUB REPRESENTATIVES**

- 1. As a member of the Board of Directors, represent her club in SDWGA by attending all meetings of the Board. If unable to attend, arrange for a voting alternate or proxy as provided in Article IV, Section 3.
- 2. Collect dues for individual SDWGA members and send them to the Treasurer no later than January 1<sup>st</sup>, along with a copy of the membership list, retaining a copy for the club files.
- 3. Inform SDWGA members in her club of all SDWGA tournaments and conduct such tournaments at her club as may be scheduled from time-to-time.
- 4. Send a list of new club officers, along with their e-mail address and telephone number, to the Secretary within fifteen (15) days after their election.
- 5. Act as liaison between her member club and SDWGA.
- 6. Have the Club Representative-elect accompany her to the regular Spring meeting as an observer without vote.
- 7. Become familiar with and adhere closely to the additional instructions entitled "Duties of the SDWGA Representative."

#### **ARTICLE X. DUTIES OF COMMITTEE CHAIRS**

- 1. The Rules Chair shall:
  - A. be a member of the Executive Committee without a vote.
  - B. prepare the rules for all SDWGA tournaments.
  - C. keep abreast of changes in the Rules of Golf and assist member clubs with problems relating to

Rules upon their request.

D. be a member of the Tournament Committee and assist the Tournament Chair upon request.

E. appoint additional members of the Rules Committee as needed.

2. The Parliamentarian shall:

A. be a member of the Executive Committee without a vote.

B. advise the President, the Executive Committee, and the Board of Directors on points of parliamentary law, if requested.

C. select a committee and prepare a draft of proposed amendments for approval by the Executive Committee and Board of Directors when amendments to the Bylaws are required.

D. call the roll and determine a quorum at SDWGA board meetings.

3. The Website Administrator shall:

A. be a member of the Executive Committee without a vote.

B. maintain and keep the SDWGA website current.

C. post all SDWGA tournament information as provided by the Tournament Chair and post pictures of all winners of the tournaments.

D. post pertinent information as requested by the Executive Committee.

E. appoint an assistant who would assume the duties of the Website Administrator as needed.

4. The Awards Chair shall:

A. be a member of the Executive Committee without a vote.

B. purchase Hole-in-One trophies and have one available at each SDWGA tournament.

C. purchase the necessary trophies for each SDWGA tournament and maintain a record of all winners.

D. take pictures of the winners at each tournament to be posted on the website.

## **ARTICLE XI. DUES**

1. There is no fee for club membership in SDWGA.

2. The annual individual membership fee in SDWGA shall be \$10.00 to be collected by the Club Representative as stated in Section 2 of Article IX.

## **ARTICLE XII. AMENDMENTS**

These Bylaws may be amended by the affirmative vote of two-thirds of voting members present at any meeting, provided at least three (3) weeks' notice of the proposed amendment has been sent to each member of the Board.

## **ARTICLE XIII. PARLIAMENTARY AUTHORITY**

In all matters not covered by these Bylaws, Robert's Rules of Order Newly Revised shall govern the conduct of all meetings of the Board of Directors and of the Executive Committee.

## **ARTICLE XIV. QUORUM**

For the Executive Committee, a quorum shall consist of a majority of the voting members present at the meeting. For meetings of the Board of Directors, the voting members present at the meeting shall constitute a quorum.

## **ARTICLE XV. NONPROFIT ORGANIZATION**

The Southern District Women's Golf Association of Arizona is a non-profit organization.

Adopted September 1977  
Revised and effective May 21, 1990  
Amended May 7, 1998  
Amended April 23, 1999  
Amended May 8, 2002  
Amended May 5, 2008  
Amended Nov 5, 2013  
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