



RIVER NORTH WOMEN'S GOLF ASSOCIATION CONSTITUTION AND BYLAWS

ARTICLE I – ORGANIZATION

The name of this organization shall be **River North Women's Golf Association**. Hereinafter referred to as "RNWGA"

Section 1. Website

RNWGA Website Address is: *rivernorthwomensgolfassociation.org*

Section 2. Email Address

RNWGA Email Address is: *rivernorthwga@gmail.com*

ARTICLE II – PURPOSE

The purpose of the River North Women's Golf Association shall be to encourage women of all ages and golf skill levels to enjoy the game of golf. Events are at selected courses north of the Chattahoochee River; the "USGA Rules of Golf" and "Local Course Rules" are used to govern play.

ARTICLE III – MEMBERSHIP

Membership is official after an Application and the Annual Fee have been received.

Section 1. Handicap

Members should have a GHIN Handicap Index of "42" or less (Other USGA Handicap Index Systems are also accepted). If the handicap is greater than "37" that person agrees to play all RNWGA events to a course handicap of "37." RNWGA members who were members the previous year are permitted to join again even if their present handicap is above the recommended index.

Section 2. Process

Members must complete an Application and pay the Membership Fee to the Treasurer before playing in an event. Members can join any time during the RNWGA golf season.

Section 3. Fee

The Membership Fee of \$35 is for one calendar year only and ends December 31st of each year. The Membership Fee is not prorated and is non-refundable.

ARTICLE IV – EXECUTIVE BOARD

The RNWGA Executive Board represents the members of RNWGA. The Executive Board shall be composed of the President, Vice-President, Secretary, Treasurer, Representatives from each Host Club and a Communication Director.

President: The President shall lead River North Women's Golf Association. She shall be an ex-officio member of all committees except the Nominating Committee. She shall appoint Executive Board Members in positions to assume responsibilities as necessary to ensure the operation of RNWGA. The President will be listed on the RNWGA Bank account.

Vice-President: The Vice-President leads the Host Club Representatives and provides their training and guidance throughout the season as needed. She also assigns members to each Representative. In the event of the absence of the President she shall perform the duties of the President. The Vice-President will be listed on the RNWGA bank account.

Secretary: The Secretary shall keep the minutes of all meetings and provide written minutes within 10 business days to the Executive Board. She shall attend to all correspondence pertaining to the organization. The Secretary shall maintain a record of all RNWGA official documents. She shall provide copies of documents to members if requested within 10 business days.

Treasurer: The Treasurer shall be responsible for all RNWGA Finances, her name is listed on the RNWGA Bank Account. She shall keep accurate and current records of all RNWGA financial transactions. She is responsible for providing the checks for payments. She shall update the Master Membership List that is created from the Membership Applications that she receives throughout the year. The Treasurer will provide a Financial Report to the Executive Board during the first week of each month and weekly during the months of February through May. Members can request financial information by emailing the Treasurer. The report will be provided within 10 business days.

Host Club Representatives: The Host Club Representative leads and manages her assigned members. She communicates information to her members and to the Board. The Host Club Representative makes arrangements and completes her assigned Golf Event.

Communication Director: The Communication Director will maintain the RNWGA Website, Handbook, and other forms of communication as deemed necessary.

Section 1. Term of Office

The Term of Executive Board Members shall be for two years, with the exception of the Host Club Representatives and the Communication Director who have no term limits.

(1a) The President and Secretary shall be elected on odd numbered years. The Vice President and Treasurer shall be elected on even numbered years.

(1b) Executive Board Members terms are from January through December.

(1c) New Executive Board Members start transitioning into their office after the memberships vote. They will work with the current Executive Board Members to ensure they have all of the information and resources they need. On December 1st they will take complete control of their Office.

Section 2. Code of Conduct

Executive Board Members will represent the organization in a positive and supportive manner at all times and in all places. Each Board Member will put the interest of the organization above personal interests when making decisions and voting. They will be respectful and courteous to all members; and will not engage in or create strife within the membership.

Section 3. Nominating Committee

The Nominating Committee shall consist of a minimum of (3) members and will be led by a RNWGA Executive Board Member. The Nominating process will begin during the 1st week of August.

(3a) Members interested in an Executive Board position will have their names forwarded to the Nominating Committee. Nominees will be approved by the RNWGA Executive Board.

(3b) Nominees for the Executive Board will be presented to the entire RNWGA membership through an email and/or at an event at least 10 days before a vote is conducted. Elections shall be conducted at a RNWGA Event. The results are determined by the majority of those members present.

Section 4. Vacancies

Should a vacancy occur in the office of President the Vice-President shall take over until she appoints a replacement for the remainder of the term. Should a vacancy occur in the office of Vice-President, Treasurer or Secretary the President shall take over until she appoints a replacement for the remainder of the term.

ARTICLE V – VOTING QUORUM

Before voting on any RNWGA business there is a minimum number that is required to certify the results. Meetings shall be held at such times as deemed necessary by the President or an Executive Board Member.

Section 1. Executive Board

Fifty percent of the Executive Board must be present to conduct a vote on any RNWGA business.

Section 2. Members

The results of a vote conducted at a membership meeting will be determined by a majority vote of members present.

ARTICLE VI – Visitors

A RNWGA member can bring a non-member to one event per golf season. That non-member must pay the same fee as members to play at the event and are not eligible to win any prizes. The RNWGA member must register the visitor for the event.

ARTICLE VII – AMENDMENTS

This Constitution and Bylaws may be amended at any time by a majority vote of the membership present. Proposed amendments shall be presented to the membership no less than 10 days prior to voting. The Secretary of the organization shall make non-substantive corrections to errors in spelling, grammar, or numbering without approval.