

**Greenville Metropolitan Women's Golf Association  
Constitution and By-Laws  
January 24, 2017**

**ARTICLE I**

**Name:** The name of this organization shall be Greenville Metropolitan Women's Golf Association (GMWGA)

**ARTICLE II**

**Purpose:** The purpose of this organization shall be to promote interest in women's golf and to build friendships through golf competitions at member golf clubs.

**ARTICLE III**

**Membership:** Golf Clubs which have a Women's Golf Association in South Carolina are eligible to apply for membership in the GMWGA and the officers will make the decision to accept the applicant club.

**ARTICLE IV**

**Officers and Board of Directors:**

**Section 1.** The officers shall be President, Vice President, Secretary and Treasurer. The term of the President and Vice President should not exceed two years. The term of the Secretary and Treasurer should not exceed four years. When possible, elected and appointed officers should be from different clubs.

**Section 2.** Each member club shall appoint or elect a GMWGA Club Representative to take office by January 1.

**Section 3.** The Board of Directors shall consist of the four (4) elected officers, all member clubs' GMWGA Club Representative, the Rules Committee Chairperson, and the Planning Committee, comprised of the past three (3) presidents.

**Section 4. Nominations and Elections**

- A. A Nominating Committee shall be appointed by the President, prior to the fall meeting each year.
- B. The nominees for office shall be presented to the membership at the fall meeting for election.
- C. Nominations for any office may be made from the floor at the fall meeting.
- D. When voting on previously submitted nominees for officers, a verbal majority vote of those in attendance shall determine the outcome.
- E. If nominations are accepted from the floor, the voting shall be by closed ballot for the respective officer position(s). In the case of a closed ballot election, the nominees receiving the highest number of votes shall determine the outcome.
- F. The retiring and newly elected officers should meet or talk to transfer all past records and pertinent information to their successors by October 31.

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**Section 5. Duties of the Board of Directors**

- A. The President shall generally manage and supervise affairs of the Association; she shall preside at all meetings of the association and the board. She shall be an ex-officio member of any committee which she considers it necessary to appoint. She shall work with the officers to appoint officers to fill any vacancies occurring during the year.
- B. The Vice President shall assume the duties of the President when the President is absent or unable to preside. The Vice President is responsible for coordinating with the Web Master to make updates to the website to include GMWGA tournament results and photos. The Vice President shall be the President-Elect and automatically succeed the President after her term, if so elected.
- C. The Secretary shall keep the minutes of the Association and of the board of directors, and she shall have charge of all minutes. She shall send copies of the minutes and a calendar of events to all board members. She shall notify members of all meetings and keep current contact information for all board members.
- D. The Treasurer shall receive all monies and keep an accurate record of all club dues received, and of all expenditures. She shall keep the bank account at the designated bank in the name of the Greenville Metropolitan Women's Golf Association and her name, and report the balance at each meeting. No monies shall be expended, other than budgeted, without the approval of the President. No expenditure of funds, which would exceed the total amount of funds available during the fiscal year, may be made. An adequate balance will be turned over to the ensuing administration to insure a smooth transition.
- E. Each Club Representative shall have the power to speak for and vote for her individual club at the planning meeting. If she is unable to attend the planning meeting, she is requested to send a substitute.
- F. The Planning Committee shall consist of the three (3) past presidents of GMWGA. It shall be their duty to serve in an advisory capacity to the current President. As board members they should attend the planning meeting.
- G. The Rules Committee Chairperson shall be responsible for informing the officers of any new rules which should be considered for tournament guidelines. If the Rules Chairperson is at any GMWGA tournament, she will serve on that Tournament Rules Committee.

**ARTICLE VI**

**Meetings and Tournaments:**

**Section 1.** The President shall call at least two meetings each fiscal year; the planning meeting of the board of directors will meet in the first quarter of the fiscal year to set the Calendar of Events and review other business as necessary. The fall meeting, at which the election of officers will occur, is generally held after the GMWGA Championship.

- A. Voting at the planning meeting shall be by voice. Two-thirds of those voting will pass the motion. In the case of a tie, the President shall cast the deciding vote.
- B. A special meeting may be called at any time by the President.

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**Section 2.** The officers, using a rotating schedule, shall select clubs for the monthly and annual Championship tournaments. The proposed schedule will be shared with these clubs and any modifications will be finalized at the planning meeting.

**Section 3.** A tournament of this organization shall be once a month generally on the third Tuesday for eight (8) or nine (9) months, March through November.

**Section 4.** The board of directors may set the tournament and championship fee each year.

**ARTICLE VII**

**Dues and Fiscal Year:**

**Section 1.** The board of directors shall determine the annual dues for member clubs. Dues are payable to GMWGA and mailed to the Treasurer prior to March 1. Clubs shall be ineligible to participate in events until the dues are paid.

**Section 2.** The fiscal year shall run November 1 – October 31.

**ARTICLE VIII**

**Prizes:**

**Section 1.** For monthly tournaments, the prizes shall be derived from the participation fees collected from the registrants.

**Section 2.** For the Championship tournament, the prizes shall be from the participation fees collected from the registrants, in addition to any money from the GMWGA Treasury.

**ARTICLE IX**

**Amendments:**

Amendments to this Constitution and By-Laws may be made at the planning, annual or special meeting of the Association by a vote of at least two-thirds of all members present. Voting may only take place if a written notice of the proposed amendment has been received by the board of directors ten (10) days in advance of that meeting.

**ARTICLE X**

**Parliamentary Authority:**

Robert's Rules of Order shall be the parliamentary authority for all matters of procedure at all meeting of the Association.