



SAMPLE BYLAWS

Provided by the Colorado Women's Golf Association as a resource for your women's golf club. This document is also available electronically. Please contact the CWGA office in order to obtain it.

General Information

Purpose of Bylaws

- Determine the rights and duties of membership.
- Provide how the organization is structured and governed.

Any information about more detailed procedures should be outlined under separate cover. If items are detailed elsewhere, a statement may be included to say where those procedures are described.

Bylaws Recommendations

- Revise at least every five years.
- Each time bylaws are revised, furnish a copy by USPS or email to the CWGA to be maintained on file.

About this Sample

A newly forming or existing golf club may adapt the following sample to fit its particular circumstances and then review the document with its own counsel.

Anything in italicized, blue font constitutes an item that should be substituted with information applicable to the specific club or are notes providing explanation that should be removed for the finished bylaws.

WOMEN'S GOLF CLUB/ASSOCIATION NAME
BYLAWS

(Revised date of revision, replaces Constitution and Bylaws as amended through date of prior revision.)

ARTICLE I. NAME

The name of this organization shall be the club/association name, hereinafter known as the *Club (or Association)*.

ARTICLE II. PURPOSE

Section 1. To promote, educate and maintain the best interests of the game of golf.

Section 2. To promote good fellowship and sportsmanship among the members of the Club/Association and to encourage the active participation of its members in playing and enjoying golf.

Section 3. To adopt, enforce, and interpret the USGA Rules of Golf in all club events.

The above three sections should be included in a club's bylaws because these are incorporated into the CWGA's bylaws. A club is not limited to the above points, however, and it is recommended the club adopt Sections 4 and 5 noted below.

Section 4. To maintain a uniform system of handicapping as set forth in the USGA Handicap System and issue USGA Handicap Indexes to the members.

Section 5. To provide an authoritative body to govern and conduct club competitions.

ARTICLE III. MEMBERSHIP

Section 1. **Eligibility.** Any female person is eligible for active membership upon payment of annual dues. The club shall maintain an active roster of at least 10 members.

Section 2. **Responsibility.** Members shall be familiar with the Rules of Golf, local rules, and conditions of competition. The USGA Handicap System requires that members play regularly with one another and personally return scores for posting in order to be eligible to receive a USGA Handicap Index. Therefore, members are required to play with fellow club members and to post scores for a minimum of number (#) rounds on their home course in order to maintain their USGA Handicap Index from the club.

Each club must define what it means to "play regularly" with one another.

ARTICLE IV. DUES AND FINANCES

This article should detail how the club finances are handled, including the amount to be carried forward each year or indicate if each year is self-sustaining. A club may carry amounts forward to cover the next year's operating expenses until member dues for the next year are paid.

Section 1. **Annual dues.** The Board of Directors shall establish annual dues.

Section 2. **Dues Payment Dates.** Dues shall be due and payable by date required. Membership shall be delinquent if dues are not paid by date required and forfeited if dues are not paid by date required.

Section 3. **Membership Year.** The membership year shall be month and date through month and date.

It is recommended to include a comment indicating that their individual club membership also includes membership into the CWGA.

Section 4. **CWGA Membership.** Club/Association membership dues shall include the Colorado Women's Golf Association membership fee (which includes GHIN handicap fees), and payment of dues entitles the member to receive CWGA information and membership benefits.

Section 5. **Handicap Service.** In order to be eligible for prizes related to club play, individual members of the Club/Association shall utilize the handicap service provided through the CWGA to calculate their USGA Handicap Index.

Section 6. **Use of Dues.** Membership dues shall be used to pay CWGA membership fees, reasonable administration costs, and prizes. The amount to be carried over to the following year in the Club/Association bank account for operating expenses should be no less than \$amount but no more than \$amount.

Section 7. **Tournament Monies.** Tournament monies, hole-in-one monies, and ringer monies shall be accounted for and reported separately from the Club/Association monies. All tournament accounts payable shall be approved by chair, committee, board.

The CWGA recommends including a comment regarding the USGA Rules of Amateur Status to describe how prizes are awarded.

The Club/Association, abiding by the USGA Rules of Amateur Status, shall not pay prize money or its equivalent to club members (amateur golfers) in a match, competition, or exhibition. Competitors may receive prizes or prize vouchers of retail value not in excess of \$750 in any one competition or series of competitions. The Club/Association shall also ensure that prize winners do not exchange a prize or prize voucher for cash.

Section 8. **Audit.** Prior to the (month - beginning of the season) meeting and at other times as directed by the Board of Directors, the Audit Committee shall submit to the Board of Directors an audit of the financial records of the Club.

Information regarding an audit should be disclosed, and the audit should be conducted as stated in order to protect the treasurer.

Section 9. **Fiscal Year.** The fiscal year shall be the calendar year.

The fiscal year should be declared.

ARTICLE V. OFFICERS

This article should list the officers and eligibility requirements. In Section 1, the officer positions should include a President, Vice President, Secretary, and a Treasurer. Other positions may be elected as officers if the Club/Association desires, as seen in the example below. If committee chairmen are elected to their positions, these chairmen should be categorized as officers. If, however, committee chairmen are appointed, they serve as committee chairmen only. See also Article IX regarding committees.

Section 1. **Officers.** The officers of the Club shall be a President, a Vice President, a Secretary, a Treasurer, a Tournament Chairman, a Handicap Chairman, etc. elected by the Board of Directors from its membership.

Section 2. **Eligibility.** To be eligible to serve as an officer, a candidate must be a member of the Club/Association and the elected Board of Directors.

Section 3. **Term of Office.** The elected officers shall serve for a term of length of time or until their successors are elected and assume office.

Officers are elected by majority vote.

Section 4. **Vacancy in Office.** In the case of a vacancy in the office of President, the Vice-President shall serve as President for the remainder of the term. A vacancy in any office other than President shall be filled by the Board of Directors.

Officer duties can be briefly summarized in the bylaws or be referenced in another club document. If duties are described, only the items to be unchanged should be in the bylaws so the Club/Association can avoid the need for regular bylaw revisions. (The duties noted below are only provided as examples.)

Section 5. **Duties of Officers.** The elected officers shall perform the duties provided in this section and such other duties as are prescribed for the office in these bylaws, by the Board of Directors, by the President, the Standing Rules or in the adopted parliamentary authority.

A. **Duties of the President.** The President shall:

1. preside at all meetings of the Club/Association and Board of Directors;
2. appoint the chairmen and members of all Standing and Special Committees except the Nominating Committee;
3. be authorized to sign checks;
4. be a member of the Board of Directors;
5. be an ex-officio member of all committees except the Nominating and Audit Committees.

B. **Duties of the Vice-President.** The Vice-President shall:

1. perform the duties of the president in her absence or at her request;
2. be authorized to sign checks;
3. be responsible for the weekly golf program in accordance with the USGA guidelines;
4. be in charge of scheduling daily play;
5. be in charge of pairings and scoring;
6. post winners.

C. **Duties of the Secretary.** The Secretary shall:

1. maintain a record of all meetings of the Club/Association and the Board of Directors;
2. handle all correspondence;
3. maintain a current file of all club records, bylaws, and standing rules;
4. report on the affairs of the Club/Association at each meeting;
5. provide ballots at the month - end of season meeting, listing in alphabetical order the nominees for each office.

D. **Duties of the Treasurer.** The Treasurer shall:

1. be custodian of all Club/Association funds held in the Club's/Association's account;
2. be authorized to sign checks for authorized expenses;
3. present a written statement of finances at all Club/Association meetings and, as directed at meetings of the Board of Directors;
4. have books ready for audit by the last day of January of each year and at other times as directed by the Board of Directors.

E. **Duties of the Tournament Chairman.** The Tournament Chairman shall:

1. be responsible for overseeing all phases of tournaments sponsored by the Club/Association, subject to the approval of the Board of Directors;
2. be in charge of the tournaments as listed in the Standing Rules;
3. be authorized to sign checks for authorized expenses. (*Note: This may fall solely under the treasurer's duties.*)

F. **Duties of the Handicap Chairman.** The Handicap Chairman shall:

1. oversee the issuance of handicaps in compliance with the USGA Handicap System manual.
2. ensure that Club/Association members are educated on applicable topics of the USGA Handicap System.

ARTICLE VI. NOMINATIONS AND ELECTIONS

Section 1. **Nominating Committee.** The Board of Directors shall elect a Nominating Committee composed of size (#) members prior to the month membership meeting. The members of the committee shall elect their chairman.

A majority of nominating committee members should be non-board members.

Section 2. **Duties of Nominating Committee.** The Nominating Committee shall:

- A. Nominate size (#) candidates for the Board of Directors.
- B. Submit a list of nominees to the Secretary at least 10 days prior to the month meeting.

Section 3. **Nominations from the floor.** Nominations may be made from the floor provided the nominee meets the eligibility requirements and is present or has given prior written consent.

Section 4. **Elections.**

- A. At the month meeting, election of Board members shall be by ballot except that when there are but the same number of nominees as positions to fill (number set in Section 2, A.) nominees, the vote may be by voice.
- B. Write-in votes shall be permitted provided the candidate meets the eligibility requirements and is present or has given prior written consent.
- C. A majority vote shall be required for election.

ARTICLE VII. MEETINGS

The language noted in Sections 1 through 4 is standard language for clubs.

Section 1. **Club Meetings.** Club/Association meetings shall be held day(s), time(s) of year. The time and place shall be set by the Board of Directors.

Section 2. **Special Meetings.** The Board of Directors or 10 percent of the members of the Club/Association may call special meetings with 10 days notice to the membership.

Section 3. **Voting Body.** Any member in good standing shall be entitled to one vote at Club/Association meetings. Proxy voting is prohibited.

Section 4. **Quorum.** The quorum for Club/Association meetings shall be 10 percent of the paid members.

The suggested quorum is the least number of people expected to attend in inclement weather (rule of thumb is 10 percent).

Regarding the content of meetings: If the Club/Association holds regular meetings, the following six general areas or "orders of business" should be covered;

- 1. Minutes;*
- 2. Reports of officers;*
- 3. Reports of standing committees;*
- 4. Reports of special committees;*
- 5. Unfinished business;*
- 6. New business.*

ARTICLE VIII. BOARD OF DIRECTORS

Section 1. **Composition.** The Board of Directors shall consist of size members elected by the Club members.

The size of the board should always be an odd number. A minimum of five (5) board members is recommended. A rule of thumb for determining the maximum number of board members is based on the size of the Club/Association and how many individuals can effectively handle the business of the Club/Association.

Section 2. **Term.** Directors shall serve for a term of length years or until their successors are elected and have assumed office. Number (#) of the members shall be elected each year at the Annual Meeting of the Club/Association and assume office the following January 1.

Section 3. **Eligibility.** To be eligible to serve, a candidate's dues shall be current.

(The duties noted below are only provided as examples.)

Section 4. **Duties.** The Board of Directors shall:

- A. elect the officers of the Club/Association from its membership;
- B. have general supervision of the affairs of the Club/Association between meetings;
- C. adopt rules needed to carry on the business of the Board, provided such rules are not in conflict with the Rules of Golf, the Rules of Amateur Status, these bylaws, any special rules of order or standing rules adopted by the Club/Association;
- D. adopt the report of the Audit Committee at the month meeting;
- E. approve plans of the Tournament Chairman;
- F. appoint special committees as deemed necessary;
- G. authorize disbursements;
- H. set the time and place for Club/Association meetings.

Section 3. **Meetings.**

- A. Meetings of the Board of Directors shall be held specify time/day for meeting(s) or at the call of the President or any three Board members with at least two days notice to all members of the time, place, and date.
- B. Special meetings may be called by the President and number (#) members of the Board of Directors or by number (#) members of the Board of Directors with number (#) days notice.
- C. **Quorum.** The quorum of the Board of Directors shall be number (#) members.

ARTICLE IX. COMMITTEES

Refer to Article V. Officers regarding how committee chairmen may be categorized (elected versus appointed).

Section 1. **Composition.**

- A. Each Club/Association standing committee shall consist of two or more members in good standing appointed by the President. A new body of committee members shall be appointed at the beginning of each administration.
- B. Special committees of members in good standing may be appointed by the President or by vote of the membership. *(NOTE: Choose one or the other.)*
- C. All committees shall be governed by these bylaws and the bylaws and policies of the CWGA.
- D. The President shall be an ex-officio member of all committees except the Nominating and Audit Committees.

Section 2. **Standing Committees.** The standing committees of the Club/Association shall be Audit, Handicap, Tournament/Rules, Hospitality, etc.. Members shall serve a length term.

(The positions and duties noted below are only provided as examples.)

- A. **The Audit Committee** shall:
 - 1. audit the Treasurer's financial records;
 - 2. submit a written report prior to the month meeting of the Board of Directors.

- B. **The Tournament/Rules Committee** shall:
 - 1. assure compliance to the Rules of Golf and the Rules of Amateur Status;
 - 2. organize competitive events for the Club/Association.

- C. **The Handicap Committee** shall:
 - 1. assure compliance to the handicap system as outlined in the USGA Handicap System manual;
 - 2. ensure that Club/Association members are educated on applicable topics of the USGA Handicap System.

- D. **The Hospitality Committee** shall:
 - 1. assure new member orientation;
 - 2. provide for someone to send cards/flowers to members as appropriate.

ARTICLE X. DISCIPLINARY PROCEDURE

By unanimous vote of the officers, any member may be disciplined by dismissal from the Club/Association due to the violation of Club/Association rules, non-compliance with the USGA Handicap System, the Rules of Golf, the Rules of Amateur Status, or any golf-related conduct which results in adverse reflection on the Club/Association following a hearing by the officers or Board of Directors.

ARTICLE XI. PARLIAMENTARY AUTHORITY

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the proceedings of the Club/Association in all cases to which they are applicable and in which it is not inconsistent with these bylaws and any special rules of order that the Club/Association may adopt.

ARTICLE XII. AMENDMENT

Section 1. **Amendment.** The bylaws may be amended at any meeting of the Club/Association by a two-thirds (2/3) vote of all votes cast, provided notice of the proposed amendments has been given to members *(in written form - could be posted or mailed; could detail that procedure here)* at least thirty (30) days prior to the meeting.

Section 2. **Revision.** These bylaws may be revised at the annual meeting provided the membership has authorized a revision at the preceding annual meeting. The proposed revision shall be given *(or other specific procedure may be described)* at least thirty (30) days prior to the meeting.

ARTICLE XIII. DISSOLUTION

In the event of dissolution, all assets shall be assigned in accordance with Section 501(c)(3) of the Internal Revenue Code. None of the funds shall inure to the benefit of individual members.

Revised: _____ *(date)* _____