



## **WEST SEATTLE WOMEN'S GOLF CLUB**

### **CONSTITUTION**

#### ARTICLE I – Name and Purpose

The name of this Club shall be the “West Seattle Women’s Golf Club (WSWGC).” This is a not-for-profit 18-Hole organization.

#### ARTICLE II – Objectives

The objectives of the Club are: to provide an opportunity for women to participate in golf competition; to encourage knowledge of, and adherence to, the rules and etiquette of golf; to provide an opportunity for members to improve their golf playing abilities; and to encourage sportsmanship among women amateur golfers.

#### ARTICLE III – Membership and Membership Dues

Membership in this Club shall be open to all women who share the objectives of the Club. New member inquiries will be handled by the Membership Chair. Annual membership dues shall be determined by the WSWG Board. Dues will be valid only for the Calendar Year. Any person becoming a member of the Club after August 1st of any year shall have the West Seattle portion of their dues reduced by 50%; the GHIN portion of the dues will not be reduced.

#### ARTICLE IV – Officers, Chairs and Representatives

The officers of this Club shall be the Captain, Past Captain, Assistant Captain, Secretary, and Treasurer. The Committee Chairs and Representatives will consist of: Handicap Chair, Membership Chair, Weekly Competition Chair, Tournament Chair, Online/Sign-Up Chair, Website Chair, Social Chair, Sunshine Chair, City/State Representative, City TEAM Captain Representative and WAGolf Representative. Term of Officers, Chairs and Representatives shall be from January 1<sup>st</sup> through December 31<sup>st</sup>.

#### ARTICLE V – Amendments to the Constitution and By-Laws

Notice of proposed amendments shall be given by email and posted on the bulletin board of the women’s locker room at the West Seattle Golf Course 14 days prior to a Club meeting or email vote deadline. The Constitution and By-Laws may be amended by a majority of members responding by the deadline set for an email vote.

## BY-LAWS

### ARTICLE I – Definitions

“WSWGC Board” shall consist of the Officers, Committee Chairs and Representatives.

“Majority” shall mean more than one half of the votes cast.

### ARTICLE II – Meetings

The Captain or her appointed representative shall call meetings of the club membership at least once each calendar year, plus any special meetings, as needed.

An Executive Board planning meeting shall be held at least annually by the start of the upcoming season. Additional Executive Board meetings shall be called by the Captain as needed.

Transaction of business decisions resulting from any Executive Board meetings during the season shall be communicated appropriately (i.e., via email, posted on the WSWG Website and Bulletin Board in the Women’s locker room). A minimum of eight (8) Executive Board members must be present to constitute a quorum for the transaction of business. A majority vote will carry a motion with any tie vote determined by the single vote of the Captain.

Club decisions made by the WSWG Board that require amendments to the current Constitution and By-Laws will require voting by all club members and shall be conducted by e-mail (or US Mail upon request). “Refer to ARTICLE V - Amendments to the Constitution and By-Laws.”

### ARTICLE III – Duties of Officers, Chairs and Representatives

#### Officers:

Captain shall preside at all meetings, review all communication and information distributed either by email or website, and prepare an annual calendar.

Past Captain shall provide consistency and continuity for the WSWG Board.

Assistant Captain shall perform the duties of the Captain, in the Captain’s absence. Assistant Captain will work with the head Professional on rules issues and shall relate such information to the club.

Secretary shall record the minutes of all meetings of the club and post them on the bulletin board and WSWG Website.

Treasurer shall have custody of all funds and disbursements, shall prepare an annual budget before each season, distribute monthly reports to the Executive Board, and submit the

Executive Board a year-end report. The Captain may periodically designate a member (other than the Treasurer) to audit the Club's financial record.

Committee Chairs and Representatives:

Handicap Chair maintains club records in the GHIN system, communicates necessary handicap information to club members and works with the handicap committee to ensure handicaps are fair and accurate.

Membership Chair will promote and field inquiries from prospective members and will maintain the Membership Directory, which will be made available to all members upon payment of dues.

Weekly Competition Chair will post the weekly competition themes, review entries, and post the results.

Tournament Chair is responsible for conducting the club's tournaments, including the Club Championship and any other special tournaments.

Online/Sign-Up Chair will create and maintain the online tee time software and email weekly signups to pro shop.

Website Chair will create and maintain the WSWG website and any other online applications specifically related to maintaining the website.

Social Chair will plan themes for tournaments, assist with the year-end event, and coordinate with the West Seattle course restaurant meals for all club events.

Sunshine Chair will send cards on behalf of the Club and encourage members to remember these members individually.

GSWPGA and WSWPLA (City/State) Representative will communicate the competition schedules and payouts for the respective tournaments.

City TEAM Captain Representative will coordinate the City TEAM activities with participating TEAM members and the City TEAM Administrator.

WA Golf Representative will compile all newsworthy information and communicate to the Executive Board.

ARTICLE IV – Funds

The funds of this Club shall be used for GHIN fees, weekly competition, tournament awards,

year-end awards, membership in the GSWPGA/WSWPLA, website and online applications and general expenses.

#### ARTICLE V – Standing Rules

All standing rules adopted by the Club shall remain in effect until amended by a majority of members responding by the deadline set for an email vote. Refer to separate “Standing Rules” document.

#### ARTICLE VI – Election of Officers

Officers, Chairs and Representatives shall be elected by a majority of the votes cast in an election to be held at either the “All-Member” meeting or by email. Period of office is one calendar year.

#### ARTICLE VII – Parliamentary Authority

All matters not covered by the Constitution and By-Laws of the organization shall be governed by Robert’s Rules of Order.

#### ARTICLE VIII – Captain’s Stipend

The Captain shall be provided an annual stipend of \$200 and reserves the right to waive the stipend.

#### ARTICLE IX – Social Members

Any past or present member of the Club who is no longer an active golfer may maintain a Social membership with waiver of dues. Social members will be invited to attend Club social events but are no longer voting members of the club nor eligible for monetary awards.