

# THE WOODS WOMEN'S GOLF ASSOCIATION

BYLAWS Amended January 2024

## OBJECTIVES OF THE ASSOCIATION

Promote interest in golf among the women members of The Woods Club through friendly golf competition and related social activities for its members. Raise the standard of play by familiarizing members with the USGA rules, good sportsmanship, and etiquette.

1. Design and implement a golf program, including a tournament schedule.
2. Establish uniform playing rules and regulations.
3. Announce and organize Woods Women's Golf Association ("WWGA") activities.
4. Coordinate WWGA activities with the WMGA and The Woods Club, Inc.

## I. MEMBERSHIP

Women holding Woods Club Golf memberships (Class A) are eligible to become members of the WWGA upon payment of the annual dues set by the Board of Directors. Legacy and Alumni members, holding Class A memberships, are also eligible to become members.

## II. BOARD OF DIRECTORS

The Board of Directors ("The Board") shall be composed of seven (7) voting members chosen from among WWGA members including four (4) Officers, three (3) Chairpersons and two (2) to three (3) non-voting members who shall be:

The immediate past President of WWGA (Optional)  
The Woods Club's Director of Golf  
A second representative of The Woods Club, Inc.

Terms of Office. With the exception of the non-voting members, all the directors will be elected for 3-year terms.

Vacancies. If a voting Director misses two consecutive Board meetings without an excused absence, her office shall be declared vacant. An unexcused absence is defined as an absence without prior notice to the president. A replacement shall be appointed by the Board to serve until the next annual election, when a director shall be elected for the unexpired portion of her term. Vacancies occurring due to death or resignation shall be filled in the same manner.

## III. ELECTION OF DIRECTORS

At the Annual Meeting in September or October, directors shall be elected by the membership in the following manner.

Nominating Committee. No later than the August Board Meeting, the President shall appoint, with the consent of the Board, a nominating committee consisting of two director members, one of whom shall be the chairperson, and three non-director members of the Association.

At least two weeks prior to the Annual Membership Meeting, the Nominating Committee shall post a slate of consenting nominees with at least one person for each vacancy. Additional nominations may be made by members at the meeting. Balloting shall be done at the Annual Membership Meeting and the new directors announced.

#### IV. OFFICERS

At the first Board meeting following the election of the new Directors at the Annual Meeting, the voting member Directors will decide and vote for whom shall hold each office on the Board of Directors for the upcoming year. Directors are eligible for re-election to the same post or may be elected to a different office. The officers of the Association shall be:

President

Vice President

Treasurer

Secretary

#### V. DUTIES OF OFFICERS

The President. The President shall preside at all meetings of the Board and of the membership of the organization. She shall appoint committee chairpersons as necessary and obtain one or more volunteers to 1) run the Ringer Board Tournament, 2) provide information to members as rules change or questions arise, 3) represent the WWGA on The Woods Handicap Committee and 4) provide monthly Birdie Tree reporting. The President shall also be responsible for

1. Preparing the agenda and arranging periodic board meetings necessary to support WWGA activities.
2. Overall maintenance of the WWGA official website with support from the Webmaster.
3. Publishing periodic communications informing membership of new members, recent Board decisions, upcoming tournaments, and general interest golf news about our members (e.g., MDD, WV Amateur Tournaments).

The Vice President. The Vice President shall act as President and perform her duties whenever the President is absent or unable to fulfill her role. The Vice President shall also serve by providing oversight and guidance to the other standing committees.

The Treasurer. The Treasurer will offer input to The Board in ensuring good fiscal planning, decision-making and oversight with the following responsibilities:

1. Make deposits, pay bills, and reconcile bank statements.
2. Prepare the appropriate financial statements for review.
3. Ensure that the Board regularly monitors the organization's financial performance and alerts it to any important discrepancies between planned and actual figures.
4. Ensure that the organization maintains the appropriate financial books and records, and that these are accurate and up to date.
5. Ensure that excess or deficient funds are reported to the Board.
6. Verify that donations are handled appropriately and in accordance with the requirements of funders.
7. Keep the Board informed of important financial events and issues relevant to the organization.
8. Provide end-of-year report to the accounting office of the Woods Club.

The Secretary. The Secretary shall have the following responsibilities:

1. Maintain the minutes of all WWGA Board Meetings and execute related correspondence with WWGA members as directed by the Board. All Board decisions shall be published in the minutes.
2. Upon Board approval, the Secretary shall be responsible to ensure that the minutes are recorded on the WWGA website

3. Maintain an up-to-date list of Current WWGA Policies on the WWGA Shared Drive and the WWGA website.

## VI. COMMITTEES

The WWGA may create various Committees to carry out the objectives of the Association. The Chairs of committees may be appointed by the President or be an elected member of the WWGA board. Committee chairs who are appointed are to attend all relevant Board meetings and will be non-voting participants on the Board.

Membership Committee: This committee shall be charged with developing ideas to increase and support membership in the WWGA. The Membership Chair will be responsible for the following:

1. Review WWGA Membership Dues Form with WWGA Board. Coordinate with Woods Ownership to send the WWGA Membership Dues Form early in November with The Woods Membership invoice.
2. In January, begin sending monthly reminder emails and dues form to current WWGA members.
3. Coordinate with Marketing Director to send recruiting emails to new Class A Golf Members about joining the WWGA.
4. Coordinate with WWGA Treasurer to receive WWGA Membership Dues Forms and amount of payment. Maintain notebook of WWGA Membership Dues Forms received.
5. Maintain an up-to-date Roster of Members which includes names, addresses, phone numbers, match play and ringer board sign-up on the WWGA website. Maintain up to date email contact lists for Current Board Members, Current WWGA Members and any other email lists necessary to conduct WWGA activities.
6. Work with the Tournament Chair to verify all players signing up for Tournaments are WMGA or WWGA members.
7. Monitor the WWGA website for email from Members and direct the emails to the appropriate Board member for a response.

Tournaments Committee: This committee shall be charged with organizing, providing rules for, and running all tournaments, outings and matches for the Association. They shall post all rules and notices for each function in a timely manner; and provide all prizes and awards for the tournament or event winners. The Tournament Committee Chair(s) shall be responsible for the following:

1. Establishing the season calendar of tournaments and match play events with the Woods Club Director of Golf and the WMGA.
2. Working with the Pro Shop on the rules for each tournament to be published with the Tournament registration.
3. Before the Opening Day Tournament, receive a check from the Treasurer for \$100 to fund the cash change (\$1 and \$5 bills) needed at each Tournament. The \$100 shall be returned to the Treasurer at the end of the season.
4. Find Volunteers for registration and collecting money the morning of the tournament. Registration begins 1 hour prior to the tournament and lasts 30 minutes.
5. Once the money is collected, get the appropriate amount of gift cards from the Pro Shop for prizes, using the currently developed guidelines.
6. Assemble Closest to Pin (CTP) & 50-50 envelopes.
7. Assist the Woods Club Director of Golf in logging in the scores and passing out the prizes.
8. Take pictures of the winners, CTP signs and the scoresheet.
9. Send pictures and scores to Webmaster.
10. Order trophies and update when applicable.

11. Maintain the information on WEEKEND TOURNAMENTS on the WWGA website.

Tuesday League Committee: This committee will coordinate league play on Tuesdays. The Head Coordinator will:

1. Get volunteer coordinators for MV 18, SL 18, MV 9, and SL9 groups and post their contact information on the website and advise the Pro Shop.
2. Update the "Game of the Day" schedule reflecting date, tee time, game and other information including special breakfast or lunch gathering and women's tournaments. Include date(s) of course closure as provided by the Pro Shop. Post women's schedule on the WWGA website and send out via email.
3. After play, prepare the Results/Points spreadsheets which determine the results, announce the winners and highlight exceptional play. Forward the result to the web master for publishing to the WWGA website.
4. At the Board's request, develop any necessary changes to the points, prizes, or awards systems.
5. Recommend/make changes to Tuesday play to address issues that may arise such as slow play, issues related to sign-ups that affect the Pro Shop and/or organization of Tuesday play.
6. Maintain the website section on TUESDAY GAMES which includes the sign-up procedures and process, rules, points, and points payouts on the WWGA website.

Social Committee: This Committee will work with Woods ownership and Clubhouse Grille Staff to plan meals and/or catering for WWGA season golf events. All meals and catering shall be managed within the WWGA Board approved budget. The three primary events requiring catering or beverages are:

1. Ladies Opening Scramble - Organize the season opening day meal including determining the venue, décor, buffet table set-up, entertainment and clean up.
2. Mid-Season Luncheon middle of July event - Organize the Mid-season luncheon potluck including determining the venue, décor, buffet table set-up, entertainment and clean up. Arrange for the supply of refreshments supplied by the WWGA.
3. Ladies Member/Member late September or early October - Organize a committee to plan and execute the season ending Member-Member luncheon including determining the venue, décor, buffet table set-up, entertainment and clean up.

The Social Committee will also coordinate the potluck for the Mixed Derby Tournament with the WMGA and the Woods ownership.

Handicap Committee: This committee is a joint committee comprised of representatives from the WWGA, the Woods Men's Golf Association, and other Woods golf organizations. This committee is charged with monitoring the posting of scores to maintain credible handicap indexes of all members. The system used to determine handicaps shall be in conformance with the USGA Handicap System and requirements. The handicap committee has authority to adjust handicaps it believes to be inequitable. The Committee Representative may be appointed by the President or be an elected director. If appointed, she will be a non-voting member of The Board.

Other Committees: The Board shall establish such other committees as it deems appropriate. The committees shall carry out the specific functions for which they are formed. Each committee shall make reports of its activities to the Board as requested by the President or The Board.

## VII. MEETINGS

Annual Membership Meeting. The membership will meet annually during the month of September or October for the purpose of electing replacements for Directors whose terms expire and to review the affairs of the Association.

Board Meetings. The Board shall have regular meetings as follows:

- Organizational Meeting following the Annual Meeting.
- Quarterly Meetings, at a minimum.
- Special Meetings may be called at other times by the President or any three (3) members of the Board as she/they deem necessary.

Quorum. Four (4) voting members of the Board shall constitute a quorum for the purpose of transacting business, including at in-person meetings or meetings conducted electronically. A quorum for the transaction of business at any membership meeting of the Association shall consist of a minimum of ten (10) percent of the members who shall be present in person.

## VIII. FISCAL POLICIES

Annual Dues. The Board shall set the annual dues to be paid by members of the Association.

Entry Fees. The Board shall set entry fee schedules sufficient to run the affairs of the association without generating significant surpluses. In the event the Association is dissolved, all monies will be returned to the members on a pro rata basis.

## IX. AUTHORITY AND LIMITATIONS

The WWGA is a subordinate unit of The Woods Club, Inc., a private corporation organized under the laws of West Virginia. The Woods Club, Inc. reserves unto itself, its successors and assigns the sole right to amend the Bylaws, to expand or delete activities of the association or to discontinue the association entirely. The Bylaws shall be reviewed at least every ten years.

## X. WOODS CLUB, INC.'S PHILOSOPHY IN DEALING WITH THE WOODS GOLF ASSOCIATIONS

It is the intent of The Woods Club, Inc. to cooperate as closely as possible with the Woods Golf Associations to:

1. Create a full and enjoyable calendar of golf activities for the membership
2. Protect the value of Woods Club membership, and
3. Delegate to the governing bodies of the golf associations as much latitude and direction as is consistent with its obligations to other Woods Club members and the need to operate a financially viable golf enterprise.

The Woods Director of Golf shall assist the President and the other officers in conducting their activities.

1. The Director of Golf is also responsible for emailing the notifications and managing the registration for all Tournaments, as well as determining the Tournament winners with the Tournament Chair.
2. The Director of Golf shall be the final authority on decisions regarding the Rules of Golf and his/her decisions are binding on the Association.

File=Current Policies/WWGABylaws