

**CONSTITUTION, BY-LAWS AND RULES AND REGULATIONS FOR THE
MASON DIXON DISTRICT WOMEN'S GOLF ASSOCIATION**

**ADOPTED FEBRUARY, 1987; REVISED APRIL 1989, 1990, 1991, 1992, 1993, 1994, 1995, 1996, 1997,
2001, 2003, 2010, 2011, 2012, 2014, 2015, 2016, 2017, 2018, 2019, 2021, 2022, REVISED 2023**

**ARTICLE I
NAME**

**THE NAME OF THIS ORGANIZATION SHALL BE THE MASON DIXON DISTRICT ("MDD") WOMEN'S
GOLF ASSOCIATION ("ASSOCIATION").**

**ARTICLE II
PURPOSE AND GOALS**

**THIS ASSOCIATION HAS BEEN FORMED AND EXISTS FOR THE PURPOSE OF PROVIDING AN
OPPORTUNITY FOR TEAM AND INDIVIDUAL COMPETITION THAT ENCOURAGES PLAYERS OF A
VARIETY OF HANDICAP LEVELS, AS DEFINED HEREIN, TO COMPETE WITH OTHERS.**

THE GOALS OF THIS ASSOCIATION ARE

- 1. TO PROMOTE WOMEN'S GOLF THROUGHOUT THE SOUTHEASTERN PENNSYLVANIA,
NORTHWESTERN MARYLAND, NORTHERN VIRGINIA, NORTHEAST WEST VIRGINIA AREAS
BORDERING THE MASON DIXON LINE**
- 2. TO PROVIDE TEAM AND INDIVIDUAL COMPETITION PLAY DAYS USING BOTH GROSS AND
NET SCORES TO AWARD DAILY PRIZES AS WELL AS TO COLLECT MEMBER-CLUB AND
INDIVIDUAL PLAYER SEASON POINT TOTALS FOR SEASON AWARDS**
- 3. TO GENERATE INTERCLUB COOPERATION FOR THE BENEFIT OF AREA WOMEN'S GOLF.**

**ARTICLE III
MEMBERSHIP**

**THE MEMBERSHIP OF THIS ASSOCIATION SHALL BE THOSE CLUBS AND INDIVIDUALS WHO ARE
ELIGIBLE AS DEFINED HEREIN. HOWEVER, THE EXECUTIVE COMMITTEE ("EC") SHALL HAVE THE
AUTHORITY TO LIMIT THE NUMBER OF ASSOCIATION MEMBER-CLUBS AND THE HANDICAP
RANGE FOR ASSOCIATION INDIVIDUAL MEMBERSHIP.**

SECTION I

ASSOCIATION MEMBER-CLUB

**ANY GOLF OR COUNTRY CLUB IN SOUTHEASTERN PENNSYLVANIA, NORTHWESTERN MARYLAND,
NORTHEASTERN WEST VIRGINIA, OR NORTHERN VIRGINIA BORDERING THE MASON DIXON LINE
IS ELIGIBLE TO APPLY IN WRITING FOR MEMBERSHIP AND INDUCTION BY A TWO-THIRDS VOTE
OF THE EC IF SAID CLUB MEETS THE FOLLOWING REQUIREMENTS, THAT ARE TO BE VERIFIED BY
THE PLAY DAY/RULES/MEMBERSHIP ("PRM") CHAIRWOMAN:**

- 1. 18 HOLES FOR PLAY WITH A USGA ASSIGNED COURSE RATING AND SLOPE FOR WOMEN'S
TEES MAINTAINED BY A GREENS SUPERINTENDENT**
- 2. USGA APPROVED COMPUTERIZED HANDICAP SYSTEM LINKED TO THE WORLD HANDICAP
SYSTEM R&A/USGA RULES OF HANDICAPPING, ISSUED JANUARY 2020 ("WHS") UTILIZING
THE USGA GOLF HANDICAP INFORMATION NETWORK ("GHIN")**

3. **A COMPLETE, OPERABLE CLUBHOUSE HAVING ADEQUATE DINING AREAS AND SERVICE FACILITIES TO ACCOMMODATE ASSOCIATION PLAY DAY (“APD”) AND PARTICIPANTS THEREIN OVER AND ABOVE NORMAL CLUB ACTIVITY**
4. **A GUARANTEE THAT AN ADEQUATE SUPPLY OF CADDIES AND/OR CARTS WILL BE AVAILABLE TO ACCOMMODATE APD**
5. **HOSTS AN APD YEARLY WITH THE COURSE CLOSED TO OTHER PLAY THAT WOULD INTERFERE WITH THE ROUND**
6. **THE GREENS FEES ARE WAIVED**
7. **A GUARANTEE THAT, AS RECIPIENT OF THE TEAM TROPHY, IT WILL PROVIDE A SHOWCASE, AND BE SOLELY RESPONSIBLE FOR ITS SAFEKEEPING, MAINTENANCE AND REPLACEMENT IF DAMAGED BEYOND REPAIR.**

SECTION II ASSOCIATION MEMBERS

1. **MUST BE AT OR OVER THE AGE OF EIGHTEEN**
2. **HAVE AN ESTABLISHED EIGHTEEN HOLE USGA GHIN HOME COURSE HANDICAP INDEX (“HCHI”), WITHIN THE MAXIMUM YEARLY ESTABLISHED HANDICAP INDEX (“MYEHI”) FOR HER MEMBER-CLUB**
3. **EITHER BELONGS TO AN ASSOCIATION MEMBER-CLUB OR A WOMAN GOLFER WHO BELONGS TO AND IS ACTIVELY ASSOCIATED WITH AN ESTABLISHED WOMEN’S GOLF ASSOCIATION AT AN ASSOCIATION MEMBER-CLUB.**

AN ASSOCIATION MEMBER MAY CONTINUE HER MEMBERSHIP (“GRANDMOTHERED”) IF HER HCHI RISES ABOVE THE MYEHI FOR HER MEMBER-CLUB. SHE SHALL, HOWEVER, BE REQUIRED TO PLAY TO THE MYEHI UNTIL HER HCHI FALLS BELOW SAME.

IN ACCORDANCE WITH THE WHS, A PLAYER MUST DESIGNATE ONE GOLF CLUB AS HER HOME CLUB TO BE RESPONSIBLE FOR MAINTAINING HER HANDICAP INDEX. IF A PLAYER REQUIRES SPECIAL CONSIDERATION, SHE IS TO FOLLOW THE PROCEDURES OUTLINED IN SAID DOCUMENT (1.4b). THE MEMBER-CLUB REPRESENTATIVE (“REP”) SHALL ENSURE THAT THIS PROCEDURE HAS BEEN FOLLOWED TO CERTIFY THAT HER PLAYERS ARE NOT GIVEN AN UNFAIR ADVANTAGE. FURTHER, SHOULD A PLAYER BE A MEMBER OF A GOLF CLUB LOCATED IN A DIFFERENT JURISDICTION (OUTSIDE THE MDD STATES) THE HANDICAP INDEX WITHIN THE MDD JURISDICTION SHALL BE USED.

SECTION III MEMBERSHIP PROVISIONS

MEMBERSHIP IN THIS ASSOCIATION SHALL BIND EACH ASSOCIATION MEMBER AND ASSOCIATION MEMBER-CLUB TO ABIDE BY THE PROVISIONS OF THE CONSTITUTION, BY-LAWS AND RULES AND REGULATIONS ENACTED BY THE EC. REFUSAL TO COMPLY SHALL RENDER SUCH MEMBER LIABLE TO SUSPENSION OR EXPULSION BY A TWO-THIRDS VOTE OF THE EC.

IN ACCORDANCE WITH THE USGA RULES OF GOLF 1.2 STANDARDS OF PLAYER CONDUCT, PLAYERS ARE EXPECTED TO PLAY IN THE SPIRIT OF THE GAME THAT INCLUDES ACTING WITH INTEGRITY, SHOWING CONSIDERATION TO OTHERS AND TAKING GOOD CARE OF THE COURSE.

1. ***IMMEDIATELY FOLLOWING PLAY BREACHES ARE TO BE REPORTED TO THE HOST ASSOCIATION MEMBER-CLUB PROFESSIONAL (“HAMCP”), HOST MEMBER-CLUB REPRESENTATIVE (“HREP”) AND RULES COMMITTEE PRESENT. MINOR INFRACTIONS MAY***

HAVE THE PLAYER'S REP ISSUE A WARNING WHILE MAJOR INFRACTIONS SHALL HAVE THE HAMCP AND THE RULES COMMITTEE DETERMINING A PENALTY OR DISQUALIFICATION. THE FOLLOWING SHALL APPLY FOR CONTINUED BREACHES AND MAJOR INFRACTIONS BY A PLAYER.

2. PRIOR TO CONSIDERATION OF DISCIPLINARY ACTION, SUSPENSION OR EXPULSION, A COMPLAINT AGAINST EITHER AN ASSOCIATION MEMBER-CLUB OR AN ASSOCIATION MEMBER SHALL BE SUBMITTED IN WRITING TO THE PRESIDENT AND SHALL BE REFERRED TO THE PRM CHAIRWOMAN FOR FULL INVESTIGATION. THE PRM CHAIRWOMAN SHALL SUBMIT IN WRITING DETAILS OF THE COMPLAINT TO THE APPROPRIATE REP, WHO SHALL RESPOND IN WRITING TO SAID COMPLAINT WITHIN TWO WEEKS. THE PRM CHAIRWOMAN SHALL MAKE A COMPLETE REPORT TO THE EC FOR ACTION THEREON WITHIN FIVE DAYS OF COMPLETION OF HER INVESTIGATION.

ARTICLE IV EXECUTIVE BOARD

THE MEMBERS OF THE EXECUTIVE BOARD ("EB"), THAT ALSO COMPRISE THE RULES COMMITTEE, SHALL BE THE PRESIDENT, THE PRM CHAIRWOMAN, THE TREASURER, THE SECRETARY AND THE SEASON POINTS TABULATOR ("TAB"). THE TAB SEAT CAN BE ASSIGNED TO TWO ELECTED OFFICERS. THE EB OFFICERS SHALL BE ELECTED TO SERVE TWO-YEAR TERMS WITH TERMS OF OFFICE EFFECTIVE 15 OCTOBER YEARLY. TERMS OF OFFICE MAY BE EXTENDED BY A TWO THIRDS VOTE OF THE EC.

SECTION I VACANCIES

A VACANCY BETWEEN ELECTIONS IN THE OFFICE OF PRESIDENT SHALL BE FILLED BY THE PRM CHAIRWOMAN. VACANCIES IN THE OFFICES OF PRM CHAIRWOMAN, TREASURER, SECRETARY OR TAB SHALL BE FILLED UTILIZING ARTICLE VI, SECTION I. THE REPLACEMENT SHALL SERVE OUT THE TERM.

ARTICLE V EXECUTIVE COMMITTEE

THERE SHALL BE AN EC COMPRISED OF THE EB, A REP FROM EACH ASSOCIATION MEMBER-CLUB, AND THE IMMEDIATE PAST PRESIDENT. THE EC SHALL HAVE FULL CHARGE OF ALL BUSINESS PERTAINING TO THE ASSOCIATION. MEMBERS OF THE EC ARE TO ATTEND MEETINGS AND RESPOND TO ALL ELECTRONIC REQUESTS RELATED TO ASSOCIATION BUSINESS BY THE ESTABLISHED DEADLINE.

SECTION I ASSOCIATION MEMBER-CLUB REPRESENTATIVE

THE REP IS THE LIAISON BETWEEN THIS ASSOCIATION AND HER MEMBER-CLUB. REPS ASSUME THEIR DUTIES, AS OUTLINED AT ARTICLE V, SECTION IV, EFFECTIVE NO LATER THAN THE YEARLY PRE-SEASON MEETING AND CAN SERVE SINGLE OR MULTIPLE YEARS. REPS ARE REQUIRED TO HAVE A DULY APPOINTED ALTERNATE IN PLACE TO SERVE IN HER ABSENCE. IF NOT PROVIDED FOR BY THE BY-LAWS OF AN ASSOCIATION MEMBER-CLUB, THE REP WILL BE RESPONSIBLE FOR APPOINTING HER REPLACEMENT. ALTERNATE AND REPLACEMENT CONTACT

INFORMATION IS TO BE PROVIDED WITHIN TEN DAYS OF OCCURRENCE TO THE PRESIDENT.

REP FAILURE TO ATTEND TWO CONSECUTIVE MEETINGS MAY BE GROUNDS FOR SUSPENSION OF AN ASSOCIATION MEMBER-CLUB UNDER ARTICLE III, SECTION III, MEMBERSHIP PROVISIONS.

SECTION II SPECIAL APPOINTMENTS

AUDITOR

THE ACCOUNTS OF THE TREASURER MAY BE AUDITED YEARLY BY AN ASSOCIATION MEMBER APPOINTED BY THE PRESIDENT. IF ASSIGNED, THE AUDITOR SHALL PREPARE A POST-SEASON AUDIT REPORT TO BE PRESENTED AT A PRE-SEASON MEETING.

SECTION III SPECIAL PROVISIONS

ALL MEMBERS AND SPECIAL APPOINTEES OR DULY APPOINTED ALTERNATES TO THE EC MUST BE A FULL MEMBER OF THIS ASSOCIATION. EXCEPTIONS APPROVED BY THE PRESIDENT.

MEMBERS OF THE EB CAN BE RE-ELECTED AND CANNOT SERVE AS A REP DURING THEIR TERM OF OFFICE. THE EC SHALL APPROVE EXCEPTIONS.

SHOULD THIS ASSOCIATION DISBAND, A FINAL APD EVENT WILL BE HELD TO DISBURSE THE REMAINING FUNDS IN THE TREASURY IN THE FORM OF PRIZES.

SECTION IV DUTIES AND RESPONSIBILITIES

THE DUTIES AND RESPONSIBILITIES OF THE EC ARE:

PRESIDENT

- 1. CALLS AND PRESIDES OVER ALL MEETINGS OF THE EB AND EC**
 - A. PROVIDES AGENDA FOR APD SCHEDULING, FORMAT CHANGES, PROBLEM RESOLUTION AND GENERAL REVIEW OF PROCESSES**
 - B. CORRESPONDS ELECTRONICALLY FOLLOWING MEETINGS WITH MINUTES TO FINALIZE SCHEDULING, CHANGES AND PROCESSES**
- 2. PUBLIC RELATIONS**
 - A. MAKES APD ANNOUNCEMENTS AND AWARDS TEAM TROPHY AT FINAL APD**
 - B. FINALIZES INDIVIDUAL SEASON PRIZE CERTIFICATES WITH SUPPORT FROM THE TAB AND TREASURER AND DISTRIBUTES**
- 3. POWER TO MAKE SPECIAL APPOINTMENTS AS DEEMED NECESSARY BY THE EC**
- 4. PRESENTS POST-SEASON REPORT OR WAIVES TO IMMEDIATE PAST PRESIDENT AT THE PRE-SEASON MEETING**
- 5. EX-OFFICIO MEMBER OF ALL COMMITTEES**
- 6. SHALL BE EMPOWERED TO WITHDRAW FUNDS FROM THE ASSOCIATION'S CHECKING OR SAVINGS ACCOUNT ("ACCOUNT") IN THE EVENT THE TREASURER IS NOT AVAILABLE**
- 7. REVIEWS CONSTITUTION, BY-LAWS AND RULES AND REGULATIONS YEARLY AND SUBMITS AMENDMENTS TO THE EC FOR VOTING; SHALL HAVE POSSESSION OF THE**

- ORIGINAL SET AND AN ACCURATE RECORD OF ALL AMENDMENTS MADE THERETO**
- 8. UPDATES ASSOCIATION HANDBOOK YEARLY**
- 9. SETS EACH MEMBER-CLUB'S MYEHI FOR PLAYER'S YEARLY THAT CORRESPONDS TO ITS SLOPE AND RATING**

PRM CHAIRWOMAN

- 1. ATTENDS ALL EC MEETINGS AND RESPONDS TO THE PRESIDENT'S ELECTRONIC REQUESTS**
- 2. ASSISTS REPS WITH APD AS REQUIRED:**
 - A. AVAILABLE TO TROUBLESHOOT**
 - B. LENDS SUPPORT WHEN RESULTS ARE BEING TABULATED**
 - C. ASSISTS NEW ASSOCIATION MEMBER-CLUB'S REP TO ENSURE ADHERENCE TO THE ASSOCIATION FORMAT**
- 3. HEADS RULES COMMITTEE**
 - A. INITIATES ANY BY-LAW INFRACTION INVESTIGATIONS**
 - B. WORKS WITH THE HAMCP IN THE EVENT OF AN APD RULES VIOLATION**
- 4. CHECKS USGA RULE BOOK YEARLY AND SUBMITS UPDATES TO THE PRESIDENT FOR INCLUSION IN ASSOCIATION DOCUMENTS PROVIDED TO ASSOCIATION MEMBERS**
- 5. PRESIDES OVER ALL MEETINGS, IN THE ABSENCE OF THE PRESIDENT, ASSUMING THE DUTIES OF THAT OFFICE**
- 6. CONTACTS, PREPARES AND SENDS MEMBERSHIP INFORMATION TO PROSPECTIVE CLUBS AT THE REQUEST OF THE EC**
- 7. WORKS ON SPECIAL PROJECTS AT THE REQUEST OF THE EC**
- 8. PER ARTICLE V SECTION IV TAB 4, REQUESTS HCHI VALIDATIONS**

TREASURER

- 1. ATTENDS ALL EC MEETINGS AND RESPONDS TO THE PRESIDENT'S ELECTRONIC REQUESTS**
- 2. SHALL HAVE THE AUTHORITY TO DISBURSE FUNDS**
- 3. PREPARES AND SENDS MEMBERSHIP SIGN-UP SHEETS TO REPS YEARLY**
- 4. SHALL RECEIVE ASSOCIATION MEMBER-CLUB, INDIVIDUAL ASSOCIATION MEMBERSHIP DUES, SPECIAL EVENT ASSOCIATION ENTRY FEES FROM REPS/MEMBERS, AS WELL AS THE MDD SPLIT FROM APD 50/50's AND DEPOSITS TO THE MASON DIXON DISTRICT ACCOUNT**
 - A. IF A SAVINGS ACCOUNT IS ESTABLISHED, THE CHECKING ACCOUNT UTILIZED TO DISBURSE FUNDS SHALL BE APPROVED BY THE EC**
- 5. SHALL KEEP AN ACCURATE RECORD OF ALL INCOME AND EXPENDITURES, BY EC APPROVED CATEGORIES, IN THE ACCOUNT AND, WHEN APPLICABLE, THOSE FUNDS TRANSFERRED TO SAID APPROVED CHECKING ACCOUNT**
- 6. PROVIDE A WRITTEN TREASURY REPORT ON A MONTHLY BASIS TO THE PRESIDENT; WITH A FINAL POST-SEASON REPORT SUBMITTED AT THE SUBSEQUENT PRE-SEASON MEETING**
- 7. PREPARES YEARLY BUDGET FOR APPROVAL BY THE EC**
- 8. PREPARES AND DISTRIBUTES UPDATED MEMBERSHIP ROSTER TO EC PERIODICALLY**
- 9. IS A MEMBER OF THE RULES COMMITTEE**

SECRETARY

- 1. ATTENDS ALL EC MEETINGS AND RESPONDS TO THE PRESIDENT'S ELECTRONIC REQUESTS**
- 2. SHALL RECORD AND KEEP MINUTES OF ALL MEETINGS SENDING DRAFT TO PRESIDENT FOR REVIEW**

3. **SHALL ASSIST THE PRESIDENT WITH THE YEARLY REVIEW OF THE CONSTITUTION, BY LAWS AND RULES AND REGULATIONS AND ASSOCIATION HANDBOOK**
4. **SHALL SEND A NOTE OF APPRECIATION TO EACH ASSOCIATION MEMBER-CLUB AT THE END OF THE SEASON**
5. **IS A MEMBER OF THE RULES COMMITTEE**

TAB

1. **ATTENDS ALL EC MEETINGS AND RESPONDS TO THE PRESIDENT'S ELECTRONIC REQUESTS**
2. **CALCULATES, RECORDS AND MAINTAINS SEASON POINTS**
 - A. **KEEPS RECORD OF INDIVIDUAL POINTS EARNED TOWARD END OF THE SEASON AWARDS WITH ASSOCIATION ATTESTED SCORECARDS BEING THE ONLY SOURCE FOR ISSUING POINTS; ANY ISSUES ARE TO BE REPORTED TO THE PRESIDENT FOR APPROPRIATE ACTION**
 - B. **KEEPS RECORD OF TEAM POINTS EARNED TOWARD TEAM TROPHY**
 - C. **SHALL PROVIDE EACH APD'S RESULTS TO A MEMBER OF THE EC, AS ASSIGNED, TO DOUBLE CHECK APD POINTS PRIOR TO FINALIZING SPREADSHEET**
 - D. **RESPONSIBLE FOR FINAL CHECK OF POINTS FOR SEASON TEAM TROPHY AND INDIVIDUAL AWARDS**
3. **MAINTAINS ASSOCIATION POINT RESULTS FOR ONE YEAR**
4. **ADVISES PRM CHAIRWOMAN OF ANY ASSOCIATION MEMBERS WHOSE POSTING OF GOLF SCORES NEEDS VERIFIED AS BEING ACCURATE BY THE APPLICABLE REP TO ENSURE THEY HAVE THE PROPER HCHI; AND TAKES DETERMINED ACTION**
5. **RESPONSIBLE FOR COLLECTING ASSOCIATION SCORECARDS AND HAMCP'S OFFICIAL RESULTS ON PLAY DAYS AT THE SCORING TABLE FOR USE IN CALCULATING SEASON POINTS OR ASSIGNS AN ALTERNATE TO COLLECT**
6. **IS A MEMBER OF THE RULES COMMITTEE**

REPS

1. **ATTENDS ALL EC MEETINGS AND RESPONDS TO THE PRESIDENT'S ELECTRONIC REQUESTS**
2. **WORKS WITH HER AMCP TO FINALIZE APD DATE AND FORMAT AND PROVIDES AT THE PRE-SEASON MEETING**
3. **RETURNS APPLICATION SIGN UP SHEET WITH MEMBER-CLUB AND INDIVIDUAL MEMBER DUES TO TREASURER BY DEADLINE AFTER VERIFYING THAT THE APPLICANTS MEET THE REQUIREMENTS SET UNDER ARTICLE III, SECTION II**
4. **FOLLOWING THE ASSOCIATION CHECK-LIST WORKS WITH HER AMCP TO PLAN AND EXECUTE APD**
5. **IF AN APD HAS A PARTICIPATION LIMIT FOR PLAY OR LUNCH, THAT LIMIT IS TO BE LISTED ON THE APD ENTRY FORM. PLAY EXPANSION ALTERNATIVES ARE TO BE DISCUSSED WITH CLUB MANAGEMENT AND BUILT INTO LIMIT. WHEN SEATING FOR LUNCH IS THE ONLY LIMITATION, GUIDELINES AS ESTABLISHED BY THE EC ARE TO BE FOLLOWED. IF A DRAW BECOMES NECESSARY FOR PLAY, FOLLOWS PROCEDURES OUTLINED IN ARTICLE XII, SECTION III**
6. **IF RECIPIENT OF TEAM TROPHY, ARRANGES AND PAYS FOR ENGRAVING AND PROPER MAINTENANCE**
7. **POSTS THE CONSTITUTION, BY-LAWS AND RULES AND REGULATIONS, THE HANDBOOK, THE MEMBERSHIP LIST AND CURRENT SEASON POINT STANDINGS ON AN ESTABLISHED WOMEN'S LOCKER ROOM BULLETIN BOARD; AND *PROVIDES ELECTRONICALLY TO ASSOCIATION MEMBERS.***

8. **POSTS SIGN-UP SHEETS FOR EACH APD ON AN ESTABLISHED WOMEN'S LOCKER ROOM BULLETIN BOARD. FOLLOWS UP WITH PLAYERS BY PHONE/ELECTRONICALLY, COLLECTS ENTRY FEES, CHECKS AND RECORDS PLAYER'S GHIN ON ENTRY FORM AND SUBMITS BY THE DEADLINE TO THE HREP**
9. **IF A PLAYER'S HANDICAP INDEX RISES ABOVE THE MYEHI LIMIT, RESPONSIBLE FOR ADVISING ON THE APD ENTRY FORM THE ADJUSTED HCHI THAT HAS BEEN ASSIGNED AS THE MAXIMUM PERMITTED FOR THAT ASSOCIATION MEMBER-CLUB**
10. ***ENSURES THAT HER MEMBERS ABIDE BY THE WHS HOME COURSE HANDICAP INDEX RULE AS OUTLINED AT ARTICLE XII, SECTION II***
11. ***ESTABLISHES AN INTERNAL PROCEDURE FOR POSTING APD SCORES, REVIEWS WITH PLAYERS, AND POSTS FOR VIEW. CHECKS AFTER EACH APD THAT SCORES HAVE BEEN ACCURATELY POSTED, FOLLOWS UP WITH PLAYER IF SCORE IS NOT POSTED FOLLOWING ASSOCIATION MEMBER-CLUB GUIDELINES AND POSTING ACTION AT ARTICLE XII, SECTION II***
12. **INVESTIGATES ANY CONCERNS RELATED TO A MEMBER-CLUB PLAYER, PROVIDES A REPORT TO THE PRM CHAIRWOMAN AND TAKES ASSIGNED REQUIRED CORRECTIVE ACTION**
13. **PROVIDES MEMBER-CLUB DETAILS TO THE PRESIDENT FOR INCLUSION IN THE HANDBOOK FOLLOWING DATA CALL**
14. **ENSURES THAT THE SEASON CERTIFICATES ARE SUBMITTED TO THE TREASURER BY THE DEADLINE SET YEARLY BY THE EC**
15. **SHALL BE RESPONSIBLE FOR COLLECTING AND DISBURSING HER APD 50/50 POT THAT INCLUDES TURNING OVER THE MDD PORTION TO THE TREASURER**
16. **SHALL BE RESPONSIBLE FOR SETTING UP A SCORER'S TABLE AT HER APD**

ARTICLE VI

EXECUTIVE BOARD ELECTION PROCESS

SECTION I

PROCEDURE

BY AUGUST 15, THE PRESIDENT SHALL CALL A MEETING OF THE EB WHEN AN OFFICE REQUIRES A REPLACEMENT FOR THE UPCOMING SEASON; I.E. THE TWO-YEAR TERM IS EXPIRING. THE REPLACEMENT METHOD SHALL BE AS FOLLOWS:

1. **ROTATION – CURRENT EB MEMBERS SHALL HAVE FIRST OPTION TO FILL AN OPEN EB POSITION**
 - A. **PRM CHAIRWOMAN MAY BE SPLIT INTO AN APD RULES CHAIRWOMAN AND A MEMBERSHIP CHAIRWOMAN ADDING AN ADDITIONAL EB OFFICER**
2. **SOLICITATION - IF AN OFFICE REMAINS VACANT, THE OUTGOING OFFICER OR A DULY APPOINTED EC CHAIRWOMAN SHALL BE RESPONSIBLE FOR SOLICITING REPLACEMENTS IN THE FOLLOWING ORDER:**
 - A. **PAST MEMBERS OF THE EC AND CURRENT REPS. REPS WHO ACCEPT A POSITION ON THE EB MUST FOLLOW THE PROCEDURES SET IN ARTICLE V, SECTION III.**
 - B. **THE OFFICES OF SECRETARY, TAB AND TREASURER MAY BE FILLED FROM THE GENERAL ASSOCIATION MEMBERSHIP. PRESIDENT, PRM CHAIRWOMAN MUST BE FILLED FROM THE RANKS OF 1. AND 2A. FINAL APPROVAL OF ALL REPLACEMENTS REQUIRES A MAJORITY VOTE OF THE EB BY OCTOBER 1. AN EC DESIGNEE SHALL CONTACT CANDIDATES OF THE OUTCOME.**

**ARTICLE VII
MEETINGS**

AT LEAST ONE EC MEETING WILL BE HELD PRE-SEASON THAT INCLUDES FOLLOW-UP ELECTRONIC CORRESPONDENCE FROM THE PRESIDENT TO FINALIZE ANY OUTSTANDING ITEMS. MEETINGS CAN BE PHYSICAL OR VIRTUAL.

ADDITIONAL MEETINGS CAN BE CALLED AT THE REQUEST OF THE PRESIDENT OR A QUORUM OF THE EC. THE BUSINESS OF ADDITIONAL MEETINGS WILL BE LIMITED TO THAT AGENDA.

**SECTION 1
QUORUM**

A QUORUM FOR ALL EC MEETINGS SHALL CONSIST OF TWO-THIRDS OF ITS MEMBERS.

**SECTION 2
VOTING**

EACH EC MEMBER SHALL HAVE ONE VOTE. AN ASSOCIATION MEMBER-CLUB WITH TWO REPS WILL HAVE ONE VOTE. THE TAB SEAT CAN BE ASSIGNED TO TWO ELECTED OFFICERS; EACH WITH ONE VOTE. THE PRESIDENT SHALL ONLY VOTE TO BREAK A TIE. THE IMMEDIATE PAST PRESIDENT DOES NOT HAVE A VOTE.

**ARTICLE VIII
DUES AND ENTRY FEES**

THE ANNUAL DUES FOR AN ASSOCIATION MEMBER-CLUB, ASSOCIATION MEMBERS, AND THE APD ENTRY FEE, SHALL BE REVIEWED FOR REVISION YEARLY BY THE EC.

**SECTION 1
APPLICATIONS**

FAILURE OF AN ASSOCIATION MEMBER-CLUB TO PAY THE PRESCRIBED DUES SHALL PROVIDE REASON FOR SUSPENSION. INDIVIDUAL ASSOCIATION MEMBER DUES WILL NOT BE ACCEPTED UNTIL THE ASSOCIATION MEMBER-CLUB'S DUES HAVE BEEN RECEIVED.

**SECTION 2
SPECIAL EXCEPTIONS**

INDIVIDUAL ASSOCIATION MEMBERSHIPS WILL BE ACCEPTED AFTER THE INITIAL MEMBER-CLUB APPLICATION SUBMITTAL. INDIVIDUAL ASSOCIATION MEMBERSHIP DUES AND HER SPECIFICS FOR THE MEMBERSHIP ROSTER ARE TO BE PROVIDED TO THE TREASURER PRIOR TO A NEW MEMBER PARTICIPATING IN AN APD.

**ARTICLE IX
APD FORMATS, AWARDS/PRIZE STRUCTURE, HOLE-IN-ONE COMPETITION, DISCRETIONARY FUND USAGE AND 50/50 FORMAT**

THE EC SHALL REVIEW THE APD, AWARDS/PRIZES, HOLE-IN-ONE, DISCRETIONARY FUND, AND

50/50 STRUCTURE AND CAN VOTE TO REDUCE THE HOLE-IN-ONE PAYOUT AND RE-DIRECT FUNDS TO THE DISCRETIONARY FUND FOR THE BENEFIT OF THE ASSOCIATION MEMBERSHIP.

**ARTICLE X
AMENDMENT**

THE CONSTITUTION, BY-LAWS AND RULES AND REGULATIONS MAY BE AMENDED AT ANY MEETING, OR THROUGH ELECTRONIC CORRESPONDENCE, BY THE EC THROUGH A TWO-THIRDS VOTE OF ITS MEMBERS.

**ARTICLE XI
PARLIAMENTARY AUTHORITY**

ROBERT'S RULES OF ORDER, NEWLY REVISED, SHALL GOVERN THE ASSOCIATION IN ALL CASES TO WHICH THEY ARE APPLICABLE AND WHEN THEY ARE NOT INCONSISTENT WITH THE CONSTITUTION, BY-LAWS AND RULES AND REGULATIONS THAT THE ASSOCIATION MAY ADOPT.

**ARTICLE XII
RULES AND REGULATIONS**

**SECTION I
USGA RULES OF GOLF, LOCAL RULES, AND THE WHS**

THE USGA RULES OF GOLF SHALL GOVERN ALL PLAY. LOCAL RULES, PROVIDED PRIOR TO PLAY BY THE HAMCP, TO BE SUBSTITUTED ONLY IF ABNORMAL CONDITIONS WARRANT. *THE WHS SHALL BE UTILIZED BY THE ASSOCIATION WITH MEMBERS REQUIRED TO POST APD SCORES IN ACCORDANCE WITH SAID DOCUMENT AND THEIR MEMBER-CLUB PROCEDURE. FAILURE WARRANTS THE FOLLOWING:*

- A. 1ST OFFENSE – VERBAL TRAINING BY THE REP**
- B. 2ND OFFENSE – WRITTEN WARNING NOTICE BY REP**
- C. 3RD OFFENSE – ACCESSED MDD DISCIPLINARY ACTION SUCH AS LOOSING PRIVILEGE TO PLAY IN ASSOCIATION.**

THE RULES COMMITTEE RESERVES THE RIGHT TO DISQUALIFY A MEMBER FROM ASSOCIATION PLAY IN THE EVENT OF GROSS NON-COMPLIANCE OF THE USGA RULES OF GOLF AND THE WHS. EACH MEMBER WILL BE RESPONSIBLE FOR KNOWLEDGE OF THE CURRENT USGA RULES OF GOLF AND ARE ENCOURAGED TO HAVE THE CURRENT USGA RULES OF GOLF BOOKLET OR APP IN THEIR POSSESSION FOR USE DURING ASSOCIATION PLAY.

**SECTION II
HOME COURSE HANDICAP INDEX**

REPS ARE SOLELY RESPONSIBLE FOR PROVIDING THEIR PLAYERS' GHIN NUMBER THAT ARE USED BY THE HAMCP'S FOR CALCULATING APD HANDICAPS. THE PLAYER CANNOT ADJUST HER HANDICAP ON THE OFFICIAL SCORECARD. IF SHE BELIEVES THAT HER HANDICAP IS INCORRECT, SHE IS TO CONSULT THE HAMCP AND HER REP PRIOR TO PLAY, SO THAT IT CAN BE REVIEWED BY THE HAMCP AND CORRECTED IF NECESSARY. IF HER REP IS NOT PRESENT, A MEMBER OF THE RULES COMMITTEE SHALL BE CONSULTED AND ACT IN HER STEAD.

**SECTION III
APDS**

THE FIELD WILL BE SET INTO FLIGHTS BY THE HAMCP BASED ON THE NUMBER OF PARTICIPANTS AND HANDICAP RANGES TO ALLOW FOR AN EQUITABLE VARIANCE BETWEEN HANDICAPS. PLAY WILL BE IN THREESOMES (“GROUP”) FOR INDIVIDUAL TOURNAMENTS; TEAM EVENTS WHEN APPROPRIATE. HANDICAP PERCENTAGE ALLOWANCES MAY BE CALCULATED BY THE HAMCP IN RELATION TO THE FORMAT OF PLAY. BLIND DRAWS WILL BE ASSIGNED BY THE HAMCP IF REQUIRED FOR TEAM PLAY.

DUE TO LIMITATIONS ON HOST FACILITIES, ENTRIES TO APDS MAY BE LIMITED. IF THE FIELD IS OVERSUBSCRIBED, THE FOLLOWING DRAW METHOD SHALL DETERMINE ELIGIBILITY: TAKE THE TOTAL NUMBER OF PLAYERS, EXCLUDING THE HOST ASSOCIATION MEMBER-CLUB, AND DIVIDE THE TOTAL BY THE NUMBER OF PLAYERS FROM EACH CLUB TO CALCULATE THE PERCENTAGE OF PLAYERS BY CLUB TO THE TOTAL. FOR EXAMPLE, IF THE FIELD IS 120 PLAYERS, EXCLUDING THE HOST ASSOCIATION MEMBER-CLUB, AND IF A CLUB HAS 20 PLAYERS THIS IS ROUGHLY 17% OF THE FIELD. IF THE FIELD IS OVERSUBSCRIBED BY 12 THEN THAT CLUB WOULD BE REQUIRED TO CUT TWO PLAYERS (12 TIMES 17% = 2). IN EFFECT, THE REDUCTION BY CLUB IS BASED ON HOW MANY PLAYERS EACH HAD INITIALLY SUBMITTED. HREPS ARE TO ESTABLISH A DRAW-OUT PROCEDURE FOR THEIR ASSOCIATION MEMBER-CLUB AND ADVISE MEMBERS OF THAT PROCESS. NO APPLICANT SHALL BE DRAWN OUT MORE THAN ONCE DURING THE ASSOCIATION SEASON.

AS POINTS ARE EARNED AT THE INDIVIDUAL AND MEMBER-CLUB LEVEL BY APD FOR END OF THE SEASON AWARDS, ALL WILL BE PLAYED WHEN SCHEDULED UNLESS THE HOST ASSOCIATION MEMBER-CLUB IS CLOSED (EX: INCLEMENT WEATHER). IF UNEXPECTED INCLEMENT WEATHER BECOMES EVIDENT PRIOR TO PLAY THE FIELD WILL BE GIVEN INSTRUCTIONS FOR A TRUNCATED ROUND BY THE HAMCP. DURING PLAY SHOULD THE WEATHER CONDITIONS BECOME HAZARDOUS, PLAY MAY BE SUSPENDED OR CANCELLED. IF CANCELLED AND CANNOT BE RESCHEDULED, THE EB MEMBERS PRESENT AND THE HAMCP SHALL DECIDE THE METHOD FOR AWARDED DAILY PRIZES. ALL PLAYERS WHO COMPLETE A TRUNCATED ROUND WILL RECEIVE TWO POINTS GROSS AND NET; THERE WILL BE NO TEAM POINTS EARNED. HOWEVER, IF RESCHEDULED, POINTS WILL NOT BE ISSUED AND THOSE ELIGIBLE ON THE ORIGINAL DATE WILL BE GIVEN FIRST PRIORITY TO FILL THE FIELD.

APDS WILL START PROMPTLY AT 9:00AM WITH PLAYERS EXPECTED TO BE IN THEIR CART NO LATER THAN 8:35 A.M. PLAYERS ARE TO ENSURE THAT THEY ARRIVE WITH SUFFICIENT TIME PRIOR TO PLAY TO MEET THESE DEADLINES. IF YOU ARRIVE AFTER THE FIELD HAS SHOTGUNNED, A PENALTY MAY BE ASSESSED IN ACCORDANCE WITH THE USGA RULES OF GOLF.

THE RULES OF PLAY AND METHOD FOR RECORDING SCORES FOR APDS WILL BE PROVIDED PRIOR TO PLAY AND MUST BE FOLLOWED. PLAYERS ARE RESPONSIBLE FOR THE ACCURACY OF THEIR SCORE. TO SUPPORT ACCURACY, AN OFFICIAL AND BACKUP SCORECARD IS TO BE KEPT BY EACH GROUP AND COMPARED WITH ANY SCORE DISCREPANCIES (HOLE BY HOLE AND TOTAL) RESOLVED PRIOR TO THE GROUP ATTESTING THE OFFICIAL SCORECARD AND TURNING IN AT THE SCORER’S TABLE. GROSS NON-COMPLIANCE MAY BE GROUNDS FOR DISQUALIFICATION.

SETTLE RULE DISPUTES ON THE COURSE BEFORE MOVING TO THE NEXT HOLE. CALL THE HAMCP IF YOU NEED IMMEDIATE HELP OR PLAY TWO BALLS (USGA RULE 20), AND SEEK CLARIFICATION FROM THE HAMCP FOLLOWING PLAY, MAKE APPROPRIATE ADJUSTMENTS IF WARRANTED, BEFORE SIGNING THE OFFICIAL SCORECARD (BY-LAWS ARTICLE XII, SECTION III APDS) .

THE CURRENT USGA RULES OF GOLF AND ASSOCIATED USGA HANDBOOKS DO NOT CONTAIN WORDING ON HOW TO HANDLE A DISAGREEMENT BETWEEN PLAYERS IN A GROUP AS TO A PLAYER'S SCORE ON A PARTICULAR HOLE. FOLLOWING DISCUSSIONS WITH A USGA RULES REPRESENTATIVE THE FOLLOWING WILL BE UTILIZED AT MDD EVENTS:

- 1. IF A PLAYER BELIEVES THAT ANOTHER PLAYER IN HER GROUP HAS MISCOUNTED A SCORE THERE NEEDS TO BE AN IMMEDIATE DISCUSSION TO RESOLVE THE ISSUE. THE PLAYER IN QUESTION IS ULTIMATELY RESPONSIBLE FOR KNOWING HER SCORE ON A HOLE; WHEN QUESTIONED SHE MUST BE ABLE TO RECALL EACH SHOT ON THE HOLE AND VERBALIZE SAME TO THE PLAYER QUESTIONING HER SCORE. MOST OF THE TIME FRIENDLY DISCUSSION BETWEEN PLAYERS IN A GROUP AS TO EACH SHOT TAKEN QUICKLY RESOLVES THE ISSUE WITH BOTH PARTIES AGREEING TO A SCORE. THE SCORE MUST BE RESOLVED BEFORE TEEING OFF ON THE NEXT HOLE.**
- 2. IF ONLY ONE PLAYER IN THE GROUP (THE OTHERS DID NOT WITNESS THE QUESTIONED PLAYER'S SHOTS TO HAVE INPUT) DOES NOT AGREE WITH THE QUESTIONED PLAYER'S SCORE AND THE DISCUSSION PROCESS LISTED UNDER #1 DOES NOT RESULT IN AN AGREEMENT AS TO THE SCORE, THE MARKER IS TO ACCEPT THE QUESTIONED PLAYER'S SCORE AS BEING ACCURATE. HOWEVER, IF TWO OR MORE PLAYERS IN THE GROUP ALL CONTEND THAT THE SCORE IS DIFFERENT; EX: NOT A 5 BUT A 6 AND CAN POINT OUT SHOT BY SHOT THE DIFFERENCE (EX: YOU WERE ON THE GREEN AFTER HITTING THREE SHOTS (DRIVER, THEN A FAIRWAY METAL, THEN AN IRON AND ONCE ON THE GREEN YOU THREE PUTTED RATHER THAN TWO PUTTING) THE PLAYER IN QUESTION IS TO ACCEPT THAT MAJORITY RULES AND SHALL AGREE TO THE GROUP'S ADJUSTED SCORE BEFORE TEEING OFF ON THE NEXT HOLE.**

APD DAILY PRIZE AND SEASON AWARD CERTIFICATES ARE TO BE REDEEMED BY THE DATE INDICATED OTHERWISE THEY WILL BE INVALID FOR CONSIDERATION OF PAYMENT.

USAGE OF CELLULAR PHONES DURING ASSOCIATION PLAY IS NOT PERMITTED UNLESS A MEDICAL EMERGENCY ARISES ON THE GOLF COURSE; OR THE GROUP REQUIRES RULES/DISPUTE SUPPORT.