

**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, 2023, REVISED 2024**

**ABBREVIATION KEY:**

**APD – Association Play Day**

**EB – Executive Board**

**EC – Executive Committee**

**GHIN - USGA Golf Handicap Information Network**

**GROUP – Individual threesome or Team threesome/foursome**

**HAMCP – Host Association Member-Club Professional**

**HCHI – Home Course Handicap Index**

**HREP - Host Member-Club Representative**

**MYEHI – Maximum Yearly Established Handicap Index**

**PRM – Play Day Rules/Membership Chairwoman**

**REP – Representative**

**TAB – Season Points Tabulator**

**WHS - World Handicap System R&A/USGA Rules of Handicapping, Issued January 2024**

**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 SOUTHEASTERN PENNSYLVANIA,  
NORTHWESTERN MARYLAND, NORTHERN VIRGINIA, AND NORTHEAST WEST VIRGINIA**
- 2. TO PROVIDE TEAM AND INDIVIDUAL COMPETITION PLAY DAYS USING BOTH GROSS AND  
NET SCORES TO AWARD PLAY DAY 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**

**A GOLF OR COUNTRY CLUB IN SOUTHEASTERN PENNSYLVANIA, NORTHWESTERN MARYLAND,**

**NORTHEASTERN WEST VIRGINIA, OR NORTHERN VIRGINIA IS ELIGIBLE TO APPLY IN WRITING FOR MEMBERSHIP AND INDUCTION BY A TWO-THIRDS VOTE OF THE EC IF IT MEETS THE FOLLOWING REQUIREMENTS, TO BE VERIFIED BY THE PLAY DAY RULES/MEMBERSHIP (“PRM”) CHAIRWOMAN:**

- 1. 18 HOLES FOR PLAY WITH A CURRENT 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 2024 (“WHS”) UTILIZING THE USGA GOLF HANDICAP INFORMATION NETWORK (“GHIN”)**
- 3. *UTILIZES GOLF GENIUS WHEN APPLICABLE FOR ASSOCIATION PLAY DAYS (“APD”)***
- 4. A COMPLETE, OPERABLE CLUBHOUSE HAVING ADEQUATE DINING AND SERVICE FACILITIES TO ACCOMMODATE APD AND PARTICIPANTS THEREIN OVER AND ABOVE NORMAL CLUB ACTIVITY**
- 5. A GUARANTEE THAT AN ADEQUATE SUPPLY OF CADDIES AND/OR CARTS WILL BE AVAILABLE TO ACCOMMODATE APD**
- 6. HOSTS AN APD YEARLY WITH THE COURSE CLOSED TO OTHER PLAY THAT WOULD INTERFERE WITH THE ROUND**
- 7. THE GREENS FEES ARE WAIVED**
- 8. 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 18 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 RULE 1.4b, A PLAYER MUST DESIGNATE ONE GOLF CLUB AS HER HOME CLUB TO BE RESPONSIBLE FOR MAINTAINING HER HANDICAP INDEX. THE ASSOCIATION MEMBER-CLUB REPRESENTATIVE (“REP”) SHALL ENSURE THAT THIS PROCEDURE HAS BEEN FOLLOWED TO CERTIFY THAT HER PLAYERS ARE NOT GIVEN AN UNFAIR ADVANTAGE.***

**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 *1 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 THAT WILL HAVE FULL CHARGE OF ALL BUSINESS PERTAINING TO THE ASSOCIATION. EC MEMBERS 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 UNLESS THE EC APPROVES AN EXCEPTION.**

**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. *SUPPORTS THE CHECKING OF THE POINTS SPREADSHEET AFTER EACH APD***
  - C. 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 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. *IN THE ABSENCE OF THE PRESIDENT, ASSUMES 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 ACCOUNT ("ACCOUNT")
5. SHALL KEEP AN ACCURATE RECORD OF ALL INCOME AND EXPENDITURES, BY EC APPROVED CATEGORIES, IN THE 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. *ASSISTS THE PRESIDENT WITH THE PREPARATION OF THE INDIVIDUAL SEASON PRIZE CERTIFICATES PAYOUT*
8. PREPARES YEARLY BUDGET FOR APPROVAL BY THE EC
9. PREPARES AND DISTRIBUTES UPDATED MEMBERSHIP ROSTER TO EC PERIODICALLY
10. 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. ***SHALL SUPPORT ANY SPECIAL PROJECTS AS ASSIGNED BY THE PRESIDENT***
6. **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. ***COMPARES OFFICIAL SCORECARDS AGAINST GOLF GENIUS, WHEN UTILIZED, PRIOR TO AWARDING POINTS. ANY ISSUES ARE TO BE REPORTED TO THE PRESIDENT FOR APPROPRIATE ACTION***
  - B. **KEEPS RECORD OF INDIVIDUAL POINTS EARNED TOWARD END OF THE SEASON AWARDS WITH ASSOCIATION ATTESTED OFFICIAL SCORECARDS BEING THE ONLY SOURCE FOR ISSUING POINTS**
  - C. **KEEPS RECORD OF TEAM POINTS EARNED TOWARD TEAM TROPHY**
  - D. **SHALL PROVIDE EACH APD'S RESULTS TO A MEMBER OF THE EC, AS ASSIGNED, TO VERIFY APD POINTS PRIOR TO FINALIZING SPREADSHEET**
  - E. **RESPONSIBLE FOR FINAL CHECK OF POINTS FOR SEASON TEAM TROPHY AND INDIVIDUAL AWARDS**
  - F. **ASSISTS THE PRESIDENT WITH THE INDIVIDUAL SEASON PRIZE CERTIFICATES PAYOUT**
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. ***SENDS THE SPREADSHEET, DAILY PRIZE RESULTS AND THE 50/50 WINNER AFTER EACH APD TO THE REPS WHEN COMPLETE***
7. **IS A MEMBER OF THE RULES COMMITTEE**

**REP**

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. ***UTILIZING THE ASSOCIATION CHECKLIST PLANS AND EXECUTES HER APD; WORKS WITH PRESIDENT ON THE FLIGHTS AND PAYOUT***
4. **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 *ALONG WITH VERIFIED SPECIFICS FOR THE MEMBER ROSTER***

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. *ESTABLISHES AND POPULATES A MDD BULLETIN BOARD IN HER WOMEN'S LOCKER ROOM*
8. *PROVIDES THE CONSTITUTION, BY-LAWS AND RULES AND REGULATIONS; THE HANDBOOK; THE MEMBERSHIP LIST; DAILY WINNERS AND CURRENT SEASON POINT STANDINGS ELECTRONICALLY TO HER ASSOCIATION MEMBERS*
9. *CONTACTS HER ASSOCIATION MEMBERS BY PHONE/ELECTRONICALLY PRIOR TO EACH APD, COLLECTS ENTRY FEES, COMPLETES THE ENTRY FORM AND SUBMITS BY THE DEADLINE TO THE HREP*
10. *IF AN ASSOCIATION MEMBER'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 (INDEX OVERRIDE)*
11. *ENSURES THAT HER ASSOCIATION MEMBERS ABIDE BY THE WHS HOME COURSE HANDICAP INDEX RULE 1.4b AS OUTLINED AT ARTICLE XII, SECTION II*
12. WHEN REQUIRED 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
13. INVESTIGATES ANY CONCERNS RELATED TO *AN ASSOCIATION MEMBER*, PROVIDES A REPORT TO THE PRM CHAIRWOMAN AND TAKES ASSIGNED REQUIRED CORRECTIVE ACTION
14. PROVIDES MEMBER-CLUB DETAILS TO THE PRESIDENT FOR INCLUSION IN THE HANDBOOK FOLLOWING DATA CALL
15. ENSURES THAT THE SEASON CERTIFICATES ARE SUBMITTED TO THE TREASURER BY THE DEADLINE SET YEARLY BY THE EC
16. SHALL BE RESPONSIBLE FOR COLLECTING AND DISBURSING HER APD 50/50 POT THAT INCLUDES TURNING OVER THE MDD PORTION TO THE TREASURER
17. SHALL BE RESPONSIBLE FOR SETTING UP A SCORER'S TABLE AT HER APD
18. *PROVIDES THE DAILY PRIZE RESULTS AND THE 50/50 PAYOUT WINNER TO THE TABS FOLLOWING HER APD.*

**ARTICLE VI  
EXECUTIVE BOARD ELECTION PROCESS**

**SECTION I  
PROCEDURE**

**BY SEPTEMBER 30, 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**





**SECTION 2  
SPECIAL EXCEPTIONS**

**INDIVIDUAL ASSOCIATION MEMBERSHIPS WILL BE ACCEPTED AFTER THE INITIAL MEMBER-CLUB APPLICATION SUBMITTAL. INDIVIDUAL ASSOCIATION MEMBERSHIP DUES *AND VERIFIED 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 RULES, DISCRETIONARY FUND USAGE AND 50/50 FORMAT**

**THE EC SHALL REVIEW THE APD FORMATS, AWARDS/PRIZE STRUCTURE, HOLE-IN-ONE RULES, DISCRETIONARY FUND USAGE, AND 50/50 FORMAT YEARLY. THE EC CAN VOTE TO REDUCE THE HOLE-IN-ONE PAYOUT AND RE-DIRECT FUNDS TO THE DISCRETIONARY FUND *TO BE USED 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 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.**

***WHS RULE 3.3 IS TO BE FOLLOWED FOR POSTING "MOST LIKELY" SCORES FOR TEAM APD'S WHEN APPROPRIATE.***

**WHEN APPLICABLE 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.**

## **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 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 *GENERALLY* 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 AWARDDING 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 AM. 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/SCORE 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 *FINALIZING SCORING*.**

**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 CELL PHONES DURING ASSOCIATION PLAY IS ONLY PERMITTED WHEN: AN MEDICAL EMERGENCY ARISES, THE GROUP REQUIRES CLARIFICATION FROM THE MDD HANDBOOK/BY-LAWS OR RULE/DISPUTE SUPPORT FROM THE PRO SHOP, THE RULES OF PLAY HAVE THE GROUP ENTERING GOLF SCORES INTO GOLF GENIUS.**