

CONSTITUTION
H. SMITH RICHARDSON WOMEN'S GOLF ASSOCIATION
FAIRFIELD, CONNECTICUT

Article I -Name

The name of this organization shall be H. Smith Richardson Women's Golf Association.

Article II -Purpose

The purpose of this association shall be to promote and encourage the friendly competition of golf among all members of the H. Smith Richardson Women's Golf Association by conducting weekly golf events and special tournaments as scheduled by the Board of Directors.

Article III -Membership

1. All women golfers are eligible for membership, including junior golfers who wish to join. (amended Oct. 11, 1984) New applicants must submit the form "Application for Membership" along with, dues to the club treasurer.

Article IV- Dues

1. Dues shall be determined annually by the Board of Directors and approved by the membership. In order to participate in scheduled tournaments of the association, dues must be paid prior to playing.
2. In order to become an Honorary Member, a member who is 80 years of age or older, must have been a member of the HSRWGA for a minimum of 10 years. A reduced rate for Honorary members will be determined by the board annually.

Article V- Meetings

1. There shall be three meetings (March & October & December) of the membership. A meeting of the membership may be called by the president at anytime. (amended Oct. 11, 1984)

2. At least three Board of Directors meetings shall be held during the year. Additional meetings may be called by the president when necessary. (amended March 20, 1986)

Article VI - Quorum

1. The quorum for meetings shall be defined as that number of bona-fide members who are interested enough to attend said meetings, however limited that number may be. (amended October 11, 1984)
2. The quorum for the Board of Directors shall be a simple majority.

Article VII - Officers

1. The elected officers of this association shall consist of:

President	Treasurer
Vice President	Secretary

Officers shall be elected for a term of two years and shall not serve more than two consecutive terms. (amended Oct. 6, 1983)
2. Three members shall be elected by the membership to serve on the Board of Directors for a term of two years. Directors shall not be eligible to serve consecutive terms.
3. The retiring president shall serve as a member of the Board of Directors for a period of one year, without voting privileges, immediately following her term as president.
4. In the case of a vacancy in an elected office, the president shall appoint, with the approval of the Board of Directors, a member of the association to fill the vacancy for the balance of the current year.
5. The Board of Directors shall be comprised of the following:

President	Vice President	Treasurer
Secretary	Directors (3)	Retiring President
6. Committee chairpersons shall be appointed by the president for a term of one year. These shall consist of:

Revised Dec.17, Tournament Chairs	Ringers/Chip-in/Birdies	2015
Webmaster	Publicity	New Members
Weekly Tourn. Chair	Historian	Handbook
SNEWGA Coordinator	SCWGA Coordinator	
Handicap Chair	Photographer	
Sunshine	Rules Interpreter	

Article VIII- Nominations & Elections

1. A Nominating Committee consisting of the three Directors shall prepare a slate of candidates, one or more for each office and shall present the slate at the October meeting. The president shall name the chair of the committee. The slate for officers and directors shall be posted in the locker room one month before the election.
2. Additional nominations from the floor, with the prior consent of the person being nominated may be made at the October meeting.
3. Elections should be by ballot at the October meeting if there is more than one nominee for the office.
 - a. The president shall appoint two members to count the ballots .
 - b. A plurality of the votes cast by those present shall be necessary to elect.

Article IX -Blocked Tee-Times

1. All members can sign-up for block tee times two weeks in advance.

Article X- Termination

1. The H. Smith Richardson Women's Golf Association shall continue in operation unless terminated by the written vote of two-thirds of the entire bona-fide membership.
2. In the event of the dissolution or termination of this association, any assets of the Association shall be donated and transferred to any reputable, charitable or benevolent non-profit organization as the Board of Directors shall specify. No funds or assets of the HSRWGA shall, in any event, inure to the private benefit or gain of any member of this association.

Article XI -Amendments

This Constitution, including the Bylaws, may be amended only at a meeting called by a member of the then serving Board of Directors. The membership will be given at

least 3 weeks notice of the proposed amendment(s) and the time and place of the meeting by posting/emailing the information. The amendment(s) is adopted providing it receives a positive vote from a simple majority of the bona-fide members present and voting.

BYLAWS

Article I- Duties of Officers & Directors

President

1. She shall preside at all meetings and shall be an ex-officio member of all committees.
2. She shall conduct the meetings according to the accepted rules of parliamentary procedure.
3. It shall be her duty to see that the association is functioning properly according to the Constitution & Bylaws.
4. She shall appoint all committee chairs and select the chair of the Nominating Committee from the three Directors.
5. She shall oversee the financial expenditures of the association that are beyond the approved budget.
6. She shall become a member of the Board of Directors for one year following her term of office in an advisory capacity only.
7. She shall fill any vacancy which may occur in an elected office, with the approval of the Board of Directors.
8. She shall assist chairpersons in fielding teams for major tournaments.
9. She shall maintain a record of activities during her term which shall include all minutes and budget materials. These shall be handed down to the next president.
10. She shall maintain a master e-mail list so that she can correspond with the entire membership. She shall issue any notices which are deemed necessary, maintain an up-to-date mailing list of the members, conduct the correspondence of the association, and keep records of such correspondence.

Vice President

1. She shall perform the duties in the President's absence and assist the President at all times.
 2. In the event the president vacates her office, she shall become the Acting President for the remainder of the term.
 3. She shall be responsible for obtaining the report of any officer not present at the meeting.
 4. She shall be responsible for obtaining a term-ending present for the President. See the treasurer for the budget item.
 5. She shall be responsible for having the plaques and trophies engraved.
 6. She shall be the next in line for the presidency.
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7. Maintain a copy of the master e-mail list to be used for membership Communication when necessary.

Treasurer

1. She shall have custody of and be responsible for all funds of the association. The president additionally has the right to the same custody.
2. She shall report proceeds and expenses of the association at each regular meeting and handle the cash and checks in a professional and fiduciary manner.
3. She shall keep a proper book of accounts which shall be available for inspection by the Board of Directors and the membership.
4. She shall prepare a budget to be presented for a vote at the December meeting.
5. The Treasurer's annual financial report shall be submitted to the President by the end of October. The treasurer will request all bills be submitted to her before that date.
6. She shall reimburse authorized expenses of members with accompanying receipts.
7. She shall prepare a roster of all paid members and submit a copy to the President and the Handicap Chair as changes occur.

Secretary

1. She shall record the minutes of all meetings and read them at the next meeting. She shall record and read the minutes of all meetings of the Board of Directors.
2. She shall give a copy of the last minutes to the president prior to the next meeting in order to proceed with any old business. She shall also record the Treasurer's report of the balance in the treasury in her minutes. She shall make available a copy of the minutes as soon as possible after the meeting.

Directors

1. They shall be available to assist the president in any activities of the association.
2. They shall serve as the nominating committee as defined in Article VIII -Item I

Board of Directors

1. The Board of Directors shall be as defined in Article VII.
2. They shall decide the policies of the association and methods of conducting the normal business of the association between meetings. Changes that have an impact must be brought to the membership.
3. They shall oversee all activities of the association and address complaints.

Article II- Policies and Procedures

1. One-third of the total dues, excluding the GHIN fee, shall be budgeted for weekly prize awards.
2. Any recommendations, suggestions, questions, complaints from a member need to be first given to the President in writing. The President will than bring the issue to the Board for further discussion.
3. The HSRWGA Board of Directors is empowered to Reprimand or Suspend a member for conduct which, in the opinion of the Board, is likely to endanger the welfare, interests, character or good name of the Association and its members...or for conduct deemed to be in violation of the by-laws or other rules of the Association.

Upon receipt of the allegations or information of such conduct, the HSRWGA Board of Directors shall serve notice of a hearing to the party or parties involved, of a date, place and time and requesting attendance at said hearing. After such hearing, or should the party or parties fail to appear, the HSRWGA Board of Directors may proceed to take action. One of the following actions shall be taken as decided by a 2/3 vote of the entire Board: 1. Exoneration, 2. Reprimand, 3. Suspension for a definite term, beginning on specified dates. Notice of decision shall be given orally and in writing.