

CONSTITUTION

PREAMBLE

Lakes of the Four Seasons (LOFS) Women's Golf Association (WGA) LOFS will function as a civic organization for the community of Lakes of the Four Seasons. The organization will have the purpose of providing community service and supporting enhancements to the Lakes of the Four Seasons community. The Association may provide support to any local charitable organization through participation of our membership and/or financial assistance. This organization will also provide guidance for the golf course with the Four Seasons community. The following constitution and by-laws are deemed necessary.

ARTICLE I NAME, OBJECT, AND PURPOSE

Name of this Association shall be **LOFS WGA**. The object and purpose of this Association shall be to foster interest of golf among women, to enjoy fellowship and friendly competition among its members, and to enhance the golf community at large.

ARTICLE II MEMBERSHIP

Membership of this Association shall be limited to Women Lakes of the Four Seasons Golf Club Members, who are 18 years of age or more. Membership shall be attained as stated in the By-Laws.

ARTICLE III MEETINGS

Meetings are scheduled by the Board of Directors as stated in the By-Laws.

ARTICLE IV GOVERNING BOARD

Control and management of Association affairs shall be entrusted to a governing body known as the Board of Directors, to be elected in manner provided in the By-Laws.

ARTICLE V FINANCE, BUDGET, AND ADMINISTRATION

All phases of finance, budget, and administration shall be approved by the Board of Directors in accordance with the By-Laws.

ARTICLE VI TOURNAMENTS, CLUB EVENTS, SPECIAL CLUB EVENTS

Tournaments and club events shall be approved and scheduled by the Board of Directors in accordance with the By-Laws.

ARTICLE VII AMENDMENTS

This Constitution may be amended at any regular meeting of the general membership of the WGA with a one month written notification prior to the meeting, by a 2/3 vote of the membership present.

ARTICLE VIII DATE

This Constitution shall be in effect from February 2019 and shall supersede previous 2017 Constitution and By-Laws.

BY-LAWS

ARTICLE I OBJECT AND PURPOSE

- Section A Purpose and object:
WGA is a volunteer organization established to promote interest and friendly golf competition among women.

ARTICLE II MEMBERSHIP, DUES, AND HANDICAP

- Section A Membership can be obtained by paying annual dues. This organization is open to any female with an individual, couple or family golf membership and is in good standing for all community dues of the LOFS.

- Section B Dues shall be determined annually by WGA Board of Directors.
- (1) All dues are payable to the Treasurer by the date specified by the WGA Board of Directors for the golf season.
 - (2) Members who join after the above date shall be required to pay the whole year's dues irrespective of what date in that year they join.
 - (3) Participation in the WGA events shall not be permitted until the member's due are current.

- Section C Handicaps are determined by a PGA approved Handicap System.
- (1) The Head Golf Professional at the LOFS Golf Club shall determine which handicap system will be utilized.
 - (2) All members are required to post their individual scores for each completed 18-hole round of golf that is played in accordance with USGA rules to the Pro Shop at the earliest opportunity.
 - (3) The Head Golf Pro and the WGA Board of Directors, working together, have the authority to arbitrarily assign a handicap to a member if they agree that there is insufficient evidence that an adjustment is warranted. The member shall be notified of the pending action and shall be invited to attend said meeting.
 - (4) Handicaps shall be determined "established" when golfer has ten scores computerized and printed on handicap sheet; handicap card will then be issued to golfer in her name with handicap and scores printed thereon.
 - (5) Only prior year members of the WGA may use established handicap from previous year.
 - (6) WGA members are not eligible to play in any event requiring a handicap until all fees are paid.

ARTICLE III MEETINGS

- Section A Meetings are scheduled by Board of Directors, November through October.

- (1) April meeting is open to all WGA members, and shall be to discuss forthcoming year's events.
- (2) Election of following year's Officers and recap of year's events shall occur at the final meeting.
- (3) Board of Directors has right to call extra meetings if deemed necessary.
- (4) Board of Directors meetings shall be held monthly for the full year calendar year.

ARTICLE IV

GOVERNING BOARD

Section A

The governing board shall be known as the Board of Directors and shall be comprised of:

1. President
2. First Vice-President
3. Second Vice-President – 9 Holes
4. Second Vice-President – 18 Holes
5. Secretary
6. Treasurer
7. Handicap
8. Rules
9. Constitution

Above offices shall be elected at October meeting, commence office on November 1, and shall hold office until following October.

Section B

Any member of WGA is eligible for any elected Board of Director's office. There will be no term limits on any board position. However, each board member must be elected by a majority vote. The Board of Director's will serve a 2-year term with voting every 2 years.

Section C

The Board of Directors shall have the power to fill an elected office vacancy by majority vote and according to eligibility requirements. The elected member shall only fill out for the remainder of that term.

Section D

Duties of Officers and Members are as follows:

- (1) President as elected head of the Association shall govern the Board of Directors and members to work toward a successful season of golf.
 - a. President is responsible for submitting a request to the POA Manager for the inclusion in the Thursday Night Concert Parking Drawing.
 - b. President is responsible for appointing a Nominating Committee Chairman.
 - c. President is responsible to posting signup sheets for volunteers to run various events, such as Member Guest Day and Field Day.
 - d. President is responsible for calling and presiding at all meetings of the Board of Directors and the WGA. Board of

Directors meetings shall be held once a month prior to regular meetings. Board of Directors meetings shall include appointed committee chairmen and special events chairmen at least twice a year.

- e. President is ex-officio member of all committees except Nominating and Auditing Committees.
 - f. President has no vote except to break ties.
 - g. President is authorized to co-sign checks with Treasurer upon approval of the Board.
 - h. President is responsible for recruiting new members.
 - i. President shall present a summary of the WGA's Activities at the Annual Property Owners Association (POA) meeting held in October.
- (2) First Vice-President will preside in the absence of the President.
- a. First Vice-President is responsible for sign-up sheets, publicity posters for WGA events and working with the Pro on weekend special events and tournaments.
 - b. First Vice-President is responsible for obtaining volunteers to make all WGA events run smoothly.
 - c. First Vice-President is responsible for clearing and booking scheduled dates with Clubhouse Manager and Pro for WGA Special Events.
- (3) Second Vice-Presidents will preside if the First Vice-President is absent or if the President and First Vice-President are absent.
- a. She is responsible for end of year awards.
- (4) Secretary shall keep permanent record of Board of Directors, WGA meetings in a minute book.
- a. She shall keep permanent records of all members (name, address, and phone numbers).
 - b. She is responsible for all correspondence to the general WGA membership.
 - c. Secretary is authorized to co-sign checks with Treasurer upon approval of the Board.
 - d. Secretary is responsible for all public relations for the WGA.
- (5) Treasurer shall collect all money due the Association, make monthly reports, and maintain the Association bank accounts.
- a. She shall record and post proposed yearly budget and updates approved by the Board of Directors.
 - b. She shall be responsible for balancing and maintaining all bank accounts and is authorized to co-sign checks and certificates with the President or Secretary upon approval of the Board.

- c. She shall be responsible for monthly reports to the Association regarding income and expenses.
 - d. She shall be responsible for maintaining a file of all bills, invoices, and bank statements, etc., submitted to her.
 - e. At year's end, she is required to turn over all ledgers and pertinent files to the Auditing Committee.
- (6) Handicap Director shall work with the Pro on posting Handicap sheets and issuing Handicap cards.
- a. Handicap Director shall file a Handicap chart in Handicap book to be retained for one year.
 - b. She shall be responsible for keeping and posting up-to-date lists of members whose handicaps are not yet "Established".
 - c. She shall be responsible for posting handicap rules and limits on Club Event Sign-up Sheets.
 - d. She shall check for eligibility to participate in WGA Club Events and Tournaments and validate handicap.
 - e. She shall be in charge of Match Play.
- (7) Rules Director shall be familiar with USGA Rules and be able to interpret same.
- a. She shall work with Pro on local course rules and post changes before the Club Event or Tournament.
 - b. She shall keep members updated on any new course rules or USGA rules.
- (8) Constitution and By-Laws Director shall be responsible for reviewing and maintaining an up-to-date Constitution and By-Laws.
- a. She shall be responsible for notifying the Board of Directors of any corrections, editing, and amendments her committee deems necessary. Any changes are submitted to the membership and voted on.

Section E

Special Chairmen and Committees

- (1) Nominating Committee, appointed by the President, shall consist three members at large (total of 3) and one member shall be a 9 hole golfer.
- a. Committee shall solicit a WGA member in good standing 60 days before the October vote to run for the Board of Directors.
 - b. Committee will gather WGA member names to verify they are in good standing and present a slate to the membership via email 30 days prior to October vote.
 - c. Prior to vote taking place at the October meeting, any write-ins are welcome. Voting will take place and 2/3 majority vote will determine the next 2 years slate of the Board of Directors.

- (2) Auditing Committee, appointed by Board of Directors shall consist of three members at large. The Committee is responsible for auditing the Treasurer's books and files and shall submit a written notice to the Board that the audit is complete by December 15.
- (3) Fundraising Committee, appointed by the Board, shall consist of three members at large.
 - a. The Committee shall act to raise funds for course and capital improvements and shall report to the Board annually with an accounting.
 - b. The Committee may choose to act in conjunction with the Men's Golf Association (MGA) for fundraising purposes.

ARTICLE V

FINANCE, BUDGET, AND ADMINISTRATION

All finances budget and administration of the same shall be approved by the Board of Directors.

Section A

Income Revenue Funds shall be dispersed as follows:

- (1) General WGA club dues revenue shall be used for social and golf events and for trophies that involve the general association club.
- (2) Revenue derived from the efforts of the Fundraising Committee and any Tournaments shall be applied toward course/capital improvements.

Section B

Budget shall list proposed revenue and proposed expenses by category and shall account for money on hand in bank.

- (1) Proposed budget shall be determined by Board of Directors and shall be presented to membership 30 days prior to the April Breakfast and will be voted on for approval by 2/3 vote by the membership.
- (2) Any revisions to proposed budget must be authorized by Board of Directors and in turn be posted in women's locker room.
- (3) All directors and chairmen shall be responsible for proper disbursements of their budgeted amounts. If director and chairmen determine she has insufficient funds to handle her events, she may request additional funds from the Board.

Section C

Administration of expenses shall be approved by the Board of Directors. Board of Directors will determine the dollar amount overage then obtain membership vote.

- (1) Bills, invoices, or copies thereof from WGA shall be submitted to the Treasurer before expenses can be approved and paid.
- (2) WGA entry fees shall be turned over to the Treasurer.
 - a. Committee chairmen are required to make full accounting of expenses and submit itemized paid receipts.
 - b. WGA funds should not be used to compensate volunteers working on any events.

- c. Chairmen must fill out a Chairman Report and distributed to the Treasurer within three weeks of the event.
- d. Any profits are to be turned in to the Treasurer.

ARTICLE VI

ACTIVITIES

Section A

WGA Events

- (1) April breakfast is open to all WGA members and is scheduled on the last Saturday of the month in April. (subject to change)
 - a. April Breakfast is normally arranged by the incoming Board of Directors.
 - b. Members are required fill out application and make payment to the Treasurer 10 days prior to the breakfast.
 - c. Cancellation must be made 7 days in advance or member is liable for charge.
 - d. Members are urged to also pay their yearly dues at this time. Meeting shall follow breakfast and optional golf event may be played dependent on the weather.
- (2) Special Events
 - a. Open to all WGA members in good standing with all fees paid and an established handicap.

Current List of Events: (subject to change or be renamed)

- Get Acquainted Scramble
- 2 Best of 4
- Memorial Cup
- Member Guest Day
- Vegas Ball
- Clash of the Titans* (in conjunction with MGA)
- Steeplechase*
- Big Cup Scramble (in conjunction with MGA)
- Field Day
- 100 yd. Scramble

*Must have 10 rounds of golf and established handicap.

ARTICLE VII

AMENDMENTS

Section A

By-Laws may be amended at any regular monthly meeting of the WGA with one month prior notice, by a 2/3 majority of members present.

ARTICLE VIII

DATE

Section A

By-Laws shall be in effect immediately upon passage and shall supersede previous 2017 By-Laws.