

# **LONGSHORE WOMEN'S GOLF ASSOCIATION BY-LAWS**

## **ARTICLE I - NAME**

The name of this Association shall be the Longshore Women's Golf Association.

## **ARTICLE II-OBJECT**

The object of this Association shall be to promote the interests of golf among women of the Longshore Women's Golf Association.

## **ARTICLE III - MEMBERSHIP**

**Section 1** - Charter members are those regularly enrolled prior to December 1, 1960.

**Section 2** - Membership shall be honorary and open to any woman interested in joining the LWGA meeting the requirements of the Westport Parks and Recreation Commission. (Rev 3/09)

(a) Any woman may become an honorary member who shall have received a 2/3 vote of those voting at a regular meeting of the Association, a quorum being present. An honorary member shall have the privileges of the Association, except that (1) she shall be exempt from paying dues, (2) she may not hold office, (3) she may not make motions or vote at Association meetings.

(b) All other persons who have paid dues shall be considered active members.

(c) Only active members shall be eligible to vote or to hold office in the organization.

**Section 3** - The membership of this Association shall observe the following:

(a) Application for membership shall be made in writing on application blanks and submitted to the Treasurer along with the dues.

(b) Membership dues shall be established annually by the Board. Adjustment of said dues may occur from time to time.

(c) A member may resign by letter to the Corresponding Secretary, such resignation to become effective upon receipt, provided that all indebtedness to the Association has been met.

(d) The Executive Board 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 in violation of the by-laws or other rules of the Association.

Upon receipt of allegations or information, the Executive Board shall serve notice of a hearing to the party or parties involved, requesting attendance at the hearing. After such hearing, or should the party or parties fail to appear, the Board may proceed to take action. One of the following actions shall be taken, decided upon by a 2/3 vote of the entire Board:

1. Exoneration, 2. Reprimand, oral or written, 3. Suspension for a definite term of days.

## **ARTICLE IV - NOMINATIONS AND ELECTIONS**

**Section 1** - The elective officers of this organization shall be: President; Vice-President; Secretary; Treasurer; Tournament Chairwoman; Rules Chairwoman; Handicap Chairwoman; Publicity Chairwoman. (Rev 9/06)

**Section 2** - Nominating Committee consisting of five (5) members: two (2) members appointed by the Executive Board from its members and three (3) members elected from the general membership on or prior to the August meeting.

**Section 3** - The names of the persons nominated and the office, to which each has been nominated by the Nominating Committee, shall be listed with the Recording Secretary of the Association at least ten (10) days before election and she shall forthwith post such nominations on the bulletin board.

**Section 4** - Other nominations may be made by any regular five (5) members of the Association by transmitting the same in writing to the Recording Secretary and to the Nominating Committee Chairwoman properly subscribed by the nominators at least five (5) days prior to the election.

**Section 5** - The Nominating Committee shall be appointed and elected prior to the August meeting. The slate shall be presented to the general membership, together with such other nominations as may have been received in accordance with Section 4 of this Article, to be voted upon at the September meeting and installed at the Annual Luncheon. The term of office shall begin immediately after the Annual Luncheon and the installation of officers.

## **ARTICLE V - EXECUTIVE BOARD**

**Section 1** - All property and affairs of this Association shall be under the control and management of the Executive Board. The said Board is composed of eight (8) elected members: President; Vice-President; Secretary; Treasurer; Tournament Chairwoman; Rules Chairwoman; Handicap Chairwoman; Publicity Chairwoman. (Rev 9/06)

(a) All appointees may attend Executive Board meetings by invitation of the President, but shall have no vote.

(b) The President shall be Chairwoman of the Board.

**Section 2** - The Board shall hold regular meetings during the playing season on such days as it may be determined and such special meetings as may be called by the President. Five (5) members of the Executive Board including the President shall constitute a quorum. (Rev 9/06)

**Section 3** - The Executive Board shall fill any vacancies occurring among the officers. The term shall extend until the installation of the new slate of officers.

**Section 4** - No member shall serve on the Executive Board for more than four (4) successive years, and may not hold the same office for more than two (2) years, except for the President, who may be elected for two years regardless of previous service, and a member appointed to hold office for an unexpired term.

**Section 5** - The retiring President shall serve as an honorary member of the Board for a period of one year without vote immediately following her term of office as President.

## **ARTICLE VI – DUTIES OF OFFICERS & DIRECTORS**

The LWGA Executive Board consists of eight (8) members. (Rev 9/06) These positions are:  
President, Vice-President, Secretary, Treasurer, Tournament, Handicap, Publicity, and Rules

**Section 1 - President** – The President shall preside at all meetings of the Association and Executive Board, and shall have general supervision over the affairs of the Association. She shall be an ex-officio member of all committees, except the Nominating Committee, with the power to vote only in the case of a tie. Unless other designation is made by the Executive Board, she or any other officer may execute all written contracts and obligations of the Association pertaining to their respective offices. (Rev 9/06)

**Section 2 - Vice-President** – The Vice-President shall discharge all duties of the President in her absence. The Vice-President will assist the President in all duties, and shall be an ex-officio member of all committees except the Nominating Committee. The Vice-President shall be responsible for the hospitality of the Association and shall handle the social functions to include luncheons (except for the Member-Guest), closing dinner and Club Championship presentation, and shall arrange for membership meetings. (Rev 9/06)

**Section 3 - Secretary** – The Secretary shall keep a record of all the proceedings of the Association and Executive Board meetings, and shall keep the permanent records of the Association and Executive Board meetings, and shall keep the permanent records of the Association. She shall keep a record of the attendance, and shall post on the bulletin board proceedings of the meetings as well as e-mail information to the membership when appropriate, and perform such duties as properly belong to her office and as the President or Executive Board may direct.

The Secretary shall have the responsibility for the development and maintenance of the LWGA website. She shall coordinate with other Chairwomen in order to post all information, especially the tournament winners, in a timely fashion. The Secretary shall have the cooperation of all Chairwomen for collecting information for the website. (Rev 9/06)

**Section 4 - Treasurer** – The Treasurer shall collect all membership dues, receive and disburse all moneys, keep the accounts and report at meetings the amount of receipts and disbursements and the balance of cash on hand with such other information concerning the financial affairs of the Association. She shall pay all bills authorized by the Board.

The Treasurer shall be responsible for all membership duties, including those associated with new members. She shall send applications and literature to prospective new members, and assist them with the rules and regulations that govern LWGA.

The Treasurer shall select and purchase prizes for all events except the Member-Guest, and keep a record of all awards. (Rev 9/06)

**Section 5 - Tournament Chairwoman** – The Tournament Chairwoman shall be in charge of and supervise the tournaments of the Association. She shall report the winners each week to the Secretary, Treasurer and Publicity Chair. She shall have a committee of 3:

(i) Weekly Tournament Co-Chair – supervises and makes arrangements for weekly tournaments.  
(ii) Major Tournament Co-Chair – supervises and makes arrangements for major tournaments.  
(iii) Member-Guest Co-Chair – is in complete charge of the LWGA Member-Guest.  
She shall coordinate all aspects of this Tournament, including yearly date of tournament, theme, breakfast, luncheon, greens fees and cart rental, prizes, and all financial arrangements. As is customary, the Member-Guest Co-Chair will have help from other members. The Tournament Chairwoman and the Co-Chairs may, if they choose, combine their duties and share in a manner chosen by them with the approval of the board. (Rev 9/06)

**Section 6 - Handicap Chairwoman** – The Handicap Chairwoman shall have charge of all handicap cards, perform all duties connected with handicaps and follow the USGA Handicap system. She shall assist members on how to post scores for the purposes of obtaining or updating handicaps. The Handicap Chairwoman shall assist tournament chairs with tournaments, including but not limited to verification of a member's qualifications for the club championship and verification of indexes for major handicap tournaments. (Rev 9/06)

**Section 7 - Publicity Chairwoman** – The Publicity Chairwoman shall contact local newspapers with publicity releases on meetings, results of weekly tournaments, information pertaining to major tournaments, and shall handle all other Association publicity. She shall keep a scrapbook of publicity releases for the year and other pertinent information. She shall update plaques of major tournaments. (Rev 9/06)

**Section 8 - Rules Chairwoman** – The Rules Chairwoman interprets USGA Rules and Local Rules of play and keeps members posted on any changes. Any conflicting interpretation should be brought before a committee composed of any two (2) members of the Rules Committee as defined in Article VIII Section 3 below for a final ruling. (Rev 9/06)

**Section 9** - Each Chairwoman may appoint one or more member to serve on her committee. (Rev 9/06)

**Section 10** - All Chairwomen will be expected to play at least one round with at least one new member. (Rev 9/06)

## **ARTICLE VII - MEETINGS**

**Section 1** - The Association shall hold its annual meeting (Closing Dinner) in the fall of each year, also a general meeting (Opening Meeting) in the spring of each year. Notice of meetings shall be sent by the Corresponding Secretary to the general membership, when necessary, no less than one week in advance.

**Section 2** - There shall be meetings of the general membership during the playing season as necessary.

**Section 3** - The President shall call such special meetings as deemed necessary.

**Section 4** - A quorum of twenty percent (20%) of current membership must be present before business of the Association at meetings may be transacted.

**Section 5** - The rules contained in Roberts's Rules of Order shall govern the Association in all cases to which they are applicable and in which they are not inconsistent with the by-laws or special rules of order of this Association.

#### **ARTICLE VIII - TOURNAMENTS**

**Section 1** - Tournaments shall be held weekly.

**Section 2** - Annual tournaments shall be: President's Cup Tournament, Club Championship Tournament, Fall Cup and George Buck Tournament and other events and tournaments decided upon by the Tournament Chairwoman and the Executive Board.

**Section 3** - A Rules Committee shall be in effect for all tournaments consisting of the Rules Chairwoman, the Tournament Chairwoman, the President and the Longshore Golf Course Professional. Two (2) are required to be present for a decision. For weekly tournaments 2 balls shall be played and the issue settled at the completing of the round by a member of the Rules Committee.

**Section 4** - All members shall submit to the Handicap Chairwoman a signed, dated, and attested card for each round of golf played on the Longshore course as long as required by the Handicap Chairwoman.

**Section 5** - Five (5) Longshore cards shall be turned in before a member:

- (a) is eligible to play in weekly Association Tournaments in order to establish an Association handicap.
- (b) a new member, however, may use a properly authorized handicap from her previous club for a period of three (3) weeks.
- (c) a prospective new member must have an official USGA Golf Handicap Index of 40.4 or less. This change is in order to comply with USGA guidelines.

#### **ARTICLE IX - AMENDMENTS**

The By-Laws may be amended by a vote of two-thirds (2/3) of votes cast, a quorum being present, and notice of the amendment having been submitted at the previous regular meeting of the Association.

#### **ARTICLE X - FISCAL YEAR**

The fiscal year of this Association shall run from January first through December thirty-first.

LWGA By-Laws 1990  
Revised 2004  
Revised 2006  
Revised 2009

*As of March, 2009*