

NORTHERN NEVADA WOMEN'S GOLF ASSOCIATION
AMENDED AND RESTATED BYLAWS

With Amendments approved through July 24, 2008

ARTICLE I
NAME AND PURPOSE

- Section 1.** The name of the organization shall be the NORTHERN NEVADA WOMEN'S GOLF ASSOCIATION, INC., hereafter referred to as NNWGA.
- Section 2.** The purpose of this non-profit association is to promote interest in golf for the women in Northern Nevada and the Sierra Nevada area of California, not to exceed 80 miles from the Nevada-California state line bordering the Northern Nevada area.

ARTICLE II
MEMBERSHIP – DUES – FISCAL YEAR

- Section 1. MEMBER CLUB ELIGIBILITY AND VOTING**
- a. Membership of the Association shall be limited to member clubs of the NNWGA, which are properly organized and governed by USGA rules.
 - b. The Board of Directors shall determine the annual dues of each member club.
 - c. Each member club shall be represented by one delegate. A delegate may only represent one club at a time. The delegates shall constitute the Board of Directors together with the members of the Executive Board. Voting privileges on the Board of Directors shall be limited to one (1) vote per club and one [1] vote per Executive Board Member.
 - d. Any proposals raising dues or other fees, as well as unusual or new expenditures exceeding \$500, to be considered after approval of the year's official budget, must be presented to member clubs at least thirty (30) days prior to being voted upon.
 - e. The annual dues for member clubs shall be payable January 1 and delinquent March 1.
 - f. The fiscal year shall be January 1 through December 31.
- Section 2. INDIVIDUAL MEMBERSHIP ELIGIBILITY**
- a. Membership in NNWGA shall be mandatory for all members of Member Clubs.
 - b. Members must be eighteen (18) years of age and must be a member in good standing thirty (30) days prior to the deadline date to participate in any NNWGA tournament.
 - c. Individual dues, as recommended by the Executive Board and approved by the Board of Directors, shall be payable January 1st and delinquent May 1st. Dues not paid within 30 days of the delinquency date shall be subject to penalty set by the Board of Directors. If not paid within 60 days of the delinquency date, delinquent individuals shall be removed from the GHIN Handicap computer system.

**ARTICLE III
DIRECTORS OF NEVADA STATE WOMEN'S GOLF ASSOCIATION**

Section 1. State Directors

- a. The NNWGA shall have six (6) State Directors, each of whom shall have one (1) vote on the NSWGA Executive Board.
- b. There shall be two (2) State Directors elected each year at the annual NNWGA Board of Directors Meeting. The two (2) State Directors shall be elected from a slate prepared by the Nominating Committee. The term of office of each Director shall be for three (3) years or until a successor is elected. A member may serve no more than 2 consecutive terms as Director. Directors shall assume office at the beginning of the calendar year.

**ARTICLE IV
EXECUTIVE BOARD – OFFICERS**

Section 1. The Executive Board shall consist of eight (8) elected officers and the Chairmen of the Standing Committees (3).

Section 2. The Executive Board officers and the Chairmen of Standing Committees shall each have one (1) vote.

Section 3. The Executive Board officers shall be the President, Vice President, Secretary, Treasurer, Tournament Chairman, Handicap/Trophies/Historian Chairman, Future Sites Chairman, and Rules Chairman.

Section 4. The Standing Committee Chairmen shall preside over the Course Rating, Junior Golf, and Education committees.

Section 5. Each officer shall conduct the duties generally described to that office, including, but not limited to:

a. President

1. Shall call and preside over all meetings.
2. Shall act as ex-officio member of all committees except the nominating committee.
3. Shall appoint a nominating committee of no less than three (3) nor more than five (5) members on or before April 1.
4. Shall appoint the Chairmen of Standing Committees, on or before January 1, to serve for a term of three [3] years or until a successor is appointed.
5. Shall arrange a place, date and time for a January Board of Directors meeting, with a calendar meeting to follow. Notice of this meeting together with an Agenda and pertinent documents, shall be sent to the Member Clubs at least thirty (30) days in advance of the scheduled meeting.

b. Vice President

1. Shall assist the President and assume the responsibilities of the President in her absence.
2. Shall assume the responsibilities of the Presidency should the President be unable to serve her term, or any duration of her term for whatever reason.
3. Shall be responsible for the completion of the annual NNWGA Directory.

c. Secretary

1. Shall keep minutes of all meetings and send copies to all member clubs within thirty (30) days of all meetings.
2. Shall keep for reference the prior two (2) year's minutes.
3. Shall keep a record of Executive Board and Board of Director decisions separately for easy reference.
4. Conduct all correspondence of the NNWGA.
5. Notify member clubs of the time and place of all meetings.

d. Treasurer

1. Shall receive and disburse all funds in the name of the Association subject to the approval of the Executive Board.
2. Prepare signature cards bearing signatures of the President, Secretary, Treasurer and Executive Director for bank records. Instructions to bank – any two of four signatures are required for withdrawal of funds.
3. Be responsible for collection of individual and member club dues, and payment of Nevada State Women's Golf Association dues.
4. Arrange with the President for an audit of the books at the end of the fiscal year and provide a copy of the final financial statements on the general and tournament funds to all member club liaisons at the January Board of Directors meeting.
5. Send a current financial report on the general fund and a proposed budget for the coming year to each member club liaison at least thirty (30) days prior to the annual January Board of Directors meeting.

e. Tournament Chairperson

1. Shall supervise the planning of all NNWGA Tournaments following the standing rules adopted by the Board of Directors.
2. She may appoint committees, as she deems necessary to help in the running of the tournaments.
3. She shall report her budget and plans to the Executive Board for their approval at least 60 days prior to the date of the tournament
4. Shall be responsible for the location of all revolving trophies.
5. Shall be responsible for the engraving on all NNWGA Tournament trophies.
6. Shall be responsible for bringing all NNWGA revolving trophies to the NNWGA tournament sites.

f. Handicap/Historian Chairperson

1. Shall appoint as many members as deemed necessary to assist her in her duties.
2. Shall work with the Executive Director to ensure compliance of all Member Clubs with the USGA-Handicap system.
3. Shall report tournament results to the newspapers and take pictures at all NNWGA tournaments and functions.
4. Shall keep the NNWGA scrapbooks up to date with pictures and information.
5. Shall verify that all contestants in the NNWGA Tournaments are members of a NNWGA Member Club and have an established USGA Handicap Index.

g. Future Tournament Sites Chairperson

1. Shall search out possible golf courses to be used for NNWGA Tournaments. She shall talk to the staff, gather all pertinent information, and report her findings to the Executive Board. With the approval of the Executive Board, she shall negotiate contracts with the golf course(s) to be used as NNWGA Tournament sites.

h. Rules Chairperson

1. Shall appoint the Rules Committee for all NNWGA Tournaments. She may or may not be a member of this committee at her discretion.
2. Shall assist Member Clubs with any questions which may arise concerning the Rules of Golf.

**ARTICLE V
MEETINGS – QUORUM**

Section 1. Board of Directors Meetings

- a. There shall be no less than two (2) meetings of the Board of Directors each year. These meetings shall be held in the Spring (March) and at the end of the season in the Fall (October), unless otherwise ordered by the Board of Directors or Executive Board.
- b. A majority of the Board of Directors, present in person or by Limited Proxy, shall constitute a quorum. When a Club's Delegate cannot physically attend a meeting of the Board of Directors, a written Limited Proxy may be submitted to the Executive Board by a Member Club to allow the Club to cast a vote on a specific issue for which the required 30 day notice has been given. The appointment of an Alternate Delegate by a Club does not constitute either a limited or general proxy. Any such appointment must be in writing except when the Club's President is to serve as the Alternate Delegate.
- c. The calendar meeting will follow the January Board of Directors meeting. All NNWGA members are welcome to attend.
- d. Special meetings may be called at the discretion of the President or upon written request of a majority of the Board members. Notice shall be directed to each member club at least seven (7) days prior to such meeting.

Section 2. General Membership Meetings

- a. The annual General Membership meeting shall be held on the first day of play of the NNWGA 2-Gal Tournament.
- b. Special meetings shall be called at the discretion of the President or upon written request of three (3) Member Clubs. Notice shall be directed to each Member Club at least fifteen (15) days prior to such meeting.
- c. Twenty-five (25) individual members shall constitute a quorum.

**ARTICLE VI
STANDING COMMITTEES**

Section 1. Standing Committees shall be as follows:

a. Course Rating Committee

Shall consist of a Chairman and as many members as deemed necessary to fulfill its duties.

1. They shall keep the Association current with USGA recommendations and procedures and cooperate with the State Co-Directors of Course Ratings.
2. Tenure of members shall be at the discretion of the Board of Directors.

b. Junior Golf Committee

Shall consist of a Chairman and as many members as deemed necessary to fulfill its duties.

1. They shall support and develop area junior girls' interest in golf and promote their adherence to the USGA Rules of Golf.

2. Tenure of members shall be at the discretion of the Board of Directors.

c. Education Committee

Shall consist of a Chairman and as many members as deemed necessary to fulfill its duties.

1. They shall include being available to member clubs when any questions of organization, rules, procedure or golf education arise.
2. Tenure of members shall be at the discretion of the Board of Directors.

**ARTICLE VII
NOMINATIONS – ELECTIONS – VACANCIES**

- Section 1.** The nominating committee shall submit to the President a proposed panel of those who are willing to serve on the Executive Board at least forty-five (45) days prior to the October Board of Directors meeting. This panel is to be mailed to the delegates of all Member Clubs at least thirty (30) days prior to the scheduled meeting. Nominations in addition to those of the nominating committee may be submitted in writing to the President no later than fourteen (14) days prior to the election.
- Section 2.** The election of the Executive Board officers shall take place at the October Board of Directors meeting.
- Section 3.** There shall be two (2) or three (3) Executive Board members elected every year as needed. The Executive Board members will be elected from a slate prepared by the Nominating Committee. The term of office shall be three (3) years.
- Section 4.** Should a vacancy occur during a term of office, the President, with the approval of the Executive Board, shall appoint a replacement to complete the term of office.

**ARTICLE VIII
AMENDMENTS**

- Section 1.** **Bylaws may be amended as follows:**
- a. These Bylaws may be amended at any regular or special meeting by a two-thirds (2\3) vote of those present. Any proposed amendment must be submitted in writing to each Member Club at least thirty (30) days prior to the regular or special meeting.
 - b. A polling of the Member Clubs may amend these Bylaws. Any proposed amendment must be submitted in writing to each member club thirty (30) days prior to the polling. The delegate of each member club must render the vote in writing.
 - c. These Bylaws shall be reviewed and revised, as needed, at least every five (5) years beginning in 1991.

**ARTICLE IX
PARLIAMENTARY AUTHORITY**

The rules contained in the current edition of Robert's Rules of Order Newly Revised Edition shall govern the Association in all cases to which they are applicable and in which they are not inconsistent with these Bylaws and any special rule of order the Association may adopt.