

KALAMAZOO WOMEN'S GOLF ASSOCIATION

BY-LAWS

ARTICLE I

DUTIES OF BOARD MEMBERS:

A. PRESIDENT

1. Presides at all meetings according to Robert's Rules of Order
2. Maintains general supervision.
3. Appoints the Nominating Committee Chairperson.
4. Appoints any *ad hoc* committee deemed necessary.
5. Fills any vacancy for which there is no provision.
6. Serves as an *Ex Officio* Executive Committee Member for the following year.
7. Requests at the Annual meeting the name of the incoming representative for each participating club.
8. Calls meetings.
 - a. Notifies Board Members of all meetings.
 - b. Immediately upon taking office, calls Executive Committee and/or Board of Directors meeting.
 - c. A late winter, Board of Directors meeting.
 - d. Annual meeting, general membership.
 - e. Before her term of office expires in late September, collects final reports, annual reports, or updated books from any outgoing Board Member or Tournament Chair and turns over to incoming President.
9. Composes the Spring newsletter.
10. In lieu of gifts for Executive Committee, all Executive Committee members will be exempt from KWGA membership dues for the year in which they hold office.

B. VICE-PRESIDENT

1. Assumes office of President the following year.
2. Exercises the duties of President in her absence.
3. Supervises all tournaments and one-day events.
4. Acts as KWGA representative for any junior tournaments.
5. Takes an active role in the current year's activities to better enable her to assume the duties of the president the following year.
6. Contacts Executive Committee members for interest in re-election to their offices.
7. Coordinates sending flowers/donations on behalf of the KWGA for illnesses/deaths. Amount of gift not to exceed \$ 50.00.
8. Assumes responsibility for trophy engraving.

C. CORRESPONDING SECRETARY

1. Arranges dates and locations for the following season's golf schedule keeping yearly records of participating clubs.
2. Executes all correspondence of the association, using official stationery
 - a. Confirmation letters
 - b. Follow – up letters
 - c. Thank you letters to all courses immediately following the event.

D. RECORDING SECRETARY

1. Keeps minutes of *all* meetings, sending copies to Executive Committee members in a timely manner.
2. Give an annual report at the Annual Meeting
 - a. Including all business transacted at the Executive Committee and Board meetings pertinent to the membership at large.
 - b. Have printed copies available for members.
3. Assumes duties of the President in the absence of both the President and Vice-President.

E. TREASURER

1. Receives *all* monies for the Association
 - a. Membership dues
 - b. Tournament fees
2. Completes *all* financial transactions approved by the Executive Committee
 - a. Prepares tentative budget
 - b. Pays *all* bills by check
 - c. Pays *all* gift certificates and pro fees
 - d. Presents detailed treasurer's report an annual meeting with hard copies available to attendees
 - e. Have details available for review upon request at Annual meeting
3. Responsible for membership and handicap records
 - a. Verifies member's qualifications before accepting dues
 - b. Verifies member's address and handicap changes before each event or tournament. Select a representative in the event of her own absence.
4. Compensation:
The treasurer is paid \$ 2.00 per member from the current year's membership fees.

F. PUBLICITY CHAIRPERSON

1. Submits all information to newspapers
2. Collects articles relating to the KWGA for the Historical Committee

G. RESERVATION CHAIRPERSON

Takes tee-time and cart reservations prior to One-Day events determining time and day of call-in (at least four days prior to the event).

H. CLUB REPRESENTATIVE

1. Acts as a liaison between her club and the Association
2. Chairs One-Day event at her Club
3. Sends representative if unable to attend board meetings

I. WEB MANAGER

1. Maintains and updates the KWGA website
2. Sends e-mail communications to the KWGA membership
3. Posts all tournament results on the website.

ARTICLE II

A. PARTICIPATING CLUBS

- | | |
|---------------------------|----------------------|
| 1. Crestview | 13. Sauganash |
| 2. Eastern Hills | 14. States |
| 3. Gull Lake Country Club | 15. Thornapple Creek |
| 4. Indian Run | 16. Prairiewood |
| 5. Kalamazoo Country Club | 17. Heritage Glen |
| 6. Lake Cora Hills | 18. The Lynx |
| 7. Lake Doster | 19. St. Joe Valley |
| 8. Milham Park | 20. Cheshire Hills |
| 9. The Moors | 21. Yarrow |
| 10. The New Olde Mill | 22. Angel's Crossing |
| 11. Pineview | 23. Island Hills |
| 12. Ridgeview | 24. Gull Lake View |

ARTICLE III

ANNUAL MEETING

1. To be held after the Nancy Haner Tournament at the end of the year.
2. ONLY KWGA MEMBERS may vote
3. Motions must be passed by a majority vote of members present, except for the election of Executive Committee members, which requires a two-thirds majority.

ARTICLE IV

GOVERNANCE

- A. By-Laws may be adopted, amended or repealed at executive committee, board of directors or annual meetings by a majority vote of members present.

- B. The By-Laws will be reviewed every five years. Members will be notified of revisions before the annual meeting.

By-Laws reviewed and revised Spring 2003

Article II – added two new golf courses (Revised Spring 2004)

Article II – added two new golf courses (Fall 2005)

Article I – added Webmaster as an Executive Committee member (Fall 2006)

Article II – added two new golf courses (Fall 2006)

Article I - # A – removed verbiage referencing Webmaster not part of Executive Committee (Fall 2006)

Article I - # B – added to duties of V.P. to set up nominating committee (Fall 2006)

Article I - #I – Webmaster duties outlined (Fall 2006)

Article II – added two new golf courses (Fall 2007)

Article III – When annual meeting to be held (Fall 2007)

Article I – Treasurer’s pay added (Spring 2008)

Article I - # I – changed name of Webmaster to Web Manager (Spring 08)

Article I - # B – added # 8 to V.P. responsibilities (Spring 2008)

Article II - # A removed The Prairies from participating clubs list (closed)

Article II - #B – removed statement in regards to negotiating fees (Spring 2008)

2003 Executive Committee Reviewed and Revised

Jeanne Ryskamp
Linnea Robbins
Dee Chriscoe
Joan Lucas
Kay Gates
Kim Rotz
Lois Van Dalson

2008 Executive Committee Reviewed and Revised

Dar Root
Karen Powers
Diane Kiino
Dee Chriscoe
Joan Lucas
Deb Crowe
Karen Bailey
Jeanne Ryskamp

