

LWGA BYLAWS

ARTICLE 1 – NAME

Section 1. The name of this Association shall be: LOWCOUNTRY WOMEN'S GOLF ASSOCIATION hereinafter referred to as LWGA, created on January 1, 2003.

ARTICLE 2 – OBJECT

Section 1. The objects of this Association are to encourage and stimulate an interest in competitive golf among the members, to further the advancement of the game of golf, and to foster the best traditions of the game.

ARTICLE 3 – MEMBERSHIP

Section 1. **Regular Membership.** Regular Membership is restricted to women who: (i) have reached the age of 25; (ii) have a South Carolina address and an operative telephone number; (iii) are members in good standing of a Beaufort County Golf Club; (iv) maintain a USGA certified handicap index from the state of South Carolina provided by a Beaufort County Golf Club; (v) have an initial USGA handicap index limit as set forth by the Board of Governors and as stated in the Standing Rules; and (vi) pay annual dues by a date to be set by the Board of Governors each year. The Board of Governors shall, at its discretion, by two-thirds (2/3) vote, modify and adjust the prerequisites for membership.

Section 2. **Charter Members.** All women who are members of either HHIWGA or WGABC at the time of creation of this Association and who choose to join at its inception will be deemed to be Charter Members if they have met the requirements for Regular Membership as set forth in Section 1, except for (v) of the Article, with all the rights and privileges thereunto appertaining.

Section 3. **Special Membership.** Special membership shall consist of those women whom the Board of Governors may, from time to time, elect to such membership, with such privileges and subject to such obligations as the Board of Governors may designate.

Section 4. **Application for membership.** Application shall be made in the method and time period specified by the Board of Governors and must include payment of the applicable membership dues. Applicants shall meet the requirements as set forth in Section 1 of this Article and have a USGA handicap index that meets the requirement determined by the Board. Application is considered agreement to comply with the Bylaws and Standing Rules of the Association.

Section 5. **Initiation fee.** New members are required to pay a one-time initiation fee as set by the Board of Governors.

ARTICLE 4 – MEMBER CLUBS

Section 1. A golf club located in Beaufort County whose women members maintain USGA handicaps and at least one of whom is a member of LWGA, shall be deemed a Member Club of this Association.

Section 2. Where there are five (5) or more LWGA members belonging to the same Member Club, that Member Club, if asked, shall be made available for one (1) tournament per year for this Association.

Section 3. Where the number of LWGA members belonging to a Member Club is less than five, the Member Club, if asked, shall be made available for this Association at least once every three years.

Section 4. Member Clubs must comply with Sections 2 and 3 of this Article for their eligible women members to belong to LWGA.

Section 5. Each Member Club shall designate at least one Club Representative for appointment by the Membership Chairman with the approval of the Board of Governors. The Club Representative shall serve as a liaison between her Club and the LWGA and ~~who~~ shall assist the Tournament Administrator and/or Tournament Chairman in scheduling, planning or hosting tournaments. The Club Representative shall be responsible for recommending her replacement to the Membership Chair prior to resigning her position.

ARTICLE 5 – BOARD OF GOVERNORS

Section 1. The Board of Governors shall consist of the ten (10) elected members of the Association plus as many as five (5) appointed members. The elected positions on the Board shall be a President, Vice President, Secretary, Treasurer, Tournament Chairman, Membership Chairman, Tournament Administrator, Communications Chairman, Social/Prizes Chairman, and Special Events Chairman. The appointed positions shall be Assistant positions which, depending on the rotation of elected Board positions, may include Assistant Tournament Chairman, Assistant Tournament Administrator, Assistant Special Events Chairman, Assistant Social/Prizes Chairman, Assistant Membership Chairman, or Assistant Communications Chairman. The appointed Board members shall be approved by and serve at the pleasure of the Board for a term of one (1) year.

Section 2. The immediate past president of LWGA shall also be a member of the Board of Governors, *ex officio*, non-voting.

Section 3. The Board of Governors shall conduct all business of the organization at regularly scheduled meetings. The Board members may participate in and act at any meeting of the Board using a conference telephone, Internet, or other communications equipment by means of which all persons participating in the meeting can communicate with each other.

Participation in such a meeting shall constitute attendance and presence in person at the meeting of the person or persons so participating.

Section 4. A majority of the voting Board members shall constitute a quorum for the transaction of all business. The voting members are the ten (10) elected members of the Board. The four (4) appointed members of the Board have no vote except in the absence of their elected chairman, in which case they shall vote.

Section 5. The most current version of Robert's Rules of Order shall be the governing principle.

Section 6. Officers of the Association shall be: President, Vice President, Secretary, and Treasurer. They shall be named in the slate for election by the membership at the Annual Meeting and shall serve for one (1) year terms. No one may serve more than three (3) consecutive years in the same position.

Section 7. The President shall select, through negotiations with Board members, the Chairmanships of all Standing Committees and the Assistant Chairmanships, which shall be approved by, and serve at the pleasure of the Board of Governors for one (1) year terms in their respective positions as Chairman or Assistant Chairman. No one may serve more than three (3) consecutive years in the same position.

Section 8. No Board member may serve more than two (2) consecutive three (3) year terms.

Section 9. Board Members are expected to serve three-year terms. If an LWGA Member is appointed to serve in one of the non-voting Assistant Committee Chair positions and the following year is asked to serve on the Board, the Board Member is expected to serve an additional two-year board term. Possible position progressions may be Assistant Committee Chair (non-voting), Committee Chair, and service in another board position the third year. If a Board Member is nominated to be President, she is expected to serve another year as immediate past-president.

ARTICLE 6 – DUTIES AND RESPONSIBILITIES OF THE BOARD OF GOVERNORS

Section 1. A Policy Manual that specifies the responsibilities, authorities, and functions of each Chairman and Committee shall be written and updated as needed by the Board.

Section 2. The President shall preside at all meetings of the Association and of the Board. She shall, with the approval of the Board, execute contracts on behalf of the organization. She shall appoint the non-elected Board members, subject to the approval of the Board, and be an *ex-officio*, non-voting member of all committees except the Nominating Committee. She shall make an Annual Report to the Association. She may appoint any *ad-hoc* committees that may, from time to time, be necessary or appropriate.

Section 3. The Vice President shall serve in the place of the President in her absence or at her request. She shall assume the duties of President should the office become vacant before the expiration of the term. She shall serve as Chairman of the Finance Committee and as Parliamentarian. The Vice President is not necessarily President-Elect.

Section 4. The Secretary shall keep the records of all meetings of the Association, conduct the correspondence of the Association, and send minutes and notices of meetings to all Board members and present the Nominating Committee with a list of vacancies to be filled. At least thirty (30) days prior to the meeting date she shall notify the members of the Annual Meeting and the Slate of Candidates to be voted upon.

Section 5. The Treasurer shall keep a correct account of dues and finances and present for auditing an account to the Board of Governors at each meeting. She shall disburse funds as directed by the Board, and keep records of any and all certificates, bonds, and other financial instruments as may be needed. She shall make an Annual Report to the membership and file appropriate tax forms.

Section 6. The Tournament Chairman and/or the Assistant Tournament Chairman shall be responsible for scheduling, planning, and conducting all regular tournaments for the membership. She shall appoint such Committee to assist her as is necessary for the proper conduct of her duties.

Section 7. The Assistant Tournament Chairman shall assist the Tournament Chairman and perform those duties incident to those duties of the Tournament Chairman as provided in these Bylaws.

Section 8. The Membership Chairman shall maintain and distribute to the Board members accurate records of membership and shall receive applications for new membership as well as renewals for all other memberships. She shall act as liaison between the members-at-large and the Board of Governors. She shall appoint Club Representatives, subject to the approval of the Board. She shall appoint such Committee to assist her as is necessary for the proper conduct of her duties.

Section 9. The Communications Chairman shall be responsible for periodic newsletters, the Association's website and computer, for upgrading and maintaining all computer records of the LWGA, and any other communication requested by the board. She shall appoint such Committee to assist her as is necessary for the proper conduct of her duties.

Section 10. The Tournament Administrator shall establish the annual Tournament schedule in conjunction with the Tournament Chairman and, with the approval of the board, negotiate and execute contracts for each tournament.

Section 11. The Social/Prizes Chairman and/or the Assistant Social/Prizes Chairman shall arrange the annual meeting and any other meeting as, from time to time, may be deemed desirable by the Board. With approval of the Board, she shall also negotiate and execute banquet orders or contracts related to social events included with tournaments or any meetings. She shall be responsible for those gifts, awards, trophies, and prizes as delegated by the Board and provided for in the annual budget. She shall appoint such Committee to assist her as is necessary for the proper conduct of her duties.

Section 12. The Special Events Chairman shall be responsible for the planning and management of the Getaway and any special events or projects and shall execute contracts for special events on behalf of the organization as approved by the Board. She shall appoint such Committee to assist her as is necessary for the proper conduct of her duties.

Section 13. All members of the Board of Governors shall have such additional duties as the Board of Governors may, from time to time, so delegate, in addition to those heretofore described.

Section 14. Barring resignation, disability, failure of qualification, or removal, each officer shall serve for the term of election or until a successor is selected.

Section 15. Any member of the Board of Governors may resign by letter addressed to the Secretary and such resignation shall take effect when received and without formal acceptance.

Section 16. Any member of the Board of Governors may be removed from office for just cause by a two-thirds (2/3) ballot of the Board.

Section 17. In the event of resignation, removal, prolonged absence, or disability of a Board member, the President, with the approval of the Board of Governors, may make an appointment to fill the position until the original office holder returns or until the next election, whichever comes first.

ARTICLE 7 – STANDING COMMITTEES

Section 1. **General.**

- i. The Chairman of each Committee shall be a Board member.
- ii. All Committee members shall be members of the Association, and shall be approved by the Board of Governors

Section 2. **Tournament Committee.** The Tournament Committee shall consist of the Tournament Chairman as Chairman, the Assistant Tournament Chairman, and the Tournament Administrator, plus any additional members as necessary. This Committee is responsible for arranging and conducting all tournaments as well as maintaining a current Tournament Book and appropriate records. This committee shall also be responsible for establishing the annual Tournament schedule, which shall include obtaining appropriate contracts, with approval of the Board, and any other necessary documents confirming the scheduled Tournament sites and the conditions of the operations at such sites.

Section 3. **Membership Committee.** The Membership Committee shall consist of the Chairman plus as many additional members as necessary. This committee is responsible for maintaining current and accurate membership records.

Section 4. **Finance Committee.** The Finance Committee shall consist of the Vice President as Chairman, the President, and the Treasurer. This committee shall formulate financial policies, supervise financial affairs, and prepare the annual budget for approval by the Board of Governors.

Section 5. **Communications Committee.** The Communications Committee shall consist of a Chairman plus as many additional members as necessary. This Committee shall produce the Newsletter, oversee the website, and generate any other form of communication with the general membership as may be requested by the Board.

Section 6. **Social/Prizes Committee.** The Social/Prizes Committee shall consist of the Chairman, the Assistant Social/Prizes Chairman plus as many other members as necessary. This Committee shall arrange the annual meeting and any other meetings or social events as from time to time may be deemed desirable by the board. This Committee shall also be responsible for the planning and purchase of any prizes, gifts, awards, or trophies to be awarded for tournaments as delegated by the Board of Governors as provided for in the annual budget.

Section 7. **Special Events Committee.** The Special Events Committee shall consist of the Chairman plus as many additional members as necessary. This Committee shall be responsible for the planning and execution of any special events, including the Getaway trip, charity events approved by the Board, and the investigation of projects assigned by the President.

ARTICLE 8 – NOMINATING COMMITTEE

Section 1. The Nominating Committee shall consist of the two (2) most immediate Past Presidents of the LWGA, as available, with the most recent acting as Chairman, plus three

members at large appointed by the Chairman. This Committee must be representative of the membership at large. No member of this committee, other than the Past Presidents, may serve more than one term consecutively. The Committee shall present a slate to fill the vacancies to the Secretary in a timely manner for notification of the membership.

Section 2. The Nominating Committee is bound by no rules of ascendancy or succession of office; it shall be free to make its own choices and to nominate the most promising candidates at that particular time. It may consider any recommendations from the Board of Governors as to the positions required to be filled for the next terms of office.

Section 3. Members of the Nominating Committee may be nominees themselves.

ARTICLE 9 – NOMINATIONS AND ELECTIONS

Section 1. The Nominating Committee shall prepare a slate of candidates for the election of new members to the Board of Governors. Three (3) candidates shall be nominated for three (3) year terms, plus a candidate(s) for any unfilled term(s) of a current member of the Board.

Section 2. At least thirty (30) days prior to the Annual Meeting, the Secretary shall notify members of such meeting plus the slate of candidates to be elected.

Section 3. Elections shall be conducted by a *viva voce* vote, unless there are more candidates than there are vacancies. In such event, printed ballots shall be provided for use at the election. Voting for individual candidates shall be restricted to those names which appear on the ballot. The President shall appoint two (2) tellers to receive and count the ballots. A candidate receiving a plurality shall be deemed elected.

Section 4. A quorum consists of those attending the Annual Meeting.

Section 5. Additional candidates may be nominated by the membership by a petition signed by no fewer than 10% of the membership. Such petition must be submitted to the Board of Governors no less than sixty (60) days prior to the annual meeting.

ARTICLE 10 – MEETINGS

Section 1. The Annual Meeting of the Association shall be held each year on a date to be determined by the Board of Governors.

Section 2. Special meetings may be called by the President whenever she shall deem it necessary or upon request of a petition signed by 10% or thirty (30) members, whichever is fewer, setting forth the purpose of said meeting. Only the stated purpose may be addressed at said meeting.

Section 3. Special meetings shall be held within thirty (30) days of stated need or request. Notice of the business to be transacted shall be sent to each member at least fifteen (15) days before the date of the meeting.

Section 4. At all meetings of the Association, all votes on a question shall pass by a simple majority. A vote to amend the bylaws requires a two-thirds (2/3) vote of the members present.

Section 5. Unless otherwise herein specified, the most current edition of Robert's Rules of Order shall be the governing principle of the conduct of all meetings. The order of business shall be:

1. Reading of Minutes of Previous Meeting
2. Treasurer's Report
3. Officers and Committee Reports
4. President's report
5. General Business and Communications
6. Nominating Committee Report
7. Election of Officers
8. New Business
9. Adjournment

ARTICLE 11 – CONDUCT & DISCIPLINE

Section 1. Any member who refuses or neglects to comply with the Bylaws or Standing Rules now in force or which may hereinafter be adopted, may be disciplined, suspended, or expelled, by a two-thirds (2/3) vote of the Board of Governors at a meeting called for such purpose. Prior to the meeting, the member shall be notified, in writing, of the charges and specifications which have been made. She shall have thirty (30) days from receipt of notification to respond to the charges. Should the Board of Governors determine that the member should be absolved of these charges, no further action shall be taken. If the charges have merit, a hearing shall be held within thirty (30) days from receipt of the member's response. The Board of Governors shall be the sole judge of what constitutes a breach of the Bylaws, rules and regulations of the Association. Any member of the Board of Governors who is either a witness, complainant, or otherwise involved in the charges which have been preferred shall be disqualified from voting.

Section 2. Any member accused of conduct tending to injure the good name of the LWGA, disturb its well-being, or hamper it in its work, may be subject to disciplinary action. A Committee of five (5) members of the Association, appointed by the President with the approval of the Board, shall serve to determine the validity of the charges and the nature of the disciplinary action and report its findings and recommendations to the Board of Governors. The Board of Governors shall be the final judge of what disciplinary action must be taken.

ARTICLE 12 – AMENDMENTS

Section 1. Bylaws may be amended by a two-thirds (2/3) vote of the members present at the Annual Meeting of the Association, or a special meeting called for that purpose.

Section 2. Amendments may be proposed by the Board of Governors or by a written request signed by at least 10% of the members. Members must be informed of the proposed amendment and notified at least fifteen (15) days in advance of the meeting.

ARTICLE 13 – DUES AND OTHER CHARGES

Section 1. The annual dues and initiation fee shall be set by the Board of Governors.

Section 2. Dues shall be payable each year on the date specified by the Board of Governors.

Section 3. A member shall be considered to have resigned from the Association for the succeeding year if her dues have not been paid by the due date. She may reapply in a subsequent year as a new member and is subject to initiation fees.

Section 4. The fiscal year of the Association shall be from January 1 to December 31.

Section 5. Members shall be required to pay any additional fees that the Board of Governors may find necessary, from time to time, to assess. No assessment may exceed 40% of the current annual dues. Failure to pay any assessment shall result in expulsion from the Association.

ARTICLE 14 – MEMBERSHIP LIST

Members of the Association may not use the membership list or any personal information on the lwgahhi.com website for private solicitations or promotions, nor may they give this information to others to do so.

ARTICLE 15 – DISSOLUTION

Upon dissolution of the Association for any cause, the assets of the Association remaining after payment of all debts and liabilities shall be donated to the Women's South Carolina Golf Association.

Revised: January 8, 2021