

WGA

ARTICLE I. NAME

Urbandale Women's Golf Association

ARTICLE II. PURPOSE

To promote fellowship and good golfing skills among the women members of Urbandale Golf and Country Club.

ARTICLE III. MEMBERSHIP

A member of the Women's Golf Association must be a regular member, spouse of regular member or senior member, designated other, or widow member of Urbandale Golf and Country Club, who has paid the Women's Golf Association dues. A member with an established handicap is eligible for weekly prizes and the Women's Club Tournament.

ARTICLE IV. MEETINGS

Section 4.1. Regular Meetings. Regular meetings shall be held once a month February through August. Additional meetings may be called by the President.

Section 4.2 Annual Meeting. The Annual Meeting shall be held in September. ARTICLE V. OFFICERS AND THEIR ELECTION

Section 5.1. Elected Officers. There shall be five elected officers: a) President; b) President-Elect; c) Secretary; d) Treasurer; and e) Golf Chair.

Section 5.2. Executive Board. The Executive board shall consist of the elected officers and the Past President.

Section 5.3. Past President. The Past President shall serve in an advisory position.

Section 5.4. Election of Officers. The election of officers shall be held at the Annual Meeting in September.

Section 5.5. Vacancy. A vacancy in an office shall be filled by appointment of the President.

ARTICLE VI. DUTIES AND OFFICERS OF EXECUTIVE BOARD

Section 6.1. Executive Board. The Executive Board shall meet in the Fall after the Annual Meeting to assist the President in appointing the Standing Committee Chairs and Officer Assistants, and to assist the Treasurer in preparing the annual budget.

Section 6.2. President. The President shall preside at all meetings of the Executive Board and The Regular Meetings of the Women's Association Board and shall appoint all standing committee chairs with the help of the Executive Board and be an ex-officio member of each.

The President shall appoint at least three (3) members to act with her as a committee to nominate officers. These are to be appointed any time prior to the month of August.

By January 30, the President shall meet with the General Manager and the golf shop manager to coordinate the golf calendar for the year.

The President shall be the official liaison between the Women's Golf Association and the Board of Directors of Urbandale Golf and Country Club.

Section 6.3. President-Elect The President-Elect serves as assistant to the President and, in case of absence or inability of President to serve, performs the duties of President. She shall act as Publicity Chair, Stagette & Holiday Events Chair and acquaint herself with the duties of all committees as well as the duties of all officers. She shall serve as President the following year.

Section 6.4. Secretary The Secretary shall record minutes of all Board meetings and carry out any correspondence necessary for the Club. She shall provide a copy of all minutes to the board members at least one week following each Regular Board Meeting.

Section 6.5. Treasurer The Treasurer shall receive and have charge of all funds. She shall, with assistance of the Executive Board, prepare the budget for approval by the full Board. She shall present the books to the auditors at the close of the fiscal year.

Section 6.6. Golf Chair The Golf Chair shall be responsible for the planning and carrying out of the Golfing Program.

ARTICLE VII. WOMEN'S ASSOCIATION BOARD

Section 7.1. Assistant Secretary. The Assistant Secretary shall, in the absence of the Secretary, perform duties of that officer and assist the Secretary in the correspondence for the Club. She shall be nominated for election as Secretary for the following year. This is an optional board position.

Section 7.2. Assistant Treasurer The Assistant Treasurer shall, in the absence of the Treasurer, perform duties of that officer and assist the Treasurer in preparation of the budget

for the following year. She shall be nominated for election as Treasurer for the following year. This is an optional board position.

Section 7.3. Assistant Golf Chair Golf Chair Assistant shall work with the Golf Chair to plan weekly golf events. They shall be responsible for getting hostesses for the Tuesday golf events. This is an optional board position.

Section 7.4. Past Presidents Chair The Past President's Dinner Chair shall be responsible for the planning of the Past President's Dinner which is held every 5 years (2005, 2010, 2015, etc.) She shall be responsible for setting the date, sending out invitations to all past presidents, planning the dinner, receiving correspondence from invitation response. The Chair shall also be in charge of any program at the dinner.

Section 7.5. Team Play Chair The Team Play Chair shall plan and execute Team Play.

Section 7.6. Historian The Historian shall keep the scrap book to include publicized events, pictures of officers and special events, and any other interesting facts of the year.

Section 7.7. Ryder Cup Chair The Ryder Cup Chair shall be responsible for planning and coordinating the Ryder Cup Event with other participating clubs. The Chair shall also have responsibility for the selection of the Ryder Team members based on their Club Tournament participation, handicap and availability. Once the Tournament Players list has been exhausted, if there are still Ryder team positions availability, it will be the chairpersons responsibility to fill the Ryder Team roster with other WGA members according to their handicap and availability.

Section 7.8. Rules/Bylaws Chair The Rules/Bylaws Chair shall inform the Club of the current U.S.G.A. rules and any changes we use in our local club. She shall review the Bylaws annually and propose amendments as needed.

Section 7.9. Club Tournament Chair The Club Tournament Chair shall be responsible for the planning and carrying out of the Club Tournament. The Chairperson shall also be responsible to ensure that all WGA emembership dues have been paid by participants and that each participant has an accurate and established club handicap.

Section 7.10. Guest Day Chair The Guest Day Chair shall be responsible for the planning and carrying out of the Women's Guest Day(s).

Section 7.11. Ringer Chair The Ringer Chair shall be responsible for keeping the Ringer statistics and awarding the prizes for the Ringer at the Annual Meeting.

Section 7.12. District Team Play The District Team Play shall be responsible for organizing the club Team for District Team Play.

Section 7.13. Champagne Brunch Chair The champagne Brunch Chair shall be responsible for planning and conducting the Champagne Brunch.

Section 7.14. Derby Chair The Derby Chair shall be responsible for informing and organizing the participants In the Club Derbies.

Section 7.15. Senior Golf Chair The Senior Golf Chair shall organize and work together with other participating Senior Golf groups.

Section 7.16. Auditor The Auditor shall be responsible for auditing the Treasurer's books at the end of the fiscal year.

Section 7.17 Invitational Chair. The Invitational chair shall be responsible for organizing and planning an Invitational golf event for members of other clubs and golf courses. This event is to be held every three years (2007, 2010, 2013, etc.) She shall set the date and submit the information to the IWGA the fall before the year of the event. (Forms are available from the UGCC Women's Association president.)

Section 7.18. Additional Committees Any committee may be combined with another committee or new committee formed or deleted for any given year as is needed at the discretion of the President and the Executive Board. The President shall appoint the chair of such committees.

ARTICLE VIII. FISCAL YEAR

The fiscal year shall begin on the first day of October in each year and end on the last day of September the following year.

ARTICLE IX. AMENDM1 NI'S

These Bylaws may be amended and new Bylaws may be adopted by a majority vote of all members of the Board at any Regular or Special Meeting of the Board. Notice of such amendment must be mailed at least ten (10) days prior to the meeting it is to be voted upon.

Revised 7/22/2012