



# Women's Maine State Golf Association **Bylaws**

## Committees

1. **The WMSGA Tournament Committee** consists of the President Elect as chair and her appointees. The Tournament Committee shall guide and direct the Club Representatives in conducting tournaments, establish the tournament schedule and tournament format for the following year, and distribute a first gross award to every member who has won first gross in a weekly tournament during the season.
2. **The Rules Committee** consists of a chair and three members from each handicap class. The Rules Committee shall decide all rules questions that arise during State Day tournaments. If only one member is present, she shall make the decision after conferring with the Tournament Committee and any officers present. In the absence of a Rules Committee member, decisions will be made by a majority vote of the Tournament Committee members present.

**The Rules Chair**, committee member, or host representative shall confer with an official of the tournament host club regarding posting of local rules before play commences.

The chairs of Seniors, Metropolitan, and Janet Drouin Memorial Open Championship shall appoint special rules committees for their respective tournaments.

3. **The Prize Chair** shall be responsible for purchasing prizes for the Janet Drouin Memorial Open Championship and for holes-in-one as well as getting gifts for outgoing officers and end-of-the-year awards for low gross, low net, most improved player, and any other prizes requested by the President.
4. **The Grievance Committee** consists of three members appointed by the President.

5. The President shall appoint a **Nominating Committee** of three members every year. The Nominating Committee shall present a list of consenting candidates for election to office to the secretary, who will send the slate of names to each member of the Association two weeks prior to the meeting.
6. **The Budget Committee** shall be responsible for providing a budget to the executive board for approval each year. The committee shall consist of the chair appointed by the president, the treasurer, and up to three members appointed by the chair.
7. **The Handicap Committee** shall consist of the President, Administrative Assistant, and up to two other members appointed by the president. This committee shall oversee and follow guidelines set by USGA and GHIN for handicap monitoring.

## Positions

The **Administrative Assistant** shall be bonded. She shall be responsible to

- accept membership dues
- keep a roll of members with mailing and email addresses, telephone numbers, and GHIN ID numbers
- accept all tournament applications prior to tournaments, balance the tournament fees and report to Treasurer, and submit fees to financial institution for deposit
- use the TPP program to set up pairings for tournaments, notify the hosting club about the number of riding carts required, and send lists of participants to the pro shops and Representatives
- accept all score cards, score all tournaments, enter applicable scores in the GHIN system, and send results to newspapers
- keep statistics on all tournaments for year-end awards and prepare vouchers for distribution
- update guidelines of officers and committee chairs
- attend all meetings of the Executive Board and the Association and perform any other duties requested by the President

The Administrative Assistant shall receive an annual salary.

# Representatives

## 1. The Club Representative

- a. She shall notify all members of her club of dates of special Association meetings and of any tournament rules changes voted by the Executive Board.
- b. When a State Day Tournament is held at her home course, she is responsible for registering entries and starting play. At the end of the tournament, she shall mail the scorecards to the Administrative Assistant.

2. **The NEWGA Representative:** The President is one of WMSGAs two representatives to the New England Women's Golf Association. She shall appoint the second representative. Expenses to all NEWGA board meetings shall be paid by WMSGAs for her and for the second representative. Expense vouchers will be submitted to the Treasurer.

# Association Meetings

- Sec. 1 The Annual Meeting of the Association shall be held on the last Tuesday in September.
- Sec. 2 Special meetings of the Association may be called by the President or by the Executive Board. Two weeks notice of special meetings must be mailed to all members stating the purpose of the meetings.
- Sec. 3 All members of the Association may attend all meetings. *Full members have the power to vote. Supporting members may be given voice, but do not have the power to vote.* Thirty members, representing not less than fifteen member clubs, shall constitute a quorum. Discussion by proxy or voting by proxy is not allowed.
- Sec. 4 All business to be voted upon, including items to be ratified, must be sent to the Secretary (in writing) one month prior to a scheduled meeting. The Secretary shall send a notice to each member two weeks prior to the meeting.
- Sec. 5 Officers shall be elected by a majority vote at the Annual Meeting of the election year.

## Dues

- Sec. 1 Dues in this Association shall be paid yearly.
- Sec. 2 Club dues shall be paid immediately upon admission to membership and by the first day of May each year following.
- Sec. 3 If club dues are not paid by May 1, the AA will notify the Club Representative to get them paid as soon as possible. If they are not paid by June 1, all WMSGGA members from that club will be ineligible to play in any WMSGGA tournaments until the club dues are paid.

## Obligations of Member Clubs

- Sec. 1 Acceptance of membership in this Association shall bind each club and its members to abide by all conditions of the Constitution, Bylaws, and Rules of the Association and to accept all decisions of the Executive Board within its jurisdiction.
- Sec. 2
  - a) Member clubs shall be responsible for having a current course rating performed by a certified rating committee.
  - b) Each member club, unless dropped for a year by the rotation, shall be willing to host a tournament once each season. The WMSGGA tournament schedule shall be determined by the Tournament Committee.
  - c) The host course will work in conjunction with the WMSGGA Tournament Chair in organizing and conducting the tournament.
  - d) All 18-hole courses of championship caliber shall be expected, but not obligated, to host the State Championship on a rotational basis. The course holding the Championship shall have the privilege of hosting the Metropolitan in two years.
  - e) Host courses are expected to charge no more than one-half cart fee per person, even though it may not always be possible to place two people in every cart. In return, WMSGGA will reimburse the course for cart cancellations made after 6 PM on Sunday preceding the Tuesday tournament.

- Sec. 3 Any club or member failing in its obligation as previously set forth may be suspended or expelled by a two-thirds vote of the Executive Board and may be barred from taking part in any further Association competition, due notice having been given.
- Sec. 4 Any club or member, thus suspended or expelled, may appeal the decision of the Executive Board to the members at the Annual Meeting or at a special meeting called for that purpose. The decision of the Association shall be final.
- Sec. 5 Resignation of a member club from the Association must be made in writing and sent to the Secretary.

## Obligations of WMSGGA

- Sec. 1 An appropriate gratuity shall be paid to the professional and superintendent of the club hosting the Championship. As of 2014, the amount of each gratuity is one hundred dollars (\$100).
- Sec. 2 WMSGGA shall support the MSGA Scholarship Fund annually in the amount of one thousand dollars (\$1000) at minimum.
- Sec. 3 The WMSGGA shall jointly sponsor and organize the annual Maine Women's Amateur along with the Southern Maine Women's Golf Association. The President of WMSGGA shall appoint Executive Board members and Tournament Chair as described in the MWA Guidelines.

## Scheduling

- Sec. 1 When member clubs consist of more clubs than are needed for scheduling, it will be necessary to drop some 9-hole courses on a rotational basis that will be fair to all.
- Sec. 2 The Tournament Chair shall review the next year's draft schedule with the Executive Board no later than the fall meeting.

## Conduct Clause

- Sec. 1 All members of WMSGGA are to conduct themselves properly. Anything less is unacceptable. USGA Rule 33.7 shall define the conduct of WMSGGA members. USGA Rule 33.7 specifically states, "If a committee considers that a player is guilty of a serious breach of etiquette, it may impose a penalty of disqualification under this rule." Any member charged with having engaged in such unbecoming conduct shall be entitled to receive, within ten days, written notice of the specific offense(s) which she is alleged to have committed. The member will be given the opportunity to be heard in her own defense at a meeting of the Grievance Committee at a date set by the committee. The date set shall afford the member a reasonable time to prepare to address the written charges.
- Sec. 2 By a majority vote of the Grievance Committee present at such a hearing, the member may be reprimanded, suspended, or expelled from membership; or the charges may be voided, in which case all references to the alleged offense will be expunged from the record. The decision of the Grievance Committee shall be final.

## Competitions

- Sec. 1 All competitions shall be played in accordance with USGA rules and posted local rules.
- Sec. 2 There shall be a Senior Championship and a Janet Drouin Memorial Open Championship each year.
- Sec. 3 For weekly events, WMSGGA adopted a local rule in 2011 to mark, lift, clean, and place the ball, on one's own fairway, within twelve inches, no closer to the hole. This local rule does NOT apply to the Senior Championship nor the Janet Drouin Memorial Open Championship.

# Order of Business

The following order of business shall be observed at the Annual Meeting of this Association.

- 1) Roll call of clubs and Past Presidents
- 2) Minutes of the last Annual Meeting
- 3) Minutes of the Executive Board Meeting
- 4) Report of Treasurer
- 5) Reports of Committees:
  - a. Public Relations
  - b. Tournament
  - c. Rules
  - d. Administrative Assistant
  - e. Rating
  - f. Junior Golf
  - g. Maine Women's Amateur
  - h. NEWGA
  - i. Tri-State
  - j. Historian
  - k. Hospitality
  - l. Other committees
- 6) Unfinished business
- 7) Ratification of changes by Executive Board
- 8) New business
- 9) Nominations
- 10) Election of officers
- 11) Presentation of Past President's pin

## Amendments

The Executive Board shall have the power to amend these bylaws to be ratified by the Association. Notice in writing of any proposed change in bylaws must be sent to the Secretary one month prior to the meeting. The Secretary must send notices to each Executive Board member two weeks prior to the meeting. Such amendments voted by the Executive Board may take effect immediately but must be ratified by the Association at its next meeting at which a two-thirds negative vote of members present will nullify such amendments.

## Policies

**Privacy:** To protect the privacy and integrity of our members, it is the policy of the WMSGGA not to give out or sell our membership list, member mailing, or email addresses to any group of individuals who are not members of this Association. All members are asked to abide by this policy.

**Website and Use of Photographs:** The Executive Board drafted and implemented policies for managing content on the website and authorization to use photographs. Both policies may be viewed under Association Info on [wmsga.org](http://wmsga.org).