

# CAPITOL CITY WOMEN'S GOLF ASSOCIATION BY-LAWS

## ARTICLE I

### Name

This organization shall be known as the Capitol City Women's Golf Association (CCWGA).

## ARTICLE II

### Purpose

To promote golf and organize tournaments among women, promote good sportsmanship, and aid women in having a keener knowledge of the rules and etiquette of the game of golf.

## ARTICLE III

### Membership

Regular members of this club shall consist of women of all ages who are members of the Capitol City Golf Club. CCWGA membership does not include GHIN (handicap) membership.

Fiscal Year: Wherever used in these By-laws shall mean the current period of twelve months between January 1 and December 31.

Majority: More than half the votes cast at a legal meeting where a quorum is present in person or by proxy.

Quorum: Twenty members of the organization constitute a quorum.

## ARTICLE IV

### Board of Directors

Voting members of the Board of Directors shall be the President, Vice President, Secretary, Treasurer, Trustee, Immediate Past President, Handicap Chairperson, Tournament Chairperson, Weekday Play Chairperson, Weekend Play Chairperson and other appointed positions as listed in the Standing Rules Conduct of Business item 5.

The Board of Directors shall have such powers and duties as prescribed in the By-laws and in concurrence with the Capitol City Golf Club Head Golf Pro.

Any debatable questions that occur must be referred to the Board for discussion and recommendations to be presented to the membership.

Meetings of the Board shall not be less than five (5) per year.

ARTICLE V  
Officers

Elected officers of the Association are: President, Vice President, Secretary, Treasurer and one Trustee. These officers shall assume office immediately upon their election, except for the Treasurer, who shall not assume office until the audit of the books is completed. The term of office is one year.

By the September meeting, the President shall appoint a three-member Nominating Committee. One week prior to the Fall Luncheon meeting, the Nominating Committee shall post on the bulletin board the name of at least one nominee for each elective office.

In addition to the slate of officers presented by the Nominating Committee at the Fall Luncheon meeting, additional nominations from the floor will be considered.

The election of officers shall be by written ballot, if necessary, at the Fall Luncheon meeting. Election shall depend on a majority of members present. Presentation of the ballots shall be the responsibility of the chairperson of the Nominating Committee.

ARTICLE VI  
Duties of Officers – Elected

The President shall preside at all meetings and appoint all committee chairpersons. She shall appoint an auditor and she serves as an ex-officio member of all committees except the Nominating Committee.

The President shall appoint a replacement for any vacancy; the appointee to serve until election at the next regular scheduled meeting.

The Vice President shall perform the duties of the President in her absence. If the office of the President shall become vacant, the Vice President shall assume the office of the President and appoint a Vice President, with approval of the Board of Directors. The Vice President shall also serve as Parliamentarian and as chairperson for Summer Smash.

The Secretary will be responsible for complete and accurate minutes of all Board meetings and regular and special meetings of the association. She will prepare a report of the actions of the Board for presentation at each regular meeting. She will also conduct the correspondence of the association, at the direction of the President.

The Treasurer will undertake the tasks normally ascribed to that office.

The Trustee shall attend all Board and regular meetings, serve in an advisory capacity and assist the other officers. She is responsible for any necessary engraving of plaques, etc.

The Past President will serve as chairperson for Fun Day.

#### Appointed Officers

The Tournament Chairperson, in conjunction with the Capitol City Golf Club Head Golf Pro, shall be responsible for the planning and conducting of all major competitions. In conjunction with the Weekday Play Chairperson and Weekend Play Chairperson, she shall prepare a schedule of events for the season and present it to the Board of Directors for approval. She will be responsible for organizing and conducting all scheduled tournaments.

The Weekday Play Chairperson and the Weekend Play Chairperson will be responsible for organizing and conducting the weekly competitions, in conjunction with the Capitol City Golf Club Head Golf Pro.

The Handicap Chairperson shall follow the handicap system as set forth by the USGA, and is responsible for verifying the accuracy of the CCWGA member handicaps.

#### ARTICLE VII Committees

##### Handicap Committee

The Handicap Committee shall ensure compliance with the USGA Handicap System. It shall review members' handicap indexes at least once a year and resolve any disputes that arise.

The Handicap Committee shall consist of three members. The Handicap Chairperson, the Capitol City Golf Club Head Golf Pro and one additional appointed member. The names will be announced at the first Board meeting each year.

##### Rules Committee

The Rules Committee shall consist of the Rules Committee Chairperson, the Vice President, the current CCWGA President and the Capitol City Golf Club Head Golf Pro. The committee shall ensure the members abide by USGA and applicable local rules.

##### By-laws Committee

The By-laws Committee shall consist of a minimum of four (4) members appointed by the President, who will serve as Chairperson.

The By-laws and Standing Rules shall be reviewed by the By-laws Committee at least every five (5) years.

## ARTICLE VIII

### Funds

The funds of the association shall be used for the promotion of golf, good sportsmanship, entertainment, and the general benefit of the members. The President, with the advice of the Treasurer, will prepare and submit a budget approved by the Board to the general membership at the first general meeting of the year. Additional needed funds exceeding \$50 shall be authorized by the Board of Directors and approved by the general membership. Additional funds under \$50 needed for budgeted line items will be approved by the President.

Three (3) signatures shall appear on all bank accounts. They shall be the President, Vice President and Treasurer.

The annual audit of the books must be completed in January after the close of the fiscal year.

## ARTICLE IX

### Amendments

All proposed amendments to the By-laws of the Capitol City Women's Golf Association shall be approved by a two-thirds vote of the quorum at any regular meeting of the organization. Notice of any proposed amendment is to be posted on the bulletin board thirty (30) days prior to such meeting unless otherwise specified in the proposed changes. All changes to the By-laws shall become effective immediately.

## ARTICLE X

### Standing Rules

Standing rules may be adopted for the administration of these By-laws and the orderly conduct of business and golf activities of the Capitol City Women's Golf Association.

Standing rules may be adopted by a majority vote at any regular meeting. Any changes shall be posted two weeks prior to voting.

ARTICLE XI  
Authorities

Robert's Rules of Order (newly revised) shall be the parliamentary authority on all matters not covered by the By-laws of the Association.

USGA Rules of Golf  
USGA Handicap System

Revised: March 23, 2022  
Approved: May 31, 2022

CAPITOL CITY WOMEN'S GOLF ASSOCIATION (CCWGA)

STANDING RULES

CONDUCT OF BUSINESS

1. Standing Rules may be adopted by a majority vote at any regular meeting. Changes to Standing Rules that would arise from a debatable issue shall be posted prior to a General Meeting.
2. The five regular meetings of the Capitol City Women's Golf Association will be held on the last Tuesday of the month (if possible).
3. Spring and Fall Luncheons will be scheduled by the Board and shall take the place of the regular meeting.
4. Cards are to be sent on the death of a member or their immediate family, illness of a member and on other occasions.
5. Other appointed positions: For the efficient conduct of business, the President, upon recommendation of the former representative, shall appoint a representative to WA Golf, TWGA, Team Play and Pub Links. The President shall also appoint the following positions as extended board members: Historian, Social, Sunshine and New Member Committee.
6. The Handicap Chairperson, the Weekday Play Chairperson, the Weekend Play Chairperson and the Tournament Chairperson shall each name an assistant. These assistants will become knowledgeable in the duties, assist the chairperson, and assume the duties in the absence of the chairperson. These assistants' names will be announced at the first Board meeting each year.

HOLE-IN-ONE

Members wishing to be included in the hole-in-one insurance fund shall pay \$1.00 each year. The \$1.00 is good for that current season.

A hole-in-one insurance payout will be recognized only during an eighteen hole round on Capitol City Golf Course during any scheduled CCWGA competition.

Recognition of all hole-in-ones made in accordance with the above rules will be awarded at the Fall Luncheon. In the event of multiple hole-in-ones, monies in the insurance fund will be divided equally.

If there is no hole-in-one in a competition year, the funds will be carried over for the next season. A new \$1.00 will be collected for the next season.

A copy of the card, or the original, with the words "hole-in-one" on it is to be signed, dated and attested and placed in the women's lock box.

It is the responsibility of the women's club (Trustee) to provide a trophy or plaque to each club member who has a hole-in-one whether or not insured. The plaque or trophy must contain the following information: hole number, date, and the golfer's name. It is also the club's responsibility to have the insured member's name and date engraved on the hole-in-one plaque.

## RULES

1. Golfing rules are set by USGA. There are also some local rules made by the course manager and available at the pro shop. CCWGA members are urged to buy a current USGA rule book and familiarize themselves with the rules.
2. If a dispute should arise which cannot be satisfactorily settled by the Rules Chairperson, then it may be settled by a Rules Committee consisting of the Rules Chairperson, the current CCWGA President and a golf professional, with the person or persons involved in the dispute present.
3. Caddies will be allowed during tournaments or competition.

## COMPETITION

1. The regular weekly play will be held on Tuesday or Saturday, March-October as scheduled. Tuesday play will begin at 8:30 am (unless otherwise requested by the Pro Shop). Saturday play will begin at 7:30 am (unless otherwise requested by the Pro Shop).
2. Ladies weekday competition will be held on Tuesday, with weekend play on Saturday. Any member may enter competition on Tuesday and Saturday. The Weekend Play Chairperson

and the Weekday Play Chairperson will make copies of the competition sheets for the Tournament Chairperson on a regular basis.

3. Members will pay a fee to enter weekly competitive events. Following play, they will post their scores on the competition sheet and leave a properly completed card. The card must have last names, first names or initial, date, be signed by the scorer and attested by the player. If a player withdraws from the competition, an effort should be made to so note in the competition. No refund will be made for withdrawals.
4. All players in the competition must have established a USGA handicap.
5. Putts must be holed out in all competitions, with the exception of match play.
6. On Tuesday play: One dollar is to be paid for chip-ins during regular competition. On Saturday play: One dollar is collected in addition to the regular competition fee. A chip-in is any shot holed from off the green, regardless of the club used.
7. Results of Weekly Play shall be posted each week by the Weekday and Weekend Chairperson.
8. Golfer of the Year. At the end of each golfing year, the Tournament Chairperson (or designee) will take the lowest net scores for each of four months in which a member competed in at least three rounds. One round a week, the first played, will be used in the computation. The first round each week shall be Tuesday's play. The total of those twelve (12) net scores (three scores in each of four months) will determine the Golfer of the Year. Their membership will be paid the following year by the CCWGA.
9. Most Improved Golfer. After the end of September, the Handicap Chairperson will determine the Most Improved Golfer per the USGA recommended method. To qualify the member must have played in at least ten (10) CCWGA scheduled competitions. Their membership will be paid the following year by the CCWGA.
10. If an outside tournament inquires if an entrant is a member in good standing, CCWGA's definition is "one who has a current paid in full membership".

## TOURNAMENTS

1. In order to be eligible for the CCWGA Club Championship, a member must have accumulated five scores of 18 holes in competition at Capitol City during the current year by the entry closing date, and must have a USGA handicap.
2. At the same time as the Club Championship, a "Super Senior" shall be determined. To be eligible a member must be 72 years of age and be entered in the Club Championship.

3. A player, whose handicap index is above the USGA recommended maximum, will be reduced to that maximum.
4. The Club President shall select the format for the annual President's Cup Tournament. The Tournament Chairperson shall select the format for the Anniversary Tournament.
5. Tournament awards will be posted to the winning members' scrip.

Revised: March 23, 2022

Approved: May 31, 2022