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| **Preamble** |

The purpose of this club is to provide a Tournament Program, provide social and golfing contact among its members and with other clubs, and provide handicaps to members to implement tournaments. The Association shall be a member of Colorado Golf Association and also shall be a nonprofit

organization.

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| **Article I** |

The name of the club shall be Meadows Women’s Golf Association 18 Hole Group.

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| **Article II – Membership** |

**Section 1.** Members shall be limited to 100 members.

**Section 2.** Written application for membership shall be made to the Membership Chairman. Membership shall be subject to approval by the Board of Directors upon meeting Qualifications as noted in Article II, Section 3.

**Section 3.** Qualifications:

1. Must be female and 18 years of age or older. Associate status will be offered to a Junior Division of 14-18 year old girls. These girls can play at end of field but will not be eligible for prizes.
2. Must submit an official USGA Handicap Index or 5 attested score cards reflecting a Handicap Index of 40.4 or better at time of application.
3. All new members of MWGA must maintain a Handicap Index of 40.4 or better to be eligible for membership the following year. Those members who have had 50% participation in play days from the prior season are not subject to the Handicap Index of 40.4 or better guidelines and will remain a member in good standing.
4. Dues for the Association must be paid before a member is eligible to play.
5. A member must have 50% participation in the MWGA play days to remain in good standing and to be eligible for end of season awards. Orientation attendance counts as a play day. Lack of participation is grounds for dismissal from the Association and loss of membership. Extenuating circumstances presented to the Board in writing shall be considered before final action is taken. Non-renewal of membership due to non-participation shall require a 2/3 vote of the Board of Directors. Each person so disqualified shall have the opportunity, if she so desires, of making application for membership to MWGA as provided in the bylaws for new members.
6. The Ringer and Handicap Tournaments are open to all active members with an established handicap. To be eligible to play in the Championship tournament, a member must have an established handicap and played 33% of play days (including Team Play days).
7. To be eligible for Team Play you must be a member in good standing.

**Section 4.** Residents of Foothills Metropolitan Recreational and Park District will fill membership openings first, Jefferson County residents second and then by non-residents. If and when membership is filled, the Membership Chairman will maintain a waiting list. Any Member who has not met the 50%

participation requirement shall be placed at the end of the waiting list if she reapplies.

**Section 5.** MWGA will not discriminate against any person on the basis of race, color, or religion.

**Section 6.** Once accepted as a member of the Association, there will be no loss of membership due to change of residency. A one year leave of absence can be granted if needed. A fee of $25.00 will retain membership space in the Association. This leave must meet Board approval and the fee

paid to hold the space.

**Section 7.** If a member has signed up for an MWGA play day or tournament, it is her responsibility to notify the Tee Time Chairman prior to the deadline if she finds it necessary to be absent. If you realize after that deadline that you cannot play, please call and cancel with the Pro Shop as soon

as possible. Refer to the tee time procedures, standing rules and etiquette, and tournament rules.

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| **Article III – Dues** |

Dues for the Association must be paid before a member is eligible to play. New members shall be assessed an additional administrative fee their first year. Associate members are not eligible for any play day or tournament prizes. Associates who wish to join the league will have to pay new member fees to become full members. The Association will be responsible to the associate member to carry her handicap only. Any refunds are at the discretion of the Board Officers.

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| **Article IV - Meetings** |

**Section 1**. The annual Awards and Election meeting of the Association shall be held at the end of the season for the following purposes:

1. Electing officers for the Association. Election of officers shall be by a majority vote either by ballot or by voice vote.
2. Awarding major tournament prizes and any year-end prizes.
3. Approval of By-laws.
4. Other association business as required.

**Section 2**. An annual Orientation Meeting will be held prior to the first play day each year for the following purposes:

1. Election of any unfilled office.
2. Orientation of new members.

**Section 3**. Meetings of the Board of Officers shall be held every month during the playing season as needed. All Association members are invited and encouraged to attend board meetings. A Treasurer's Report will be given at each meeting. Special meetings may be called at the discretion of the Board when deemed necessary.

**Section 4**. Business requiring a vote of the general membership shall be decided by a simple majority of members present at an official meeting. A 2/3 vote of the Board of Directors shall be required for business brought before the Board.

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| **Article V - Officers** |

**Section 1.** The Board shall appoint a nominating committee of two members for election of new officers. Such committee shall nominate at least one candidate for each Board Office. The Vice-President shall advance to the office of President for the following year, if she so desires. These nominations shall be posted by the first Tuesday of September on the bulletin board and a copy given to the Secretary at that time. Nominations from the floor will also be accepted at the Award/Election meeting, provided permission has been given from that person to be nominated.

**Section 2.** The Vice President shall fill a vacancy in the office of President. The remaining Board may appoint all other vacancies on the Board for the remaining term of vacancy.

**Section 3.** The President shall appoint a Parliamentarian if deemed necessary. Any other committee deemed necessary may be appointed by the Board of Officers.

**Section 4.** Each Board Officer shall have the right to serve two or more consecutive terms in that office.

**Section 5.** There shall be a transitional meeting of the Board officers in November. The purpose of such a meeting is to transfer all papers and job duties to new officers assuming duties.

**Section 6.** Treasurer’s records must be audited by two non-board members and report submitted to the Board by transitional meeting.

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| **Article VI - Duties of Officers** |

**President** shall preside at all Association meetings. She will be ex-officio member of any committee except the Nominating Committee. She shall call a meeting of the Board within 30 days after December 31st following elections. She shall be an official representative at meetings of the Colorado Golf Association. She shall maintain a complete file of suggestions, comments, and other pertinent information for the Association’s operation to be submitted to her successor. She shall consult and work with any committee to arrange play day events and work to coordinate tournaments and dates with other Clubs and the Head Pro. She, with assistance of the Treasurer, shall prepare and present to Board Officers for their approval a budget, including play day and tournament prizes, for the current year. She shall, with advisement of the Pro Shop, determine cancellation of play day and/or tournaments due to inclement weather.

**Vice-President** shall assist the President in carrying out her duties, and in the President’s absence shall assume her responsibilities. She shall be Membership chairman and be responsible for keeping accurate and updated information on all members, as well as maintaining a membership waiting list. She shall be responsible for producing the Membership Handbook with assistance from the Historian.

**Secretary** shall keep in permanent form an accurate record of all meetings of the Association and the Board. She shall handle all meetings of the Association and the Board. She shall handle all correspondence, issue formal notices of meetings and notify Board members of meetings. She shall read and submit minutes at each monthly meeting of the Board, with copies to the President.

**Treasurer** shall collect all monies for deposit and submit a profit and loss statement at each monthly meeting of the Board, with copies to the President. Disbursing of weekly play day and tournament money is to be done at least biweekly. Two other officers prior to the final financial statement shall

review the financial books. All funds are to be expended during the season except for an amount determined by the board deemed necessary for club operations, not to exceed $500.00. She, with the assistance of the President, shall prepare and present to Board Officers for their approval a budget, including play day and tournament prizes, for the current year.

**Handicap Chairman** shall determine flights for the association members and shall assist the Tournament Chairman with division of flights for tournaments determined by CGA guidelines and USGA index. All handicaps will be computed and posted as determined by the USGA handicap system insofar as it is endorsed by the CGA. She shall be responsible for posting and mailing handicap sheets in a timely manner.

**Social/Prize Chairman** shall be responsible for the planning and executing of Association functions. She shall be responsible for coordinating social activities, such as the Orientation and Awards/Election meetings with other Clubs’ groups and the Head Pro. She shall post sign-up sheets, collect and disburse money for these functions. All checks taken in for such events will be made out to MWGA-18. She shall be responsible for obtaining any trophies or prizes for play days, tournaments or year-end awards if necessary.

**Tournament Chairman** shall be responsible for coordinating major tournaments and Match Play. She shall be responsible for coordinating a committee for any special events, such as couples day and guest day. She shall inform members of tournaments by posting such information; determine and post winners; post sign-up sheets for above events; collect any money and disburse fees; and advise Treasurer and Social/Prize Chairman of winners. She shall encourage the membership to participate in tournaments held at other golf courses and CGA tournaments, and provide all available information on such tournaments. She shall arrange tee-time sheets for each tournament played.

**Tee-Time Chairman/Webmaster** shall oversee the content of the league's website. A method of tee time sign ups will be made available to the members via the website. The weekly tee-times for members will be posted on the site prior to the actual play day. She shall also provide the Pro Shop with the tee time sheet prior to the play day. She will coordinate and document all cancellation and no-show violations and perform attendance functions throughout the season.

**Historian** shall be responsible for compiling an Association scrapbook. She shall be responsible for handling the advertising for the Handbook. She shall collect money for the ads and have the ads ready for the Vice-President to include in the Handbook. All checks for such ads shall be made payable to

MWGA-18.

**Play Day Chairman** shall be responsible for determining weekly winners and posting on bulletin board; giving two copies to the Treasurer; who in turn will give a copy of the winners and dollar amounts to the Pro Shop, and keep one for her records. She shall be responsible for recording weekly scores on individual ringer sheets and keeping track of putts, birdies, eagles, chip-ins and figuring out the year-end-ringer for each flight.

Each officer shall be responsible for coordinating and communicating with each other and any committee and shall transfer records and explain duties to her successor. They shall be responsible for coordinating activities concerning rules among the Association. They shall also assist and educate members in the proper rules of play when possible, with assistance from the Head Professional.

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| **Article VII – Reprimand or Expulsion** |

Any member of the association will be reprimanded or expelled for good cause, including, but not limited to, unsportsmanlike conduct, vulgarity, violation of rules, or any conduct which results in adverse reflections of the Association. The Board must receive two written complaints on an offending member. The member involved will go before the Board and be questioned on complaints. If the Board so rules, the member may not be eligible for any prizes through the following season, may be placed on probation, or may be expelled from the Association

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| **Article VIII – Amendment of Bylaws** |

These by-laws may be repealed or amended or new by-laws adopted by a simple majority vote of members present at an official meeting. Any changes in by-laws must be posted four weeks prior to vote.

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| **Article IX** |

It shall be the duty of the Board of Officers of the association to interpret the intent of the by-laws in order to promote the aims of good sportsmanship and fellowship of the game of golf and the purpose of the association as stated in the Preamble.