

KALAMAZOO WOMEN'S GOLF ASSOCIATION BYLAWS

ARTICLE I

DUTIES OF BOARD MEMBERS:

A. PRESIDENT

1. Presides at all meetings according to Robert's Rules of Order
2. Maintains general supervision.
3. Appoints the Nominating Committee Chairperson.
4. Appoints any *ad hoc* committee deemed necessary.
5. Fills any vacancy for which there is no provision.
6. Serves as an *Ex Officio* Executive Committee Member for the following year.
7. Requests at the Annual meeting the name of the incoming representative for each participating club.
8. Calls meetings.
 - a. Notifies Board Members of all meetings.
 - b. Immediately upon taking office, calls Executive Committee and/or Board of Directors meeting.
 - c. A late winter, Board of Directors meeting.
 - d. Annual meeting, general membership.
 - e. Before her term of office expires in late September, collects final reports, annual reports, or updated books from any outgoing Board Member or Tournament Chair and turns over to incoming President.
9. Composes the Spring newsletter.

B. VICE-PRESIDENT

1. Exercises the duties of President in her absence.
2. Supervises all tournaments and one-day events.
3. Acts as KWGA representative for any junior tournaments.
4. Contacts Executive Committee members for interest in re-election to their offices.
5. Coordinates sending flowers/donations on behalf of the KWGA for illnesses/deaths. Amount of gift not to exceed \$ 50.00.
6. Assumes responsibility for trophy engraving.
7. Distributes spring mailing to participating courses
8. Distributes calendar and newsletter to club representatives for posting at their courses.
9. Follows up with courses to make sure materials are available and current.

C. CORRESPONDING SECRETARY

1. Arranges dates and locations for the following season's golf schedule keeping yearly records of participating clubs.
2. Executes all correspondence of the association, using official stationery
 - a. Confirmation letters
 - b. Follow – up letters
 - c. Thank you letters to all courses immediately following the event.

D. RECORDING SECRETARY

1. Keeps minutes of *all* meetings, sending copies to Executive Committee members in a timely manner.
2. Gives an annual report at the Annual Meeting
 - a. Including all business transacted at the Executive Committee and Board meetings pertinent to the membership at large.
 - b. Has printed copies available for members.
3. Assumes duties of the President in the absence of both the President and Vice-President.

E. TREASURER

1. Receives *all* monies for the Association
 - a. Membership dues
 - b. Tournament fees
2. Completes *all* financial transactions approved by the Executive Committee
 - a. Prepares tentative budget
 - b. Pays *all* bills by check
 - c. Pays *all* gift certificates and pro fees
 - d. Presents detailed treasurer's report an annual meeting with hard copies available to attendees
 - e. Has details available for review upon request at Annual meeting
3. Responsible for membership and handicap records
 - a. Verifies member's qualifications before accepting dues
 - b. Verifies member's address and handicap changes before each event or tournament. Selects a representative in the event of her own absence.
4. Compensation:
The treasurer is paid \$2.00 per member from the current year's membership fees.

F. RESERVATION CHAIRPERSON

Takes tee-time and cart reservations prior to One-Day events determining time and day of call-in (at least four days prior to the event).

G. CLUB REPRESENTATIVE

1. Acts as a liaison between her club and the Association
2. Chairs One-Day event at her Club
3. Sends representative if unable to attend board meetings

H. WEB MANAGER (Not a member of Executive Board)

1. Maintains and updates the KWGA website
2. Sends e-mail communications to the KWGA membership
3. Posts all tournament results on the website.

- I.** In lieu of gifts for members of the Executive Committee, all Executive Committee members and Web Manager will be exempt from KWGA membership dues for the year in which they hold office.

ARTICLE II

A. PARTICIPATING CLUBS

- | | |
|-------------------------------|----------------------------|
| 1. Angel's Crossing | 17. Lake Doster |
| 2. Battle Creek Country Club | 18. Milham Park |
| 3. Bedford Valley Golf Course | 19. Olde Mill |
| 4. Binder Park Golf Course | 20. Pineview |
| 5. Cedar Creek | 21. Ridgeview |
| 6. Cheshire Hills | 22. Riverside Country Club |
| 7. Crestview | 23. Sauganash |
| 8. Eastern Hills | 24. Shamrock Hills |
| 9. Gull Lake Country Club | 25. St. Joe Valley |
| 10. Gull Lake View | 26. Stoa-in Brae |
| 11. Heritage Glen | 27. Stonehedge |
| 12. Indian Run | 28. The Lynx |
| 13. Island Hills | 29. The Medalist |
| 14. Kalamazoo Country Club | 30. The Moors |
| 15. Klinger Lake Country Club | 31. The Prairies |
| 16. Lake Cora Hills | 32. The States |

ARTICLE III

ANNUAL MEETING

1. To be held after the final regularly-scheduled one-day event.
2. ONLY KWGA MEMBERS may vote
3. Motions must be passed by a majority vote of members present, except for the election of Executive Committee members, which requires a two-thirds majority.

ARTICLE IV

GOVERNANCE

- A. By-Laws may be adopted, amended or repealed at executive committee, board of directors or annual meetings by a majority vote of members present.
- B. The By-Laws will be reviewed every five years. Members will be notified of revisions before the annual meeting.

Bylaws reviewed and revised Spring 2008

Article I – Treasurer's pay added (Spring 2008)

Article I - # I – changed name of Webmaster to Web Manager (Spring 08)

Article I - # B – added # 8 to V.P. responsibilities (Spring 2008)

Article I B: Added duties 7-12 to V.P. responsibilities and eliminated Publicity Chair position (Fall 2013)

Article II - # A removed The Prairies from participating clubs list (closed)

Article II - #B – removed statement in regards to negotiating fees (Spring 2008)

Article II – added two new golf courses (Fall 2012)

Article II: Added Point O Woods (2013 Annual Meeting)

Article III—Annual Meeting to be held after the final regularly scheduled one-day event (Winter 2013)

Article I-B. Duties of Vice President revised. (2018 Annual Meeting)

Article I-I Added Web Manger to be exempt from KWGA dues as Web Manager removed from Executive Board (2018 Annual Meeting)

Article II A. Removed Point O Woods, Prairiewood, Thornapple Creek and Yarrow and added The Medalist, Battle Creek Country Club, Binder Park, Shamrock Hills, Bedford Valley and Stoitin Brae (2018 Annual Meeting).

**2008 Executive Committee
Reviewed and Revised**

Dar Root
Karen Powers
Diane Kiino
Dee Chriscoe
Joan Lucas
Deb Crowe
Karen Bailey
Jeanne Ryskamp

**2013 Executive Committee
Reviewed and Revised**

Julie Hammons
Bambi Fedesna
Diane Kiino
Coy Scheetz
Joan Lucas
Deb Crowe
Dar Root
Dewey Smith

**2018 Executive Committee
Reviewed and Revised**

Jayne Heimonen
Julie Hammons
Kim Rotz
Kim Samelstad
Coy Scheetz
Donna Rolstad
Deb Crowe
Diane Kiino