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# ***Stanley Women's Golf Club Constitution and By-Laws***

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# **Stanley Women's Golf Club Constitution and By-Laws**

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## **Article I: Organization and Purpose**

### **Section 1.1 Name**

The Club will be called "STANLEY WOMEN'S GOLF CLUB" ("SWGC"). It will operate as a non-profit organization.

### **Section 1.2 Purpose**

The purpose of the club is to encourage and promote the game of golf.

### **Section 1.3 Location**

The club, started in 1961, is located at Stanley Municipal Golf Course located in New Britain, Connecticut.

### **Section 1.4 By-Laws**

The By-Laws will be interpreted by the Executive Board and are subject to appeal at the general membership meetings.

A printed copy of the SWGC By-Laws is available at all times in the Stanley Golf Course Ladies locker room, may be requested from the Club President or Secretary and can be found on the Women's Club member section of the Stanley Golf Course Web Site.

The By-Laws and Rules of the Club may be repealed, added to, amended or suspended. Revisions are made when the Executive Board requests a change to the By-Laws, or when an active member submits a recommendation for change to the By-Laws.

Requests for change may be made at a meeting of the general membership or submitted in writing to the Executive Board along with the signature of twenty-five percent (25%) of the membership.

Requests must be submitted at least 30 days prior to the Spring or Fall Meeting, and then dispersed to the general membership

for their review in written format via email before the request is put to vote by the membership.

Amendments to the By-Laws must be accepted by a Simple Majority in order to become effective at a meeting of the general membership.

By-laws will be reviewed, and/or amended as necessary, at a minimum of 5 years.

## **Article II: Membership**

### **Section 2.1 Active Membership**

An active member is a member in good standing, who is at least 16 years of age, and has paid dues for the current annual golfing season.

Active membership will entitle the individual to all privileges of the Club, including the right to vote at any general meeting of the club, and the right to vote on any question otherwise presented to the general membership by the Executive Board.

A new member has no voting privileges at the opening Spring Meeting.

### **Section 2.2 Term of Membership**

Active membership will be current for a period of one year, from April 1st through April 1st of the next year.

### **Section 2.3 Admission to Membership**

Any woman applying for membership must be at least 16 years of age and sponsored by a current member in good standing. If an applicant does not have a sponsor, the Executive Board will assign one to her

The applicant must complete a Membership Application Form and submit it to the Club's Treasurer, along with the annual

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membership dues, prior to playing in any tournament.

### **Section 2.4 Member Duties**

Each active member will have the responsibility to uphold, accept and enforce all provisions of the By-Laws and other rules of the club.

### **Section 2.5 Prizes**

Only active members of SWGC (or their guests in special tournaments) are eligible to win prizes, awards or trophies in golf tournaments, events, or competitions that the Club sponsors. For a tournament to be deemed eligible for prizes a minimum of nine holes of golf must be completed by all participants wishing to compete for prizes.

### **Section 2.6 Notices**

All announcements and notices of upcoming events, competitions, awards, date and agenda of general and special membership meetings, and any special notification that the Executive Board deems significant will be posted in the Stanley Golf Course Ladies locker room, and emailed to the general membership.

### **Section 2.7 Handicaps**

Active members are entitled to a Connecticut State Golf Association (CSGA) handicap card, which is computer generated from scores submitted during the current and previous golfing seasons.

Specific rules regarding handicaps are available upon request to the SWGC Handicap Chairperson.

All tournament scores are posted by the pro shop.

### **Section 2.8 Tournament "No Shows"**

When a member signs up to play in a tournament and subsequently finds she

cannot play, she has the responsibility to notify the specific chairperson handling the event.

Notification of withdrawal must be made at least 24 hours prior to the tournament event. Failure to do so may result in disciplinary measures deemed appropriate by the Executive Board.

### **Section 2.9 Tournament "Rainouts"**

All scheduled tournaments will be played unless the executive board cancels the tournament or Stanley Golf Course is officially closed.

If during tournament play the course warning siren is sounded, all members must immediately exit the golf course. After a customary 30-minute course wait time, the decision to continue or terminate play will be made by the Pro-shop and the Club President or her designee.

### **Section 2.10 Discipline**

The Executive Board reserves the right to take disciplinary action on any member who is not a member in good standing, fails to demonstrate good sportsmanlike conduct, or acts in a manner unbecoming the sport or the Stanley Women's Golf club.

Members will be given written notice of the specific offense that they are alleged to have committed, and will be given the opportunity to be heard in her own defense at a meeting of the Executive Board at a specified date.

## **Article III: Membership Dues**

### **Section 3.1 Determination of Dues**

Membership dues will be determined by the Executive Board on an annual basis and will be presented to the membership at the time of membership application renewal.

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Dues will not be pro-rated for late applications, nor will they be reimbursed should a member elect to withdraw or have membership revoked prior to the completion of the season.

Dues are determined by projections of Club administrative costs, member handicap fees, and tournament prize payouts based on the estimated number of active members.

### Section 3.2 Payment of Dues

Membership dues must be paid to the SWGC Treasurer no later than the first scheduled tournament of the season.

No member is allowed to play in any SWGC sponsored event without payment of annual membership dues.

## **Article IV: Membership Meetings**

### Section 4.1 Scheduled Meetings

Two scheduled meetings will be held annually.

One meeting will be held in the spring prior to the Opening Day Tournament, and the second meeting held after completion of the last scheduled event.

All other nonscheduled/emergency meeting dates and times will be specified and communicated by the Executive Board via email and / or posted on the Ladies locker room bulletin board.

### Section 4.2 Voting

Each active returning member will have the right to vote on all items of business.

A quorum is required for issues presented to the membership for a vote. A quorum will consist of twenty-five percent (25%) of

members in good standing as of the meeting date. If a quorum is not present, the items for vote will be tabled until they can be voted on at a future meeting as specified in Article V Section 5.1.

### Section 4.3 Meeting Order of Business

All SWGC club meetings will keep to an Order of Business by Robert's Rules of Order as follows:

- Call to order
- Introduction of Officers
- Reading of minutes from previous meeting
- Reading of communications and annual reports from club officers
- Recap of Old Business
- Election of Officers (last regular meeting of the year)
- New Business
- Adjournment

### Section 4.4 Meeting Minutes

Complete and accurate minutes must be kept at all general membership meetings.

General membership meeting minutes will be stored in the Club Secretary's binder and kept for a minimum of five years after accepted by the general membership.

Any active member may request to inspect the minutes from a general membership meeting by making an official request to the club's secretary.

## **Article V: Executive Board**

### Section 5.1 Board Membership

The Executive Board controls and supervises the internal affairs of the Club for the interest of the entire Club membership. They may consider any and all matters presented to the Board in the regular course

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of business, as well as in any emergency situation that may arise.

The Executive Board will consist of:

President, Vice-President, Secretary, Treasurer, SNEWGA Representative and Handicap/Rules Representative

These positions are to be nominated and then voted on by the general membership and appointed by simple majority vote.

### Section 5.2 Term

The term of an Executive Board member is one year. The term begins November 1st through November 1st of the following year.

### Section 5.3 Qualifications

The nominee must be an active member in good standing, having belonged to the Club for a minimum of one year before her election, and able to commit to the duties of the elected position for one year.

### Section 5.4 Nominations, Elections, and Vacancies

Active members may submit nominations for Executive Board either verbally or by written memorandum to the Executive Board at any time throughout the year.

Any member nominated for office will have the privilege of withdrawing her nomination.

Nominations will be emailed to the general membership for review at least 2 weeks prior to the Fall Meeting.

Election of the Club officers will be held at the Fall Meeting of the general membership. Only active members are entitled to vote (see sections Article II section 2.1 and Article IV section 4.2).

Should an Executive Board vacancy occur for any reason other than term expiration, the remaining members of the Executive Board will elect by a majority vote a replacement to fill the vacancy until the next regular election. The one exception to this rule is: the Vice President will automatically assume the role of President if for some reason the President must vacate her position.

## **Article VI: Executive Board Responsibilities**

### Section 6.1 President

The President will call and preside over all regular and special meetings of the general membership and the Executive Board in accordance with the SWGC ByLaws. She will have general supervision over all matters regarding the administration of the club's activities and affairs.

The President will have the deciding vote at any meeting in the event of a tie.

The President will appoint such committees and auditors as necessary for proper conduct of the club.

The President, when directed by the Executive Board, will have authority to sign and execute, in the name of the Club, any formal documents.

The President will be responsible for determining, and then submitting, the proposed tournament schedule for approval to the Stanley Golf Course Head Professional.

### Section 6.2 Vice-President

The Vice President will perform all duties of the President in her absence and assist in maintaining order at all meetings.

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The Vice President will act as Tournament Director and oversee the individual tournaments.

She will perform such other duties as assigned by the Club President.

### Section 6.3 Secretary

The Secretary will maintain full and accurate minutes of all meetings of the general membership, which will be read at every regular meeting of the Club for proper action.

The Secretary will maintain the minutes from any board meeting as required throughout the year.

The Secretary will work with the Club President to prepare spring and fall meeting agendas.

She will perform such other duties as assigned by the Club President.

### Section 6.4 Treasurer

The Treasurer will assume all financial responsibilities for the club as follows:

Work with the President to establish the Projected Annual Budget, Income and Expense Reports.

Maintain and balance the club checkbook on a monthly basis, and collect annual dues and any applicable fees from members throughout the year.

The Treasurer will be responsible for updating and maintaining an accurate membership roster of all active members.

She will sign and distribute all checks on behalf of the Stanley Women's Golf Club, and periodically report to the Executive Board on the financial status of the books.

Present membership with a financial report at the Spring and Fall Meetings.

She will perform such other duties as assigned by the Club President.

### Section 6.5 SNEWGA Representative

The SNEWGA Rep encourages and recruits individual membership in SNEWGA and participation in SNEWGA events.

The SNEWGA Rep will act as the liaison between SNEWGA and the SWGC.

### Section 6.6 Handicap/Rules Director

The Handicap and Rules Director will work with the Stanley Golf Club professional in formulating and educating members on Local and USGA Rules.

The Handicap and Rules Director will maintain the Women's Division program on the Handicap Computer found in the Pro-Shop of Stanley Golf Course. Section