

**BY-LAWS OF**  
**THE 9-HOLE LAKEWOOD RANCH WOMEN'S GOLF ASSOCIATION**  
**(9-Hole LWRWGA)**

Lakewood Ranch, Florida

**ARTICLE I – NAME**

The name of the organization is the 9-Hole Lakewood Ranch Women's Golf Association, also known as the 9-Hole LWRWGA.

**ARTICLE II – PURPOSE**

The purpose of the organization is to promote friendship, sportsmanship, knowledge, integrity and competition in golf among its members. The organization may provide a planned program of golf events, and/or competition with other clubs outside of the Lakewood Ranch Golf and Country Club (LWRGCC). The 9-Hole LWRWGA encourages participation conducted in accordance with the U.S. Golf Association (USGA) Rules.

**ARTICLE III – MEMBERSHIP**

Any female Premier Golf Member of the LWRG&CC, in good standing, who is at least 21 years of age and is an amateur golfer as defined by the USGA is eligible to become a member of the 9-Hole LWRWGA by subscribing to its By-laws and Standing Rules, and by payment of annual dues. Members of the 9-Hole LWRWGA, are eligible for Association play and voting privileges beginning October 1 and ending the following September 30 of each calendar year. Annual dues are stated on the WGA website. Members must establish a USGA handicap within 30 days of joining. Membership will be renewed automatically for each year until cancelled by the member. Members are required to update their club profile for name and email. Members are encouraged to add their photo to the directory.

**ARTICLE IV – OFFICERS**

1. The officers of the 9-Hole LWRWGA are the President, Vice-President, Secretary, Treasurer and Past President.
2. Officers are elected at the April meeting each year. The President, Vice-President and Past President serve a one-year term. The Secretary and Treasurer each serve two-year terms.

**ARTICLE V – DUTIES OF OFFICERS**

**1. President**

- A. Presides over 9-Hole LWRWGA general membership meetings.
- B. Calls and presides over meetings of the 9-Hole LWRWGA Executive Board and its Steering Committee (defined below).
- C. Annually reviews the Association's By-Laws and Standing Rules with the 9-Hole LWRWGA Executive Board.
- D. Presents, in consultation with the Executive Board and the LWRGCC Director of Golf, an annual calendar of events and programs.
- E. Shares joint responsibility with the Treasurer for the Association's funds.

- F. Submits, in consultation with the Treasurer, a proposed budget for the next golf season to the Executive Board of the 9-Hole LWRWGA.
- G. Appoints members of the Association as Steering Committee Chairs and as Chairs for any special programs of the 9-Hole LWRWGA.
- H. Serves as ex officio member of all 9-Hole LWRWGA committees and reviews committee documents.
- I. Approves all 9-Hole LWRWGA Event/Program flyers prior to distribution to the general membership.
- J. Coordinates with the LWRGCC Director of Golf regarding matters relating to the Association and the LWRGCC. The LWRGCC Director of Golf has the final decision in matters relating to the LWRGCC.
- K. Serves on the LWRGCC Golf Committee.

## **2. Vice President**

- A. Presides over meetings in the President's absence, or at the request of the President.
- B. Serves as the ex-officio member of any committee, when requested by the President,
- C. Provides the Event Chairs with their Event budgets, timeline checklists, budget checklists and reimbursement forms, which are to be completed by the Chairs and returned to the Vice President within one week of their Event.
- D. Coordinates all Events and programs with the LWRGCC Director of Golf.
- E. Approves reimbursements & forwards to Treasurer for payment.
- F. Chairs the 9-Hole LWRWGA Nominating Committee.
- G. Succeeds automatically to the office of the President for the next golf season.

## **3. Secretary**

- A. Records the minutes of all 9-Hole LWRWGA meetings.
- B. Keeps an approved copy of all By-Laws, Standing Rules, and meetings' minutes.
- C. Coordinates with LWRGCC webmaster to post approved By-Laws and Standing Rules, membership meetings' minutes, newsletters, and Event flyers to the 9-Hole LWRWGA website.
- D. Sends emails to membership as requested by the President.
- E. Maintains the 9-Hole LWRWGA membership lists, including names, addresses, phone numbers and email addresses.
- F. Reconciles membership with the LWRGCC Accounting Department, LWRGCC Golf Shop, Membership Chairs and Treasurer at least quarterly.
- G. Responds to member emails or forwards to the appropriate Committee Chair or Executive Board member.

## **4. Treasurer**

- A. Works with Secretary in reconciling the list of members from the LWRGCC Accounting Department LWRGCC Golf Shop and Membership Chairs.
- B. Keeps accurate financial records of receipts and expenditures, preferably via a digital exportable format. (e.g., Excel Spreadsheet)
- C. Works with the President to develop a new budget for the next golf season.
- D. Presents a current accounting of funds at each 9-Hole LWRWGA Executive Board meeting.
- E. Receives approved receipts for reimbursement from the Vice-President.
- F. Disburses funds as necessary to carry out the purposes of the Association.

G. Advises Executive Board and President regarding 9-Hole LWRWGA financial matters.

## **5. Past President**

- A. Acts in an advisory capacity to the Executive Board and the President.
- B. Coordinates end-of-year recognition event and monitors Masters points.
- C. Serves a one-year term immediately following term as President.

## **ARTICLE VI – NOMINATING COMMITTEE AND ELECTIONS**

- 1. A Nominating Committee is to be formed in January each year and consists of the current Vice-President, who serves as the Chair of the Nominating Committee, and the current President, who together appoint three additional members.
- 2. The Nominating Committee will present a slate of officers in March to the 9-Hole LWRWGA Executive Board and will ask for additional nominations from the membership at large at a March membership meeting or via email.
- 3. Officers will be elected by a majority voice or electronic vote of the 9-Hole general membership, unless there is more than one candidate for any one office, in which case that office will be determined by a majority written vote.
- 4. Officers will be elected and installed at the April meeting each year.

## **ARTICLE VII - EXECUTIVE BOARD**

- 1. The Executive Board is composed of elected 9-Hole LWRWGA Officers.
- 2. A quorum consists of a majority of three (3) members of the Executive Board, except when voting on a budget, which requires (4) members.
- 3. The Executive Board annually reviews and revises, as necessary, the Standing Rules and By-Laws of the 9-Hole LWRWGA and presents them to the membership for approval.
- 4. It is recommended that a member have served on at least one committee of the 9-Hole LWRWGA to be eligible for nomination or appointment to the Executive Board unless approved by President.
- 5. The Executive Board, in consultation with the LWRGCC Director of Golf, and in accordance with the USGA Rules, has the authority and power to settle all disputes arising in any 9-Hole LWRWGA events, programs and/or tournaments.
- 6. The Executive Board must adopt an operating budget for each annual season with the approval of (4) members of the Executive Board.
- 7. The Executive Board will fill officer vacancies as they occur.

## **ARTICLE VIII – STEERING COMMITTEE AND COMMITTEE CHAIRS**

- 1. The Steering Committee consists of the Executive Board members and the Committee Chairs listed below.
- 2. Each Chair will serve a one-year term, except the Communication and New Member Chairs will serve a two-year term. Two people will be appointed for both Communication and New Member Chair positions so that a new person will be appointed in alternating years.
- 3. Chairs:
  - A. **Communication Chair(s)**
    - a. Obtains information from the Event Chairs in order to create the Event Flyers.
    - b. Prepares monthly newsletters and Event flyers.
    - c. Provides approved newsletters and flyers to the Secretary for distribution.

- d. Works with Event Chairs and the 9-Hole LWRWGA Executive Board.
- e. Works with the Secretary and LWRGCC webmaster to ensure that LWRWGA web page is up-to-date with applicable communications.
- f. Recommend one Chair be a fulltime resident.

**B. New Member Chair(s)**

- a. Sends a letter of introduction welcoming all new LWRGCC female Premier members.
- b. Supplies new members with a 9-Hole LWRWGA new member packet.
- c. Meets with new 9-Hole LWRWGA members, reviews the Association philosophy, and encourages them to participate the 9-Hole LWRWGA. events
- d. Follows-up as needed with the Executive Board.
- e. Meets with the LWRGCC Director of Golf, new 9- and 18-hole members, and 18-hole membership chairs.
- f. Reconciles membership with the Treasurer and Secretary.
- g. Recommend one chair be a fulltime resident.

**C. Bulletin Board Chair(s) and Photographer**

- a. Acts as the official Association photographer for Events and activities.
- b. Updates information on Bulletin Boards in the LWRGCC Ladies Locker Rooms.

**D. Pars & Birdie's Chair(s)**

- a. Present end-of-year awards to Par and Birdie winners based on statistics from Events and Game Days
- b. Presents end-of-year awards to members scoring under 40 and under 50.

**E. Game Day Chair(s)**

Decides formats for Game Day Play in consultation with the Vice President and the LWRGCC Director of Golf or his/her appointee(s).

**F. Event Chair(s)**

- a. Adheres to budgetary limits set by the Executive Board.
- b. Determines specific event theme, format, prizes etc.
- c. Uses WGA 9-Hole Event checklist and Budget templates to plan and document events.
- d. Provides Event theme, format, and all details of the Event to the Communications Chair within 60 days of the Event.
- e. Provides details and gets approval for Event spend plan from the Association Vice President 30 days prior to the Event.
- f. Coordinates Event details with the Association Vice President and the LWRGCC Golf Pro(s). (The LWRGCC Golf Pros adjust the on-line sign ups/registration)
- g. Emails the Event details to the Association Vice President for review prior to forwarding to the LWRGCC Golf Pro(s) for posting online on the LWRGCC online golf software, to the Bulletin Board and Communication Chairs for posting and to the Secretary for distribution to the Association members.
- h. Works with the Bulletin Board Chair to ensure Event information gets posted in the Ladies Locker rooms and is emailed to all members.
- i. Each Chair must submit a completed Budget checklist and reimbursement form to the Vice-President no later than a week after the Event/Program.
- j. Each Chair must prepare a written report summarizing the activities of her committee and submit the report to the Vice-President within a week of conclusion of the Event

or activity. Note: this report can be consolidated within the completed Budget checklist.

**G. Social Chair(s)**

- a. Adheres to budgetary limits set by the Executive Board
- b. Determines non-golf social activities including theme, format and prizes if applicable.
- c. Provides Event theme, format and all details of the Event to the Communications Chair within 60 days of the Event
- d. Provides details and gets approval for Event spend plan from the Association Vice President 30 days prior to the Event
- e. Coordinates Event details with the Association Vice President and LWRGCC Catering
- f. Emails the Event details to the Association Vice President for review prior to forwarding to the Bulletin Board and Communication Chairs for posting to bulleting boards and the LWRWGA web page and to the Secretary for distribution to the Association members.
- g. Works with the Bulletin Board Chair to ensure Event information gets posted in the Ladies Locker rooms and is emailed to all members.
- h. Each Chair must submit a completed Budget checklist and reimbursement form to the Vice President no later than a week after the Event/Program.
- i. Each Chair must prepare a written report summarizing the activities of her committee and submit the report to the Vice-President within a week of conclusion of the Event or activity. Note: this report can be consolidated within the completed Budget checklist.

**ARTICLE IX – MEETINGS**

1. The 9-Hole LWRWGA meetings and communications are solely for the Association's activities and may not be used for solicitation of outside or unrelated activities.
2. The Season Opening Meeting/Event will be held annually in October.
3. The slate of Officers and nominations will be presented annually in March.
4. The election and installation of new Officers will be held annually in April.

**ARTICLE X – FINANCES**

1. Annual dues are set annually by the 9-Hole Executive Board and are not refundable.
2. The 9-Hole LWRWGA funds may be used only for the 9-Hole LRWGA activities and expenses deemed by the Executive Board to be in the interest of the 9-Hole LWRWGA.
3. It is the policy of the 9-Hole LWRWGA NOT to solicit or spend funds for any charity other than a 501(c) organization that is in, or actively supports a charity in Manatee and/or Sarasota Counties. Preference will be given to organizations that support women and families.
4. The Executive Board annually approves charities that are part of any Association activity.
5. Within 30 days of the end of Treasurer's term, a financial audit will be done by a non-Executive board members of the 9-Hole LWRWGA, .