# CONSTITUTION AND BY-LAWS OF TOLEDO WOMEN’S DISTRICT GOLF ASSOCIATION

## ARTICLE I

### Name

The name of this Association shall be the Toledo Women’s District Golf Association (henceforth referred to as TWDGA)

## ARTICLE II

**Purpose:** The purpose of the TWDGA shall be:

1. To promote competition among members of the Association.
2. To conduct tournaments and championship events.
3. To establish and maintain high standards of sportsmanship.

## ARTICLE III

Membership in this Association shall bind each Club and Individual member to abide by the Constitution, By-Laws and Rules of this Association. Each club member and individual member shall accept and enforce all decisions of the Executive Committee.

## ARTICLE IV

### Membership

There shall be two classes of membership: (1) Club Membership and

(2) Individual Membership

Sec. 1 Any private or semi-private golf club within a radius of 100 miles of

Toledo, Ohio may apply for Club Membership in the TWDGA. However Toledo

Golf Club at Ottawa Park , Chippewa Golf Club, Fostoria Country Club, Heather

Downs Country Club, and Valleywood Golf Club shall be Club Members of the TWDGA regardless of whether considered a private, semi-private, or public golf course.

Sec. 2 In order for admission to the Association, any private or semi-private club’s application shall have the majority approval of the Executive Committee of the TWDGA.

Sec. 3 Individual Membership in the TWDGA is limited to women

1. Who are golfing members of clubs that are Club Members of TWDGA (except those specifically excluded in By-Laws Article 1, Sec. 2).
2. Whose handicap conform to the rules of the TWDGA By Laws Article II, Sec. 1.
3. Who belong to a Member Club that closes, or is otherwise not in operation, for a period not to exceed one year.

## ARTICLE V

### Officers

The Officers of the Association shall consist of the President, Vice-President, Secretary, and Treasurer.

## ARTICLE VI

### Executive Committee

The control and management of the TWDGA and its affairs and tournaments shall be entrusted to the Executive Committee composed of the following fourteen (14) persons: Immediate Past President, President, Vice-President, Secretary, Treasurer, Tournament Chairman, three (3) Tournament Assistants, Tournament Schedule Chairman, Media Relations Chairman, Historian, and two (2) Members-At-Large.

## ARTICLE VII

### Officers’ Duties

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| Sec. 1 | It shall be the duty of the President |
|  | 1. To preside at all meetings of the TWDGA. |
|  | 2. To enforce due observance of the Constitution and By-Laws. |
|  | 3. Offer for consideration all motions regularly made. |
|  | 4. Appoint all Committees not otherwise provided for. |
|  | 5. Perform such other duties as the office may require.  The President shall make no motion or amendment nor vote on any question unless the vote is equally divided, when she shall cast the deciding vote. |
| Sec. 2 | In the absence of the President, the Vice-President shall perform the |

duties of the office.

Sec. 3 The Secretary shall keep the minutes of the TWDGA and the Executive Committee. She shall conduct the correspondence of the Association and send out all notices of meetings.

Sec. 4 The Treasurer shall be custodian of the funds of the TWDGA, which shall be deposited, in a special account and in a bank designated by the

Executive Committee. She shall conduct the collection and receiving of the dues for the Club Memberships and Individual Memberships. She shall pay out of the TWDGA bank account only on authority of the Executive Committee. She shall also keep an itemized account of receipts and expenditures, file vouchers of all payments and present a full report at each meeting of the TWDGA and of the Executive Committee. She shall present an annual report to be certifies by an auditor.

## ARTICLE VIII

### Election of Officers

All elections of officers shall be held at the annual meeting in the fall. The term for each officer shall run for one year with the exception of the Treasurer who shall serve for two (2) years. The officers’ duties shall commence with the adjournment of the annual fall meeting.

## ARTICLE IX

### Meetings

Sec. 1 The annual meeting of the TWDGA shall be held at the last scheduled tournament. The agenda will include, but not be limited to, the election of officers and the presentation of annual reports.

Sec. 2 The Spring meeting of the TWDGA shall be held for the purpose of acquainting the Individual Membership with the program of tournament events and shall be held at such place and time as determined by the Executive Committee.

Sec. 3 Special meetings of the TWDGA may be called at the request of the Executive Committee with one (1) week prior notice to the Individual Membership.

Sec. 4 Meetings of the Executive Committee shall be held at the discretion of the President.

## ARTICLE X

### Amendments

The individual membership shall be given notice of any amendments to this Constitution in writing two (2) weeks prior to any regular or special meeting of the TWDGA where a vote on the proposed amendment(s) shall occur. After such notice, the proposed amendment shall become part of the Constitution, if at the next meeting it is approved by a two-thirds vote of those Individual Members present and voting.

**BY- LAWS**

## ARTICLE I

Sec. 1 Individual Membership in the TWDGA shall consist of three classes: Active, Honorary and Senior.

Sec. 2 Any woman golfer who has been accepted as an Individual Member, upon payment of the annual dues, is eligible for Active membership. An Individual member who has been an active, full dues paying member of the TWDGA for thirty-five (35) years shall receive a 35 year membership gold disc.

Exceptions: (a) Unattached Member. Any woman golfer who has been a member of the TWDGA for twenty (20) years, although no longer a golfing member of an affiliated club (ie. Member Club) or no longer a member of an affiliated club (ie. Member Club) may, upon payment of the annual dues, be permitted to retain her membership or reapply for Active membership status to the TWDGA (See By-Laws Art. II, Sec. 1).

1. Former Champion. A former match play or stroke play champion, although no longer a golfing member of an affiliated club (ie. Member

Club) may upon payment of the annual dues be permitted to retain her

Individual Membership or reapply for Active Membership status at the TWDGA. This would also pertain to any senior champion prior to 2014. (See ByLaws Art. II, Sec. I).

1. Any District member who takes a “Leave of Absence” from her club may have a one year grace period. To receive this she must send documentation certified by the club to the District President. She will not pay District dues and will not be eligible to play in any TWDGA tournaments during that year. If she joins a member club after the one year period, she may rejoin District even if her handicap index is above 18.0.

Sec. 3 Honorary Membership: Honorary membership may be conferred upon any person by a majority vote of those present and voting at the Spring or Fall meeting of TWDGA, the person having been unanimously approved by the Executive Committee. Persons upon whom this membership is conferred shall be enrolled for life when they have stated their acceptance in writing.

Sec. 4 Senior Membership: A senior member is any Individual Member of fifty (50) years of age or older who wishes to participate only in the Senior’s Tournament and pays the Senior annual dues. Once a member elects to become a Senior member, she must reapply for Active membership.

## ARTICLE II

### Application For and Limitations of Membership

Sec. 1 Any woman golfer who has a USGA Handicap Index of 18.0 or less, excluding executive golf courses, is eligible to apply for active membership in TWDGA if she is a golfing member of a club affiliated (Club Member) with TWDGA. Application for Active membership shall be made to the President on forms provided for that purpose, said forms having been endorsed by the applicant’s club handicap chairman and TWDGA representative. Application for TWDGA membership shall be accepted between March 1 and September 30. Membership dues must be paid for the year in which application is made.

Sec. 2 All Member Clubs hosting a multiple day tournament shall be permitted a minimum of five (5) Individual Members, excluding Senior Members. All Member Clubs not hosting a multiple day tournament shall be permitted a minimum of four (4) Individual Members, excluding Senior Members. If a Member Club does not have the minimum number of members with the prescribed handicap, they may ask the next lowest handicap player to join TWDGA to bring their membership to the minimum number. (This is a specific exception to the handicap requirement established in By-Laws Art. II Sec.

1.)

## ARTICLE III

### Fees and Dues

Sec. 1 Annual Dues: Every Member Club shall pay annual dues before an Individual Member from that club may become an Active member for that year. These dues are payable prior to the Annual Spring meeting of TWDGA. The annual dues for Active and Senior members shall be paid prior to the Annual spring meeting of TWDGA.

Sec. 2 The Executive Committee shall determine the amount of Annual dues for all membership categories.

Sec. 3 The Officers (4), Historian, and Web Site Manager shall not pay yearly dues as of 3/10/2021

Sec. 4 The following shall be paid a yearly stipend: Schedule Chair,

Tournament Chair, (3) Tournament Assistants and the Treasurer. The Executive Committee will set the amount of the stipend.

## ARTICLE IV

### Duties of Officers

Sec. 1 The Executive Committee shall meet at the discretion of the President.

Sec. 2 The following order of business shall be observed at all meetings of the Association and the Executive Committee:

1. Reading of the minutes of the previous meeting
2. Communications
3. Reports
4. Unfinished business
5. New business

Sec. 3 Nomination of Officers: At least thirty (30) days before the Closing Meeting of the Association, the Executive Committee shall appoint a nominating committee which shall present a slate of officers to be voted upon at the Annual Meeting. Nominations from the floor shall be in order at this time.

Sec. 4 If no nominations from the floor are forthcoming, the President shall request a motion to accept the slate of officers as presented. Following proper procedure the membership shall vote upon the motion.

Sec. 5 The President: The President shall preside at all meetings of the Association and the Executive Committee. She shall be an ex-officio member of all committees. She will welcome all new members by letter and provide them with their TWDGA materials. The Match Play Championship Tournament should be held at the club at which the President is a member. IF IN THE PROCESS OF ELECTING A NEW SECRETARY FOR THE TWDGA, WHO WOULD ROTATE TO PRESIDENT, THERE IS NO CANDIDATE FROM THE FUTURE MATCH PLAY ROTATION HOSITNG CLUB, THE NOMINATING COMMITTEE WILL BE COMPOSD OF THE PAST THREE PRESIDENTS. THEY WILL SELECT FROM THE MEMBERSHIP AT LARGE A CANDIDATE TO BE SUBMITTED FOR THE SECRETARY POSITION, TO ROTATE TO PRESIDENT.

Sec. 6 Vice-President: The Vice-President, during the absence of the President, shall perform the duties of that office. She shall be responsible for purchasing tournament prizes and special awards: "Hole-in-One" awards and 35 year charms.

Sec. 7 Secretary: The Secretary shall keep the records of all meetings of the

Association and the Executive committee. She shall serve all notices of meetings. She shall be responsible for all correspondence and papers of the Association.

Sec. 8 Treasurer: The Treasurer shall serve for two (2) years and shall keep full and accurate account of all money received. She shall deposit the same in the name of and to the credit of the Association in such depository as may be designated by the Executive Committee. She shall present at each meeting of the Association and at each meeting of the Executive Committee a written report of the finances of the Association which includes all income and disbursements since the last regular meeting. She shall pay all bills and file all receipts for reference. She shall keep an accurate list of members and send all notices of dues. She shall collect all fines from the membership. She shall pay insurance on trophies or other property against loss of same. She shall present an annual report at the end of the fiscal year, the report to be certified by an auditor appointed by the President.

Sec. 9 All officers upon retiring from office shall, within thirty (30) days, deliver all money, accounts, records, papers and other property belonging to the Association to their successor in office.

Sec. 10 Rotation of Officers: The rotation of officers will be as follows:

Secretary to Vice-President, Vice-President to President, President to Past President. This succession results in a four (4) year commitment.

## ARTICLE V

### Property

Sec. 1 Investments of the Association, certificates of deposit or securities of any sort shall be held in trust for the Association by a responsible Trust Company selected by the Executive Committee.

Sec. 2 Once a year, funds that have been accumulated in the account of the Association and are not needed for current expenses shall, under the direction of the Executive Committee, be turned over to the Trust Company for permanent or semi-permanent investment of interest.

Sec. 3 The Annual Audit of the Association shall include not only the

Treasurer's current funds but also the permanent funds and investments of the Association. Each member of the Executive Committee shall be supplied with a copy of such audit and a copy of the Trust Agreement under which the Trust Company acts for the Association.

## ARTICLE VI

### Standing Committees

Sec. 1 The President Elect of the Association shall appoint the following committee chairmen: Tournament, Schedule, Historian, Media Relations, two (2) Members-at-Large (one from an out-of-town Club and one from Chippewa, Valleywood or Toledo Golf Club), plus Rules and an Auditor.

1. The Tournament Committee shall be responsible for all tournaments held under the auspices of the Association. The tournament schedule and events are subject to the approval of the Executive Committee.

The Tournament Chairman shall appoint three (3) Assistants to serve on the Committee. The Tournament Chairman and

Assistants are responsible for the weekly pairings, prizes, and management of the tournament.

1. The Schedule Chairman is responsible for obtaining the tournament sites and presenting a proposed schedule to the Tournament Committee and the Executive Committee for their approval. The Schedule Chairman is responsible for the printing of individual schedules and prize certificates.
2. The Media Relations Chairman is responsible for promoting the Match Play and Stroke Play Championship Tournaments and reporting the results to the media. The results of weekly tournaments shall be reported to the media by the Club TWDGA representative that hosted the event.
3. The Auditing Chairman and/or Committee shall audit the books of the Treasurer and report the results at the Annual Spring meeting.
4. The Rules Chairman and/or Committee shall be available to make the correct ruling as adopted under the Rules of Golf by the USGA on any disputed points.
5. The Historian shall keep the scrapbook and the membership records.

## ARTICLE VII

### Resignation

Any member of the Executive Committee or standing committee wishing to resign from said office, shall present her resignation in writing to the President of the Association.

## ARTICLE VIII

### Tournaments

Sec. 1 It shall be the duty of the Association to hold an annual Match Play and a Stroke Play Championship Tournament. The Stroke Play Championship Tournament (Three Day Medal Play) is a 3-day stroke play event and efforts should be made to complete the full 54 holes. If the event is disrupted, the tournament committee will schedule and continue play on the venue’s next available date ensuring that this tournament is completed prior to the next week’s tournament. If completing 54 holes is not possible, the tournament must be a minimum of at least 36 holes. If a 36 hole event is not possible, then there will be no medal championship for the year, and the Player of the Year Points will be prorated to the equivalent of a one day stroke event.

Sec. 2 It shall be the duty of the Association to hold weekly tournaments, preferably every Friday, not a legal holiday, during the playing season. No extra tournament under the jurisdiction of the Association shall be held after the final scheduled tournament. The tournaments shall be held under the direction of the Tournament Committee of the Association.

Sec. 3 All competitions of the Association shall be played in accordance with the rules of golf as adopted the USGA. The only exceptions are: special rules in force and published on the course over which the competition takes place; and special rules or modification of the rules laid down by the Tournament Committee.

Sec. 4 All disputed issues shall be decided by the Tournament and/or Rules Committee.

Sec. 5 For every event, in which she is participating, a TWDGA member must pay an entry fee for each day of the event. The Executive Committee of the TWDGA will determine the amount of entry fee.

Sec. 6 Any TWDGA member failing to show or secure a TWDGA substitute for her tee time in a TWDGA event in which she is scheduled to play will receive a penalty which will equal the cost of the cart and entry fee for the day of the tournament. The fines for multi day tournaments will be as follows:

**Match Play Championship** – If you are unable to play in the Qualifier, you will be subject to paying your cart and entry fees for a total of three days (the day of the Qualifier plus the first two days of Match Play)

**Three Day Medal Play** (Stroke Play Championship) – If you are unable to play in the three Day Medal Play Tournament, you will be responsible for your cart and entry fees for two days since the third day is optional.

**Two Day Ringer** – If you are unable to play in the Two Day Ringer, you will be responsible for your cart and entry fees for both days.

Any penalty must be paid to the TWDGA Treasurer prior to participating in any subsequent TWDGA event. All penalties must be paid before October 31 of each year, or that member will be suspended for one year from the TWDGA and may requalify by: (1) Payment in full of the penalties due and owing AND (2) submission of Application for membership (See By-Laws Art. II, Sec. 1). The penalty applies to both in-town and out-of-town TWDGA events. The only exceptions to incurring the penalty are (1) Death in the immediate family; (2) Funeral of a family member or friend; (3) In-patient hospitalization or hospital emergency room visit of TWDGA member and/or family member that occurs within 24 hours of the event’s start time. Immediate family includes: spouses, children, parents, siblings or household member; (4) Jury duty.

Sec. 7 Each Member Club shall agree to host a TWDGA event each season.

Refusal to host a tournament may result in the suspension of the Club and its TWDGA members from the Association.

## ARTICLE IX

### Quorum

The members of the Association present at the annual meeting or other properly noticed meeting shall constitute a quorum.

## ARTICLE X

### Authority

"Robert's Rules of Order, Revised" shall be the authority on all question of parliamentary law and proceedings.

## ARTICLE XI

The Executive Committee is empowered to change, add to, and/or interpret the By-Laws.