

BY-LAWS OF THE NORTHERN KENTUCKY WOMEN'S GOLF ASSOCIATION
REVISED OCTOBER, 1994 AND APRIL, 1995
AMENDED OCT '00, APR '05, APR '14, SEP '19

Article I - Name

The name of this organization shall be the Northern Kentucky Women's Golf Association, referred to in this document hereafter as the Association.

Article II – Purpose

The Association shall be a non-profit organization comprised of Member Clubs. The purpose of the Association shall be to promote interest in golf in the Northern Kentucky community, to conduct annual Northern Kentucky Women's **Tournaments**, Team Play (a round robin interclub competition) and other golf events, and to establish and help maintain high standards of sportsmanship.

Article III – Membership

1. Only clubs located in Northern Kentucky in the counties of Boone, Campbell, Grant, Kenton, or Pendleton are eligible for membership. There are two categories of membership--Regular Member and Associate Member. There is a limit of eleven Regular Member Clubs. There is no limit to the number of Associate Member Clubs.
2. Application for either membership category shall be made in writing **by the Spring meeting**. Acceptance of the application shall be determined by vote of the Delegates. If an opening for a Regular Member exists, applications must be submitted in writing by any interested club, whether or not they are already Associate Members.
3. The privileges of membership in either category are the same with only one exception. Only Regular Member Clubs may field teams for Team Play.
4. Member Clubs must host the Association events on a rotating basis, with the exception of Team Play in the case of Associate Member Clubs
5. Each Member Club is entitled to two official Delegates at each meeting. They are the voting members of the Association. Should a Member Club have an elected officer (other than the President) serving, such officer shall be considered as one official Delegate. The President shall not have a vote, except in the case of a tie. Each Member Club may also appoint one alternate Delegate, who may also attend all meetings, but may vote only in the absence of a regular Delegate. Delegates should be appointed by their clubs by January 1 of each year, for a one year term.
6. Member Clubs must be able to provide members to serve as officers of the Association on a rotating basis.

7. Failure to abide by the rules or the spirit of the rules of the Association could result in a membership being revoked by the voting Delegates.

Article IV - Dues

The annual dues for each Member Club shall be an amount established by the Governing Body, payable on the first day of May, or in the case of new Member Clubs, immediately after election to membership. Players from Member Clubs in arrears shall be ineligible for play in the Association events.

Article V - Meetings

1. Meetings: The semi-annual meetings of the Governing Body, which are open to all interested parties, shall be held in the spring (usually in late April) and the fall (usually in early October), on dates selected by the President, and usually at the club of the President. In addition, the President should call a meeting of the officers in the spring shortly before the regular spring meeting.
2. Special meetings: These may be called by the President, or at the request of five Delegates, as needed.
3. Notices: Written notices of the date of each meeting shall be given three weeks in advance by the Secretary, and in the case of a special meeting, shall also state the purpose of such meeting.
4. Quorum: Representation of a majority of Member Clubs shall constitute a quorum for the transaction of business.
5. Voting: The official Delegates shall be the only voting members of the Association. The alternate Delegate may vote only in the absence of an official Delegate. Any question under consideration must be approved by a majority of the voting Delegates present. No written proxy will be accepted. In case of a tie, the President may cast the deciding vote
6. Robert's Rules of Order Revised shall govern the meetings.

Article VI - Officers

The Officers of the Association shall be a President, Vice-President (President-elect), Secretary, Treasurer, Team Play Chair and Web Manager.

Article VII - Election of Officers

1. Election of all officers shall be held at the fall meeting.
2. The term of office for each officer shall be two years. The President shall assume office, and the Vice-President and Team Play Chair shall be elected in even-numbered years. The Secretary, Treasurer and Web Manager shall be elected in odd-numbered years.
3. The President may not succeed herself, nor may any member of her Club succeed her as President.

4. Any office that becomes vacant during a term shall be filled by appointment by the remaining officers.
5. A slate of officers for election shall be determined by a Nominating Committee appointed by the President.
6. Additional nominations may be presented from the floor by the Delegates at the fall meeting.
- 7. A person elected for more than one office will only have one voting right.**

Article VIII– Duties of Officers

1. The President shall:
 - a. Preside at meetings of the Association.
 - b. Appoint a Nominating Committee.
 - c. Establish any other necessary committees, and appoint Chairs for such committees.
 - d. Sign an alternate signature card for the Association's bank accounts.
 - e. Serve as advisor to the Association for the term following her own.
 - f. Find a volunteer to maintain the scrapbooks of the association.
2. The Vice-President shall:
 - a. Perform the duties of the President in the absence of the President.
 - b. Assume the office of President for the following term of office.
 - c. Serve as Tournament Chair for all tournaments, working closely with the host club Chair of each event.
 - d. Collect tournament files from the chair of each tournament at the end of the season and update the files with new guidelines and by-laws as necessary. She should then distribute these files to the chairs of the tournaments at the spring delegates meeting.
 - e. Review the entry forms for all tournaments before they are distributed to the delegates.
3. The Secretary shall:
 - a. Record the minutes of all meetings and send copies of these minutes to the officer and Delegates.
 - b. Notify the officers, Delegates, and Team Captains of all meetings three weeks prior in writing.
 - c. Take care of all correspondence for the Association.
 - d. Compile and distribute at the spring meeting a list of all officers and Delegates, including addresses and phone numbers.
4. The Treasurer shall:
 - a. Send annual statements to Member Clubs and collect dues.
 - b. Keep regular bank accounts in the name of the Association.
 - c. Give an updated report of bank accounts at each meeting.
5. The Team Play Chair shall:

- a. Arrange and confirm, with assistance from the Delegates, for Team Play to be held at each Member Club each season.
 - b. Collect scorecards after each set of matches, check for correct totaling of points on each card, and keep running totals for each team.
 - c. Make standings available to Team Captains by written notification and/or articles in the newspaper.
 - d. Purchase gifts for the six members of the winning team and the six members of the runner-up team, and present these gifts, along with the final standings for the season, at the Two Lady Best Ball.
 - e. Give reports on Team Play at each meeting.
 - f. Compile a list of all our tournament dates and locations and distribute this list to the delegates at the spring meeting.
 - g. Compile a list of any invitational dates available for our member clubs and distribute this list to the delegates at the spring meeting.
6. The Web Manager shall:
- a. Post all pertinent information pertaining to the Association, including names of officers, delegates and captains; By-laws; Team Play schedule; Guidelines for all events; Tournament dates, applications, rules, tee times, participants and results; and dates and applications for all Member Clubs' Ladies' Invitational.
 - b. In January of that current year, collect information from all clubs on their delegates and team captains.

Article IX – Amendments

These By-laws may be repealed or amended by the vote of three-fourths of the Delegates at a regular Delegates' meeting or by the same vote at any special meeting, provided a quorum is present. A three-week written notice shall be given to each Delegate concerning any proposed change in the By-laws.