



Pinewild Women's Golf Association

BYLAWS

ARTICLE I - NAME AND LOCATION

The name of this organization shall be the Pinewild Women's Golf Association (PWGA), located at Pinewild Country Club of Pinehurst, NC.

ARTICLE II - PURPOSE

The purpose of the PWGA shall be to promote good golf and friendship among the women of Pinewild Country Club.

ARTICLE III - THE PWGA

Section I - Membership

- A. PWGA membership is open to any woman who is at least 18 years of age, a member in good standing of Pinewild Country Club and who has paid dues. Annual dues are billed in January for the upcoming year to the member account.
- B. An established handicap index with the local governing handicap system is necessary to compete in PWGA events.
- C. Fiscal Year is January 1 thru December 31.

Section II - Meetings

Membership business meetings will be conducted according to Robert's Rules of Order, Revised Edition.

A. Regular business meetings shall be held as follows:

1. The Opening Meeting shall be held prior to commencement of regular season play for the purpose of obtaining membership approval of the new budget, presenting plans for the current season and transacting other business that may arise.
2. The Closing Meeting shall be held after the completion of regular season play for the purpose of electing officers, giving reports, presenting awards and transacting other business that may arise.

B. Special open meetings may be called at the discretion of the President or Executive Board or at the written request of at least 20% of the general Membership. An agenda shall be posted at least ten days in advance of the special open meeting. Discussion will be limited to posted agenda items.

Section III - Quorum

One quarter of the Membership shall constitute a quorum for all Membership meetings, special meetings and voting. If a quorum is met, a majority of those voting is necessary to affirm all motions. The vote may be done by ballot, online or voice. The exception to this regards amendments to these Bylaws (see ARTICLE VII - AMENDMENTS). A majority of the Executive Board shall constitute a quorum at a Board Meeting.

ARTICLE IV - THE PWGA BOARD OF DIRECTORS

The affairs of the PWGA shall be managed by an elected slate of officers, which shall be known as the Board of Directors (Board) consisting of: President, Vice President/President Elect, Secretary, Treasurer, Tournament Director, Assistant Tournament Director/Tournament Director Elect, and Social Director. The immediate past President may, at the request of the President, serve in an advisory capacity, without a vote, for one year.

Section I - Board Responsibilities

A. Administer Standing Rules for the operation of the PWGA.

- B. Prepare an annual budget that may include a dues increase of up to 10%. A dues increase over 10% will require Membership approval at the Closing Meeting of the current fiscal year.
- C. Provide for an audit of the Treasurer's books every two years or in the event of the change in the Treasurer.
- D. Meet at least three times a year.
- E. Each Board Member has a duty to uphold confidentiality of discussions during Board Meetings.

Section II - Duties of Officers

A. President

1. Presides at all meetings of the PWGA.
2. Is authorized to perform the duties of the Treasurer as required.
3. Designates dates for PWGA business meetings.
4. Schedules all PWGA Board meetings.
5. Serves as ex-officio member of all committees except the Nominating Committee.
6. Writes the PWGA Article for The Perspective.
7. Is the Liaison to the Pinewild Country Club Advisory Board pertaining to the Golf Subcommittee as they direct, and sends them a monthly report.
8. Posts approved meeting minutes to the PWGA website.
9. Posts updated Bylaws and Standing Rules to the PWGA website.

B. Vice President/President Elect

1. In the absence of the President, performs the duties of that office.
2. Coordinates with the President to update the PWGA website.
3. With the President, writes and sends communications to the Membership via the PWGA email.
4. Serves the second year of her two-year term in the Office of President.
5. Appoints the Chairwomen of all Standing Committees for her year as President.
6. With the President, keeps Standing Rules up to date with Board approval.

7. Serves as Coordinator of New Member Activities.

C. Secretary

1. Records minutes of all meetings and emails a copy to Board members for comments and approval. After approval, provides electronic copy to the President for posting. Maintains hard copy for the file.
2. Records any changes to the Bylaws and Standing Rules. After necessary approvals, emails the amended document to the President for posting and maintains hard copy for the file.

D. Treasurer

1. Collects and distributes funds as directed by the PWGA.
2. Maintains all PWGA financial records. The PWGA operates under an annual budget.
3. Presents an itemized financial report at the Closing Meeting.
4. Maintains PWGA bank accounts and sign all checks and drafts.
5. Administers PWGA Hole-in-One money.
6. Prior to the end of the fiscal year, meets with the President, Vice President/President Elect, and Treasurer Elect to draft the PWGA budget for the upcoming year.
7. Maintains the Membership List, and notifies the Board and the Club's Head Golf Professional when there are new PWGA members.
8. Meets with the Golf Shop prior to tournaments and special events to coordinate billing of the event.

E. Tournament Director

1. Coordinates schedule for PWGA season events to include play days, tournaments and other league play.
2. Establishes a schedule for play days, tournaments and other league play.
3. Administers weekly PWGA play days to include games, prizes and awards, and cancellations or delays due to weather or unforeseen circumstances.
4. Is responsible for decisions concerning claims or questions arising in PWGA play. USGA rules shall apply as modified by Standing Rules or local rules.
5. Maintain records of all PWGA play day events.

6. Determines the winner of the Most Improved Player Award by using the USGA formula.

F. Assistant Tournament Director/Tournament Director Elect

1. Works with the Tournament Director to schedule PWGA events and assists the Tournament Director in all duties.
2. Coordinates, develops and schedules the upcoming year's tournament and weekly play day calendar.
3. Serves the second of the two-year term in position of Tournament Director.

G. Social Director

1. Arranges and conducts all social activities of the PWGA: the Opening Meeting in March and Closing Meeting in December, along with any other Board events requiring breakfast/lunch for Membership. This excludes any meal associated with Special Events, ie, Holly/Pines, Member/Guest, etc.
2. Serves as Liaison to the Nine-Hole Ladies League.
3. Lends assistance to all other committees as requested.

ARTICLE V - COMMITTEES

Section I - Standing Committees

- A. Publicity Committee - Furnish information to the Press regarding all affairs and events.
- B. Interclub, Pinetop and Tar Heel Committees - Arrange and conduct regional/local play activities of the respective association.
- C. Each Committee Chairwoman shall submit a written report to the President by the Closing Meeting of the current year.

Section II - Special Committees

The President may create as many special committees as she deems necessary in the interests of the PWGA.

ARTICLE VI - ELECTION OF OFFICERS

Section I - The Nominating Committee

- A. The past President shall chair the Nominating Committee. -In the event the past President cannot serve, the Board of Directors shall appoint a chairperson to assume this duty.
- B. Committee shall consist of four members, selected by the past President, representing a cross section of handicaps. Members may not serve more than two consecutive years on the Committee.
- C. The secretary shall give the Committee a copy of the current Membership List, the Bylaws and a list of all officer positions to be elected. At least 3 weeks prior to the election, the Committee shall post, for each office to be filled, the name of at least one candidate who has indicated a willingness to serve.

Section II - Additional Nominations

- A. Additional candidates may be considered for nomination by contacting the Committee up until one week prior to the election.
- B. Additional nominations may also be made from the floor at the Fall Meeting.

Section III - Board Terms

Elected officers will assume their duties beginning January 1 and will end December 31. A member may serve two consecutive terms on the Board as long as her position changes after her first term.

Board terms will be as follows:

- A. President - 1 year.
- B. Vice President/President Elect - 2 years, first year as Vice President and second year as President.
- C. Secretary - 2 years, elected during even-numbered years.
- D. Treasurer - 2 years, elected during odd-numbered years.
- E. Tournament Director - 1 year.
- F. Assistant Tournament Director/Tournament Director Elect - 2 years, first year as Assistant Tournament Director and second year as Tournament Director.
- G. Social Director - 2 years, elected in odd-numbered years.

Section IV - Voting

Voting shall be by ballot, in person or online. If there is only a single candidate for each office, voting can be accomplished by a voice vote.

Section V - Board Member Vacancy

- A. In the event of a vacancy in the office of the President during her term, the Vice President/President Elect shall assume the office of President, completing that year as well as the second year of her own term as President.
- B. In the event of a vacancy in the office of Tournament Director during her term, the Assistant Tournament Director/Tournament Director Elect shall assume the office of Tournament Director, completing that year as well as the second year of her own term as Tournament Director.
- C. In the event that the Vice President/President Elect informs the Nominating Committee that she is unable to serve the second year of her two-year term, a Special Election for President will be held at the same time as that year's regular Fall Election.
- D. In the event that the Assistant Tournament Director/Tournament Director Elect informs the Nominating Committee that she is unable to serve the second year of her two-year term, a Special Election for Tournament Director will be held at the same time as that year's regular Fall Election.
- E. In the event of a vacancy in any other Board position, the Board shall appoint a member to fill the position for the remainder of the unexpired term.

ARTICLE VII - AMENDMENTS

Proposed amendments to the Bylaws may be presented at a General Membership meeting or at a special meeting, and must be posted at least 10 days prior to the meeting. A quorum will constitute 50% of the Membership. In order for proposed amendments to pass, two-thirds of those voting must affirm the changes.

APPROVED BY THE PWGA MEMBERSHIP: AUGUST 5, 2021