

LANDINGS WOMEN'S GOLF ASSOCIATION – BY-LAWS

These by-laws constitute the rules for the regulation and management of the Landings Women's Golf Association (LWGA). All LWGA competition shall be in accordance with the governing rules and regulations of the United States Golf Association and The Landings Club local rules

Article I – ELIGIBILITY FOR MEMBERSHIP AND COMPETITION

Section 1. A new member must have an established USGA index of 32.9 or lower (16.4 for a 9-hole player.)

Section 2. All members must play to an index of 32.9 or lower to compete in LWGA-sponsored events.

Section 3. All members are eligible to play in LWGA tournaments and on member meeting/luncheon days. Rules for Tuesday play are listed in the Tournament Policy & Membership Manual, which can be found on LWGA.net

Article II – MEETINGS

Section 1. There shall be at least two member meetings each year.

Section 2. Additional meetings may be called at the discretion of the President, Vice-President, Executive Committee or by petition signed by one-fourth of the membership. Such request and notice of every special meeting shall state the purpose for which it is called and shall be sent by email to members and posted on LWGA.net fifteen days prior to the meeting.

Article III – DUES

Section 1. The Board of Directors shall determine the amount of the annual dues and the hole-in-one fee. Annual membership dues are listed in the Tournament Policy & Membership Manual. Participation in LWGA events requires that dues be current.

Section 2. The fiscal and golf year shall be the calendar year.

Article IV – NOMINATIONS AND ELECTIONS

Section 1. The Nominating Committee shall consist of seven members: the committee chair (the immediate past LWGA President), two current board members who are appointed by the current LWGA President and four members of LWGA to be elected at large at the spring member meeting or by electronic ballot sent via email by July 1.

A member may serve on the Nominating Committee no more than two times within a five-year period with the exception of an immediate past LWGA President who is designated to chair the Nominating Committee. In the event of a vacancy on the committee, the LWGA President will appoint a replacement.

Section 2. The slate of officer nominees to be provided by the Nominating Committee shall include the Vice-President, Secretary and Assistant Treasurer. The Vice-President shall succeed the President. The Assistant Treasurer shall succeed the Treasurer. The committee shall also nominate a President and/or a Treasurer if interim appointments have occurred.

Section 3. Duties of the committee are to actively seek qualified candidates to fill the position for each office. When the list of candidates is final, the committee will announce by email and post on LWGA.net the names of the candidates for each elected office for the ensuing year sixty days prior to the fall member meeting.

Section 4. Additional nominations and seconds may be taken from the floor on the day of the fall member meeting.

Section 5. A two-thirds majority of votes cast by the membership present at the fall member meeting or by those voting by electronic ballot, if the meeting cannot be held, shall be necessary to elect officers.

Article V - OFFICERS AND RESPONSIBILITIES

Section 1. PRESIDENT – Responsibilities

- Is responsible for the activities of the LWGA for the year.
- Shall preside at all meetings of the LWGA for the year.
- Shall appoint the Tournament Chair and Membership Chair who will be members of the Executive Committee.
- Shall appoint the chair of each committee.
- Shall appoint special tournament chairs.
- Shall serve as LWGA representative to The Landings Club.
- Shall appoint two members to serve with the immediate past President on the Nominating Committee. In the absence of an immediate past President, she shall also appoint the Nominating Committee Chair.

Section 2. VICE-PRESIDENT - Responsibilities

- Shall act as assistant to the President, assuming her responsibilities in the event of her absence or incapacity.
- Shall serve as liaison between special tournament chairs and the board, monitoring the planning and execution of special tournaments.
- Shall serve as the LWGA representative to The Landings Club Tournament and Events Committee.

- Performs other duties as assigned by the LWGA President.

Section 3. SECRETARY – Responsibilities

- Shall maintain an accurate and permanent record of the meetings of the Executive Committee, Board of Directors and member meetings.
- Performs other duties as assigned by the LWGA President.

Section 4. TREASURER – Responsibilities

- Shall receive and disburse all funds of the LWGA.
- Shall deposit all money in a bank and maintain an accurate record of all such funds received and disbursed by her during her tenure.
- Shall provide access for the President and Assistant Treasurer to view the full disclosure of all transactions within the LWGA bank account.
- In consultation with the President and appropriate board members, shall prepare the budget for presentation to the Board of Directors.
- Shall keep the Assistant Treasurer informed of all financial transactions and shall communicate with her on a monthly basis to reconcile bills.
- Shall submit financial reports at Board of Directors meetings.
- Shall submit financial reports at member meetings or by email to the members if the meeting cannot be held
- Shall maintain a minimum cash balance as established by the Board.
- Shall present an annual financial report at the first member meeting following year-end.
- Shall cause a third party to perform a review.
- Shall save financial documentation in a permanent form for at least seven years.
- Shall file an IRS tax return annually with a copy to the State of Georgia.
- Shall perform other duties as assigned by the LWGA President.

Section 5. ASSISTANT TREASURER – Responsibilities

- Shall act as assistant to the Treasurer, assuming her responsibilities in the event of her absence or incapacity.
- Shall participate in regular review communications with the Treasurer on a monthly basis to reconcile bills.
- Shall review LWGA points on a regular basis.
- Shall perform such duties as the Treasurer deems appropriate.
- Shall perform other duties as assigned by the LWGA President.

Article VI - EXECUTIVE COMMITTEE

The Executive Committee shall be comprised of the elected or interim officers and the appointed Tournament Chair and Membership Chair. It shall act as the LWGA rules infractions committee to resolve issues that occur in LWGA tournament play. It shall transact LWGA business between board meetings, subject to board ratification.

Article VII - GENERAL BOARD

Section 1. The President shall appoint board members whose duties shall encompass the overall functioning of the LWGA.

Section 2. A committee chair may require an assistant, a committee or a sub-committee. She may also appoint a representative to attend board meetings and vote in her absence.

Section 3. As situations warrant, the LWGA President may designate additional committee chairs that may have voting privileges on the board. She may also consolidate or eliminate committees, as she deems necessary.

Section 4. The Board of Directors will consist of a minimum of 12 members. Current job descriptions for the board and the Executive Committee can be found in the LWGA job description manual.

Article VIII - AMENDMENTS

These by-laws may be altered, amended or replaced, or new by-laws may be adopted by a two-thirds majority vote of the members present at a scheduled member meeting or those voting by electronic ballot if the meeting cannot be held. Any proposed amendments, alterations or replacements shall be sent by email and posted on LWGA.net at least thirty (30) days prior to a vote.

- ADOPTED September 1990
- AMENDED September 1991
- AMENDED December 1993
- AMENDED November 1994
- AMENDED May 1998
- AMENDED December 1999
- AMENDED September 2001
- AMENDED April 2002
- AMENDED October 2003
- AMENDED October 2005
- AMENDED September 2008
- AMENDED October 2009

- AMENDED October 2012
- AMENDED October 2016
- AMENDED October 2019
- AMENDED September 2020