

**CHARLESTON AREA LADIES GOLF ASSOCIATION
(CALGA)**

BY-LAWS

1. PROCEDURE:

The current edition of Robert's Rules of Order governs all parliamentary procedure of this organization.

2. QUORUM:

- a. A Quorum shall consist of representatives from two-thirds of the member clubs of the Association.
- b. A majority affirmative vote shall be necessary to approve any action or decide any issue.
- c. The Board shall consist of elected officers and one voting representative from each member club.

3. MEETINGS:

- a. An Annual Membership Luncheon Meeting will be held following the last tournament of the year. Cost to play will include cost of lunch.
- b. The President at the request of three (3) club representatives may call special meetings. Written notice shall be given unless an emergency justifies telephone notification.

4. MEMBERSHIP:

Clubs requesting to join CALGA must:

- a. Apply in writing to the President.
- b. Must have an established Ladies Golf Association.
- c. Have an 18-hole regulation course, with USGA Course Rating and Slope Rating issued within the last 10 years by the WSCGA and/or SCGA.
- d. Charge a minimum cart fee and no greens fee when hosting a tournament.
- e. Be on the SCGA/WSCGA handicap System.
- f. Be able to host a CALGA tournament once a year.
- g. Have facilities to accommodate a luncheon whether prepared by the member club or catered.

The President shall:

- a. Advise the Board of the application.
- b. Meet with the head Golf Professional for that club to confirm that the club meets all eligibility requirements as stated above.
- c. Upon written application for new membership by a club, the President shall suggest a committee consisting of the President, Secretary, and Treasurer to play with the club representative at the new club. If one or more of the officers mentioned is not able to play, the President can ask one or more committee chairmen to play. If any fees are incurred for this round of golf, such as greens fee or cart fee, each person will be reimbursed.
- d. Present the recommendation of the committee to the Board.
- e. Advise the applying club of the decision of the Board, which will be final.

5. ELECTION AND INSTALLATION OF OFFICERS:

- a. The President shall appoint a nominating committee in August.
- b. The slate of officers shall be posted at the October CALGA play day.
- c. Election of officers shall be held at the Annual Membership Luncheon Meeting.

In addition to the proposed slate, nominations may be made from the floor with the consent of the nominee. Following the election, the new officers shall be installed.

6. VACATING AN OFFICE:

Should an elected office be vacated, said office shall be filled by an election at a special Board meeting.

7. DUTIES OF OFFICERS:

a. The President shall:

1. Preside at all meetings of the Association.
2. Appoint Committee chairmen.
3. Call special meetings as necessary. Circulate the date and agenda for any special meeting at least 14 days prior to the meeting to allow the Reps time to poll their own members for any input. Should an issue arise that requires an immediate decision by the Board, the President may seek their votes electronically.
4. Establish the yearly schedule of play.
5. Appoint a committee to update the CALGA member handbook. Have the book printed and handed out to the club representatives at the January tournament.
6. Send a thank you note to the host pro and host rep after hosting a CALGA event.
7. Verbally thank the host pro the host reps and their committees after the 2 day CALGA and the End of Year Tournament are completed.

b. The President Elect shall:

1. Serve for one year as assistant to the President performing any duties as designated by the president.
2. Assume the responsibilities of the President in her absence.
3. Serve on Policy and Regulations Committee.
4. After one year assume the office of the president.

c. The Secretary shall:

1. Take minutes at the meetings, which are to be sent to all CALGA officers, CALGA club representatives, Webmaster, and all committee chairmen in a timely manner.
2. Read the minutes upon request.
3. Retain custody of the Constitution and By-Laws and all amendments.
4. Maintain, update and retain all documents in the CALGA Handbook and the Rep Manual. Relate all changes to the Webmaster for updating the Website.
5. Collect flight sheets from tournaments and verify winners are correct. Record flight standings after each tournament in the Associations permanent records and maintain tournament flight sheets for a period of two (2) months.
6. Email tournament results of each play day to all CALGA club representatives, the handicap chairman and email the results to the website administrator in a timely manner. The website shall be the permanent repository for the records.
7. Assume responsibility for all correspondence.

d. The Treasurer shall:

1. Be custodian of all funds.
2. Obtain the Tournament entry checks from the Host CALGA Representative following tournament. Obtain a copy of the updated tournament entry sheets from the Host CALGA Representative following tournament.
3. Present a treasurer's report at the Annual Meeting and other reports as required.

e. The Past President shall:

1. Be an advisor to the Board, without vote, for the sake of continuity.
2. Serve on the Policy and Regulations Committee.
3. Serve as chairman of the Nominating Committee.
4. Purchase and present gift to retiring President

f: The Webmaster shall: (as an "appointed" non-voting member of the Board)

1. Be responsible for posting the annual tournament schedule to the website
2. Upon receipt from the Secretary, post the monthly tournament results to the CALGA website and send a brief article summarizing the Results and any notable mentions to the Post & Courier, Charleston Golf News or any other golf/sports related local publication in a timely manner.
3. Immediately post any weather alerts received that relate to a scheduled Tournament to the home page of the website.
4. Maintain a current list of CALGA Members and Board Members in a password protected section of the website. The Secretary/Rep should advise of any changes in contact information for players.
5. Post the Minutes from any meeting to the website. Save these documents as part of the permanent records.
6. Maintain current copies of all CALGA documents, archiving the old versions.

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7. Post any photos taken at CALGA events. Any member may contribute photos.
8. Post any article or information the Board feels appropriate.

8. REPRESENTATIVES:

- a. There shall be one representative named by each of the member clubs along with a back-up alternate representative.
- b. Club representatives shall attend all business meetings.
- c. When the tournament is held away from her home club, the representative shall:
 1. Take reservations for the tournament from the ladies in the club's golf association.
 2. Type or print an alphabetical list of players including the information requested on the CALGA entry form that may be downloaded from the CALGA website.
 3. Send via email to Host Rep, then send this information with a check for the correct total of entry and cart fees to the host club representative by USPS. Entries must be postmarked no later than the Tuesday prior to the play day. If not postmarked accordingly, the club may be refused entry at the discretion of the host club.
 4. Advise her players that once an entry is mailed to the host club and the player cancels for any reason, she will not receive a refund of either her entry fee or cart fee. The exception is if the player is eliminated by the host course or the tournament is cancelled. Players may, if they are unable to play, send a substitute, as long as they notify the host Rep by 4:00 p.m. on the Friday preceding the tournament date. Ideally this substitute will have a handicap similar to the original player so flighting will be unchanged.
- d. When a tournament is held at her home club, the representative shall:
 1. Receive all entry fees and cart fees.
 2. Confirm play and, if possible, a rain date.
 3. Provide players with a copy of local rules.
 4. If possible, arrange for a volunteer or marshal to be on the course during play to enforce the slow play rule.
 5. Distribute her home course tournament prizes to each club representative at the next CALGA playday.
 6. Provide a scoring committee and time keeper to check scorecards as the players turn them in after play. Members of this scoring committee may also post the player's scores on the flight sheets. The flight sheets must be publicly displayed. Follow the scoring procedure as posted on the CALGA website. Each host club shall be responsible for providing black markers, whiteout, and large flight sheets.
 7. Any disputes or grievances that arise during play will be settled prior to the end of the tournament, by the host CALGA representative, the CALGA President and the host club golf professional.
 8. Host Rep is responsible for getting a completed copy of the Entry Sheets which includes Cancellations, WD, DQ's, player substitutions to both the Handicap Chair and the Treasurer. Give all entry fee checks to the Treasurer
 9. Send a completed Results sheet to the Secretary and the Webmaster before 6 pm on the tournament day.
- e. Maintain a copy of the clubs entry sheet for each month with updated information from the tournament. Example: cancellations, no shows, withdrawals, exchange of players. In the case of an oversubscribed tournament the entry sheets are used as an attendance record to size the field, and must be accurate.
- f. When the Annual Membership Luncheon Meeting is hosted at her club, the representative shall arrange for a Cash Bar to be available for those attending.
- g. Provide the alternate representative with copies of all Minutes and any written changes that were received with Monthly Tournament results.

9. COMMITTEES:

The President shall, subject to the approval of the Board, appoint the following committee chairmen:

- a. Finance
- b. Handicap
- c. Nominating
- d. Policy & Regulations

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- e. Prize Committee
- f. Any other committees that she may deem necessary.

10. DUTIES OF COMMITTEES:

a. Finance Committee:

The Finance Committee shall audit the Treasurer's books after the Annual Membership Meeting and prior to January 1 of the following year.

b. Handicap Committee:

1. Collect scorecards and one copy of each club's entry sheet with updated information following play.
2. Confirm there is a score card for each entry in CALGA Tournaments

c. Nominating Committee:

The Nominating Committee shall select a slate of officers. The committee shall consist of three (3) past presidents who are still active in CALGA, with the immediate past president as chairman.

d. Policy and Regulations Committee:

The Policy and Regulations Committee shall research, investigate and make recommendations to the CALGA Board on any questions concerning CALGA policy and regulations referred to it by the President or the Board. The committee shall consist of one member from three (3) different clubs, the current President and the Past President. The chairman shall maintain a record of any revisions to the By-Laws and Constitution, making sure that the Secretary has the most up-to-date revision. The chairman shall make note of which articles and/or regulations have been changed, the date and the reason(s) for the change(s).

e. Prize Committee

1. Purchase prizes for Low Gross and Low Net of the year.
2. Arrange for trophies and plaques and update engraving as required.

11. RULES:

The host professional and the host representative shall be guided by USGA, local, and CALGA rules.

12. ELIGIBILITY FOR TOURNAMENT PLAY:

- a. A player must be a member in good standing of a participating Ladies Golf Association. If a player is a member of more than one participating Ladies Golf Association she must designate one club only for the purposes of eligibility for CALGA Tournament play.
- b. A player must have a handicap index of 40.4 or lower.
- c. When a player's index is sloped to a host course and the resulting handicap exceeds 40, she will have a handicap allowance of 40 strokes.
- d. Players are responsible for posting their adjusted scores into the GHIN system as Tournament Scores following play.
- e. In the 2 Day Classic no player may have a handicap allowance to exceed 40 strokes.

13. DISSOLUTION:

Upon dissolution of the Association, all obligations shall be discharged and any remaining funds donated to Breast Cancer Research.