

**HERITAGE HIGHLANDS WOMEN'S GOLF ASSOCIATION
BY-LAWS (Amended November 18, 2008)**

**ARTICLE I
Name**

The name of this organization shall be the Heritage Highlands Women's Golf Association (HHWGA). This shall be an 18-hole golf association. The golf season will be mid-October to April, dates to be determined by the Executive Board.

**ARTICLE II
Object**

The object of this organization shall be to promote golf, friendship and good sportsmanship among golfers, all in accordance with the Rules of golf, as adopted by the USGA.

**ARTICLE III
Membership**

The membership of this organization shall be limited to those women who:

- 1) have an established, verifiable, 18-hole, 10-card handicap
- 2) pay annual dues to Heritage Highlands Women's Golf Association
- 3) have golf privileges (golf course membership, homeowner or qualified renter) at Heritage Highlands Golf Club
- 4) Maintain their handicap at Heritage Highlands.

**ARTICLE IV
Elected Officers & Board Members**

Section 1 – Elective officers shall be a President, Vice-President, Secretary and Treasurer of this 18-hole group. The Executive Board shall be made up of the elected officers and co-chairpersons of the tournament committee. The immediate past President shall attend all meetings and serve as advisor to the Executive Board. The Executive Board shall meet monthly or when necessary to conduct business pertaining to the organization and meetings shall be scheduled by the President.

Section 2 – The officers shall be elected at the annual business meeting in the spring. A nominating committee, consisting of three members appointed by the President 30 days before the annual meeting, shall present a slate of officers prior to the annual business meeting in the spring. The recommended slate shall be posted 15 days before the annual meeting. The presiding officer shall ask for nominations from the floor. In the event there are nominations from the floor, the written permission of the nominee shall be presented to the presiding officer at the time the nominations are made. If there is more than one candidate for an office there shall be a written ballot, otherwise a voice vote will be taken. The term of each office shall be for one year. The secretary and/or Treasurer may serve two (2) successive terms, if re-elected.

Section 3 –The Executive Board of the HHWGA also shall be supported by a Governing Board. The Governing Board members shall consist of the Executive Board members and all committee chairpersons, special event chairpersons and all primary interclub representatives. The Governing Board shall meet at least semi-annually. Consensus votes may be taken at these meetings to provide the Executive Board with input for making decisions which affect the general membership.

**ARTICLE V
Duties of the President, Vice-President, Secretary, Treasurer**

Section 1 – The President shall preside at all Executive Board, Governing Board and general membership meetings and shall perform the duties belonging to that office. She shall appoint all committee chairpersons, special event chairpersons, all primary interclub representatives and the representatives to the Arizona Women's Golf Association and the Southern District Women's Golf Association. She shall be an ex-officio member of all committees except the nominating committee. The President shall have the authority, with the approval of the HHWGA Executive Board, to replace any officer who resigns or who is unable to complete her term in office. She shall arrange immediately after her election to office, a meeting with the outgoing President to decide upon a date to hold a joint Governing Board meeting. At this meeting the incoming officers and chairpersons shall confer with the outgoing officers and chairpersons, and leave

complete records to facilitate the work of the incoming Board, and give recommendations they may have for the improvement of procedure.

ARTICLE V – Duties.... (continued)

Section 2 – The Vice-President shall also be known as President-Elect, and will automatically assume the duties of President the following year. The Vice President shall, in the absence or disability of the President, have her powers and perform her duties. She shall be in charge of whatever duties the President designates.

Section 3 – The Secretary shall keep a record of all proceedings of the Executive Board, Governing Board and General Membership meetings. She shall handle any necessary correspondence as requested by the President

Section 4 – The Treasurer shall be in charge of all monies collected and disbursed for the organization and shall deposit these monies in a bank designated by the Executive Board. The Treasurer will present the proposed budget at the first general membership meeting of the season for approval by the membership. The monies shall be paid out only by the Executive Board or upon signature of the Treasurer or a designated Board member. She shall keep itemized accounts or receipts and expenditures, file vouchers of all payments for auditing and tax purposes, and present a Treasurer's report at each business meeting of the organization. She shall submit her books and records for audit by a qualified person appointed by the President within fifteen (15) days after the spring meeting and/or upon her departure from office. She shall prepare a financial statement based on past receipts and expenses to allocate treasury funds for general expenses, awards and all special events. The financial statement of the season will be presented by the Treasurer to the membership at the general membership meeting in the spring and included in the minutes of that meeting. The Fiscal Year of HHWGA will be from June 1st to May 31st of the following year to allow for the timely auditing and closing of the books by the Treasurer.

ARTICLE VI Committees

Section 1 – The committees shall consist of handicap, tournament, membership and others as deemed necessary.

Section 2 – The committee chairpersons shall hold office for one year unless re-appointed.

ARTICLE VII Duties of the Handicap, Tournament and Membership Committees

Section 1 – The Handicap Chairperson(s) shall be responsible for the accurate maintenance of members' posting records and have authority to handle all matters regarding handicaps. She shall work with the Membership and Tournament Chairpersons to verify current handicap indexes for new members. In her absence, the golf professionals can assist with this verification process. She shall also provide the Executive Board with the name of the "Most Improved Golfer" at the end of the season. The Handicap Chairperson shall be a member of the Heritage Highlands Golf Club Handicap Committee.

Section 2 – The Tournament Co-Chairpersons shall outline the weekly play and set up the dates for the tournaments and special events prior to the beginning of the season. They shall have these approved by the HHWGA Executive Board. They shall maintain the weekly attendance records and a record of points awarded weekly for the distribution of prize money at the end of the season. Special fees, as approved by the Executive Board, may be collected for tournaments and special events unless already provided for in the budget. They shall appoint any committees deemed necessary to fulfill their duties. They shall also serve on the Executive Board.

Section 3 – The Membership Chairperson(s) shall be responsible for contacting each new member. She shall explain the basic functions of the organization, answer questions, and in general help new members feel welcome and at ease. She shall be responsible for informing the membership of upcoming dues in the August, September, and October homeowners' monthly newsletter. She shall be responsible for collecting the dues with the membership applications and forwarding the dues to the Treasurer, upon verification of handicap status with the Handicap Chairman or the golf professionals.

**ARTICLE VIII
Meetings**

Section 1 – There will be a minimum of two (2) general membership meetings and two (2) Governing Board meetings.

**ARTICLE IX
Amendments**

These By-Laws may be adopted, amended, revised, suspended and/or repealed at any regular meeting of the membership by a two-thirds vote of the membership, provided the amendments have been read or submitted in writing and posted 21 days prior to the meeting.

By-Laws revised and revisions accepted by more than a two-thirds vote of the membership on the 18th of November 2008.

By-Laws adopted on the 20th of April 1999. President, Lavonne Compton; Secretary, Marilyn Anderson.

By-Laws revised and revisions accepted by a two-thirds vote of the membership on the 17th of April 2001. President, Linda Hutchens; Secretary, Sheila Ciccaglione.

By-Laws revised and revisions accepted by a two-thirds vote of the membership on the 5th of April 2005. President, Barbara Thelen; Secretary, Jan Flory.

By-Laws revised and revisions accepted by a two-thirds vote of the membership on the 25th of April 2007. President, Connie Avila; Secretary, Adele Rebman, Secretary

By-Laws revised and revisions accepted by a unanimous vote of the membership present on the 27th of November 2007. President, Jan Johns; Secretary, Mary Feldsien, Secretary

By-Laws revised and revisions accepted by a unanimous vote of the membership present on the 18th of November 2008. President, Carlene Rogers; Secretary, Sandy Taylor, Secretary