**MILWAUKEE WOMEN’S DISTRICT GOLF ASSOCIATION BYLAWS 2016**

**ARTICLE I Name**
This Association shall be called the Milwaukee Women’s District Golf Association.

**ARTICLE II Object**

The object of this Association shall be the promotion of golf among the private golf clubs in the Milwaukee District.

**ARTICLE III Membership**

Section 1
Clubs located in the Milwaukee District shall be eligible for the membership in this Association. The membership of the Association shall be limited to no more than fifteen (15) clubs.

Section 2
Any eligible club may be invited to apply for admission into this association. Applications shall be approved by a two-thirds (2/3) vote of the Board of Directors.

Section 3
Membership in this Association shall bind each club to the conditions of the Bylaws and to the decisions the Board of Directors has made with its (is) jurisdiction. Upon notice of acceptance into this Association, the member club shall elect one Executive Representative, one Tournament Representative, and one Team Captain to represent it at all constitutionally convened meetings.

Section 4
An individual District member in good standing is a player who is listed on the official roster of a member club in good financial standing with the Milwaukee Women’s District Golf Association.

Section 5
Any club or club member belonging to the Association shall comply strictly with the Bylaws, decisions of the Board of Directors, and Rules of Competition. A first offense of a failure to comply may result in a written warning. A second offense may result in a written notice indicating suspension or expulsion. No club or club member shall be suspended unless written notice has been given fifteen (15) days prior to the special meeting of the Board of Directors, and formal charges with specifications has been made in such notice. Opportunity must be given for the defense to be heard at the special meeting. Suspension for the following year shall be determined by a two-third (2/3) vote of the Board of Directors.

Section 6
An appeal of a suspended club or club member may be made at the Annual Meeting of the following year. Reinstatement shall result by a two-third (2/3) vote of the membership at large, excluding the suspended club or club member. The vote shall be by ballot.

**ARTICLE IV Officers**

Section 1 Officers
The officers of this Association shall be President, First Vice-President, Second Vice-President, Secretary and Treasurer. These officers plus the Immediate Past-President, who becomes the non-voting Advisor to the Board of Directors and to the Executive Committee, shall constitute the Executive Committee. Any member of the Board of Directors or any Committee Chairperson is assured of a position on her District Team until her term has expired regardless of handicap.

Section 2 Duties
A. President - The President shall preside at all meetings of the Association, the Board of Directors, and the Executive Committee. The President shall appoint an Auditing Committee at least fifteen (15) days prior to the Fall Meeting. The President shall be a member ex-officio of all committees.

B. First Vice-President - The First Vice-President shall preside and perform the duties of the President in the absence of the President or of her disability, refusal, or failure to act. The First Vice-President shall be Tournament Chairperson, which includes regular tournament play, the Playoffs and the Tournament of Champions. The First Vice-President shall maintain the district roster and supervise the web site. The First Vice-President in conjunction with the Executive Committee shall appoint any Chairperson necessary to conduct her program.

C. Second Vice-President - The Second Vice-President shall be the assistant to the First Vice-President. The Second Vice-President shall be Field Day Chairperson.

D. Secretary - The Secretary shall record all proceedings belonging to the Association, handle all correspondence, issue all notices of meetings and keep records of all contents held under the auspices of the Association. Copies of all meeting minutes shall be made available to Board Members, Team Captains, Tournament Representatives and Executive Representatives and posted on the web site.

E. Treasurer - The Treasurer shall collect and deposit all moneys belonging to the Association and send notices of dues, disperse all funds under direction of Board of Directors, prepare financial statements and maintain all financial records.

Section 3 Terms of Office
The Immediate Past-President becomes the Advisor to the Board of Directors and to the Executive Committee. The First Vice-President and Second Vice-President shall advance each year. The Secretary and the Treasurer shall serve a two year term.

Section 4 Elections
Officer nominations are based on the Officer Rotation by Club document as specified by the Board of Directors. Each club is responsible for appointing a nominee to the position for which its club is responsible per the Officer Rotation by Club document. The Executive Representative is responsible for reporting said nomination to the then current President. The offices of Secretary and Treasurer are held for two years. The Second Vice-President is nominated anew each year. For subsequent years, the current Second Vice-President is automatically nominated for First Vice-President, the current First Vice-President is automatically nominated for President, and the current President is automatically nominated for Advisor. Election of Officers shall take place at the Annual Meeting. Officers are elected by a simple majority of those present at the Annual Meeting including proxies assuming a quorum is met. See Article VI Meetings Section 1. Terms for new officers shall begin at the end of the Annual Meeting when the President turns over the gavel to the incoming President. If for any reason, these people cannot fulfill the responsibilities of their term, it is the responsibility of the appointed club, as specified by the Officer Rotation by Club document, to nominate a replacement to be approved by a simple majority of the Board of Directors at the next upcoming Board meeting assuming quorum is met. See Article VI Meetings Section 1.

The Executive Representative, Tournament Representative, and Team Captain shall be elected by the District Team members of their club and shall serve for a term of two (2) years. Terms for club Board members begin at the Fall Meeting.

**ARTICLE V Committees**

Section 1 The Board of Directors
The Board of Directors shall consist of the Executive Representative, the Tournament Representative, and the Team Captain from each member club plus all elected officers of the Association. More than one team member may hold a club Board position (i.e. Co-Captains), however, each of the three representative positions have one vote each. The officers of the Association except for the Advisor to the Board of Directors have one vote each. The Board of Directors shall supervise and manage the affairs of the Association. The Board of Directors shall determine the annual club membership dues at the Fall meeting.

Section 2 The Executive Committee
The Executive Committee shall consist of President, First Vice-President, Second Vice-President, Secretary, Treasurer, and the non-voting Immediate Past-President, who shall act as Advisor. The Executive Committee shall have general supervision of the Association between its meetings, fix hours and place of meetings, make recommendations to the Board of Directors, and perform such other duties as necessary. Any unexpired vacancy of any officer or Advisor that occurs between Annual Meetings must be filled by the club responsible for that position based on the rotation of officers.

Section 3 The Finance Committee
The Finance Committee shall consist of the Executive Committee. The Treasurer shall submit a budget to be voted upon by the Board of Directors at the Fall meeting.

Section 4 The Auditing Committee
The Auditing Committee shall be comprised of two (2) members of the Treasurer's District Team appointed by the President at least fifteen (15) days before the Fall Board of Directors meeting. The Auditing Committee shall audit and certify the Treasurer's accounts before the Fall Board of Directors meeting and shall present their report at the Fall Board of Directors meeting.

**ARTICLE VI Meetings**

Sections 1
A quorum at the Annual Meeting of the Association shall consist of at least one (1) district member from each club being present. Members may vote by written proxy. A quorum at the Board of Directors meetings shall consist of two-thirds (2/3) of the members of the Board of Directors including proxies. Vote may be by written proxy.

Section 2
The Board of Directors shall have a minimum of two meetings. One to be held in the Spring, the other to be held in the Fall. Special meetings of the Board of Directors shall be called at the discretion of the Executive Committee, provided a notice of five (5) days has been given to its members.

Section 3
The Executive Committee meetings shall be called at the discretion of the President.

Section 4
The Annual Meeting of the Association shall be held at the September Field Day host club. This meeting is open to the entire membership. Any District Player who is in good standing is eligible to vote. The purpose of this meeting shall be to present officers for a vote, present trophies, and any other business that may arise.

Section 5
Special meetings of the Association may be called upon the recommendation of the Executive Committee or five (5) members of the Board of Directors. Such meetings shall be duly constituted. The notice of a Special meeting shall state the objects thereof and no other business shall be transacted. The notice of Special meetings shall be sent by the Secretary to all members of the Executive Committee and to the Executive Representatives from each member club fifteen (15) days prior to the meeting.

Section 6
Any member may vote by proxy when the proper form has been completed and presented at the regular or Special convened meeting.

Section 7
The following order of business shall be observed at the Fall and Spring Meetings:

1. Secretary’s Report
	1. Roll Call
	2. Reading of the minutes of the previous meeting
2. Introduction of new officers (Fall Meeting only)
3. Treasurer’s Report
4. Committee Reports
5. Unfinished Business
6. New Business
7. Adjournment

**ARTICLE VII Fiscal Year**

The Fiscal year of this Association shall begin January 1 and end December 31.

**ARTICLE VIII Amendment**

Section 1
The Bylaws may be amended and/or revised by a two-third (2/3) vote of the membership of the Association.

Section 2
Written notice of the proposed amendments or revision shall have been made available to all Executive Representatives of each member club thirty (30) days prior to the meeting. It is the responsibility of each Executive Representative to bring the notice to the attention of all District Players within her club who are in good standing for the current season.

**ARTICLE IX Parliamentary Authority**

Robert's Rules of Order, Revised shall govern this Association in all cases in which they are applicable and are not inconsistent with this Constitution.

MILWAUKEE WOMEN'S DISTRICT Bylaws ----- REVISED: 1994, 2001, 2003, 2004, 2005, 2007. 2016