**CONSTITUTION**

**Durand Eastman Women’s Golf Club**

**ARTICLE I: Name and Mission**

1. The name of the association shall be Durand Eastman Women’s Golf Club.
2. The mission of the Club shall be to promote women’s golf.

**ARTICLE II Membership**

**Number** 1. The active Club membership shall not exceed 110 members, with a maximum of 55 eighteen-hole players and 55 nine-hole players with separate waiting lists for each group.

**Active** 2. (a) Members should notify the Membership/Orientation Chair before March 1 if they do not plan to continue membership for the upcoming season.

 (b) Players who comply with prescribed rounds of golf play as determined by the Club (see: DEWGC Rules and Regulations under Membership) and who fulfill assigned duties shall be considered active members in good standing.

 (c) Any player not fulfilling membership requirements will be informed by letter or email from the Membership/Orientation Chair that she is out of the Club. After one year, the player may re-apply for membership.

**Sick Leave** 3. Members excused from fulfilling their golfing obligations due to illness for the current year must notify the Membership/Orientation Chair.

**Resignees** 4. Resignees are out of the Club at their own request. No special lists of their names are kept by the Membership/Orientation Chair. If they wish to rejoin in the future, they must re-apply.

**Transferees** 5.(a) Upon receiving a written or electronic request, the Membership/Orientation Chair shall decide whether or not to allow a member to transfer from one group to the other within the Club.

 (b)With the approval of the Membership/Orientation Chair, transferees will be given preference on the respective waiting lists on a first-come, first-served basis.

**New Requests** 6. A prospective member must provide at least 6 current (within the past posting season) score cards, dated and attested, from USGA rated courses; or have an established current WHS handicap and/or GHIN number to compete in handicapped events.

**Honorary** 7. Honorary memberships may be given only by the Board of Directors.

**Golden Age** 8. (a) Active members over 69 years old who have been in the club for 20 years or more may choose to become Golden Age Members. They pay 50% of active members’ dues; the Club keeps their handicaps. No limit on participation is needed to maintain membership.

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 (b) Golden Agers may take part in all social events and may compete in weekly events; however, they are excluded from the Championship, Match Play Flights, Ringers, Sweeps and other activities that require belonging in a class division.

 (c) Golden Age members must be approved by the Executive Committee based on 8.(a) and (b).

**ARTICLE III Dues**

1. Annual dues for all members shall be determined by the Club.

2. Dues shall be payable before the Spring Luncheon.

3. The DEWGC Booklet shall be the official receipt for membership.

**ARTICLE IV Rules**

**Club/Calendar** 1. Current DEWGC Rules & Regulations and calendar of golf and social events will be included in the DEWGC booklet.

**Flights** 2. Flights will be determined according to a handicap scale prior to May 1. Once established, the Golf Chairs have the option to change the flight range when appropriate.

**Championship** 3. Championship flights shall be based on a player’s latest handicap preceding championship play.

**ARTICLE V Meetings**

1.The Board of Directors’ meeting will be held at the discretion of the President but no later than February 1st.

2.The Spring Luncheon, July and Harvest-Awards Luncheons and any further business and/or social meetings or events as determined by the Club.

**Officers** 3.The Harvest-Awards Luncheon shall be the annual meeting at which a proposed single slate of officers will be presented and officers shall be elected. Nominations may also be made from the floor at this time.

**ARTICLE VI Committees**

**Board of** 1. This Club shall be directed by its Board of Directors which shall include all officers,

**Directors** Chairs of standing committees and representatives to other groups appointed by the President. Appointed Chairs will serve a minimum of two years.

**Executive** 2. The Executive Committee shall consist of the following: President, Vice-

**Committee** President, Secretary, Treasurer, Golf Chairs and Golf Co-Chairs.

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**ARTICLE VII Officers**

1.Officers shall include the President, Vice-President, Secretary and Treasurer elected every two years and installed during the Harvest-Awards Luncheon.

**ARTICLE VIII Officers’ Duties**

**President** 1.The President shall:

 (a ) Provide leadership.

 (b) Call necessary meetings and preside over meetings.

 ( c) Be an Ex-officio member of all committees.

(d) With the help of the Executive Committee, appoint committee chairs and prepare material for DEWGC booklet.

(e) Review and update the Rules and Regulations and the Constitution as needed establishing a committee to assist.

(f) Act as intermediary between Club members and the local golf course manager, keeping the manager informed of tournaments and special events requiring course conditioning and reserving tee times.

**Vice-President** 2. The Vice-President shall:

1. Act as President in the absence of the President.
2. Channel questions, suggestions or complaints to appropriate Chairs for

proper action at business meetings.

( c) Contact committee members and chairs, including Social Chairs to ensure they are following through with their respective duties.

**Secretary** 3. The Secretary shall:

1. Record minutes of each meeting and read them at subsequent business meetings.
2. Provide copies of the minutes to President.
3. Send all notices.
4. Handle correspondence including copying and mailings.
5. Secretary’s name should be on the Club’s bank account to make disbursements in the absence of the Treasurer.
6. Create annual Membership roster.

**Treasurer** 4. The Treasurer shall:

1. Maintain accurate records of the Club’s financial status.
2. Collect dues and all necessary monies and ensure that only paid members are on the membership list by April 1.
3. Order and distribute USGA rule books as determined by the Club.
4. Make disbursements.
5. Prepare detailed financial reports and present them at each business meeting.
6. Provide Secretary with membership information and NEW membership information to Membership/Orientation Chairs prior to Spring Luncheon

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**ARTICLE IX Appointed Chairs**

All chairs are required to provide a written detailed report of their responsibilities to the incoming chairs.

**Golf** 1. The Golf Chair (or Co-Chair) shall:

1. Plan and execute all regular and special golf events.
2. Chart Flights and conduct tournaments.
3. Keep an official record of all winners and record in sign-up book weekly and inform Awards Chair and Historian of winners in each tournament.
4. Supply the Sweeps/Publicity Chair (18-hole only) with Championship winners.
5. Be a member of the Executive Committee.
6. Give proper warning, when necessary, to members regarding compliance with the rule of play for retaining membership as determined by the Club.
7. Keep record of members’ attendance and notify Membership/Orientation Chair by Nov. 1 of members who have not played the prescribed rounds of golf.

**Handicap** 2. The Handicap Chair shall:

1. Act as liaison between Club and GHIN System.
2. Supply Golf and Sweeps (18-hole only) Chairs with a complete handicap list.
3. Conduct random audits.
4. Address concerns with posting scores and notify players not in compliance.
5. Verify only active members are in the GHIN System by June 1.

**Sweeps**  3. The Sweeps Chair shall:

1. Collect Sweeps money.
2. Collect scores of players participating in sweeps and post winners.
3. Maintain a record of sweeps winners.
4. Prepare and distribute ‘Sweeps” envelopes at Harvest-Awards Luncheon.
5. Notify newspapers of all important Club events; 18-hole Sweeps and Championship winners.

**Ringers** 4. The Ringers Chair shall:

1. Collect score cards for scheduled events, record ringers and retain score cards.
2. At the termination of ringers, prepare “Awards” envelopes and results and distribute at the Harvest-Awards Luncheon.

**Rules**  5. The Rules Chair shall:

1. With the help of her committee, (one member from each group) interpret and enforce local and USGA rules.
2. Provide “Rules” reminders at key functions.

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**Awards/Prizes** 6. The Awards/Prizes Chair shall:

1. Purchase and be responsible for tournament awards and trophies.
2. Obtain list of winners from Golf Chairs for weekly events and allocate money.
3. Prepare and distribute the “Awards” envelopes at the Harvest-Awards Luncheon.

**Booklet**  7. The Booklet Chair shall:

1. Be responsible for the production of the DEWGC Booklet.
2. Provide booklets for distribution at Spring Luncheon.

**Membership/Orientation**

 8. The Membership/Orientation Chair shall:

(a) Obtain at least 6 current (within past year) score cards, dated and attested, from

 USGA rated courses, or an established current WHS handicap and/or GHIN number

 from new members and provide to Handicap Chair prior to Spring Luncheon.

(b )Be responsible for current membership and waiting lists; keep the Golf, Booklet, and Handicap Chairs informed of changes.

( c) Approve transfers from one group to the other within the Club.

1. Give proper warning, when necessary, to members regarding compliance with the rule of play for retaining membership as determined by the Club.
2. Conduct orientation for new members, including explanation of Booklet, GHIN/WHS system, event sign-up sheets, Rules and Regulations, etc.
3. Supply each new member with a copy of the Constitution, Rules & Regulations, and USGA Rule Book.
4. Assign an established member to play an introductory round with new members.

**Sunshine** 9. The Sunshine Chair shall:

1. Send appropriate cards or letters to members who are ill or bereaved.
2. Send a card from Club in case of death of a member, member’s spouse or child.

**Historian** 10. The Historian shall:

1. Maintain a record of history and notable Club events; including tournament winners.

**Nominating** 11. The Nominating Chair shall:

1. Contact members to fill the slate of officers.
2. Be responsible for presenting a slate of officers to be voted on by the membership at the annual Harvest-Awards Luncheon.

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**Social** 12. The Social Chair, (Spring, July, Harvest/Awards Luncheon, etc.) shall:

1. Coordinate the annual social luncheons.
2. Contact Treasurer for available funds for each event.
3. Meet with committee members prior to event allowing sufficient time for planning.
4. Assign duties to committee members.
5. Provide location, price, menu and how many attended to incoming chair.

**ARTICLE X Special Representatives**

**WRDGA/RDGA**

1.The Women’s Rochester District Golf Association and Rochester District Golf Association representative, appointed by the President and approved by the District Board must:

1. Attend all Rochester District meetings and conform to the Rochester District Representative’s regulations.
2. An alternate shall also be appointed in the same manner.

**WGAWNY**

2.The Women’s Golf Association of Western New York representative, appointed by the President and approved by the Western New York Board must comply with their regulations.

**ARTICLE XI Amendments to the Constitution and/or Rules and Regulations**

1. President shall organize a committee and review these documents as needed.
2. Recommended changes shall be presented in writing to Club members at a business meeting or via email or other electronic format.
3. Amendments will be adopted by a vote of the majority of those voting; a quorum\* being present, at a regular business meeting or voting via email or other electronic format.
4. Amended copies of the Constitution and/or Rules and Regulations will be provided to all Club members as soon as they are in effect.
* Definition: An absolute majority of membership.

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