

AMENDED CONSTITUTION
AND BY-LAWS FOR
WOMEN'S DIVISION OF THE
ELKS GOLF AND COUNTRY
CLUB

Revised
April 2018

CONSTITUTION

ARTICLE I-NAME

The name of the organization shall be Women's Division of the "Elks Golf and Country Club."

ARTICLE II-OBJECTIVES

1. To promote the interest of golf among the ladies of the Elks.
2. Keener knowledge of rules and etiquette of golf.
3. Good sportsmanship.
4. To provide organized, competitive play.

ARTICLE III-MEMBERSHIP

1. Membership in the organization may be held by any natural born female who is a lady member of the Elks Lodge, or a spouse or widow of an Elk.

(A) Full membership:

Pays annual Elks Golf Club dues and Women's Division dues. Is eligible to compete in all ladies competition, Intervalley, guest days, city tournament, interclub and all state tournaments.

(B) Associate Membership:

A lady who is not paying Annual Elks Golf dues. This member may have all of the privileges in the Ladies Golf Division, except WSWGGA events. This includes all competition on Thursday (Ladies Day), handicap computation and all tournaments of the division. THEY MUST PAY GREENS FEES.

(C) Social Membership:

Ladies who do not play in the ladies play, nor have a handicap maintained, but do wish to attend social events.

ARTICLE IV-PARLIMENTARY PROCEDURE

1. Business meeting shall be conducted according to Robert's Rules of order.

BY-LAWS

ARTICLE I-OFFICERS AND EXECUTIVE BOARD

1. The Executive Board of the Women's Division shall consist of the President, Vice-President, Secretary, Treasurer, Sports Captain, Handicap Chairman, PPGA Representative, State Trustee, Past President and Intervalley Representative.
2. The General Board shall consist of the above officers and the Chairmen of standing Committees. Officers shall be chosen from ladies belonging to the Ladies Division.
3. In case of a vacancy in the office of President, the Vice-President shall become President.
4. In case of a vacancy in the office of Sports Captain, the 1st assistant Sports Captain shall become Sports Captain.
5. In the case of a vacancy in any other office, the President shall, with the approval of the Executive Board, appoint a member to serve until the term expires.
6. The Intervalley Representative is nominated and elected by the Club at the September general meeting.

ARTICLE II-ELECTIONS

1. A nominating committee of three (3) shall be appointed by the President before August 1st. The committee shall present a ballot of at least one candidate for each office of the Executive Board except the State Trustee. The proposed nominees names must be posted two weeks prior to the General election. At the general election, the President must ask for nominations from the floor.
2. Each officer shall be elected for a term of one (1) year minimum. The State Trustee is elected for a term of four (4) years.
3. Election of officers shall be held at the September meeting and take office at the last scheduled meeting.
 - (a) Every 4th year the State Trustee shall be elected in May. The names of at least two (2) candidates shall be posted two (2) weeks in advance and election of one (1) shall be made by written ballot at the May meeting. Members interested in running for this office should notify the President three (3) weeks prior to the May election.

ARTICLE III-DUTIES OF OFFICERS AND CHAIRMEN

1. The President shall preside at all meetings of the organization and Executive Board. The President, together with the Sports Captain, shall confer and appoint all Committee Chairmen. The President and Sports Captain shall serve as liaison officers between the Women's Division and the #318 Board of Trustees. The President is ex-officio member of all committees pertaining to business and social activities.
2. The Vice-President shall perform all duties of the President in the latter's absence. She shall have charge of gifts for the President and the Sports Captain to be presented at the final meeting.
3. The Secretary shall keep a complete record of the business of the organization.
4. The Treasurer shall collect all money due, and disburse the same. She shall make a complete statement of finances at the annual meeting. The general membership list and the telephone list shall be the responsibility of the Treasurer.
5. Duties of the Sports Captain:
 - (a) She shall appoint and serve as ex-officio member on all committees pertaining to golf.
 - (b) Confer with the President in the selection of the committees.
 - (c) She shall plan the schedule of golf play for the year, coordinating the calendar with the State Trustee, Intervalley Representative, City Tournament Representative, and PPGA Representative. She shall present the calendar to the Elks Board of Trustees for approval if days other than Ladies Day (Thursday) are involved.
 - (d) Supervise all draws weekly, guest days, club championship, confer with City Tournament Representative, on the draw and other Ladies Division Tournaments.
 - (e) Report to the newspaper the winners of weekly play.
 - (f) After schedule of play is planned, she coordinates with the Golf Pro to see that there is no conflict with the Men's Club competition. After approval of the Pro, a copy is presented to the #318 Board.
 - (g) Supervision and awarding of trophies.
 - (h) Meet with the President and Treasurer on the budget.
6. The State Trustee is personally responsible to the State Association for each handicap in her club.
7. The Trophy Chairman shall be under the Sports Captain as Purchasing Agent. She shall not exceed the amount designated for trophies in the current budget.

8. The Auditor shall audit the books and have a financial statement completed no later than March 1st.
9. The House Chairman shall purchase supplies for the locker room not exceeding the budget, and make necessary contacts regarding janitorial service.
10. The Budget Chairman shall see that the budget is set up and posted (2) weeks prior to the first General Meeting for approval of same.
11. The Social Chairman shall be responsible for food arrangements and decorations for the Opening Day Kick-Off breakfast, Play Day, and Awards Luncheon.
12. Ways and Means shall be responsible for fund raising.
13. Rules and Etiquette shall interpret rules and keep posted at all times.
14. Handicap Chairman shall supervise the posting of scores on the computer, submit scores to the Home Office on a weekly basis, and post handicap sheets in the ladies locker room and in the Pro Shop.
15. Weekly Draw-Make a schedule of ladies to do the draw for the Ladies Day (Thursday) play.
16. Telephone- Shall make telephone calls as per request from the President or Sports Captain.

ARTICLE IV–DUES

1. Dues for the Women’s Division may be revised on an annual basis. They are payable on or before the 15th day of May.
2. Dues for Associate Members can be revised annually and should be the same for Full Membership.

ARTICLE V-COMPETITION

1. Prizes and trophies may be won by “eligibility as defined in Article III, 1 of Constitution.

ARTICLE VI-COURTESY

1. A card shall be sent to a member who is ill. At the discretion of the chairman she may send cards on other occasions she deems appropriate.

ARTICLE VII-AMENDMENTS

1. Amendments to the By-Laws may be made at any regular meeting, or any special meeting, provided said amendment has first been presented to the Executive Board, and by bulletin board notice at least two (2) weeks prior to the meeting at which it is voted.

STANDING RULES

1. The State Trustee shall have an expense account up to that amount as budgeted for the current fiscal year for State meetings. This will be paid by the Treasurer before the Trustee leaves for the meetings.
2. All specific dates for particular tournaments shall be strictly adhered to with no exception.
3. Members shall play on a maximum handicap of forty (40).
4. Temporary handicap may be established on five (5) scores for Ladies Day competition. All tournament temporary handicaps must be on at least ten (10) scores posted on the GHIN system.
5. Ladies wanting to play on Ladies Day (Thursday), but not want to be included in the "draw" may play provided-
 - (a) They are not included in the game of the day.
 - (b) They check with the Draw Committee to determine if there are any OPEN HOLES, and that the field is not full.

Amended April 2018

President _____

Nancy Eglin