

MATHER WOMEN'S GOLF ASSOCIATION BY-LAWS

ARTICLE I – Duties of Officers and Committee Chairs

CAPTAIN

- Preside at all meetings of the Executive Board and the membership.
- Appoint all committee chair positions, i.e. the nominating committee.
- Prepare and submit a budget with the Treasurer, forward it to the Executive Board, then submit it to the membership for approval.
- Authorized, along with the Treasurer, as one of the signatures needed to sign checks and spend funds.
- Enforce the Constitution, By-Laws, and Standing Rules.
- Assume other leadership responsibilities as required.

CO-CAPTAIN

- Perform the duties of the Captain in her absence.
- Act as Captain for the remainder of the unexpired term in the event of the resignation of the Captain.

SECRETARY

- Record minutes of all meetings and email to the captain for distribution to the membership.
- Maintain all official correspondence.
- Custodian of the Mather Women's Golf Association (MWGA) Minutes, Constitution, By-Laws, Standing Rules, and Local Rules with updates.

TREASURER

- Prepare the budget for the upcoming year with the Captain.
- Receive and deposit all monies of the MWGA in an authorized bank account within ten (10) days after an event.
- Disburse funds following the approval of the MWGA budget. Receipts must be submitted for reimbursement.
- Keep a complete record of all income and expenses.
- Prepare a report for each meeting.
- Authorize in conjunction with the Captain as one of the signatures to sign MWGA checks.

TOURNAMENT CHAIR

- Prepare a schedule of weekly tournaments for the upcoming year, coordinating with the General Manager of the golf course.
- Organize and direct all weekly play days and keep track of eclectic and birdies.
- Collect weekly tournament scorecards and post results on the website.
- Maintain weekly tournament records and keep all scorecards for one year.
- Responsible for weekly point awards. Present bi-annual earnings to membership

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TOURNAMENT CHAIR (continued)

- Print scorecards for major tournaments, guest days, and Invitationals.

STARTER CHAIR

- Act as a Starter for weekly tournaments, completing and posting of pairings on the website, to players by email, and to the Pro Shop before weekly play.

HANDICAP CHAIR

- Follow the procedure on handicapping as outlined by NCGA and by the USGA System of Handicapping.
- Keep all scorecards and handicap records for one year.
- Inactivate non-renewing members from the handicap roster before the deadline per NCGA requirements.
- Assist the Membership Chair to determine potential membership eligibility and determine handicap for new members.
- Calculate and present the Most Improved Player award at the end-of-year luncheon based on scores for January 1 through October 1 of the current year.

NCGA MWGA AMBASSADOR

- Act as a liaison for the MWGA and NCGA.
- Post NCGA area play days and major tournaments.
- Organize NCGA Team Play Qualifying tryouts. The MWGA pays fees to NCGA (\$30-50), but not the entry for the team qualifying. If the team qualifies for finals, 50/50 money is given to the team.
- Inform members of winners following play days and major tournaments during the tournaments and of the MWGA Team status.
- Collect and submit any hole-in-ones made by a member to NCGA.
- Offer the Tournament of Champions positions to the Spring Handicap winner and the MWGA Championship winner. If those winners choose not to attend, The Ambassador may offer the position(s) to the Runner-up and Low Gross winner, etc.

MEMBERSHIP CHAIR

- Keep updated lists of all paid members including all programs paid (NCGA, ECC, etc.).
- Prepare and maintain a Membership Roster and be responsible for the printing of the membership book for the following year.
- Collect all renewal and new members' dues for the year.
- Forward all funds to the Treasurer.
- Report new members to the Board.
- Send welcome letters to new members and introduce them at the General Meeting.

RULES CHAIR

- In case of major rule questions, a committee comprised of the Captain, Tournament Chair, and Rules Chair shall make a decision that will be final.

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RULES CHAIR (continued)

- Report rules questions and answers to the membership.
- Keep membership updated with current USGA rules as well as local rules.
- Be responsible for periodic review of the Standing Rules and post any additions or changes.

WEBMASTER

- Maintain and post information and distribute group email to membership, approved by the Captain, on the website.
- Support the Captain, Co-Captain, and Tournament Chair with the current computer program.
- Provide technical support to members using the website.

GUEST DAY CHAIR

- Conduct Spring and Fall guest days including collecting green fees and sweeps, coordinating the tournament with the pro shop and restaurant, and selecting committees for registration, decorations, etc.
- Keep a spreadsheet of all expenditures and revenue for the event. Submit expense receipts for reimbursement to the MWGA Treasurer.
- Select the winning prizes using the sweep fees.

INVITATIONAL CHAIR

- Conduct the Invitational including collecting green fees and sweeps, coordinating the tournament with the pro shop and restaurant, and selecting committees for registration, decorations, etc.
- Keep a spreadsheet of all expenditures and revenue for the event. Submit expense receipts for reimbursement to the MWGA Treasurer.
- Select the winning prizes using the sweep fees.
- Direct monies to disabled Veterans' programs.

SOCIAL CHAIR

- Responsibility for the Holiday luncheon location, price, food service, signups, etc. Begin looking for a location on the first of the year.
- Select and purchase the MWGA appreciation gifts for the Mather staff at the end-of-year luncheon.
- Responsibility for food service and paper products for guest days and Invitational.

SUNSHINE CHAIR

- Purchase and send get-well and sympathy cards and/or flowers to affected members as deemed appropriate.

COURSE AFFAIRS CHAIR

- Attend course affairs meetings with the County chair and course representatives.
- Report regularly on current course affairs to the Board and membership.

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AWARDS CHAIR

- Purchase all awards and special gifts as designated by the Tournament Chair and the Executive Board.
- Responsible for all engraving on trophies and plaques.

PUBLICITY CHAIR

- Create and maintain a Facebook page for the MWGA.
- Act as the MWGA Photographer capturing photos at luncheons, guest days, and Invitational.
- Submit photos for posting on the MWGA website.

CHIP-IN AND 50/50 CHAIR

- Award weekly winner of a 50/50 raffle. Submit 50% to the MWGA Treasurer.
- Award players who had a chip-in during the weekly tournament.
- In the event of a rollover for chip-ins, the money will go into the MWGA's General Fund.

ARTICLE II – Major Tournaments

1. There shall be two major tournaments held each year for the MWGA. A 54-hole Spring handicap tournament may be played as a Stroke Play tournament in which Stableford scoring may be applied, or as a Match Play tournament. A 36-hole stroke play Club Championship tournament will be held in the Fall. The Club Championship will be the best two out of three games. The Major Tournament Chair and her committee will be responsible for providing rules and instructions before the event.
2. Entrants must have played five (5) rounds of weekly golf with the MWGA within the preceding six months. The tournament schedule may be waived or shortened by a majority vote of the Executive Board.
3. The maximum USGA index for major tournaments will be 40.4. Players with a higher index must play to the 40.4 index.
4. In the event of a tie in the MWGA Club Championship tournament, there will be a sudden death playoff immediately following the final round. If a member qualifies for play in the sudden death playoff and is not present, they forfeit their opportunity to win the tournament.
5. All players participating in a major tournament must play from the designated MWGA tees.

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ARTICLE III – Standing Rules

1. The Executive Board, with the approval of the membership, shall prepare the MWGA Standing Rules which shall set forth handicap procedures, tournament play rules, awards procedures, etc. These rules may not conflict with the Constitution or By-Laws. Standing Rules may be adopted, amended, or rescinded without previous notice.
2. MWGA is a member of the Northern California Golf Association (NCGA). NCGA provides handicaps and course ratings for its members and clubs. All member clubs are required to follow the USGA Rules of Golf. MWGA's affiliation with NCGA enables MWGA to compete against other NCGA golf clubs.

ARTICLE IV – Amendments to By-Laws

The MWGA By-Laws may be amended by a majority vote of the members present at a General or Special Meeting, provided that the proposed amendment has been presented to the membership 30 days before the meeting.