

CSSWGA Bylaws

BYLAWS

COLORADO STATE SENIOR WOMEN'S GOLF ASSOCIATION, INC.

ARTICLE I: NAME AND AFFILIATION

SECTION 1 – NAME

The name of this association is Colorado State Senior Women's Golf Association, Inc. ("CSSWGA" or "Association")

SECTION 2 – AFFILIATION

CSSWGA is a member of the Colorado Golf Association CGA is a United States Golf Association (USGA) state authorized Golf Association. CGA is licensed by the USGA to provide Course Rating and Handicap services.

ARTICLE II: PURPOSE

The purpose of this Association is to promote the best interest and true spirit of the game of golf among senior women golfers in the State of Colorado.

ARTICLE III: MEMBERSHIP AND DUES

SECTION I – ELIGIBILITY

- A. Membership is open to women fifty (50) years of age as of January 1st of the current season.
- B. Members must be a resident of the State of Colorado and have a Colorado mailing address.
- C. Members must, at the time of application for membership and at the time of playing in a tournament, have a valid, current USGA 18-hole handicap index.
- D. Applications shall be submitted to the Membership Chair via Internet and by the deadline indicated.
- E. All members MUST be able to perform the following:
 - Be able to safely operate a cart
 - Be able to walk without assistance
 - Be able to repair divots and smooth bunkers
 - Be able to complete 18 holes of golf
 - Be able to keep accurate scores
 - Be able to maintain pace of play

SECTION 2 – DUES

- A. Dues are paid annually as specified in the Standing Rules.
- B. No partial-year dues shall apply.
- C. No annual dues will be refunded.

ARTICLE IV: OFFICERS

SECTION 1 – OFFICERS

- A. The officers shall consist of: President, Vice President, IT/Secretary and Treasurer.
- B. Remaining Board members shall serve as Membership Chair, Tournament Chair and Assistant Tournament Chair.
- C. All Officers, Chairs and Assistant Chairs mentioned in items A and B shall form the Board of Trustees.

SECTION 2 – ADVISOR

An advisory position will be given to the out-going President each year. If there are circumstances preventing her from serving, another out-going member may be elected to serve for one year in the advisory position. Election shall be by written ballot by the Board of Trustees an Advisor shall have no motion or voting.

SECTION 3 – ELECTIONS

- A. Trustees shall be elected by the membership at the Annual Meeting and shall serve for three calendar years; the term of office begins immediately following the transition meeting.
- B. The Board of Trustees will determine positions.
- C. The President of the Board of Trustees shall have served on the current Board for at least one (1) year.
- D. From the remaining board members meeting the requirement, the President shall be elected by the majority on a written ballot at the final Board meeting of the calendar year.
- E. All Trustees remaining on the Board may succeed themselves in office, or have the choice of positions remaining, before the new Trustees are assigned their positions.

SECTION 4 – OFFICER AND CHAIR RESPONSIBILITIES

- A. The President shall:
 - 1. Preside at all meetings of the membership and the Board of Trustees.
 - 2. Act as the chief executive officer and have general supervision over the activities and affairs of the Association, subject to the approval of the Board of Trustees.
 - 3. Make arrangements, with the approval of the Board of Trustees, for tournament sites for the following year.
 - 4. Conduct periodic member surveys for input – such as: Board of Trustees agenda items, course selection, etc.
 - 5. Provide proposed tournament locations, based on membership and Board of Trustees input, for approval of the Board of Trustees.
 - 6. Sign all contracts related to the tournaments or authorize other board member(s) to sign tournament on her behalf. Authorized board members will write 'p.p' before their signature to demonstrate that they are signing on behalf of the President.
 - 7. Arrange for the annual audit of the books.
 - 8. Serve as an Ex-Officio member of all Committees except nominating.
- B. The Vice-President shall:

1. Perform all duties of the President in her absence.
2. Review Bylaws and Standing Rules annually and propose changes to the Board of Trustees.
3. Work with President and Treasurer on budget for season.
4. Review job descriptions and propose changes to the Board of Trustees.
5. Chair the Nominating Committee and appoint two Association members to serve on the committee.

C. The Secretary shall:

1. Manage web content on CSSWGA.com.
2. Create and maintain custody of all meeting records of the organization including:
 - a. Board of Trustees Contact List
 - b. Board of Trustee Meeting notes
 - c. Annual Meeting notes
 - d. Transition Meeting notes
 - e. Annual Recap of motions made and carried unanimously

D. The Treasurer shall:

1. Have charge and custody of and be responsible for all funds of the Association and shall deposit all funds in the name of the Association in such depositories as selected by the Board of Trustees.
2. Prepare an annual budget and present it to the Board at the first meeting of the year.
3. Maintain an accurate record of all funds disbursed.
4. At reasonable times exhibit her books of account and records to any of the members and make such books available for the annual audit.
5. Render a statement of financial condition at the Annual Meeting of the members.
6. Serve as Registered Agent of CSSWGA.
7. Prepare and file required State and Federal tax returns, annually.
8. Arrange with the pro shop for gift cards/certificates for prize payouts.
9. Obtain a list of all gift cards/certificates and monitor redemption. Notify members of unused cards prior to expiration. Notify Tournament Chair of any unused amounts that may be redeemed for future special prizes/raffles.

E. The Tournament Chair shall:

1. Manage Membership Roster, Annual membership registration and Waitlist
 - a. Maintain current list of member names and emails
 - b. Verify eligibility of tournament participants
2. Manage the execution of all tournaments of the Association including:
 - a. Act as the primary point of contact with the Event Venue Staff relative to all aspects of the tournament,
 - b. Establishing a Tournament Committee,
 - c. Identifying course modifications to improve pace-of-play, (e.g. tee box placement/adjustment, current course conditions that may need marked as GUR/ Hazard, no penalty drop zones/policy),
 - d. Managing and overseeing final tournament scoring and posting,
3. Update, communicate and manage the following CHECKLISTS to ensure that tournament preparation, conduct and closure is effectively accomplished:
 - a. Event T-Day Checklist
 - b. Tournament Task Master Checklist
 - c. Master Planning Checklist

4. Coordinate all Event Venue related activities
 - a. Extend an invitation to all Board members to attend the contract finalization meeting,
 - b. Coordinate with the Event Venue Staff to establish duties, responsibilities according to the Tournament Contract/Order and CSSWGA Tournament checklists,
 - c. Submit final event participation list to the golf course per contract timeline,
 - d. In the event that a venue cannot provide full professional scoring services, the Tournament Chair, with the assistance of the Tournament Committee, will be responsible for all scoring services.

F. The Assistant Tournament Chair shall:

1. Assist the Tournament Chair in such manner as requested.
2. In the absence of the Tournament Chair, assume responsibilities and duties of the Chair.
3. Act as Rules Chair and shall:
 - a. Arrange with the course professional on how the local rules will be conveyed to tournament participants.
 - b. Be familiar with the Rules of Golf as published by the U.S.G.A. and participate on the Rules Committee that shall include but not be limited to the course professional and the Tournament Chair.
 - c. Enforce the course's Dress Code Policy.

SECTION 5 – DUTIES OF THE TRUSTEES

1. Each Trustee shall perform the duties as set forth in these Bylaws and such other duties as may be assigned to her by the President.
2. Each Trustee shall be responsible for training the new Trustee who will assume her duties.
3. A report from each officer and chair shall be presented at the last Board meeting of the year
4. All information and any suggestions for change shall be provided to the new Board of Trustees

ARTICLE V – MEETINGS

SECTION 1: ANNUAL MEETING

The Annual Meeting of the general membership of this Association shall be held following lunch at the third scheduled tournament of the season.

SECTION 2: SPECIAL MEETINGS.

Special meetings of the general membership may be called by the President or the Secretary at the request of the majority of the Board of Trustees or at the written request of one-third of the members of the Association. Any such request shall specify the purpose of the proposed meeting and all members must be notified.

SECTION 3: VOTING

At all meetings of the general membership, each member is entitled to one vote for election of members to the Board of Trustees and on any questions properly brought before the meeting.

SECTION 4: NOTICE

Notice of the Annual Meeting shall be distributed via e-mail with the registration materials for the second scheduled tournament. Notice of special meetings of the general membership shall be given in writing, electronically or addressed to the members at their last known address. Such notice shall be provided not more than fifty (50) nor less than ten (10) days prior to the date of the meeting.

SECTION 5: QUORUM OF THE ASSOCIATION

The presence of one-tenth of the members of the Association shall constitute a quorum at any meeting. The act of a majority of those members present shall be the act of the members of the Association.

ARTICLE VI: BOARD OF TRUSTEES

SECTION 1: BOARD OF TRUSTEES

The control and management of the activities and funds of the Association shall be under the Board of Trustees consisting of up to nine members, officers and chairs, each of whom must be a member of the Association. A nominee for the Board must have been a member in good standing for one full year prior to being nominated and shall be off the Board for two (2) years before returning to serve again.

SECTION 2: TERM OF OFFICE

The term of office for members elected to the Board of Trustees shall be three (3) years. Up to three (3) members shall be elected each year.

SECTION 3: NOMINATIONS TO THE BOARD OF TRUSTEES

The Nominating Committee shall be chaired by the Vice President and two Association members appointed by the Vice President. The Committee shall inform the Secretary of the names of candidates recommended by the Committee prior to the Annual Meeting of the general membership. The names of the candidates shall be included in the notice of the Annual Meeting. If there are more than three (3) nominees, a ballot shall be included in the mailing notice for the second scheduled tournament and may be returned with the tournament entry. The newly elected Trustees shall attend the fall transition meeting of the current Board and shall take office immediately.

SECTION 4: PLACE AND TIME OF MEETINGS

The Board of Trustees may hold its meetings at such place or places within the State of Colorado as it may determine. An annual meeting of the Board of Trustees shall be held each year at a time subsequent to the Annual Meeting of the general membership. Other meetings may be held at times it may determine or at the call of the President.

SECTION 5: NOTICE OF MEETINGS

The Secretary shall provide notice of meetings of the Board of Trustees at least ten (10) days in advance of the date set for the meeting.

SECTION 6: QUORUM OF THE BOARD OF TRUSTEES

A majority of the members of the Board of Trustees shall constitute a quorum.

SECTION 7: RESIGNATION

Any member of the Board of Trustees may resign at any time by giving written notice to the Board President or to the Secretary. Such resignations shall take effect at the date of receipt of such notice or at such date that may be specified in such notice and approved by the Board.

SECTION 8: REMOVAL

Any member of the Board of Trustees may be removed for cause at any time by the affirmative vote of a majority of the members of the Board of Trustees.

SECTION 9: VACANCIES

Any vacancy on the Board of Trustees due to death, resignation or removal may be filled at any regular or special meeting of the Board of Trustees by a vote of a majority of the remaining members of the Board of Trustees. A member filling such vacancy shall serve only for the remainder of the term of the person replaced.

SECTION 10: COMMITTEES

The Board of Trustees shall have the power to designate committees of the Association. The chair of each committee shall be a member of the Board of Trustees.

ARTICLE VII – PARLIAMENTARY AUTHORITY

Rules contained in the current edition of Robert's Rules of Order, Modern Edition, shall govern this Association in all cases to which they are applicable and in which they are not inconsistent with these Bylaws and special rules of order which this Association may adopt.

ARTICLE VIII – MISCELLANEOUS

The Colorado State Senior Women's Golf Association, Inc. shall not be liable to any member or other person for any claims or damages arising out of its operation.

ARTICLE IX – AMENDMENT OF BY LAWS

The Bylaws may be amended by a two-thirds vote of the members of the Board of Trustees. Notice of such amendments shall be given in the notice of the meeting unless such notice is waived.

Revised and Approved by the Board of Trustees

August 2021