

# Montgomery Country Club Women's Golf Association 9-Holers By-Laws

---

## **Article I NAME AND PURPOSE**

The name of this organization shall be Montgomery Country Club Women's Golf Association 9-Holers, hereinafter referred to as MCCWGA 9-Holers. The purpose of the organization shall be to plan a schedule of competitive events for women golfers and more generally to promote and serve the best interests of women golfers of Montgomery Country Club (MCC), subject at all times to the By-Laws, general rules and regulations of MCC.

## **Article II MEMBERSHIP**

**Section 1.** Any female member or dependent (age 18 or over) in good standing of MCC and interested in golf is eligible for membership in this Association. To be a member in good standing of the MCCWGA 9-Holers with voting privileges, dues must be paid and a valid USGA handicap must be established within the initial year of membership.

**Section 2.** The membership year shall be from April 1<sup>st</sup> to March 31<sup>st</sup>.

**Section 3.** Dues must be paid for participation in all MCCWGA 9-Holers activities.

**Section 4.** A MCCWGA 9-Holer can be a member of both the MCCWGA 18-Holers and the MCCWGA 9-Holers. A MCCWGA 9-Holer member must maintain an active and valid USGA handicap. A 9-Hole handicap is recommended.

**Section 5.** To participate in tournament events (i.e. Cups and Championship) the member must play the required number of times with the MCCWGA 9-Holers per current Standing Rules and be an active player with the MCCWGA 9-Holers. An active member is defined as a player who, on average, plays one to three times a month or times or eight (8) times during the year with the 9-Holers.

**Section 6.** Associate members must have previously been a member of the MCCWGA 9-Holers. Associate members receive association information and are eligible to attend meetings and social events. Associate members do not have voting privileges, are ineligible to compete in Cups and Tournaments, and cannot hold an elected office.

## **Article III OFFICERS AND RESPONSIBILITIES**

### **Section 1. Officers**

The officers of the Association shall be Chairman, Vice-Chairman, Secretary and Treasurer. These elected officers plus the Immediate Past Chairman shall comprise the Executive Board. To serve as an officer a member must have paid dues and hold a valid USGA handicap.

# Montgomery Country Club

## Women's Golf Association 9-Holers By-Laws

---

The **Executive Board** shall:

- Manage the affairs of the MCCWGA 9-Holers
- Preside over all activities related thereto
- Plan and oversee all competitive golfing events of the Association
- Oversee the activities of the various committees
- Establish and approve the annual budget
- Authorize any expenditure not cited in the approved budget

### **Section 2. Chairman**

The Chairman shall:

- Preside at all meetings of the Association
- Represent the group at other area meetings, including the Club-wide calendar meeting, or appoint a representative
- Create a written annual calendar of events for approval by the Executive Board and distribute the calendar of events to the membership via email prior to the spring meeting.
- Appoint the Chair of all standing committees and assist in the formation of their committees
- May also act as a member of any committee except the Nominating Committee

### **Section 3. Vice-Chairman**

The Vice-Chairman shall:

- Serve in the absence of the Chairman, and become Chairman in the event the Chairman position becomes vacant. She will serve as the Chairman for the remainder of the term and appoint a Vice-Chairman
- Withdraw funds from the MCCWGA 9-Holer's bank account in the event the Treasurer is not available
- Serve as Chair of the Tournament, Trophy and Prize Committee and appoint committee members as she deems necessary

Montgomery Country Club  
Women's Golf Association 9-Holers By-Laws

---

**Section 4. Secretary**

The Secretary shall:

- Keep all meeting minutes
- Issue notices as requested by the Chairman
- Be responsible for all correspondence: meeting minutes, letters, emails, notices and past meeting minutes
- Prepare and distribute (via e-mail) the membership list to all members as well as updates as they become available
- For the spring meeting, prepare, distribute and present the fall meeting minutes for approval, collect the membership's information (i.e., names, addresses, phone numbers, spouse's names and birthdays)
- For the fall meeting, prepare and present the spring meeting minutes for approval.
- Prepare and forward draft minutes to the Executive Board for review and approval prior to distributing minutes at the spring and fall meetings
- Create MCCWGA 9-Holer newsletter content and submit it to the MCC Monthly Newsletter Editor (MCC Marketing and Sales Manager)
- Submit the past year's minutes and other pertinent materials to the new Secretary before the fall meeting

In her absence or disability, a Secretary pro-tem shall fulfill her responsibilities.

**Section 5. Treasurer**

The Treasurer shall:

- Maintain a bank account in the name of the MCCWGA 9-Holers
- Collect all monies due the Association
- Expend the monies under the direction of the Chairman
- Prepare a written treasurer's report with current receipts and disbursements at the request of the Chairman
- Develop and prepare a written annual budget for approval by the Executive Board
- Prepare a tax return if necessary
- At the spring meeting, distribute and present the treasurer's report as well as annual budget
- At the fall meeting, distribute and present the treasurer's report to the membership
- Submit to the new treasurer, a final statement of receipts/disbursements, EIN, tax returns (if necessary) and see that bank signature cards are signed and delivered before the fall meeting

In the Treasurer's absence or disability, the Vice-Chairman shall withdraw funds from the bank account.

Montgomery Country Club  
Women's Golf Association 9-Holers By-Laws

---

**Article IV    COMMITTEES**

The Chair of all committees, both standing and special, shall be appointed by the Chairman of the MCCWGA 9-Holers. All committees are responsible to the Chairman. The Chairman may create as many committees as she deems necessary.

**Standing Committees**

**Tournament, Trophy and Prize Committee** shall be responsible for planning and conducting all home competitive golfing events as listed in the Standing Rules. The Vice-Chairman will chair the committee and appoint committee members as she deems necessary. She will:

- Coordinate with the Pro Shop to schedule home events
- Prepare weekly sign-up sheets for the Pro Shop
- Determine weekly format for regular play
- Update the bulletin board sign-in sheets
- Work with the Executive Committee to establish a budget for various tournaments to include pro shop credit, prizes and trophies
- Update the plaques with winners

**Rules, By-Laws, Handicap Committee** shall be responsible for interpreting the Rules of Golf as set forth by the USGA and in cooperation with the MCC club pro, for creating local club rules as necessary. The chair of the committee shall work closely with the chair of the Tournament Committee. This committee shall also deal with matters of the By-Laws, Standing Rules and handicaps.

**Special Committees**

**Invitational** chair and/or committee shall make arrangements for members of the MCCWGA 9-Holers to participate in the area clubs invitational tournaments. She shall post notices of the events, collect entrance fees and handle all necessary arrangements for the membership to attend.

**Maryland Virginia Team Match Association Captain(s)** shall arrange all MCCWGA 9-Hole Team Match play in the Maryland Virginia Team Match Association (MVTMA). They will make every effort to attend the MVTMA spring and fall meetings. The Captain(s) will be responsible for selecting and purchasing team match shirts. All members will have the option to purchase team match shirts and will reimburse the Treasurer for the cost.

**Nominating** committee shall be responsible for creating a list of officer candidates as requested by the Chairman.

Montgomery Country Club  
Women's Golf Association 9-Holers By-Laws

---

**Article V      NOMINATIONS AND ELECTIONS**

**Section 1.      Nominations:** The Chairman shall appoint a nominating committee to present a proposed slate of officers to the Executive Board. The slate of candidates shall then be posted in the women's locker room and be distributed via email at least two (2) weeks prior to the fall meeting.

**Section 2.      Elections:** At the fall meeting, the Nominating Committee shall present its proposed slate of officers with elections to follow. Nominations may be made from the floor, provided prior consent has been obtained from the individual nominated. The candidate for each office receiving the majority of votes cast shall be declared elected to that office.

**Section 3.      Term of Office:** Officers of the Association shall assume office at the conclusion of the fall meeting and shall serve a one-year term. In the event a vacancy should occur on the Executive Board, the Chairman shall appoint a member to fill the vacancy except as set forth in Article III, Sec. 3. No officer shall serve more than two consecutive terms in the same office.

**Article VI      MEETINGS**

**Section 1.** There shall be semi-annual meetings of the general membership of the MCCWGA 9-Holers during the months of March and October.

**Section 2.** The Spring Meeting shall be for the purpose of presenting the program, the Fall Meeting minutes for approval, current Treasurer's report, and the proposed budget for the coming season, collecting dues, and welcoming new and prospective members.

**Section 3.** The Fall Meeting shall be for the purpose of presenting the Spring Meeting minutes for approval, the final Treasurer's report, electing officers, awarding prizes, and discussing any other business.

**Section 4.** Special meetings of the Association may be called upon written request of one-third (1/3) of the members of the Executive Board. Special meetings may also be called by a petition which shall be signed by two-thirds (2/3) of the members. Notice of any special meeting shall be posted and the membership notified ten (10) days prior to said meeting by the secretary via email to the membership.

**Section 5.** A quorum shall consist of one third (1/3) of the membership. A quorum must be present for a meeting to proceed with any business of the Association.

Montgomery Country Club  
Women's Golf Association 9-Holers By-Laws

---

**Article VII BY-LAWS AND STANDING RULES CHANGES**

**Section 1.** The By-Laws may be amended at any general meeting of the Association by a majority of those present. Proposed changes must be submitted in writing to the membership ten (10) days prior to said meeting via email to the membership.

**Section 2.** The Standing Rules shall outline the rules of the Association concerning handicaps, tournaments and other said activities of the Association and may be amended at any time by a majority of the Executive Board.

Revised March 2015