

## **CONSTITUTION**

### **ARTICLE I - NAME & PURPOSE**

Section 1. The official name of the organization shall be the Sandia Women's Golf Association (SWGGA).

Section 2. The purpose of SWGGA is to promote the best interests and the true spirit of the game of golf (including rules and proper golf etiquette) and to have fun.

### **ARTICLE II - MEMBERSHIP**

Section 1. SWGGA membership shall be open to all active and retired personnel of Sandia National Laboratories (SNL) and the Department of Energy (DOE), their spouses and dependents, active duty military, active civilian employees at KAFB and contractors to SNL, KAFB and DOE who are 18 years or older

Sandia Employee Recreation Program (SERP) fees shall be paid according to the Release Form for Participation in SERP Sponsored Activities, which must be signed by all SWGGA participants.

Section 2. It is each member's responsibility to learn and abide by the rules of golf and to act in a sportsmanlike manner.

### **ARTICLE III - GOVERNMENT**

Section 1. The Board of Directors shall consist of the President, Vice-President, Secretary, Treasurer, Handicap Director, Tournament Director(s), League Directors, Mentorship Director, Past President (advisory role) and may include others as structured by the presiding Board of Directors.

Section 2: The management of SWGGA shall be vested in the Board of Directors. The Board shall exercise and discharge all duties and powers granted and required by the Constitution & Bylaws. The Board shall determine details of policy on all matters not specifically provided for in the Constitution and Bylaws. These details shall be covered in the Standing Rules to the extent possible.

Section 3. Each SWGGA member is obligated to abide by the Constitution, Bylaws and Standing Rules. It shall be within the power of the Board of Directors to discipline SWGGA members for violations of the Constitution, Bylaws and Standing Rules or for conduct derogatory to the best interests of SWGGA.

### **ARTICLE IV - AMENDMENTS**

Section 1. Revisions to the Constitution and Bylaws require a majority vote of the general membership. Revisions to the Standing Rules require a majority vote of the Board of Directors.

## **ARTICLE V - APPROVAL**

Section 1. The Constitution and Bylaws are subject to approval by the Sandia Employees Recreation Program (SERP) Director.

## **ARTICLE VI - RESPONSIBILITY FOR INJURY**

Section 1. SWGA members shall participate at their own risk! Neither Sandia National Laboratories nor SERP nor the Department of Energy shall assume responsibility for injuries incurred.

## **BYLAWS**

### **ARTICLE 1 - ELECTIONS**

Section 1. The election of the Board of Directors shall be held at the annual banquet. Newly elected officers shall begin their terms immediately following adjournment of the annual end-of-year banquet

Section 2. Only SWGA members shall be eligible to vote, nominate or be nominated for office. Voting by proxy shall not be permitted. A majority vote of those members present at the annual banquet shall be required for election.

Section 3. All officers may run consecutive terms if re-elected by the membership at the annual banquet.

Section 4. The outgoing President shall automatically become a member of the Board of Directors and serve in an advisory role.

Section 5. Vacancies occurring in any elected office, except that of the President, shall be immediately filled by an appointment by the President. Such appointments shall be for the unexpired term of office.

### **ARTICLE II - DUTIES OF BOARD MEMBERS**

Section 1. The President shall have the following duties:

Preside at all meetings of SWGA and the Board and perform all other duties customary to the office. Cast the deciding vote in all matters before the Board in case of a tie. Arrange lessons for interested members. Send notice to membership of the location of the SWGA Board Volunteer form (SWGGA Home Page).

Section 2. The Vice-President shall have the following duties:

Assume the duties of the President in her absence or in the event of her resignation. Organize annual membership drive and organize the annual end-of-season banquet.

Section 3. The Secretary shall have the following duties:

Record, publish and distribute all minutes of meetings of SWGA and the Board.

Section 4. The Treasurer shall have the following duties:

Receive, deposit, disburse and account for all funds and property of SWGA. Prepare financial statements and budgets as required by SERP and the Board of Directors for review and approval, reconcile bank statements, maintain an up-to-date mailing list and publish annual membership directory.

Section 5. The Handicap Director shall be responsible for keeping each member's handicap, and determining SWGA's Most Improved Golfers for the year. The Director should clearly understand the details of the United States Golf Association (USGA) Handicap System.

Section 6. The Tournament Director(s) shall be responsible for coordination and handling of all tournament play including: Scheduling, entry fees, prizes, division into flights based on handicaps and special rules. A schedule of tournament play shall be distributed in conjunction with the annual membership drive.

Section 7. The League Director(s) shall be responsible for organizing and defining the format of their respective leagues including: registration of teams, division into flights based on handicaps, prizes and special rules.

Section 8. The Board Members shall perform supplementary duties assigned by the President. The duties of any other Board positions created by the presiding Board of Directors shall be spelled out in the Standing Rules. All Board Members are responsible for getting replacement officers for the next league year.

Section 9. The Handicap Committee shall be responsible for hearing all protests resulting from league or tournament play. By default, all members of the Board of Directors shall serve on the Handicap Committee. At the option of the Board, the Handicap Committee may be designated to be a subset of Board members, but in no case shall the Handicap Committee have fewer than three members.

Section 10. The Mentorship Director shall be responsible for organizing and defining the format including mentoring assignments, play days, and rules clinics.

### **ARTICLE III - MEETINGS**

Section 1. The Board of Directors shall hold such meetings as may be deemed necessary by the President and the President shall call a meeting of the Board whenever requested to do so by a member of the Board. A majority vote of the members present (quorum required - quorum defined as 2/3 of the Board) shall be required to conduct ordinary business.

## **ARTICLE IV - DUES AND FUNDS**

Section 1. Annual dues shall be determined by the Board of Directors based on the financial status of SWGA.

Section 2. Membership dues shall be collected each season. Dues are payable with application for membership. No refunds will be given.

Section 3. No one shall be permitted to participate in SWGA league or tournament play unless their application for membership has been received and dues paid.

Section 4. Dues and funds collected by the Association shall be deposited by the Treasurer in a checking account.

Section 5. Only the Treasurer, President and Vice-President are authorized to disburse funds (except as directed by the President). All disbursements of funds shall be by check or other written instrument.

Section 6. All funds shall be used during the golf season in the best interest of SWGA. All expenditures shall be within the budgetary guidelines established by the Board.

## **ARTICLE V - LEAGUE AND TOURNAMENT PLAY**

Section 1. USGA and local rules will govern all SWGA league and tournament play except as modified in the SWGA Standing Rules. SWGA Standing Rules will be distributed to the membership at the beginning of each season, subject to additions or modifications throughout the year.

**Distance-Measuring Devices:** In SWGA sanctioned play, a player may obtain distance information by using a device that measures distance only. However, if, during a stipulated round, a player uses a distance-measuring device that is designed to gauge or measure other conditions that might affect his/her play (e.g. gradient, wind-speed, temperature, etc.) the player is in breach of Rule 14-3, for which the penalty is disqualification, regardless of whether any such additional functions are actually used.

Section 2.

League Play - Protests, uncertainty or lack of knowledge regarding play or rules while on the golf course should be discussed, if possible, with a member of the Handicap Committee. If a member of the Handicap Committee is not available or the person protesting does not concur with the committee's ruling, do not sign the scorecard until the ruling is clarified, write on the scorecard "protest" and submit to any member of the handicap committee. The Handicap Committee will make a final ruling within 10 days.

Tournament Play - Bring the protest to the attention of the Tournament Director when the scorecard is turned in. The Tournament Director will pass this protest on to available member(s) of the Handicap Committee who will make a final decision, if necessary, before prizes are handed out. If the protest doesn't change the outcome of the tournament it will be handled the same way as in league play. If it might change the outcome of the

tournament, we will have to wait and give out prizes after the handicap committee makes a ruling.

Section 3. The winner of any tournament resulting in a tie will be determined by comparing scorecards on a match play basis beginning with the #1 handicap hole.

Section 4. Written complaints concerning a member who has violated the Constitution, Bylaws and/or Standing Rules or who has exhibited conduct or language derogatory to the best interests of SWGGA may be submitted to the Board of Directors by any member witnessing the offense.

## **ARTICLE VI - HANDICAPS**

Section 1. The Handicap System as adopted by the USGA shall be used in handicap computation.

Section 2. No member shall be eligible for prizes in handicap tournaments and league play until a handicap has been established.

Section 3. Establishment of a handicap requires the submission of a minimum of five (5) attested scores. Separate handicaps are maintained for regulation 18-hole and 9-hole play. Members may use established handicaps from other associations provided an explanation of the system can be furnished. The Board reserves the right to adjust such handicaps in accordance with the USGA system.