

**Women's Congressional Golf Association (WCGA)  
By-Laws  
(Club without Real Estate)**

**Article I—NAME**

The name of this organization shall be the Women's Congressional Golf Association (WCGA).

**Article II—PURPOSE**

1. To operate a non-profit, non-partisan, non-political organization for the encouragement of participation, fellowship, and enjoyment of the game of golf.
2. To foster fellowship and promote golfing opportunities among women who are current or former Congressional staffers or government relations professionals. WCGA members also aspire through charitable endeavors and community involvement to enhance athletic opportunities for girls and women.
3. WCGA will operate in strict compliance to the rules and regulations of the United States Golf Association and its members will adhere to the etiquette of golf.
4. To maintain a uniform system of handicapping as set forth in the USGA Handicap System and issue USGA Handicap Indexes for interested members.
5. To provide an authoritative body to govern and conduct club tournaments, events, and charitable functions.

**Article III—MEMBERSHIP**

- Section 1      Membership in WCGA will be open to all women 21 years of age or older who are current or former Congressional staffers or government relations professionals who are sponsored by 3 current WCGA members. There shall be at least 10 members.
- Section 2      Memberships in WCGA are individual and non-transferable.
- Section 3      Members who choose to receive a USGA Handicap Index from WCGA shall commit to a reasonable and regular opportunity to play golf with fellow members and shall personally return scores for posting.
- Section 4      Membership confers no voice in the operation of any golf course, clubhouses or facilities of the courses.
- Section 5      Membership confers no special privileges in connection with any golf course.

- Section 6 Memberships in WCGA are for a calendar year only, with all memberships expiring on the last day of February.
- Section 7 The fiscal year for WCGA will begin on March 1st.
- Section 8 The Board of Directors may confer honorary memberships upon those whom they feel contribute to the advancement of women and/or golf. The unanimous affirmative vote of the Board of Directors shall be required to approve such action.
- Section 9 In the event any member of WCGA shall commit any act which reflects discredit or disrepute thereon or shall refuse or neglect to comply with the rules and regulations adopted by the Board of Directors or the duly appointed officers, such member shall be subject to suspension or expulsion after ten days written notice and the right to be heard, by a vote of two-thirds of the Board of Directors at any regular meeting or special meeting called for such purposes.

#### **Article IV—DUES**

- Section 1 All membership fees and dues shall be established by the Board of Directors from time to time in such amounts as they deem to be adequate to operate and maintain WCGA. Members' dues will be remitted promptly to WCGA. Members shall be liable for dues. All monies collected shall accrue to the benefit of the membership.

#### **Article V—ORGANIZATION**

- Section 1 The elective officers of WCGA shall be elected for a term of two (2) years and shall be:
- A President,
  - A Vice-President,
  - A Treasurer, and
  - A Secretary.
- Section 2 There shall be 5 standing committees. The committee chairs along with the four elective officers shall constitute the Board of Directors (BoD).

#### **Article VI—DUTY OF OFFICERS**

- Section 1 The President is to ensure that the By-laws of the WCGA are strictly enforced. She shall preside at all meetings of WCGA and of the BoD. In the absence of the President, the duties of presiding shall fall upon the Vice-President, Treasurer, and the Secretary. The President shall appoint all standing committee chairs. If a vacancy shall occur in any of the elected offices, the BoD shall call a special meeting of the BoD to fill such vacancy for the remaining term of that office.

- Section 2      The Vice President supports the efforts and priorities of the President. She shall also serve as the coordinator of all committees.
- Section 3      The Treasurer shall receive all the monies of WCGA and shall keep regular permanent accounts. She shall make a report of the financial conditions of WCGA at each meeting of the BoD and at each annual meeting of WCGA. The accounts shall be subject to inspection at all times by the BoD. All bills paid by her shall be subject to the approval of the President. Bills amounting to five hundred dollars (\$500) and greater are subject to the approval of the BoD. Both the Treasurer and President have authority to sign checks. It shall be the responsibility of the Treasurer to carefully preserve all papers and records pertaining to the finances of WCGA, filing paid vouchers and other documents in such a manner that they may be produced readily at anytime they may be desired.
- Section 4      The Secretary shall keep a record of the proceedings of the BoD and of the meetings of the WCGA; shall be responsible for giving all notices upon behalf of WCGA provided for in the By-Laws or otherwise directed by the BoD; and shall be the custodian of the official books, records and documents of WCGA, except the financial books and records. The Secretary shall make the books, records and documents committed to her custody available to the BoD as the BoD may require.

#### **Article VII—BOARD OF DIRECTORS (BoD)**

- Section 1      The BoD shall have management and control of the WCGA and shall exercise a general supervision over its interests and affairs. It shall be the duty of the BoD to establish rules and regulations for the governing of the WCGA and to remit penalties for offenses against the By-Laws.
- Section 2      The BoD shall meet quarterly and when deemed necessary by the President.
- Section 3      All members of the BoD who shall be absent from two consecutive, regular meetings of the board, unless received prior approval, shall be removed from said BoD. In the event that a member of the BoD is unable to attend a meeting, they can be excused by providing notes for the meeting in writing prior to the meeting.
- Section 4      At least three (3) weeks prior to the annual meeting falling on an odd number year, the BoD shall appoint a nominating committee consisting of five (5) members of the organization. At least two (2) weeks prior to the annual meeting, this committee shall submit to the BoD and shall post upon <http://www.wcga.org> (website) a list of nominees to fill any vacancies for the term of the office beginning the day of the meeting. Names of other members in good standing may be nominated by petition signed by at least three (3) members and submitted to the BoD at least one (1) week prior to

the annual meeting. Thereafter, a list of all candidates nominated shall be posted on WCGA's website.

Section 5 Two-thirds of the members of the BoD shall constitute a Quorum for regular or special meetings of the BoD.

#### Article VIII—COMMITTEES

Section 1 The BoD shall authorize and define the powers and duties of all committees as recommended in the USGA Golf Committee Manual. The President as per Article VI, Section 1, shall appoint Chairman and/or Co-Chairman of all committees. The President and Vice President shall be an ex-officio member of all committees except the nominating committee.

Section 2 There will be 5 standing committees.

**Membership Committee** to recruit and enroll eligible members for WCGA. Responsible for processing all incoming applications including the collection of dues to be transferred over to the Treasurer.

**Events Committee** to arrange a minimum of one monthly golf event during the season, weather permitting; to hold social events throughout the year; to post schedule of events; and, to arrange the administration of each event.

**Clinics Committee** to provide continuing skill development and learning of the game of golf and to arrange and schedule appropriate learning clinic sessions.

**Charitable Events Committee** to encourage the sponsorship of events that will contribute to local Washington, DC and/or national community organizations; to enhance athletic opportunities for girls and women in the Washington, D.C. area; and, to arrange and organize all such events.

**Handicap Committee** shall maintain and approve the handicaps of WCGA membership in accordance with the procedures set forth in the USGA Handicap System Manual. Will allow for the posting of the USGA Handicap Indexes to provide the opportunity for members to review these records publicly as set forth in the USGA Handicap System Manual.

Section 3 The BoD shall appoint additional standing or non-standing committees each year as deemed necessary or advisable.

Section 4 The Chairman or their designated representative shall present a report of the activities and accomplishments at each meeting of the BoD and an informal report of activities at each annual meeting of WCGA.

## **Article IX—MEETINGS**

- Section 1      The annual meeting of the WCGA shall be held in the month of February. The BoD shall provide notice, by publication, of such meeting at least fourteen (14) days prior to that date.
- Section 2      Quorum for any meeting shall be ten members present in person. Each active member in good standing shall be entitled to one vote.
- Section 3      The BoD may call such other meetings of WCGA as it may deem desirable upon appropriate notice thereof to the members.

## **Article X—VOTING**

- Section 1      Voting shall be by written ballot and the majority vote of members in attendance will be exercised.
- Section 2      Names receiving the greatest number of votes cast for elective offices shall be declared to be elected. The BoD shall appoint a committee of three judges who are not members of the BoD candidates for election to supervise the election.

## **Article XI—NEGLECT OF DUTY**

- Section 1      In cases of serious neglect on the part of any officer or unfitness to continue in office for any cause, such officer shall be given notice by direction of the President to appear before a meeting of the BoD to answer charges. A majority of the BoD may direct the President by written notice of the Secretary to appear before the BoD to answer charges of malfeasance or misfeasance. If the charges are sustained, the BoD shall take action as it may deem proper including exoneration, censure or expulsion from BoD. A report of any discipline action shall be made a matter of record and shall be reported by the BoD to the members at large at the annual meeting of WCGA.

## **Article XII--USGA HANDICAP SYSTEM**

- Section 1      Each member choosing to receive a USGA Handicap Index is responsible to report all golf rounds played throughout the year. The information must include the hole-by-hole scores, the name of the course, the date played and the tees used. Scores must be reported on a timely basis to ensure each golfer has a current up-to-date handicap index based on the USGA Handicap Formula. Scores must be submitted in person to the Handicap Committee for approval and peer review. A minimum of five scores is required in order to establish a USGA Handicap Index. An additional fee for such service might apply.

**Article XIII--AMENDMENT OF THE BY-LAWS**

Section 1 The BoD shall have the power to repeal or amend any of the By-Laws, provided that such action shall not be effective until approved by a majority vote of the members of WCGA at the annual meeting, or a special meeting if deemed necessary by the President, held in accordance with the provisions contained therein.

Section 2 Application for an amendment to the By-Laws may be submitted to the BoD and signed by at least five (5) members of WCGA, designating the amendment desired, which application shall be placed before a meeting of the BoD, and in case the proposed amendment shall be considered by the BoD to tend to the interest and welfare of WCGA at large.

The By-Laws of the Women Congressional Golf's Association (WCGA) is certified correct.

Submitted: Date: 11-6-04

Ruth D. Smith  
President

Date: 11-6-04

Anne Saunders Fabry  
Vice President

Date: 11-6-04

Astria Schulte  
Secretary