

Career Women's Golf Organization
Bylaws
As of April 10, 2010

Article I. Title

The name of the organization shall be the Career Women's Golf Organization and may be referred to as CWGO.

Article II. Purpose

CWGO's purpose is to provide organized golf activities and competition for career women. While emphasizing the enjoyment of golf for its members, CWGO shall also provide an atmosphere where its members may improve their skills and learn the rules and etiquette of golf.

Article III. Membership Eligibility

- A. MEMBERSHIP is open to all ANCC women members or female spouses of members who are employed at the time they join. Members who stop working after they join may remain members as long as they maintain their active membership status with the group.
- B. HONORARY MEMBERSHIP is open to female spouses of current ANCC Professional Golf Staff who are employed at the time they join.
 - 1. Honorary members shall pay the same dues as regular CWGO members.
 - 2. Honorary members shall not be eligible to represent ANCC in Interclub competitions.
 - 3. Honorary membership shall end with the termination of the spouse's employment at ANCC.
- C. SINGLE RESIDENT MEMBER – DESIGNATED GUEST MEMBERSHIP is open to females who are registered at the Arlington Administrative Office as a Designated Guest of a Single Resident member of ANCC, are allowed ANCC golf privileges and are employed at the time they join.
 - 1. Single Resident Member Designated Guest members shall pay the same dues as regular CWGO members.
 - 2. Single Resident Member Designated Guest members shall not be eligible to represent ANCC in Interclub competitions.
 - 3. Single Resident Member Designated Guest membership shall end with the termination of the status of Single Resident Member Designated Guest.
- D. ABSENTEE MEMBERSHIP is open to all CWGO members residing beyond residential limits of the Army Navy Country Club who hold membership status of some sort in ANCC either as a primary member, spouse, or designated guest.
 - 1. Absentee members shall pay 30% of regular membership dues to be reviewed on an annual basis as part of the budget process.
 - 2. Absentee members will remain on the current e-mail list and will receive all distributions sent to the membership.
 - 3. Absentee members may vote on CWGO actions if they are present at the meeting when the vote is taken; they cannot vote in absentia.
 - 4. Absentee members may participate in regular CWGO Saturday play and mid-week play when they are in the Washington area if they pre-register on the web site. If they have not pre-registered, they may play if there are available slots on a first come first serve basis.

5. Absentee members may participate in CWGO tournaments and will be charged the tournament fee.
6. Absentee members shall not be eligible to represent ANCC in Interclub competitions or CWGO championship events.

Article IV. The CWGO Board of Directors

A. Organization.

The CWGO Board consists of six members elected by the membership to a two-year term. The CWGO Board is comprised of the following positions: President, President Elect (also referred to as Vice President), Secretary/Communications, Treasurer, Membership, and Events Coordinator.

B. Responsibilities.

The CWGO Board's primary responsibility is to oversee the organization on a daily basis and coordinate and support the work of the Chair of each Standing Committee. The responsibilities for each Board position and Committee Chair shall be determined by the Board of Directors and will be documented in the CWGO Board of Directors Standard Operating Procedure, as amended by the Board from time to time. The Board positions are as follows:

1. President
2. President Elect (becomes President in the second year of her term)
3. Secretary/Communications
4. Treasurer
5. Membership
6. Events Coordinator
7. Events Co-Coordinator (becomes Events Coordinator in the second year of her term)

C. Nomination/Election.

1. The CWGO Board shall be elected by a majority of CWGO members present at the End-of-the-Year business meeting in November including any absentee ballots. Members not attending the End-of-the-Year dinner may request an absentee ballot to be returned to the President no later than 1 week prior to the business meeting. Ballots will be tallied by members of the nominating committee and results announced prior to the end of the meeting.
2. Elections for Treasurer and Membership Chair will occur in even years; Secretary in odd years. The President Elect will be elected on a yearly basis, rising to the Presidency during the second year of her term. The Events Co-Coordinator will be elected on a yearly basis, rising to the Events Coordinator during the second year of her term. Only the Secretary, Treasurer, and Membership board members may stand for re-election.
3. On or before the September Board meeting, the President shall select two CWGO members to serve as the Nominating Committee. The President shall serve as the committee chair. They will call for nominations from the general membership prior to October 1.
4. The Nominating Committee shall present a slate of all nominees to the CWGO membership no later than 2 weeks before the End-of-the-Year Dinner. Absentee ballots will be available from the President at this time.

D. Term of Office.

1. The officers shall serve two-year terms. I
2. If an officer is unable to complete her two-year term, the CWGO Board shall appoint someone from the membership to serve until the next election.

Article V Standing Committees

Chairs of the Standing Committees will be appointed by the CWGO Board for a period of one year. Chairs may participate in regular CWGO Board meetings at their discretion. Chairs are not voting members of the Board. Responsibilities for the following Standing committees will be determined by the Board and will be documented in the CWGO Board of Directors Standard Operating Procedure, as amended by the Board from time to time.

- A. Handicap
- B. Member-Guest
- C. Member-Junior
- D. Working Women's Offsite Fall Outing (WWOFO)
- E. Interclub
- F. Web Master

Article VI. Competitions

- A. All CWGO competitions will be conducted in accordance with the USGA Rules of Golf.
- B. Current handicaps as issued by ANCC will be used to determine individual handicaps for an event up to the maximum index allowed of 40.4 as recommended by the USGA.
- C. Competition /tournament results will be published.

Article VII. Meetings

- A. *Business* meetings shall be held at the beginning and ending of the golf season.
- B. *Special* meetings may be held at other times as deemed necessary by the CWGO Board.

Article VIII. Fiscal Year

- A. *The fiscal year of the CWGO shall be December 1 to November 30.*

Article IX DUES

- A. Section 1. Membership Dues.
Membership dues shall be reviewed by the CWGO Board of Directors on an annual basis as part of the budget process. The membership shall be notified of any proposed changes a minimum of 2 weeks prior to the Spring Business meeting.
- B. Changes in Dues.
A change in dues requires a majority vote of the members present at the Spring business meeting.

Article X. FINANCE

- A. General Finance.
The revenues of the CWGO shall come from general sources including member dues, donations, tournament and special event fees.
- B. Funds.
The collection and disbursement of funds shall be under the direct control of the treasurer with the supervision of the Board of Directors.
- C. General Expenses.
All expenses in connection with the business and management of the CWGO shall be paid by the CWGO in such manner and at such times as may be determined by the Board of Directors.
- D. Annual Audit
An annual audit will be conducted in December and reported to the general membership at the Spring business meeting.

Article XI. Bylaws

- A. Bylaws will be reviewed by the Board at least biannually.
- B. Amendments
 - 1. The bylaws may be amended at a business meeting of the organization by vote of 2/3 majority of the members present.
 - 2. Proposed amendments may be submitted to the Board by any current member of CWGO. (See attached format.) The Board will review and distribute proposed amendments to the membership.
 - 3. Proposed amendments shall be distributed by the Board to the membership for review at least 1 month prior to the meeting.
 - 4. Amendments shall take effect at the conclusion of the meeting at which they were adopted.
 - 5. Bylaws, as amended from time to time, shall be published on the CWGO Website.

SAMPLE FORMAT TO BE FOLLOWED BY A MEMBER TO SUBMIT A PROPOSED BYLAW AMENDMENT

Proposed Bylaws Change

Date:

Name of the Member:

Contact Information:

Current Bylaws provision:

Proposed change:

Rationale:

Other articles or sections impacted by the change:

Financial impact on the organization:

Bylaws provision as it would read with the changes.

Figure 1 - Sample Format for Proposed Bylaw Amendment