

**BY-LAWS  
OF  
THE CYPRESS LANDING WOMEN'S GOLF ASSOCIATION**

**ARTICLE I**

**Name**

The name of the organization shall be Cypress Landing Women's Golf Association, hereinafter referred to as CLWGA.

**ARTICLE II**

**Purpose**

The purpose of this association shall be to increase active participation, to encourage friendly competition, and to promote interest in the game of golf among the ladies of Cypress Landing Golf Course (CLGC). This association shall abide by all USGA rules and local rules of CLGC.

**ARTICLE III**

**Membership and Dues**

Any woman who has a membership in good standing at the Legends, Honors, or Young Professional level at CLGC is eligible for membership in the CLWGA upon payment of CLWGA dues as established by its Executive Board.

Payment date of annual dues is set by the CLWGA Executive board.

**ARTICLE IV**

**Section 1 - Officers**

The elected officers of the CLWGA shall be President, Vice President, Recording Secretary, and Treasurer.

**Section 2 Executive Board**

The Executive Board shall consist of the elected officers of the CLWGA plus the following appointed positions, each of whom are allotted one vote per position.

Tournament Co-chairs/18 Hole Representative and 9 Hole Representative, Rules Chairperson and Social Chairperson.

The Executive Board meets monthly. Meetings occur with members physically present, as the norm. CLWGA board may permit any or all board members to participate in a teleconference or video conference meeting in which all participating board members may simultaneously hear each other during the meeting. Each board member who attends a meeting through such means is deemed present.

### **Section 3 - Duties of the Officer**

The duties of the elected officers, and appointed officers shall be as set forth in the by-laws of the CLWGA, except that the President shall be the presiding officer and the Executive Board shall be the governing body.

The President shall:

- Appoint chairpersons of the standing committees
- Act as liaison between the CLWGA, the Cypress Landing Men's Golf Association (CLMGA), CLGC management, Green Committee, and the Golf Club Committee (GCC)
- Preside at all CLWGA meetings
- Coordinate activities of the CLWGA with CLGC management
- Call and preside at all Executive Board meetings
- Call special meetings of the CLWGA board/membership as may be necessary
- Have the power to sign and endorse checks in conjunction with the Treasurer
- Cast a vote at Executive Board meetings only if a tie breaker is necessary
- Act as an exofficio member of all standing committees

The Vice President shall:

- In the absence of the President, perform the duties of the President and assume that position
- Handle all necessary publicity
- Perform other such duties as requested by the President
- Review by-laws and present amendments for WGA approval and membership
- Succeed WGA President the following year
- Update the President's, Memorial and NC state plaque
- Attend the standing committee planning meetings for the President's Cup, Solheim Cup and Member-Member

The Recording Secretary shall:

- Take and prepare the minutes of all CLWGA meetings, and the meetings of the Executive Board, and proof copies of all such minutes to the President

- Maintain and control all correspondence and papers of the association
- Maintain and control electronically all CLWGA business, ie CLWGA Board minutes, Handbook, By-laws, Treasurer reports and miscellaneous forms necessary to conduct CLWGA business
- Maintain a list of CLWGA member email addresses

The Treasurer shall:

- Establish, maintain and reconcile a checking account in the CLWGA name
- Keep a full and accurate account of all monies received and deposited same in the name and to the credit of the association
- Have the power to sign and endorse checks in conjunction with the President
- Provide a monthly written report of the CLWGA financial status to the President
- Present a report of the CLWGA financial status at all Executive Board meetings and general meeting
- Inform Standing Committees of the CLWGA budget contribution for golf event planning purposes
- Conduct a 50/50 drawing at all WGA Shot Gun Start events in the calendar year

The following positions are voting members of the CLWGA

- Tournament Co-chairs who also serve as the 18 and 9 hole representatives
- Social chairperson
- Rules chairperson

Duties of the above members are described in the CLWGA 2023 Handbook.

The immediate exofficio Past President

- The exofficio past President is a non voting member of the CLWGA Board part of the Executive Board. The past President chairs the Presidents' Cup standing committee.

#### **Section 4 - Election**

The officers of the CLWGA shall be elected by the membership-at-large in the following manner:

- A. Provided there is only one (1) candidate for each office, voting shall be by first and second motions for acceptance of the slate of officers as read, with a show of hands for all in favor and opposed.

- B. If there is more than one (1) candidate for each office, voting shall be by ballot. The person receiving the highest number of votes for each office shall be declared elected. In the event of a tie, an immediate run-off election will be held to determine the winner. If the tie is not broken, the members present shall determine, by simple majority vote, the manner of deciding the winner.
- C. The newly elected officers will assume their duties on December 1st, after a transition meeting in November.
- D. Should any elected officer vacate her office before her term has expired, such vacancy shall be filled by an appointment of the Executive Board. Should the vacancy be that of the President, the Vice President assumes her responsibilities, and the office of Vice President shall be filled by appointment of the Executive Board.

## **Section 5 - Voting**

### **Membership**

A CLWGA member must be present in order to cast her vote. Thirty percent (30%) of the members of the association present at a legally convened meeting shall constitute a quorum. A two-thirds ( $\frac{2}{3}$ ) majority vote of the members present with an established quorum is necessary for passage of proposals.

### **Executive Board**

An executive Board member must be present in order to cast her vote. Five (5) CLWGA Board members present at a legally convened meeting shall constitute a quorum. A fifty (50%) vote of the executive board members present, with an established quorum, is necessary for passage of proposal

1. E-Mail Voting. When business of the CLWGA Board needs to be conducted outside of regularly scheduled board meetings and, in lieu of calling a special meeting, said business may be conducted by informing the board members by e-mail of the business to be conducted. The delegates shall vote or respond by e-mail with said business being approved or disapproved by a majority of the board.

## **ARTICLE V**

### **Fiscal Year and Playing Season**

The fiscal year of the CLWGA will be December 1 to November 30. The playing season of the CLWGA shall commence no earlier than March 15 and end no later than November 20 of each calendar.

## **ARTICLE VI**

### **Amendments**

These by-laws may be adopted, amended, suspended, or repealed at any business meeting of the association by a two-thirds ( $\frac{2}{3}$ ) majority vote of the members present with an established quorum.

Adopted: March 2011

Reviewed by committee and CLWGA Board; approved with no changes: February 2014

Reviewed by the CLWGA March, 2023

Addendum Board email voting, March 2023