

**PARK CITY WOMEN'S GOLF ASSOCIATION
CONSTITUTION**

ARTICLE I - Name: The Park City Women's Golf Association (PCWGA).

ARTICLE II - Purpose: To promote golf and good sportsmanship in accordance with the rules of golf established by the U.S. Golf Association and the Utah State Women's Golf Association, unless necessarily modified by the local rules.

ARTICLE III - Membership: Any woman golfer can become a member upon application and payment of stipulated dues. Only members with a UGA handicap shall be eligible to participate in tournaments sponsored by the PCWGA.

ARTICLE IV - Officers:

Section 1. The following officers shall be elected by the general membership: Executive Board - President, Vice-President, Secretary, Treasurer, Tournament Chair, Handicap Chair, State Representative.

Section 2. Each committee chair shall, with the approval of the Executive Board, select her own committee members or assistants.

Section 3. If the office of President becomes vacant, the Vice-President shall assume the office. Other vacancies shall be filled by appointment by the Executive Board.

ARTICLE V - Election of Officers:

Section 1. The Executive Board shall pick three (3) members to serve as the Nominating Committee. They shall, within one (1) week, elect a chair. They shall then discuss and decide upon candidates. After consent from each candidate, they shall then present the slate to the secretary who will then post the slate on the bulletin board fifteen (15) days before the final meeting.

Section 2. Nominations may be made by any member in good standing by a petition signed by ten (10) additional members. The nominee must also be in good standing (Article III) and have given her consent. Such a petition must be posted on the bulletin board five (5) days before the general election. If the above is done, then the election must be conducted by ballot at the last meeting. No nominations can be accepted from the floor.

Section 3. Absentee ballots will be accepted on request. They must be received four (4) days before the election by the President.

ARTICLE VI - Installation of Officers: The official installation of the newly elected officers shall take place at the season's final meeting.

The new officers shall then assume their duties immediately. All completed records of all out-going officers shall be turned over to the incoming officers at that time.

ARTICLE VII - Amendments to the Constitution: The Constitution may be amended by submitting the amendment three (3) weeks prior to the first or last meeting of the year. A two-thirds majority of all members (absentee ballots included) shall be necessary to amend.

ARTICLE VIII - Rules and Regulations: The Rules and Regulations are in addition to the Constitution and shall be subject to review and revision each year by the Executive Board. They shall be presented to the general membership for acceptance, rejection or revision at the annual spring meeting.

ARTICLE IX - Voting: Only members who have declared Park City as their home course are eligible to vote. They must be members in good standing.

BY-LAWS (RULES AND REGULATIONS)

As noted in the Constitution, the By-Laws shall be subject to review and revision each year by the Executive Board. They shall be presented for acceptance, rejection or revision to the general membership at the annual spring business meeting.

All members shall become familiar with the USGA Rules of Golf, the local course rules, and golf etiquette, and shall conduct themselves according to such at all times.

Section I - Handicaps:

Handicaps shall be computed according to the Utah Golf Association system, which is based on the USGA Method of Handicapping as outlined in the booklet, "Golf Committee Manual and USGA Golf Handicap System".

A handicap shall be continuous from one playing season to the next without need of adjustment.

To establish a handicap, a member must turn in a minimum of five 18 hole cards. The front nine and the back nine may be put together for posting if they are played on the same day. The handicap system is in effect from April 1st until November 1st. Handicaps change as scores are entered in the computer.

Score cards for Tuesday play will be posted by the Tournament Chair and must be turned in immediately following the day's play with proper signatures and adjusted scores. Scores made on other days or on other courses must be adjusted and posted on the computers at the courses by the players themselves.

Section II - Dues:

Club dues shall be paid yearly. The PCWGA's current dues will cover incidental costs of the Association. There will be no reduction in dues for those joining late in the season. If a member should move away before

the beginning of the new season, the Park City dues will be refunded. The State dues that cover her participation in state events cannot be refunded.

Section III - Meetings:

A general meeting shall be held at the beginning of each season's play and at the end of the season. A mid-season meeting/luncheon shall be held to address any concerns. The fall meeting will be held for the election of officers and to report on the past season and award prizes.

Section IV - Tournaments:

Before participating in any of the season's contests sponsored by the PCWGA, a contestant must have paid her Club dues one week in advance of her first Tuesday and have an established UGA handicap.

To be eligible to enter the Club Championship, a member must have played in at least 6 weekly events, at least 3 on Tuesdays and 3 in Team events should she be a team member. In the event of multi-club memberships, the player must abide by all eligibility requirements of the PCWGA.

Each player may enter match play tournaments only if she expects to play all matches.

Tuesday competition shall be played in foursomes whenever possible.

To constitute a Tuesday competition, at least 12 scorecards, signed, dated and attested, must be turned in by paid members of said rounds. If less than 12 members play, prize money for that week will be divided over the remaining weeks of play.

A general rule for pay-off of prize money: one-third of the field divided evenly.

Ringer/Eclectic:

There shall be a seasonal Ringer/Eclectic Tournament based on Tuesday play, with ringers acceptable only if made during a full 18 hole round. To be eligible for this competition, a member must have paid her dues and have established a handicap, as well as having played with the league at least 6 times.

Putting:

Prizes will be given in each flight for the member with the lowest average of putts for the season. The average will be based on the lowest 6 putting rounds made during Tuesday competition.

Section V - Team Play:

Team play shall be governed by the Utah State Women's Golf Association with the exception of the local rules for eligibility of membership. The Park City rule is: a player must play in one Tuesday event at least 30 days prior to Team Day. Members with the lowest handicaps will be called first as per Utah State rules. The Team Captain will inform players of the rules and regulations affecting team members and will give each member a list of Team Play dates, locations and times.

Section VI - Most Improved Golfer:

An award will be given for the member who most improves her handicap during the season.

Section VII - Breaking 100, 90 or 80:

A prize will be given at the end of the season for those breaking 100, 90, or 80 for the first time at the Park City course. The player must notify the Tournament Chair when this occurs.

Section VIII - Duties of Officers:

President - The President shall preside at all meetings and shall enforce strict observance of the Constitution and By-Laws. She shall keep a general supervision of the affairs of the Association according to the general Rules and Regulations.

The President shall hold committee meetings at regular intervals and shall supervise all sub-committee activity, giving assistance whenever necessary. However, each sub-committee chair shall be responsible for carrying out her committee's duties.

The President, as soon after election as possible, shall meet with the other elected officers and establish her committees and organize a program well before the next season.

Upon completion of her term of office, the President and her sub-committee chairs shall leave complete records of procedure to facilitate the work of the incoming officers.

A roster of members and officers shall be made. The Standing Rules and Calendar for the year shall be included.

Vice-President - The Vice-President is the President-elect and shall function in the absence of the President. She shall act as the official hostess for the Association. She shall be in charge of membership, acting in the capacity of "big sister" for all new members, helping them to know and to understand the organization and to encourage their attendance.

Secretary - The Secretary's duties are to keep records of all correspondence and to maintain a roll of membership. At the annual meeting, the Secretary should present a report of all actions taken by the Executive Board, unless the President covers them in her annual report. She shall appoint a chairman to compile and publish a yearly handbook. She shall also handle thank you notes, get well and sympathy cards concerning any member of the organization.

Treasurer - The Treasurer's duties are to keep a full account of the money received, to prepare a budget for the approval of the Executive Board and to disburse funds as directed by the Executive Board and in accordance with the budget, i.e., luncheons, postage, trophies. The Treasurer shall also be a co-signer on the special account set up for the Invitational tournament committee. The Invitational chairperson will give a financial statement to the Treasurer at the end of the tournament (before the Fall luncheon/meeting). (Revised 4/30/2005)

Tournament Chair - The Tournament Chair shall be responsible plan and conduct all Tuesday competitions. She shall prepare a schedule of events for the season after the state schedule is accepted so as not to conflict with their dates and present it to the Executive Board for approval. It will be distributed in printed form to all members and other interested parties well in advance of the season.

She shall also be responsible for determining Most Improved Golfer (Sec. VI), and to the best of her knowledge, the players breaking 100, 90, 80.

She shall keep a record of all members' weekly rounds of golf to determine the ringer/eclectic scores at the end of the season in order to present awards for improvement. If necessary, another member of the PCWGA may help with this job.

She shall keep records of all members' weekly putting scores in order to select the average from the lowest 6 and present awards for the winners in each flight.

Results of each week's winners will be reported to the Pro Shop and the local newspaper as well as posted on the bulletin board before next week's play. The results shall also be kept on file by the Tournament Chair.

Handicap Chair - The Handicap Chair shall check members' playing records to ascertain that scores have been posted according to the rules of the UGA. Should any scores seem to be out of line, she shall inform the Executive Board.

State Representative - The State Representative shall act as a liaison between the organization and the USWGA. She will attend all state meetings or provide an alternate. She will officially handle entry and money of the members of the PCWGA to state sponsored tournaments. The immediate past State Representative shall act as an ex-officio advisor.

Team Captain - The Team Captain shall be responsible to the President and Executive Board for organization of the PCWGA team, informing the members of the team matches as scheduled by the USWGA. Line-ups shall be determined with the lowest handicaps available to play in the matches. The Team Captain is required to attend the state Team Captain meeting in the spring and to receive the packet containing the information necessary for running the team events.

Park City Women's Invitational Chair - The chairperson shall select her committee members and is responsible for coordinating the invitational tournament with the Pro Shop, determining the entry fee, and running the tournament. She shall also be able to donate a portion of the tournament's proceeds to the charity of her choice (with PCWGA-18-hole group Board approval). (added 4/30/2005)

Club Championship Chair - The Chair is responsible for coordinating this event with the Pro Shop, setting the entry fee and planning any social event.

TGIF Mixed League Chair - The Chair sets a schedule of events to be played every other Friday during June, July and August (6 events). She will coordinate with the Pro Shop for dates and tee times, prepare sign-up sheets one week prior to events, and post them on the bulletin board to make certain they are published.

Rally for A Cure Chair - The Chair will receive information from the President and set up the tournament accordingly. She may schedule other competitions within the event in order to stimulate participation. She may also encourage other members to help with the event.

Publicity/Social Committee Chair - The Chair shall be responsible for releasing all notices to the newspapers concerning the PCWGA's activities as instructed by the President. She shall also keep the scrapbook. She shall be responsible to the President and Executive Board for organizing and planning social functions.

STANDING RULES

The membership fee to join the PCWGA-18-hole group is \$35. After mid-August the dues will be \$15. Those players who wish to play in state sanctioned tournaments will pay additional dues to the Utah State Women's Golf Association. (Revised 4/30/2005)

Last year's handicaps will be used but will be updated by computer as current games are entered. Members must circle their own adjusted scores on scorecards leaving the number of strokes obtained in play with the adjusted number placed above it. (Sec. I, By-Laws)

To be eligible for Tuesday competition and events, members must play with another member and be in good standing. A 9 hole member in good standing may, at any time, change to the 18 hole group. She must notify the Tournament Chair one week in advance to be eligible for prizes. (By-Laws, Sec. I, Handicaps)

A prize for breaking 100, 90, and 80 for the first time at PCGC during Tuesday competitions which is played with another member of the PCWGA will be awarded. It is the responsibility of the player to notify the Tournament Chair when this occurs. (Sec. VII, By-Laws)

All adjusted scores will be posted in the computer by the Tournament Chair each time a player completes a Tuesday 18 hole round. All other rounds played at PCGC as well as other courses, must be adjusted and posted in the computer at the courses played or written on the special forms provided. (Sec. I, By-Laws)

ALL SCORECARDS MUST BE DATED, SIGNED, ADJUSTED AND ATTESTED before being given to the Tournament Chair or representative at the close of each round of Tuesday play. Players who fail to turn in properly filled out scorecards will be disqualified for events of the day.

All members with established handicaps are eligible for the Club Championship provided they have played 6 scheduled Tuesday rounds. Team members may be eligible if they have played 3 scheduled Tuesday rounds as well as 3 Team events. Six Tuesday rounds are also required to qualify for any prizes given at the end of the season.

Awards will be given for the following events: Club Championship, Putting Competition, Most Improved Player (as per handicap), Ringer/Eclectic competition, and for Breaking a Score.

Weekly events and other pertinent notices will be posted on the bulletin board at the golf course. Since prizes are generally awarded to one-third of the players each Tuesday, the Executive Board will decide the number of prizes to be awarded should inclement weather inhibit play.

The Pro Shop should be notified 24 hours in advance if a player is unable to be present on a Tuesday after having signed up.

Members may play 9 holes in the morning and 9 holes in the afternoon with another PCWGA member and be eligible for prizes if it is done on the same day and different 9 holes are played. Rounds may also be played in the late afternoon should morning play be impossible. It is necessary to notify the Tournament Chair that scorecards will be left in the Pro Shop.

BASIC GOLF COURSE ETIQUETTE

Don't move, talk or stand close to or directly behind the player making a stroke.

Don't play until the group in front is out of the way.

Always play without delay. Leave the putting green as soon as all players in your group have holed out.

Let faster groups play through.

Replace divots. Smooth out footprints in bunkers. Repair ball marks on the greens.

Don't step on the line of another putt.

Don't drop clubs on a putting green.

Replace the flagstick carefully in an upright position.

Leave the course in the condition in which you'd like to find it.

Replace rakes in bunkers.

Although we do encourage this to be a fun sport, absolutely **NO MULLIGANS** are allowed during league play!

COMMON COURTESY - Please CANCEL tee times as early as possible to enable the golf course starter to rebook the time. No-Shows are discourteous and costly!