



BYLAWS FOR THE WORKING WOMEN'S GOLF LEAGUE

Adopted August 2026

1. The Working Women's Golf League shall consist of a maximum of forty-eight (48) 2-member teams that will be paired into up to twenty-four (24) random groups that will play on Tuesday evenings. Teams will rotate between all three golf courses (Pinecrest, Sage Lakes, and Sand Creek) playing different courses each week (totaling five weeks at each course) according to the schedule distributed at the beginning of each season. (amended 8/2026)
2. A Working Women's Golf League member must be 18 years of age or older to be eligible to play in the league. (amended 4/97)
3. League membership dues of \$40.00 must be paid at time of registration sign-up into the league. In the event a member joins during the year, league membership dues should be paid at the time she enters the league. (amended 8/24)
4. Substitutes (Subs) will be required to pay membership dues, and will be eligible for all medal play, points, tournaments, and special event prizes once a WWGL handicap is established at the course at which they are subbing. (Amended 8/2022) Mailings will be sent to all subs. A list, in addition to the "sub list" will be kept for those wanting to be on the "Wait List", these names will not be on the sub list. If openings on the league become available, subs will be called first to see if they want to become a regular member. If membership openings are still available after this process, waiting list names will be called to fill the spots; at which time, payment of the league membership dues will be required. (amended 05/18)
5. League Score Keeper(s) will be paid a total of \$150.00 for their work throughout the season. (amended 05/18). In the event we have more than one score keeper, a Primary Score Keeper will be identified and the \$150.00 will be split between them. (amended 8/2026)
6. Any league member who wishes to remain current and in good standing to receive the early registration opportunity in March each year, must pay league dues/fees and be a current active player in the league. Any member who does not play in a given year can pay league dues and will receive the April registration opportunity. Not paying league dues or playing in the league assumes you are no longer part of the league. (amended 8/2026)
7. (a) It is the league member's responsibility to get a substitute if she is going to be absent from the league.

- (b) A team is defined as two players; both of which must be a member of the league.
- (c) If your team is unable to play, you must notify a member of the WWGL Leadership Team and Your Opponent. If you do not contact them, it will be noted as a No-Show. Two No-Shows and your team will be dropped from the league. If one team cancels, the opponent must play nine holes and mark a forfeit for the team that canceled. (amended 8/2026)
8. If a substitute has agreed to play but finds she cannot make the tee time, she must call her partner and make every effort to find a replacement. If she does not, she could be disqualified, and have her name removed from the sub/waiting list.
 9. Rules of the Working Women's Golf League is provided in writing in Appendix A of these Bylaws. (amended 05/18)
 10. League Score Keeper(s) as needed, will prepare, in writing, an appendix to these Bylaws explaining the method of scoring and/or points, and handicap to be used throughout the season. (see "Appendix B" of these Bylaws)
 11. Score cards will be provided by the league score keeper(s) and available in the pro shop at the beginning of each night's league play.
 12. The League President or designee shall notify the pro shop to officially cancel league play due to inclement weather. See Appendix A for rules regarding rescheduling canceled play. (amended 8/2026)
 13. Working Women's Golf League is now (and has always been) a voting member of the Golf Advisory Board. The President of the League should ensure they are aware of the dates of the meeting(s) and make every effort to attend. The President can ask a member of the leadership board to attend in her place if she is unavailable to attend. (amended 8/2026)
 14. The league leadership team each year will consist of the President, Vice President, Secretary/Treasurer, and Primary Score Keeper. Roles and Responsibilities for these leadership team members are noted in Appendix C. (adopted 8/2026)
 15. The rules committee is made up of past presidents from the previous (2) years and the current Leadership Team. The rules committee must approve any changes to the appendices. (amended 04/2004, 8/2026)
 16. Any changes to the Bylaws, except for the appendices, must be voted on by the league. (amended 04/04)
 17. Every effort must be made to play on the scheduled night of play and be on time. If a player misses the first few holes due to an emergency, both players, the president or her designee can approve play on an alternate night. If play is missed for any other reason, the player will take a score of "10" for each hole missed. (amended 04/04, 8/2026)

APPENDIX A

RULES OF THE WORKING WOMEN'S GOLF LEAGUE

NOTE: All USGA Rules apply unless otherwise listed below (in which case is a **special rule of the "Working Women's Golf League"**)

1. Each player must have the following equipment.
 - a. Set of clubs (maximum of 14)
 - b. Plenty of golf balls and tees
 - c. A marker (for marking the ball on the green)
2. Play starts from the **Forward** tee boxes.
3. Limit your practice to one per shot.
4. Once you have hit the ball from the tee, you cannot touch it until you reach the green; at which time you may mark it and pick it up. (Exception is to avoid playing off visible tree roots; players will be allowed one club-length in adjustment that does not significantly change the lie or move the ball closer to the hole. adopted 8/2022)
5. You cannot "ground your club" in a sand trap or hazard before hitting the ball.
6. Replace all divots and repair all ball marks.
7. To speed up play; please pick your ball up after you have scored 10 strokes in any one hole; that hole will be scored as a (maximum) "10." If you have a maximum "10" on any one hole, you will not be eligible for the "low putts" for that week.

NOTE: If you "hole-out" on the tenth stroke, you should record your putts; and you will be eligible for "low putts" for that week.

8. As a courtesy to all players, it is necessary to keep moving as rapidly as possible so that we can finish before it gets too dark to play. **Nine holes of Golf should be played in approximately two hours.** To speed up league play we recommend Ready Golf.
(amended 8/2026)

NOTE: Go to your own ball after teeing off. If you are on the opposite side of the fairway, it is permissible to hit your ball at the same time someone on the other side of the fairway is hitting. The ball furthest out from the pin should hit first, and the ball furthest from the hole on the green should be putting first.

9. Slower players should let faster players play through if there is room ahead.
10. Spend the least amount of time possible looking for lost balls; in trees, approximately three minutes, in water, just hit another ball as the ball is no doubt lost. If you are not sure where your ball is after hitting it, hit a "provisional ball" in the event the ball cannot be found, this will

save time of going back to the spot where the lost ball was hit. If you must use your "provisional ball", you must include a two-stroke penalty when you add your score.

11. Absolutely no "Mulligans" are allowed. No second shots or do-overs are allowed! Each team member will count all strokes, including "whiffs".
12. If you are the marker (score keeper for your foursome) and you know someone is willfully reporting a score lower than she actually shot, you should follow the guidelines set forth below.
 - a. Ask the league member at the time she reports her score if she is certain of her score and help her review the hole she played. If after the review, you feel she is still recording an incorrect score, inform her you must contest her score for the hole in question and make a note on the card at the time.
 - b. At the end of the match after the score has been tallied, you (as marker) must sign the card stating you "contest" the score of the member in question.
 - c. The league score keeper(s) will turn the card with the contested score over to the **Rules Committee. The Rules Committee** will contact each person who played in the foursome to help verify, as best they can, the contested score. If the Committee rules in favor of the marker, the league member whose score is in question will be disqualified from the match. The Committee will turn the score card back to the league score keeper(s) noting their decision.
 - d. The league score keeper(s) will log the complaints and if there are more than two "contested" scores per league member, that member will be asked to leave the league. If another member of the foursome feels the marker may not be keeping her score correctly, the same procedure noted above should be followed.
13. If a league night has been cancelled by the League President due to inclement weather, notice will be given to the league members as to how a cancelled league night can be made up. Normally, you should play your make-up game with the scheduled opposing team within one week at the course where play was missed. If in doubt call a league officer for clarification. (Be sure to note on the scorecard the date that is being made-up.) (amended 8/2026)

APPENDIX B

SCHEDULE FOR LEAGUE PLAY

(Updated 8/2026)

NOTE: The flight system will be used beginning with the 1999 season. The system, as voted in, will be based on points earned during "**Medal play**" nights to determine prizes at year-end.

The League 15-week schedule will be divided into the format as follows:

Twelve (12) weeks of "flighted" **Medal play**, with one week at each course during the season being a tournament "**Fun night.**" Typically, each fun night will be scheduled after three weeks of flighted medal play to ensure one fun night at each course.

MEDAL PLAY:

Each team player will play with their team member; however, each may be flighted in different flights depending on handicap. The marker for each foursome should record total score for each member on each hole. In the upper right-hand corner, above each total score per hole the members' putts for the hole should be recorded.

NOTE: During tournament "**Fun Nights**" putts will be used to break ties.

The marker for your foursome should add up all scores and each person playing should double check their scores and then sign or initial the card when finished to show they have verified their score. The card should be dated and turned in each week after completing the round.

NOTE: If you do not turn in your score card you will forfeit for that week.

Your gross score, less handicap will equal your "net score." You will be competing individually against other league members within your "flight." Points will be given as follows:

- 3 points for the first low "gross score" per flight
- 3 points for first low "net score" per flight
- 2 points for second low "gross score" per flight
- 2 points for second low "net score" per flight
- 1 point for third low "gross score" per flight
- 1 point for third low "net score" per flight
- 2 points per member with the overall low putts per week
- 1 point for each member playing each week

Points will be tracked for each member each week. Total points earned will be used in figuring prize winners at year-end.

HANDICAP: (Updated 2018)

A MAXIMUM HANDICAP OF (36) PER NINE HOLES OF GOLF WILL BE ALLOWED!

The previous year's ending handicaps will be used to begin the new season for those players who have them. Handicaps will be established for new players. Handicaps will be figured on the average scores recorded. Ending handicap for the year will be used for the Fall Tournament.

Appendix C

Roles and Responsibilities of the League Leadership Team

(Adopted 8/2026)

TERMS OF SERVICE:

1. The League President serves a one (1) year term after having served as the Vice President the previous year. The term of the incoming President starts on September 1st of each year and runs until August 31st the following year. After completing service, the outgoing League President continues to serve as a Past-President on the Rules Committee for two (2) years.
2. The League Vice President serves a one (1) year term upon election by the majority of membership. The term of the incoming Vice President starts on September 1st of each year and runs until August 31st the following year, at which point the Vice President moves into the President role for the start of the next season.
3. The League Secretary/Treasurer serves an unlimited term upon election by the majority of membership. The term of the Secretary/Treasurer starts on September 1st of each year and runs until August 31st the following year, until such time as she steps down from the role or a new Secretary/Treasurer is elected.
4. The League Primary Score Keeper serves an unlimited term upon election by the majority of membership. The term of the Primary Score Keeper starts on September 1st of each year and runs until August 31st the following year, until such time as she steps down from the role or a new Primary Score Keeper is elected.

ELECTIONS:

5. Elections are held annually in conjunction with the End of Year banquet for the roles of Vice President, Secretary/Treasurer, and Primary Score Keeper.
6. Any league member in good standing is eligible to be nominated or to self-nominate for the roles of Vice President, Secretary/Treasurer, or Primary Score Keeper. Those currently holding the positions of Secretary/Treasurer or Primary Score Keeper are eligible for re-election each year for the role should they wish to remain on the Leadership Team.
7. Nominations for these roles are accepted during the month of August each year prior to the end of year banquet. Nominations should be forwarded to the current year's Secretary/Treasurer so that a listing of nominees can be prepared for review by the membership before/during the banquet.
8. During the End of Year Banquet, the nominee(s) for each role will have a few moments to introduce themselves and let the membership know why they are interested in the role for which they have been nominated.
9. The current President will oversee the voting process for each role, in turn, which will take place through a majority "Yes" vote by the membership while the nominee(s) are outside of the room. Upon a majority nomination for a given role, the President will ask for a "second" to the majority vote. The nominees will then return to the room and the winner for each role will be announced.
10. The outgoing leader will make every effort to thoroughly train the incoming new leader prior to completely vacating duties. This includes providing any documents in their possession needed to successfully fulfill the role requirements.

ROLES AND RESPONSIBILITIES:

11. The League President is responsible to:

- a. Communicate with the golf courses and pros regarding scheduling for the league season, hosting for the opening social / kick-off meeting, donations for the opening social, ongoing league activities, league/membership needs for league nights, tournaments, etc.,
- b. Communicate regularly with the Leadership Team,
- c. Attend the City of Idaho Falls Golf Advisory Board meetings to represent the league and league interests,
- d. Communicate with members regarding inclement weather on any league night,
- e. Support league members with any questions on league nights,
- f. Take the lead planning and organizing the End of Year Tournament.
- g. Assist the Vice President with planning and organizing the End of Year Member Banquet,
- h. Lead the Leadership Team in planning and hosting the Opening Social / Kick-off Meeting,
- i. Approve expenditures for Opening Social / Kick-off Meeting, End of Year Tournament and End of Year Banquet,
- j. Work with Vice President, Secretary/Treasurer and Primary Score Keeper to establish annual points pay-out for members based on funds raised during the season, and ensuring to leave a buffer in the bank account for start-up expenses for the coming year,
- k. Serve as a checks and balances through oversight, with the Secretary/Treasurer, of the league bank account and online financial account (Venmo or other),
- l. Provide ongoing review of the financial statement provided by the Secretary/Treasurer and the final financial statement provided to the membership at the End of Year Banquet,
- m. Support the Secretary/Treasurer as needed by providing relevant content for the website and social media,
- n. Support the Score Keeper, as needed to help with delivery of scorecards, questions about scoring or fun-night golf play/rules, establishing team groupings and course schedules for the season, and
- o. Any other activities as needed to promote the league, support the membership and the leadership team.

12. The League Vice President is responsible for the following:

- a. Support the President as needed in communicating with the golf courses and pros and establishing the annual schedule of events,
- b. Work with the President to determine any communications needed to members regarding inclement weather on league night,
- c. Support league members with any questions on league night,
- d. Take the lead planning and organizing the End of Year Member Banquet,
- e. Assist the President with planning and organizing the End of Year Tournament,
- f. Participate with leadership team in the planning and hosting of the Opening Social / Kick-off Meeting,
- g. Support the Secretary/Treasurer as needed by providing relevant content for the website and social media,
- h. Support the Score Keeper as needed to help with delivery of scorecards, questions about scoring or fun-night golf play/rules,
- i. Attend the City of Idaho Falls Golf Advisory Board meetings to support the President or attend in her place if needed, and
- j. Other activities as needed to promote the league, support the membership and the leadership team.

13. The League Secretary/Treasurer is responsible for the following:

- a. Support the Leadership team as needed in communicating with the golf courses and pros,
- b. Work with the Leadership team to establish the annual League Schedule of Events,
- c. Support league members with any questions on league night,

- d. Assist the Leadership Team as needed with planning league activities (Opening Social, Kick-off Meeting, End of Year Tournament, End of Year Banquet),
- e. Manage the league website and social media to be the primary source of league information by providing relevant content, informational updates, updating weekly scores, etc.
- f. Oversee and conduct the yearly registration process by providing updated information to membership, links to online registration forms, receiving funds and applications, tracking registrations and payments in order received, answering questions for members, subs, and potential new members related to joining the league,
- g. Develop and post flyers at the three (3) golf courses to advertise the league sign-up period for new members each year,
- h. Oversee and conduct the sign-up process for the annual End of Year Tournament and End of Year Banquet by providing updated information to membership and the leadership team, providing links to online registration forms, receiving funds and applications, tracking of sign-ups and payments, answering questions for members, establishing the 4-person tournament teams, and making payments for banquet deposits and expenses,
- i. Post year-end points on the website and via email to all members,
- j. Coordinate collection of nominees for leadership positions and provide to the Leadership Team for End of Year Banquet introductions and voting,
- k. Ensure prompt payments to the golf course(s) and pro(s) for annual greens fees, tournament fees, and any member golf lessons provided,
- l. Provide listing by member of year-end points to the golf courses so pro-shop credit can be awarded,
- m. Ensure prompt tracking of all payments, checking and savings account ledgers, deposits, withdrawals, funds received for membership, tournament(s), banquet, raffle tickets, raffle baskets or other fundraising activities,
- n. Provide ongoing financial statement reporting to the Leadership team,
- o. Provide year-end financial statement report to members at the End of Year Banquet,
- p. Work with Leadership Team to receive/track any orders and/or payments for league-sponsored items for sale such as hats, etc.,
- q. Collaborate with the Primary Score Keeper for establishing and posting the league team groupings and course schedule,
- r. Ensure annual team groupings and course schedule are clearly posted on the league website,
- s. Maintain current listing of members, substitutes and new members,
- t. Provide members with the annual list of substitutes with emails and phone numbers; provide routine updates to keep the list / emails / phone numbers up to date,
- u. Ensure membership receives an annual copy of the League Bylaws; maintain master copies of league documents/forms,
- v. Manage the league email at least weekly and respond to questions or forward to appropriate Leadership Team member(s) for response, and
- w. Other activities as needed to promote the league, support the membership and the leadership team.

14. The **League Primary Score Keeper** is responsible for the following:

- a. Deliver scorecards to the course each week for league play,
- b. Collect scorecards from the course each week after league play,
- c. Answer questions about scoring,
- d. Answer questions about fun-night golf play/rules,
- e. Support league members with general questions on league night,
- f. Confirm all scores submitted on scorecards each week, calculate handicaps and points and provide the weekly score spreadsheet to the Secretary/Treasurer to post on the league website,
- g. Assist the Leadership Team as needed with planning league activities (Opening Social, Kick-off Meeting, End of Year Tournament, End of Year Banquet),
- h. Notifying the Secretary/Treasurer of any members not in good standing for the early sign-up period based on the prior year's participation,

- i. Once member sign-up for the season is complete and the listing of players is received from the Secretary/Treasurer, establish the team groupings and weekly course schedule; work with the Secretary/Treasurer to provide this information for posting on the league website,
- j. Work with the Leadership Team to help calculate the payout for points and tournaments at the end of the season,
- k. Work with the Leadership Team to prepare the spreadsheets showing points, payouts, handicaps, and tournament results to distribute to members at the End of Year Banquet and for the Secretary/Treasurer to post on the website, and
- l. Other activities as needed to promote the league, support the membership and the leadership team.

REPLACING LEADERSHIP TEAM ROLES AFTER A SEASON STARTS:

15. If the President for the current league season is unable to start the season in her role or continue in the role after the season is started, she will notify the Leadership Team, and the following activities will ensue to provide a replacement:
 - a. The Vice President will be first in line to assume the role of President; if she accepts the Secretary/Treasurer will notify the membership of the change in Presidency,
 - b. If the Vice President is unable to assume the role of President for that season, the immediate Past-President will be asked if she is available to assume the role of President; if she accepts the Secretary/Treasurer will notify the membership of the change in Presidency,
 - c. In the event neither the current Vice President or immediate Past President is available, the Secretary/Treasurer will notify the membership of the President's intention to step down from the role and will call for nominees,
 - d. Nominations will be accepted from the membership for a new President,
 - e. Voting on the nominees will take place either in person or via on-line voting to fill the President role for that current season, and
 - f. Membership will be notified of the results of the voting process.
16. If the Vice President for the current league season is unable to start the season in her role or continue the role after the season is started, she will notify the Leadership Team, and the following activities will ensue to provide a replacement:
 - a. Secretary/Treasurer will notify the membership of the Vice-President's intention to step down from the role, and call for nominees,
 - b. Nominations will be accepted from the membership for a new Vice-President,
 - c. Voting on the nominees will take place either in person or via on-line voting to fill the Vice-President role for that current season, and
 - d. Membership will be notified of the results of the voting process.
17. If the Secretary/Treasurer for the current league season is unable to start the season in her role or continue in the role after the season has started, she will notify the Leadership Team, and the following activities will ensue to provide a replacement:
 - a. Secretary/Treasurer will notify the membership of her intention to step down from the role, and call for nominees,
 - b. Nominations will be accepted from the membership for a new Secretary/Treasurer,
 - c. Voting on the nominees will take place either in person or via on-line voting to fill the Secretary/Treasurer role for that current season, and
 - d. Membership will be notified of the results of the voting process.
18. If the Primary Score Keeper for the current league season is unable to start the season in her role or continue in the role after the season has started, she will notify the Leadership Team, and the following activities will ensue to provide a replacement:
 - a. Secretary/Treasurer will notify the membership of the Score Keeper's intention to step down from the role, and call for nominees,

- b. Nominations will be accepted from the membership for a new Score Keeper,
 - c. Voting on the nominees will take place either in person or via on-line voting to fill the Score Keeper role for that current season, and
 - d. Membership will be notified of the results of the voting process.
19. Any member of the Leadership Team may be removed by a two-thirds (2/3) vote for failure to fulfill the responsibilities of the position, financial mismanagement, misconduct, violation of league bylaws, or any actions that negatively impact the operation or reputation of the league. The member of the Leadership Team in question shall receive prior written notice and an opportunity to respond before a vote is taken.
20. Any member of the Leadership Team vacating a position at the start of or during a golf season will make every effort to thoroughly train the incoming new leader prior to completely vacating duties.