

# NWAGA REPRESENTATIVES GUIDELINES

## ELECTION OR APPOINTMENT OF NWAGA REPRESENTATIVES



1. Each Representative must be a current member of NWAGA.
2. Each Representative shall be elected or appointed according to the procedures to be determined by the NWAGA Golf Organization Member which they represent.
3. Each Representative shall serve for a term of two years, with the term beginning immediately following the NWAGA Annual Meeting held in September. Representatives may be reelected for an unlimited number of terms.
4. Any Representative vacancy shall be filled according to the procedures to be determined by the NWAGA Golf Organization Member which they represent.

Alternates: Each NWAGA Golf Organization Member is encouraged to designate an Alternate Representative to serve in place of the Representative for any and all purposes, if necessary. Any Alternate must be a current member of NWAGA.

### RESPONSIBILITIES OF NWAGA REPRESENTATIVES

#### **A. NWAGA REPRESENTATIVES' MEETINGS**

The Representatives meet twice a year, usually each April and September. NWAGA Representatives elect the Officers and Directors, elect members of the Nominating Committee, approve annual financial reports and proposed budgets, receive committee reports and approve any substantial changes in tournament guidelines and conduct any other business which may be presented at the meetings. Representatives are entitled to one vote on all matters brought before the Representatives. The Representative shall keep NWAGA members informed of NWAGA Board actions and proposals.

Any Alternate and all NWAGA members are encouraged and welcome to attend all NWAGA Board of Directors meetings, however, only the Representative shall receive the notice of NWAGA meetings and agendas. If the Representative is unable to attend a meeting, please arrange for the Alternate to attend.

In conjunction with the Spring and Fall Meetings, a Four-Lady Net Scramble Event for the Representatives is held. The size of the field, format and entry fee for this event is determined based upon the site and facility where the Meetings are held.

#### **B. NWAGA MEMBERSHIPS**

The Representative shall promote NWAGA memberships at her Club and coordinate the collection of members' dues with the NWAGA Staff.

**NWAGA membership dues are due at any time October 1 and are delinquent December 31 of the prior year.**

#### DUTIES EACH YEAR:

- A. Designate your Representative and Alternate.
- B. Send to the NWAGA Office:  
6618 So. 118<sup>th</sup> Street  
Omaha, NE 68137
  1. NWAGA Membership List and Representative and Alternate designees, including the name, current address, zip code, and e-mail address of each member as well as whether they would like to receive their Tee Off Time by email or not.
  2. A check(s) payable to "NWAGA" for the membership fees for all individual members and the Club Membership fee. On memo line, please write "dues" or "2016 dues" If sending cash please identify whose membership is by cash.

**2017 Dues:**  
Individual Members: \$15.00  
Club or organization: \$30.00.

Dues are nonrefundable unless there is an over payment or the membership was paid twice.

**PLEASE NOTIFY THE OFFICE;** of changes to addresses or contact information of members by mail NWAGA, 6618 So 118<sup>th</sup> St. Omaha, NE 68137, email [nwaga@nebgolf.org](mailto:nwaga@nebgolf.org) or phone (402)-505-4653x103.

### **C. NWAGA TOURNAMENTS**

The Representative shall promote the participation of NWAGA members in NWAGA-sponsored events and shall be responsible for coordinating or finding a coordinator of NWAGA-sponsored events to be hosted at your Club. Representatives are encouraged to work with their club to host NWAGA events as often as possible.

### **D. NWAGA PLAY DAY AND PENNY-A-PUTT**

The Representative shall arrange for the NWAGA Play Day and Penny-a-Putt Program (a fund-raiser for Juniors Girls Golf) at your Club. Please coordinate and obtain medals for NWAGA Play Day (available in the Spring Meeting Packet).

### **E. "NWAGA DEALS"**

The Representative shall make all efforts to work with their club to obtain a "[NWAGA Deal](#)" and promote the "NWAGA Deals" program to their members.

### **F. JUNIOR GIRLS GOLF**

The Representatives are encouraged to promote the game of golf for junior girls at your club and area.

1. The NWAGA Representative shall be responsible for the NWAGA Junior Girls Play Day at your Club and obtain medals for NWAGA Junior Girls Play Day (available upon your request from the NWAGA Membership Chairwoman).
2. The NWAGA Representative shall encourage participation of the junior girls in NWAGA state tournaments, and NGA and NJGT-sponsored events. Any Nebraska junior girl with a properly established 18-hole handicap index of 20.0 or less may compete in NWAGA events.

### **G. OTHER DUTIES**

1. The Representative shall perform any duties for NWAGA as may be requested by the NWAGA Board of Directors from time to time.
2. The Representative shall keep and maintain a Representative's Notebook including the following:
  - a. Copy of the current NWAGA [Bylaws](#);
  - b. Copy of the [minutes](#) of the meetings of the of the NWAGA Board of Directors for the preceding three years;
  - c. Copy of NWAGA Representatives [Guidelines](#);
  - d. Copy of Guidelines for NWAGA [Play Days](#); and
  - e. Any other current information necessary to conduct ongoing NWAGA business.

PLEASE DISCARD ANY OTHER NON-CURRENT INFORMATION FROM YOUR REPRESENTATIVE NOTEBOOK.

Please pass this notebook on to your successor.