

Riverbend Ladies' Golf Association

BYLAWS

1. DEFINITIONS

ARTICLE I

Fiscal year: The fiscal year wherever stated in the Bylaws shall mean the current period of twelve months between January and December.

Quorum of membership: The total paid members present at a scheduled meeting will constitute a quorum of this Association.

Quorum of Board of Directors: No less than 51% of the full Board shall constitute a quorum of the Board of Directors.

Majority: More than half of the votes cast at a scheduled meeting where a quorum is present shall constitute a majority.

MEETINGS

ARTICLE II

Membership meetings shall be scheduled by the Board. Special meetings shall be called by the Captain or any member of the Board. An Election meeting shall be in November of the current fiscal year. At said meeting all members of the Board shall provide an annual report covering their activities of the past year. Meeting notices shall be posted on the bulletin board and/or website no less than 30 days prior to the date of meeting.

ELECTION

ARTICLE III

Sixty (60) days before the date of the annual/election meeting, the Captain shall appoint a Nomination Chairperson who will form a committee of no less than three (3) club members. This committee shall place in nomination at the annual/election meeting at least one nominee for each office to be filled as provided in the Constitution, Bylaws and Standing Rules.

The Captain shall, within one week after appointing the Nomination Chairperson, post on the bulletin board and/or website, or provide by email the names of all members of the Nomination Committee.

The Nominating Committee shall at least two weeks prior to the election meeting post on the bulletin board and/or website or provide by email the names of all nominees accepting nomination.

The Nominating Chairperson shall present the nominating committee a report at the election meeting. Additional nominations for each office and for Trustee(s), when applicable, shall be made from the floor.

The election of officers and trustee, when applicable, shall be by written ballot; however, if only one person is nominated for any office or as a trustee, the Captain may instruct the Secretary to cast a unanimous ballot for such nominee. There will be no proxy votes.

BOARD OF DIRECTORS

ARTICLE IV

The Board of Directors shall consist of all Officers, Immediate Past Captain and Standing Committee Chairpersons, as defined in the Constitution and herein.

The Board shall approve the proposed annual budget as submitted by the Captain and Treasurer. The Board shall approve all other expenditures. Provisions are made for non-members serving as consultants due to some expertise they possess which is of value to the membership, provided such consultations are with the consent of the Board. These individuals will have non-voting privileges.

The Board shall approve the Schedule of Events presented by the Competition Chairperson and the Tournament Chairperson. Vendors and selection of prizes shall also be approved by the Board of Directors.

All members of the Board of Directors are responsible for providing a description of prior years events, duties & responsibilities to next person taking over their position.

OFFICERS

ARTICLE V

Each Officer shall keep a record of her responsibilities in a notebook with any information pertinent to her position. All Officers shall perform their duties as stated in the Constitution and herein.

Only paid-up members of the Association shall be eligible to hold office, be a Chairperson, or participate as a committee member, except as allowed for in the Constitution and herein.

Only those who have served at least one term on the board of Directors shall be eligible to serve in the office of Captain or Co-Captain

The officers, except the Immediate Past Captain, shall be elected annually for a term of one year, the Trustee(s) for two years, or until their successors are elected and assume office. The term of office shall begin at the close of the annual/election meeting in November.

CAPTAIN

1. Preside at all meetings and be familiar with Robert's Rules of Order Newly Revised.
2. Co-sign checks with either the Treasurer or Co-Captain.
3. Appoint all Standing Committee Chairpersons and Special Committees, except as may be otherwise stated in the Constitution herein.
4. Keep the Co-Captain informed of all the matters pertaining to the business affairs of the Association.
5. Be an ex-officio of all Committee Chairs, except the Nominating Committee.
6. Along with the Treasurer, present a proposed annual budget for approval by the Board of Directors.
7. Appoint a PNGA Representative.
8. Shall appoint any other Special Committee Chairperson as deemed necessary.

CO-CAPTAIN

1. Perform duties of the Captain in her absence.
2. Assume the position of Captain should the Captain's position become vacant.
3. Serve as an alternate in co-signing checks with the Treasurer or Captain.
4. Assist any Standing Committee Chairperson as needed.
5. Prepare the RLG Newsletter and/or arrange for publication of the RLG Newsletter.

SECRETARY

1. Record all minutes of Association's meetings.
2. Provide copies of the minutes of Board Meetings to all Board members and furnish to general membership upon request.
3. Post a copy of the minutes of General Meeting on the Bulletin Board for the general membership.
4. Be responsible for the correspondence of the Association

TREASURER

1. Present a monthly Treasurer's report to the Board members.
2. Be accountable for all funds of the Association and maintain an accurate set of records.
3. Collect all membership dues and other funds.
4. Pay all approved expenses of the Association promptly.
5. Co-sign all checks with the Captain or Co-Captain.
6. Prepare and file Association taxes in a timely manner.
7. Prepare and present with the Captain a proposed annual budget for approval by the Board of Directors.

TRUSTEE(S)

1. Hold term of office for two consecutive years.
2. Attend all meetings as the Association's representative to all organizations to which the Association belongs except where provided herein.
3. Be responsible for posting information on tournaments sponsored by all organizations to which the Association belongs.
4. Prepare required information necessary to enter our Association's participants in Tournaments the organization belongs to, including handling of funds in connection therewith.
5. Appoint representative(s) as needed to assist in completion of duties. Any such appointee(s) shall be approved by the Board.
6. Prepare timely and accurate request forms or give certificates for all winnings from Association member participation in affiliated organization tournaments, and assure gift certificates are accurately and timely dispersed to winners.

STANDING COMMITTEES

ARTICLE VI

Committee Chairpersons shall appoint members as needed to their committee to perform the duties of their respective positions. In addition to attending all Board meetings, the duties of the Standing Committee Chairperson shall be:

TOURNAMENT CHAIRPERSON

1. Plan and conduct all Association tournaments.
2. Prepare a schedule of events for the season no later than February 1st for approval of the Board of Directors.
3. Prepare tournament entry form at least two months prior to entry deadline.
4. Keep records of members entries, fees paid and results for each tournament.
5. Prepare timely and accurate request forms for gift certificates for all scheduled Association tournaments. The prizes are funded by entry fees with the exception of Club Championship or as otherwise directed by the Board.
6. Assure gift certificates are accurately and timely dispersed to winners.
7. Conduct the Awards portion of the RLGA Tournaments.
8. Immediately following a tournament, provide a copy of the results to the Co-Captain.

COMPETITION CHAIRPERSON

1. Plan and conduct all Association competitions.
2. Prepare a schedule of events for the season no later than February 1st for approval by the Board of Directors.
3. Post instructions and sign-up sheets for all competitions on the RLGA bulletin board a minimum of two weeks prior to the event.
4. Prepare timely and accurate request forms for gift certificates for all scheduled Association competitions, and assure gift certificates are accurately and timely dispersed to winners.
5. Immediately following a competition, provide a copy of the results to the Co-Captain.

HANDICAP CHAIRPERSON

1. Maintain GHIN data and send GHIN information to the WSGA or its affiliate.
2. Present an overview of GHIN scoring rules to the general membership at the first scheduled membership meeting.
3. Assist new members with GHIN scoring as needed.
4. Chair the Handicap Committee.

SOCIAL/HISTORIAN CHAIRPERSON

1. Be responsible for social activities of the Association as directed by the Board of Directors.
2. Maintain Association's scrapbook.
3. Submit Association's events and names of award recipients to the proper news media, when appropriate.
4. Take photographs as the scheduled tournaments and special events, and incorporate them in the Association's scrapbook.
5. Exhibit the Association's scrapbook at all scheduled meetings and social events.

BYLAWS AND RULES CHAIRPERSON

1. Prepare and present proposed amendments of the constitution , Bylaws and Standing rules to the Board of Directors for their approval.
2. Present a revised copy of the Constitution, Bylaws and Standing Rules for presentation of the general membership.
3. Provide a current copy of the Constitution, Bylaws and Standing Rules, to any member upon request.
4. Have available current USGA Rules of Golf and provide answers to members' rules questions.
5. Contribute Rules articles for publication in RLGA newsletters.
6. Serve on Rules Committee when convened to resolve disputes during RLGA tournaments. Committee of three shall consist of the Rules Chair, Tournament Chair, and the highest ranking RLGA officer (or two highest ranking officers if the Rules Chair is not in attendance).

MEMBERSHIP CHAIRPERSON

1. Maintain and distribute an updated roster of the Association's membership.
2. Provide the Handicap Chairperson and Co-Captain pertinent information on new members.
3. Be responsible for the preparation of the Membership Booklet and its distribution to members.
4. Provide a copy of the Association's Constitution, Bylaws, Standing Rules, ESC Scoring Sheet, Membership Booklet and other items the Board deems necessary, to new members.

IMMEDIATE PAST CAPTAIN

1. Serve in an advisory capacity.
2. Perform such duties as pertain to this office.

DUES

ARTICLE VII

The annual dues shall be recommended by the Board of Directors and shall be presented and voted upon by the general membership.

AUTHORITY

ARTICLE VII

Robert's Rules of Order Newly Revised shall be the parliamentary authority on all matters pertaining to RLGA. All RLGA events shall be governed by the most currently published USGA, PNGA/WSGA rules and RLGA local rules.

AMENDMENTS TO BYLAWS

ARTICLE IX

Amendments to these Bylaws may be made and voted upon either by an approval/rejection process by mail or at a scheduled membership meeting or special meeting whichever at the opinion of the Board provides the most expeditious result. Newly amended Bylaws will become effective immediately.