

CHESAPEAKE LADIES GOLF ASSOCIATION

BY-LAWS

Adopted: 4-11-14

ARTICLE I - Name

The name of the organization shall be Chesapeake Ladies Golf Association, hereinafter referred to as CLGA.

ARTICLE II – Purpose

The CLGA is a local, not-for-profit golfing organization for ladies in and around the Annapolis area. The purpose of CLGA shall be to further the enjoyment of golf, to promote sportsmanship and friendship, and learn more about the game of golf. CLGA encourages players of all skill levels to participate.

ARTICLE III – Membership

Any woman, eighteen (18) years of age or older is eligible for membership in CLGA.

ARTICLE IV – Governance/Officers

Section 1 – Board

- a. CLGA's activities shall be governed by a Board consisting of an Executive Committee and the Chairpersons of the following Standing Committees: Membership, League Play, Events and Website.
- b. The Executive Committee shall consist of a President, Vice President, Treasurer, Secretary and Immediate Past President.

Section 2 - Terms of Office

- a. Members of the Executive Committee shall serve a two (2) year term.
- b. The Chairpersons of Standing Committees: Membership, League Play, Events and Website shall serve a two (2) year term.
- c. In the event of a vacancy during the season, the President may nominate an interim replacement for the remainder of the season. The Board shall approve or disapprove the nomination, by a majority vote.
- d. The Board has the authority to recommend removal of a Board member from office in the case of misconduct, with a seventy-five percent (75%) majority vote. The Board member who is recommended for removal may choose to resign or appeal. In the case of an appeal, a special General Membership meeting shall be held for the purpose of a vote. The special General Membership meeting must be announced at least two (2) weeks in advance. The results of the majority vote of the members present are final.

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Section 3 - Authority

- a. The duties of the Executive Committee shall be to oversee the activities of and to set policies for CLGA. It may form any committees it deems necessary.
- b. The President shall nominate a Chairperson for the Standing Committees that include Membership, League Play, Events and Website.
- c. The Board shall approve the Chairperson for the Standing Committees that include Membership, League Play, Events and Website prior to the Opening Event of the season.

Section 4 - Board Meetings

- a. The President shall call Board meetings as necessary.
- b. Closed Board meetings may be called at the discretion of the President. A closed Board meeting shall include the Executive Committee and at the discretion of the President it may include the Chairpersons of the Standing Committees of Membership, League Play, Events and Website.
- c. Open Board meetings include Executive Committee, the Chairpersons of the Standing Committees (Membership, League Play, Events and Website), Assistants, and at the discretion of the President it may include sub-committee members.
- d. A CLGA member may request in advance to attend the next open Board meeting. Upon receipt of a request(s), the Board shall take the request(s) into consideration when planning the time and place for the next open Board meeting.

Section 5 – Quorum

- a. Two-thirds of the Board members must be present to vote or be provided the opportunity to vote by proxy for all decisions that require a Board vote in accordance with these By-Laws.

ARTICLE V – Duties of Officers

Section 1 - President

- a. The President shall plan and preside over all meetings.
- b. The President shall attend all events when possible.
- c. The President shall assist with events or other officer duties when needed.
- d. The President shall nominate a Chairperson for Standing Committees including, but not limited to the following: Membership, League Play, Events and Website. The Board will have authority to approve or disapprove the nomination.
- e. The President shall be one of two authorized signatures on the checkbook account along with the Treasurer.
- f. The President may appoint members to Ad-hoc sub-committees to address specific and timely issues. An example of such a need would be evaluating golf courses.
- g. In the case that a position on the Executive Committee or Chairperson for a Standing Committee becomes vacant during the season, the President is responsible to nominate an

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- h. The President will serve as the next Immediate Past President for two (2) years after serving two (2) years as President.

Section 2 - Vice President

- a. The Vice President, in absence of the President, shall preside over all Board, Executive Committee and General Membership meetings.
- b. The Vice President shall assist the President when necessary.
- c. The Vice President shall be in charge of organizing a Nominating Committee to replace officers.
- d. The Vice President shall manage publicity.
- e. The Vice President will be in line as the next President after serving two (2) years as Vice President.

Section 3 - Treasurer

- a. The Treasurer shall serve as the Chief Financial Officer of CLGA.
- b. The Treasurer shall be responsible for preparing a budget, receiving funds due to the association, for making disbursements and for keeping an accurate record of all financial transactions of CLGA.
- c. The Treasurer shall receive all payments for dues and events.
- d. The Treasurer shall be responsible for making all deposits to the account.
- e. The Treasurer shall be one of two authorized signatures on the checkbook account along with the President.
- f. Any expenditure in excess of One Hundred Dollars (\$100.00) must have the prior approval of the Executive board.
- g. The Treasurer shall prepare an Annual Financial Report. This report shall be presented to the Board.
- h. The Treasurer shall prepare and give interim financial reports to the Board at each meeting.
- i. The Treasurer, in absence of the President and Vice-President, shall preside over all Board, Executive Committee and General Membership meetings.

Section 4 - Secretary

- a. The Secretary shall record the minutes of all Board, Executive Committee and General Membership meetings.
- b. The Secretary shall coordinate attendance and notices of all meetings as directed by the President.
- c. The Secretary shall create email distribution lists as necessary and maintain the CLGA email account.
- d. The Secretary shall send out emails and correspondence to the membership when requested by Board members.
- e. The Secretary shall update CLGA documentation as directed by the Board.
- f. The Secretary shall send Thank You notes as appropriate.

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- g. The Secretary, in absence of the President, Vice President and Treasurer, shall preside over all Board, Executive Committee and General Membership meetings.

Section 5- Immediate Past President

- a. The Immediate Past President shall serve as an advisor to the President and provide guidance to the Board based on experience for a term of two (2) years.
- b. The Immediate Past President will attend meetings and events wherever possible and assist with events and league play as needed.

ARTICLE VI – Standing Committees

Section 1 – Chairpersons

- a. Each Committee Chairperson shall prepare and maintain a written record of the duties of her position and the business of that committee during her term of office. This record shall be passed on to her successor at the conclusion of her term.
- b. Chairpersons may choose as few or as many members to be her assistants as deemed necessary.

Section 2 – Membership

- a. The Membership Chairperson shall work on new ways to solicit new members.
- b. The Membership Chairperson shall maintain a spreadsheet directory of membership; names, addresses, e-mails, phone numbers, and other pertinent membership information. Members name and email addresses shall be shared with the Secretary in order to maintain email distribution lists.
- c. The membership Chairperson is responsible for welcoming new members and encouraging participation in CLGA events.
- d. The Membership Chairperson shall create the renewal forms and collect dues in coordination with the Treasurer.

Section 3 - Events

- a. The Events Chairperson shall plan and organize the Spring Opening and Fall Closing events. This includes arranging for the prizes, facilities and food.
- b. The Events Chairperson shall plan and organize the monthly golf outings. This includes arranging for the prizes, facilities and food.
- c. The Events Chairperson shall plan and organize the Fall weekend outing. This includes arranging for the prizes, lodging, facilities and food.
- d. The Events Chairperson may enlist the help of assistants as necessary.
- e. The Events Chairperson shall create event flyers and send to the President, Vice President and Secretary for review. Once approved, the Secretary will send out to the membership.
- f. The Events Chairperson shall make sure that all flyers contain the mailing address of the Treasurer.

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Section 4 - League Play

- a. The League Play Chairperson shall organize weekly play, including games and prizes.
- b. The League Play Chairperson shall organize “Theme Nights”, including games, prizes and food. One Theme Night will be coordinated as a fundraiser for a charity.
- c. The League Play Chairperson shall organize the Club Championship including the prizes.
- d. The League Play Chairperson will be the liaison between the golf course professional/superintendent, their staff assistants and CLGA.
- e. The League Play Chairperson may enlist the help of assistants as she feels necessary.

Section 5 - Website

- f. The Website Chairperson shall manage and update the CLGA Website as needed.
- g. The Website Chairperson shall maintain or assign someone to maintain membership handicaps and provide this information to the League Play Chairperson upon request.
- h. The Website Chairperson may enlist the help of assistants as she feels necessary.

ARTICLE VII – Elections

Section 1- Nominations of Officers

- a. Candidates for Vice President, Treasurer or Secretary positions that will be vacant before the upcoming season shall be compiled by the Nominating Committee in preparation for end of the year elections.
- b. The existing Vice President shall be the Chairperson of the Nominating Committee and shall form a Nomination Committee of no less than two (2) other members.
- c. A member of the Nomination Committee is not eligible to run as a candidate.
- d. Nomination Committee members shall serve a term from the time of assignment until conclusion of the election.
- e. The responsibility of the Nominating Committee shall be to solicit CLGA members who desire to be a candidate for Vice President, Treasurer or Secretary positions.
- f. Board members are eligible for re-election, with the exception of the current President and Vice President.
- g. Eligible candidates may run for more than one position.
- h. A list of candidates for each position will be compiled and submitted to the Board for distribution to all CLGA members at least seven (7) days prior to the Closing Event.

Section 2 – Ballot and Elections

- a. The Vice President, Treasurer and Secretary positions shall be elected by ballot at the annual Closing Event. The Ballot shall include a list of candidates from each position provided by the Nominating Committee as well as an option for a write-in candidate.

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- b. Election results will be tallied by the Nomination Committee for each position. Positions will be filled in priority order starting with the Vice President, followed by Treasurer and Secretary respectively.
- c. The candidate elected by a majority of the votes, for each position, shall be announced at the conclusion of the Closing Event.
- d. In the case that a candidate receives a majority votes for more than one position, the candidate will select the position they desire. Then, a second election and vote count shall be taken with the remaining candidates on the ballot.
- e. The candidate elected by a majority of the votes shall take office at the beginning of the next calendar year.
- f. The President shall announce the Chairperson of the Standing Committees: Membership, League Play, Events and Website for the next calendar year at the Closing Event.

Section 3 – Vacancy after Elections

- a. Officer positions that remain empty at the conclusion of the Closing Event will be deferred to the Board and categorized as a vacancy until filled.

ARTICLE VIII – General Membership Meetings

Section 1- General Membership Meetings

- a. Each year the President shall call at least two (2) General Membership meetings of CLGA, the Opening and Closing Event.
- b. Notice of these meetings shall be posted on the website, annual calendar and sent through email distribution by the Secretary.
- c. The President may call additional meetings as needed.

Section 2 - Quorum

- a. The members present at any meeting, after proper notice has been given, shall constitute a quorum.
- b. Proper notice is considered at least two weeks (14 days) in advance.

ARTICLE IX – Dues

Section 1- Payable

The amount of annual dues shall be determined by the board and shall be due and payable prior to the first day the member plays.

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Section 2-Entitlements

- a. The payment of dues entitles a member to participate in the following for an additional fee where required:
 - 1) Participation in the Opening and Closing Event.
 - 2) Participation in weekly league play.
 - 3) Participation in weekend outing events.
 - 4) Participation in the weekend overnight golf outing.
 - 5) Eligibility to hold office in the CLGA.
- b. Participation in events normally requires a sign-up in advance. Outings may have limitations on number of participants.

Section 3 – Use

- a. The annual dues shall be used to help defray the costs of all CLGA events and prizes.

ARTICLE X – Amendments to By-Laws

These By-Laws may be amended at any Executive Board meeting by a majority vote.