

# **HSV Lady Duffers** **Bylaws**

*(Amended 2024)*

## **ARTICLE I – NAME**

The name of the organization shall be Hot Springs Village Lady Duffers Golf League, hereinafter known as the HSV Lady Duffers.

## **ARTICLE II – OBJECTIVE**

The objective of this league is to promote the pleasure and golfing recreation of its members. The membership dues and special events shall be to support the League.

## **ARTICLE III – MEMBERSHIP**

Membership shall be limited to female property owners, wives of property owners, women leasing and wives of those leasing housing in the Village for at least two consecutive months and having paid the transfer fee to the POA. Members shall pay the full current year's dues when joining. All dues are non-refundable.

Any NSF (non-sufficient funds) check received as payment of any HSV Lady Duffer function shall be charged \$35.00 and/or bank fee, whichever is higher. Upon receipt of a second NSF check, membership to the league will be suspended and league dues will not be refunded.

## **ARTICLE IV – OFFICERS**

The Board of Directors shall consist of the Executive Board and the Committee Chairs, hereinafter known as the Board.

The Executive Board shall consist of four elected officers, President, Vice-President, Secretary, Treasurer, and the Immediate Past President. The Vice-President shall become President of the league following the term or terms of the President. However, no elected officer can serve more than two consecutive terms in the same office.

Terms of office:	President	1 year
	Vice-President	1 year
	Secretary	2 years
	Treasurer	2 years

Installation of officers shall occur at the Fall Awards Luncheon and newly elected officers shall take office on January 1 through December 31.

If the President is unable to fulfill her duties, the Vice-President shall assume the office of President. If the Vice-President is unable to fulfill the duties of the President, the Board of Directors shall hold a special election to choose an interim President.

If any other Executive Board member is unable to fulfill her duties, the President has the authority to appoint an interim member to fill the position.

## **DUTIES OF OFFICERS**

### **PRESIDENT:**

- The President shall be responsible for the overall operation and administration of the League and the Executive Board.
- At the close of the fiscal year, the President shall appoint someone to audit the league's financial records and shall present a written report to the Board at the January meeting.
- The President also shall serve as an ex-officio member of all committees except the nominating committee. She shall work closely with the HSV Director of Golf and his associates in the promotion of programs. She shall strive to promote harmony with the league as well as with other groups.
- **The President will maintain, and revise as deemed necessary by the Executive Board, all original Lady Duffer documents. The most current will be kept on a flash drive with a back up flash drive secured by the Vice President. The drives and President's books will be passed on to the following years president.**
- The President shall be responsible for a year-end report and shall place it in the President's notebook.

**VICE-PRESIDENT:** The Vice-President shall assist the President with her duties at all times. During the absence or unavailability of the President, the Vice-President shall preside over meetings and conduct business normally performed by the President. She shall be responsible for all duties inherent to that position including but not limited to:

- Lady Duffer Brochure- Updating and distributing to all HSV golf courses
- Attendance at the monthly POA Golf Committee meeting
- Member of the Nominating Committee
- **Organize and implement Founder's Day**
- **Procure year end gift for the President (Lady Duffer budget item)**
- **Prize Chair**

**SECRETARY/SUNSHINE:** The Secretary shall retain all necessary league records, including current membership lists and officers. She shall retain a record of the current rules and regulations of the league. She shall record and report proceedings for all Board meetings and Executive Board meetings. She shall also perform the Sunshine duties.

**TREASURER:** The Treasurer shall receive membership dues from the Membership Chairman and shall deposit same into the League bank account. She shall be in charge of all bank account(s) for the League. She shall maintain a record of receipts and disbursements to report at each meeting of the Board. **She shall work with the Executive Committee to prepare the budget and reports to the Board on all unusual expenses.** She shall submit a copy of her final accounting to the Board and the President's appointed auditor.

**IMMEDIATE PAST PRESIDENT:** The Immediate Past President shall serve as an advisor to the President and to the Board and shall serve as Chairman of the Orientation Event. She shall also retain all privileges therein of other members of the Board.

## **ARTICLE V – NOMINATING COMMITTEE**

The Nominating Committee consists of the Chairperson, the Vice-President and one member from the membership. The Nominating Committee shall select one nominee for each open position.

## **ARTICLE VI – COMMITTEES**

Board members may hold ONE position at any given time. Co-Chairs may not hold another position.

**Section 1: Standing Committees shall include the following:**

- Crush Cancer
- Publicity/Historian (Combined)
- Junior Golf Representative
- Luncheon – Spring
- Luncheon - Fall
- Member-Guest Scramble/Picnic
- Nominations
- Pairings
- Scoring/Handicapping
- Prizes (Split out from Scoring/Handicapping/prizes)
- Starter
- Membership (Split out from Membership/Buddy)
- Buddy System
- Website Administrator

Each committee chair shall serve as a **voting** member of the Board and shall attend the monthly meeting with a report of her committee's activities and progress. If a committee chair is unable to attend, the committee co-chair, if one exists, shall attend in her absence. If neither are able to attend, the Chair shall submit a **written** report to the President **prior to the meeting**. Committees shall collect monies for their own events. The Committee Chair shall be required to maintain a notebook with a year-end report, which is to include the following:

- (1) Job description
- (2) **Detailed description of procedures, contacts, timelines etc. to efficiently and effectively perform the duties outlined in the job description.**
- (3) Financial report
- (4) Year-end report.

She shall pass said notebook on to her successor.

**Section 2:** Special committees, as deemed necessary, may be appointed by the President.

## **ARTICLE VII – BOARD MEETINGS**

1. Board meetings shall be held monthly with the exception of December.
2. **All board members are required to attend the monthly board meeting, time and place to be determined by the Executive Board. No more than two consecutive meetings or four total may be missed in one season (January-November) without communication with and approval from the Executive Board.**
3. A quorum (a majority of Board members) shall be present to conduct business.
4. Meetings of the Executive Board may be held as deemed necessary.

## **ARTICLE VIII –VOTING**

1. Voting shall take place at Board meetings except in unusual circumstances (see Article VIII, 6).
2. Consideration of a motion requires two-thirds (2/3) of the Board members to be present.
3. A majority vote of the Board members present is required to pass a motion.
4. Each Executive Board Member is allowed one (1) vote; except the President **who votes only to break a tie.**
5. Each Committee is allowed one (1) vote (co-chair, if present, only votes in the absence of the chair).
6. Under certain conditions, such as time constraint or other emergency, voting may be conducted via email. Email voting requires responses from two-thirds (2/3) of the Board members.

## **ARTICLE IX – DISSOLUTION**

Lady Duffers may be dissolved only at a special meeting of the membership called for that purpose by the Board and with subsequent approval of 2/3 votes of the membership. Upon dissolution, all remaining assets, after payment of all obligations, shall transfer to the HSV Junior Golf program or similar golf program.

## **ARTICLE X - BYLAW AMENDMENTS**

Bylaws may be amended at any regular meeting of the Board of Directors by two-thirds vote of the members of the Board provided that the amendment has been submitted in writing at the previous Board meeting.

## **ARTICLE XI - PARLIAMENTARY AUTHORITY**

Robert's Rules of Order is the Board's final authority