

**Piedmont Ladies Golf Association  
BY-LAWS**

(Revised September 1, 2020. Replaces any and all previous Constitutions and By-Laws)

**ARTICLE I  
NAME**

The name of this organization shall be the Piedmont Ladies Golf Association hereinafter known as the Association.

**ARTICLE II  
PURPOSE**

Section 1. To operate solely for the encouragement of participation, fellowship and enjoyment of, in, and for the game of golf.

Section 2. The Association will maintain a membership in the Virginia State Golf Association (VSGA).

Section 3. The Association will operate in strict compliance with the rules and regulations set forth by the United States Golf Association (USGA).

**ARTICLE III  
MEMBERSHIP**

**Section 1. Eligibility**

- A. Open to all female Piedmont Golf Club members with a USGA eighteen-hole handicap or a female club member who is in the process of establishing a USGA eighteen-hole handicap.
- B. Active membership to the Association shall be members who have paid the required annual dues.

**Section 2. Responsibility**

- A. Members in the Association agree to adhere to the rules and regulations set forth by the VSGA, USGA and The Piedmont Golf Club and adhere to acceptable courtesies and etiquette while playing the game of golf.
- B. Association members are invited to serve on the Board, Association Committees and act as hosts for tournaments.

**Section 3. Membership Year**

The membership year is from March through November.

**Section 4. List of Members**

- A. A complete list of members entitled to vote shall be kept on file by the Treasurer of the Association.
- B. Such list shall be available at each meeting and open for inspection by any member at any time.

**ARTICLE IV  
DUES AND FINANCES**

**Section 1. Annual Dues**

Each member shall pay annual dues in an amount set forth each year by the Association Board.

**Section 2. Dues Payment Dates**

Membership dues must be paid no later than March 31.

**Section 3. Fiscal Year**

The fiscal year shall be January 1 through December 31, the calendar year.

**Section 4 Association funds**

Use of the Association's funds must be approved by a majority of the board.

**ARTICLE V  
OFFICERS**

**Section 1. Officers**

The officers of the Association, known as the Board, shall consist of the President, Vice-President League Play, Vice-President Tournaments, Treasurer, and Secretary, all elected by the membership at its annual meeting. The officers may elect or appoint additional committee chairwomen as required by the Association.

**Section 2. Eligibility**

To be eligible to serve as an officer, a candidate must be a member in good standing of the Association.

**Section 3. Term of Office**

A: Term: Hold office for one year

1. The elected President shall serve for no more than two terms.
2. All other elected officers may hold a position for no more than two consecutive terms
3. All Board members (including the President) may remain on the Board in different positions indefinitely

**Section 4. Vacancy in Office.**

- A. In the case of a vacancy in the office of the President, a Vice-President shall serve as President for the remainder of the term. The board will vote on which Vice-President shall assume responsibility for the office of President.
- B. A vacancy in any office other than the President shall be filled by the Board. The newly appointed officer shall serve only until the term is expired. The appointed officer may run for office in the next election and may serve a full two-year term for such position.

**Section 5. Duties of Officers**

The elected officers shall perform the duties prescribed for their office as provided in the by-laws, by the Board, or by the President.

**A. Duties of the President**

1. Preside at all meetings of the Association and the Board.
2. Set meeting agendas.
3. Ensure Association by-laws are strictly enforced.
4. Has final authority for any disputed matters.
5. Represent the Association at Piedmont Golf Committee meetings or assign another Board member as her representative.
6. Authorized to sign checks.
7. May not serve on the Nominating and Audit Committees.

**B. Duties of the Vice-President**

The Board currently has two Vice-Presidents who oversee projects and tournaments as determined by the Board.

**1. Vice-President of Tournaments**

- a. Serve as the Program Chairwoman of all tournaments.
- b. Recruit and guide Tournament Hosts throughout the season.
- c. Act as liaison for Pro Shop and Tournament Hosts.

**2. Vice-President of League Play**

- a. Serve as the Program Chairwoman of League Play.
- b. Coordinate all aspects of the Wednesday and Saturday leagues.
- c. Manage and update the Ringer, Birdie and Hole-in-One Books and maintain the birdie display in the locker room.
- d. Overall responsibility for tabulating the scores for League Play and winners of the Ringer, Birdie and Hole-in-One at the end of the season.

**C. Duties of the Treasurer**

1. Serve as custodian of the Association's funds held in the Association's account at a local bank. These funds shall have two signatories on file, the presiding Treasurer and President.
2. Authorized to sign checks and disburse funds for expenses approved by the Board.
3. Maintain accurate records of the Association's funds.
4. Prepare monthly financial reports to be presented at all Board meetings and the year-end membership brunch/meeting.
5. Prepare yearly Association budget for Board review.
6. Review all checks or demands for money from the Association.
7. Maintain record of all active members, to include: name, address, email, phone number, dues/sponsorships, and other pertinent member information to be readily available to the Board.
8. Prepare records for year-end audit.

#### **D. Duties of the Secretary**

1. Attend all Board and general membership meetings.
2. Record minutes for all proceedings; maintain for the record and Association history.
3. Perform like duties for all other committees if requested.
4. Provide previous minutes as well as notice to the Board and member of all upcoming Association meetings.
5. Assume responsibilities for the Association's communications which includes: emails, newsletter, tournament flyers and membership directory.

### **ARTICLE VI** **NOMINATIONS AND ELECTIONS**

1. The Association shall elect a new Board every two years.
2. Any active member in good standing may present, in writing, a slate of officers composed of a President, Vice-President Tournaments, Vice-President League Play, Treasurer and Secretary for nomination to the Board no later than October 31.
3. A nominating committee shall be appointed by the Board.
4. Voting will take place in person during the year-end November brunch.
5. The slate receiving the greatest number of votes will be declared the winner.
6. The new Board will transition after all outstanding invoices are paid and Piedmont Club closes out their fiscal year (December 31).

### **ARTICLE VII** **MEETINGS**

#### **Section 1. Meetings**

- A. The board may hold meetings, both regular and special at Piedmont Golf Club or any location designated by the Board.
- B. Regular Board meetings are to be held monthly from February through November.
- C. A special meeting can be held at any time.
- D. An annual meeting of the members shall be held at the year-end brunch in November.

#### **Section 2. Voting**

##### **A. Board meetings**

- I. Each officer of the Board is deemed a voting member and is entitled to a vote on any and all matters brought to the Board.
- II. A majority is needed to approve a resolution, including any financial expenditures.

##### **B. General association meeting**

- I. At any general meeting of the Association all active members shall have the right to vote.
- II. All elections shall be determined by a plurality vote.

### Section 3. **Quorum**

At all regular meetings of the Association a combination of any two officers and five members in good standing shall constitute a quorum. At all meetings of the Board three officers shall constitute a quorum.

All meetings are governed by Robert's Rules of Order.

## **ARTICLE VIII COMMITTEES**

### Section 1. **Creation**

- A. The Board may designate one or more committees which shall have and may exercise on behalf of the Board in the management of the affairs of the Association.
- B. Each committee chair may serve an unlimited number of terms as approved yearly by the Board.

### Section 2. **Interclub Committees**

- A. Will consist of the team captain and co-captain. There can be more than one set of captains, depending on the number of leagues the association joins.
- B. Shall plan, oversee and coordinate all interclub league business and play
- C. Be responsible for fulfilling their duties as written in the interclub leagues' by-laws.
- D. Work with the Treasurer to collect tournament dues for members playing in these events.

### Section 3. **Home and Home Committee**

- A. Shall manage all aspects of the Home and Home League.
- B. Shall represent the Association at all meetings; provide a calendar of tournament dates to the Board.
- C. Will manage sign-up procedures for the members.
- D. Work with the Treasurer to collect tournament dues for members playing in these events.

### Section 4. **Nominating Committee**

Shall submit a slate of officers to be voted at the annual meeting. See Section VI.

### Section 5. **Audit Committee**

- A. A review of the financial records of the Association is required at the end of each two-year term with Treasurer.
- B. A financial statement must be provided to the board upon completion of the audit.
- C. Financial Statement must be available to the membership upon completion.

**ARTICLE IX  
GENERAL PROVISIONS**

**Section 1. Arbitration**

Board shall be the sole arbitrator in any challenges or disputes brought forth by a member of the Association. There shall be no appeal process beyond the decision of the Board.

**Section 2. Disciplinary procedure**

By unanimous vote of the Board, a member may be disciplined by dismissal from the Association due to the violation of Association rules, non-compliance with the USGA Handicap system, the Rules of Golf, or any golf-related conduct which results in adverse reflection on the Association following a hearing by the Board.

**ARTICLE X  
AMENDMENTS to the BY-LAWS**

**Section 1. Power to Amend**

Board shall have power to amend, alter or repeal these by-laws and adopt new by-laws by an affirmative vote of the Board majority.

**Section 2. Proposed Amendments**

D. Application for any amendment to the by-laws must be submitted in writing to the Board and must be signed by at least five members of the Association.

E. Board shall consider the proposed amendment. If two-thirds of the Board majority believe the amendment is in the best interest and welfare of the Association, the proposed amendment shall be presented to the membership.

Certification

We, the undersigned, certify that these by-laws of the Piedmont Ladies Golf Association were duly adopted as of this 1 September 2020

President, Jane Marsh: \_\_\_\_\_

Vice-President League Play, Renee Wood: \_\_\_\_\_

Vice-President Tournaments, Mary Wolf: \_\_\_\_\_

Treasurer, Sunny Park-Small: \_\_\_\_\_

Secretary, Sue Nelson: \_\_\_\_\_