

# Myakka Pines Ladies' 18 Hole Golf Association

## By-Laws

### ARTICLE I - PURPOSE

The By-Laws are for the guidance of the members of the Myakka Pines Ladies 18 Hole Golf Association. The tournament day of play shall be Thursday of each week.

### ARTICLE II - DEFINITIONS

Section 1. Association. When used in the By-Laws, the term Association unless otherwise stated shall mean the MPL18HGA.

Section 2. Association Rules and Regulations. When used in the By-Laws, Association Rules and Regulations shall mean that the Rules and Regulations currently in effect covering activities of the Association as established by the Executive Board.

Section 3. Majority Vote. Except where otherwise specifically provided in Article VI of the Constitution and in these By-Laws, a simple majority (51 percent) of those present shall be sufficient to carry a vote on any motion at any Executive Board meeting or any membership meeting.

Section 4. Member. Member shall mean one whose dues are paid and who is in good standing as provided in Article IV of the Constitution.

Section 5. Membership. Membership shall mean all persons meeting the definition of Member under Section 4 of this Article and shall constitute total Association membership.

Section 6. Past President. Past President shall mean the person who served a full term as president.

Section 7. Quorum. For the purpose of carrying on the business of this Association in all its phases, Quorum shall have the following meanings:

- (a) Executive Board Meetings. Two-thirds of the members of the Executive Board shall constitute a quorum for carrying on the business of such Board for any purpose; except during the months of May through October, one-third shall be required to constitute a quorum.
- (b) Membership Meetings. Quorum at membership meetings shall be as follows:
  - (1) Amendment of Constitution and By-Laws. One-half of the membership shall constitute a Quorum for voting on amendment of the Constitution and/or By-Laws.
  - (2) Change in Dues. Three-fourths of the membership shall constitute a quorum for the purpose of voting on a change in the rate of annual dues. Provided that such requirement is waived if the membership is given an opportunity to attend the meeting or vote by absentee ballot, in which case no quorum as such shall be required.
  - (3) All Other Business. Except as provided in (b) (1) and (2) above, one-fourth of the membership shall constitute a quorum at any membership meeting.

Section 8. U.S.G.A. U.S.G.A. shall mean the United States Golf Association.

### **ARTICLE III - ELECTED OFFICERS AND THEIR PRIMARY DUTIES**

Section 1. Number and Designation. The Association shall have six elected officers, President, Vice-President, Recording Secretary, Treasurer, Assistant Treasurer and Corresponding Secretary. Officers shall perform the duties provided in this section and such other duties as prescribed in the By-Laws and in the President's Manual of Administrative Duties authorized by the Executive Board.

Section 2. President. The President shall be responsible for the execution of the policies and programs of the Association, and for the efficient functioning of the Association. The President shall call and preside at all meetings of the Executive Board and Membership meetings. She shall appoint standing committee chairperson and such other persons, as she may deem necessary to carry out the programs of the Association (See article IV). When any elective position covered by Sections 3 through 7 of this Article becomes vacant for any reason before the term of office expires; the President may appoint a successor for the unexpired term. She shall appoint representatives to currently affiliated organizations when necessary.

Section 3. Vice-President. In the absence of the President for any reason, the Vice-President shall perform any and all duties of the President. Should the presidency become vacant for any reason before the expiration of the term of office, the Vice-President shall become President. She shall perform such duties as the President may assign to her and shall work closely with the President so that she is aware of all activities, problems, etc., of the Association. A copy of all reports, minutes, and a list of new members should be furnished to her. As Membership Chairperson she shall be responsible for welcoming and indoctrinating new members in the activities and responsibilities of the Association. She becomes President-elect at the end of her term.

Section 4. Recording Secretary. In the absence of both the President and Vice-President, the Recording Secretary shall perform any and all duties of the President. The Recording Secretary shall take the minutes of every Executive Board meeting and Membership meeting, and shall furnish a copy of such minutes to the President, Vice-President, and Treasurer as soon as possible following each such meeting. She shall read the minutes at subsequent meetings whenever called upon to do so. A legible copy of all minutes of meetings shall be kept in an orderly fashion and shall be made available to any member on request.

Section 5. Treasurer. The Treasurer shall receive and disburse all funds for the Association. She shall keep records of all financial transactions. The outgoing Treasurer shall have a grace period of one month, i.e., until December 31st, to turn the completed records over to the incoming Treasurer. Prior to such transfer, the completed records shall be audited by a person or persons appointed by the outgoing President.

Section 6. Assistant Treasurer. As new members pay their dues, the Assistant Treasurer shall provide a copy of the updated new members list to each Board member and post a copy on the bulletin board. In the absence of the Treasurer, the Assistant Treasurer shall perform all duties of the Treasurer. She shall perform any duties otherwise requested by the Treasurer.

Section 7. Corresponding Secretary. The Corresponding Secretary has primary responsibility for the preparation of correspondence necessary to carry out the business of the Association. Correspondence shall be prepared for the signature of the President or other officers, as directed by the President, or shall be signed by the Corresponding Secretary. She shall also act as Sunshine Chairperson. In the absence of the Corresponding Secretary and if the element of time is important, the President may have the correspondence otherwise prepared.

Section 8. Term of Office. All officers specified in this article shall be elected for a term of one year. In electing a Vice-President, it shall be with the understanding that the Vice-President will succeed to the Presidency the following year. The term of office shall run from December 1st of one year through November 30th of the following year. Elections shall be held at the April meeting, (See Article VII). Outgoing officers shall work closely

with their successors from the date the elections are held until the new officers take office, and shall provide the incoming officers with all records, reports, or other information which will be helpful to them.

#### **ARTICLE IV - APPOINTED CHAIRPERSON AND THEIR PRIMARY DUTIES**

Section 1. Appointed Chairperson. Chairperson appointed by the President will perform the duties provided in this Section and in the President's Manual of Administrative Duties adopted by the Executive Board.

Section 2. Tournament Chairperson. The Tournament Chairperson shall have overall responsibility for all weekly and special tournament activities of the Association. She shall also be responsible for selecting appropriate prizes and trophies for major tournaments and engraving plaques. She shall, with the approval of the President, select an Assistant Chairperson and Weekly Tournament Sub-chairperson to perform the functions outlined in paragraphs (a) and (b) of this section. She shall coordinate the respective activities of the sub-chairperson, including holding meetings, as she deems necessary. In her absence the Assistant Tournament Chairperson shall act in her behalf.

- (a) Assistant Tournament Chairperson. In the absence of the Tournament chairperson, the Assistant Tournament Chairperson will act in her behalf. She shall perform such duties as requested by the Tournament Chairperson. She also shall be responsible for checking area golf schedules for conflicting dates and coordinating the calendar of events, and notifying the weekly Tournament Sub-chairperson of these dates.
  
- (b) Weekly Tournament Sub-Chairperson. Weekly tournaments are regularly scheduled under the authority of the Association Rules and Regulations. The Weekly Tournament Sub-Chairperson shall, before the start of the season, prepare a tentative schedule of weekly events, including special events to be played on Thursdays, for approval by the Tournament Committee. This schedule shall contain a variety of competitions that will provide both low and high handicappers an opportunity to win, and shall contain a balance of team versus individual games and inter-flight versus intra-flight play, and it shall be posted at a location convenient to the membership. A copy of the yearly schedule shall be furnished to the Tournament Chairperson and the Weekly Prize Chairperson. One (1) week prior to the end of the month, a monthly play schedule shall be posted on bulletin board; and a copy shall be provided to the Pro Shop and a copy placed in the Greens Superintendent's folder in the Business Office. She may designate, with the approval of the President, any member to assist her in carrying out her responsibilities.

Section 3. Rules Chairperson. The Rules Chairperson shall keep abreast of any changes in the USGA rules as well as local rules. The Rules Chairperson may attend one (1) rules workshop per year, to be paid for by the Association. Costs must be approved by the President and Treasurer prior to submitting their registration. Changes in the USGA rules shall be brought to the attention of the membership. She shall be responsible for resolving differences of opinion as to rules during or following tournament play. The Rules Chairperson shall be the contact with persons outside of the Association with respect to any matter involving rules of play. Any differences not resolved at this level will be brought to the Association's Executive Board for arbitration.

Section 4. Handicap Chairperson. The Handicap Chairperson shall be responsible for seeing that all members are entering all properly adjusted scores in the Handicap record. She shall be responsible for initiating corrective action in any case where she finds that a member is not entering scores for all completed games as provided in the current issue of the Association Rules and Regulations. She shall also be responsible for establishing temporary

handicaps for new members when necessary. The Handicap Chairperson may appoint any member as her Assistant, with the approval of the President.

Section 5. Weekly Prize Chairperson. The Weekly Prize Chairperson shall determine the winners of each weekly tournament and shall prepare a statement of the winners and the amount of prize allocated to each. At the end of each week, the Chairperson shall prepare an itemized statement for the Treasurer. Prior to the beginning of each season, she shall prepare a schedule of prizes to be presented for the various types of tournaments, providing details as to the proposed disposition of the amount allocated by the Budget Committee for weekly prizes. She may, with the approval of the President, designate any member to assist her in carrying out her responsibilities.

Section 6. Social Committee Chairperson. The Social Chairperson shall, under the general supervision of the President, be responsible for planning social functions of the Association. She shall perform related functions for social activities of the MPL9HGA where a reciprocal arrangement has been established for particular events. She may appoint from the membership as many ladies as she deems necessary in carrying out her duties, and should advise the President of such selections.

Section 7. By-Laws Committee Chairperson. The President shall appoint the By-Laws Chairperson who will select two members, with the approval of the President, to assist her in proposing any changes in the By-Laws deemed necessary for proper coverage of Association responsibilities or for clarification or other valid reasons. (See Article VIII as to adoption of amendments.) The Executive Board shall approve any proposed amendment before being presented to the membership at the Annual Meeting. The provisions of this Section shall apply equally to amendments of the Constitution. (See Article VI of the Constitution as to adoption of Constitution amendments.) The By-Laws Chairperson shall be responsible for the printing of revised Constitution, By-Laws, and Association Rules and Regulations for distribution to all Association members.

Section 8. Budget Chairperson. A Budget Committee shall consist of the President, Vice President, Treasurer, Assistant Treasurer, and the Weekly Prize Chairperson. The President shall appoint the incumbent of one of these positions as Budget Chairperson. The Budget Chairperson shall call budget meetings when necessary to establish or review and, as necessary, revise the annual budget. She shall maintain a record of such meetings. A copy of the budget and any changes shall be furnished to each member of the Budget committee. The budget shall be adapted to show a prize distribution of two-thirds of available money from October 1st to April 30th and one-third reserved for play between May 1st and September 30th.

Section 9. Nominating Committee Chairperson. The Past President shall serve as Nominating Chairperson who may select committee members, with the approval of the President, to assist in the recruiting process if needed. The Nominating Chairperson shall be responsible for presenting to the President a list of candidates for office for the coming year. This list shall be posted one month prior to the Annual Meeting. In the event the Past President is unable to perform this duty, the President shall appoint a Nominating Chairperson. The appointed Nominating Chairperson shall be a current Association Executive Board member.

#### **ARTICLE V - EXECUTIVE BOARD**

Section 1. Executive Board Members. The Executive Board shall consist of twelve (12) members constituted as follows: The six (6) elected officers specified in Article III, and the following appointed chairpersons: Tournament, Rules, Handicap, Weekly Prizes, Social and By-Laws. The Past President shall be designated to represent the Association on currently affiliated organizations, including but not limited to, committees of the Myakka Pines Golf Club Board of Directors. In the event the Past President is unable to perform this duty, the President shall appoint an Association representative. The appointed representative shall be a current Association Executive Board member.

Section 2. Executive Board Meetings. A simple majority of the Board Members present at any meeting provided there is a quorum sufficient to carry a vote on any motion. Association members who are not members of the Executive Board such as sub-chairpersons, may be asked to attend Executive Board Meetings and may participate actively in discussions, but may not make a motion and may not vote.

Section 3. Who May Call Executive Board Meetings. The President, or any three members of the Board (if one such member is an elected officer), may call an Executive Board Meeting. In the latter case, each member of the Board shall be notified at least five (5) days in advance of the date set for the meeting. Such notification shall be limited to the specific purpose of the meeting.

Section 4. Association Management. The Executive Board shall have general control and management of the affairs of the Association, except in matters requiring a vote by the total membership. Any matters, which cannot be completely and satisfactorily resolved under the authority of a single position, described in Article III or IV shall be brought before the Board for resolution. The Executive Board shall amend, as necessary, the Association Rules and Regulations. Amendments may be introduced at any Executive Board Meeting. The action of the Executive Board shall be final and shall be binding on the Association membership. Whenever time permits, an Executive Board meeting should be held a short time before any general meeting of the Association for the purpose of determining all matters to be brought up at such general meeting by the Board. The Executive Board shall approve administrative details in the President's Manual of Administrative Duties.

#### **ARTICLE VI - ANNUAL DUES**

Section 1. Amount. The Annual dues shall be set in an amount recommended by the Executive Board and voted upon by the membership at a duly constituted meeting. Three-fourths of the votes cast (including absentee votes, if any) shall be required to carry the vote. When the rate of dues is changed (increased or decreased) under the provisions of this section, the new dues rate shall be stated in the next revision of the Association Rules and Regulations.

Section 2. When Dues are Payable. The Annual dues shall be due and payable on December 1st of each year, and shall cover the period from December 1st of one year to and including November 30th of the following year. The payment of dues covering a period of less than one full year shall be prorated as provided in the current issue of the Association Rules and Regulations. A player is not eligible to vote or to win tournament prizes until dues have been paid.

#### **ARTICLE VII - MEMBERSHIP MEETING AND ELECTION OF OFFICERS**

Section 1. Annual Membership Meeting. The Annual Meeting of the Association shall be held on or before the second Thursday in April for the purpose of electing officers for the coming year and for the consideration of any proposed amendments to the Constitution and/or By-Laws. Any other business may be conducted at this Annual Meeting. A simple majority vote is required to elect any officer. (See Article VIII and Article VI of the Constitution as to voters on Constitution and By-Laws amendments.)

Section 2. Special Membership Meeting. Special membership meetings may be called by the President or acting President at any time during the year upon due notice. Meetings are encouraged for the purpose of keeping all members currently informed.

Section 3. Robert's Rules of Order. Robert's Rules of Order (current Edition), shall be the Association's authority on parliamentary procedures.

Section 4. Parliamentarian. The President may appoint a board member as Parliamentarian whose duties shall be to see that meetings are conducted in a proper manner in accordance with Robert's Rules of Order.

**ARTICLE VIII - AMENDMENT OF BY-LAWS**

These By-Laws may be amended at the Annual Meeting of the Association by a two-thirds vote of the members present: Provided that there is a quorum present for this purpose, and provided further, that notice of the proposed amendments was posted at a convenient location available to all members at least two weeks prior to the date of the Annual Meeting. (See Article VII.)

Amended April 7, 2016