

BYLAWS

As approved March 28, 2018

ARTICLE – 1 – Name

Section 1. The name of this organization shall be the Hot Springs Village Women's Golf Association Social League; an 18-hole league; hereafter in these Bylaws referred to as WGA/SL.

ARTICLE – 2 – Objective

Section 1. The purpose of this league is to established play day of golf open to all HSV women of all ability levels, and to generate camaraderie and fellowship for all members.

Section 2. The WGA/SL does not play for prizes or points. However, members may elect to participate in any special event where prizes are given.

ARTICLE – 3 – Membership

Section 1. Members of this league shall be an HSV POA member or spouse, or be a renter or visitor with POA privileges.

Section 2. All members are eligible to serve as a board member or committee member or chairperson. A member may serve in only one position at a time, with the exception of the Nominating Committee.

Section 3. Dues shall be kept to a minimum and shall cover charges for general operating expenses. If the POA requires use of computer handicapping, any charge for such use shall be included in WGA/SL dues.

Section 4. The WGA/SL is open to all HSV women at all levels of the game of golf, in accordance with Article 3, Section 1.

ARTICLE – 4 – Officers

Section 1. The elected officers of the WGA/SL shall be President, Vice-President, Treasurer, Secretary, Membership, Pairings, Social, and Website, and Publicity.

Section 2. Officers shall be elected to serve for a term of one year, but may be re-elected for an additional term in the same office.

Section 3. Officers shall be elected by a majority of those members present and voting. If there is but one nominee for any office, election may be by voice vote. The term of office shall begin November 1. No member shall serve in more than one office at the same time.

Section 4. In the event of a vacancy in the office of President, the Vice President shall become President. A vacancy in any other office shall be filled by the Board.

Section 5. Resignation of officers shall be by letter to the Board, except in the case of death or serious illness when the Board on its own motion may accept the resignation of an officer.

ARTICLE – 5 – Duties of Officers

Section 1. The President shall preside at all meetings of the WGA/SL and Executive Board. She shall appoint and be an ex-officio member of all committees except the Nominating Committee. She shall have authority to sign checks or disburse funds of the League.

Section 2. The Vice President shall serve as Chair of the Grievance Committee to coordinate meetings, if their services are required. In the absence or inability of the President, the Vice President shall perform the duties of the President.

Section 3. The Secretary shall keep all records of the General and Board Meetings. The Secretary shall have a copy of the current Bylaws at all meetings.

Section 4. The Treasurer shall be responsible for keeping accurate records of all financial affairs and prepare a financial report at the end of each fiscal year (November 1 to October 31). All expenditures must be approved by the Board. She shall work with the Membership Chair with the collection of annual dues. She shall have authority, individually, to sign all checks drawn on the funds of the WGA/SL, and shall arrange for an annual audit of the League funds.

Section 5. The Membership Chair shall collect annual dues, record new membership applications, forward the dues to the Treasurer, and update the official membership roster throughout the year. She shall notify other Board members of any changes (new members, change of POA number, address, phone and/or email address) to the roster in a timely manner. League dues are non-refundable.

Section 6. The Pairings Chair shall be responsible for creating the tee time schedule and posting both in alpha list and the tee time schedule to the website each week, updating to reflect changes as necessary. She shall submit the tee time schedule to the POA Golf Department by noon Friday Thursday for the following week's play and send both an alpha list and tee time schedule to each of the Pro Shops, requesting they post both on the appropriate bulletin boards. She shall submit a list of changes to the POA Golf Department by noon 3:00 pm on Tuesday before Wednesday's play date. She shall work with the Pro Shop where the League is playing each week, providing all changes received since submitting the tee time schedule to the POA Golf Department. She shall create signup sheets for the next scheduled play date and an updated tee time schedule to the League starter(s) each week of play, and collect the signup sheets after members have had a change to sign up for the next play date.

Section 7. The Social Chair shall, with her committee's help, provide table decorations, door prizes and favors at the Spring and Fall Luncheons. She shall also maintain a list of volunteers to provide baked goods at the Spring Newcomer's Coffee or any other special meetings called by the President.

Section 8. The Website Chair shall be responsible for maintaining the league's website, aiding those who need to update or correct their page(s) and developing new pages as needed. She shall determine which members will be allowed access for the administrator's section ("back office") and supply them with the necessary instructions and password needed to work in that area.

Section 9. The Publicity Chair shall be responsible for promoting the Social League by submitting articles to the Village Voice. These articles should include but are not limited to upcoming events and players' accomplishments. She shall also be responsible for forwarding all articles to the Historian as well as the Website Chair(s) for posting on the League's web page.

ARTICLE – 6 – Executive Board

Section 1. The Executive Board shall consist of the President, Vice President, Secretary, Treasurer, Membership Chair, Pairings Chair, Social Chair, and Website Chair, and Publicity Chair. The immediate Past President shall act in an advisory capacity as needed. The Board shall meet when the President deems necessary.

Section 2. Time and place for meetings shall be determined by the President.

Section 3. At least 2 meetings or luncheons per year shall be held, open to all members, paid for by the members.

ARTICLE – 7 – Committees

Section 1. Committees, standing or special, shall be appointed by the President or the Executive Board as deemed necessary to carry on the work of the League.

Section 2. The Nominating Committee shall be comprised of one current board member, one previous board member and three members from the general membership. The committee shall post nominations on the League bulletin boards, web page and in the local newspaper article at least one month in advance of the Fall Luncheon Nominations may be made from the floor, providing the nominee has consented and is willing to be placed on the slate with the other nominees.

Section 3. The President and one other Board member shall audit the Treasurer's books at the end of the fiscal year.

Section 4. The President and Board members shall appoint all positions on the Board and Committees made vacant during the year.

ARTICLE – 8 – Amendments

Section 1. These Bylaws may be amended at any regular or special meeting of the League by a majority of the members present and voting, providing notice of the meeting is posted at least four (4) weeks in advance, or by use of electronic communications, as stipulated in Section 2.

Section 2.

- (a) The President shall give notice via email at least two (2) weeks in advance that the Bylaws are being amended for electronic vote.
- (b) Changes to the Bylaws shall have both the original written version in "**BLACK**" and the proposed amended change(s) written in "**RED**".

- (c) The President's release must state the reason why the amended change(s) is necessary and must have the full support of the Executive Board.
- (d) Once the President releases the proposed amendment(s), the membership has ten (10) days from the date on the email to: 1.) read, 2.) address any concerns to the Board, and 3.) to vote.
- (e) The President shall notify the membership of the majority vote. All electronic votes shall remain a part of the President and Secretary's records for a period of at least one (1) year.

ARTICLE – 9 – Standing Rules

Section 1. Standing rules may be adopted by the Executive Board by majority vote. Such rules are for the guidance of the members and officers and cannot conflict with the Bylaws.