

HSV Lady Duffers **Bylaws**

(Amended 2019)

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 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
Attendance at the monthly POA Golf Committee meeting
Member of the Nominating Committee

SECRETARY: 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 ~~works~~ shall work with the Board of Directors on preparing the budget and consults with them on all unusual expenses. She shall submit a copy of her final accounting to the Board and ~~on~~ 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

Section 1: Standing Committees shall include the following:

Crush Cancer
Historian/Publicity
Junior Golf Representative
Luncheon - Spring
Luncheon - Fall
Member-Guest Scramble & Picnic
Nominations
Pairings
Prizes/Handicapping
Starter
Membership/Buddy System
System Admin & Website Coordinator

Each committee chair shall serve as a 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, then Chair shall submit a report to the President. 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) Financial report
- (3) 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 - MEETINGS

1. Board meetings shall be held monthly with the exception of December.
2. A quorum (a majority of Board members) shall be present to conduct business.
3. 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