

HSV Lady Duffers Bylaws

Effective October 9, 2018

ARTICLE I – NAME

The name of the organization shall be: Hot Springs Village Lady Duffers Golf League.

ARTICLE II – OBJECTIVE

The objective of this league is to promote the pleasure and golfing recreation of its members. The membership dues, assessments and special events will 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 will 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 consist of the Executive Board and the Committee Chairs hereinafter known as the Board. There shall be four elected officers hereinafter referred to as the Executive Board: President, Vice-President, Secretary, and Treasurer, as well as the Immediate Past President. The Vice-President shall become President of the league following the term or terms of the President. **However, no officer can serve more than two consecutive terms in the same office.** Election of officers occurs 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 will assume the office of President. If the Vice- President is unable to fulfill the duties of the President, a special election will be held by the Board of Directors to elect 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. **An auditor is appointed by the President at the close of the fiscal year to audit the books for the Treasurer who shall present a written report to the Board at the January meeting.** The President also serves 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.

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 is 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 maintain all necessary league records, including current membership lists and officers. She shall maintain 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.

TREASURER: The Treasurer receives membership dues from the Membership Chairman and deposits the money into the League bank account. She is in charge of all bank accounts for the League. She maintains a record of receipts and disbursements to be reported at each meeting of the League and the Board. She works with the Board of Directors on preparing the budget and consults with them on all unusual expenses. She submits a copy of the final accounting to the Board and an auditor who is appointed by the President at the close of the current fiscal year.

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

ARTICLE V – NOMINATING COMMITTEE

The Nominating Committee consists of the Vice-President, Nominating Committee Chair 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:

Historian/Publicity
Junior Golf Representative
Luncheon(s)
Member-Guest Scramble & Picnic
Pairings
Prizes/Handicapping
Starter
Sunshine/Secretary
Membership/Buddy System
Website Coordinator

The committee chair serves as a member of the Board and will attend the monthly meeting with a report of her committee's activities and progress. If unable to attend, the committee co-chair will attend in her absence. The Committee Chair **is required** to maintain a notebook with a year-end report, which **is to include the following: (1) job description (2) financial report and (3) year-end report. This notebook** will be passed on to her successor. Committees will collect monies for their own events.

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

ARTICLE VII - MEETINGS

- 1. Board meetings shall be held monthly with the exception of the month of December.**
- 2. Meetings of the Executive Board to be held as deemed necessary.**
- 3. In place of an annual general membership meeting, the President will be responsible for a yearend report. The report will be placed on the HSV Lady Duffer website prior to the end of the calendar year.**

ARTICLE VIII - PARLIAMENTARY AUTHORITY

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. Robert's Rules of Order is the Board's final authority on all questions of procedure and parliamentary law not covered by the Bylaws. A copy will be part of the Board's property.