

**BYLAWS  
OF  
PTARMIGAN LADIES GOLF ASSOCIATION**

**ARTICLE I – NAME**

The name of this organization shall be Ptarmigan Ladies Golf Association.

**ARTICLE II – PURPOSE**

The purpose of this Association shall be to promote women's golf and friendships among the members, to bring into closer cooperation women who are interested in the objectives of the U.S.G.A., and to adhere to the rules and ethics of that organization.

**ARTICLE III – MEMBERSHIP**

Section 3.1: Any female who is 18 years of age or older, and is a regular member in good standing of the Ptarmigan Country Club shall be eligible for membership in this Association, provided she is interested in the purpose of this Association and provided she shall abide by the Bylaws and General Rules and Policies of this Association.

One's membership status is continuous from year-to-year with an option to cancel one's membership each year before April 1. Adequate notification will be presented to each member prior to April 1.

Section 3.2: A member may resign by submitting her resignation in writing to the Association.

Section 3.3: No member shall incur or contract any indebtedness on behalf of this Association without the authority of the Board of Directors.

**ARTICLE IV – DUES**

Section 4.1: The Executive Board shall determine the annual dues and the general membership shall be informed of the dues prior to the beginning of season play. Billing information will be sent out in member statements at the beginning of the season, however, sign-up must be completed before participating in any Ptarmigan Ladies Golf Association event.

**ARTICLE V – MEETINGS**

Section 5.1: The Association will hold three business meetings per year: one at the season Kick Off, one at mid-season, and one at the Year End Banquet. Each meeting will include-minutes, treasurer's report and any additional committee reports.

Section 5.2: The final meeting shall be known as the Annual Meeting and shall be for the purpose of electing a President, a Vice President, a Secretary/Treasurer; receiving reports of officers, committees and any other business that may arise. Year-end awards will be presented at the end-of-year banquet/Annual Meeting.

Section 5.3: The Executive Board shall meet in the Fall after the Annual Meeting to assist the President in appointing any committees needed for the next season.

Section 5.4: Special Meetings of the Executive Board may be called by the President upon written request of any member of the Executive Board.

Section 5.5: A quorum of the Executive Board shall consist of three (3) members.

Section 5.6: Special meetings of the Association may be called by the President or by the Executive Board and/or by written request of five (5) members of the Association provided each member will be notified at least ten (10) days prior to the meeting and/or notice posted on the bulletin board in the

ladies locker room. In case of emergency, at least three (3) days notice shall be given. The purpose of the meeting shall be stated in the call.

Section 5.7 – A quorum of the Association shall consist of 10% of the total membership and normal routine business may be transacted and passed with a simple majority vote. See Article XI for voting on Bylaws amendments.

## **ARTICLE VI – OFFICERS AND THEIR ELECTION**

Section 6.1 – Elected Officers: The elected officers of this Association shall be a President, Vice-President, Secretary/Treasurer.

Section 6.2 – Executive Board: The Executive Board shall consist of the elected officers, and the immediate Past President.

The offices of President, Vice President, Secretary/Treasurer shall be elected by ballot at the Annual Meeting and shall be one-year terms. An officer may serve multiple terms; the President is limited to two consecutive terms, but may return to the position after one year out of office. Nominations may be made from the floor, provided that the consent of the nominee has been secured. If there is only one nominee for these offices, voting for that office may be a voice vote, in which case a majority vote shall elect. Absentee ballots may be obtained from ill members, working members, and members planning to be out of town or unavailable for the meeting. Absentee ballots must be placed in a sealed envelope and identified on the outside as such by the name of the voting member and returned prior to the Annual Meeting. The new officers shall assume their duties at the close of the meeting at which they are elected.

Section 6.3 – Vacancy: A vacancy in any office shall be filled by the Association at any meeting by a majority vote, provided notice has been given to each member and/or posted on the bulletin board at least ten (10) days prior to the meeting. Nominations may be made from the floor and voting shall be the same as in Section 6.2. At its discretion, the Board of Directors may appoint a member to fill such vacancy until the next regular meeting.

## **ARTICLE VII – DUTIES AND OFFICERS OF EXECUTIVE BOARD**

Section 7.1 – President: The President shall preside at all meetings of the Association and the Executive Board. She shall appoint all committee chairs, and such other appointments as she and the Executive Board deem necessary. She shall be responsible for coordinating the beginning kick-off party and the end-of-year banquet. She shall authenticate by her signature all acts, orders, contracts, and proceedings of the Association. She shall have no voice except in the case of a tie vote. She will be an ex-officio member of all committees. In the absence of the Treasurer, she is authorized to sign checks of the Association's account. She shall also serve as a voting member of the Handicap/Rules Committee.

Section 7.2 – Vice President: The Vice President shall preside at all meetings of the Association and the Executive Board in the absence of the President. She shall perform such duties as may be requested by the President. She shall succeed to the office of President in the event of a vacancy during her term. She will be the Chair of all Tournaments and coordinate all tournaments with the Golf Pro before the start of league play. It is her responsibility to purchase and present the President with a gift from the Association at the Annual Meeting.

Section 7.3 – Secretary/Treasurer: The Secretary/Treasurer shall keep accurate records of the proceedings of the meetings of the Association and the Executive Board meetings and maintain record books in which the bylaws, special rules of order, standing rules and minutes are entered, with any amendments to these documents properly recorded. One copy of the minutes shall be issued to the President, one copy of the minutes shall be posted on the bulletin board until the next regular meeting and a copy will be distributed after the monthly meeting to all members via email. She shall conduct correspondence belonging to the Association and have current record books on hand at every meeting. She shall destroy all obsolete correspondence at the end of her term of office. She shall

keep the official membership roll and call the roll when it is required. In the absence of the President and Vice President, she shall call the meeting to order and preside until the election of a Chair Pro-tem, which should take place immediately. As Treasurer she shall collect all monies due to the Association and disburse the same under the direction of the Executive Board. She shall keep reports at meetings and maintain a current membership list. It shall be her duty to compile and distribute the yearbook, also known as the directory, each year. She shall also inform the membership and all committee chairs when members join or resign from the Association. She shall submit books for audit at the close of the term or at the request of the Executive Board.

Section 7.4 – Past President: The Past President shall serve in an advisory position. She shall also serve as Nominating Committee Chair.

Section 7.5: All officers upon retiring from office shall deliver all monies, accounts, records and other property belonging to the association to their successors in office. All canceled checks will be retained for a period of three (3) years. All past minutes and correspondence will be retained for a period of three (3) years.

### **ARTICLE VIII – LADIES ASSOCIATION BOARD AND COMMITTEES**

Section 8.1: The Executive Board of the Ladies Association shall consist of the elected officers and the immediate Past President.

Section 8.2: The Executive Board of the Ladies Association shall have general supervision of the affairs of the Association between the business meetings and make recommendations to the Association. They will meet in the fall to determine and name any committees needed for the following season. The Board shall be subject to rules of the Association, and none of its acts shall conflict with action taken by the Association. The Board is authorized to adopt rules for the transaction of its business provided they do not conflict with these laws.

Section 8.3 –Committees: Any committee may be combined with another committee or new committees formed or deleted for any given year as is needed at the discretion of the Executive Board of Directors. All Committee Chairs shall serve in an advisory position to the Executive Board. The President shall appoint the chair of such committee(s). Possible committees and their duties are as follows:

Ladies Day Chair: The Ladies Day Chair and her committee shall work with the Pro Shop on all Ladies Day competitions of this Association and shall see that each weekly play program is executed and prizes awarded. The Ladies Day Committee and Pro Shop shall schedule weekly events beginning on the first Wednesday in May and ending the last Wednesday in September. The Ladies Day Committee is responsible for providing all year-end statistics to the President. See also General Rules and Policies.

Handicap/Rules Chair: The Handicap/Rules Chair shall be responsible for getting the membership roster from the Treasurer and submitting it to the Golf Pro so he has the correct information on each member of our Association, including correct addresses. She shall be responsible for the Rules Committee, which shall consist of herself, the Tournament Chair, the President and the Club's Golf Professional. Their decision shall be final, unless an appeal is made to the Board of Directors. Any questions on interpretation of the U.S.G.A. rules shall be referred to the Rules Committee and, in case of an appeal, shall be referred to the Board of Directors. Periodically, the Handicap/Rules Chair will verify that all acceptable scores are reported for handicap purposes; and that all recorded scores are subject to peer review. See General Rules and Policies #12.

Match Play Chair: The Match Play Chair shall plan the format and execute Match Play with the Pro Shop.

Team Play/Interclub Chair: The Team Play/Interclub Chair shall plan and execute Team/Interclub Play.

Historian: The Historian shall maintain the Association scrapbook. She shall also be responsible for the taking of pictures at all Association events.

Budget Chair: The Budget Chair shall be the Secretary/Treasurer of the Association and shall, along with the other members of the Executive Board, prepare a tentative budget for the year to be presented to the general membership for approval. Yearly dues based on an estimated number of members will be in the budget. with no more than a \$500.00 carry-over each year.

Hospitality Chair: The Hospitality Chair shall collect all names of new members, make contact with them, introduce them to the Association and provide them with information they will need for the upcoming year.

Nominating Chair: The Past President shall serve as the nominating chair.

Bylaws Chair: The Bylaws Chair shall review the Bylaws annually and propose amendments as needed. See also General Rules and Policies.

Auditor(s): The Auditor(s) shall be responsible for auditing the Treasurer's books at the end of the fiscal year. This written report shall become a permanent part of the Treasurer's record.

Section 8.4: Sportswoman of the Year Chairman: The Sportswoman Chairman is the previous years' winner and is responsible for all activities associated with naming the Sportswoman of the Year, including but not limited to compiling the nominees, overseeing and conducting the voting, and arranging to have the recipient's name engraved on the trophy.

#### **ARTICLE VIII – FISCAL YEAR**

The Fiscal Year shall begin the first day of November in each year and end the last day of October in the following year.

#### **ARTICLE IX – SUGGESTIONS**

There is a suggestion box in the ladies' locker room for suggestions regarding the Association. The same can be made via email or in writing, signed by the member and directed to the President. Only suggestions handled in this manner will be considered at regular meetings. The President shall keep the name of any person submitting a suggestion confidential.

#### **ARTICLE X – PARLIAMENTARY AUTHORITY**

The Rules contained in Robert's Rules of Order shall govern the proceedings of the Association in all cases to which they are applicable and in which they are not inconsistent with the Bylaws and any other special rules of order the Association may adopt.

#### **ARTICLE XI – AMENDMENTS**

These Bylaws may be amended by a two-thirds (2/3) vote of members, voting via email within a 30 day period from the date the initial email was sent out or at any regular or special meeting of the Association provided notice of the proposed amendment was submitted to the membership at least fifteen (15) days prior to the vote.

Amended: May 26, 2004

Amended: July 2008

Amended December, 2009

Amended December 2012

Amended October 2015