

# BY-LAWS OF THE LATE SWINGERS LADIES GOLF LEAGUE

## ARTICLE I. Name and Mission

### **Section A: Name**

The name of this organization will be the Late Swingers Ladies Golf League of Juniper Hill Golf Course, hereafter referred to as "Late Swingers."

### **Section B: Mission**

The mission of the Late Swingers is to promote, educate and support women's golf.

## ARTICLE II. Membership, Dues and Fiscal Responsibility

### **Section A: Membership**

Any female over 12 years of age is eligible to become a member of the Late Swingers. Females under the age of 12 must have permission from the Juniper Hill Golf Pro before she can be accepted into the league.

### **Section B: Dues**

League dues and handicap fees are payable upon application for membership. Handicap fees will be required for all members, except 4-holers, as required by the USGA. Any 4-holer may pay the handicap fee if they choose to do so. An increase of the annual dues can only be passed at an annual meeting.

### **Section C: Fiscal Responsibility**

The League Administrator will appoint a Treasurer and will provide financial reports at each annual meeting of the league.

## ARTICLE III. Meetings and Quorum

### **Section A: Meetings (Annual, Special and Committee)**

All annual meetings must be publicized in the local newspaper and posted on the league bulletin board and Web site at least ten (10) days prior to the meeting. The meeting notice should provide meeting date, time, place and purpose. Annual meetings of the Late Swingers will be held on the fourth Thursdays of March and September and on a date to be determined in June. The purpose of the March annual meeting will be to discuss league rules, dues and any other pertinent league business.

The purpose of the June annual meeting will be to elect or appoint a nominating committee, discuss the Governor's Open, the Ladies Club Championship, and any other pertinent league business. The purpose of the September annual meeting will be to elect and announce the new officers and to distribute league prizes and awards.

All special meetings must be posted on the league bulletin board and Web site at least five (5) days prior to the meeting. The notice should provide the meeting date, time, place and purpose. Special meetings of the Late Swingers may be called by the League Administrator or by any two (2) League Officers. An attempt will be made to notify all members of any special meetings. No matter will be discussed at a special meeting except that stated in the Call to that meeting.

All committee meetings must be posted on the league bulletin board and Web site at least three (3) days prior to the meeting. The notice should provide the meeting date, time, place and purpose. Committee meetings will be held as determined by the Committee Chair. An attempt will be made to notify all Committee members of any meetings.

All meetings are open meetings.

### **Section B: Minutes**

Minutes of Annual and Special meetings must be made public within seven (7) days of the meeting. The League Administrator will maintain a copy of all meeting minutes. Minutes of Committee meetings will be made available during league events or upon request.

### **Section C: Quorum**

A majority of the members present and voting will constitute a quorum at any meeting. At least three (3) of the four (4) League Officers must be present at a Special meeting before any business can be conducted. In the absence of the Committee Chair, the Vice-Chair shall have full voting privileges. No member will have more than one vote. Voting by proxy will be allowed.

## **ARTICLE IV. Elections**

### **Section A: Election**

The election of officers will be conducted at the September annual meeting, and the Nominating Committee, or designee, will serve as election officials. Elections will be by ballot to be distributed by the Nominating Committee, or designee. Nominations will be accepted from the floor. Ties will be determined by a run-off vote. Absentee ballots

will be allowed. A majority of those present will constitute a quorum. Officers will assume their duties immediately following the meeting.

## **ARTICLE V. Committees**

### **Section A: Standing Committees**

The League Administration, League Night, Special Events/Tournaments, and 4-Holers committees will be Standing Committees. Officers of the Standing Committees will be elected at the September annual meeting of the Late Swingers and will serve as the Chair of the Standing Committee. Co-Chairs of Standing Committees will be appointed by the Chairs. Members of the Standing Committees may be appointed.

### **Section B: Special Committees**

The By-laws, Nominating and Audit committees will be Special Committees. The Chair of the Special Committees will be appointed by the League Administrator. Co-Chairs of Special Committees will be appointed by the Chairs.

The Nominating Committee is responsible for presenting a slate of officers at the September Annual meeting, distributing and counting ballots, and announcing the results.

A member may not serve on the Audit Committee if they were involved in collecting fees or determining how the league moneys were allocated or dispersed. The Audit Committee will review and audit the Late Swingers' financial records and report their findings at the March annual meeting.

## **ARTICLE VI. Officers, Duties and Terms of Office**

### **Section A: Officers**

The Late Swingers' Officers shall consist of the Chairs of the following Standing Committees: League Administration, League Night, Special Events/Tournaments and 4-Holers. Officers will serve until their successor is duly elected.

Any officer who cannot fulfill her term will immediately notify the League Administrator in writing. A Special Meeting of the league will be held to fill a vacancy. The League Administrator will publicize in the local newspaper and post the notice of the election on the league bulletin board and Web site at least five (5) days prior to the meeting.

In the event the League Administrator cannot fulfill her term of office or serve until a successor is chosen, she must notify the League Officers in writing and her co-chair will assume her responsibilities until a Special Meeting of the league can be held to fill her vacancy. The League Administrator co-chair will publicize in the local newspaper and post the notice of the election on the league bulletin board and Web site at least five (5) days prior to the meeting.

## **Section B: Duties**

### **League Administrator**

- Serve as moderator for Annual or Special meetings.
- Responsible for membership forms and dues and for compiling and distributing membership list.
- Responsible for promoting membership in the league and providing members with league rules.
- Responsible for official notification of all Annual or Special meetings and for posting meeting minutes on the league bulletin board and Web site.
- Responsible for maintaining an official record of all meetings (Annual, Special and Committee).
- Responsible for the maintenance of the league by-laws.
- Serve as liaison to the Golf Pro on any league issues.
- Responsible for reporting all league news to the local newspaper.
- Responsible for developing a budget for the league, managing the league funds, providing financial statements or budget information to members and providing a final report at the September meeting.
- Responsible for appointing a Treasurer and Audit Committee Chair.
- Responsible for appointing a Secretary to take official minutes of the meetings.
- Responsible for appointing a By-laws Committee Chair, when needed.
- Responsible for appointing a Nominating Committee Chair to solicit potential officers for the league.
- Responsible for maintaining official records of all meetings (Annual, Special and Committee).
- Responsible for posting the criteria for the Most Improved Golfer on the league bulletin board and Web site.
- Responsible for working with the Golf Pro in securing refreshment carts and rangers for league play.
- Responsible for determining, with consultation from the Golf Pro, the Most Improved Golfer of the league and announcing the winner at the September Annual meeting.

### **League Night**

- Responsible for determining weekly winners for each group and for posting the results on the league bulletin board, in the local newspaper and on the league Web site.
- Responsible for establishing a point system and criteria for weekly winners.
- Responsible for determining the handicaps for each group and notifying members when they are to move from one group to another.
- Responsible for notifying members of any course news, such as temporary greens, unplayable sand traps, etc. prior to league play.
- Responsible for score cards to be turned in for handicaps.
- Responsible for notifying Committee members of meetings and making minutes available to members and the League Administrator.

### **Special Events/Tournaments**

- Responsible for preparing and distributing to members a calendar of special events and tournaments.
- Responsible for determining and coordinating special events and banquet, establishing the criteria to determine winners, and for posting the results on the league bulletin board, in the local newspaper, and on the league Website.
- Responsible for soliciting sign-ups, determining pairings, posting results, and notifying members of rules or other issues for the League Tournament and any other special events or tournaments.
- Responsible for developing recommendations for the Club Championship and working with the Golf Pro and Wednesday Morning Ladies League on league issues related to the Club Championship.
- Responsible for reporting special events issues to the League Administrator and writing news articles for League Administration relating to special events.
- Responsible for notifying Committee members of meetings and making minutes available to members and the League Administrator.

### **4-Holers**

- Responsible for coordinating information to provide to members relating to Ladies' Clinics.
- Responsible for assisting and educating 4-Holer members in golf etiquette, rules and any other issues or concerns during league play.
- Responsible for setting criteria for 4-Holers to advance to the next group.
- Responsible for overseeing the weekly rules demonstrations for 4-Holers.

**ARTICLE VII. Parliamentary Authority**

The rules contained in the current edition of Roberts Rules of Order Newly Revised shall govern the Late Swingers in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules the league may adopt.

**ARTICLE VIII. Amendment of By-laws**

**Section A: Amendment of By-laws**

These by-laws shall take effect immediately upon approval by a majority vote of those present at an Annual or Special meeting. These bylaws may be amended at any Annual or Special meeting of the Late Swingers by a two-thirds vote, providing that the amendment has been made available to members in writing and the meeting notice has been posted in the local newspaper at least seven (7) days in advance of the meeting at which it is to be considered and members have been provided the date, time and place of the meeting.

By-laws Adopted: March 27, 2008  
Date

Authorized by: \_\_\_\_\_  
Aggie Hampton, League Administrator  
Late Swingers Ladies Golf League