

# JUNIPER HILL LADIES' GOLF CLUB CONSTITUTION AND BYLAWS

## ARTICLE I: NAME AND PURPOSE

**Section 1:** The name of this golf club shall be the Juniper Hill Ladies' Golf Club (JHLGC), located at 800 Louisville Road, Frankfort, KY 40601. This Club is a member of the Kentucky Golf Association (KGA).

**Section 2:** The purpose of this Club is to promote the sport of golf at Juniper Hill and surrounding communities according to these Bylaws and the USGA rules of golf, and; to foster among the members a closer bond to promote and conserve the best interests and true spirit of the game of golf as embodied in its ancient and honorable traditions; to encourage conformance to the USGA Rules of Golf by creating a representative authority; and to maintain a uniform system of handicapping as set forth in the USGA Handicap System and issue USGA Handicap Indexes to the members.

## ARTICLE II: MEMBERSHIP, DUES AND FISCAL RESPONSIBILITY

**Section 1:** Membership shall be available to all women golfers who remain in good standing through the regular payment of handicap and maintenance fees as determined by the JHLGC Board. Members must be at least twelve (12) years of age, unless approved by the Juniper Hill Director of Golf.

Memberships in the Club are for a calendar year only, with all memberships expiring on December 31<sup>st</sup>.

**Section 2:** The annual dues, which include the KGA handicap fee and Club maintenance fees, shall be paid at the spring organizational meetings of the Juniper Hill Wednesday Ladies or Late Swingers' leagues. Dues will not be prorated.

**Section 3:** Financial reports and records will be available at each meeting or upon request. The fiscal year for the Club will be January 1<sup>st</sup> to December 31<sup>st</sup>. The Club's financial records shall be audited and a report provided at the October Club meeting.

In order to maintain fiscal stability for the Club, sufficient money shall be available in the Club's bank account on December 31<sup>st</sup> to cover all recurring operating expenses for the next calendar year. Those expenses shall include, but not be limited to, telephone line, internet access, KGA club fees, Web site hosting fees, and supplies.

**ARTICLE III: ORGANIZATIONAL STRUCTURE, ELECTION OF OFFICERS  
AND BOARD OF DIRECTOR DUTIES**

**Section 1:** The organization structure of the JHLGC shall be:



The JHLGC Board of Directors shall consist of the Late Swingers' and Wednesday League's Administrators, the Secretary/Treasurer, the Handicap Committee Chair, and the Tournament Committee Chair. The league administrators shall serve as co-chairs of the Board of Directors.

The Board shall authorize and define the powers and duties of a webmaster committee and other committees needed to carry out the duties of the Club. The Board shall ensure that all committees have equal or fair representation of the Wednesday and Late Swingers' leagues.

**Section 2:** The Board shall appoint a nominating committee, consisting of at least two (2) people, in August of each year, who will present a slate of officers to the Board for election at the October Club meeting. The slate of officers shall consist of the Secretary/Treasurer, the Handicap Committee Chair and the Tournament Committee Chair. The Co-Chair Administrators are elected by the membership of their respective leagues.

A list of all candidates nominated shall be made available to members by electronic mail, newspaper, Web site and be posted on the club bulletin board. Nominations may also be accepted from the floor.

Voting shall be by written ballot and those names receiving the greatest number of votes cast shall be declared to be elected. The Board shall appoint a committee of three (3) judges who are not members of the Board or candidates for election to supervise the election. Elected officers shall assume their duties immediately following the election.

In the case of a Board vacancy, the remaining directors, even though less than a quorum, may elect a successor by majority vote to hold office for the unexpired term of the director whose place shall be vacant, and until the election of their successor.

**Section 3:** Duties of the Board of Directors shall include:

**CO-CHAIRS:**

- Serve (one or both) as moderators for Club meetings;
- Provide general supervision over the affairs of the Club and its officers;
- Ensure the provisions of the Constitution and Bylaws are upheld and responsible for their maintenance;
- Responsible for encouraging new membership in the Club;
- Responsible for appointing a Nominating, Audit, and Webmaster Committee, and other committees necessary to carry out the duties of the Club;
- Responsible for developing and managing the Club budget.

**SECRETARY-TREASURER:**

- Shall keep the official financial records of the Club and meeting minutes.
- Shall have general charge of the books and accounts of the Club.
- Responsible for receiving and collecting all monies due the Club and depositing monies in the depository designated by the Board.
- Responsible for providing written financial reports at Club meetings.
- Shall perform all other duties as the Board may assign her. Her records are to be audited at the end of each calendar year by a committee appointed by the Board.

**HANDICAP COMMITTEE CHAIR:**

- Preside over all meetings of the Handicap Committee.
- Shall have a basic knowledge of the USGA Handicap System, and be responsible for all aspects of the USGA Handicap System, including the computation of each member's Handicap Index.
- Shall supervise and maintain handicaps of Club members and verify that all acceptable scores are reported for handicap purposes and are available for peer review.
- Responsible for obtaining GHIN numbers for new members and deleting old non-current members from the computer system.
- Shall assist membership with recording of handicaps, reviewing handicaps, and making any adjustments as provided by the rules of USGA.
- Responsible for determining if course conditions are so poor that score posting should be suspended. If score posting is suspended for an extended period, the Club must obtain approval from the authorized golf association.
- Shall perform all other duties as the Board may assign her.

#### **TOURNAMENT COMMITTEE CHAIR:**

- Preside over all meetings of the Tournament Committee.
- Shall work with the authorized association and the Director of Golf in establishing a tournament schedule, including the Ladies' Club Championship.
- Responsible for developing the format of each Saturday/holiday tournament event and notifying the membership of the tournament schedule.
- Responsible for the administration of the tournament events including reporting the results to the Handicap Committee for processing.
- Shall perform all other duties the Board may assign her.

#### **ARTICLE IV: MEETINGS**

Meetings shall be open to the general membership and shall be held the second Tuesdays of March and October of each year at a place designated by the Board with adequate notification to the Club membership by electronic mail, newspaper, Web site, and Club bulletin board. Special meetings may be called at the request of the Co-Chairs by notification to the general membership advising the time and location by electronic mail, newspaper, Web site and Club bulletin board. All meetings, including committee meetings, shall be open meetings. At least three (3) of the five (5) Club officers must be present to conduct business.

#### **ARTICLE V: PLAY**

Club play shall be according to the rules of the United States Golf Association (USGA) with such local rules as are in force and published on the course and any other modification which the Club may adopt.

Scores must be attested, signed and dated and provided to the Tournament Committee after each Tournament play.

A player coming from another golf club shall provide the Handicap Chair a record of her last minimum number of scores as provided by the USGA along with the course rating and slope or provide her current GHIN card. If a player's record is unverifiable, The Handicap Committee Chair, in consultation with the Juniper Hill Golf Professional, will assign a handicap until such time that an actual USGA handicap can be established.

#### **ARTICLE VI: PARLIAMENTARY AUTHORITY**

The rules contained in the current edition of Roberts Rules of Order Newly Revised (RONR) shall govern the Juniper Hill Ladies Golf Club in all cases which they are applicable and in which they are not inconsistent with these bylaws and any special rules the Club may adopt.

## **ARTICLE VII: AMENDMENTS AND DISSOLUTION**

These bylaws may be repealed or amended or new ones adopted by a majority vote of members present at the meeting provided that three (3) of the five (5) officers are present and provided that the proposed amendment has been available through electronic mail, newspaper, Web site and on the Club bulletin board at least seven (7) days in advance of the meeting at which it is to be considered. Amendments shall become effective immediately upon adoption.

The Club may be dissolved at the October meeting of any year provided that the intent to dissolve is communicated to all members by electronic mail, newspaper or Web site at least two (2) weeks prior to the meeting and provided that the proposed dissolution is voted on and approved by two-thirds of the members present.

**Constitution and ByLaws Adopted:     October, 2009**

**Constitution and ByLaws Revised:     March 9, 2010**

**Constitution and ByLaws Revised:     March 8, 2011**

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