

# BYLAWS OF THE LATE SWINGERS LADIES GOLF LEAGUE

## ARTICLE I. Name and Mission

### Section A: Name

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

### Section B: Mission

The mission of the Late Swingers is to promote, educate about, 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 shall have permission from the Juniper Hill Golf Pro before they can be accepted into the league.

### Section B: Dues

League dues and handicap fees shall be due and payable upon application for membership. Handicap fees shall be required for all members, except 4-holers, as required by the USGA. Any 4-holer may pay the handicap fee if she chooses to do so. An increase of the annual dues can be considered at an Annual meeting only.

### Section C: Fiscal Responsibility

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

## ARTICLE III. 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 shall serve until their successors are duly elected.

Any officer who cannot fulfill her term shall immediately notify the League Administrator in writing. A Special Meeting of the league shall be held to fill a vacancy. The League Administrator shall 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 shall notify the League Officers in writing and her co-chair shall assume her responsibilities until a Special Meeting of the league can be held to fill her vacancy. The League Administrator co-chair shall 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

### The League Administrator shall:

- Serve as moderator for Annual or Special meetings and shall be:
- 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 bylaws.
- Serve as liaison to the Golf Pro on any league issues.
- Responsible for reporting all league news to the local newspaper and posting on the league bulletin board and Web site.
- 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 Bylaws 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 current formula from the USGA Handicap System on the league bulletin board and Web site to be utilized in determining the most improved golfer.
- Responsible for notifying members of any course news, such as temporary greens, unplayable sand traps, etc., prior to league play.

- Responsible for working with the Golf Pro in securing refreshment carts and rangers for league play.
- Responsible for determining, in consultation with the Golf Pro, the Most Improved Golfer of the league and announcing the winner at the September Annual meeting.

The League Night Committee shall be:

- Responsible for determining weekly winners for each group and for posting the results in the local newspaper, and on the league bulletin board and 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 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.

The Special Events/Tournaments Committee shall be:

- 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 Web site.
- 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 reporting special events issues to the League Administrator.
- Responsible for writing news articles for the local newspaper announcing League Tournament and any other special events or tournament results and providing the information to the League Administrator for posting on the league bulletin board and Web site.
- Responsible for notifying Committee members of meetings and making minutes available to members and the League Administrator.

The 4-Holers Committee shall be:

- 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.

### Section C: Election

The election of officers shall be conducted at the September Annual meeting, and the Nominating Committee, or designee, shall serve as election officials. Elections shall be by ballot to be distributed by the Nominating Committee, or designee. Nominations shall be permitted from the floor. A majority vote shall elect. In the case of a tie, a second ballot vote shall be taken. If there is no election, the elected officer shall be determined by the flipping of a coin. Officers shall assume their duties immediately following the meeting.

## **ARTICLE IV. Meetings and Quorum**

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

All Annual meetings shall 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 shall provide meeting date, time, place, and purpose. Annual meetings of the Late Swingers shall 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 shall be to discuss league rules, dues, and any other pertinent league business. The purpose of the June Annual meeting shall 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 shall be to elect and announce the new officers and to distribute league prizes and awards.

Notices of all Special meetings shall be posted on the league bulletin board and Web site at least five (5) days prior to the meeting. The notice shall 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. No matter shall be discussed at a Special meeting except that stated in the Call to that meeting.

Notices of all committee meetings shall be posted on the league bulletin board and Web site at least three (3) days prior to the meeting. The notice shall provide the meeting date, time, place, and purpose. Committee meetings shall be held as determined by the Committee Chair.

All meetings shall be open meetings.

### Section B: Minutes

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

### Section C: Quorum

A quorum for an Annual or Special meeting shall be thirty (30) percent of the membership. At least three (3) of the four (4) League Officers must be present at an Annual or 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 shall have more than one vote.

## **ARTICLE V. Committees**

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

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

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

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

The Bylaws committee is responsible for reviewing the bylaws on a regular basis and making recommendations for changes, when appropriate, to the League Administrator.

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

The Audit Committee is responsible for reviewing and auditing the Late Swingers' financial records, and reporting their findings at the March Annual meeting. A member may not serve on the Audit Committee if she was involved in collecting fees or determining how the league moneys were allocated or disbursed.

## **ARTICLE VI. 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 VII. Amendment of Bylaws

### Section A: Amendment of Bylaws

These bylaws may be amended at any Annual or Special Meeting by a two-thirds vote, provided that the amendment has been made available to members in writing at least seven (7) days in advance of the meeting at which it is to be considered, provided that the meeting notice has been posted in the local newspaper at least seven (7) days in advance of the meeting, and provided that members have been given notice of the date, time, and place of the meeting. Amendments shall become effective immediately upon adoption.

Bylaws Adopted: September 23, 1999  
Date

Bylaws Amended: March 27, 2008  
Date

Bylaws Amended: September 25, 2008  
Date

Bylaws Amended: March 26, 2009  
Date