

POSTON BUTTE LADIES GOLF ASSOCIATION BY-LAWS

ARTICLE I: NAME

1. The name of this Organization shall be Poston Butte Ladies Golf Association, hereinafter referred to as the PBLGA.
2. The PBLGA is a 12-month organization, with play scheduled every Tuesday. The season starts November 1 and ends October 31. Opening day and Tee-Off luncheon shall be the first Tuesday in November. The first Tuesday in April shall be designated as a farewell day to our snowbird members, including a Putt-Out luncheon. There will be a winter and summer session.

ARTICLE II: PURPOSE

The purpose of the PBLGA is:

1. To provide opportunities for members of all abilities to make new friendships and to strengthen existing bonds.
2. To promote among its members, the spirit of the game of golf, to which end, the members shall learn and follow the rules and etiquette of the game.

ARTICLE III: MEMBERSHIP

Section 1: Eligibility:

All women who are residents of Sun City Anthem, Anthem Parkside and surrounding areas shall be eligible to join the PBLGA.

Section 2: USGA Handicap Index

PBLGA is a Certified Club with the Arizona Golf Association. We are required to comply with Certification Standards and a Handicap Committee Structure that meets the USGA Handicap System (GHIN). All members must have a current USGA Handicap Index.

Section 3: Privileges:

Members in good standing shall be entitled to participate in Play Days, Tournaments, and Special Event games, receive prizes, awards, vote and be eligible for nomination as an officer to the Executive Board.

ARTICLE IV: OFFICERS AND THEIR DUTIES

Section 1: The elected Officers of the PBLGA shall be a President (or Co-Presidents), Vice President, Secretary, and Treasurer.

A. President or Co-Presidents

The duties of the President/Co-Presidents shall include, but not limited to the following:

1. Act as executive head and official representative of the PBLGA.
2. Preside over all meetings of the General Membership, the Executive Committee (see Article VI) and the Board of Directors (see Article VII).
3. Act as ex-officio member of all PBLGA committees, except the Nominating Committee.
4. Call meetings as required.
5. Approve all Chairpersons for Standing and Special Committees (except for Nominating & By-Law/Standing Rules Committees).
6. At the completion of her Term, the President/Co-President becomes a Member of the Executive Committee as Trustee for the following year(s).

B. Vice-President

The duties of the Vice-President shall include, but not limited to, the following:

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1. Acts as assistant to the President/Co-President and in her/their absence, or when requested, assumes the duties of the President/Co-President.
2. Reviews By-Laws and Standing Rules on an annual basis.
3. Chairs the Membership Committee.

C. Secretary

The duties of the Secretary shall include, but not limited to, the following:

1. Take and record the minutes of all General Membership, Executive Committee and Board of Directors meetings. Submit the minutes in draft form to President/Co-Presidents and Vice President for their review and approval, prior to distribution to the membership.
2. Communicate to the Membership by:
 - a. Notifying the Membership of Meetings and Special Events.
 - b. Handle all correspondence as directed by the President/Vice President.
3. A designated Board member may perform secretarial duties as needed.

D. Treasurer

The duties of the Treasurer shall include, but not limited to, the following:

1. Maintaining an accurate record of income & expenses using an Excel compatible Spreadsheet.
2. Collecting dues and other monies for the PBLGA.
3. Writing checks for budgeted expenditures and for unbudgeted expenditures after appropriate approvals have been received (Reference Article 8, Section 3).
4. Ensuring reimbursement for expenditures by a member are accompanied by a receipt.
5. Presenting a Financial Report at all Executive Committee meetings, Board of Directors and General Membership meetings.
6. Assisting the President/Vice-President in the preparation of the proposed budget for the upcoming season which shall be presented to the Board of Directors for approval.

ARTICLE V: ELECTION OF OFFICERS

Section 1: Nominations

A. Nominating Committee

1. A Nominating committee consisting of three (3) members shall be appointed by the Executive Committee.
2. The Chairperson shall be decided by the Nominating Committee members. The Committee shall draw up a slate of candidates, all of whom shall be Members in good standing and who have given consent to run for Office.

B. Procedure

1. The slate of Candidates shall be included in two communications sent no later than two (2) weeks prior to the election date.
2. Nominations from the floor shall be accepted at the election meeting provided the nominees have given prior consent to be nominated and are in good standing.

Section 2: Voting

1. Voting shall take place on the first Tuesday in April at the Putt-Out Luncheon/General Membership Meeting.
2. In the absence of a nomination from the floor and an unopposed slate of officers, a vote by a simple majority show of hands will be accepted.
If any position is opposed, a paper ballot will be used.

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3. In the event of a tie, there shall be a run-off vote and the candidate receiving the most votes shall be elected. Voting will be by paper ballot and only those members in attendance will vote during this process.

Section 3: Term of Office

Elected Officers shall serve a one-year term and shall be eligible for re-election to the same or other office.

Section 4: Vacancies

1. Should a vacancy occur in the Office of the President, the Vice-President shall assume the office for the remainder of the term unless there is a Co-President available to fulfill the term.
2. Should a vacancy occur in any other Office, it shall be filled through an appointment by the Executive Committee, subject to approval by the Board of Directors.

Section 5: Installation

1. New Officers shall be installed at the Putt-Out Luncheon/General Membership Meeting.

ARTICLE VI: EXECUTIVE COMMITTEE

Section 1: Committee Members

1. The Executive Committee shall consist of the Elected Officers and the Trustee(s).
2. The President/ Co-Presidents of the PBLGA shall act as Chairperson(s) of the Executive Committee.
3. The Trustee(s) acts as an Historian and serves on the PBLGA Executive Committee.
4. Each Executive Position (i.e. President/Co-President, Vice President, Secretary, Treasurer and Trustee(s)) has 1 vote per position, even when there are shared positions (i.e. Co-Presidents & Trustees).

Section 2: Function and Duties

1. For decision-making, a quorum must be present. A quorum for an Executive Committee meeting will be three (3) members.
2. The duties of the Executive Committee shall include, but not limited to, the following:
 - a. Transact necessary business between scheduled meetings of the membership and the Board of Directors and advise the membership accordingly.
 - b. Be responsible for the overall management of the affairs, property and activities of the PBLGA.

ARTICLE VII: BOARD OF DIRECTORS

Section 1: Board Members

1. The Board of Directors shall consist of the Members of the Executive Committee and the Chairpersons of the Standing Committees. Standing Committees include The following Committees: Weekly Games. Tournament, Handicap/Rules, and Luncheon. Each Committee has one vote.
2. The President/Co-Presidents of the PBLGA shall act as Chairperson of the Board.
3. Other Committee Chairpersons are invited to attend Board of Directors meetings, but will not participate in voting.

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Section 2: Functions and Duties

The duties of the Board of Directors shall include, but not limited to, the following:

1. Ensuring the specified objective of the PBLGA is being adhered to by the entire membership.
2. Approving the annual proposed budget and all unbudgeted expenses which exceed one hundred dollars (\$100).
3. Approving proposed By-Laws and Standing Rules Amendments/ Revisions before they are presented to the membership for a vote.
4. Holding no fewer than two (2) meetings during the year.

ARTICLE VIII: FINANCIAL MANAGEMENT

Section 1: Accounts

1. PBLGA will maintain a checking account.
2. The Treasurer, President/Co-President or Vice President will be signers on the account.
3. Checks will require two (2) signatures when the dollar amount exceeds \$250.00.
4. PBLGA shall carry a \$500 minimum balance forward from year to year.

(See Footnote 01)

Section 2: Income Management

1. The annual Membership dues shall be assessed by the Executive Committee and will commence on November 1st of each Calendar year. Members shall pay by cash or check.
2. Fundraising
 - a. Charitable donations will not be projected as a line item in the Budget.
 - b. Accurate records shall be maintained for fundraising.
 - c. Fundraising, income and distribution will be shown in the Treasurer's Report.
3. Tournaments
 - a. Entry Fees shall be paid to the PBLGA Tournament Committee
 - b. Entry Fees collected shall be deposited to the PBLGA Checking Account.

Section 3: Expense Management

1. Petty Cash
 - a. An initial amount not to exceed Two Hundred Dollars (\$200) shall be maintained by the Treasurer.
 - b. Petty Cash reimbursements must have a receipt.
2. Budgeted expenditures do not require additional approval.
3. Unbudgeted expenditures in an amount less than one Hundred Dollars (\$100) shall be approved by the President/Co-President or Vice President.
4. Unbudgeted expenses in an amount more than One hundred Dollars (\$100) and less than Two Hundred Fifty Dollars (\$250) shall require the approval of the Executive Committee.
5. Unbudgeted expenses of an amount more than Two Hundred Fifty Dollars (\$250) shall require the approval of the Board of Directors.

ARTICLE IX: STANDING COMMITTEES, SPECIAL COMMITTEES AND REPRESENTATION

Section 1: The Standing Committees of the PBLGA and the duties of their Chairpersons shall be as follows:

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Weekly Games Chairperson(s)

1. Enters games in Golf Genius, formats foursomes, and update Golf Genius GHIN prior to printing scorecards.
2. Determines, records, and distributes weekly game results and prizes.
3. Staffs the Weekly Game Registration table.
 - a. Check off golfers as they arrive.
 - b. Hand out scorecards.
 - c. Communicate the Game of the Week information.
 - d. Collect monies for Weekly Games, Birdie and Chip-in Pots, etc.
4. Emails results to the Secretary or other designated Board Member for distribution to membership.

Tournament Chairperson(s)

1. Provides the Pro Shop with the Tournament details.
2. Provides the details of the Tournament to the Membership 30 days prior to Tournament.
3. Determines the winners and records the results.
4. Prepares and forwards the Tournament financials to the Treasurer.
5. Emails results to the Secretary or other designated Board Member.
6. Ensures that awards and trophies have been purchased and engraved if necessary.

Handicap/Rules Chairperson(s)

1. AGA Representative will attend a 1-day AGA Handicap/Rules Clinic for Certification as required.
2. Has charge of keeping all Handicaps current in accordance with the USGA system for computing Handicaps.
3. Monitors compliance and accuracy in posting of scores.
4. Conducts random and yearly audits to make sure that all players are posting accurately and in a timely manner.
5. Acts as authority on USGA rules and informs members of current Rules changes.

Luncheon Chairperson(s)

1. Plans and executes Tournament(s), Tee-Off and Putt-Out Luncheons. This includes working with Pro-Shop, Grille, and Chef to negotiate menu and contract for each event.

Section 2: The Special Committees of the PBLGA and the duties of their Chairpersons shall be as follows:

Awards:

1. Ringers: Keep up-to-date records of each player's low gross and low net scores per hole from the first Tuesday in November through the last Tuesday in March. Members must play a minimum of 6 rounds on Ladies' Days to be eligible for this award.
2. Hole in Ones: A monetary award will be given at the opening day Tee-Off Luncheon in November. This is a year-round award for women playing on Ladies' Day.
3. Personal Best: Recaps Personal Best accomplishments recorded in the PBLGA Book during November- March period for special recognition.
4. Most Improved Golfer: Prize will be awarded to a PBLGA member in good standing playing November -March. Members must play a minimum of 6 rounds on Ladies' Days to be eligible.

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5. Most Birdies: An award will be given to the golfer in good standing who has the most recorded birdies during the PBLGA November- March period. Only birdies recorded on Tuesday Ladies' Day are eligible.

6. Most Chip-Ins: An award will be given to the golfer in good standing who has the most recorded Chip-Ins during the PBLGA November- March period. Only chip-ins recorded on Tuesday Ladies Day are eligible.

Note: The time frame for all awards is the first Tuesday in November through the last Tuesday in March except for the Hole -in- One award. The Hole-in-One award qualification is all year from November 1st through October 31st.

Membership Chairperson

1. Updates the Executive Board and Handicap Chairperson with new member information as well as changes in any current members' information.
2. Updates Poston Butte Pro Shop with new member information.
3. Arranges for introduction of all new members.

Bulletin Boards Chairperson

1. Posts AGA Bulletins on Bulletin Board.
2. Posts flyers for Tournaments, fundraising events, charity events etc. when needed.

Chip-In/Birdie Chairperson

1. Maintains an accurate record of Chip-Ins and Birdies made over the PBLGA November- March period.

ARTICLE X: GENERAL MEETINGS

Section 1: Number and Dates

No fewer than two (2) General membership meetings shall be scheduled for the PBLGA. The first meeting shall occur at the Tee-Off Luncheon and the second meeting shall occur at the Putt-Out Luncheon. These shall be conducted according to Robert's Rules of Order. The opening meeting will kick-off the season by welcoming all members and introducing all volunteers. The closing meeting will recognize all volunteers and seasonal award winners. It will also be the time frame for elections and installation of officers.

Section 2: Quorum

1. One-fourth (1/4) Membership shall constitute a Quorum at the General Membership meetings.

ARTICLE XI: AMENDMENTS

Section 1: These By-Laws may be amended at any regular or called General Membership meeting, provided the proposed amendment(s) has been submitted in Writing to the Board of Directors, approved by the Board and provided to the PBLGA Winter Season Members seven (7) days prior to the meeting.

Section 2: These By-Laws may be amended by a simple majority vote by PBLGA members in attendance.

Footnotes:

O1-Purpose of retaining a \$500 minimum balance is to waive \$5 monthly bank fee at Wells Fargo Bank, Hunt Highway Merrill Ranch Bank (opened 11/31/15)