

Georgetown Ladies Golf League By-Laws

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Article I Organization

Section 1 Name

The name of this organization is Georgetown Ladies Golf League, hereinafter referred to as “The League.” The League is a non-profit, unincorporated association for women golfers at Georgetown Country Club (GTCC) in Ann Arbor, Michigan.

Section 2 Purpose

The purpose of The League is to promote interest in the game of golf for women golfers at the GTCC Golf Course. The League will provide members with a seasonal schedule for golf in a friendly, recreational environment.

Section 3 Management

The League is managed by a board (“The Board”) that is elected annually by the membership to serve one-year terms.

- A. **Authority:** The Board will have sole authority to exercise general supervision and control the business, membership and competition matters of The League and will make and adopt all rules, regulations, and policies as needed.
- B. **Number of Board Members:** The Board will consist of four members in good standing (fees paid and current members.)

- C. **Roles:** The roles of The Board members are President, Treasurer, Social Director, and Scorekeeper.
- D. **Board Member Election:** The sitting Board Members will solicit nominations for candidates to serve as board members for the next year. An election will be held for all members to cast a ballot by October 1st.
- E. **Board Vacancies, Removal:** Departures from The Board which leave The Board at less than four members will be filled expediently by league members in good standing. The Board will appoint a member to fill the vacancy. Board Members may be removed from The Board for just cause by a majority vote of The Board. In the event of a tie, the President will be the tie breaker, unless the President is The Board Member whose removal is the subject of the vote; in that case, the Treasurer will break the tie.

Section 4 Membership

- A. The League membership year is from January 1 through December 31.
- B. Any woman golfer is eligible for membership in The League and may, upon payment of The League golf fees, participate in all events for one year.
- C. Membership fees will be determined by The Board and will be sufficient to pay for League expenses as budgeted.
- D. Membership fees, once paid, will not be subject to a refund or credit against future obligations except at the discretion of The Board.
- E. Any member of The League may contact any board member to raise an issue that requires consideration by The Board.
- F. League members are expected to comply with The League By-Laws, Rules, and Regulations, pay league dues and greens fees (if applicable), honestly report scores, and not disrupt orderly league play. Non-compliance with these expectations can result in removal from The League.

Section 5 Dissolution

Upon dissolution of The League, The Board will, after paying or making provision for all liabilities of The League, dispose of its assets as determined by The Board.

Article II Structure

Section 1 Meetings

- A. The President will call the following three Board meetings:
 - a. **Spring Planning Meeting**
Plan the season schedule and activities prior to the Spring Meeting/Sign-Up Social.
 - b. **Fall Planning Meeting**
Plan the Fall Meeting/Banquet.
 - c. **Year-End Review Meeting**
Occurs after Fall Meeting/Banquet to do a final review of the season with a focus on the next year.
- B. The Social Director will call the following two league meetings:
 - a. **Spring Meeting/Sign-Up Social**
Kick-off the season, register members, and collect fees.
 - b. **Fall Meeting/Banquet**
Celebrate the season with League awards and prizes and conclude the season with a business meeting to elect board members for the next year.

- C. The quorum for meetings of The Board will be a majority of The Board members.
- D. Ad-hoc Board meetings may be called by the President to address any issues throughout the season.

Section 2 Fiscal Responsibility

- A. The League fiscal year is from January 1 through December 31.
- B. League funds are to be kept in a bank/financial account at an institution approved by The Board. The account will have 2 signers. The signers on the account will be the Treasurer and the President, or another Board Member appointed by the President.
- C. League funds will be used for the exclusive use of The League with little carryover, leaving just enough to fund the Spring Meeting/Sign-Up Social for the next year and to cover other expected expenses that may occur post-season.
- D. The Treasurer will distribute accurate and sufficiently comprehensive financial reports to The Board that will include an income statement, a balance sheet and a Bank/Financial account statement ("Financial Reports"), on the schedule determined in *Section 3, Item C: Treasurer*, or as determined by The Board.

Section 3 Duties of Board Members

A. Duties of all Board Members

- a. Each board member must put the interests of the organization before their personal and professional interests when acting on behalf of the organization in a decision-making capacity.
- b. Enforce the due observance of these By-Laws.
- c. Deliver to the President an accurate and sufficiently comprehensive written year-end report summarizing activities during tenure in office prior to the Fall Planning Meeting.

B. President

- a. Preside over meetings of The Board.
- b. Prepare and submit to The Board an annual operating plan that contains a budget.
- c. Prepare and present an annual report at the Fall Meeting/Banquet that describes what was accomplished during tenure.
- d. Record the minutes of each Board meeting and provide documentation at subsequent meetings.
- e. Contact GTCC website manager to provide up-to-date information about The League to be displayed on the GTCC website.
- f. Serve as the contact person for The League.
- g. Prepare a ballot for the election of new Board members.
- h. Communicate information to The League as needed.
- i. Keep a record of League rules and distribute to the membership.
- j. Maintain and provide a League roster to the membership.

C. Treasurer

- a. Keep an itemized accounting of all receipts and disbursements of League funds.
- b. Deliver Financial Reports to The Board on this schedule:
 - Spring Planning Meeting
 - By June 1, after membership dues have been collected.
 - Fall Planning Meeting
 - Year-End Review Meeting

- c. Prepare and deliver an accurate and sufficiently comprehensive financial report to the membership, including printed copies for everyone attending the Fall Meeting/Banquet.
- d. Identify paid members on The League roster. Provide a copy to The Board prior to the first golf play date.
- e. Prepare and deliver prize payments to the membership on a schedule determined by The Board.
- f. Deliver prize payments that were not received by October 1st to each member who earned the prize payments, when possible.

D. Social Director

- a. Organize the social events for The League.
- b. Preside over all social meetings, including the Spring Meeting/Sign-Up Social and the Fall Meeting/Banquet.
- c. Procure refreshments for social events.
- d. Purchase prizes, as determined by The Board.
- e. Manage presentation of prizes to the members at the Fall Meeting/Banquet.

E. Scorekeeper

- a. Provide method for league members to sign-in and record scores on a weekly basis.
- b. Keep a permanent record of each member's scores and handicap.
- c. Keep all scorecards for at least one year.
- d. Prepare and publish accurate and sufficiently comprehensive results of competitions in a timely manner.
- e. Retain a current list of eligible members with current handicaps.
- f. Perform all duties as defined in the Georgetown Ladies Golf League Scoring Rules document.
- g. Deliver a prize payout report to the Treasurer in a timely manner.

Section 4 Committees

The Board will create committees for special events or activities that require group collaboration, as needed, to conduct league business.

A. Special Events

- a. Coordinate event with the Social Director and Treasurer.
- b. Notify membership one month prior to the event and provide sign-up details.
- c. Prepare a financial statement for the Treasurer, if necessary.
- d. Submit report to The Board.

B. Activities

- a. Focus will be group collaboration on a specific topic or event.
- b. The committee will approve an outcome or disband.
- c. The outcome of the committee will be recommended to The Board for further action.

Article III Policies and Procedures

Policies and procedures are developed, amended, and sanctioned by these By-Laws for The League operational needs. The Board will approve any changes to policies and procedures on behalf of The League with full disclosure and providing documentation of the changes.

Article IV Amendments to By-Laws

- A. A committee to review and revise the By-Laws will be appointed by The Board.
- B. Any revision to these By-Laws will be approved by the committee before distributing it to the membership.
- C. The committee will determine a schedule for membership review and a deadline for submitting votes.
- D. The revision will be distributed to the members with the schedule.
- E. These by-laws may be amended by a majority vote of its members.
- F. A history of revisions will be recorded in this document.

Date	Revision #	Votes	Aye	Nay	Notes
8/01/2023	1	33	33	0	Passed with 2/3 majority vote
6/24/2022					Version before this major revision