

## **LANDINGS NINE HOLE GOLF ASSOCIATION BYLAWS**

### **ARTICLE I – NAME**

The name of the organization shall be the Landings Nine Hole Golf Association.

### **ARTICLE II – PURPOSE**

The purpose of the Landings Nine Hole Golf Association (herein referred to as the Association) is to promote and play nine holes of competitive golf according to established USGA and local rules, to recognize the winning players, and to foster sociability and friendship among its members.

### **ARTICLE III – MEMBERSHIP**

Membership is open to all female, amateur golfers who own, or whose husband or cohabitant owns a Landings Club Golf Membership. To be eligible for membership, the following requirements must be met:

- A. A new member must have an established USGA handicap of no more than 30 from her previous club, or must have posted five 9-hole scores from Landings' courses, with no more than a 30 handicap.
- B. Present members with a 9-hole handicap over 30 must use a 30 handicap in competition.
- C. All members must pay the Association dues.
- D. Members may hold concurrent Landings golf memberships, i.e.: LWGA; Farm Team; etc.
- E. To resign from the Landings Nine Hole Golf Association, the member must notify the Association Registrar and/or the TLC billing office by the last business day of January. No partial refunds are made.

Amendment III.1 During any play day for which prizes or award points of any kind may be awarded, all play must be according to established USGA Rules and established rules of The Landings Club. Any player whose play or scoring does not comply with these rules shall not be eligible to receive prizes, awards or points of any kind (made effective November 9, 2017).

## ARTICLE IV – DUES

The Executive Committee shall recommend annual Association dues. Any recommended change in the previous year's dues shall be posted for a minimum of 30 days on the communication bulletin boards and presented for a majority vote at the next membership luncheon.

The Association year is defined as the fiscal and golfing year from January 1<sup>st</sup> through December 31<sup>st</sup>. Annual Dues will be charged to the member's Landings Club account, and will be billed on the Club's December statement each year, payable in January. New members joining after January 1<sup>st</sup> will pay their dues by personal check directly to the Membership Enrollment Coordinator. New members joining after May 31<sup>st</sup> shall be required to pay, by personal check to the Membership Enrollment Coordinator, one-half of the annual dues to play for the remainder of the year.

## ARTICLE V – OFFICERS AND TERMS OF OFFICE

The elected officers of the Association shall be President, Vice President, Secretary, Treasurer, and Communication Chairperson. The tenure of each elected officer shall be one year, commencing January 1<sup>st</sup>. The Board of Directors shall consist of these five elected officers, plus the ex-officio President, who shall serve as a non-voting member. In the event of a vacancy of any elected office during the year, the Board of Directors shall appoint a member to fill the office for the unexpired term.

## ARTICLE VI – ELECTION OF OFFICERS

The President shall form a Nominating Committee consisting of the immediate past President of the Landings Nine Hole Golf Association and three other members at large. The Committee shall post the slate of names of the proposed officers on the communication bulletin board at each clubhouse a minimum of 30 days prior to the September luncheon. The slate will be voted upon at the September luncheon meeting, where a majority vote cast by the membership present shall be necessary to elect. Officers will then be installed at the December Luncheon meeting.

## ARTICLE VII – GOVERNMENT

The Board of Directors shall manage the affairs, assets, and policies of the Association, and shall meet quarterly.

### A. ELECTED OFFICERS

#### President

1. Shall be responsible for all activities of the Association
2. Shall preside at Executive Committee and luncheon meetings

3. Shall appoint the Standing Committee Coordinators, Tournament Chairs, and Holiday Social Chairs
4. Shall represent the Association at the Landings Club Golf Committee meetings and report to the Executive Committee.
5. Shall disburse monies as authorized by the Executive Committee in the absence of the Treasurer
6. Shall coordinate the annual schedule of play with the Director of Golf and the weekly game format with the past President

#### Vice President

1. Shall act as assistant to the President, assuming her responsibilities in the event of her absence
2. Shall perform duties as the President deems appropriate
3. Shall represent the Association at the Landings Club Handicap Committee meetings and report to the Executive Committee
4. Shall serve as the Association Tournament and Dinner Dance Liaison
5. Shall coordinate Summer Play Day check-in

#### Secretary

1. Shall maintain an accurate and permanent record of the meetings of the Executive Committee and, where necessary, luncheon meetings of the Association
2. Shall distribute copies of all minutes from these meetings to the Executive Committee
3. Shall handle Association Correspondence, including sending cards to members who are ill, or for any reason deemed appropriate
4. Shall be responsible for ordering name tags for the Association membership

#### Treasurer

1. Shall receive and safely keep all monies of the Association, including tournaments and membership dues as necessary

2. Shall deposit collected monies in the name of the Association in a bank, and disburse as authorized by the Executive Committee or as voted upon by the Association members
3. Shall maintain an accurate record of all funds received and disbursed, and render a report at each quarterly meeting
4. Shall prepare, along with the other Board of Director members and Treasurer Elect, the budget for the next fiscal year
5. Shall provide budget information and forms to Standing Committee Coordinators, Tournament Chairs, and Holiday Social Chairs, and review cost estimates on large budget items when necessary
6. Shall submit a complete Treasurer's Report at the closing Board of Directors Meeting, and submit these records for reconciliation
7. Shall engage an auditor, approved by the Board of Directors, to conduct the annual financial reconciliation of the Association books
8. Shall obtain a new signature card from the bank and ensure that the Treasurer's and President's signatures are on file with the bank
9. Shall engage an auditor, approved by the Executive Committee, to conduct the annual financial reconciliation of the Association books
10. Shall seek approval of the Board of Directors for expenditures beyond those detailed in the annual budget

#### Internal Communication Coordinator

1. Shall communicate, as needed, with the membership via e-mail and the communication boards at each club house
2. Shall organize, compile, and arrange for the printing and distribution of the annual Association handbook

#### B. STANDING COMMITTEE COORDINATORS (as needed)

##### Awards Coordinator

1. Shall maintain a record of points earned by each member during organized Play Days (January – May and September – December)
2. Shall be responsible for posting a list of weekly winning players on the communication bulletin board at Oakridge
3. Shall notify the TWATL of the weekly winners for the “Keeping Score” column
4. Shall create copies of winners’ point total summaries and submit one to the Treasurer, and one for the Landings Club Accounting Department for use in annual Landings Club Pro Shop credits on members’ accounts
5. Shall post a copy of winner’s point total summaries on the communication bulletin boards on an annual basis

##### Photography Coordinator

1. Shall be responsible for photographing all Association events and submitting file to Communication Coordinator

##### Meet-n-Eat Coordinator

1. Shall arrange luncheons for all scheduled Meet-n-Eat Play Days, exclusive of tournaments
2. Shall coordinate with the President regarding guest list and/or speaker(s)
3. Shall ensure the Meet-n-Eat luncheon sign-up sheets are posted on the communication bulletin board at Oakridge prior to the date of the luncheon

4. Shall coordinate the final luncheon count with The Landings Club Catering Department

#### Membership Enrollment Coordinator

1. Shall receive dues from new members, keep a record of all new members, and inform the Tournament Coordinator, President, Registrar, Treasurer, Publicity Coordinator, New Member Orientation Chair, and Pairings Coordinators.
2. Shall give new members' dues checks to the Treasurer
3. Shall coordinate membership records with The Landings Club when new members join the Association, or deactivate a membership

#### New Member Orientation Coordinator

1. Shall meet with each new member, and advise her of the policies and requirements of the Association

#### Registrar Coordinator

1. Shall keep current the Association membership list

#### Pairings Coordinator

1. Shall be responsible for pairings, check-in, and scorecard distribution for weekly Play Days, excluding tournaments and the months of June, July, and August
2. Shall explain the weekly game and scoring requirements to the captains and any members needing assistance

#### Communication Boards Coordinator

1. Shall post the sign-up sheets at Oakridge, in advance of the weekly Play Days, excluding tournaments and the months of June, July, and August
2. Shall periodically inspect the communication bulletin boards and update

#### Publicity Coordinator

1. Shall be responsible for Association publicity and weekly articles for the TWATL

#### Scoring Coordinator

1. Shall solicit volunteers to act as scorers
2. Shall coordinate and organize the weekly scorers
3. Shall explain the duties to the weekly scorers
4. Shall arrange to get weekly Play Day scoring report and score cards to the Awards Coordinator

#### Website Coordinator

1. Shall keep current the Landings Nine Hole Golf Association website

### C. TOURNAMENT CHAIRS

#### Member-Guest Tournament Chair

1. Shall organize and chair the annual Member-Guest Tournament
2. Shall communicate to the membership the tournament requirements of any guests
3. Shall stay within the tournament budget
4. Shall submit any monies collected to the Treasurer
5. Shall complete the Financial Report and the Reimbursement Form(s) to account for all expense items of the tournament and of each committee member to the Treasurer for reimbursement
6. Shall prepare two copies of the Tournament Report and the Financial Report; one copy to be placed in the tournament folder to be passed to next year's chair; and another copy to be given to the President

#### Charity Tournament Chair

1. Shall organize and chair the annual Charity Tournament
2. Shall communicate to the membership the tournament requirements of any guests

3. Shall stay within the tournament budget
4. Shall submit any monies collected to the Treasurer
5. Shall complete the Financial Report and the Reimbursement Form(s) to account for all expense items of the tournament and of each committee member to the Treasurer for reimbursement
6. Shall prepare two copies of the Tournament Report and the Financial Report; one copy to be placed in the tournament folder to be passed to next year's chair; and another copy to be given to the President

#### Member-Member Tournament Chair

1. Shall organize and chair the annual Member-Member Tournament
2. Shall communicate to the membership the tournament requirement that each participant must be a member in good standing of the Ladies Nine Hole Golf Association.
3. Shall verify the eligibility of players with the Awards Coordinator
4. Shall stay within the tournament budget
5. Shall submit any monies collected to the Treasurer
6. Shall complete the Financial Report and the Reimbursement Form(s) to account for all expense items of the tournament and of each committee member to the Treasurer for reimbursement
7. Shall prepare two copies of the Tournament Report and the Financial Report; one copy to be placed in the tournament folder to be passed to next year's chair; and another copy to be given to the President

#### Nine Hole Championship Tournament Chair

1. Shall organize and chair the annual Ladies Nine Hole Golf Association Championship Tournament
2. Shall communicate to the membership the tournament requirement that each participant must be a member in good standing of the Ladies Nine Hole Golf Association, and that each member meets qualifying criteria
3. Shall verify the eligibility of players with the Awards Coordinator
4. Shall stay within the tournament budget



5. Shall submit any monies collected to the Treasurer
6. Shall complete the Financial Report and the Reimbursement Form(s) to account for all expense items of the tournament and of each committee member to the Treasurer for reimbursement
7. Shall prepare two copies of the Tournament Report and the Financial Report; one copy to be placed in the tournament folder to be passed to next year's chair; and another copy to be given to the President

#### D. HOLIDAY SOCIAL CHAIR

##### Holiday Dinner Dance Chair

1. Shall organize and chair the annual Holiday Dinner Dance
2. Shall Be responsible for monitoring sign up to include only Association members and their guests
3. Shall stay within the event budget
4. Shall submit any monies collected to the Treasurer
5. Shall complete the Financial Report and the Reimbursement Form(s) to account for all expense items of the event and of each committee member to the Treasurer for reimbursement
6. Shall prepare two copies of the Event Report and the Financial Report; one copy to be placed in the tournament folder to be passed to next year's chair; and another copy to be given to the President

#### E. OTHER STANDING COMMITTEES AND CHAIRS

The President shall appoint other committees and/or chairs as may be considered necessary. These committees and chairs are subject to the supervising power of the President.

In lieu of a Rules Coordinator, information regarding rules of golf, golf etiquette, and handicaps of members shall be the responsibility of The Landings Club professional golf staff. The President of the Ladies Nine Hole Golf Association, and others she appoints,

shall coordinate the dissemination of this information, along with with the Landings Club professional golf staff, to the Association members.

#### ARTICLE VIII – MEETINGS

There shall be a minimum of three luncheon meetings of the Association membership each golfing year.

The Executive Committee shall meet quarterly, and more often as needed.

#### ARTICLE IX

A quorum to transact business shall be a majority vote of the membership present.

#### ARTICLE X – CHAMPIONSHIP TOURNAMENT ELEGIBILITY

Championship tournament eligibility is open to all Ladies Nine Hole Golf Association members who have played a minimum of nine times during the Association year, excluding summer play. During a calendar year, individuals may choose to play in either the Ladies Nine Hole Club Championship, or the LWGA championship, but not both.

#### ARTICLE XI

These bylaws may be altered, amended, replaced, or new bylaws adopted by a majority of the members present, provided the proposed changes have been presented at a previous meeting and posted for 30 days prior to meeting.

All former Constitutions, Bylaws, and Amendments are replaced by the above Bylaws, voted upon by the membership at the December 12, 2013 meeting, and made effective January 1, 2014.