

# **BYLAWS**

Revised October, 2020

## **ARTICLE 1 - NAME**

The name of this organization shall be *Palo Verde Ladies Golf Association* hereafter referred to as "Association."

## **ARTICLE II - OBJECT**

The purposes of this Association shall be:

Section 1. To promote, encourage and advance women's golf in accordance with the rules adopted by the *United States Golf Association (USGA)*, subject to local rules.

Section 2. To promote courtesy, sportsmanship, goodwill and fellowship in the game of golf.

## **ARTICLE III - MEMBERS**

Section 1. Property owners who reside in Phase II, III, and I shall be accepted for membership upon payment of PVLGA club dues. They shall have full membership until it becomes necessary to limit membership. At that time, residents of Phase II shall be given preference. If any Phase I or Phase III resident must relinquish membership, it will be done on a "last to join first to leave" basis.

Section 2. Charter Members shall be property owners of Cottonwood Country Club accepted for membership to a total of fifty (50).

Section 3. Regular members shall be 18-hole golfers and shall (when dues are current) be eligible to vote and serve on committees in accordance with the bylaws. Elected officers must be Phase II residents.

Section 4. Membership dues for the fiscal year (January 1 through December 31) are due on or before December 1 in the amount determined by the Executive and General Board. Dues shall be deemed delinquent after December 1, and members' names will be dropped from the roster. Reinstatement will be by written application and payment of designated dues and a late fee.

## **ARTICLE IV - OFFICERS**

Section 1. Elected officers shall be: President, Vice President, Secretary and Treasurer.

Section 2. Duties of the President

(a) The President shall:

- (1) Preside at all meetings.
- (2) Appoint all Committee Chairs including the Nominating Committee, all Standing Committees, and all Special Committees.
- (3) Be an ex officio member of all committees.
- (4) Perform other duties as provided by these Bylaws and designated by the Executive Board.

(b) The President shall appoint two members of the Association not serving on the Executive Board to audit the Treasurer's Annual Report prior to the Installation Meeting.

Section 3. Duties of the Vice President

The Vice President shall, in the absence or inability of the President to act, have and perform the powers and duties herein prescribed for the President. The Vice President, with the assistance of the President, shall develop the following year's calendar of events for PVLGA play dates which will be submitted to the Golf Committee and HOA Board for approval. The Vice President shall perform such other duties assigned by the President.

#### Section 4. Duties of the Secretary

The Secretary shall keep full and complete minutes of all Executive Board, General Board and Membership meetings and attend to all correspondence of the Association. She shall post all notices in accordance with the provisions of these bylaws and maintain current Standing Rules (separate from Association minutes) based on action taken in general, special or Board meetings. She shall change, enter, delete and date any designated Standing Rules and Bylaws. She shall forward immediate notifications of all revisions to the Executive and General Boards and shall perform all duties assigned to her by the President and/or the Board.

#### Section 5. Duties of the Treasurer

- (a) The Treasurer shall issue and sign all checks. She shall render a detailed report of all receipts and expenditures at all meetings. She shall, with the President and any other Committee appointed by the President, prepare a yearly budget and a six-month review for General Board approval. She shall make disbursements to members and shall receive itemized vouchers for same. There shall be a minimum balance of \$100 left in the bank account at the end of the fiscal year.
- (b) The Treasurer shall keep accurate membership records in conjunction with the Handicap-Membership Chair.

### **ARTICLE V - ELECTIONS**

Section 1. The election of officers shall be held at the Annual Meeting.

#### Section 2. Nominating Committee

- (a) The Nominating Committee chosen from the regular membership shall consist of five (5) members. The Chair shall be appointed

by the President and the remaining four elected by the membership. No one may serve on the Committee more than two years in succession.

- (b) The Nominating Committee chosen from the regular membership shall select a slate of officers, consisting of one or more names for each office.
- (c) The Chair of the Nominating Committee shall present the slate of officers at the Annual Meeting and additionally post the slate on the bulletin board at least three weeks prior to the Annual Meeting/Election.

Section 3. Following the presentation of the name or names for each office by the Nominating Committee, the President shall call for nominations from the floor. If there be such, the election shall be by ballot. If not, election may be by voice vote, provided there is no objection.

Section 4. Upon election, the President shall have the right to select and appoint Committee Chairs in accordance with the Bylaws of the Association for submission to the Executive Board.

Section 5. If the Vice President becomes President because of incapacity of any kind of the President, the Executive Board shall elect a new Vice President, subject to the approval of the membership. Such procedure shall be followed regarding any other vacancy of an elected officer.

Section 6. An absentee ballot for election may be requested by a member eligible to vote provided the request is made at least ten (10) days prior to the election. The ballot must be returned no later than the day of election in order to be validated and counted.

## ARTICLE VI - MEETINGS

### Section 1. Regular Meeting

Regular meetings of the Association for the transaction of business of the Association shall be held as ordered by the Executive Board.

### Section 2. Special Meeting

Special Meetings may be called by the President, and it shall be the duty of the President to call a special meeting within thirty (30) days after receipt of a written request for such special meeting of one third of the membership.

### Section 3. Installation and Awards Meeting

The regular meeting in DECEMBER shall be known as the Installation and Awards Meeting and shall be for the purpose of installing the incoming Executive Board, honoring the outgoing Board and the presentation of awards.

### Section 4. Annual Meeting

The regular meeting in OCTOBER shall be known as the Annual Meeting and shall be for the purpose of receiving annual reports and the election of officers.

### Section 5. Voting

Members in good standing shall be eligible to vote, and one-fifth of the membership shall constitute a quorum.

### Section 6. Executive Board Meetings

Executive Board Meetings shall be convened as needed.

### Section 7. General Board Meetings

General Board meetings shall be held on a regular basis as scheduled by the President.

## **ARTICLE VII - EXECUTIVE BOARD and GENERAL BOARD**

Section 1. The Executive Board shall consist of all elected officers.

Section 2. The General Board shall consist of all elected officers, Parliamentarian, Advisor and all Standing Committee Chairs as well as any Members at Large designated by the President.

Section 3. The immediate past President shall automatically become an ex officio member of the Executive Board as advisor with voting privileges.

Section 4. Members of the Executive Board shall serve for a term of one year and shall not be eligible to serve for more than two consecutive years in the same Board position.

Section 5. Members of the Executive Board shall be active members of PVLGA for at least two (2) years prior to assuming a position on the Board.

## **ARTICLE VIII - COMMITTEES**

Section 1. Standing Committees shall be: Arizona Women's Golf Association, Awards, Central Arizona Golf District, Communications, Courtesy, Golf Advisory Committee Representative, Golf Orientation, Handicap, Historian, Hole in One, Major Events Coordinator, Major Tournaments, Membership, Parliamentarian, Publicity, Ringer, Yearbook, or any combination thereof.

Section 2. The Chairs of the Standing Committees shall be appointed by the President.

### Section 3. Duties of standing committees.

#### Arizona Women's Golf Association Chair

She shall represent PVLGA in matters pertaining to its membership in AWGA. She is responsible for conducting the State Medallion Tournament locally and reporting the results to the AWGA office. She shall post all pertinent information from the AWGA office on the bulletin board.

#### Awards Chair

The Chair, with the approval of the Executive Board as to type and total amount of expenditure, shall purchase golf awards for major tournaments as well as Most Improved Golfer. The Awards Committee is responsible for presentation of awards

#### Central Arizona Golf District Chair

The Chair represents the PVLGA membership by attending regularly scheduled CAGD meetings. She shall conduct blind draw events locally in conjunction with the CAGD.

#### Communications Chair

The Chair will produce and publish all printed and electronic communications of the Association required by the Board. She will maintain the PVLGA Website and maintain a listing of all email addresses as published in the yearbook.

#### Courtesy Chair

The Chair shall be responsible for purchasing and mailing get well and/or sympathy cards and contact the treasurer for memorial contributions. Expenditures are to be covered by the Club treasury.

#### Golf Advisory Committee Representative

The golf representative shall be the liaison between the PVLGA and Sun Lakes Homeowner Association II, through the Golf Advisory Committee. It shall be her responsibility to attend all meetings of this committee

and present the minutes from the Advisory Meeting at the next PVLGA board meeting.

#### Golf Orientation Chair

The Chair will be notified of all new members by the Handicap/Membership Chair. She shall meet with them and acquaint them with the procedures necessary to participate in Ladies Day competition.

#### Handicap Chair

The Chair shall administer the handicap system and will perform all duties necessary to ensure accurate handicap control. She shall follow handicap requirements issued each year by the Arizona Women's Golf Association.

#### Historian

The Historian will keep a book on the activities of the Association and will assist the Publicity Chair as needed.

#### Hole in One Chair

The Chair shall collect monies for the Hole in One Club and pay winners. The Hole in One Club is optional.

#### Major Event Coordinator

The Coordinator will coordinate all the major events and will oversee the activities of all event committees.

#### Membership Chair

The Chair shall collect all dues and maintain accurate membership records in conjunction with the Treasurer. She shall provide membership records to the Orientation, Handicap, Communications and Yearbook Chairs.

#### Parliamentarian

The Parliamentarian will be knowledgeable of Robert's Rules of Order and provide guidance at meetings as needed.



### Publicity Chair

The Publicity Chair shall prepare articles for the *Sun Lakes Splash* and any other publication and will assist the Historian in obtaining information for the Association's History Book.

### Ringer Chair

The Chair shall conduct one or more Ringer events each year, collect all monies for same, check and keep records of the Ringer prizes. Ringer events are optional.

### Yearbook Chair

The Yearbook Chair shall receive from the Secretary all revisions to the Standing Rules and Bylaws. She shall receive from the Membership Chair a listing of all members in good standing. She is responsible for publishing the complete yearbook and revised sections as requested by the Board. Revisions are published as needed.

All Chairs are encouraged to select one or more additional members to assist her with the functions and be her backup when needed.

Members at Large may be designated by the President to assist with special projects and to provide assistance to committees as needed.

## **ARTICLE IX - PARLIAMENTARY AUTHORITY**

The rules contained in the current edition of *Robert's Rules of Order newly Revised* shall govern the Association in all cases to which they are applicable and in which they are not inconsistent with these Bylaws and any special rules of order the Association may adopt.

## **ARTICLE X - AMENDMENT OF BYLAWS**

These bylaws may be amended at any regular meeting of the Members by a vote of two thirds (2/3) of the Members present, provided the

proposed amendments have been read in the regular meeting and posted on the bulletin board at least thirty (30) days prior to voting.

## **ARTICLE XI - DISSOLUTION**

The Association shall use its funds only to accomplish the objectives and purposes specified in these Bylaws, and no part of said funds shall inure, or be distributed to the members of the Association. On dissolution of the Association, any funds remaining shall be distributed to one or more regularly organized and qualified charitable, educational, scientific or philanthropic organizations to be selected by the Executive Board as defined under Sections 501(c)(3) and 509(a)(1), (2) or (3) of the Internal Revenue Code of 1954.