

# **BYLAWS**

## **Article I: Name**

This Association shall be known as Halifax Plantation Women's Golf Association; hereinafter referred to as HPWGA or Association.

## **Article II: Purpose**

The objectives of the organization are:

1. To provide a functional organization dedicated to the growth and development of the Association;
2. To promote good fellowship among the members and to encourage friendly competition with other area ladies' golf associations; and
3. To familiarize members with the rules, etiquette and good sportsmanship of the game of golf as defined by the USGA.

## **Article III: Members**

Section 1. All women golfers who are 18 (eighteen) years of age or older shall be eligible to become active members of the Association.

Section 2. All members shall have a verified USGA GHIN handicap index. All members of HPWGA shall play with a maximum 36 (thirty-six) handicap during league events.

Section 3. Members shall not play or be eligible for prize money until yearly dues are paid. Dues shall not be prorated for members joining after the beginning of league season. Official league play will be from the first Wednesday after Labor Day in September through April 30 of the following year.

Section 4. Members shall comply with and be bound by the Bylaws of the Association, Policies of the Association, Halifax Plantation Golf Club and shall observe and uphold the rules and etiquette of golf as set forth by the USGA.

## **Article IV: Officers**

Section 1. Officers of HPWGA shall be President/Co-President, Vice President, Secretary and Treasurer, also known as the Executive Board.

### Section 2. Duties

President/Co-President: The President/Co-President shall be the Chairwoman/Co-Chairwoman of the Board and shall be the official representative of HPWGA. She/they shall preside at all meetings of the Association and the Board. She/they shall appoint Standing Committee Chairwomen and be an ex-officio member of all Committees except Nominating. The President/Co-President shall vote only in the event of a tie. She/they shall create any special committee deemed necessary for the duration of its need. She/they shall be authorized to sign checks for HPWGA in addition to the Treasurer.

Vice President: The Vice President shall assist the President/Co-President in the execution of her/their duties. The Vice President shall perform the duties of the President/Co-President in her/their absence, failure or inability to act. She shall perform such other duties as may be delegated to her by the Executive Board.

Secretary: The Secretary shall keep written records of all meetings of the Association and the Board. She shall keep a record of the members of the Association, notify the membership of all meetings of the Association, and have custody of all records of the Association in connection with her duties as Secretary. She shall be in charge of all Association correspondence.

Treasurer: The Treasurer shall be responsible for receiving and distributing all monies of the Association. She shall deposit funds in the Association bank account and make disbursements by check. She shall present a written report of the finances of the Association at each Board meeting. She shall assist with the preparation of the annual budget, and shall make books available for an audit at the end of the fiscal year.

Section 3. The term of office shall be for one year, and offices of President/Co-President and Vice President may succeed themselves for only one term. Offices of Secretary and Treasurer may succeed themselves for more than one term.

Section 4. The Executive Board shall appoint a Chairwoman of the Nominating Committee no later than two months prior to the Annual Election meeting. Chairwoman shall choose committee members, and they shall nominate a slate of one candidate each for the offices of President/Co President, Vice President, Secretary, and Treasurer. The proposed slate of officers shall be posted two weeks prior to the Annual Election Meeting.

Section 5. Election of officers shall be held at the Annual Election Meeting in the spring. All balloting shall be according to *Robert's Rules of Order Revised Edition*.

Section 6. Should a vacancy occur in the office of the President/Co-President, the Vice President shall assume the office for the remainder of the term. A vacancy in any other office shall be filled by an appointment by the Board of Directors.

## **Article V: Meetings**

Section 1. The general membership meetings shall be held at least two times during the year at the clubhouse of Halifax Plantation Golf Club. Election of officers shall be held at the spring meeting.

Section 2. The Executive Board shall hold meetings as called by the President/Co-President with the majority of the Board present, time and place to be properly announced. Meetings may be held by e-mail or telephone and shall be properly documented.

Section 3. The Board of Directors shall meet at the request of the President/Co-President. A quorum for the transaction of business shall consist of a majority of the members of the Board.

Section 4. Special meetings shall be requested by the President/Co-President

Section 5. At any meeting of the Association, a quorum is required for the transaction of business. One-fourth (1/4) of the membership shall constitute a quorum.

Section 6. *Robert's Rules of Order Revised Edition* shall govern the procedure of the meetings.

## **Article VI: Board of Directors**

Section 1. The Board of Directors shall consist of the elected officers and the Chairwoman of each of the Committees named in Article VII, Section 1. The immediate Past President shall serve as a non voting advisor to the Board of Directors.

Section 2. The Board of Directors shall have full power to manage, govern and regulate the affairs of the Association.

## **Article VII: Committees**

The President/Co-President shall appoint Chairwomen for the following Committees of the Association. Each Chairwoman may appoint members to her Committee in whatever number she desires.

Section 1. Standing Committees - The function of each standing committee shall be to formulate and execute plans for the current year with the approval of the Board of Directors and to assist the President/Co-President in carrying out her duties.

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|---|--------------------|
| A. Tournament (including Ringers, Birdies, & CTP) | E. Sunshine        |
| B. Membership                                     | F. Bylaws/Handbook |
| C. Chip-ins                                       | G. Intercity       |
| D. Rules  | H. VIP             |

Section 2. Special Committees - The President/Co-President shall appoint any other committee she/they deem necessary.

## **Article VIII: Finance**

Section 1. The Fiscal Year shall be from June 1 to May 31 of the following year.

Section 2. Members shall pay dues in the amount and manner prescribed by the Board of Directors. All members, regardless of the time of year in which they join the Association shall pay the full amount of yearly dues.

Section 3. The Board of Directors shall authorize the disbursement of funds subject to the mandates of the membership at any meeting called for the purpose of acting upon the affairs of the Association.

Section 4. The Association shall not be held liable for any claims of any nature incurred by a member or group of members unless specifically authorized in advance by the Board of Directors.

Section 5. An auditor shall be appointed by the President/Co-President and shall audit the Treasurer's books and report her findings to the membership.

## **Article IX: Parliamentary Authority**

*Robert's Rules of Order Revised Edition* shall govern the Association except when they are inconsistent with these Bylaws.

## **Article X: Amendments**

The Bylaws shall be amended by a two-thirds (2/3) vote of the members present and voting at a meeting provided the necessary quorum is present and that written notice of the proposed amendment has been posted two weeks in advance of said meeting.

## **Article XI: Dissolution**

In the event that the Association disbands, all monies of the Association shall be disbursed in its name and shall be strictly accounted for and controlled by the Treasurer with the approval of the Board of Directors.

Bylaws approved by the General Membership on September 18, 1993 Other amendments and revisions:

December 1995	January 10, 2008
October 1996	April 30, 2009
May 1998	March 21, 2013
September 2000	April 28, 2016
October 2005	March 5, 2020
December 2006	June 11, 2024
October 18, 2007	