

## **Lady Twilighters Golf League By-Laws**

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**ARTICLE I: NAME:** The name of this organization shall be **Lady Twilighters Golf League**.

**ARTICLE II: PURPOSE:** The organization is formed to promote interest and participation in golf for women of all skill levels, and to create an environment of learning, skills improvement, rules adherence, and most importantly fun.

**ARTICLE III: MEMBERSHIP:** Membership is open to all women interested in playing in a 9-Hole golf league. Members must have or establish an AGA (Arizona Golf Association) handicap. The League will provide information and assist members as necessary in obtaining and maintaining an AGA handicap.

**ARTICLE IV: DUES:** The yearly dues amount is fixed by the Board of Directors (BOD) and will include the AGA Handicap fee. Payment is required to participate in league activities.

### **Section I: Requests for Refund of Dues:**

Members may find that they cannot play in the League due to an illness or injury, or the need to care for family members.

- a) Requests for a refund of dues due to illness or injury of the member or a family member will be considered when submitted in writing on or before May 31<sup>st</sup> of the current season.
- b) The AGA handicap fee is non-refundable. Approved refund requests would only apply for the league portion of the dues.
- c) The Treasurer and President will review timely refund requests and notify the member of their decision.

**ARTICLE V: MEETINGS:**

### **Section I: BOD Meetings Include:**

- a) Pre-season Meeting: It shall precede the Membership Meet and Greet Kickoff Meeting.
- b) End-of-Season Meeting: It shall precede the Membership Post-Season Awards Meeting.
- c) Other: The President may call additional board or membership meetings as necessary.

### **Section II: Membership Meetings include:**

- a) Membership Meet and Greet Meeting (pre-season kickoff)
- b) Post-Season Awards Banquet (and election of officers)
- c) Other: By written petition to the BOD, six members may call any special meeting

### **Section III: Quorum Requirements:**

- a) BOD Meetings: require a quorum of two thirds (2/3) of the officers present.
- b) Member Meetings (general or special): require a quorum of one third (1/3) of the membership present.

**ARTICLE VI: ELECTION OF OFFICERS:** The President shall appoint an ad-hoc Nominating Committee of three members, including the Vice-President, who will serve as the chairperson. The Nominating Committee shall identify candidates to fill offices for the following year. After review and approval of

the BOD, the slate of officers shall be presented and voted on at the Post-season Awards Banquet. Officers will be elected to serve a term of two years as follows:

- a) Odd Numbered Years:
  - President, Recording Secretary, AGA Representative, and 1 Event Coordinator
- b) Even Numbered Years:
  - Vice-President, Treasurer, Handicap Chairperson, and 1 Event Coordinator

If a position remains unfilled or a vacancy occurs, the BOD shall appoint a replacement to serve out the term.

#### **ARTICLE VII: OFFICERS:**

**Section I: Officer Titles:** The officers making up the Board of Directors are as follows: President, Vice-President, Treasurer, Recording Secretary, Handicap Chairperson, AGA Representative, and Event Coordinator.

#### **Section II: Other BOD Participants**

- a) Advisor Role: (a non-voting position) shall offer advice and historical information as needed or when called upon by the President or Board of Directors.
- b) Golf Club Representative: An Antelope Hills Golf Course representative (a non-voting position) is invited to consult and to participate at BOD and membership meetings.
- c) League Webmaster: Maintains the Lady Twilighters website, posting league documents, forms and photos as appropriate. This is a non-voting position except as a BOD officer if applicable.

**ARTICLE VIII: VOTING:** Anything (including By-Laws changes) brought to a membership vote shall be decided by majority vote of the members present at the “stated” or “called” meetings having the required quorum as stated in Article V.

#### **ARTICLE IX: DUTIES OF OFFICERS:**

**Section I: President:** The President provides leadership to the BOD in managing and supporting activities which are consistent with the league purpose. The President shall preside at all meetings, foster a positive relationship with course staff, be a member ex-officio of all committees, and discharge all other duties of the office. The President shall initiate an annual review of the Local League Rules, as well as an audit of the league financial records no less than every three years.

**Section II: Vice-President:** The Vice-President shall assist the President, perform all duties in her absence, and perform such duties as designated by the Board of Directors. She shall chair the Nominating Committee, present the candidates to the membership at the Post-Season Awards Meeting, and ask members for any additional nominations from the floor. The Vice-President will ask for a vote on the slate of nominees for the following year, verify that quorum requirements are met per Article III, and confirm the final vote count as required in Article VIII.

**Section III: Recording Secretary:** The Recording Secretary shall record the minutes of all business and Board of Directors Meetings, distribute these to the BOD for review prior to the next meeting, and finalize following BOD input for final approval. Prior to the beginning of the new golf season,

she will work with the Pro Shop to establish the season calendar. She will chair the League Rules Committee and coordinate the establishment of the League Rules of Play for each season. She will make available the Local League Rules as an electronic posting. With the Treasurer, she shall maintain and distribute a current membership list and provide general and special meeting notifications.

**Section IV: Treasurer:** The Treasurer shall collect all dues, keep books of League accounts, and pay all League bills. She shall also submit a financial report and a proposed yearly budget at the Board of Director's Pre-Season Meeting, the Meet and Greet Kick-off Meeting, and at the Post Season Awards Meeting. With the Secretary, she shall also maintain and distribute a current membership list and provide general and special meeting notifications. She will coordinate with Handicap Chairperson and allocate distribution of prize money Antelope Hills Gift Cards to weekly and special event prize winners.

**Section V: Handicap Chairperson:** The Handicap Chairperson will oversee all things related to scoring and handicap maintenance. She shall collect score cards and record and distribute weekly score postings. She will establish flight membership and will determine weekly Low Gross and Low Net winners for each Flight. She will also determine winners of Special Game of the Month Events. She will attend all required AGA training events. She will distribute Handicap Information to League Members and will assist with score postings and any questions related to handicap scoring. The Handicap Chairperson will determine the members who will represent the Lady Twilighters at the Arizona Women's League State Medallion Tournament based on scores posted on the designated Medallion Tournament Play days.

**Section VI: AGA Representative:** The AGA Representative shall assist the Chairperson in all duties related to the establishment and maintenance of handicaps for league members. She shall serve as the representative to the AGA for the Lady Twilighters League, attend all required training events, and performing the duties of the Handicap Chairperson in her absence. She shall also serve as the NAWGA (Northern Arizona Women's Golf Association) representative and perform the duties as designated by this organization. In addition, she will be the representative to the Antelope Hills Interclub planning committee.

**Section VII: Event Coordinators:** The Event Coordinators shall organize all social events with the assistance of the BOD. They shall organize the Meet and Greet Kick-off Event and Post-season Awards Banquet. They will also coordinate special raffles, fund-raising events, special games (including tournaments), and implement duties assigned to Lady Twilighters for all interclub activities.

**Section VIII: Documentation:** All officers are responsible for ensuring that their assigned documents are current and where applicable in electronic format.

**ARTICLE X: COMMITTEES:** Any Chairperson may, at her discretion, establish an ad hoc committee to assist her. Appointees may participate in BOD discussions/activities. However, they do not have a vote except as a BOD officer if applicable. Standing committees include the Nominating Committee.

**ARTICLE XI: OFFICER SUCCESSION:** The President of the current year is expected to become the Advisor the following year – unless re-elected as President.

**ARTICLE XII: CALENDAR:** Official league play shall begin in April and end in October unless the BOD determines otherwise.

**ARTICLE XIII: FINANCIAL REVIEW:** The President may appoint a committee to review the Treasurer's Report at the end of the league year. An official audit by a committee of members not on the Board will be conducted every 3 years.