

# **BYLAWS**

**Revised May, 2024**

## **ARTICLE 1 - NAME**

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

## **ARTICLE II - PURPOSE and MEMBER RESPONSIBILITIES**

The purposes of the PVLGA shall be:

1. To promote, encourage and advance women's golf.
2. To promote courtesy, sportsmanship, goodwill and fellowship in the game of golf.

Member Responsibilities are to:

1. Familiarize themselves with and follow the USGA Rules of Golf and Local Rules.
2. Be aware of the governing documents of the PVLGA.
3. Participate in the activities and contribute to the purpose of PVLGA.

## **ARTICLE III - MEMBERS**

Section 1. Property owners, residents, and renters who reside in Cottonwood Palo Verde, Sun Lakes Country Club, and IronOaks 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 Cottonwood Palo Verde shall be given preference. If any Sun Lakes Country Club or IronOaks resident must relinquish membership, it will be done on a "last to join first to leave" basis.

Section 2. Regular members shall be 18-hole golfers and shall (when dues are current) be eligible to vote, serve on committees in accordance with the bylaws, and be an elected officer.

Section 3. Membership dues for the fiscal year (January 1 through December 31) are due on or before December 31 in the amount determined by the Executive Board. Dues shall be deemed delinquent after December 31, and members' names will be dropped from the roster.

## **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 Records prior to the second business meeting of each new year.

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 and in conjunction with other local ladies clubs, shall develop the following year's calendar of events for PVLGA play dates which will be submitted to the PV Head Pro. The Vice President shall perform such other duties as 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. She shall post all notices in accordance with the provisions of these bylaws. She will maintain complete records of all approved changes to the Association Bylaws and Standing Rules. She shall perform all other duties assigned to her by the President and/or the Executive Board.

#### Section 5. Duties of the Treasurer

The Treasurer shall issue and sign all checks. She shall render a 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 advise the Board of any significant variances. She shall make disbursements to members and shall receive itemized vouchers for same.

### **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 Chair will select four additional members who will be approved by a vote of the membership at the May meeting. 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 (October) Meeting and additionally post the slate on the bulletin board at least three weeks prior to the Annual Meeting/Election.

Section 3. The Nomination Committee Chair will present the name or names for each office at the *General Meeting* in October. Following the presentation, the President shall call for nominations from the floor for each individual office. 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. If an elected officer resigns or becomes incapacitated, the Executive Board shall select a replacement.

## **ARTICLE VI - MEETINGS**

### **Section 1. Business Meetings**

Business meetings shall be held five times per year for the transaction of business. These meetings will be held in January, March, May, October, and December.

### **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. Annual Meeting**

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

### **Section 4. 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 5. Voting

Members in good standing shall be eligible to vote, and one-fifth of the membership shall constitute a quorum. Voting by electronic means may be used when approved by the Executive Board.

### 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 immediate past President shall automatically become an ex officio member of the Executive Board and shall be an Advisor with voting privileges.

Section 3. 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 4. Members of the Executive Board shall be active members of PVLGA for at least two (2) years prior to being eligible for nomination as an officer.

Section 5. 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.

## **ARTICLE VIII - COMMITTEES**

### **Section 1. Standing Committees**

- (a) Standing Committees shall be: Arizona Golf Association/ Central Arizona Golf District, Awards, Communications, Courtesy, Golf Committee Representative, Member Orientation, Handicap, Rules, Special Events, Major Tournaments, Membership, Parliamentarian, Publicity, Ringer, or any combination thereof.
- (b) The Chairs of the Standing Committees shall be appointed by the incoming President each year.
- (c) Duties of Standing Committee Chairs are outlined in the Job Descriptions document.
- (d) All Chairs are expected to select one or more additional members to assist her and be her backup when needed. This will provide members knowledge of the workings of the Board, encourage them to serve on a future Board, and prepare them to meet the qualifications to be nominated as an elected officer.

### **Section 2. Other Committees**

- (a) Other committees may be appointed by the President as needed and may include Audit, Nominating, and Document Review.
- (b) 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**

The President shall periodically appoint a committee to review and revise these Bylaws. After this review, or if a change is needed at any time prior to a review, change(s) must be presented to the membership and posted at least thirty days prior to a vote. Voting may be at a regular meeting or may be done electronically. Amendments require a 2/3 majority of the members present at a meeting or 2/3 of the number of votes received electronically.

## **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.