

# LANDINGS NINE HOLE GOLF ASSOCIATION BYLAWS

Last revision effective 12December2024

## **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 females who are golf members of the Landings Club. To be eligible for membership, the following requirements must be met:

- A. A new member must have an established USGA index of 60 or lower.
- B. All members must pay the Association dues.
- C. Members may hold concurrent Landings golf memberships, i.e.: LWGA
- D. To resign from the Landings Nine Hole Golf Association, the member must notify the Association Membership Coordinator by the last business day of January. No partial refunds are made.
- E. 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.

## **ARTICLE IV – DUES**

The Board 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 Association website and be 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 Coordinator. New members joining after May 31<sup>st</sup> will pay by personal check to the Membership 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 Game Coordinator. The tenure of each elected officer shall be one year, commencing January 1<sup>st</sup> and shall be eligible for re-election by the membership. The Board 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 shall appoint a member to fill the office for the unexpired term.

## **ARTICLE VI – ELECTION OF THE BOARD OFFICERS**

The Board shall post the slate of names of the proposed officers on the Association website and communicate them through e-blasts a minimum of 30 days prior to a fall Meet & Eat. The slate will be voted upon at said Meet & Eat, where a majority vote cast by the membership present shall be necessary to elect. Nominations from the floor will be recognized and included in the voting. Officers will then be installed at the December Luncheon meeting. If luncheon meetings cannot be held, nominations, voting and installations shall be performed electronically.

## **ARTICLE VII – GOVERNMENT**

The Board 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 Board and luncheon meetings.
3. Shall appoint the Standing Committee Coordinators, Tournament Chairs and Social Chairs with assistance from the Board.
4. Shall represent the Association at one of the Landings Club Golf Committees and report to the Board.
5. Shall disburse monies as authorized by the Board in the absence of the Treasurer.
6. Shall coordinate or delegate to Games Coordinator the annual schedule of play with the Director of Golf and the weekly game format with the past President.
7. Shall update communications to the members via the website and e-blasts.

#### 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 serve as the Association liaison for tournaments and any planned social events.

#### Secretary

1. Shall maintain an accurate and permanent record of the meetings of the Board and, where necessary, luncheon meetings of the Association.
2. Shall distribute copies of all minutes from these meetings to the Board.
3. Shall handle Association correspondence, including sending cards to members who are ill, or other appropriate occasions.
4. Shall be responsible for ordering nametags for the Association membership. E-blasts will be sent to the membership notifying them to contact the Secretary if they require a nametag, for a cost.

#### Treasurer

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

2. Shall deposit collected monies in the name of the Association in a bank and disburse them as authorized by the Board 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 Board meeting.
4. Shall prepare, along with the other Board members, the budget for the next fiscal year.
5. Shall seek approval of the Board for expenditures beyond those detailed in the annual budget.
6. Shall provide budget information and forms to Standing Committee Coordinators, Tournament Chairs and Social Chairs, and review cost estimates on large budget items when necessary.
7. Shall engage an auditor, approved by the Board, to conduct the annual financial reconciliation of the Association books.
8. Shall receive completed auditor report and then submit a Treasurer's Report at the closing Board meeting.
9. Shall continue her duties after the closing Board meeting and transfer all Treasurer materials to the incoming Treasurer at the end of the calendar year.
10. 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.

#### Games Coordinator

1. Shall coordinate the training and assignments of Check-In Coordinators and Scoring Coordinators including focus on use of Golf Genius
2. Shall provide input and review of the annual schedule of play and the weekly game formats with the Board.
3. Shall monitor and make necessary changes to the scoring procedures described in the scoring manual.
4. When necessary, shall assist the Scoring Coordinator and Website Coordinator regarding the scanned weekly summary scoring report and awards.
5. Shall post the weekly game results to the website.

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

##### Handbook Coordinator

1. Shall organize, compile and arrange for the printing and distribution of the annual Association handbook with assistance from the Board.

##### Meet & Eat Coordinator

1. Shall arrange luncheons for all scheduled Meet & Eat Play Days, exclusive of tournaments.
2. Shall coordinate with the President regarding any guest list and/or speakers.
3. Shall coordinate the final luncheon count with The Landings Club Catering Department.
4. Shall stay within the Meet & Eat budget.

##### Membership Coordinator

1. Shall receive dues from new members, keep a record of all new members, and inform the President, Treasurer, Publicity Coordinator, Check-In Coordinators, Website Coordinator(s) and if timely, the various tournament chairs.
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.
4. Shall inform new members to pick up the L9GA handbook at a pro shop or to view it on the L9 website.
5. Shall inform new members of the availability, for a cost, of nametags and communicate information to the Secretary to purchase them.

#### Check-In Coordinators

1. Shall be responsible for 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.
3. Shall be responsible for providing list of weekly participants to Website Coordinator(s) for tracking organized Play Days play points.

#### Photography Coordinator

1. Shall be responsible for photographing all Association events and submitting a photo file to the Website Coordinator for posting on the website.

#### Publicity Coordinator

1. Shall be responsible for Association publicity and weekly articles for the TWATL.
2. Shall reference the winner's point total summaries on the website and include the information in the TWATL's "Keeping Score" column.

#### Scoring Coordinator

1. Shall reference the scoring manual and or Golf Genius for proper scoring procedures.
2. Shall reference the leader board of Golf Genius and or photo of cards to send summary of top 3 scores to the Website Coordinator.

#### Website Coordinator

1. Shall keep the Landings Nine Hole Golf Association website current by posting flyers, golf information and photos.
2. Shall keep current the Association's membership list on the website.
3. Shall maintain a record of points earned by each member during organized Play Days (January-May and September-December)
4. Shall create copies of winners' point totals summaries and submit one to the Treasurer and one for the Landings Club Accounting Department for use in Landings Club Pro Shop credits on members' accounts.
5. Shall post a copy of winner's point total summaries on the website.

### **C. TOURNAMENT CHAIRS**

#### Charity Tournament Chair

1. Shall organize and chair the annual Charity Tournament
2. Shall communicate to the membership the requirements for 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 the other copy to be given to the President.

#### Member-Guest Tournament Chair

1. Shall organize and chair the annual Member-Guest Tournament
2. Shall communicate to the membership the requirements for 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 the other 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 requirement that each participant be a member in good standing of the Ladies Nine Hole Golf Association.
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 the other copy to be given to the President.

#### End of Year Tournament Chair

1. Shall organize and chair the annual End of Year L9GA Tournament
2. Shall communicate to the membership the requirement that each participant be a member in good standing of the Ladies Nine Hole Golf Association.
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 the other copy to be given to the President.

## **D. SOCIAL CHAIRS**

Any planned social event Chair

1. Shall organize and chair the event
2. Shall be responsible for monitoring sign up
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 tournament 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 Dinner Dance folder to be passed to next year's chair; and the other 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 or Chair, 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 Hold Golf Association, and others she appoints, shall coordinate the dissemination of this information, along 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. If this is not possible, then information shall be transmitted to membership electronically.

## **ARTICLE IX**

A quorum to transact business shall be a majority vote of the membership present or through electronic communications.

## **ARTICLE X**

These bylaws may be altered, amended, replaced or new bylaws adopted by a majority of “yes” votes provided the proposed changes have been presented at a previous meeting or electronically. The posting must occur for 30 days prior to voting.

All former Constitutions, Bylaws, and Amendments are replaced by the above Bylaws, voted upon by the membership at the 15 September 2022 luncheon meeting / or through electronic means, and made effective 1 January 2023.