

# PINEWOOD COUNTRY CLUB LADY PUTTERS BYLAWS

## ARTICLE I - ORGANIZATION

**Section A:** The name of the organization shall be called Pinewood Country Club Lady Putters.

**Section B:** The purpose of this organization is to enjoy the camaraderie of fellow members while developing and enhancing our putting skills.

## ARTICLE II - MEMBERSHIP

**Section A:** Membership shall be open to all Pinewood Country Club Sports Members in good standing.

**Section B:** Membership shall be conditional upon the payment of Annual Dues. There shall be no other precondition for membership, nor will members be required to join any national, state, or regional affiliated organization.

**Section C:** A new member is a female who has not been a member in the previous year of play or has not paid and/or played in the previous year of play. A renewing member is a female who has been a member in the previous year of play and has paid and played at least once in the previous year of play.

**Section D:** Non-refundable Annual Dues are payable in May of that season's year. The dues shall be set by a majority vote of the Board at a duly convened Board meeting.

**Section E:** Guest-defined as follows: All Pinewood Country Club Sports Members are invited to join. However, until they choose to do so, they are considered a Guest. Following one (1) visit, membership will be required for continued participation.

All members may bring a guest that is not a club member of the Pinewood Country Club. The guest must be checked in at the front desk, pay a guest fee, and receive a wrist ban. A guest may only attend and play once in any one season before they must join as members of the Pinewood Country Club and join the Lady Putters that season.

## ARTICLE III - OFFICERS

**Section A:** The officers, (hereinafter call the "Board") shall consist of a President, Vice President, Secretary, and Treasurer. The immediate past President shall serve as a non-voting member of the Board in the capacity of Ex-Officio.

The duties of the Board will be:

1. To carry out such other duties and exercise such other powers as are normal for the Board of Directors of a non-profit organization.
2. To review and approve the financial status report from the Treasurer at a regular business meeting.

**Section B:** The Board must be elected by a majority of the membership, a quorum being those present at the last meeting of the season.

**Section C:** The Terms of all Board officers shall be one year with the opportunity for re-election. The President with approval of the Board shall fill an unexpired term. At the completion of each Officer's term, she will turn over all pertinent papers/books to her successor.

**Section D:** The responsibilities, or duties of Board Officers are as follows:

**THE PRESIDENT:**

1. Shall represent the Lady Putterers at all Pinewood Country Club Golf Committee meetings.
2. Shall be present at and preside over all Board and Membership meetings.
3. Shall oversee all other offices.
4. Shall make all appointments to fill unexpired terms of offices.
5. Shall appoint all Standing Committee Chairpersons, with approval of the Board, and provides them with duty statements.
6. Shall continue on the Board as immediate Past President
7. Shall call a monthly Board meeting when necessary.

**THE VICE-PRESIDENT:**

1. Shall support the President in all issues and is Membership Chairperson of the organization.
2. Shall take on all duties of the President in the President's absence, resignation, or inability to serve.
3. Shall accept any other duty assigned her by the President.
4. Shall be responsible for the yearly Calendar and provide copies to all members.
5. Shall maintain yearly Putterers' membership roster and check in members each week with the treasurer.
6. Shall maintain and update Putter's contact information.
7. Shall issue notices of all meetings and communications through email.

**THE SECRETARY:**

1. Shall be present at all Board and Membership meetings
2. Shall record all Board and Membership meeting and give the President a copy.
3. Shall be custodian of all records, except those specifically assigned to others.
4. Shall retain Minutes and all pertinent administration records for three (3) years.

**THE TREASURER:**

1. Shall keep a correct accounting of all receipts and disbursements.
2. Shall deposit dues and play money made by the members.
3. Shall submit a report at each Business meeting and an annual report, which will be filed for audit.
4. Shall keep final financial records for five (5) years.
5. Shall get board approval of bills.
6. Shall check in members each week with the Vice President
7. Shall provide weekly play roster for weekly Putterers play.
8. Shall maintain records and distribute prize money at monthly meetings.

**ARTICLE IV - MEETINGS**

**Section A:** At a minimum, there will be two (2) business/luncheon meetings annually at a place and time as determined by the Board.

Putting session will be held weekly during the operation of the Lady Putterers organization.

**Section B: Voting and Quorum:**

1. The Past President shall be the Nominating Committee and shall post a slate in July, thirty (30) days before the last general August meeting. If the Past President is not able to do this, the President shall appoint a Nominating Committee of at least three (3) members. Members may orally elect the slate of officers, unless there is more than one candidate for any office. In that case, votes will be cast by ballot.
2. Officers elected in August and installed in September will take office immediately.
3. A quorum shall be considered the majority of Members present and voting.
4. Refer to Roberts Rules of Order for assistance in parliamentary procedures. Please note that stated by law provisions take precedence over Roberts Rules.

**ARTICLE V - AMENDMENTS**

To amend the Bylaws requires a two-thirds vote of the membership. Procedures for filing for amendments are as follows:

1. The Board shall review the proposed amendments prior to being submitted to the membership.
2. Proposed amendments shall be well publicized to the membership one month prior to the vote. All amendments must be voted upon, and approved by the membership. Unless specified in the bylaws, a quorum is considered to be Members present at the meeting.
3. A complete revised set of the Pinewood Country Club Lady Putters Bylaws will be submitted to the membership for initial approval. Each member will receive a copy of the Bylaws.