

CONSTITUTION AND BY-LAWS
OF THE
MONTCLAIR LADIES GOLF ASSOCIATION

Revised July 3, 2005

CONSTITUTION

ARTICLE I - NAME AND FUNCTION

The name of this organization shall be the Montclair Ladies Golf Association, MLGA. This Association shall function as a non-profit organization.

ARTICLE II - OBJECTIVES

The purpose of the MLGA is to promote good fellowship and sportsmanship among its members, and to encourage the active participation of its members in playing golf and taking part in golf tournaments, and to play in accordance with rules of the United States Golf Association, except as modified by local rules of the course.

ARTICLE III - MEMBERSHIP

Any adult female over 18 years of age who is a member of the Montclair Country Club is eligible to become a member of the MLGA by payment of annual dues.

ARTICLE IV - OFFICERS

The officers of this Association shall be a President, a Vice President, a Secretary, a Treasurer, and a Tournament Chairman.

The President shall preside at all meetings of the Association, and of the Executive Board, and shall have general supervision of the affairs of the Association. In the absence of the President, the Vice President shall perform these duties.

The new officers shall take office January 1st. Terms of office shall be one year (January 1 to December 31), or until successors are elected or appointed. If the office of President becomes vacant, the Vice President shall perform these duties. . If other offices become vacant, the Executive Board shall appoint a replacement to complete the remaining term.

ARTICLE V - AMENDMENTS

The Constitution may be altered or amended by any regular or special meeting held in conformity with the By-Laws by a two-thirds vote of the members present in person or by proxy. Membership must be notified of the proposed changes at least ten (10) days prior to the meeting.

BY-LAWS

ARTICLE I - OFFICERS AND THEIR DUTIES

Section 1. The officers of MLGA shall be a President, a Vice President, a Secretary, a Treasurer, Tournament Chairman and a Co-Chair.

Section 2. The President shall preside at all meetings of the MLGA. She may appoint such special committees as may be found necessary. The President shall be empowered to withdraw funds from the account of MLGA in the event the Treasurer is not available.

Section 3. The Vice President shall perform all duties of the President in her absence. She may also serve on other committees or areas that may need assistance. She shall take over the office of President if it is vacated. She shall chair the Member/Guest tournament.

Section 4. The Secretary shall keep a record of all meetings of MLGA and of the Executive Board, and shall issue notices of meetings. Copies of the minutes of all meetings held during the current year shall be posted as well as a complete membership list with addresses and telephone numbers. The Secretary will post policy changes. She shall be in charge of all general correspondence of MLGA. In her absence a Secretary, pro tem, shall fulfill her duties.

Section 5. The Treasurer shall collect and deposit all monies of the MLGA, disbursing them as directed by the Executive Board. She shall keep the accounts in the books belonging to MLGA which shall at all times be open for inspection by the membership. She shall make reports, in writing, of all monies received and paid out and the amount of funds on hand. The Treasurer shall keep a complete and current list of all members. A balance of no less than seventy-five dollars (\$75.00) shall be left each year in the account of MLGA.

Section 6. The Tournament Chairs shall be responsible for scheduling all tournaments and the operation of all weekly tournaments. They shall also be responsible for the weekly or monthly tournament prizes. They may be assisted by other members.

ARTICLE II - EXECUTIVE BOARD

Section 1. The policy, business and affairs of the MLGA shall be directed by the Executive Board who, in turn, shall be subject to the Constitution and By-Laws of MLGA. The Executive Board shall consist of all officers and all chairpersons of special committees. MLGA Officers, only, reserve the right to make motions and vote at board meetings. The last prior President, acting as an advisor, may attend board meetings at the invitation of the President. The general membership may call a meeting any time to address issues with the Board if 1/3 of the members sign a roster indicating they will attend. The Executive Board shall take office on January 1st of each year and shall hold regular meetings, preferably monthly, on a date designated by the President.

Section 2. The Executive Board shall consist of the aforementioned officers and the following Special Committee Chairpersons to be appointed by the President.

Handicap Chairperson
Nine-Hole Chairperson
Publicity Chairperson
Social Chairperson
Historian/Photography Chairperson
Weekend Swingers Chairperson
Arlington Fairfax (ARFAX) Delegate or Alternate
Ways and Means Chairperson
Member/Guest Chairperson
Ringers Chairperson
Rules Chairperson
Virginia State Golf Association (VSGA) Representative
Membership Chairperson
Chip-Ins Chairperson
Southern League Captain and Alternate

a. The Handicap Chairperson shall keep a record of scores made by members and keep a monthly account of each member's handicap as they are established and must monitor the scores of new members until they have obtained an 18-hole USGA HANDICAP. A new member must submit her attested handicap from her former club to be used as a temporary handicap with MLGA until she establishes sufficient scores. However, if the player's attested handicap is supported by the player's last 20 games, her handicap will be recognized as permanent. She must also monitor the handicaps of those members who are in contention for Most Improved Golfer during the golf season and assure that scores are posted. In addition, she will furnish the Tournament Chairman with a copy of the monthly handicaps. She will randomly check to ensure that ALL scores are posted such as scores on non-MLGA days (ARFAX, VSGA, Invitationals, etc.)

b. The Nine-Hole Chairperson shall assist the Tournament Chairperson in scheduling tournaments for the nine-hole golfers. She will be responsible for the indoctrination and the explanation of the tournaments to all beginners and new members.

c. Publicity Chairperson shall furnish prompt and correct information to the press regarding all affairs or events. She shall keep a scrapbook of newspaper clippings of MLGA activities, etc.

d. The Social Chairperson shall be responsible for/and in direct charge of all social activities of the MLGA. She shall perform such other duties as are delegated to her by the President. She shall also have a telephone tree committee in place should it be needed.

e. Historian/Photographer Chairperson shall be responsible for taking pictures of all major functions through out the year, as well as maintaining the scrapbook of pictures and clippings showing activities of MLGA.

f. The Weekend Swingers Chairperson shall be responsible for the liaison between the weekend players and the executive Board. She shall also assist the Tournament Chairperson and Nine-Hole Chairperson when necessary.

g. The ARFAX Delegate attends all ARFAX Executive Committee meetings. She provides a complete list of team members and collects the dues to be turned in to the ARFAX Committee. She also arranges the dates for ARFAX functions at our club and posts information pertaining to these for the benefit of our members. She shall perform all other duties necessary as the liaison officer between ARFAX and the members of our Club.

h. The Ways and Means Chairperson shall be responsible for raising additional monies for the MLGA.

i. The Member/Guest tournament chairperson shall be responsible for all details pertaining to the annual Member/Guest tournament, and she may request assistance from the membership.

j. The Ringer Chairperson shall maintain a record of the lowest score for each member for each hole on MLGA tournament days.

k. The Rules Chairperson and her Committee shall be responsible for interpreting USGA and local rules. The Committee will be responsible for resolving claims between players. If the problem cannot be resolved by the Rules Committee, the Pro will be the final authority.

l. The VSGA representative is the liaison between VSGA and the members of our club. She shall attend all meetings of the VSGA. She shall post a yearly schedule and results of each VSGA-WD tournament and shall inform members of handicap training sessions.

m. The Membership Chairperson shall contact all new women members of Montclair Country Club and invite them to participate in MLGA. Prior to the opening season she shall send a general letter to Montclair Country Club members (possible enclosure in a monthly statement) encouraging their participation in MLGA.

n. The Chip-In Chairperson shall maintain a record of all members participating in the Chip-In contest.

o. The Southern League Captain is the liaison between the Southern League and the members of our club. She shall attend all meetings of the Southern League. She shall provide a list of team members/substitutes, and directions to our club to all clubs participating in the league. She shall arrange the date(s) for the association functions at our club and post this information.

Section 3 The MLGA Officers shall determine the annual membership dues. Annual dues are from April 1st to October 31st. After July 15th, a new member will pay ½ the annual dues. Dues must be received prior to tournament participation.

ARTICLE III - MEETINGS AND COMPETITION

Section 1. There shall be a minimum of two (2) meetings of the membership of MLGA each year, to be called by the President.

Section 2. The place of the meetings shall be the Montclair Country Club unless it is not available.

Section 3. Special meetings may be called at any time by order of the President, or by any three members of the Executive Board, or by the order of the Vice President in the absence of the President. The Secretary shall give notice of special meetings at least five (5) days prior to the date of the meeting by telephoning and posting meeting notice. A quorum of 2/3 membership shall be required for voting.

Section 4. Play shall be held weekly from April 1st through October 31st.

Section 5. All MLGA Tournaments shall be played at Montclair Country Club.

ARTICLE IV - ELECTIONS

Section 1. The MLGA shall hold its annual election in October of each year. The election shall be held at the Montclair Country Club unless it is not available.

Section 2. Nominations for all officers shall be presented at the annual election meeting by the Nomination Committee. The Nomination Committee shall consist of one (1) member from the Executive Board and two (2) non-Board members, all appointed by the Executive Board at a meeting held prior to the election. The slate as proposed by the Nomination Committee shall be posted at least ten (10) days prior to the October meeting.

Section 3. Nominations from the floor at the October meeting will be asked for and accepted. A majority of members present in person or by proxy will elect a nominee to office. The final slate of candidates shall be presented by the Nominating Committee Chairperson at the October annual meeting. Nominations may also be made from the floor. If a candidate is unopposed, the Secretary will cast the elective ballot.

ARTICLE V - VOTING

Section I. Any member in good standing may cast a ballot on any issue and may send a written proxy vote if unable to attend a meeting when there is previous knowledge of a pending vote.

ARTICLE VI - ORDER OF BUSINESS

All meetings shall be governed by Roberts Rules of Order. The order of business shall be:

1. The President shall call the meeting to order.
2. The minutes of the previous meeting shall be read.

3. A report from the Secretary
4. A report from the Treasurer
5. A report from the Committee Chairpersons
6. Old Business
7. New Business
8. Adjournment

ARTICLE VII - AMENDMENTS

These By Laws may be altered or amended by a two-thirds vote of members present in person or by proxy at any regular or special meeting of MLGA if the proposed change(s) have been read at a previous meeting or posted ten (10) days in advance of voting.