

# **BY-LAWS OF THE FAWN LAKE LADIES GOLF ASSOCIATION**

## **Article I – General**

- Section A      The name of the organization shall be the Fawn Lake Ladies Golf Association (LGA).
- Section B      The LGA is an organization of the Fawn Lake Country Club (Club). The Fawn Lake Ladies Golf Association Board (LGA Board) acts as a liaison to the Club Board of Directors (Board) through the Golf and Tennis Committee of the Board (Golf Committee) in communicating issues of importance to the general membership and to assist the Board in the mutual goal of providing a superior golf experience to all players.
- Section C      The purpose of the LGA shall be to create camaraderie among Club members to encourage active participation and support in the game of golf and to create an atmosphere of integrity, honor and respect in the interest of the Club and its members.
- Section D      All LGA events will be played in accordance with the Rules of Golf as written by The United States Golf Association and The Virginia State Golf Association, except as modified by local rules at the Club.
- Section E      These By-Laws will fully comply with the Fawn Lake Country Club Rules and Regulations (Rules), as well as current membership information distributed by the Board to Club members. In the event of a conflict between these By-Laws and the Rules and/or the membership information, the Rules and/or the membership information shall prevail. The Board, in consultation with the Golf Committee and the LGA Board, shall determine final resolution of such a conflict.
- Section F      The LGA shall be operated as a non-profit organization.
- Section G      The LGA Board will forward recommendations regarding Club policies, rules and regulations, and other golf related issues to the Golf Committee for consideration by the Board.
- Section H      The By-Laws may be amended by a two-thirds vote of those members present at any meeting if the proposed amendment has been provided to every voting member at least two weeks prior to the time set for voting. There must be a quorum of 25 percent of the membership. Any proposed By-Law change must be submitted to the Board in writing with signatures of at least five (5) LGA members.
- Section I      *Robert's Rules of Order Revised* shall be the parliamentary authority for all matters of procedure not specifically covered by the By-Laws.

## **Article II - Membership and Eligibility**

- Section A Membership shall be open to all Ladies who are Full Golf or Sports dues paying members in good standing with the Club and the LGA.
- Section B Members must also maintain membership, through the Club, in the Virginia State Golf Association for handicap purposes.
- Section C Membership in the Club does not guarantee right of LGA membership as it is considered a privilege.
- Section D The term of membership shall expire on the last day of the year.
- Section E Terms of membership in the LGA may be modified, altered, or changed with approval of the LGA Board.
- Section F The conduct, behavior and actions of the LGA members and LGA Board Officers are governed by the Rules of the Club. Failure to adhere and abide by the Rules can result in disciplinary actions taken by the LGA Board up to and possibly including suspension or revocation of LGA privileges and/or Club membership privileges. Club membership privileges can be suspended or revoke only by the Board in consultation with the Golf Committee and the LGA Board.
- Section G LGA members may participate on Ladies Day, which is considered to be each Wednesday during the months of mid-April through October. To be eligible for play, a player must have posted a minimum of five (5) scores in order to establish a handicap trend by their first day of competitive LGA play. Ten (10) scores constitute a full handicap. The handicap trend needs to be consistent with current LGA Handicap Standards for Wednesday competitive play.
- Section H To be eligible to play in a Major Tournament defined by the LGA Board, members must have a valid handicap with ten recorded scores, five of which have been posted in the current year.

## **Article III – Officers**

- Section A The membership of the LGA will elect a five (5) member LGA Board. An LGA Board officer must be an active, participating LGA member in good standing. The officers shall consist of a President, 18-hole Vice President, 9-hole Vice President, Communications Officer and Treasurer. The slate of the nominated officers shall be experienced members knowledgeable on the game and the rules of golf. At least one of the positions must be filled by a 9-Hole member. The duties of each officer are outlined in the Independent Supplement to LGA By-laws (Fawn Lake LGA Board Member Duties.) The duties may be modified by a majority vote of the LGA Board. Notification of any approved change in LGA board member duties must be emailed to the membership and posted on the FLCC website.

- Section B The five (5) members of the LGA Board will be elected by a vote of the LGA membership, and shall serve without compensation.
- Section C The members of the LGA Board shall be elected for a term of two (2) years. The term of office shall be from November 1st through October 31st of the following year.
- Section D Any vacancy that may occur within the LGA Board shall be filled by appointment. The remaining members of the LGA Board will make said appointment.
- Section E One member of the LGA Board will serve on the Golf Committee. The LGA Board will select this member each year.
- Section F The LGA Board has no duty or power to negotiate or otherwise act on behalf of the Club or the members of the Club and will serve in an advisory and volunteer capacity.
- Section G The Head Golf Professional of the Fawn Lake Country Club (Pro) will serve as an advisor to the LGA Board.

#### **Article IV – Nominations and Elections**

- Section A The current LGA Board shall prepare a single slate to be presented at the Annual meeting in October. This slate is to be posted one week in advance of the elections and shall consist of the five officers. Nominations may be made from the floor.
- Section B Elections shall be via voice at the Annual Meeting, except when there is more than one candidate for an office, in which case voting shall be done by ballot. Officers will serve on the LGA Board for a minimum of two (2) years and incumbents will have first choice of position to be held during a second term. Elected personnel shall take office by October 31<sup>st</sup>.

#### **Article V – Meetings**

- Section A LGA Board will meet each month unless there is insufficient business, dangerous weather or lack of a quorum. Special meetings may be called by the President or by three (3) members of the LGA Board with reasonable notice to the other LGA Board members.
- Section B Minutes will be taken by the Communications Officer to document business sessions. Minutes, as well as other pertinent administrative records, will be retained for a period of three (3) years. The LGA Board will approve minutes of the meetings before they become available to the membership of the LGA.

- Section C A quorum of the LGA Board shall be three (3) members. Any meeting conducted on behalf of the LGA by the LGA Board requires reasonable notice to all other LGA Board members by the President or Communications Officer of the time, location and the agenda of the meeting.
- Section D Members of the LGA not on the LGA Board are encouraged to attend LGA business meetings, of the membership (“Play and Stays”), but may add topics for discussion only if previously approved by the LGA Board in advance.
- Section E The Annual Meeting of the LGA membership will be held each year in October for the purpose of electing officers, receiving reports of officers and for other business that may arise. There must be a quorum of 25 percent of the membership. Items that a member would like to include on the agenda for that meeting must be submitted to the Communications Officer in writing no later than one month prior to the Annual Meeting.
- Section F There shall be a meeting in the spring of each year to announce plans for the season, register for the year, pay dues, and receive schedules and other pertinent seasonal information. This meeting is open to all Full Golf or Sports Members contemplating joining the LGA.

## **Article VI – LGA Board**

- Section A The Officers of the LGA Board shall be responsible for the golf affairs of the members. The LGA Board has the authority to appoint Chairpersons and/or members of various committees, such as the Golf and Tennis Committee, Tournament, Handicap, Rules and Greens. The term of such service shall be at the will of the LGA Board.
- Section B The LGA Board shall determine the amount of annual dues to be paid by the members. The use of members’ dues will be in a manner to best benefit all members.

## **Article VII – Financial**

- Section A Financial records shall be retained by the LGA Board during their term of office and shall be made available to the Golf Committee upon request.
- Section B The LGA shall open and maintain a bank account in the name of the Fawn Lake Ladies Golf Association, which is known to be an organization of the Fawn Lake Country Club. Checks drawn on the LGA account shall require the signature of one LGA Board member; however, checks in the amount of \$500 or more will be signed by two LGA Board Officers. Should the total funds of the LGA account be \$300 or less, they may be held by the treasurer as cash with the approval of the LGA Board, in which event a bank account need not be maintained. Any expenses paid by the Treasurer in cash must be recorded on the LGA financial statement and accompanied by paid receipts.

- Section C The Annual Budget for the LGA shall be ratified by the LGA Board.
- Section D The amount of dues shall be determined and shall be paid to the treasurer prior to the LGA Opening Day. New members of the Club may become a member of the LGA at any time upon full payment of dues. Dues are non-refundable.

### **Article VIII – Tournaments**

- Section A A goal of the LGA is to provide a variety of opportunities for members to compete exclusive of Wednesday Ladies Day. Any tournament run by the LGA will be under the leadership of the 18-hole Vice President and/or 9-hole Vice President. Eligibility for play in tournaments will be consistent with the guidelines set forth in Article II, Section H of these by-laws. Dates for Tournaments will be established for the FLCC “Tournaments, Events & Outing Schedule” which is distributed by the Professional Staff early in each calendar year. A change in date(s) or format for a major tournament will be accomplished at a business meeting with a quorum of members in attendance and by a majority vote, except in cases of inclement weather or other “acts of God.” The Fawn Lake Professional Staff, together with the LGA Board, may cancel a tournament that does not meet sufficient sign-up requirements as set forth for the event e.g., minimum number of players/teams by the sign-up deadline. If there is insufficient sign-up, a non-major tournament may be substituted by the LGA Board without a business meeting.
- Section B Tournament Co-chairs will be expected to budget carefully and assure that each event is self-supporting through entry fees or approved alternative fund raising efforts.
- Section C Outside tournaments involving other Clubs, such as an Invitational and/or other Club & Home events will be chaired by a President-appointed member.

# **INDEPENDENT SUPPLEMENT TO LGA BY-LAWS**

## **Fawn Lake LGA Board Member Duties**

**In general, all officers may help to perform these board duties:**

- Coordinate schedule for season with FLCC Pros, Maintenance Superintendent and FLCC Golf Committee
- Coordinate with FLCC Pros regarding organization of sponsored LGA major tournaments
- Coordinate with FLCC Pros and FLCC Golf Committee as necessary regarding organization of FLCC sponsored tournaments
- Ensure LGA has representatives as required for FLCC Golf Committee and sub-committees
- If an LGA Board member is not the designated Chairperson for an LGA fundraiser tournament (i.e. Rally for the Cure), ensure that an LGA Board member is designated as liaison to the fundraiser chairperson(s)--working with them to coordinate the benefit on behalf of the LGA. That LGA Board member is to work with the fundraiser leadership to ensure all items on the fundraiser are completed responsibly and to LGA standards.
- Coordinate LGA Kickoff, Play & Stays, and Annual Meeting (October) of LGA membership
- Coordinate with FLCC Harbor Club for any dining needs for events, tournaments
- Develop and update, as needed any LGA communications materials for membership, e.g. Kickoff Handbook, Handicap Standards, Play & Stay presentations, rosters, newsletters, etc.

### **PRESIDENT**

- Hold monthly LGA Board meetings
- Act in an executive capacity (follow up and handle issues and actions that may arise)
- Solicit and ensure open and clear communication with other LGA Board members
- Ensure adequate ongoing communication with membership between Play & Stay meetings; approve all correspondence prior to sending it to LGA membership
- Ensure that the 18-hole Vice President and/or 9-hole Vice President have adequate help for major events and tournaments, either from the LGA Board or designated volunteers.
- Primary point of communication with other golf clubs
- Actively look for ways of improving the LGA including developing outside relationships and tournaments with other clubs.

### **18-HOLE VICE PRESIDENT**

- Attend all LGA Board meetings
- Perform duties of the President when she is not available
- For the 18-hole ladies:
  - Develop and publish the annual schedule for games and tournaments
  - Ensure Birdies, Chip-Ins and Milestones are tracked for all players including a birdie/chip-in poster
  - Ensure the Weekly sign-up sheets are developed and available in the Pro Shop

- Work with Fawn Lake Professional Staff to ensure weekly pairings and play is executed smoothly
- Work with the 9-hole VP and the Country Club to plan luncheons for Play ‘n Stays and Tournaments
- Award significant milestone pins (first-time birdies, first-time chip-ins, I broke 100, etc.) at Play ‘n Stays
- Co-chair tournaments with the 9-hole Vice President.

## **9-HOLE VICE PRESIDENT**

- Attend all LGA Board meetings
- For the 9-hole ladies:
  - Develop and publish the annual schedule for games and tournaments
  - Ensure Birdies, Chip-Ins and Milestones are tracked for all players including a birdie/chip-in poster
  - Ensure the Weekly sign-up sheets are developed and available in the Pro Shop
  - Work with Fawn Lake Professional Staff to ensure weekly pairings and play is executed smoothly
  - Work with the 18-hole VP and the Country Club to plan luncheons for Play ‘n Stays and Tournaments
  - Award significant milestone pins (first-time birdies, first-time chip-ins, I broke 60, etc.) at Play ‘n Stays
  - Co-chair tournaments with the 18-hole Vice President.

## **COMMUNICATIONS OFFICER**

- Attend all LGA Board meetings
- Keep a written record of all Board meetings, Play & Stays, and Annual Meeting
- Maintain an up-to-date membership roster with pertinent information including e-mail list which is kept confidential to comply with FLCC regulations
- Send all approved correspondence and LGA written documents from the Board
- Coordinate timely posting of LGA information/documents with FLCC website communications personnel
- Maintain computer records for the LGA Board including weekly results, tournament results (excluding chip-ins and birdies), minutes, by-laws, season documents, course markings guides, pictures, etc.
- Maintain a yearly scrapbook of events
- Coordinate with the LGA Board articles for the LGA Newsletter
- Help with the development of e-posters, sign-up sheets, etc.
- Ensure to best of ability that information sent to members and posted is accurate, complete and current.

## **TREASURER**

- Attend all LGA Board meetings

- Responsible for LGA checking account, with secondary signature from another LGA Board member as required in by-laws
- Collect dues from membership
- Make timely deposits of monies received and endorse all checks with restrictive endorsement
- Pay LGA bills on time
- Maintain legible check register and journal showing monies received and payments disbursed
- Reconcile monthly bank statements
- Prepare updated report for monthly Board meetings
- Prepare Beginning and End-of-year Treasurer's report for membership
- Coordinate with FLCC Finance for billing of members accounts for tournaments
- Work with board members and others on all budgeting for programs, events, tournaments, etc.