

**TWIN LAKES VILLAGE WOMEN'S 9-HOLE GOLF CLUB
5-25-2023 BY-LAWS**

ARTICLE ONE

Name

The name of the organization shall be the Twin Lakes Village Women's 9 hole Golf Club.

ARTICLE TWO

Purpose

- To promote the interest of golf among women.
- To establish uniform rules, regulations and etiquette of golf among its members.
- To promote good sportsmanship in organized competitive play.
- To welcome women of varied skill levels and encourage a sense of community and merriment among its members.

ARTICLE THREE

Membership and Dues

- Eligible members will be those paying membership dues; a Regular Membership and Associate Membership are offered options.
- Membership Dues will be decided yearly by the Executive Board. Dues must be paid in advance to be eligible to participate in any activities.
- Member Dues must be paid before play to be eligible for weekly prizes. Prize credits in the Pro Shop shall remain equal throughout the year.
- Guests may golf two (2) times without paying membership dues. Guest players are not eligible for prizes.

ARTICLE FOUR

Officers and Executive Board

- The officers of this organization shall be President, Vice-President, Secretary and Treasurer, all of whom will serve as volunteers.
- The Executive Board shall include the officers of the organization.
- The retiring president, if they so choose, may become a member-at-large for the following year and shall have a vote at all Board meetings.
- The new president shall take office at the last meeting of the season.
- Any Executive Board Member may vote in any manner possible. (i.e., email, phone, text, video, or in person).
- Any Executive Board member may request a meeting of the Executive Board, and lead said meeting, based on a specific issue that may arise.
- The Executive Board may include Committee Chairs in decision making, in an advisory capacity, when the Board deems it necessary.

ARTICLE FIVE

Duties of the Officers

- The **President** shall be the Chair of the Executive Board and may be a member of every committee. They shall manage all affairs of the Executive Board. The President shall preside at all meetings, set agendas, direct communication and direct all activities of the Executive Board. All Committee Chairs shall report to the President. The President may address confidential issues of the Executive Board, the membership, and the committees in Executive Session. They shall direct activities of the Club with the assistance and input of the Executive Board. As President, they will ensure that all decisions of the Executive Board are made utilizing majority rule. The President will review all expenditures with the Treasurer and approve all disbursements from Club Funds. The President shall nominate Committee Chairs to the Executive Board, and the Executive Board shall confirm said nominations with a majority vote.
- The **Vice-President** shall serve in all capacities, in the absence of the President. They shall oversee the Club's Invitational Chair and Committee, serving as a liaison between the Invitational and the Executive Board. The Vice President shall supervise the Remembrance Day Event, a joint venture between the 18 and 9 Hole Clubs. The Vice President, along with the Treasurer, will complete a financial accounting audit of the Club's finances twice a year.
- The **Treasurer** shall keep a record of all monies received (dues, etc.), and all disbursements made on behalf of the Club. The Treasurer shall maintain the Club's checkbook, and balance monthly with the lending institution's statement. At each Board Meeting, and any time it is requested, the Treasurer shall provide the Executive Board a current financial statement and budget outlook. Additionally, they shall report in writing and verbally, the state of finances to the Club Membership at the Opening and Closing Banquets. The Treasurer shall maintain a master list of paid club dues and communicate with Golf Pro for successful GHINN activation of each member, as well as the Line-Up and Scorekeeper Chairs. The Treasurer will receive a weekly report of winners from the Scorekeeper, and pay the Pro Shop Bi-Monthly, all amounts of winnings to be credited to individual member accounts. At the close of the Treasurer's term, they shall present a written report of the Club's finances, along with all pertinent club information, files and documents, to the new Treasurer.
- The **Secretary** shall be the recorder of all Executive and Club meetings and shall be responsible for all correspondence necessary in carrying out club affairs, unless such communication is delegated to another member. The Secretary is the Club Archivist and shall maintain the Club's minutes, By-Laws, and Documents in writing in a secure file, and transfer said documents at the end of their term to the new Secretary.
- The **Past President** may attend all meetings and be included in all correspondence of the newly elected Executive Board for a term of one (1) year from the date of their retirement as President. The Past President will provide support to the incoming Board and herstorical facts and perspective pertinent to the new Board's success.

ARTICLE SIX

Duties of the Committee Chairs*

*Committee Chairs may change throughout the year, at the discretion of the Executive Board.

- The Line-Up Chair Utilizing the current golf system, the Line Up Chair shall ensure playing group lineups each week for play throughout the season, and coordinate efforts with the Scorekeeper Chair.
- The Outside Tournament Chair keeps track of outside Tournaments being conducted and informs members weekly of dates and costs to participate. The OTC collects fees, sends completed registrations and money to appropriate clubs before deadlines of said tournaments.
- The Rules Chair shall familiarize themselves with the current USGA golf rules and work with the Golf Pro to inform members, on an as needed basis, of new or existing golf rules that are appropriate. The Rules Chair shall promote knowledge of, and adherence to, the USGA rules, and settle disputes of the rules of golf for members.
- The Social Chair and their committee shall be responsible for all Social Events including but not limited to, the Opening and Closing Banquets. Based on the budget provided by the Executive Board, the Social Chair will negotiate food costs with restaurant, determine themes, decorations and prizes (if any) for said events. The Social Chair will also assist the Invitational Committee by negotiating food costs with the restaurant for the Invitational.
- The Invitational Chair (IC) and their committee, shall be responsible for the Club's Invitational and all that it entails. The IC will work closely with the Vice President of the Executive Board to determine budget and actual costs of entire Invitational (i.e., entrance fees, green and cart fees, prizes, baskets, raffles, etc.). The IC and their committee will work with the Social Chair, who will negotiate with the restaurant in terms of Invitational food costs. The IC and their committee are encouraged to begin meeting in May to produce a successful Invitational in August of the designated year.
- The Herstorian shall keep a herstorical record of each year's activities (i.e. pictures, activities, publicity, press notices, etc.) that culminates into a video presentation for all members at the Club's Closing Banquet.
- The Communication Chair sends out weekly e-mail blasts to all members containing information provided by the Executive Board that is pertinent to members, (i.e., golf starting times, pertinent dates of events, rule changes, who to contact for what, etc.). The Communication Chair shall also include weekly winner's names in the email.
- The Roster Booklet/On-Line Chair Is responsible each year for gathering information from the Executive Board that is pertinent to all members, and then producing the Club's annual on-line information and/or printed pamphlet, working with the TLV office.
- The Score Keeper Chair And their committee, utilizing the current golf system, shall collect all weekly score cards, tabulate and post scores for each member, and determine weekly winners. Score tabulation will be reviewed for accuracy by another member prior to posting scores. Once completed, the Score Keeper will then provide the Treasurer a weekly report of club winners to be paid. They will coordinate their efforts with the Line Up Chair. They will keep a weekly tabulation of all scores throughout the

season, and keep a golf season tabulation for the Eclectic. They will tabulate the year end winners in each flight and determine the Club Champion based on scores during the Club Championship rounds. They will also handle all newspaper publication of weekly winners (i.e., the CDA Press with same).

- The Membership Chair shall be the first introduction for new Members to the Club and all that it entails. They will provide an application for new members with instructions on how to complete and pay dues. Additionally, before the end of the season, they will provide an application to existing members to complete with instructions on when to physically return completed application along with applicable dues to the club Treasurer. During the off season, the Membership Chair will receive a list of unpaid members from the Treasurer, and will contact unpaid members prior to the next season's start, to determine if they will be renewing and when, advising Treasurer of same.

ARTICLE SEVEN

Meetings

- At least two meetings of the entire membership shall be held during the year to be called by the President: an opening (Spring) meeting to begin season, and a closing (Fall) meeting to elect officers.
- The Executive Board shall meet before, during, and after the golf season. All Executive Board meetings are open to members with the exception of Executive Session Meetings. An email will be sent to the members announcing any Board Meetings planned. Executive Session meetings deal with sensitive matters involving the club or club members.
- All members must be at the clubhouse 30 minutes before play every Thursday, for a brief meeting.
- A majority of active members present and voting shall constitute a majority at any member meeting.

ARTICLE EIGHT

Nominations and Elections

- The nominating committee, consisting of three (3) members appointed by the President, shall present at the Fall Closing Banquet meeting a slate of Officers, all of whom have consented to serve as volunteers.
- Nominations will additionally be accepted from the floor at this meeting.
- A majority of active members present and voting shall constitute an election of Officers.

ARTICLE NINE

Handicaps to be Used at Twin Lakes Village Golf Course

- The USGA Handicapping Association's recommendations for women's handicapping shall be used.
- All 9 hole scores will be combined to make 18 hole scores and an 18 Hole Handicap Index will be used to create a 9 Hole Handicap. Updated handicaps for Club members are completed by the Golf Pro on the first (1st) and fifteenth (15th) of each month, and given to the Club's Scorekeeper for score tabulations, and posting for members viewing.

- A minimum of five (5) 9-hole scores properly certified will be required before a temporary handicap will be given to any member. A score from any certified course may be used to establish a temporary handicap. As soon as a temporary handicap is established, the player will be eligible for weekly competition.
- To be eligible for the Club Championship, a participant must have played and posted five (5) games on Twin Lakes Village Course with the TLV Women's 9 Hole Club before the tournament cut-off date. This can include outside postable 9-hole tournament games.
- The Club Championship will be determined after four rounds of golf. Two rounds will be played on the front nine and two rounds will be played on the back nine. The best score on the front and best score on the back will be the final scores for the Club Championship competition.
- In case of a new member transferring from another club, they must present a certified handicap record from their previous club. Once received, they will then be eligible for weekly competition.
- New golfers of this organization must be willing to accept a 40 maximum handicap for 9 holes of competitive play.

ARTICLE TEN

By-Laws and Amendments

Amendments to these By-Laws may be made at any meeting of this organization by a two-thirds majority vote of all votes cast, provided written notice of the proposed amendment shall be presented fourteen (14) days previously.

ARTICLE ELEVEN

Indemnification

The Club (Twin Lakes Village Women's 9 Hole Club) shall indemnify its' Officers, Board members, Committee Chairs and volunteers, including any persons formerly occupying a position or volunteering at the direction of the Board. The Club shall cover all expenses incurred by way of service to the Club.

President	<u><i>Holly Beagle</i></u>	<u>5/26/23</u>
		Date
Vice-President	<u><i>Jane Ketyk</i></u>	<u>5-25-23</u>
		Date
Secretary	<u><i>Vicki Smith</i></u>	<u>5/25/23</u>
		Date
Treasurer	<u><i>MG Labrec</i></u>	<u>5/25/23</u>
		Date
Board Member/Past President	<u><i>[Signature]</i></u>	<u>5-25-23</u>
		Date