**CHARLIE VETTINER LADIES**

**GOLF CLUB**

**By-Laws**

**ARTICLE I – NAME**

 The name of this organization shall be CHARLIE VETTINER LADIES GOLF CLUB.

**ARTICLE II – PURPOSE**

The purpose of this organization is to provide an organized, social and competitive golf program for its Membership.

**ARTICLE III – MEMBERSHIP**

 Any woman of good character who pays the yearly dues and fees of the Club shall be considered a member.

**ARTICLE IV – DUES**

 The annual dues shall be determined by the vote of the Executive Committee and be payable on or before the annual spring meeting. New members may join at any time during the season upon payment of annual dues.

**ARTICLE V – MEETINGS**

*Section 1*

 An annual spring and an annual fall meeting shall be called by the President for the purpose of handling the business and plans of the Club.

*Section 2*

 Special meetings may be called by the President or upon written application of 1/3 of the paid Members filed with the Secretary. A notice of a special meeting must be posted on the bulletin board in the women’s locker room at the Club by the Secretary at least one week in advance of the meeting.

*Section 3*

 An awards dinner shall be held each fall following the completion of the golf season, as applicable.

**ARTICLE VI – OFFICERS AND THEIR ELECTION**

*Section 1*

 Officers of this Club shall consist of a President, a Vice President, a Secretary and a Treasurer who shall be elected at the annual fall meeting. These officers shall assume their duties at the close of the season or awards banquet in the fall and continue in office until their successors are elected.

*Section 2*

 These four officers, together with the Immediate Past President, shall constitute the Executive Committee.

*Section 3*

 The Executive Board shall consist of the Executive Committee and the Chairmen of all Standing Committees, who shall be appointed by the President with the approval of the Executive Committee.

*Section 4*

 There shall be a nominating committee consisting of four members. The Chairman shall be the Immediate Past President. The President in office shall appoint the other three members. The nominating committee shall appoint the other three members. The nominating committee shall present a slate of officers to the Membership for election at the annual fall meeting. Additional nominations may be made from the floor with prior consent of the nominee.

**ARTICLE VII – DUTIES OF OFFICERS**

*Section 1*

 The President shall:

1. Preside at all meetings of the Club, Executive Committee and the Executive Board
2. Set up the budget and approve the disbursement of all funds
3. Appoint Chairmen of all Standing and Special Committees
4. Be an *ex-officio* member of all committees
5. Cast a vote in case of a tie
6. Fill vacancies with approval of the Executive Committee

*Section 2*

The Vice President shall:

1. Perform all duties of the President in her absence
2. Assume duties of Parlimentarian
3. Be directly responsible for major tournaments
4. Oversee and be responsible for all golf activities of the Club

*Section 3*

 The Secretary shall:

1. Record and keep minutes of all actions of the Club, the Executive Committee and the Executive Board
2. Keep a permanent file of all reports
3. Be responsible for all correspondence pertaining to the business of the Club
4. Be responsible for notice of all meetings to the Membership

*Section 4*

 The Treasurer shall:

1. Be custodian of the funds of the Club
2. Pay all bills upon approval of the President
3. Keep a complete record of all receipts and expenditures
4. Present an annual written financial report
5. Keep an up-to-date Membership list and provide to the Secretary

**ARTICLE VIII – EXECUTIVE COMMITTEE**

*Section 1*

 The Executive Committee shall:

1. Meet no later than January to help with the budget and approve the appointments of Chairpersons of all Standing and Special Committee chairmen.
2. Approve the recommendations of the President to fill vacancies
3. Act in emergencies
4. Be entrusted with control and management of the Club

**ARTICLE IX – EXECUTIVE BOARD**

*Section 1*

 The Executive Board shall:

1. Meet no later than the end of February to plan for all Club activities and rules governing the game
2. Approve the budget

*Section 2*

 Special meetings may be called by the President or may be called upon written request of four members of the Executive Board.

*Section 3*

 Three-fifths (3/5) of the members of the Executive Board shall constitute a quorum.

**ARTICLE X – STANDING COMMITTEES**

*Section 1*

 The Standing Committees shall consist of Tournament, Rules, Handicap, Social and Awards, and such other committees as the Board may, from time-to-time, deem advisable. Social and Awards committees shall exist when applicable.

*Section 2*

 Duties of the Committees:

1. *Tournament*:

* 1. Plans and carries out weekly golf events and is responsible for posting the rules governing the same and determining the winners
	2. Presents the golfing tournament schedule at the Spring meeting after approval by the Ex. Board
	3. Reports to the Vice President
1. *Rules:*
	1. Interprets the USGA Rules of Golf, educates the members on local rules and makes final decisions on any disputes
	2. Uses the golf pro as an advisor
2. *Handicap*:
	1. Performs all duties required to provide members with an up-to-date handicap and educates the members regarding the handicap system
3. *Social:*
	1. Responsible for the site and menu of the fall banquet
	2. Responsible for all other social activities including Guest Day
4. *Awards*:
	1. Responsible for purchasing awards and obtaining door prizes for the annual banquet

*Section 3*

 A Special Committee chairmen shall be appointed by the President as the Executive Committee shall deem necessary to carry on the work of the organization.

*Section 4*

 All Chairmen, upon completion of their job, shall present to the President a written report.

**ARTICLE XI – QUORUM**

 One-fourth (1/4) of the paid Membership shall constitute a quorum.

**ARTICLE XII – ADDMENDMENTS**

These By-Laws may be amended by a majority vote of a duly constituted quorum of the paid Membership at a regular or specially called meeting provided the amendment was submitted in writing to the Executive Board, c/o the President, at least two weeks prior to such a meeting.

**ARTICLE XIII – PARLIMENTARY AUTHORITY**

 The rules contained in Robert’s Rules of Order shall govern this organization in all cases where applicable in which they are not with these By-Laws.

**ARTICLE XIV – EXPULSION OF MEMBERS**

 By a vote of two-thirds (2/3) of the paid membership at a special meeting, a member may be expelled from the Club for good cause.

**ARTICLE XV – NON-LIABLE**

 The Club is a not-for-profit organization, organized solely for the benefit of its Members and shall not be liable to any Member or any other person for any damage or claim arising out of the Club’s operation.

**ARTICLE XVI – STANDING RULES**

 The Membership shall adopt standing rules that shall prevail from year-to-year, any of which may be changed or taken out by a vote of a majority of a duly constituted quorum of the general paid Membership at any regular or special meeting.

These By-Laws proposed and submitted at the Spring meeting, April 1, 1989.

Approved April 1, 1989.