

Antelope Hills Golfing Gals

Constitution and By-Laws

January, 2023

ARTICLE I: NAME

The name of the organization shall be Antelope Hills Golfing Gals.

ARTICLE II: OBJECTIVE

- A. The purposes of the Antelope Hills Golfing Gals are:
 - 1. Promote an interest in golf among women who desire to play 9 or 18 holes of golf.
 - 2. Establish handicaps for members
 - 3. Organize activities, weekly play, special events, and tournaments for members

ARTICLE III: MEMBERS

- A. A prospective member may play three times before being required to pay dues. New members must establish an AGA handicap based on six regulation games with attested scorecards. Scorecards must show an average score of 80 or less for 9 nines.
- B. Dues must be paid and current to be eligible for weekly play and voting privileges.

ARTICLE IV: OFFICERS

- A. A. Elected officers shall be at least a President, Secretary and treasurer. The Vice President position is optional. Elected officers and Past President will be known as the Executive Board.
- B. B. Officers shall be elected annually by a majority vote during the third quarter of the calendar year, in accordance with the change to calendar fiscal year. The President will assume duties the following month for a one-year term. The term of office for the President shall consist of and limited to two consecutive years. After at least one year has then passed, may be re-elected. Other officers' terms may be extended. A slate of prospective officers may be presented by Nominating Committee at the annual meeting.

ARTICLE V: MEETINGS

- A. The President shall call meetings at her discretion.
- B. All members shall be notified of meetings in person, by telephone, email, or notice on the bulletin board.
- C. At any meeting a quorum for the transaction of business shall consist of members present, including at least two officers.

- D. All meetings shall be governed by "Roberts' Rules of Order, Newly Revised", on all points not specified in these By-Laws.

ARTICLE VI: EXECUTIVE BOARD

- A. Will consist of elected officers (3) and immediate Past President (1). The Tournament and Handicap or other chairs may attend at President's discretion with non-voting privileges.
- B. Three members shall constitute a quorum.
- C. Meetings shall be called at the discretion of the President.

ARTICLE VII: COMMITTEES (OPTIONAL)

- A. Nominating Committee
- B.
 - 1 Will consist of three (3) members appointed by the president with the approval of the Executive Board.
 - 2 Will present a slate of officers for election at annual meeting.
 - 3 Will function throughout the year to name candidates for special election in the event a vacancy occurs.
 - 4 The President is NOT a member of this committee.
- C. Other Committees and responsibilities
 - 1 The President shall appoint Committee chairs as needed. She is an ex-officio member of these committees.
 - 2 The Handicap Chair will schedule the Club Tournament(s) and plan the finances with the Treasurer. All members of the club will be notified one (1) month in advance of tournament(s).
 - 3 The Membership Chair will greet new members and provide them with information concerning the Antelope Hills Golfing Gals, establish and maintain a current roster of players, and establish the starter roster for current and upcoming year.
 - 4 Please see additional duties for Officers and Chairpersons in the public notebook.

C. OFFICERS RESPONSIBILITIES

1 President Responsibilities

- a) Presides over meetings
- b) Has general supervision of officers
- c) Appoint committee chairs immediately after taking office and be ex-officio member of those committees with the exception of a Nominating Committee.
- d) Schedule and plan all club activities with the help of committee chairs.
- e) Serve as signatory on bank account with authorization to sign check in absence of treasurer.

2 Secretary Responsibilities

- a) Fulfill the duties of the President in her absence, or as requested.
- b) Record minutes of action taken in all meetings and present the minutes at the following meeting. Post minutes in the public notebook.
- c) Maintain a copy of the Constitution and By-Laws, Standing rules, and a current roster of club members with addresses, email addresses, and phone numbers. Roster shall be updated as necessary.
- d) Schedule weekly start times with the clubhouse and maintain roster of starters for the year.
- e) Conduct club correspondence as necessary.
- f) Send out emails to membership with important information.

3 Treasurer Responsibilities:

- a) Manage the financial activity of the club, including interface with the bank and maintaining the checkbook (both manual and online banking).
- b) Ensure that annual membership dues are received and deposited.
- c) Review and pay bills (especially AGA).
- d) Prepare and present financials to the Board and membership, as needed.
- e) Provide funding of any monthly games/tournaments based on budgeted amount.
- f) Create and oversee sound financial procedures.
- g) Ensure that an annual audit is conducted on the financials.

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Activities Director

Activities Director is responsible for managing the league's bulletin board and monthly calendar, weekly games, club meeting, interclub and NAWGA tournaments should appear on the calendar. Additionally, this person will choose game day games, assist with the scheduling of league functions and away day rounds. The Activity Director will also serve as the league's "feel good" person in that cards and well wishes will be sent as necessary to express the league's support in its membership.

Membership Representative

Membership Rep is the main point of contact for any inquires or questions regarding the league. All inquiries should be responded to within 24 hours. Her contact information should be clearly posted on the Golfing Gals bulletin board. Membership Rep should be able to advise new members of league costs and guide them through the registration process. She is responsible for maintaining and distributing the league roster to the league and placing an updated copy in the league binder each time a new member joins

AGA Representative

AGA Representatives are charged with being the communications link between the AGA and the league's Executive Committee, it's constituents, club and/or course. They will receive regular communications from the AGA, are expected to share it with their constituents, and convey issues back to the Association, including responding to surveys, from time to time. Attendance at the Annual Meeting is encouraged. Additionally, the AGA Rep will be the main point of contact for the state Medallion Tournament and will work with the President to schedule qualifying tournaments and record qualifying scores.

NAWGA REPRESENTATIVE

Basically has the same responsibilities listed for the AGA Rep, but pertaining to the Northern Arizona Women's Golf Association.

Weekly Starter

The weekly starter will be contacted by interested players each week vis email. On the day of play the starter will verify that players have checked in and assign them to the group in which they will play. She must inform them of the Game of the Day if a game is being played. Ask if they want to participate in the Chip in, then mark that they've paid. On the second Tuesday of the month, she will pull the KP stake and tape measure from the pro shop and send it out with the first group. The starting sheets are made up to give everyone a chance to play with everyone. If the players wanting to play 18 want to try to trade groups with another player, it's on them to make changes by consent with the person they want to change with.

ARTICLE VIII: AMENDMENTS

The Constitution and By-Laws may be amended at any meeting of the club by a majority vote of those present, including at least two (2) officers, provided written notice has been posted on the Club Bulletin Board and sent out by email for a period of fifteen (15) days prior to the meeting scheduled for the vote.

Adopted date: _____

Signature of current President:  _____

2023 Revision: _____