

ST. JAMES LADIES GOLF ASSOCIATION
CONSTITUTION AND BY-LAWS
As of OCTOBER 22, 2019

CONSTITUTION

ARTICLE I – NAME

The association shall be called ST. JAMES LADIES’ GOLF ASSOCIATION (SJLGA).

The association shall be a non-profit, unincorporated association for women playing golf at St. James Plantation.

ARTICLE II – PURPOSE

The purpose of the association is to encourage friendly competition and good sportsmanship.

ARTICLE III – MEMBERSHIP

The eligibility requirements for membership in SJLGA are as follows:

Section 1. Must be a property owner in St. James Plantation and have an active club membership (golf, sport, social) at any course in St. James Plantation.

Section 2. Possess a current USGA Handicap no greater than 40.4. (Please note that golfers categorized as “Recreational Golfers” are not eligible for LGA membership.)

Section 3. New, prospective and renewing members may play and compete in the weekly tournaments no more than two (2) times before joining the SJLGA.

Section 4. Members of the SJLGA may invite non-resident guests to play in the weekly events, as competitors, with the following conditions:

- a. Guests must have an established USGA handicap index of 40.4, which the SJLGA Tournament Director can verify.
- b. The guest must pay the \$3.00 weekly entry fee.

- c. Guests who do not have an official USGA handicap index, or have an index of over 40.4, may play, but only as a non-competitor.

Section 5. New members can obtain application forms on the St. James POA website or from the SJLGA bulletin board. The completed form must be returned to the current SJLGA Membership Chairperson accompanied by a check for the annual dues made out to "SJLGA".

ARTICLE IV – DUES

Section 1. Annual dues shall be set by the SJLGA membership at the Annual Membership Meeting.

Section 2. The annual dues are payable to the SJLGA by **December 31st** of each year, after which a late fee of \$10.00 will be assessed renewing members. Any new member joining the SJLGA after August 31st will pay half the established amount.

Section 3. Annual dues must be paid by check payable to "SJLGA", with accompanying membership application, and received by the current Membership Chairperson.

ARTICLE V – MEMBERSHIP MEETINGS

Section 1. The SJLGA Annual Membership Meeting shall take place on or before November 15th. At least one additional general membership meeting may take place during the calendar year.

Section 2. Additional general membership meetings will be held when deemed necessary by the Executive Board.

ARTICLE VI – ORGANIZATIONAL STRUCTURE

Executive Board – The control and management of the SJLGA and its funds shall be entrusted to the Executive Board, consisting of the following officers:

- a. PRESIDENT
- b. VICE PRESIDENT/PRESIDENT ELECT
- c. TREASURER

- d. SECRETARY
- e. IMMEDIATE PAST PRESIDENT (*EX-OFFICIO*)

ARTICLE VII – OFFICERS: NOMINATIONS AND ELECTION

Section 1. NOMINATIONS.

A nominating committee of three (3) members shall be appointed by the President in accordance with the SJLGA By-Laws to identify candidates for the positions of Vice President/President Elect, Treasurer and Secretary. The names of committee members will be published in the SJLGA Newsletter and on the SJLGA bulletin board. The committee shall prepare a slate of candidates for officers to be posted in the SJLGA Newsletter and on the SJLGA bulletin board thirty (30) calendar days prior to the Annual Membership Meeting. Officers shall be President, Vice President/President Elect, Treasurer and Secretary. Voting will be conducted by written ballot. Should a tie vote occur, voting will continue until the tie is broken.

Section 2. ELECTION.

Officers shall be elected at the SJLGA Annual Membership Meeting to serve from January 1 to December 31 each year. The President's term is one (1) year. The Vice President/President Elect's terms shall be for one (1) year, with the understanding that she shall become President the following year. The Treasurer and Secretary shall be elected for a term of (1) year and may succeed themselves for one (1) additional year.

ARTICLE VIII – AMENDMENTS

The SJLGA Constitution and By-Laws may be amended by a two-thirds (2/3) vote of the members present and voting at the SJLGA Annual Membership Meeting or at a special meeting called by the SJLGA Executive Board for that purpose after a two (2) week notice to the SJLGA membership. Proposed amendments shall be published in the SJLGA Newsletter and on the SJLGA bulletin board two (2) weeks prior to the meeting.

BY-LAWS

ARTICLE I – OFFICERS

Section 1. The SJLGA Executive Board shall consist of the President, Vice President/ President Elect, Treasurer, Secretary and immediate Past President (*Ex Officio*).

ARTICLE II – NOMINATION AND ELECTION OF OFFICERS

Section 1. Not later than 120 calendar days prior to the SJLGA Annual Membership Meeting, the President shall solicit three (3) volunteers for the nominating committee. The names of the committee members shall be posted in the SJLGA Newsletter and on the SJLGA bulletin board as soon as the committee is constituted. The committee shall be established to solicit candidates for the offices of Vice President/President Elect, Treasurer and Secretary; vet the applicants for the positions; and prepare a list of candidates (not to exceed four (4) for each position). The list of candidates shall be established not later than thirty (30) calendar days prior to the SJLGA Annual Membership Meeting. If required to reduce the number of candidates to four (4) per position, the committee will establish criteria for candidates and obtain information from them for the committee's consideration. The list of candidates, with a brief of qualifications, will be posted in the SJLGA bulletin board and identified in at least one issue of the SJLGA Newsletter.

Section 2. Officers will be elected at the SJLGA Annual Membership Meeting by written ballot.

ARTICLE III – DUTIES OF OFFICERS

Section 1. PRESIDENT

- a. Preside at all meetings.
- b. Represent the SJLGA at all functions, including the monthly Clubs at St. James Golf Committee and Tournament Committee meetings.

- c. Subject to approval of the SJLGA Executive Board, have the power to fill all vacancies on the SJLGA Executive Board.
- d. During the year following her term, serve as an *Ex-Officio* member of the SJLGA Board.
- e. Shall have signature authority for funds withdrawal.
- f. Shall collaborate with the Tournament Director to decide on play or no-play due to inclement weather.

Section 2. VICE PRESIDENT/PRESIDENT-ELECT

- a. In the absence of the President, perform all duties of the President.
- b. Act as Sergeant-at-Arms and parliamentarian at all SJLGA meetings.

Section 3. TREASURER

- a. Collect all dues and all sums due the SJLGA.
- b. Disburse the funds of the SJLGA, upon approval of the President.
- c. Maintain all financial records of the SJLGA in electronic spreadsheets in a manner that facilitates independent audits.
- d. Report the state of the SJLGA finances at the SJLGA Annual Membership Meeting.
- e. The SJLGA Executive Board shall appoint a qualified accountant who shall audit the Treasurer's books at the end of the year. The report of the auditor shall be presented at the next Annual Membership Meeting.
- f. File appropriate tax forms.

Section 4. SECRETARY

- a. Keep minutes of all SJLGA Executive Board and membership meetings.
- b. Take charge of all correspondence pertaining to the SJLGA.
- c. Manage the SJLGA Newsletter, keeping it updated.
- d. Maintain a current list of SJLGA membership e-mail addresses to provide notices to the membership.

Section 5. IMMEDIATE PAST PRESIDENT (*EX OFFICIO*)

Shall act as an advisor with voting rights on the SJLGA Executive Board.

ARTICLE IV – CHAIRS AND COMMITTEES

The President, with the advice and consent of the SJLGA Executive Board, shall appoint standing committees to conduct the activities and business of the SJLGA. Committee Chair positions may be abolished or established by the SJLGA Executive Board.

ARTICLE V – MEETINGS

Section 1. Notice of all meetings shall be posted in the SJLGA Newsletter and on the SJLGA bulletin board two (2) weeks prior to the meeting.

Section 2. Only currently paid SJLGA members who are present at the meeting may vote.

Section 3. Two thirds (2/3) of members present at the meeting will constitute a majority for voting purposes.

Section 4. All meetings will be conducted using the latest edition of “Roberts Rules of Order”.

ARTICLE VI – HISTORY OF AMENDMENTS TO CONSTITUTION AND BY-LAWS

1. Amendment – March 18, 1997 – Article III C – Members of the LGA may invite guests to play in the weekly events.
2. Amendment – October 27, 1998 – Article III C/3 – Anyone with a handicap above 40 will play to a 40.
3. Amendment – October 26, 1999 – Article VI B – Terms of officers
4. Amendment – October 26, 1999 – Article VI 2/d – VP as Sergeant-at-Arms.
5. Amendment – October 26, 1999 – Article VI 5/a – Tournament intern responsibilities.
6. Amendment – October 30, 2001 – Article iii b – Require that LGA members possess a handicap index of 40.4.

7. Amendment – October, 2002 – Article VIII 1 – How By-Laws may be amended.
8. Amendment – October 15, 2002 – Article IV B – Anyone joining the association after August 31st will pay half the dues amount.
9. Amendments – October 3, 2006 – A major overhaul of the By-Laws was instigated in 2006.
10. Amendment, October 2007 – Article III A – amended to permit “social” club members to join the LGA.
11. Amendment – May 2010 – Major revisions, including establishing LGA Constitution.
12. Amendments – September 27, 2011 – Constitution – Article III, Sec 2; Article IV, Sec 2 and 3; Article VI f; Article VII Sec 1. By-Laws – Article 1, Sec 1 and 2; Article III Sec 1, 2, 3 and 5; Article IV; Article V Sec 2.
13. Amendments – August 2012 – Constitution and By-Laws – grammatical and punctuation changes; consistent use of SJLGA throughout both documents.
14. Amendments – February 24, 2015: Delete “18-hole league” so that section reads: “Only currently paid SJLGA members who are present at the meeting may vote.”
15. Amendments – September 29, 2015: Various grammatical, punctuation and clarification changes.
16. Amendments – February 23, 2016: Remove references to 9-Hole League; delete reference to playing year; define term for officer.
17. Amendment – October 11, 2016: Article IV Sec 2 – Change membership renewal deadline to March 1st.
18. Amendment – October 3, 2017: Article III Sec 3 and Article IV Sec 2 -- Change renewal language to insert "renewing" members and change renewal deadline to January 31st.
19. Amendment – October 22, 2019: Constitution Article IV, Sec 3-change membership renewal deadline to December 31st. By-laws Article III Section 3C changed to include "In electronic spreadsheets in a manner that facilitates independent audits"