

THE CLUBS AT ST. JAMES LADIES GOLF ASSOCIATION

CONSTITUTION AND BY-LAWS

As of February 4, 2025

CONSTITUTION

ARTICLE I – NAME

The association shall be called STJ LADIES GOLF ASSOCIATION DBA 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, identify St. James as your home Club or to link your existing GHIN account to the Clubs of St. James network and maintain a minimum posting rate as specified by The Clubs at St. James to be eligible to play in the SJLGA.

Section 3. Prospective 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 guests to play in the weekly events, as competitors, with the following conditions:

- a. Guests must have an established USGA handicap index of no greater than 40.4, which the SJLGA Tournament Director can verify.
- b. The guest must pay the current weekly entry fee.
- c. An individual can only play as a guest twice in a calendar year.

Section 5. New members can obtain application forms on the SJLGA website, www.sjplga.com or from the SJLGA bulletin board. The completed form should be placed in the LGA Membership mailbox accompanied by a check for the annual dues made out to "SJLGA" or submitted to a member of the LGA Board.

ARTICLE IV – DUES

Section 1. Annual dues shall be set by the SJLGA membership at the Annual Membership Meeting. Weekly fees shall also be set by the SJLGA membership either at the Annual Membership Meeting or at a special meeting called by SJLGA Executive Board. Proposed changes to the weekly fees shall be published in the SJLGA Newsletter and on the SJLGA bulletin board (2) two weeks prior to the special meeting date.

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 \$10 less than the annual assessment.

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 electronically. A link to voting will be sent to entire Membership. 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-third (2/3) vote of the members who electronically submit their vote. Voting will be conducted electronically, with a link sent via email, to the entire Membership after the required posting, membership meeting and discussion of the issues and proposed changes. An online system will be used to create the electoral role & authenticate eligible votes.

The Membership will be provided two (2) weeks' notice via the SJLGA Newsletter and the SJLGA Bulletin Board the following:

- the date of the meeting to review the amendments and address questions
- the proposed amendments containing the original and revised wording, via the SJLGA Newsletter

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 via electronic vote, sent to entire Membership 1 week prior to the SJLGA Annual Meeting. The results will be presented at the meeting.

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.

- c. Perform other administrative duties as deemed necessary by the President

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 review the Treasurer's books at the end of the year. The letter issued by the accountant 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 are eligible to vote electronically.

Section 3. Two thirds (2/3) of members who submit their vote electronically will constitute a majority for voting purposes. An online system will be used to create the electoral role & authenticate eligible votes.

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 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."

20. Amendment – February 22, 2023: Constitution Article III, Section 2. Removed reference to "Recreational Golfers" and add "maintain a minimum posting rate as specified by The Clubs at St. James". Section 3. Removed "renewing members". Section 4. a. Added "No greater" handicap index of 40.4. b. Changed "\$3 weekly entry fee" to "current weekly entry fee". Section 5. Replaced St. James POA website with "LGA website, www.sjplga.com", Added "completed form should be placed in the LGA Membership Mailbox", changed "SJLGA Membership Chairperson" to "a member of the LGA Board". By-Laws Article III, Section 2. Added "Perform other administrative duties as deemed necessary by the President. Article IV, Section 1. Added "changes to the weekly fees will be set by the SJLGA membership". Section 2 changed "dues joining after August 31st be \$10 less than the annual assessment."

21. Amendment – October 31, 2023: Constitution Article I Change to "The association shall be called STJ LADIES GOLF ASSOCIATION DBA SJLGA." Article 111 Section 2 change to "Possess a current USGA Handicap no greater than 40.4, identify St. James as your home Club or to link your existing GHIN account to the Clubs of St. James network and maintain a minimum posting rate as specified by The Clubs at St. James to be eligible to play in the SJLGA." Article III change to "The SJLGA Executive Board shall appoint a qualified accountant who shall review the Treasurer's books at the end of the year. The letter issued by the accountant shall be presented at the next Annual Membership Meeting."

22. Amendment – February 4, 2025: Constitution: Article VII; change to "Voting will be conducted electronically. A link to voting will be sent to entire Membership."

Article VIII; change to "The SJLGA Constitution and By-Laws may be amended by a two-third (2/3) vote of the members who electronically submit their vote. Voting will be conducted electronically, with a link sent via email, to the entire Membership after the required posting, membership meeting and discussion of the issues and proposed changes. An online system will be used to create the electoral role & authenticate eligible votes.

The Membership will be provided two (2) weeks' notice via the SJLGA Newsletter and the SJLGA Bulletin Board the following:

- the date of the meeting to review the amendments and address questions
- the proposed amendments containing the original and revised wording, via the SJLGA Newsletter”

Bylaws: Article II – Nomination and Election of Officers; Change to “Section 2. Officers will be elected via electronic vote, sent to entire Membership 1 week prior to the SJLGA Annual Meeting. The results will be presented at the meeting.”

Article V – Meetings; Change to “Section 2. Only currently paid SJLGA members are eligible to vote electronically.

Section 3. Two thirds (2/3) of members who submit their vote electronically will constitute a majority for voting purposes. An online system will be used to create the electoral role & authenticate eligible votes.”

[LGA 02/04/2025](#)