

THE CLUBS AT ST. JAMES LADIES GOLF ASSOCIATION

BY-LAWS

As of September 30, 2025

ARTICLE I – NAME

Section 1. The association shall be called STJ LADIES GOLF ASSOCIATION *DBA* STJLGA.

Section 2. 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

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 Index 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 STJLGA.

Section 3. Prospective members may play and compete in the weekly tournaments no more than two (2) times before joining the STJLGA.

Section 4. Members of the STJLGA 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 STJLGA 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 sign up on the Clubs Tournament Link. Instructions are located on the STJLGA website, www.sjplga.com or on the STJLGA bulletin board. A check for the annual dues, made out to “STJLGA”, should be placed in the LGA Mailbox or submitted to a member of the LGA Board.

Section 6. The members agree to adhere to the USGA Rules, as well as the STJLGA Rules of Play, Policies, and Etiquette as outlined on the STJLGA website.

ARTICLE IV – DUES AND FEES

Section 1. Each year, the STJLGA Executive Board shall determine the Annual Dues, Weekly Fees, and Tournament Fees.

Proposed changes to Dues and/or Weekly Fees shall be published in both the STJLGA Newsletter and on the STJLGA bulletin board at least two weeks prior to the scheduled special meeting. Approval of such changes requires a two-thirds majority vote of members voting. Voting will be conducted electronically via email distributed to all members. The President shall formally announce the voting results during the Annual Membership Meeting.

Section 2. The annual dues are payable to the STJLGA by **December 31st** of each year, after which a late fee of \$10.00 will be assessed to renewing members. Any new member joining the STJLGA after August 31st will pay \$10 less than the annual assessment.

Section 3. Annual dues must be paid by check payable to “STJLGA”, with accompanying online membership application, and received by the current Treasurer.

Section 4. Players who decide to cancel play must do so no later than the Monday prior at 8:00 AM or be charged the Weekly Fee or Tournament Fee.

ARTICLE V – MEMBERSHIP MEETINGS

Section 1. The STJLGA Annual Membership Meeting shall take place on or before November 15th.

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

ARTICLE VI – EXECUTIVE BOARD

Section 1. Executive Board

The control and management of the STJLGA and its funds shall be entrusted to the Executive Board. The Executive Board is charged with establishing the annual budget and maintaining the organization's financial stability.

The Executive Board consists of the following officers:

- a. PRESIDENT
- b. VICE PRESIDENT/PRESIDENT ELECT
- c. TREASURER
- d. SECRETARY
- e. IMMEDIATE PAST PRESIDENT (*EX-OFFICIO*)

Section 2. Nominations

- a. Any member of the STJLGA is eligible for any of the offices subject to the conditions hereinafter specified.
- b. A nominating committee of three (3) members shall be appointed by the President in accordance with the STJLGA By-Laws to identify candidates for the positions of Vice President/President Elect, Treasurer and Secretary.
- c. The names of committee members will be published in the STJLGA Newsletter and on the STJLGA bulletin board. The committee shall prepare a slate of candidates for officers to be posted in the STJLGA Newsletter and on the STJLGA bulletin board thirty (30) calendar days prior to the Annual Membership Meeting.
- d. 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 3. Election

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

ARTICLE VII – DUTIES OF OFFICERS

Section 1. PRESIDENT

- a. Preside at all meetings.
- b. Represent the STJLGA at all functions, including the monthly Clubs at St. James Golf Committee and Tournament Committee meetings.
- c. Subject to approval of the STJLGA Executive Board, have the power to fill all vacancies on the STJLGA Executive Board.
- d. During the year following her term, serve as an Ex-Officio member of the STJLGA Executive 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 STJLGA meetings.
- c. Maintain attendance records for LGA play.
- d. Monitor pace of play and implement necessary actions to improve pace of play.

Section 3. TREASURER

- a. Collect all dues and all sums due to the STJLGA.
- b. Disburse the funds of the STJLGA, upon approval of the President.
- c. Maintain all financial records of the STJLGA.
- d. Report on the state of the STJLGA finances at the STJLGA Annual Membership Meeting.
- e. The STJLGA Executive Board shall appoint a qualified accountant who shall review the Treasurer's books at the end of the year. The report of the accountant shall be presented at the next Annual Membership Meeting.
- f. File appropriate tax forms.

Section 4. SECRETARY

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

Section 6. All officers and committee chairs shall deliver to their successors all accounts, books, and property of the league with which they have been entrusted during or before the first meeting of the league year.

Section 7. No officer, committee member or league member shall incur any expense on behalf of the league without the approval of the Executive Board. The Executive Board shall have no power to incur expenses for the league beyond the amount of cash on hand or in the process of collection.

ARTICLE VIII – CHAIRS AND COMMITTEES

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

ARTICLE IX – MEETINGS

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

Section 2. Only currently paid STJLGA 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 X – AMENDMENTS

The STJLGA 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 with two (2) weeks’ notice via the STJLGA Newsletter and the STJLGA 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 STJLGA Newsletter

ARTICLE XI – 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 STJLGA throughout both documents.
14. Amendments – February 24, 2015: Delete “18-hole league” so that section reads: “Only currently paid STJLGA 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 "STJLGA 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 STJLGA 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 STJLGA." 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 STJLGA." Article III change to "The STJLGA 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 STJLGA 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 STJLGA Newsletter and the STJLGA 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 STJLGA 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 STJLGA Annual Meeting. The results will be presented at the meeting.”

Article V – Meetings; Change to “Section 2. Only currently paid STJLGA 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.”

23. Amendment – September 30, 2025: Combined the Constitution and Bylaws into one overall document to remove duplication of content. Complied with Carolina Golf Association (CGA) regarding formatting and content guidance.

Major updates are indicated by an underscore:

- Article III – Section 5: Updated to describe New Member registration process.
- Article III – Section 6: Added cross reference.
- Article IV – Section 1: Clarification to the management of Dues, Weekly Fees and Tournament Fees.
- Article IV – Section 4: Added a clarification.
- Article VII – Sections 6 & 7: Added further description of Officer and Committee duties/obligations.

[LGA 09/30/2025](#)