

CONSTITUTION AND BY-LAWS
of the
MONTCLAIR LADIES GOLF ASSOCIATION

Approved by General Membership Meeting and Vote November 14, 2017

CONSTITUTION

ARTICLE I – NAME AND FUNCTION

The name of this organization shall be the Montclair Ladies Golf Association, MLGA. This Association shall function as a non-profit organization.

ARTICLE II – OBJECTIVES

The purpose of the MLGA is to promote good fellowship and sportsmanship among its members, and to encourage the active participation of its members in playing golf and taking part in golf tournaments, and to play in accordance with rules of the United States Golf Association, except as modified by local rules of the course.

ARTICLE III – MEMBERSHIP

Any adult female over 18 years of age who is a Golf member of the Montclair Country Club is eligible to become a member of the MLGA by payment of annual dues.

ARTICLE IV – OFFICERS

The officers of this Association shall be a President, a Vice President, a Secretary, a Treasurer, and a Tournament Chairperson.

The President shall preside at all meetings of the Association, and of the Executive Board, and shall have general supervision of the affairs of the Association. In the absence of the President, the Vice President shall perform these duties.

The new officers shall take office January 1st. Terms of office shall be one year (January 1 to December 31), or until successors are elected or appointed. If the office of President becomes vacant, the Vice President shall perform these duties. If other offices become vacant, the Executive Board shall appoint a replacement to complete the remaining term.

ARTICLE V – AMENDMENTS

The Constitution may be altered or amended by any regular or special meeting held in conformity with the By-Laws by a majority of the members present or by proxy. Membership must be notified of the proposed changes at least ten (10) days prior to the meeting.

BY-LAWS

ARTICLE I – OFFICERS AND THEIR DUTIES

Section 1. The officers of MLGA shall be a President, a Vice President, a Secretary, a Treasurer, and a Tournament Chairperson and shall hold meetings as deemed necessary by the President.

Section 2. The President shall preside at all meetings of the MLGA. She may appoint such special committees as may be found necessary. The President shall be empowered to withdraw funds from the account of MLGA in the event the Treasurer is not available.

Section 3. The Vice President shall perform all duties of the President in her absence. She may also serve on other committees or areas that may need assistance. She shall take over the office of President if it is vacated.

Section 4. The Secretary shall keep a record of all meetings of MLGA and of the Executive Board, and shall issue notices of meetings. Copies of the Minutes of all meetings held during the current year shall be posted. The Secretary will post policy changes. She shall be in charge of all general correspondence of MLGA. In her absence a Secretary, pro tem, shall fulfill her duties.

Section 5. The Treasurer shall collect and deposit all monies of the MLGA, disbursing them as directed by the MLGA Officers. She shall keep the accounts in the books belonging to MLGA which shall at all times be open for inspection by the membership. She shall make reports, in writing, of all monies received and paid out and the amount of funds on hand. The Treasurer shall keep a complete and current list of all members. A balance of no less than seventy-five dollars (\$75.00) shall be left each year in the account of MLGA.

Section 6. The Tournament Chairperson shall be responsible for scheduling all tournaments and the operation of all weekly tournaments. She shall also be responsible for the weekly or monthly tournament prizes. She may be assisted by other members.

ARTICLE II – EXECUTIVE BOARD

Section 1. The policy, business and affairs of the MLGA shall be directed by the Executive Board who, in turn, shall be subject to the Constitution and By-Laws of MLGA. The Executive Board shall consist of all officers and all chairpersons of special committees. MLGA Officers, only, reserve the right to make motions and vote at board meetings. The last prior President, acting as an advisor, may attend board meetings at the invitation of the President. The general membership may call a meeting any time to address issues with the Board if 1/3 of the members sign a roster indicating they will

attend. The Executive Board shall take office on January 1st of each year and shall hold meetings as deemed necessary.

Section 2. The Executive Board shall consist of the aforementioned officers and the following Special Committee Chairpersons to be appointed by the President.

Handicap Chairperson
Nine-Hole Chairperson
Publicity Chairperson
Social Chairperson
Historian/Photography Chairperson
Weekend Swingers Chairperson
Arlington Fairfax (ARFAX) Delegate or Alternate
Ways and Means Chairperson
Ringers Chairperson
Rules Chairperson-Montclair Pro
Virginia State Golf Association (VSGA) Representative
Membership Chairperson
Chip-Ins Chairperson
Southern League Captain and Alternate
Home to Home Chairperson

- a. The Handicap Chairperson shall keep a record of scores made by members and keep a bi-monthly account of each member's handicap as they are established and must monitor the scores of new members until they have obtained an 18-hole USGA HANDICAP. A new member must submit her attested handicap from her former club to be used as a temporary handicap with MLGA until she establishes sufficient scores. However, if the player's attested handicap is supported by the player's last 20 games, her handicap will be recognized as permanent. She must also monitor the handicaps of those members who are in contention for Most Improved Golfer during the golf season and assure that scores are posted. In addition, she will furnish the Tournament Chairperson with a copy of the bi-monthly handicaps and flight roster. She will check to ensure all major tournament scores are entered accurately and randomly check to ensure that all scores are posted such as scores on other MLGA play days and non-MLGA days (ARFAX, VSGA, Invitationals, etc.).
- b. The Nine-Hole Chairperson shall assist the Tournament Chairperson in scheduling tournaments for the nine-hole golfers. She will be responsible for the indoctrination and the explanation of the tournaments to all beginners and new members.
- c. Publicity Chairperson shall furnish prompt and correct information to the press regarding all affairs or events. She shall post press clippings on the Bulletin Board.

- d. The Social Chairperson shall be responsible for, and in direct charge of, all social activities of the MLGA such as ordering/delivery of flowers in case of MLGA members' hospitalization or illness; Opening/Closing Day Events and the Christmas Party. She shall perform such other duties as are delegated to her by the President.
- e. Historian/Photographer Chairperson shall be responsible for taking pictures of all major functions throughout the year.
- f. The Weekend Swingers Chairperson shall be responsible for the liaison between the weekend players and the Tournament Chairperson. She shall also assist the Tournament Chairperson and Nine-Hole Chairperson when necessary.
- g. The ARFAX Delegate attends all ARFAX Executive Committee meetings. She provides a complete list of team members and collects the dues to be turned in to the ARFAX Committee. She also arranges the dates for ARFAX functions at our club and posts information pertaining to these for the benefit of our members. She shall perform all other duties necessary as the liaison officer between ARFAX and the members of our Club.
- h. The Ways and Means Chairperson shall be responsible for raising additional monies for the MLGA.
- i. The Ringer Chairperson shall maintain a record of the lowest score for each member for each hole on MLGA tournament day.
- j. The Rules Chairperson will be the Montclair Pro for interpreting USGA and local rules.
- k. The VSGA representative is the liaison between VSGA and the members of our club. She shall attend all meetings of the VSGA. She shall post a yearly schedule and results of each VSGA Women's Division tournament and shall inform members of handicap training sessions.
- l. The Membership Chairperson shall contact all new golf women members of Montclair Country Club and invite them to participate in MLGA. Prior to the opening season she shall send a general letter to MCC members (possible enclosure in a monthly statement) encouraging their participation in MLGA.
- m. The Chip-In Chairperson shall maintain a record of all members participating in the Chip-In contest.
- n. The Southern League Captain is the liaison between the Southern League and the members of our club. She shall attend all meetings of the Southern League. She shall provide a list of team members/substitutes, and directions to our club to all

clubs participating in the league. She shall arrange the date (s) for the association functions at our club and post this information.

- o. The Home to Home Chairperson shall be responsible for informing the MLGA ladies of tournament dates and locations and posting the invitation and signup sheet for each tournament. She shall also collect entry fees and forward the fees to the host chairman together with the list of participants, their handicaps, and club numbers. She shall also inform the MLGA ladies who will be playing upon confirmation from the host chair, as well as any changes in schedule.

Section 3. The MLGA Officers shall determine the annual membership dues. Annual dues are from April 1st to March 31st. After July 15th, a new member will pay 1/2 the annual dues. Dues must be received prior to tournament participation.

ARTICLE III- MEETINGS AND COMPETITION

Section 1. There shall be a minimum of two (2) meetings of the membership of MLGA each year, to be called by the President.

Section 2. The place of the meetings shall be the Montclair Country Club unless it is not available.

Section 3. Special meetings may be called at any time by order of the President, or by any three members of the Executive Board, or by the order of the Vice President in the absence of the President. The Secretary shall give notice of special meetings at least five (5) days prior to the date of the meeting by telephoning or posting meeting notice. A quorum is a majority of members present or by proxy.

Section 4. Play shall be held weekly from April 1st through October 31st.

Section 5. All MLGA Tournaments shall be played at Montclair Country Club.

ARTICLE IV – ELECTIONS

Section 1. The MLGA shall hold its annual election not later than 15 November of each year. The election shall be held at the Montclair Country Club unless it is not available.

Section 2. Nominations for all officers shall be presented at the annual election meeting by the Nominating Committee. The Nominating Committee shall consist of one (1) member from the Executive Board and two (2) non-Board members, all appointed by the Executive Board at a meeting held prior to the election. The slate as proposed by the Nominating Committee shall be posted at least ten (10) days prior to the November meeting.

Section 3. Nominations from the floor at the fall meeting will be asked for and accepted. A majority of members present or by proxy will elect a nominee to office. The final slate

of candidates shall be presented by the Nominating Committee Chairperson at the fall annual meeting. Nominations may also be made from the floor. If a candidate is unopposed, the Secretary will cast the elective ballot.

ARTICLE V – VOTING

Section 1. Any member in good standing may cast a ballot on any issue and may send a written proxy vote if unable to attend a meeting when there is previous knowledge of a pending vote.

ARTICLE VI – ORDER OF BUSINESS

All meetings shall be governed by Roberts Rules of Order. The order of business shall be:

1. The President shall call the meeting to order.
2. The Minutes of the previous meeting shall be read.
3. A report from the Secretary.
4. A report from the Treasurer.
5. A report from the Vice President.
6. A report from the Tournament Chairperson.
7. A report from the Committee Chairpersons, as needed.
8. Old Business.
9. New Business.
10. Adjournment.

ARTICLE VII – AMENDMENTS

These By Laws may be altered or amended by a majority of members present or by proxy at any regular or special meeting of the MLGA if the proposed change(s) have been read at a previous meeting or posted ten (10) days in advance of voting.