

AL9GA BY-LAWS

2021 Revisions

I. ASSOCIATION NAME & OBJECTIVE

- A. NAME – The name of this organization will be the Alto Ladies 9-Hole Golf Association. (AL9GA)
- B. OBJECTIVE – The objective of this association will be to welcome all Alto Lakes Golf & Country Club ladies who wish to have fun and fellowship while working to improve their golf game.

II. MEMBERSHIP & QUALIFICATIONS & DUES

- A. QUALIFICATIONS – Any adult female member having a golf membership at Alto Lakes Golf & Country Club will be eligible for membership in this association. Each member will be encouraged to establish and maintain a handicap through the Golf Handicap and Information Network (GHIN) system.
- B. DUES – Annual dues will be reviewed and set annually by the Executive Board prior to the Awards Luncheon. Dues are automatically charged at the end of December for the next year. You must notify the business office to cancel. **No refund of dues after the last day of February.*

III. MEMBERSHIP MEETINGS

- A. General Meetings will be held at the beginning of the summer season and again at the end of summer season play.
 - i. A General Meeting will be held at the beginning of the summer season after a play day. The membership will be notified of the date.
 - ii. A General Meeting will be held at the Awards Luncheon in September.
- B. Special meetings may be called as necessary.

IV. NOMINATIONS & ELECTIONS

- A. NOMINATIONS – A nominating committee consisting of three (3) members will be appointed by the President at least one (1) month prior to the election. The chairperson will be decided by the nominating committee. Anyone wishing to serve as an officer should make her wishes known to the nominating committee no later than the last play day in July.

- B. ELECTIONS – The election shall be conducted during the meeting at the Awards Luncheon. The newly elected officers will be announced immediately after all votes are counted. New officers shall take office the following November 1 (with September and October being a transition period between the outgoing and incoming officers).

V. EXECUTIVE BOARD

- A. EXECUTIVE BOARD - Shall consist of the elected officers, past president, and the chairpersons of the standing committees.
- B. BOARD MEETINGS – The Board meets as necessary and transacts all routine business. A quorum of the board is 5. A passing vote requires 51% of the board members in attendance.
- C. VOTING PARTICIPANTS OF THE BOARD – The Executive Board, Standing Committee Chairs, Representatives and Past President.

VI. EXECUTIVE BOARD OFFICERS & DUTIES

- A. OFFICERS – The officers of the Association will consist of the President, Vice-President, Secretary, Treasurer and Past President.
- B. PRESIDENT DUTIES – Presides at all meetings of the Board and General Meetings. Appoints Chairpersons of Standing Committees, a Representative for the Greens Commission and a Sunshine Lady. Forms other committees as needed. Writes monthly article for Alto Avalanche. Performs any other duties pertaining to the office of President.
- C. VICE-PRESIDENT DUTIES – Presides at meetings in the absence of the President. Performs the role of communications to the membership. Performs other duties as delegated by the President including special projects. Responsible for recognition of board members, volunteers and award winners at the end of year Award Luncheon.
- D. SECRETARY DUTIES – Maintains a permanent record of all meetings and attendance of the Association and Executive Board and presents both for approval at the regular meetings.
- E. TREASURER DUTIES – Maintains all funds and permanent financial records of the Association including accepting the dues and paying bills. Prepares and updates a financial statement at Regular and General meetings. Provides membership information to the Handbook Publisher.
- F. PAST PRESIDENT – Participates in board meetings and is a voting member.

VII. STANDING COMMITTEE POSITIONS & DUTIES

A. PLAY DAY CHAIR – Directs play day activities:

- i. Coordinates play day activities and ensure that the pro shop records individual scores on play days to update GHIN records at the club.
- ii. Presents a projected budget for prizes and awards to the Executive Board.
- iii. Appoints Play Day Assistants.

B. HANDBOOK PUBLISHER – Responsible for editing, assembly, printing and distribution of the annual handbook.

C. GREENS ADVISORY COMMISSION REPRESENTATIVE

- i. Shall attend all monthly and special meetings of the Golf and Greens Advisory Commission.
- ii. Report back to our President any and all decisions, discussions or actions that are of interest or impact to AL9GA.
- iii. Take to the Golf and Greens Advisory Commission for consideration of all requests, information and concerns of AL9GA as directed by the President.
- iv. Any vote cast by the Representative at a Golf and Greens Advisory Commission meeting shall be made with the best interest of AL9GA in mind. The vote may be Yes, No or Abstain.

D. RECORDER – Records and updates weekly play day statistics to determine year-end awards.

E. SNOWCAPPER VOLUNTEER CHAIR – Coordinates AL9GA volunteers for the AMGA's signature member-guest golf tournament held each year the first week of August. This is our major fundraiser.

F. KACHING DOLL VOLUNTEER CHAIR – Coordinates volunteers for the ALGA's signature three-day member-guest golf tournament held each year.

G. SLEEPING BEAR CHAIR(S) – Coordinates the AL9GA's signature one-day golf tournament which is held each year in late June.

H. HANDICAP COMMITTEE REPRESENTATIVE – NEW (*Approval pending*)

The ALG&CC Handicap Committee exists as a sub-committee of the Golf & Greens Commission. As a member of the Handicap Committee, the AL9GA representative must be familiar with the Rules of Golf and the Rules of Handicapping and works with the committee to educate and communicate those Rules of Handicapping to the members.

VIII. REPRESENTATIVES & DUTIES

A. PHOTOGRAPHER – Using a digital camera, the photographer is responsible for taking photos at General Meetings, Away Play Day Events, AL9GA Socials, Tournaments and Ace Winners at monthly luncheons. It is her responsibility to:

- i. Find a replacement in her absence.

- ii. Forward digital photos to the President for inclusion in the AL9GA article in the Avalanche.
 - iii. Maintain a digital file of photos throughout the year so that members may order prints and for photos that may be published in the handbook.
 - iv. Maintain the AL9GA bulletin board.
- B. HOSPITALITY & SUNSHINE LADY – Organize socials and send cards to any AL9GA member needing a little sunshine.
- C. NEW MEMBER LIAISON – Welcomes new members, provides information, golf etiquette, preparedness and encouragement to make Play Days run smoothly and efficiently. Answer questions and concerns of all new players as they progress in their golfing skills.
- D. MEMBER AT LARGE – Attends board meetings and performs any tasks requested by the President.

IX. **PARLIAMENTARY RULES**

- A. Robert's Rules of Order will be the standard for all meetings. The By-Laws may be amended by a majority vote of those in attendance at a General Meeting, providing previous notice has been given. A quorum at the General Meeting is 10.