

**OAKWOOD LADIES GOLF ASSOCIATION
BYLAWS**

Reviewed and Approved
March 2019

Article I - Duties of the Officers

Section 1. The President

- A. The President shall preside at all meetings. She shall appoint all Committee Chairs including the Nominating Committee, all Standing Committees, and all Special Committees.
- B. The President shall be an ex-officio member of all committees.
- C. The President and/or the Treasurer, or designee, shall sign all checks drawn upon OLGA funds.
- D. The President shall appoint one member of OLGA not serving on the Executive Board to audit the Treasurer's records prior to the beginning of the new year.

Section 2. The Vice President

- A. The Vice President, in the absence or the inability of the President to act, shall have the powers and perform duties herein prescribed for the President.
- B. The Vice President shall chair a Charity Event.

Section 3. The Secretary

- A. The Secretary shall keep full and complete minutes of all meetings of the Executive Board and any special meetings.
- B. The Secretary shall attend to correspondence of OLGA, as well as other duties assigned by the President or Executive Board.
- C. The Secretary shall note separately all changes and additions to the Constitution, Bylaws and Standing Rules as passed and accepted as required. Such notes shall be given to the Revision Committee to update the Constitution, Bylaws and Standing Rules.

Section 4. The Treasurer

- A. The Treasurer shall receive all membership dues and maintain necessary membership records.
- B. The Treasurer and/or President, or designee, shall issue and sign all checks.
- C. The Treasurer shall render a detailed report of all receipts and expenditures at all Executive Board meetings.
- D. The Treasurer shall, together with the President, prepare an annual budget to be approved by the Executive Board.
- E. The Treasurer shall make disbursements to members upon receipt of an itemized voucher for each expense.

- F. The Treasurer shall ensure that a minimum of \$100 remains in the OLGA checking account at the end of the fiscal year.
- G. Expenditures over and above normal operating expenses in excess of \$500 must be approved by a majority vote of the membership.

Article II - Nominating Committee

- Section 1.** The Nominating Committee shall consist of three to five members. The President shall appoint the Chair. The Chair shall select the additional members.
- Section 2.** The Nominating Committee shall, from the regular membership, select a slate of officers consisting of one or more names for each elected office.
- Section 3.** The Nominating Committee Chair shall post the slate of officers to the membership and post it at least three weeks prior to the election.
- Section 4.** The Nominating Committee shall be responsible for the installation of officers at the December meeting.

Article III - Election

- Section 1.** The election of officers shall be held at the Annual Meeting in November. The Chair of the Nominating Committee shall present the proposed slate of officers.
- Section 2.** Following the announcement of the name(s) for each office, the President shall call for nominations from the floor. The election of officers shall follow Robert's Rules of Order, Revised. The installation of officers shall take place at the December meeting.
- Section 3.** If the Vice President becomes President because of the incapacity of the President, the Executive Board shall appoint a new Vice President.

Article IV - Meetings

- Section 1.** Meetings may be called by the President and it shall be the duty of the President to call a special meeting within thirty (30) days after receipt of the written request of one-third of the membership.
- Section 2.** Members in good standing shall be eligible to vote. The membership present shall constitute a quorum.
- Section 3.** Executive Board meetings shall be held monthly October – May.
- Section 4.** Robert's Rules of Order, Revised, shall be the authority for all questions not covered by the Constitution and Bylaws.

Article V - Amendments

Section 1. The Constitution and Bylaws may be amended at any OLGA meeting, by a majority vote, provided the proposed amendment(s) has been emailed to the members and posted at least thirty (30) days prior to voting.

Article VI - Review and Revisions

Section 1. Review and revision of the OLGA Constitution and Bylaws shall be conducted every three years. The President shall appoint a Revision Committee.

Section 2. The President shall appoint a member of the Executive Board to review and make recommendations of updates to the Constitution and Bylaws

Section 3. Upon acceptance of the revisions, the Revision Committee shall provide a copy of the revisions to the Secretary, who maintains the master copy.