

OAKWOOD LADIES GOLF ASSOCIATION BYLAWS

Revised and Approved

December 2024

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.
- D. The Secretary shall, as soon as possible after each OLGA Executive Board meeting, submit to the President, a draft of the minutes for review. The Secretary shall incorporate any of the President's revisions and then submit a revised draft to the Board Members for review and comments. If there are no further revisions noted, a final minute's document will be sent to all Board members and presented at the next Board meeting for approval.
- E. The approved minutes from each Board meeting should then be posted to the OLGA website within days.
- F. The Secretary shall ensure that all OLGA board meetings are run in accordance with Robert's Rules of Order as it pertains to:
 - a. Introducing a Motion;
 - b. Changing or Postponing (tabling) a Motion;
 - c. Adopting a Motion; and
 - d. Adjourning the Board meeting.

Section 4. The Treasurer

- A. The Treasurer shall coordinate with the membership chairperson to receive all membership dues.

- B. The Treasurer and/or President, or designee, shall issue and sign all checks. The Treasurer will oversee the OLGA bank account by tracking all revenues receipts and expenditures posted either electronically (Zelle) or by approved checks.
- C. The Treasurer shall render a detailed report of all receipts and expenditures at all Executive Board meetings. These reports include monthly bank reconciliations and Budget to Expenditures.
- D. The Treasurer shall, together with the President and Vice 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 via check or electronic payment (Zelle).
- 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 \$1,000 must be approved by a majority vote of the membership
- H. The Treasurer is responsible for electronically filing the annual non-profit IRS report before March of each year.

Article II – Nominating Committee

- Section 1.** The Nominating Committee shall consist of two to three members. The President shall appoint the Chair. The Chair shall select the additional members.
- Section 2.** The Nominating Committee shall select a slate of officers from the general membership.
- Section 3.** The nominating Committee Chair shall post the slate of officers for the Membership to view at least three weeks prior to the election.

Article III – Election

- Section 1.** The Nominating Committee shall be responsible for the installation of officers.
- Section 2.** The election of officers shall be held at a meeting in November. The Chair of the Nominating Committee shall present the slate officers and call for nominations from the floor. If no additional nominations are made, then the election and installation of officers shall follow. The new terms of office of the newly elected officers will begin on January 1 of the following year.
- Section 3.** If the President is incapable of performing the office of President, the Vice President will assume the office of 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 Rule of Order, Revised, shall be the authority for all questions not covered 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 revisions 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.