

Bylaws of the Leisure Village West Golf Club

Article 1 Name and Purpose

Section 1. Name: The name of the organization shall be the Leisure Village West Golf Club, here- after referred to as the Club.

Section 2. Purpose: To promote the enjoyment of the game by its members; to encourage comradeship and cooperation among its members for their common benefit; to implement tournaments within and outside LVW in accordance with reasonable desires of the membership; to tender and receive suggestions for the common good and present them as indicated; to cooperate with the LVW Recreation Division.

Article 2 Membership

Section 1. Eligibility and Privileges: Any resident of LVW over 18 years of age is eligible for membership upon payment of annual dues. Members are entitled to vote, hold office and attend designated tournaments and functions.

Section 2. Requirements: Members are expected to abide by the USGA rules of golf unless otherwise designated by the Club; to extend all courtesies to fellow players; to wear proper attire on the golf course.

Section 3. Golf Courses: Members are expected to maintain the integrity of the LVW course as well as other courses played by repairing any damage caused by golf balls and/or equipment

Article 3 Officers, Term of Office, Elections

Section 1. Officers: President, 1st Vice President, 2nd Vice President, Secretary, Assistant Secretary, Treasurer and Assistant Treasurer.

Section 2 Terms of Office: The officers shall hold office immediately following the annual election in October. The officers shall hold office for a term of one year or until their successors are elected or appointed. Officers may serve consecutive terms.

Section 3. Elections: The slate of officers chosen by the Nominating Committee shall be presented to the membership at the September meeting. Officers shall be elected at the regular meeting held in October. Nominations may also be made from the floor provided written consent has been received from the proposed nominee (s) prior to this regular meeting. If more than one person is nominated for any office, a closed ballot shall be held.

Section 4. Unexpired Terms of Office: In the event that an officer's term becomes vacant for any reason the President, with the concurrence of the Board of Directors, shall appoint a member in good standing to fill the unexpired term until the next general election.

Article 4 Government

Section 1. Board of Directors: The Board of Directors shall consist of all duly elected or appointed officers, immediate past President and all committee chairs. Four members shall constitute a quorum, which must include the President or a Vice President.

Section 2 Powers: The Board of Directors shall have the power to initiate and transact business

necessary to further the existence of the Club, to observe its purpose, and to approve expenditures not to exceed: \$500 .*

The Board of Directors all define the duties of each office and the privileges of the members, none of which shall be in conflict with the provisions of the Club's Bylaws or the Bylaws and Rules and Regulations of the Leisure Village West Association.

Section 3. Duties of Officers:

President: The President shall be the Chief Executive Officer of the Club. It shall be his/her responsibility to:

1. Supervise and coordinate the activities of the Club..
2. Preside at meetings of the Club and Board of Directors.
3. Create, direct and discharge committees, including Standing and Ad Hoc Committees.
4. Appoint and remove committee members at his or her discretion.
5. Assign responsibility for the supervision of various Standing and Ad Hoc Committees to the 1st Vice President and 2nd Vice President.

1st Vice President: The 1st Vice President in the absence of the President, shall be the chief executive officer. He/She shall have the responsibility for all outside tournaments.

2nd Vice President: The 2ndVice President in the absence of the President and 1st Vice President shall be the chief executive officer. He/She shall also serve as Program Chairperson

Treasurer: The Treasurer shall be the custodian and depositor of the funds of the Club, and shall disburse such funds by check only with prior approval of the Board and shall do so with the counter signature of the President or Secretary. The Treasurer shall render a complete summary of all income, disbursements and balances at the beginning and end of each accounting period whenever requested by the Board, and to the members at each regular meeting. The Treasurer shall submit all records for audit to the Audit Committee **no later than sixty days after the close of the fiscal year** and shall submit a complete financial report to the membership with a copy to the Board at the first meeting of the year.

Assistant Treasurer: In the absence of the Treasurer, he/she will act as Treasurer except for signing of checks unless authorized by the Board.

Secretary: The Secretary shall take the minutes of all meetings and file them. He/she shall handle all correspondence necessary for the Club and when requested by the President, post notices of meetings.

Assistant Secretary: In the absence of the Secretary, he/she shall act as Secretary.

Board of Directors: The Board of Directors is charged with the duty to supervise and direct the affairs of the Club, and to receive reports from committees.

Section 4. Meetings: Regular monthly meetings of the Club are to be held from April to October on the dates and times set by the Board. Advanced notices are to be posted on the bulletin boards at Willow Hall, Club Encore, the two gazebos, and aired on KL VW-TV. This shall be considered sufficient notice of any membership meeting.

Special meetings may be called for a specific purpose on the President's motion. They must be called upon receiving a petition setting forth the purpose of the meeting signed by at least 20% of the membership. Notices of special meetings must be posted at least ten days in advance and aired on KLVW-TV. The purpose of the meeting must be stated. No other business conducted at the meeting shall be legal and binding.

Twenty per cent of the membership shall constitute a quorum to open a regular or special meeting. A simple majority of the members present shall carry the question.

Article 5 Dues and Fees

Section 1. Dues: Annual dues shall be decided by the Board of Directors.

Section 2. Inside Tournament fees shall be established by the members of the Men's and Women's Tournament Group and are to be used exclusively for prizes and expenses.

Section 3. Outside Tournament entry fees are born by the player.

Section 4. When Special Mixed inside tournaments are scheduled the cost shall be taken from the general fund.

Article 6 Voting

Section 1. Twenty per cent of the membership shall constitute a quorum to open a regular or special meeting. A simple majority of the members present shall carry the issue presented.

Article 7 – Committees

All committee chairpersons are to be appointed by the President before the first meeting in April.

Section 1. Tournament: The Men's and Women's Tournament Groups are to operate within their own rules and regulations provided they do not conflict with the Rules and Regulations of the Leisure Village West Association. Each group is to arrange conduct, and supervise competitive play for their members.

Section 2. Publicity: The Publicity Committee shall edit and coordinate all publicity to be included in the current Leisure Village West newspaper and other appropriate media.

Section 3. Nominating: A Nominating Committee composed of a chairperson, two members of the Board of Directors and two members of the general membership, shall be appointed by the President. Whenever possible, this committee shall have an equal number of men and women except for the Chair.

Section 4. Auditing: The Auditing Committee shall be comprised of three members, none of whom shall be the President, Treasurer or Secretary. The Committee shall audit all records submitted by the Treasurer annually, and submit a written report to the Board of Directors and the general membership at the **first** meeting of the year.

Section 5. Special Tournaments: The Special Tournament committee shall organize and conduct all special club tournaments which shall be open to all members of the Club.

Section 6. Social: The Social Committee shall plan and arrange for one or more appropriate social activities in the Fall season for the membership.

Article 8. Fiscal Year and Audits

Section 1. Fiscal Year: The fiscal year shall be from January through December.

Section 2: Audits: A audit of the Club's financial matters shall be held within thirty days prior to the first meeting of the year, and a complete written report submitted to the Board of Directors and the membership at the first meeting of the year. Should the office of the treasurer become vacant for any reason, an audit shall be conducted and a written report submitted to the Board of Directors prior to the new Treasurer taking office.

Article 9. Amendments

This document may be amended by a majority vote of the members present at a Regular or Special Meeting provided the proposed amendment (s) shall have been presented to the Board of Directors prior to the meeting. The members shall be given a notice at least two weeks prior to the Regular or Special meeting of the proposed amendment {s}.

Article 10 - Notices

Notices posted on the bulletin boards in Willow Hall, Club Encore, the two gazebos ,and aired on KLVW-TV shall constitute adequate notice to the membership.

Article 11 - Parliamentary Authority

Except as otherwise provided herein, Robert's Rules of Order Newly Revised shall determine all other questions.

Article 12 Approval

These Bylaws, including amendments, shall be subject to the approval of the Board of Trustees of the Leisure Village West Association.

Revised 2004

Approved by the Board of Directors:

April 5, 2004

Approved by the Membership:

May 12, 2004

Approved by the LVW Association Board of Trustees: June 2, 2004