

**ALTO LADIES GOLF ASSOCIATION
CONSTITUTION AND BYLAWS
Amended Effective September 23, 2021**

ARTICLE I - NAME

The name of this organization will be ALTO LADIES GOLF ASSOCIATION of the ALTO LAKES GOLF & COUNTRY CLUB, hereinafter referred to as ALGA.

ARTICLE II - OBJECTIVE

The objective of this Association will be to develop, maintain and support an active golf Association for the lady golfing members of ALTO LAKES GOLF & COUNTRY CLUB, stressing good fellowship and sportsmanship.

ARTICLE III - MEMBERSHIP

Section 1. Qualifications - Any adult female member having a dues paying golf membership (NOT A DEPENDENT) of Alto Lakes Golf & Country Club and any female granted full membership to Alto Lakes Golf and Country Club by the ALGCC Board of Directors will be eligible for membership in this Association. Each member will be required to furnish an Alto GHIN number to the handicap chairperson before her membership in this Association is valid. An Alto GHIN number is required for play in any ALGA sponsored play day, tournament, or event. **If the member has different USGA handicap indexes at different clubs, the member must play with the lowest index.**

Section 2. Membership Dues - Annual dues will be set by the Executive Board prior to November 1st of each year. Members' dues will be billed through the Alto office. The ALGA dues will be included in the December bill. Dues will be delinquent after January and only current members will be included in the yearbook. A player will not be eligible for prizes on playdays or tournaments until dues are current.

ARTICLE IV - OFFICERS

Section 1. Officers of the Association - The officers of ALGA will be President, 1st Vice-President, 2nd Vice-President, Secretary and Treasurer. All officers will be elected for a term of two years. They will be eligible to run for an additional two year term (four years maximum) in the same office. Any vacancy occurring in an elected office during the term will be filled by the Executive Board.

Section 2. Nominating and Elections - A nominating committee consisting of six (6) members shall be appointed by the Board no later than July 1. Each Officer and the Executive Board shall select one person to serve on the nominating committee. The chairperson of said committee to be decided by the committee. Officers of the ALGA may not serve on this committee. The report of said committee shall be posted 30 days prior to the election of officers. The election will be held yearly the last day of the Club Championship. Write-in candidates must be received and posted during the month of July. All write-in's cease as of the last day of July. Nominations will not be accepted on Election Day. The newly elected officers will be installed immediately after all votes are counted and certified. The new officers shall take office on November 1.

Section 3. Duties of Officers

PRESIDENT - Presides at all meetings of the Board and General Meetings. Appoints Chairpersons of Standing Committees (with approval of the Board). Forms other committees, also performs any other duties pertaining to the office of President.

1st VICE PRESIDENT - Presides at the meetings in the absence of the President, acting for the President and with duties as delegated by the President and fill the office of President should it be vacated, and shall coordinate with the 2nd Vice President in the planning and directing of all tournaments.

2nd VICE PRESIDENT - The 2nd Vice President will plan and direct all ALGA tournaments and, at her discretion, may appoint separate Tournament Chairpersons.

SECRETARY - Maintains a permanent record of all General Meetings of the Association and presents them for approval at the regular meetings. Maintains a permanent record of all Executive Board meetings and presents them for approval at the following Executive Board meeting.

TREASURER - Will be in charge of all funds of the Association and be responsible for timely payments of all bills. No reimbursement payment will be made without proper sales slip or documentation. Prepares an updated itemized financial statement to be presented at every business meeting. Serves as Chairperson of the Finance Committee. This committee will consist of the Treasurer, Social Chairperson, Ways & Means Chairperson, 1st and 2nd Vice President. The finance committee will prepare a projected budget to be presented at the first Executive Board meeting. All checks must be signed by one (1) of the officers (President, 1st Vice President, 2nd Vice President, Treasurer), whose signature has been filed with the Bank of account unless the amount of such check is \$2,500.00 or more. If the amount of a check is \$2,500.00 or more, it must have two (2) of the officers identified in this paragraph. The Treasurer will provide Alto Lakes Golf and Country Club such financial information and other documentation requested by Alto Lakes Golf and Country Club. The Treasurer is responsible for insuring that a Certified Public Accountant files all necessary tax returns or tax compilations with all appropriate state and federal government agencies on an annual basis.

ARTICLE V - STANDING COMMITTEES

SOCIAL COMMITTEE - The Social Committee, under the direction of the Chairperson, will plan and supervise any special social events as needed. All expenses must be approved by the Board. The Social Committee may consist of only one member, the Chairperson.

FINANCE COMMITTEE - See Article IV, Duties of Treasurer

PUBLICITY AND HISTORIAN COMMITTEE - The Publicity and Historian Committee, under the direction of the Chairperson, is responsible for all publicity of ALGA events, including photography, newspaper articles, updating the Associations Scrapbook and any other publicity deemed desirable by the President. The Publicity and Historian committee may consist of only one member, the Chairperson.

WAYS AND MEANS COMMITTEE - The Ways and Means Committee, under the direction of the Chairperson, is responsible for planning and carrying out events for extra monies needed by the Association and also serves on the Finance Committee. The Ways and Means Committee may consist of only one member, the Chairperson.

HANDICAP COMMITTEE - The Handicap Committee, under the direction of the Chairperson, is responsible for obtaining and verifying handicaps for all tournaments and year-end awards and will represent the ALGA on the Alto Lakes Golf and Country Club Handicap Committee. The Handicap Committee may consist of only one member, the Chairperson.

NEW MEMBERSHIP COMMITTEE - The New Membership Committee, under the direction of the Chairperson, will initiate contact with new members to introduce them to procedures and general information found in the ALGA directory. The New Membership Committee may consist of only one member, the Chairperson.

PLAYDAY COMMITTEE - The Playday Committee, under the direction of the Chairperson, will be responsible for all Wednesday play days including formats, scoring and any monies collected. The Playday Committee may consist of only one member, the Chairperson.

GREENS COMMISSION REPRESENTATIVE - The Greens Commission Representative will attend and represent ALGA at all Alto Lakes Golf & Country Club Greens Commission meetings.

BORDER COMMITTEE - The Border Committee, under the direction of the Chairperson, will plan and directs all Border events. The Border Committee may consist of only one member, the Chairperson.

COMMUNICATIONS COMMITTEE - The Communication Committee, under the direction of the Chairperson, will be responsible for notifying membership of events and other ALGA business. Shall be responsible for coordinating the annual yearbook information. Handles all Association correspondence as directed by the President.

The Communication Committee may consist of only one member, the Chairperson.

RULES COMMITTEE - The Rules Committee, under the direction of the Chairperson, will be responsible for maintaining awareness of USGA and local rule changes and reporting to the general membership at general meetings, through emails or clinics. Also responsible for coordinating and attending rules seminars. The Rules Committee may consist of only one member, the Chairperson.

ARTICLE VI - EXECUTIVE BOARD

Section 1. Executive Board consists of elected Officers, Chairperson of Standing Committees and Past President, who will serve as

Parliamentarian and has no vote.

Section 2. The Executive Board shall meet not later than (1) day prior to each of the General Meetings.

Section 3. All routine business will be transacted in the Executive Board meetings.

Section 4. A quorum of the Executive Board will be three (3) members.

ARTICLE VII - MEETINGS

Meetings will be held monthly, May through September. The date and time of each meeting will be determined by the President. The membership will be notified by email of the date and time of each meeting not less than seven days prior to the meeting.

ARTICLE VIII - PARLIAMENTARY RULES

Section 1. Robert Rules of Order will be authority for the conduct of all meetings.

Section 2. For General Meeting matters, a quorum is the majority of the membership present during any general meeting; but in no event shall a quorum consist of less than ten (10) voting members. All decisions by the general membership shall be made by those present, and by majority vote.

Section 3. The By-laws may be amended by a quorum voting at a General Meeting, or by email provided previous notice has been given. All voting will be done at regular meetings with no absentee voting accepted. For email voting, notice will be sent to general membership via email two weeks prior to voting on changes. Proposed changes need approval by two-thirds (2/3) of the votes cast.

Section 4. By-Laws will become effective upon approval by the membership.

ALTO LADIES GOLF ASSOCIATION:

s/Nancy Crowson
Nancy Crowson, President

s/Tana Lucy
Tana Lucy, Secretary