

BY LAWS

Draft

(Adopted January 2019)

ARTICLE I -- NAME

The name of the association shall be Hampshire Greens Senior Golf association, hereinafter referred to as the "HGSGA, or the "Association."

ARTICLE II -- PURPOSE

The Association is formed to promote and encourage the game of golf through participation in and sponsorship of golf and social activities.

ARTICLE III -- MEMBERSHIP

1. Membership in the Association shall be open to all members of Montgomery County Golf (MCG), age 50 or older, who are in good standing with MCG and have a current handicap through the Maryland State Golf Association (MSGGA).
2. The amount of dues for November 1 through October 31 shall be determined at the annual meeting and shall be payable prior to March 1 next. Initially the dues will be \$20.00 per year.

ARTICLE IV -- OFFICERS

1. The government of the Association shall be vested in an Executive Board, hereinafter called the "Board," consisting of officers elected by the general membership of HGSGA. The officers of the HGSGA shall be:
 1. President, who shall be the chief executive officer of the Association and of the Executive Board, and shall have general charge of all its business affairs. The President shall give notice and preside at all meetings of the membership and the Board. The President shall appoint committee chairs for all committees except the nominating committee. The President shall be an ex-officio member of all committees except the nominating committee. The President shall appoint officers to fill vacancies in the elected offices in accordance with Section 3 below. The President shall also be the HGSGA representative to Maryland Inter-club Senior Golf Association (MISGA) Divisional and/or State meetings when the Associate Vice President/MISGA Representative cannot attend.
 2. Vice President, who shall, in the absence of the President, preside at all meetings and perform the duties of the President. They shall perform such other duties as may be assigned to them by the Executive Board or by the President. In the event of resignation or incapacitation of the President for any reason, the Vice President shall assume the duties of President until the membership can elect a new President.
 3. Associate Vice President/MISGA Representative, who shall be responsible for scheduling and conducting all Maryland Inter-club Senior Golf Association (MISGA) events. The MISGA Representative shall also serve as the official HGSGA representative to all Divisional and State MISGA meetings.
 4. Secretary, who shall record all the proceedings of the meetings of the Association and the Board, and shall maintain the historical record of the minutes, administrative and legal documents, and the By-laws of the Association.
 5. Treasurer, who shall have custody of all the funds of the Association and shall keep a full and accurate account of receipts and disbursements. The President and the Treasurer are each authorized to spend up to \$100 without approval of the Executive Board, but with accountability to the Board.

6. Past President, who shall serve on the Executive Board for one year following their term as President to provide the benefit of their experience to the Board.
7. Games Director – Who shall manage the weekly golf game pairings and games, determine the winners of such games and distribute awards as appropriate.
2. The term of office for all members of the Executive Board shall be from November 1 to October 31 two years later in odd-numbered years.
3. The President shall have the authority to appoint replacements for elected officials whose term in office is curtailed by reason of resignation from either their office, the Association, or the MCG, or for the death or incapacity of the official. Appointments made hereunder are subject to ratification by the membership at the next regular meeting.
4. The membership may vote to overturn any appointment made under Section 3 above at the quarterly meeting next following, and to elect a replacement official.

ARTICLE V -- MEETINGS

1. Annual Meeting - The Annual Meeting of the membership of the Association shall be held during the month of October for the purpose of electing officers, for receiving reports of officers and committees, and for any other business that may arise.
2. Quarterly Meetings - Quarterly meetings of the membership of the Association shall be held during the months of January, April and July for the purpose of receiving reports of officers and committees, presenting to the membership recommendations from the Executive Board, and for any other business that may arise.
3. Executive Board Meetings - Meetings of the Executive Board shall be determined by the President for the purpose of developing recommendations to the membership and for the conduct of Association business. Attendance at such meetings shall be open to all members of the Association in good standing.
4. Place of Meetings - All meetings of the membership of the Association shall be held at Hampshire Greens Golf course in an area set aside for the event.
5. Notice of Meetings - Notice of meetings shall be posted on the Association bulletin board and dispersed via email at least two weeks prior to each meeting.
6. Quorum - Those members who attend in person at the meeting shall constitute a quorum for that meeting.
7. Conduct of Meeting - Meetings of the Association shall be presided over by the President of the Association, or in the President's absence, the Vice President.
8. Order of Business - The basic Order of Business for conducting the affairs of the Association at its regular quarterly meetings shall be as follows:
 1. Reading of the minutes of the previous meeting, whether quarterly or annual, and their approval.
 2. Reports of Officers and Standing Committees.
 3. Reports of Special (Select) Committees.
 4. Unfinished Business.
 5. New Business.
9. Voting - All members present who are in good standing shall be eligible to vote at the meeting. Each member shall have one vote. Proxies for members not able to attend the meeting shall not be permitted. The method of voting, either by show of hands or by secret ballot shall be at the discretion of the presiding officer of the meeting.

ARTICLE VI -- EXECUTIVE BOARD

The management of the Association is the responsibility of the Executive Board, consisting of the elected officials of the organization specified under ARTICLE IV, Section 1. The Executive Board will meet from time to time to conduct the affairs of the Association and to develop recommendations to present at a regular meeting of the membership. The Board will control all expenditures over \$100, and will have accountability for all expenditures.

ARTICLE VII -- COMMITTEES

1. The President shall appoint the chairmen of all committees except the nominating committee and the MISGA committee.
2. The chair of each standing committee shall determine the size of the committee and select the members that he deems appropriate for the task.
3. Representative (non-mandatory) committees and functions:
 1. Tournament - Responsible for schedule, formats of play, sign-up sheets, and conduct of all non-MISGA golfing events.
 2. Associate Vice President for MISGA - Responsible for schedule, formats of play, sign-up sheets, and conduct of all MISGA events.
 3. Telephone - Responsible for developing a network of members to disseminate information of an urgent nature to all Association members.
 4. 50/50 - Responsible for sale of raffle tickets to members and guests at each event. Half of proceeds are distributed by random drawing; the other half enriches the SGA treasury.
 5. Handicap - Responsible for insuring that all scores are posted and that handicaps represent the true golfing ability of the members, making adjustments if warranted, following USGA guidelines.
 6. Rules - Responsible for enforcement or adjudication of USGA rules, Club Local Rules, and SGA Local rules.
 7. Hospitality - Responsible for interacting with arriving guests to facilitate logistics and insure a pleasant experience.
 8. Membership - Responsible for promoting interest and seeking out new members for the SGA.
 9. Welfare - Responsible for keeping the membership informed of the well-being of individual members who may be absent due to illness or death in their immediate family. Ensure that greeting cards or get-well cards are purchased and sent to the appropriate party. Provide periodic follow-up reports as necessary.
4. The nominating committee is a special committee elected at the July meeting in even-numbered years for purpose of developing a slate of officers to nominate at the Annual Meeting. The committee's nominations or other nominations from the floor need no second. Members of the nominating committee are not barred from the slate.

ARTICLE VIII -- PARLIAMENTARY AUTHORITY

The rules contained in "Robert's Rules of Order" shall govern the Association in all cases to which they are applicable, and in which they are not inconsistent with the By-laws or the special rules of order of this Association.

ARTICLE IX -- METHOD OF AMENDING BY-LAWS

These By-laws may be amended at any regular business meeting provided the amendment was submitted in writing at the previous regular business meeting. Amendment of the By-laws requires a two-thirds vote of those voting, excluding blanks, a quorum being present.