

**OVERLOOK LADIES GOLF ASSOCIATION
CONSTITUTION/BY-LAWS
Revised – 2020**

ARTICLE I Name

The name of this organization shall be The Overlook Ladies Golf Association, an 18-hole league.

ARTICLE II Purpose

The purpose of this organization shall be to provide a program of golf events for the encouragement of friendly competition and enjoyment of the women golfers.

ARTICLE III Membership

Section 1: Membership in the Overlook Ladies Golf Association (herein referred to as OLGA) will be open to all women who meet the requirements stated in Article III, Sections 2 and 3.

Section 2: A prospective member must submit score card following either 54 holes/3 rounds of golf played and score card attested (from a course that is rated and sloped) and have a 45 or below handicap to be accepted for membership, but will play to a 40 handicap for tournaments. These scores must not be older than (1) year and must be submitted to Overlook Golf Course pro shop and Membership Chairperson for verification

Section 3: Membership Fee: The Membership fee, as determined by the Executive Committee, shall be payable by the end of March to the Treasurer. If a member has played in at least one league event and leaves OLGA, the membership fee will not be refunded. All members pay full dues regardless of when they choose to join OLGA.

ARTICLE IV Officers and Executive Committee

Section 1: The Officers of OLGA shall be a President, Vice President, Secretary, Treasurer, and Senior Golf Chairperson, and they will comprise the voting members of the Executive Committee. The Vice Golf Chairperson and Past President shall serve as ex-officio members of the Executive Committee.

A. Duties of President:

The President shall preside at all meetings; shall exercise general supervision over the affairs and activities of OLGA; shall serve as member ex-officio on all standing committees except the nominating committee. Immediately upon election, she shall appoint all committee chairpersons, with the exception of the Golf Chairperson, and the auditor for the ensuing year. With the approval of the Executive Committee, she shall fill any vacancy arising in the offices, with the exception of Vice President. In the absence or disability of the Treasurer, she shall be authorized to sign all contracts and obligations of OLGA and perform the duties usually pertaining to this office. The year following her term of office, she shall serve ex-officio on the Executive Board.

B. Duties of Vice President:

The Vice President shall assume the duties of the President during her absence or inability to serve and perform any other duties assigned her by the President. See Job Description for additional duties.

C. Duties of the Secretary:

The Secretary shall keep the minutes of all Executive Committee and OLGA meetings and poll the membership by email, when necessary. She shall issue all notices and be responsible for OLGA correspondence.

D. Duties of the Treasurer:

The Treasurer shall collect and receive all funds belonging to OLGA and keep them in a bank approved by the Executive Committee. She shall receive and pay all bills approved for payment by the Executive Committee. After the close of the fiscal year, which is October 30, she shall present her books for the final audit.

E. Duties of the Golf Chairperson (2):

It shall be the duty of the two (2) Golf Chairpersons (a Senior Golf Chairperson who will be serving the second year of a two-year term and a Vice Golf Chairperson who will be serving the first year of a two-year term) to schedule the golf events of the year, set the rules and regulations with input from the Overlook Golf Pro, determine eligibility for prizes, and generally supervise the golf program for the year.

Section 2: Executive Committee:

The duties of the Executive Committee shall be to formulate plans and transact OLGA business. The Committee shall take under consideration any written signed request of a member or members. After the October election, the Executive Committee shall meet as soon as deemed necessary by the President. The Executive Committee consists of President, VP, Secretary, Treasurer and Vice Golf Chairperson.

Section 3: Vacancies:

In the event of a vacancy occurring in the office of Vice President, the Executive Committee shall submit to OLGA for vote, the name of a candidate. The Executive Committee must approve all Presidential appointments for unexpired terms of the Secretary, Treasurer, and Golf Chairpersons.

ARTICLE V Chairpersons

Section 1: Nominating Chairperson:

This person shall prepare a slate of candidates for the officers of OLGA, which shall be communicated via email to the membership, as well as posted on the OLGA bulletin board in the pro shop at least ten days prior to the final October meeting.

Section 2: Membership Chairperson:

This person shall convey membership information to potential members, confirm current member's status, and notify the general public about the first meeting by submitting the information for publication to the Lancaster Newspapers.

Section 3: Invitational Chairperson:

This person shall form a committee to coordinate the Invitational, along with the Overlook Golf Pro.

Section 4: Additional Appointments:

- A. Birdie Board Chairperson
- B. Auditor

C. Lancaster Ladies City-County Golf Association Representative(s)

ARTICLE VI OLGA Meetings of the Association and Quorum

Section 1: A quorum for conducting OLGA business shall consist of at least one-third (33 1/3 %) of the membership and must include at least three (3) members of the Executive Committee. In the event that a quorum is not present at a meeting where official business is being conducted, the Secretary shall poll those members not present by mail and email.

Section 2: The Annual Spring Meeting shall be held in April. Officers and Committee Chairmen shall present reports regarding plans for the upcoming golf season.

Section 3: At the Annual Fall meeting, golf awards shall be presented and an election of officers shall be held. The President, Vice President, Treasurer, and Secretary of OLGA shall be elected by a simple majority to serve one year. Two Golf Chairpersons will be elected each year by a simple majority to serve as follows: the first year as Vice Golf Chairperson and the second year as Senior Golf Chairperson. A quorum must be in attendance for the election to be valid.

Section 4: A meeting of the membership may be called by the President at any time provided due notice is given of time and place of meeting.

ARTICLE VII Rules of Order

Roberts Rules of Order shall be the parliamentary authority for all matters of procedure not specifically covered by the Constitution or by special rules of procedure adopted by OLGA.

ARTICLE VIII Additions and Amendments

The Constitution may be amended, as needed, by a simple majority vote (51%) of members provided a quorum has been met.