

**CONSTITUTION AND BYLAWS**  
**OF**  
**BUNKER HILLS LADIES GOLF LEAGUE**  
**COON RAPIDS, MINNESOTA**

Revised: September 12, 2024

**ARTICLE I NAME**

The name of this association shall be the Bunker Hills Ladies Golf League.

**ARTICLE II PURPOSES**

The purposes of this League shall be:

1. To promote the interests of golf for the members of the Bunker Hills Ladies Golf League.
2. To promote and execute all golfing events for the members of this League.
3. To acquire and provide funds for carrying out the above-listed purposes.

**ARTICLE III MEMBERSHIP AND DUES – The Fiscal Year runs from January 1 to December 31.**

1. The dues of this League shall be as determined by the Board of Directors (BoD) per calendar year and must be paid by May 15th of the year. The president may make exceptions based on a member's request and situation.
2. The maximum number of members in the Bunker Hills Ladies Golf League shall be determined by the Board of Directors (BoD).
3. Openings for membership in the League shall be filled in accordance with the following rules:
  - a. First preference shall be accorded to women who were regular members through the immediate past season, and who within the time set by the Board of Directors, indicate their intention to continue as regular members by payment of dues.
  - b. After deadline for previous season members to register, registration for the Evening Division is open to public. Women on the waiting list can then register based on date added to wait list, tee time availability, and number of players.
4. Only members of the Bunker Hills Ladies Golf League shall participate in League events. Guest players may play but are not eligible to collect any winnings.
5. In order to participate in the Club Championship, you must play in **four** League Events.
  - a. All League Division members are eligible to play in the 18 Hole Club Championship,
  - b. Any participant in the Club Championship event is eligible to be the Low Gross Club Champion.
6. There will be two General Membership meetings per year – one in the Spring and one in the Fall.

7. Bunker Hills Local Rules apply to all League Events.
8. Bunker Hills Ladies League Bylaws shall be posted.

#### **ARTICLE IV OFFICERS**

1. The elected officers of this League shall be the President, Secretary/Handicap Chair and Treasurer. These officers are generally to be elected at the annual Fall meeting.

The officers will be elected for a term of two (2) years in order to maintain continuity. If there are no new candidates for BOD positions as a result of nomination requests, a vote by the membership is still required.

The duties of these officers are, but not limited to, the following:

a. President shall:

- (1) Be the Chief Executive Officer and Chairwoman of the Board of Directors (BoD) and preside over all meetings.
- (2) Call meetings of the officers and BoD whenever necessary.
- (3) Serve as the liaison with the Pro Shop staff
- (4) Develop the League Calendar with the Golf Operations Manager
- (5) Serve as CoSigner on League Bank Accounts.
- (6) Following term will serve as Past President on Board of Directors.

b. Treasurer shall:

- (1) Receive all of the League's monies and deposit the same in the League's Bank Account approved by the BoD.
- (2) Keep a full and accurate account of all written receipts and disbursements and prepare a budget to be **approved and controlled** by the BoD. Copies of the budget will be submitted at the Spring and Fall Annual Meetings. Members are welcome to submit questions about the budget to the BoD.
- (3) Money is disbursed to each Division in the League based on the number of members in the Division.
- (4) Keep all applications and lists of all members including their phone numbers and addresses.
- (5) On request by the BoD or the membership, have the league's books audited by a qualified auditor who has the approval of BoD.
- (6) Serve as Cosigner on League Bank Accounts.

c. Secretary/Handicap Chairperson shall:

- (1) Record minutes of all meetings
- (2) Be responsible for all correspondence and papers belonging to the League,
- (3) Be responsible for assuring every member is entered into the GHIN system and makes corrections as required.
- (4) Perform other duties as delegated to her by the Board of Directors and/or by the President.

#### **ARTICLE V BOARD of DIRECTORS**

1. The Board of Directors (BoD) shall consist of the elected officers (President, Past President, Secretary/Handicap Chair, and Treasurer) as well as the Division Managers/ Social Play Representatives. The BoD must have at least one representative from each division. The BoD may solicit at-large members to ensure representation of all Divisions is appropriate. All BoD members are eligible to vote.

2. League Management Positions: Note: A separate document is maintained by the League representing a full list of duties and responsibilities for each position.

a. Division Manager/Social Play Representatives are volunteers appointed by the BoD in each division.

They ensure the weekly entries into the GHIN system are posted properly and in a timely fashion and communicate messages about the weekly games to their members.

b. Evening League Division Manager is a volunteer appointed by the BoD and is responsible for items specific to the Evening League Division to include:

(1) Collect registrations and fees prior to the start of League play.

(2) Filling available tee-times.

(3) Communicating with Division membership on issues particular to the Division

(4) Develop Division Calendar

(5) Serve as Liaison between Division and ProShop staff.

(5) Maintaining rosters

(6) Maintaining a waiting list

3. Board members shall hold office for two years and the duties of the BoD include, but are not limited to the following:

a. act as the Nominating Committee and present a slate of candidates every two years for the annual Fall Meeting. Nominations from the floor shall also be added to the ballot.

b. prepare, maintain and control a budget of all League's monies.

c. ensures duties of the elected officers are fulfilled.

4. By unanimous vote of the BoD, or by vote of at least two-thirds (2/3) of the membership present at an annual or special meeting, any member of this League may be expelled for good cause, including, but not limited to unsportsmanlike conduct, harassment, vulgarity, violation of rules, or any conduct which results in adverse reflection on this League. League dues shall be forfeited.

5. In the event a Board member is not able to complete their term, the Board of Directors will solicit volunteer members to fill the position. A vote by the membership may be required if there are multiple candidates for one position.

## **ARTICLE VI ORGANIZATION**

1. This League shall be a social organization, organized solely for the social benefits of its members.

2. The League will consist of three (3) divisions – 18-hole day division, 9-hole day Division, and the 9-hole evening division.

3. This League shall not be liable to any member or any other person for damage or claim arising out of this League's operation, and any member applying and being accepted into this League hereby waives any such damage or claim which may exist at the present time or which may at any future time exist.
4. Control and management of the affairs, funds and properties of the League shall be managed by the BoD.
5. All checks, bonds, or contracts in writing, necessary for the conduct of the business of the League, shall be signed by the Treasurer.
6. A quorum requires at least 51% or more of the BoD to be present. A majority of Directors present at any meeting shall determine the action of the board.
7. Committees may be formed at the discretion of the BoD. The duties and responsibilities of each committee are as follows:
  - a. to establish rules and/or procedures governing their particular events or activity.
  - b. to inform members of all information concerning events.
  - c. to budget monies given for their committee.
  - d. to purchase and award prizes.
8. "Roberts' Rules of Order, Revised" shall govern the proceedings of this League except in which cases as are covered by the By-Laws or standing rules adopted by the Board of Directors.

## **ARTICLE VII AMENDMENTS**

1. These By-Laws may be repealed or amended or new By-Laws adopted by a two thirds (2/3) majority of the members present at the Annual Meeting or at any special meeting held for that purpose.
2. Any member may propose amendments, additions or changes to the By-Laws to any member of the BoD who will then present them to the BoD. Such proposed changes shall be submitted in writing to a member of the BoD.
3. Any member participating in an in-person meeting or by email communication from the League/BoD who is entitled to vote may vote by means of phone, electronic methods, or in writing as required by the BoD communications. Meetings may be conducted leveraging various forms of technology as well.