

# **PALO VERDE MEN'S GOLF ASSOCIATION (PVMGA)**

## **BY-LAWS**

### **ARTICLE ONE: DUTIES OF THE OFFICERS**

#### **A. PVMGA President**

1. The President shall preside at all meetings.
2. He shall be the Ex-Officio member of all committees as deemed necessary.
3. He shall perform other duties as provided by the by-laws and/or authorized by the Executive Board.
4. He shall have the authority to sign all Association checks along with the Vice President and Treasurer. All monies of the Association shall be deposited in a bank designated by the Executive Board. Money shall be withdrawn by Palo Verde Men's Golf Association (PVMGA) check and signed by one of the authorized Executive Board officers.
5. The President shall appoint an individual to audit the Treasurer's annual report. This individual may not be a member of the Executive Board.

#### **B. PVMGA Vice President**

1. The Vice-President shall, in the absence or inability of the President to act, have the power to perform the duties herein designated to the President.
2. He shall, along with the Handicap Chairman, be responsible for coordinating the orientation of new members to the Palo Verde Men's Golf Association.
3. The Vice-President will also be an Ad Hoc member of both Major Events and Special Events Committees.

#### **C. PVMGA Secretary**

1. The Secretary shall keep complete minutes of all Executive Board meetings.
2. Attend to all correspondence and perform such duties as the President may require.

#### **D. PVMGA Treasurer**

1. The Treasurer shall issue and sign checks.
2. He shall render and report all receipts and expenditures at Executive Board meetings.
3. The Treasurer, with the concurrence of the President and Vice President, may select an assistant to provide support and continuity in carrying out the

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Treasurer's responsibilities. This assistant will be eligible for nomination to succeed the Treasurer upon completion of the Treasurer's two-year term.

### **ARTICLE TWO: DUTIES OF STANDING COMMITTEES**

#### **A. PVMGA Tournament Chairman**

1. The Tournament Chairman is responsible for all regular Saturday play, and especially the three (3) Home and Home Tournaments, the President's Cup, the Club Championship, and the Ace of Aces Final Tournaments. He shall coordinate with the PV Pro Shop to ensure the preparation, posting, and organization of regular play and tournaments are in accordance with the PVMGA published schedule, standing rules, by-laws, checklists, and any Presidential directives.
2. He shall organize and manage regular Saturday play according to the annual calendar. He shall notify the membership at least three (3) weeks in advance of the special tournaments noted above and shall arrange for sign-ups according to checklists.
3. The Tournament Chairman is responsible for acquiring trophies and awards according to checklists and as requested by other PVMGA chairmen.
4. The Tournament Chairman, with the concurrence of the President and Vice-President, shall select one or more PVMGA members to assist him in carrying out his duties.

#### **B. PVMGA Special Events Chairman**

1. The Special Events Chairman shall be responsible for arranging all food and beverage related activities including luncheons, refreshments, and patio events, and shall publish an annual calendar indicating these arrangements. The chairman shall coordinate with PV club management as required.

#### **C. PVMGA Major Event Chairman**

1. The Major Event Chairman shall be responsible for organizing the Member/Member Tournament, Member-Guest Tournament and sponsors

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according to the checklist and soliciting sponsorship for these events. The chairmen will be assisted by such members as required for organizing and coordinating these events. These assistants will be approved by the PVMGA President, and the PVMGA Vice-President will be an ad hoc member of this committee as part of his duties.

### **D. PVMGA Handicap Chairman/AGA Delegate**

1. Each Golf Association using the USGA Handicap System shall appoint a Handicap Committee to ensure the integrity of each Handicap Index it issues. The PVMGA is licensed by the Arizona Golf Association (AGA) to issue these USGA Handicap Indexes.
2. The Handicap Chairman is appointed by the PVMGA President to serve a one-year term. He may select an assistant, with the approval of the President and Vice President, to assist him and be eligible to assume the position the following year.
3. As the AGA Delegate, the Handicap Chairman shall attend all meetings of AGA Delegates and represent the PVMGA accordingly. The delegate shall keep PVMGA members current with AGA issues and concerns as they impact the association.

### **E. Technology and Communications Chairman**

1. The Technology and Communication Chairman shall be responsible for the development and maintenance of the PVMGA website and e-mail systems.

### **F. PVMGA Publicity Chairman**

1. The Publicity Chairman shall become familiar with all PVMGA ongoing events and activities.
2. He will provide the Sun Lakes Splash and local media with association special events, tournaments, tournament winners and other information to further the interests and image of the PVMGA.

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### **G. Golf Committee Representative**

1. The Golf Committee Representative will attend all meetings of the SLHOA II Golf Committee and represent the PVMGA.

## **ARTICLE THREE: MEETINGS**

### **A. Regular Meetings**

1. Regular membership meetings shall be held as scheduled by the Executive Board.
2. The regular meeting in December shall be known as the annual meeting and be for the purpose of receiving the annual reports and the election of officers.

### **B. Special Meetings**

1. Special meetings may be called by the President. It shall be the duty of the President to call a special meeting within thirty (30) days after receipt of a written request by at least one-third of the membership.

### **C. Executive Board Meetings**

1. Executive Board Meetings shall be held the first Tuesday of each month at 7:30 a.m., from September to May unless otherwise ordered by the executive board.

### **D. Eligibility and Rules**

1. Officers and members in good standing shall be eligible to vote at a regular meeting. A majority of members shall constitute a quorum.
2. "Robert's Rules of Order Revised" shall be the authority for all questions not covered by the Constitution and By-laws.
3. Upon election, the President shall have the right to select and appoint committee chairman, who will become Executive Board members.
4. Should the office of the President become vacant, the Vice President shall succeed. A new Vice President shall be appointed by the President, subject to Board approval.
5. Any member who is elected or appointed to a position on the Executive Board is expected to attend a minimum of seven (7) of the nine (9) meetings

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scheduled from September to May, and as many meetings as possible throughout the year. Any member who has two (2) consecutive absences is subject to termination by action of the Board unless there are extenuating circumstances, such as serious illness or death in the family.

### **ARTICLE FOUR: NOMINATIONS**

- A. The Nominating Committee shall consist of a committee chairman and two members. They shall be nominated by the President and be subject to approval by the Executive Board at the April board meeting.
- B. The committee shall, from the regular membership, select a slate of names consisting of one or more nominees for each elective office. This slate is to be submitted at least 45 days prior to the November membership meeting.
- C. Following approval of the nominees by the Executive Board, the Nominating Committee shall present the slate at the November meeting. The slate must be on the bulletin board at least two weeks prior to the meeting.
- D. After presentation of the names for each office by the Nominating Committee, the President shall call for nominations from the floor. If there be such, the election shall be by ballot at the December annual meeting. If not, election may be by voice vote.

### **ARTICLE FIVE: ELECTIONS**

- A. The election of officers shall be held at the annual meeting in December.

### **ARTICLE SIX: AMENDMENTS**

- A. The Constitution and By-laws may be amended at any regular meeting.
- B. A vote of at least 2/3 of the members present is required.
- C. The proposed change(s) must have been posted on the bulletin board at least thirty (30) days prior to voting.

### **ARTICLE SEVEN: SUSPENSION OR EXPULSION OF A MEMBER**

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- A. The Executive Board shall have the power to suspend or expel any member by a 2/3 vote of the Executive Board members present, but in no circumstance less than a quorum of said board, for conduct prejudicial to the interest or purpose of the association.

### **ARTICLE EIGHT: TERM LIMITATION**

- A. The term of all PVMGA officers, except for the Treasurer shall be from January 1 to December 31 of any given year.
- B. The term of Treasurer shall commence when the annual audit is complete and approved by the Executive Board. The term will run until the audit of the past year is approved.
- C. The President, Vice President, and Secretary cannot succeed himself in office. The Treasurer may serve two (2) consecutive terms.
- D. With the approval of 2/3 of the PVMGA Board Members, an "emergency" can be declared which will allow Article Eight item C to be temporally suspended for up to one year. A description of the emergency shall be prepared by the current PVMGA Secretary, approved by the PVMGA Executive Board, and kept with the normal PVMGA Board meetings minutes. Any meeting minutes during the emergency shall be prepared by PVMGA Secretary, approved by the PVMGA Board, and kept with the minutes of normal PVMGA Board minutes.