

THE VILLAGES WOMEN'S NINE-HOLE GOLF CLUB BY-LAWS

ARTICLE I - NAME

The name of the organization is **THE VILLAGES WOMEN'S NINE-HOLE GOLF CLUB**, also known as **THE VILLAGES SWINGERS** hereinafter known as "Club". The Club is a sub-group of the **VILLAGES GCC WOMEN**. The Club is an integral part of The Villages Golf and Country Club, subject to the rules and regulations set forth by the Board of Directors of The Villages Golf and Country Club.

ARTICLE II – PURPOSE

The purpose of the organization is to foster interest in the game of golf, to inform its members of the rules and etiquette of the game of golf, and to promote fellowship among its members.

ARTICLE III – MEMBERSHIP

Section 1. – Membership in this Club will be open to all Villages women residents who are interested in participating in the game of golf and who meet the eligibility requirements. Members in good standing will be entitled to all of the privileges of the Club. The four types of Membership are Primary, Dual, Social and Associate as set forth in Section 1. of the Standard Operating Policies.

ARTICLE IV – BOARD OF DIRECTORS

Section 1. – The Board of Directors consists of four elected officers solicited by the Nominating Committee: Captain, Co-Captain, Secretary, and Treasurer, and five voting Directors, solicited by the Captain: Handicap, Membership, Rules/Parliamentarian, Tournament (Tuesday Play), and Website Administrator (each having one vote), and the following five non-voting Directors, solicited by the Captain: Exchange, Away Games, Publicity, Social, Twilight, and Mediation. In keeping with the three-year term set forth as Co-Captain, Captain, and Advisor, three years is the number of consecutive years that any member of the Board of Directors may serve in the same position. Any exception will require approval by the vote of the incumbent Board of Directors.

Section 2. – The Immediate Past Captain will be retained on the Board as an Advisor with no voting privileges.

Section 3. – All voting members of the Board of Directors are expected to attend all Board meetings.

Section 4. – Standing Committee Chairpersons and Annual One Day Event Chairpersons are expected to attend Board meetings, which are timely for the planning of their activities.

ARTICLE V – OFFICERS AND DUTIES

Section 1. – The Captain of the Club will preside at all Board and General Membership meetings, appoint all committee chairpersons, and act as an ex-officio member of all committees. The Captain appoints a Nominating Committee of three members in June or July to select names of members for offices of Co-Captain, Secretary, and Treasurer for the ensuing year. The Captain, along with the Co-Captain, will prepare the yearly calendar of events for play days and the membership roster.

Section 2. – The Co-Captain will assist the Captain and will assume the duties of Captain in her absence, or in case of her inability to act. The Co-Captain performs all duties as outlined in the Captain's Manual.

The Co-Captain will purchase required trophies, plaques, or other annual awards and have them engraved where applicable; Specifically, Captain's Trophy, Championship Tournament Winner, and Most Improved Player. She will maintain the Club's plaque and shared photo space on the Bistro Sports Wall.

The Co-Captain will maintain and update the Club's storage room inventory annually for insurance purposes. She will provide a current Inventory List to the Captain and post in the storage room at the Corporation Yard.

The Co-Captain will also solicit Chairpersons for the following Standing Committees to serve during her term as Captain: Championship Tournament, Eclectic Tournament, Hole-In-One Insurance, Photographer, Sunshine, and VGC Representative. She will also solicit Chairpersons for the following annual one day events: Annual Social Functions, Annual Charity of Choice, Holiday Lunch, Shonis Mixer, Pinseekers Mixer, and 18-Hole Women's Mixer.

Section 3. – The Secretary will record the minutes of all Board and General Membership Meetings, conduct routine correspondence, and any other correspondence as may be required by the Board of Directors. Secretary will provide the final copy of the approved Board Minutes to the Website Administrator for posting.

Section 4. – The Treasurer will be responsible for all funds, pay all bills, and collect the dues. The Treasurer will give a report on the Club's finances at all Board and General Meetings, unless dispensed with by the Captain. She will provide formal written reports monthly/quarterly to be presented to the Board for record keeping purposes. She will prepare a budget based on the previous year's expenditures to be presented to the Board for approval. Between January 1 and May 15 of each year, the Treasurer is required to complete the Form 990-N Electronic Notice (e-Postcard) for annual tax reporting. The 990-N can only be submitted electronically through the website www.irs.gov. A committee of two, appointed by the Captain, will audit the Treasurer's books at the end of the year.

ARTICLE VI – MEETINGS

Section 1. – Each year there will be three General Meetings followed by a social gathering, one in the Spring, one in the Fall, and a holiday event in December. The Captain, with the consent of the Board of Directors, may call special meetings.

Section 2. – At any General Meeting, the presence of 30% (thirty percent) of the eligible membership in attendance will constitute a quorum.

Section 3. – The Board of Directors will meet monthly on the date designated by the Captain. Standing Committee Chairpersons, Committee Chairpersons and all eligible members are welcome to attend.

Section 4. – Five Board Members will constitute a quorum at any Board of Director meetings.

ARTICLE VII – ELECTIONS

Section 1. – In June or July, the Captain will appoint a Nominating Committee of three members. It will be the duty of this Nominating Committee to select members for the offices of Co-Captain, Secretary, and Treasurer. The Nominating Committee will inform the Captain of the slate of candidates at least three weeks in advance of the election. This slate will be immediately posted on the official Bulletin Board, the Swingers' website, and emailed to the membership. Further nominations may be made from the floor at the Fall General Meeting.

Section 2. – Elections will be held annually at the Fall General Meeting. Elected officers will serve for a one-year term, January 1 to December 31st.

Section 3. – Vacancies occurring on the Board of Directors will be filled by appointment by the Captain subject to approval by the Board of Directors. The Co-Captain automatically succeeds the Captain, in the event of a vacancy in this position. A special election would then be held to elect a new Co-Captain.

Section 4. – The Nominating Committee will first ask Primary Members to serve on the Board of Directors. Dual Members may be asked to serve if no Primary Member is found for any position.

ARTICLE VIII – DUES AND FEES

Section 1. – Annual dues are charged to the Members' home accounts. Club dues and NCGA dues will be billed in December each year. The fiscal year is January 1st through December 31st.

Section 2. – The dues include prepaid sweeps, Hole-in-One insurance, operating expenses, and special tournament fees. In the event of multiple Hole-in-One occurrences in one year, an additional \$2 fee will be charged to members' home accounts to cover subsequent occurrences.

Section 3. – A former member reapplying for active membership will pay the current dues (the same as for a new member). An Associate Member, wishing to be reinstated as a playing member, will pay pro-rated current dues.

Section 4. – Prepaid sweeps will be prorated for new members joining on or after July 1st and October 1st of the current year.

ARTICLE IX – PROCEDURE

Established procedures for each committee can be found in each committee's handbook. It is the responsibility of each Chairperson to maintain and update her procedures. Updates must also be reflected in the manuals of the Captain and the Posting Room. Procedures can be amended without membership approval but cannot violate the By-laws.

ARTICLE X – AMENDMENTS

The By-laws may be amended by the membership upon presentation of the proposed amendment to the Board of Directors at any regular or special meeting. Notice of the proposed amendment will be posted on the Swingers' Bulletin Board, website and sent via email at least seven days before a General or Special Meeting of the General Membership. At that time, the proposed amendment may be adopted or rejected by a quorum vote (30%) of the total membership.

ARTICLE XI – INTERPRETATION

The Board of Directors, subject to appeal at a membership meeting, will interpret the By-Laws. Robert's Rules of Order will govern questions of procedure not covered by the By-Laws. No rule or policy of the Club will be contrary to the rules and regulations of The Villages Golf and Country Club.