

# ARGA BY-LAWS

## **ARTICLE I - DUTIES**

### Section 1 - President:

The President shall serve as an ex-officio member of all committees, and with the concurrence of the Executive Committee, shall make all appointments and fill all interim vacancies. With the concurrence of the **Executive Committee**, the President shall set the time and place of the meetings. The President shall authorize payment of expenses incurred by the various committees of the Association. Any expenditure not programmed in the annual budget shall be approved by the Executive Committee before authorization by the President for payment. The Immediate Past-President shall assume the duties of the President in the event the President is unable to complete the term to which elected.

### Section 2 - Secretary:

The Secretary shall keep complete and accurate minutes of all meetings of the Association and the Executive Committee. The recorded minutes of the aforementioned shall be maintained as permanent records of the Association. The Secretary shall maintain the roster of members and correspond with those as required in the conduct of the business of the Association.

### Section 3 - Membership Chairperson:

The Membership Chairperson shall chair the Membership Committee and be responsible for membership. The Committee shall have the power to interpret the **eligibility of persons for active or associate membership** under the provisions of the Constitution for such eligibility.

### Section 4 - Rules & Handicaps Chairperson:

The **Rules and Handicap Chairperson** shall chair the Rules and Handicap Committee. The Chairperson shall keep abreast of United States Golf Association [USGA] and local rules and shall present to the Executive Committee and the general membership, recommendations for rules applicable during play for Association purposes. The Chairperson shall compute handicaps for all members based upon recorded rounds of play of no less than nine holes of golf. The handicaps to be used for Association tournaments shall be based on the scores of the prior six tournaments as they are available.

Section 5 - Activities Chairperson:

The Activities Chairperson shall chair the Activities Committee and shall be responsible for the organization and coordination of all **golfing activities** participated in by the Association. The Chairperson shall submit a proposed schedule of events for the forthcoming year to the Executive Committee by the first of the year. The proposal will include all cost factors. Suggestions from members and their spouses concerning activities will be accepted at any time prior to submission date.

Section 6 - Social Activities Chairperson:

The Social Activities Chairperson shall be responsible for the planning and organization of all social and entertainment activities in which the Associations members may participate, to include the annual picnic and Christmas party. The Social Activities Chairman will work in close association with the Golf Activities Chairperson in order to coordinate schedules and costs of operations.

Section 7 - Parliamentarian:

The Parliamentarian shall rule, at the request of the Chair, on all questions of parliamentary procedure and on all matters concerning the Constitution. **Robert's Rules of Order** will be the governing authority.

Section 8 - Sergeant-At-Arms:

The Sergeant-at-Arms, at the request of the Chair, shall keep and/or restore order.

Section 9 - Immediate Past-President:

The Immediate Past-President shall act as counsel to the President and upon request, shall assist the President in any way possible within constitutional bounds. The Immediate Past-President shall serve as a member of the Executive Committee.

Section 10 - Treasurer:

The **Treasurer** shall have charge of the financial records of the Association, shall collect all monies due the Association, pay all bills authorized by the President, and shall provide periodic financial reports to the membership including an annual financial report.

Section 11 - Chaplain:

The **Chaplain** is responsible for the ecclesiastical conduct of the Association. The

Chaplain will ensure that the courtesy amenities are carried out to include the sending of letters, greetings and sympathy cards, flowers, or other appropriate gestures.

Section 12 - Historian:

The Historian is responsible for recording and assembling the facts and knowledge about **past events of the Association**. The Historian will prepare a continuous, systematic, written narrative, in chronological order, of past Association events. The aggregate of past events will be completed on an annual basis. **Photography** will be used to complement the record. The history will become a permanent and official document of the Association.

Section 12 - Web Site Manager:

The Web Site Manager shall maintain and update all information displayed on the Association's web site.

**ARTICLE II - EXECUTIVE COMMITTEE**

Section 1 - Expenditures:

All expenses shall be approved by the Executive Committee prior to being incurred.

Section 2 - Execution of Duties:

Members of the Executive Committee may vote by mail ballot or direct telephone conversation, when so requested by the President on matters requiring action during the interval between meetings. A majority of the membership of the Executive Committee shall constitute a quorum at meetings. The Executive Committee shall consider all appointments and resignations, the Secretary's minutes, the Treasurer's report, committee reports, and other matters referred to it by the general membership. It shall authorize the issuance of all bulletins and announcements of the work and proceedings of the Association. It shall determine, when not otherwise provided by specific appropriation by the Association, the money to be available for the work of the officers and the committees. It shall act on all bills for expenditures not programmed in the budget. The Executive Committee shall provide for a presentation to Association members of a yearly financial report. It shall provide for presentation at the stated meeting of the Association, a report of the financial condition of the Association for the past year, and a detailed budget of the probable income and expenditures for the ensuing fiscal year.

## **ARTICLE III - FINANCING METHODS**

### *Section 1 - Dues:*

The **Dues of the Association** will be established as assessed on the Golf Year which is to be 1 April through 31 March and the dues will be prorated on a monthly basis. The amount of dues shall be sufficient to support the annual budget approved by the membership as submitted by the Executive Committee.

### *Section 2 - Fund-Raising:*

The Association may pursue Fund-Raising activities to defray some costs. All such **on-post Fund-Raising** will be IAW AR 210-22, Chap. 5-2.

## **ARTICLE IV - BUDGET AND AUDIT**

### *Section 1 - Budget:*

Each elected officer shall draw-up a functional budget based upon projected expenses for the forthcoming year. After study, budget proposals will be submitted by the President to the Executive Committee for their concurrence and subsequent adoption by the general membership.

### *Section 2 - Audits:*

The financial accounts of the Association will be audited and submitted as required by AR 210-22, Chap. 3-3.

### *Section 3 - Expenditures:*

## **ARTICLE V - PARLIAMENTARY AUTHORITY**

This Constitution and By-Laws governs the proceedings of the Association subject to **Robert's Rules of Order**.

## **ARTICLE VI - AMENDMENTS**

The Bylaws of the Association may be changed at any general membership meeting by a majority vote, after prior notification that the meeting will be held and its agenda announced.

#### **ARTICLE VII - OFFICIAL COLORS**

The official colors of the Association will be Burgundy and Gray. The colors for uniform clothing can be determined by a simple majority vote. However, to preserve the integrity of the official colors, it would be appropriate to choose intermediate colors that are derivatives of the official colors; i.e., shades of gray and/or shades of burgundy. The designated uniform for official events is burgundy cap, gray shirt, and burgundy trousers.

#### **ARTICLE VIII - MEMBERSHIP**

The maximum number of active members in the Association shall be unlimited. Immediate family members associated with the Association by "Family Membership" shall be entitled to all the privileges of active members, except that each family membership shall be entitled to only one vote on Association matters.

#### **ARTICLE IX - CLUB CHAMPIONSHIP**

The Annual Association Club Championship will be held as a Full Handicap Event with the Low Net Scorer being the Club Champion. The Low Gross Scorer will be the Low Medalist. The Club Champion and/or the Low Medalist can also be the Flight winner. Tee-off times for the Aesop Robinson Golf Association Club Championship shall begin no earlier than 1300 (1:00 p.m.).