

SOUTHERN OKLAHOMA LADIES GOLF ALLIANCE, SOLGA

BYLAWS

**Article I**

Name and Purpose

Section 1.01. Name.

The name of this organization shall be Southern Oklahoma Ladies Golf Alliance, SOLGA

Section 1.02. Purpose.

- A. The organization is organized and operated inspire and maintain an enthusiastic interest and participation level for women in the sport of Golf for the Southern Oklahoma area as well as supporting local charity in our community and our organization's programs through proceeds from our organization's various events and fundraisers.
- B. Our mission is to use our love of golf to create positive and supportive experiences for the women in our community.

**Article II**

Membership

Section 2.01. Qualification.

All persons interested shall be considered voting members of the organization upon payment of annual dues. Membership is open to all women of legal age.

Section 2.02. Rights and responsibilities.

The members shall have the right and responsibility to attend meetings and events sponsored by the organization, serve on committees, and be nominated and elected to office, voting members shall have the right to vote for the officers, review question the financial reports and approve amendments to these bylaws.

Section 2.03. Quorum.

A minimum of two elected officers and 3 active members shall constitute a quorum at all meetings. In the absence of a quorum the membership may not take action. In the event, any matter brought before the membership at a meeting at which a quorum is not present shall be discussed and decided by the Executive Board.

SOUTHERN OKLAHOMA LADIES GOLF ALLIANCE EXECUTIVE BOARD

Executive Director

Jan Ledford, Co-Founder  
2206 Fairway Dr.  
Duncan, OK 73533

SOUTHERN OKLAHOMA LADIES GOLF ALLIANCE OFFICERS

President

Jan Ledford  
2206 Fairway Dr.  
Duncan, OK 73533

Vice President

Cindy Harper  
1510 Crescent Dr  
Duncan, OK 73533

Secretary

Martha Walker  
1502 E. Camelback  
Marlow, OK 73055

Treasurer

Annette Bullard  
3801 W. Beech  
Duncan, OK 73533

Section 2.04. Reimbursement.

Executive Board members and officers shall serve without compensation with the exception that expenses incurred in the furtherance of the organization's business are allowed to be reimbursed with documentation in accordance with the organization's approval.

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### **Article III**

#### Officers and Their Elections .

##### Section 4.01. Officers.

The officers of this organization shall include one President, one Vice President, a Secretary and a Treasurer.

##### Section 4.02. Election. .

A nomination for all officers will be taken during annual meeting in November of the year in which candidates will be elected. Officers shall be elected at the November meeting of the organization by the members present. Officers shall assume their official duties on the date of election.

##### Section 4.03. Term.

Officers shall serve a **two**-year term. Officers may be re-elected for the same office.

##### Section 4.04. Vacancies.

A vacancy occurring in any office shall be filled for the unexpired term by a person elected by a majority vote of the remaining members of the Executive Board and approved by the membership.

### **Article IV**

#### Duties of Officers

Section 5.01. President. The President shall be the principal executive officer of the organization and subject to the control of the Executive Board and shall in general supervise and control all of the activities of the organization. The President shall be a member of the Executive Board and when present, shall preside over all meetings of the Executive Board and all meetings of the membership. The President shall select and appoint the chairpersons of all special committees and shall be an ex-officio member of all committees of the organization.

##### Section 5.02. Vice President.

The Vice-President shall be a member of the Executive Board and in the absence of the President shall perform the duties of the President. The Vice-President shall perform such other duties as are assigned by the President or the Executive Board.

##### Section 5.03. Secretary.

The Secretary shall be a member of the Executive Board. The Secretary shall keep the minutes of the proceedings of the membership and the Executive Board, shall see that all notices are duly given in accordance with the Bylaws, shall be responsible for the publishing of notices regarding meetings, shall manage and keep an accurate tally of the records, perform all duties incident to the office of Secretary and such other duties as may be assigned by the President or the Executive Board.

##### Section 5.04. Treasurer.

The Treasurer shall be a member of the Executive Board. The Treasurer is the authorized custodian to have oversight of all funds of the organization. The Treasurer shall keep full and accurate accounts and records of all receipts, disbursements, transactions and shall deposit all monies of the Southern Oklahoma Ladies Golf Alliance into the organization's authorized bank account. The Treasurer will be diligent and conscientious in ensuring all funds received and spent in accordance with the organization's bylaws. The financial records belong to the organization and must be available to the other officer and members upon request.

## **Article V**

### Conflicts of Interest

#### 6.01. Existence of Conflict, Disclosure.

Executive Board and members of the organization should refrain from any actions or activities that impair or appear to impair their objectivity in the performance of their duties on behalf of the organization. A conflict of interest may exist when the direct, personal, financial or other interest(s) of any Executive Board member or member competes or appears to compete with the interests of the organization. If any such conflict of interest arises the interested person shall call it to the attention of the Executive Board for resolution. If the conflict relates to a matter requiring board action, such person shall not vote on the matter. When there is a doubt as to whether any conflict of interest exists, the matter shall be resolved by a vote of the Executive Board, excluding the person who is the subject of the possible conflict.

#### 6.02. Nonparticipation in Vote.

The person having a conflict shall not participate in the final deliberation or decision regarding the matter under consideration and shall retire from the room in which the Board is meeting. However, the person may be permitted to provide the Board with any and all relevant information.

#### 6.03. Minutes of Meeting.

The minutes of the meeting of the Board shall reflect that the conflict was disclosed, and the interested person was not present during the final discussion or vote and did not vote on the matter.

#### 6.04. Annual Review.

A copy of this conflict of interest statement shall be furnished to each Executive Board member or member who is presently serving the organization or who hereafter becomes associated with the organization. This policy shall be reviewed annually for information and guidance of the Executive Board member and members. Any new board members shall be advised of the policy upon undertaking the duties of their office.

## **Article VI**

### Indemnification

Every member of the Executive Board and member of the organization may be indemnified by the organization against all expenses and liabilities, including counsel fees, reasonably incurred or imposed.

## APPENDIX A

### Financial Policies and Procedures of Southern Oklahoma Ladies Golf Alliance

Purchase Policy. All purchases on behalf of the organization must be pre-approved by a vote of the Executive Board and/or Quorum of membership.

#### Bank Account(s).

1. Bank Accounts- All bank accounts of the organization shall be opened in an FDIC insured institution, approved by the Executive Board, in the legal name of the organization using the organization's own EIN (employer identification number).
2. Bill Payment- All bills of the organization shall be paid by check from the organization's bank account. Online or e-checks are permissible, however all procedures for paper checks must be followed, regardless of the bank's procedures.
  - a. All checks shall be numbered and shall be held in the custody of an officer authorized by the Executive Board, such as the Treasurer
  - b. All payments by check shall correlate to an invoice or receipt on which the check number and date paid shall be written. If a receipt or invoice is not available, an officer shall write and sign a description of what was purchased.
  - c. Pre-signing blank checks is prohibited.
  - d. If check is over \$500 or more, a complete description of the usage of the check shall be provided and two (2) members of the Executive Board must sign off on the description detail.
  - e. Bank statements shall be reviewed by the treasurer and one or more other officers to ensure separation of financial controls.

#### Cash —

1. All cash must be kept in a secure location.
2. A receipt shall be provided whenever cash is turned over or collected.
  - a. Receipts shall be numbered and kept in a bound book.
  - b. Cash should always be counted by two individuals on the day the funds are collected.
  - c. Cash should be deposited Immediately into the organization's bank account. The deposit slip should be cross-reference against the cash tally sheet and saved for bank reconciliation

#### Record retention.

All records of the organization shall be maintained and destroyed in accordance with law and standard record retention guidelines.

- a. Year End Treasurer's Financial Report/Statement — Must be kept in record book and cannot be destroyed.
- b. Treasurer's reports-Periodic- Compile and file records on a yearly basis. Must be maintained with financial records for a period of three (3) years and then can be destroyed.
- c. Bank statements, canceled checks, check registers, invoices, receipts, cash tally sheets and all other related documents— Compile and file records on a yearly basis. Must be maintained with financial records for a period of seven (7) years and then can be destroyed.