



# VELGA

## Constitution, By-Laws, & Policy Procedures

### **CONSTITUTION**

#### **ARTICLE I: NAME**

This Association shall be known as the Viera East Ladies Golf Association or VELGA.

#### **ARTICLE II: OBJECT**

The purpose of this Association shall be to promote the interest of golf and good fellowship with competitive play for the members. Play will be governed by the Rules of the United States Golf Association.

#### **ARTICLE III: MEMBERSHIP**

Membership in VELGA is open to all women golfers upon payment of association dues and meeting the requirements of individual membership as defined in Policies and Procedures.

#### **ARTICLE IV: BOARD OF DIRECTORS—OFFICERS**

The business of this Association will be conducted by a Board of Directors, composed of the elected officers. The officers of VELGA shall be President, Vice-President, Secretary and Treasurer.

#### **ARTICLE V: MEETINGS**

Special meetings may be called by the Board of Directors. At any meeting a majority of the members constitutes a quorum. A majority of the votes of those present shall carry.

#### **ARTICLE VI: ELECTIONS**

Elections shall take place during the March meeting.

The NOMINATING COMMITTEE is responsible for selecting at least one (1) nominee for each office of President, Vice President, Secretary and Treasurer.

Nominations are to be posted at least two (2) weeks prior to the elections meeting. An absent member may submit a written, signed and dated ballot to the Secretary prior to the elections. Nominations may be made from the floor.

#### **ARTICLE VII: AMENDMENTS**

Proposed amendments to the Constitution or By-Laws shall be submitted in writing to the Secretary. These amendments will be reviewed by the Board of Directors and presented to the members along with any recommendations, one month in advance of being voted upon.

A majority of the members present shall carry and the amendments shall take effect immediately.



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### **BY-LAWS**

#### **SECTION I: Dues**

VELGA is an Association whose season extends each year from October 1 through the following April 30. Dues shall be determined by the current Board of Directors before the beginning of each new season. The Board shall discuss the amount of individual dues. If an increase is considered necessary, it shall be presented to the membership at the March meeting for discussion and vote. Dues are payable before participation.

#### **SECTION II: Membership**

Individual requests for membership may be submitted to the VELGA Treasurer.

#### **SECTION III: Duties of Officers**

##### **The President will:**

1. Call meetings when she deems them necessary.
2. Preside at all meetings, appoint Standing Committee Chairwomen and act as an ex-officio member, except for the Nominating Committee.
3. Authorize and disburse monies in the absence of the Treasurer.

##### **The Vice President will:**

1. Assume the duties of the President in her absence.
2. Act as an ex-officio member of all committees, except the Nominating Committee.
3. Act as the Tournament Chairperson.

##### **The Secretary will:**

1. Keep all records of the Association including minutes of the Association and Board of Director's meetings.
2. Furnish all officers with a copy of the minutes and post a copy for the members

##### **The Treasurer will:**

1. Keep an accurate list of the members and give a copy to the officers. The names, phone numbers and e-mail addresses of new members will be given to the Membership Chairwoman. New members will be reported at each meeting and added to the roster.
2. Keep an accurate account of all funds received and deposited in a bank approved by the Board of Directors.
3. Disburse monies under the direction of the Board of Directors and make a report of receipts and disbursements at each meeting.
4. Authorize and sign checks.

#### **SECTION IV: Resignation or Vacancy**

1. Any resignation of a Board member must be made in writing and sent to the President or Secretary.
2. If the vacancy is an elected officer (other than the President), the Board of Directors will by majority vote, appoint a member from the general membership to fill the unexpired term. In case of a vacancy in the office of the President, the Vice-President will fill the vacancy.



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### **POLICIES AND PROCEDURES**

Changes to Policies and Procedures may be made at any time by a vote of the members. Changes may be made by email as long as all members have been emailed. As with other votes, the majority of the responses will carry the vote.

#### **OFFICERS**

Officers are elected for a seven month term starting on October 1.

#### **RECORDS**

The President will retain meeting minutes indefinitely and the Secretary will keep a set of minutes for two (2) years.

The Treasurer will keep accounting records indefinitely. All monies in the treasury, after payment of bills, will remain within the Association for the following season.

#### **WEEKLY EVENTS: CANCELLATIONS**

Monthly Coordinator(s) may cancel at any time prior to the first tee time. If unable to play, a golfer must notify the monthly coordinator, NOT the pro shop, by phone or text. List of coordinators is on the website: [vemagolf.com/VELGA18](http://vemagolf.com/VELGA18).

In the case of questionable weather, the morning of the event, players should call the Pro Shop. If lightning occurs during play, mark your position and return to the **CLUBHOUSE, NOT YOUR HOME**. Players will be informed if play has been suspended.

#### **WEEKLY EVENTS: PAIRINGS**

There are four flights: A, B, C and D. Flights shall be kept as close to even in number as handicaps will allow.

Weekly games will be posted prior to sign-up. Every effort will be made to see that individuals play with as many different players as weekly events allow.

Team play will consist of ABCD players and last-minute substitutions and/or withdrawals may have flight requirements waived.

Blind partners may be necessary in certain team play. The blind draw will be selected in advance by the Monthly Coordinator(s) and will not be revealed until necessary for scoring. A player designated blind for other teams is eligible for prizes only on her original team.

#### **WEEKLY EVENTS: REQUIREMENTS**

Schedule on WEBSITE will be posted at least one week in advance. Players shall sign up by Tuesday, 9AM before the event. Adjusted scores will be posted for every golfer completing 13 holes or more during league. A game fee will be collected from each player competing in the day's game at check-in on Wednesday. There will be two jars available for Birdies and Chip-ins also. The cost is 25 cents per jar, per golfer and is strictly voluntary.

Check-in for starts will close 30 minutes prior to start of play. Any player not checked in will be ineligible to play that day.

Players who fail to sign up or sign up late, but show up to play may play on a space-available basis, but may not participate in team games or prize money, except for birdies and chip-ins.



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Members are required to keep 2 scorecards per team during weekly play. Each player must sign and agree on the score.

In Team play, members may pick up at double par provided their score will not be used for team scoring. In Individual play, members must complete the hole and record total strokes to be considered for game prizes.

### **PAYOUTS**

A minimum of eight players is needed for any payout. Payouts will be made the following week, in cash, according to the number of pool participants and weekly game type.

### **LOCAL RULE**

Local rule on #14 and other local rules will be posted and also placed under DOCUMENTS on WEBSITE. Players do not post their own scores for the daily tournament. Monthly coordinator(s) will collect all scorecards and follow posting procedures.

### **CHAMPIONSHIP EVENT**

To be eligible, members must have played in a minimum of 3 scheduled VELGA weekly events prior to the date of the Championship. Eligibility starts with the beginning of the VELGA 18-hole season.

Groups who do not have all of their players present at the designated starting time, shall start play rather than wait for the missing members.

Ties in the VELGA Championship (gross or net) will be resolved using the hardest hole handicap until the tie is broken.

All other flight Rules and Procedures for the Championship Event will be determined by the Tournament Chairwoman prior to the Event. Notice will be given to all players.

### **INDIVIDUAL MEMBERSHIP**

New prospective VELGA 18-hole members are required to establish a Viera East course handicap of 40 or less. This may be achieved by converting a current USGA or other recognized club membership handicap to an equivalent Viera East handicap using the standard conversion method offered by the Pro Shop or USGA. This temporary handicap will be used for VELGA play until three VELGA rounds establish the League handicap. The player will be immediately eligible for weekly buy-in and pay-out of prize money as soon as dues are received. New members will be required to play 3 scheduled events as stated above to be eligible to participate in the "Championship Event".

New members must play three League rounds to establish a course handicap and to be eligible for weekly prize money. If a VELGA member exceeds the 40 handicap during the season, she must play to the maximum of 40.

Only paid members of VELGA are permitted to play for prize money in weekly events or special tournaments. A member will be allowed to have a guest play along, with prior notification to the Weekly Events Chairperson. In a "team" event the guest will be replaced using a blind.



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### TEE BOX GUIDELINES

Tee boxes must be declared at the beginning of the season and can be changed once during the year in February. Handicaps will be calculated from the chosen tee box.

The VELGA 18 standard tee box is the SKY Tees; however, members meeting the below qualification have the option of moving from the Sky tee box to the Lime tee box.

Members with a league handicap approaching or exceeding 40, with mobility or pace of play limitations, and/or over the age of 80, may play from Lime Tees. In Addition, member's age plus handicap that is equal to or greater than 95 may move to the Lime green tee box. Members who wish to play from the Lime Tees must declare their intention (by email) to the Board prior to the start of the season. When making an initial switch to Lime tees, the existing VELGA course handicap minus 6 strokes will apply for the first three rounds, after which the usual calculation progression applies.