



# Aspen Golf Club

## Advisory Board

### *Bylaws*

#### **1. Mission Statement:**

*“To Provide a Quality Golf Facility that is Affordable to Local Players. This facility will provide a challenge to golfers of all abilities in an aesthetically pleasing customer-oriented setting.”*

#### **2. Members & Officers:**

- a. The golf advisory board consists of a maximum of 9 members that are either nominated by another board member or currently serve in one of the listed positions below:

- b. Advisory Board Structure:**

1. Director of Jr Golf
2. Current AWGA President
3. Current AMGA President
4. Chairman
5. Secretary/Member
6. Member
7. Member
8. Member
9. Member

- c. Term Limits and Nominations:**

- i. Board members, not listed above, may serve a maximum of one consecutive 2-year term. At the end of their term, nominations of new candidates may be made by any member of the board. Should the exiting member wish to continue on the board, the member will have the option to stay on the board should the other members majority vote allow. If they choose to step down, we will then accept nominations. The nominees will then interview with the board. A majority vote by the board determines who will join. Should a board member not vote for any reason, the result of the majority of votes cast will stand. The exiting member will not be able to vote.
- ii. Terms will begin on January 1<sup>st</sup> and end December 31<sup>st</sup>.
- iii. Nominations of open seats will take place prior to the December meeting. At the December meeting an election will take place to determine the new members. New members will begin their term that following January.
- iv. The board will take nominations for the “Secretary” position. Should multiple members wish to perform this position the board will vote. If no one is nominated for this position, the chairman will assign a rotating board member to take the minutes each month.



**d. Removal**

- i. Should a member elect to leave, the existing board members will have the option to elect a replacement member.
- ii. A board member may be removed by just cause determined by the board. The board will then vote on the removal.

**e. Advisory Board Chairman:**

- i. The advisory board will be led and managed by the “Advisory Board Chairman”. This person is nominated and elected, by majority, by the other acting board members. This position is elected annually by the board, at the December elections, and may serve consecutive terms within the persons 2-year term limit.
- ii. **Chair.** The chair shall preside at all meetings of the Board and shall perform all duties usually incident to the office of Chair and such other duties as may be assigned to him/her from time to time by the board. This person will also assign, create, and oversee committees.

### 3. Meetings:

**a. Meetings:**

- i. **Order of Business.** At regular meetings of the Board, the following shall be the recommended order of business:
  - Adoption of Agenda
  - Public Comment (5 minutes)
  - Approval of the minutes of last meeting
  - Staff comments
    - a. Director of Golf
    - b. Head Professional
  - Board member comments
    - a. Ladies Club Report
    - b. Men’s Club report
  - Old business
  - New business
  - Establish next meeting
  - Adjourn
- ii. Meetings will take place once per month.
- iii. Meetings will be recorded for accuracy.
- iv. The public will have access to attend the meetings virtually and may speak during the questions and answers portion of the meeting. All non-members will be muted during meetings.
- v. Records:
  - The meeting minutes will be taken by the Board Secretary. In the absence of the secretary, the chairman will assign another board member to record the minutes.
  - All approved minutes will be kept electronically for archives.



**b. Voting:**

- i. The advisory board may vote on all topics presented; however, the Director of Golf has final decision on all matters.
- ii. Should a topic being voted on directly include or affect a board member they must remove themselves from the vote as a “conflict of interest”.

**4. Committees:**

- a. Any board member may motion to assemble a side committee for projects. With approval by a majority vote or directly from the Chairman, the committee is then allowed to perform its task and report back to the board at a later date for discussion or vote.

**5. Amending Bylaws:**

- a. To amend a bylaw, an active golf board member must present the amendment in “new business”. The board will discuss and determine if the recommended amendment has value and then a motion may be made on the amendment. A second by another board member will allow the motion to be voted on. Should the motion pass the Director of Golf will either approve or deny the amendment. If approved, the amendment goes into place at the following meeting when the new bylaws are presented to the board by Advisory Chairman President.