

# **Greene Hills LGA By-Laws**

## **I. Duties of Officers**

**Section 1.** The Chairwoman or Co-Chairwomen shall preside at all meetings of the Association and shall have general supervision of the affairs of the Association. She shall be an ex-officio member of all standing committees.

**Section 2.** The Vice-Chairwoman shall assume the duties of the Chairwoman in her absence and act as liaison officer to keep the membership informed of all activities of the Association.

**Section 3.** The Secretary shall take the minutes of all meetings, which minutes shall be an accurate record of all business transacted. She shall provide copies of such minutes to each member of the Executive Committee within two (2) weeks of such meeting. She shall also be custodian of all Association records.

**Section 4.** The Treasurer shall accept and account for all monies of the Association and disburse same upon proper authorization by the Executive Committee. She shall give written reports of all receipts, disbursements, and current balances to the Greene Hills Board of Directors prior to its monthly meeting

## **II. Membership**

Any lady in good standing as a member of The Greene Hills Club, Inc. is eligible for membership in the Association as set forth in Article III of the Constitution of the Association.

## **III. Dues**

Annual dues, as established by the Executive Committee of the Association, shall be paid by April 1st.

## **IV. Executive Committee**

The Executive Committee shall be composed of the Chairwoman, Vice-Chairwoman, Secretary, Treasurer, and Ladies Day Chairwoman. Other Chairwomen may be requested to attend as the need arises.

The Executive Committee must have the approval of the Greene Hills Board of Directors for any expenditure of monies, except those monies necessary to maintain normal operations of the Association.

## **V. Amendments**

These By-laws may be amended by a two-thirds (2/3) majority of the quorum present at each of two successive regular meetings of the Association, provided that the proposed amendment of amendments, following their approval at the first of such meetings, be submitted to all members by mailing a copy thereof with a notice of the second of such meetings.

Amended 11/05/94