

SUN CITY SUMMERLIN WOMEN'S GOLF CLUB OPERATING PROCEDURES

ARTICLE I PURPOSE

- SECTION 1 These Bylaws are necessary to accomplish the purpose of our Club to provide a well-organized golfing program for our members, to promote interest in women's golf and to promote good fellowship and sportsmanship.
- SECTION 2 To maintain a uniform system of handicapping.
- SECTION 3 To have a convenient and authoritative means of arranging dates for calendar events.
- SECTION 4 To conduct meetings in which rules and regulations are formulated and high golf standards are discussed and maintained. Meetings are attended by the club's board of directors. Elected officers and appointed board members comprise the club's board of directors.

ARTICLE II MEMBERSHIP

- SECTION 1 Full membership shall be open to women owners or residents holding a current Association card and in good standing with Sun City Summerlin Community Association (SCSCAI).
- SECTION 2 Members must have or obtain a current Southern Nevada Golf Association (SNGA) card, which allows posting to the Golf Handicap and Information Network (GHIN) system and inclusion in the tournament management system.

SECTION 3 Dues shall be established by the board of directors. Proposed changes in dues must be voted on and approved by a quorum of the club members at a general meeting before becoming effective. Dues are payable November 1 and considered delinquent by December 15.

New members may join at any time during the year and dues may be prorated. There are two types of memberships:

- **Full members** who join and maintain their SNGA membership active through the club.
- **Social members** (non-golfers) pay a reduced rate to be social members only. They will pay 50% the full membership dues.

SECTION 4 Every member who plays on Tournament Day must participate in the tournament and must pay the required fee. A cancellation incurs no fee if canceled 12 hours prior to tee time. A cancellation less than 12 hours prior to tee time or a “no show” will result in a fee equal to the Tournament Day fee and is payable the next time the member plays.

SECTION 5 Each member of this Club will avail herself of all information concerning conditions under which a competition is being played. All players are obliged to follow the United States Golf Association (USGA) rules.

SECTION 6 Resident/owner women guests may accept Club hospitality two times a year before they are required to join the Club. Non-resident women guests may not join the Club but may attend a Club function not more than two (2) times a year as a guest of a member. Resident and non-resident guests are not eligible for participation in awards/prizes nor do they require a pre-established GHIN number.

SECTION 7 Suspension or Revocation of Membership:
Members who are deemed to be in violation of the SCSCAI Rules and Regulations, Club Constitution, or Bylaws may have their membership suspended or revoked. Initial action is the responsibility of the Club’s board of directors. The suspended member may appeal this decision to the Charter Clubs Organization Committee (CCOC).

ARTICLE III MEETINGS

- SECTION 1 General Meetings: Held monthly on the second Tuesday unless otherwise directed by the Club President. Notification of general meetings must appear in the *Link* and/or via email to all club members.
- SECTION 2 Board Meetings: board of director members will meet a minimum of six (6) times a year unless otherwise directed by the Club President. Topics arising between board meetings may be handled by an additional meeting, email or telephone. All board of director members have the power to vote, except the President. The President can exercise her right to vote when the vote would affect the outcome.
- SECTION 3 Meetings will be conducted in accordance with the SCSCAI CCOC Procedures Manual.
- SECTION 4 Minutes will be taken at all meetings and made available for review by all members within one week.
- SECTION 5 A quorum is required in order to conduct any Club business. For this purpose, a quorum is defined as 25% of the club’s membership.
- SECTION 6 Elections/Voting:
Elections will be held annually in the month of November. The club’s board of directors is comprised of both officers and appointed board members. Only officers need to run for election. See Article IV for a list of officers. Nominations for all positions must be accepted from the floor prior to voting. The membership will be advised of the slate of nominees in at least one of the following methods: announced/distributed at a general meeting or transmitted via email. It is mandatory that the date of officer elections be posted in the *Link* not less than sixty (60) days prior to the election. If the slate of nominees contains only one nominee for each office and there are no additional nominations from the floor, the presiding officer may call for a vote by a show of hands, and the slate shall be considered elected by acclamation. Prior to the slate being presented, nominees must agree to serve if elected. Absentee votes are allowed and may be cast via a telephone call from an officer to club members during the meeting in case there is lack of a quorum at the meeting.

ARTICLE IV ORGANIZATION

- SECTION 1 The club board of the director officers are the President, Vice-President, Secretary, Treasurer, Tournament Chair(s), Handicap Chair(s), Social Chair(s) and Team Captain(s). They will be elected annually with term beginning January 1 and ending December 31
- SECTION 2 Any member in good standing may be nominated, or self nominate, for election.
- SECTION 3 In the absence of the President, the Vice-President will automatically assume her duties. All other vacancies will be determined by a vote of the remaining-club board of directors.
- SECTION 4 The club board of directors will not receive any salary or other compensation for their services nor may they enter into contractual relationships with the Club. However, they may be reimbursed for any actual expenses incurred in the performance of their duties.
- SECTION 5 The club board of directors will have the responsibility to propose such rules and regulations as they deem desirable and are consistent with the Bylaws of SCSCAI and Chartered Clubs and Community Organizations Manual and Procedures. All such proposals will be approved by the membership during a general meeting of the Club.
- SECTION 6 Recall of an elected board of director member: if a quorum of the club members determines that an elected board member is not fulfilling her duties, general members may call for a recall election by submitting a petition to the club's board of directors. Any recall election will be held in the same manner as the annual election.

ARTICLE V ADMINISTRATION

JOB DESCRIPTIONS for ELECTED BOARD OF DIRECTORS MEMBERS

- President** The President will preside over club meetings and will be responsible for the administration of all club business; will act as principal liaison between the club and SCSCAI; will appoint an audit committee and any other committees deemed necessary; will act as ex-officio chairperson over all committees (except nominating committee); and will insure the financial and administrative integrity of the club. She will submit room requests for the following year to the SCSCAI office by the earliest possible date. The President will maintain and use an up-to-date distribution list, issue notice of all meetings and communicate with club via email or through the current tournament management system as needed. The outgoing President has responsibility to support transition of incoming President. All records must be passed on to her successor.
- Vice-President** The Vice-President will preside at meetings in the absence of the President and will perform other duties as may be assigned by the President. She will be the Club officer for welcoming new members, providing orientation and finding buddies for new members. If the current President vacates the position, the Vice President will automatically assume the presidency.
- Secretary** The Secretary will keep all records, take and maintain minutes, and keep and record attendance count at board and general meetings (in order to determine the quorum. Minutes will be forwarded to all members in a timely manner, i.e., within 1 week. NOTE: The Secretary's records will be retained for three (3) years and passed on to her successor per CCOC Procedures Manual and Guidelines.
- Treasurer** The Treasurer will receive all monies and pay all bills owed by the club, keep an up-to-date ledger recording all financial transactions, and will prepare financial reports for the board of directors and general meetings. She will follow all requirements of the club treasurer's record system as defined in the CCOC Procedures Manual and Guidelines, specifically the IRS Requirements and Accountability of Funds and Records. Two signatures are required on all bank checks including the Treasurer, Vice President and/or President. She is also required to submit mid- and end-of-year reports. The Treasurer may lead a budget committee of three to include the Tournament Chair and a third person to be appointed. An annual audit is mandatory and will be performed by person(s) independent of the club treasurer, who may be present to answer questions. NOTE: The Treasurer's records will be retained for a minimum of seven (7) years per the CCOC Procedures Manual and Guidelines and will be passed on to her successor.

Tournament Chair(s) She will have direct charge of all competition subject to the rulings of the club board of directors. She will conduct a calendar meeting with the golf pros as soon as the upcoming year's calendar is available. She will coordinate with the Social Chair(s) to prepare a schedule of events for the following year. The schedule will be presented to the club board of directors for approval in September or earlier. She will use the designated computer software program for tournament management. She will coordinate and supervisor all competitions and appoint assistants and seeks volunteers to aid her. She will post all weekly tournament scores on the bulletin board at Palm Valley Golf Course and send the results to the Webmaster and club members. Monetary awards for the weekly tournament winners are submitted to the pro shops for application to the winners' credit accounts. She will appoint a chair(s) for Ringer and Hole-in-One. She will find hostesses for check-in. She is responsible for updating trophies in our trophy case, award Hole-in-One pins, award Plateau Pins to members for breaking 100-90-80 and 75 on a play day. She is responsible for ordering tournament supplies as needed. She is accountable to the board of directors and Treasurer for all funds collected and distributed.

Handicap Chair(s) She will learn the tournament management program for inputting scores that posts to the LeaderBoard and GHIN. She may appoint assistants as needed. She posts all weekly tournament scores, and "T" scores for all major tournaments. She will make changes to incorrectly posted scores as needed. Annually, she will award the most improved golfer, who must have played 15 games during the year, using the handicap program information. She will verify that a new member has a valid Sun City local SCSCAI number, input the new member into the computer as soon as possible, and send the new member information to the necessary club board members. She will work with the Website Coordinator to provide appropriate information on the website. She will furnish membership rosters and year-end reports to the Secretary and Treasurer as requested. She will send updated membership information to the President, Tournament Chair(s), Vice President and the Website Coordinator.

Social Co-Chair(s) She will plan and carry out all arrangements for social events including general meetings and board of directors meetings. She will coordinate her activities with the various chairs as required. She will appoint a 50/50 Raffle assistant and may appoint other assistants as required. She will abide by CCOC Procedures Manual and Guidelines, such as alcoholic beverages, kitchen rules, meetings and luncheons. She will submit a monthly financial report of funds to the Club President, Secretary and Treasurer.

Team Captain She will attend the team captains' meeting of the Women's Southern Nevada Golf Association (WSNGA). She will keep information on the bulletin board regarding team. When team play is on our home course, she will arrange the date, time, and price with the pro shop. She will provide a local rule sheet to WSNGA Rules Committee at the first team meeting of the year. She is responsible to see that all team members are dressed in uniform and also ensure all financial payments are made on time. The captain will verify handicaps, determine lineup, and print scorecards for each team. She will complete the match results sheet, compare with the opponent's captain's sheet, and sign and submit to the WSNGA Team Play Coordinator.-

JOB DESCRIPTIONS for APPOINTED BOARD MEMBERS

Rules Position appointed by President. She will stay current with the rules of golf and inform the members of the rules adopted by the USGA as well as local course rules and special rules that are approved by the Club Board. She will be responsible for rules and rules decisions in tournaments.

Golf Oversight Position appointed by President. She will attend the golf oversight meeting to stay current with course conditions and decisions. A written or oral report will be submitted for inclusion with the minutes to the Club's board of directors and she will communicate at the general meetings key information and decisions made by the Golf Oversight Committee. If she is unable to attend a meeting, she will inform the President, who will find a replacement.

Publicity Position appointed by President. She will prepare an article for the LINK in a manner timely for the LINK publications and update Club Bulletin Board.

Sunshine Position appointed by Social Chair. She brings sunshine to our ill or bereaved members or immediate family by sending the appropriate cards, etc., to a designated contact person.

Website Coordinator Position appointed by President. She will post pictures, club news, and club information including updates to the membership roster.

WSNGA Representative(s) Position appointed by President. The representative(s) will attend the WSNGA meetings. They will report WSNGA activities to the board and general meetings.

Parliamentarian and Advisor The outgoing president will act as Parliamentarian for the following year(s) in full compliance with the CCOC Procedures Manual and the Articles of Incorporation, Bylaws and Rules and Regulations of SCSCAI.

NEW AMENDMENTS to Bylaws

NOMINATING COMMITTEE

This 3-member committee is to be nominated by the President not less than 60 days prior to an election date (approximately September). Their duties include sharing knowledge of the job descriptions and speaking with club members to find those interested in holding a position the following year. The section of the Bylaws pertaining to any position should be made available to each interested party before they agree to run for the Board.

AMENDMENTS AND BYLAWS

Amendments: Provided that all club members have been given 10-day notice of the proposed changes, any proposed amendments to these Bylaws must be in writing and approved by a quorum of the general membership and then, approved by the CCOC.

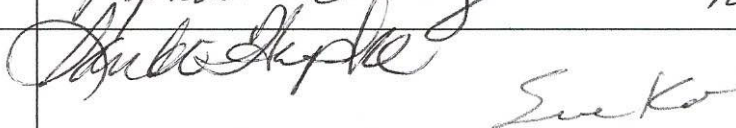
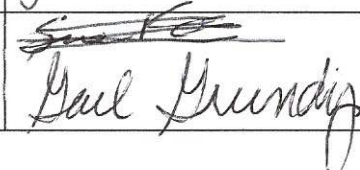
Bylaws: Bylaws may not conflict with or modify SCSCAI-governing documents, i.e., a constitution.

DISSOLUTION

Dissolution: Dissolution of the club must be approved by a quorum of general members present at a club business meeting. Upon dissolution of the club, all assets must remain the property of SCSCAI. Final dissolution of the club requires the approval of the CCOC and the SCSCAI Board of Directors.

APPROVAL OF BYLAWS by Elected and Appointed Board Members

DATE: Approved Oct 5, 2021

PRESIDENT	Mona Wasson	10-19-2021
VICE-PRESIDENT	Diane Riggs	10-19-2021
SECRETARY	Susan Andrews	10-19-2021
TREASURER	Brenda Carey	10-19-21
TOURNAMENT CHAIR(S)	 Sue Ko	
HANDICAP	Marilyn J. J. J. J. J. Neska P. Helasanta	10/19/21
SOCIAL CHAIR(S)	Joyce Kreis	10/20/21
TEAM CAPTAIN(S)	 Paul Grundig	

APPROVED BY THE CLUB GENERAL MEMBERSHIP:

DATE: October 12, 2021