

Sun City Summerlin Community Association, Inc Women's Golf Club (SCSWG) Operating Procedures

1. Main Purpose

These Operating Procedures are necessary to accomplish the main purpose of the Club: to provide a well-organized golfing program for members, to promote interest in women's golf, and to promote good fellowship and sportsmanship. The Club exists to benefit its members and shall operate as a nonprofit organization, with all funds being used for Club purposes.

2. Secondary Purposes

- a. To maintain a uniform system of handicapping.
- b. To provide a convenient means of arranging dates for golf events.
- c. To conduct Board Meetings in which rules and regulations are formulated and high golf standards are discussed and maintained.

3. Membership

- a. Membership shall be open to women homeowners or residents holding a current Association Card and in good standing with Sun City Summerlin Community Association, Inc. (SCSCAI).
- b. Members must have or obtain a current Southern Nevada Golf Association (SNGA) membership, which allows posting to the Golf Handicap and Information Network (GHIN) system and inclusion in the tournament management system.
- c. Dues shall be established by the SCSWGC Board of Directors (Board). Board proposed changes in dues must be voted on and approved by a quorum of the Club Members (members) at a General Meeting before becoming effective.
 - i. Dues are payable no later than December 31.
 - ii. Dues are set at \$60.00 per year
 - iii. New members may join at any time during the year. Dues after July 1 will be half the total cost.
- d. Every member who plays in a Tournament must sign up in advance and pay the required fee. A cancellation incurs no fee if canceled 24 hours prior to check-in time. If canceled less than 24 hours prior to check-in time, a late cancellation will result in a fee equal to the Tournament fee and is payable the next time the member plays.
- e. All members are obliged to follow the rules set forth by:
 - i. United States Golf Association (USGA)
 - ii. SCSWGC local rules
 - iii. Sun City Summerlin Golf local rules

f. Guests

- i. Guests of members may play two times a year before they are required to join the SCSWGC.
- ii. Non-resident women guests may not join the SCSWGC but may play two times a year as a guest of a member.
- iii. Resident and non-resident guests are not eligible for participation in awards/prizes, nor do they require a pre-established GHIN number. There may be exceptions to this dependent on the specific Tournament or Invitational golf event.

g. Suspension or Revocation of Membership

- i. Members who are deemed to be in violation of rules/regulations/procedures:
 - As set forth in 3.e above; or
 - The SCSWGC Charter; or
 - These Operating Procedures; or
 - In violation by the SCSCAI of any of the SCSWGC or SCSCAI governing documents, including the Code of Conduct (See SCSCAI Rules and Regulations);

may, after a hearing with the SCSCAI Board of Directors, have their SCSWGC membership privileges temporarily suspended, SCSCAI Association membership privileges temporarily suspended, or may be fined.

4. Meetings

a. All Meetings: To be conducted in accordance with the SCSWGC Charter.

b. Board Officer Meetings:

- i. The SCSWGC Club officers will meet a minimum of six (6) times a year unless otherwise directed by the SCSWGC President. Topics arising between board meetings may be managed by an additional meeting, email or telephone call. All SCSWGC Club officers have the power to vote, with the exception of the President. The President can exercise her right to vote when the vote would affect the outcome.
- ii. The SCSWGC Board meeting minutes will be available upon request with the exception of confidential information that may relate to personal member information.

c. General Meetings:

- i. Held monthly on the second Tuesday unless otherwise directed by the SCSWGC President. Notification of General Meetings must appear in the Link magazine and may be emailed to SCSWGC members using the Community and Clubs Organization Procedures (CCOC) procedures.
- ii. Minutes will be taken at all General Meetings and will be made available for members to view the week after the meeting. The minutes will be sent by the SCSWGC via email to each member utilizing the requirements under the CCOC procedures.

d. Quorum:

A quorum is required in order to conduct any SCSWGC business requiring a vote. For this purpose, a quorum is defined as 25% of the SCSWGC's membership. A quorum of 50% for Board member voting is required for approving Board-related business.

5. Organization

a. SCSWGC Club officers:

- i. President
- ii. Vice President
- iii. Secretary
- iv. Treasurer
- v. Tournament Chair(s)
- vi. Handicap Chair(s)/Membership
- vii. Rules Chair
- viii. Social Chair(s)
- ix. Team Captains(s)
- x. Publicity Chair
- xi. Sunshine Chair
- xii. Website Coordinator
- xiii. Hole-in-One Chair
- xiv. Women's Southern Nevada Golf Association (WSNGA) Representative
- xv. Parliamentarian/Advisor (serving for one year following the election of a new President)

b. In the absence of the President, the Vice-President will automatically assume her duties.

c. The SCSWGC's Club Officers will not receive any salary or other compensation for their services, nor may they enter into a contractual relationship with the SCSWGC. However, they may be reimbursed for any actual expenses incurred in the performance of their duties.

d. The SCSWGC's Club Officers will have the responsibility to update the SCSWGC Charter and these Operating Procedures as necessary to ensure they are consistent with the policies and procedures of SCSCAI and CCOC Procedures Manual.

e. All Operating Procedure changes or updates will be reviewed by the SCSCAI Community Services Department prior to being approved by the membership during a SCSWGC General Meeting. All Charter changes or updates will be reviewed by the CCOC and approved by SCSCAI, prior to being approved by the membership during a SCSWGC General Meeting.

f. Nominations of SCSWGC Club Officer Positions:

- i. SCSWGC Club officers will be elected annually with their term beginning January 1 and ending December 31.
- ii. A Nominating Committee (NC) of not less than three members will be appointed by the SCSWGC President. The SCSWGC President will appoint the NC not less than 60 days before the election date. The NC will follow the guidelines published in the CCOC Procedures Manual. The NC duties include sharing knowledge of the job descriptions and speaking with SCSWGC members to find those interested in holding a position the following year. These Operating Procedures and any

applicable CCOC procedures should be made available to each interested party before they agree to run for or accept any position.

- iii. Any member in good standing may be nominated, or self-nominate, for election.
- g. Elections/Voting - Elections will be held annually in the month of November for all elected SCSWGC Club officers.
- h. Officer Recall - If the majority of the SCSWGC's members determine that a SCSWGC Club Officer is not fulfilling her duties, members may call for a recall election by submitting a petition signed by a majority of SCSWGC members to the SCSWGC Club Officers. Said recall election will be managed in the same manner as the annual election.

6. Administration

NOTE: Only a brief summary of each job description is listed below. In addition to SCSWC Club Officer duties, the President, Vice President, Secretary, and Treasurer are responsible for complying with all applicable procedures as written within the CCOC Procedures Manual. Refer to CCOC Procedures Manual, V. SCSWGC Board, A. 2. Officer Designations and 3. Duties & Responsibilities.

All Club officers leaving their positions are responsible for transitioning information and documentation to incoming, newly elected Club Officer positions. All records must be passed on to her successor.

- a. President: The President will preside over SCSWGC meetings (Board and General Membership) and will be responsible for the administration of all SCSWGC business. She will function as principal liaison between the SCSWGC, the CCOC, and SCSCAI. The President will also serve as the Golf Oversight Representative and will attend the Golf Oversight Committee meetings held monthly, to stay current with course conditions and decisions. The President will also archive all Charters, Operating Procedures, and other documentation, as applicable, for the club.
- b. 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. If the current President vacates the position, the Vice President will automatically assume the presidency.
- c. Secretary: The Secretary will keep all records, take and maintain minutes, and keep record attendance at Board and General Membership Meetings (in order to determine quorums).
- d. Treasurer: The Treasurer will receive all monies and pay all bills owed by the SCSWGC, keep an up-to-date ledger recording all financial transactions, and will prepare financial reports for the SCSWGC Board and General Membership Meetings.
- e. Tournament Chair(s): The Tournament Chair will coordinate all aspects of the weekly tournaments and other competitions subject to the rulings of the SCSWGC Club Officers. Responsible for reviewing and resolving conflicts that may occur during a tournament event, and to create a "committee", if needed, to further review any conflicts/concerns or player issues.

- f. Handicap Chair(s)/Membership: The Handicap Chair will learn the tournament management program for inputting scores. She may appoint assistants as needed. She inputs all postable scores for SCSWGC tournaments. Annually, she will award the most improved golfer, who must have played 15 games during the year. She processes membership renewals and editing the member roster each year to provide to CCOC and the website.
- g. Rules Chair: The Rules Chair will stay current with the rules of golf and inform members of the rules adopted by the associations named in 3.e above and other special rules that are approved by the SCSWGC Club Officers
- h. Social Chair(s): The Social Chair will plan and conduct all arrangements for social events including General Membership Meetings and SCSWGC Board/Special Meetings/Events.
- i. Team Captain(s): The Team Captain will attend the team captains' meeting of the Women's Southern Nevada Golf Association (WSNGA). She will ensure SCSWGC members have information regarding team. When team play is on the home course, she will arrange the date, time, and price with the pro shop.
- j. Publicity Chair: The Publicity Chair will prepare communications for SCSWGC inclusion in the LINK and represent SCSWGC at various community activities. The Publicity Chair will also maintain SCSWGC bulletin boards at all applicable golf courses.
- k. Sunshine Chair: The Sunshine Chair represents the SCSWGC by sending cards, etc. to our ill or bereaved SCSWGC members or immediate family.
- l. Website Coordinator: The Website Coordinator will keep the SCSWGC's website up to date with SCSWGC information including changes to the membership roster.
- m. Hole-in-One Chair: The Hole-in-One Chair will keep a current spreadsheet of members who participate in the Hole-in-One competition.
- n. WSNGA Representative: The WSNGA representative(s) will attend the WSNGA meetings. She will report WSNGA activities to the Board and at General Membership Meetings.
- o. Parliamentarian and Advisor: The outgoing President will function as Parliamentarian and Advisor for the following year. She will ensure compliance with the CCOC Procedures Manual and SCSCAI rules and regulations.

7. Financial Review

A financial review will be conducted every other year, starting with year 2025, OR at the time a new treasurer takes office.

8. Amendments

Amendments to these Operating Procedures must first be approved by SCSWGC's Club officers. Upon SCSWGC Club officers' approval, they will be reviewed by SCSCAI Community Services Department to ensure there are no conflicts between the updated Operating Procedures and any CCOC Procedures or SCSCAI's rules and regulations. Once reviewed by the Community Services Department, the amendments will be presented to the SCSWGC's membership for voting.

9. Dissolution of SCSWGC

- a. If the majority of SCSWGC members vote to dissolve the SCSWGC, a SCSWGC Dissolution form shall be forwarded to the Director of Community Services who will submit it to the CCOC for recommendations to the SCSCAI Board of Directors.
- b. Upon dissolution of the SCSWGC, all assets shall remain the property of SCSCAI.
- c. Further information regarding the dissolution of the SCSWGC is in the CCOC Procedures Manual under II. Establishing a Chartered Club, D. Dissolution or Revocation of a Club.