

**SUN CITY SUMERLIN WOMEN'S GOLF CLUB
BY – LAWS**

ARTICLE I PURPOSE

SECTION I These By-Laws 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 II To maintain a uniform system of handicapping.

SECTION III To have a convenient and authoritative means of arranging dates for calendar events.

SECTION IV To conduct meetings in which rules and regulations are formulated and high golf standards are discussed and maintained.

ARTICLE II MEMBERSHIP

SECTION I Annual dues for the club will be for a calendar year from January 1 through December 31, and determined annually by the Board of Directors and subject to the approval of the membership and SCSCAI. Annual dues are payable November 1 and considered delinquent by December 15. There are two types of membership, Full membership and Social membership. A Social member cannot be elected to a Board Office.

SECTION II Every member who plays on ladies day must participate in the tournament and must pay the required fee, (not to exceed \$3.00), for daily sweeps, where applicable. A cancellation incurs no fee if you cancel 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 of \$3.00 and is payable the next time you play.

SECTION III Suspension or Revocation of Membership.
Members who are deemed to be in violation of the SCSCAI Rules and Regulations, Club Constitution or By-Laws 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 CCOC, (Charter Clubs Organization Committee).

SECTION IV Each member of this club shall avail herself of all information concerning conditions under which a competition is being played.

ARTICLE III MEETINGS

SECTION I The General Meeting shall be on the second Tuesday of each month unless otherwise changed by the President. July and August General Meetings may be omitted at the discretion of the President.

SECTION II The Board shall meet on the first Tuesday of each month unless the President deems it necessary to make a change.

SECTION III Meetings shall be conducted in accordance with Robert's Rules of Order. The President can exercise her right to vote when the vote is by secret ballot or when her vote would affect the outcome.

SECTION IV A quorum is required in order to conduct any club business. For this purpose, a quorum is defined as; (1) for clubs with 50 members or less, it shall consist of 35% of the membership; (2) for clubs with 51 or more members, a quorum shall consist of 35% of the membership with a maximum of 50 members being required.

SECTION V Members unable to attend a club business meeting may vote by absentee ballot prior to the meeting as per Article VIII, Section VIII.3 in the Constitution.

ARTICLE V ORGANIZATION

SECTION I The officers of the Club shall be President, Vice-President, Secretary, Treasurer, Tournament, Handicap and Social Chairmen and Team Captain. They shall be elected each year.

SECTION II Any member in good standing may be nominated for election.

SECTION III In the absence of the President, the Vice-President will automatically assume her duties. All other vacancies shall be determined by a vote of the remaining elected officers.

SECTION IV Officers shall not receive any salary or other compensation for their services as officers 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 V The Club Officers shall have the responsibility to propose such rules and regulations as they deem desirable and are consistent with the By-Laws of SCSCAI and Chartered Clubs and Community Organizations Procedures. All such proposals shall be approved by the membership during a general meeting of the Club.

ARTICLE VI ADMINISTRATION

ELECTED YEARLY – VOTING MEMBERS OF THE BOARD

President - The President shall preside over all club meetings and shall be responsible for the administration of all club business; shall act as principal liaison between the club and SCSCAI; shall appoint and audit committee and any other committees deemed necessary; shall act as ex-officio chairperson over all committees (except nominating committee); and shall insure the financial and administrative integrity of the club. All records must be passed on to her successor.

Vice-President – The Vice-President shall preside at all meeting in the absence of the President and shall perform other duties as may be assigned by the President. She will be the club office for welcoming new members, giving orientation and finding buddies for our new members.

Secretary – The Secretary shall keep all records, issue notice of all meeting and maintain minutes thereof; shall conduct all correspondence relating to the club. She shall post the minutes of meetings on the bulletin board for 1 month. She shall keep the roster (from the Handicap Chairman) and file end of year reports to SCSCAI. The Secretary's records will be retained for three (3) years and passed on to her successor.

Treasurer – The Treasurer shall receive all monies and pay all bills owed by the club; shall keep an up-to-date ledger recording all financial transactions; shall prepare financial reports for the board and general meetings. She shall follow all requirements of the club treasurer's record system as defined in VI.E of the SCSCAI Procedures. NOTE: Treasurer's records will be retained for a minimum of seven (7) years and will be passed on to her successor.

Tournament Chairman – She shall have direct charge of all competition subject to the rulings of the Board of Directors. In September, she will conduct a calendar meeting with the Social Chairman and the Team Captain, to prepare a schedule of events for the next year. The schedule will be presented to the Board of Directors for their approval at the November Board of Directors' meeting. She shall learn the computer program for tournaments. She will arrange for supervision of all competitions and appoint assistants to aid her. She will post the winners of each tournament, pay out script to the winners, and send the results to the Web Master. She shall appoint a chairman for Ringer, Hole-in-one, Special Events competition. 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 shall keep a supply of pins.

Handicap Chairman – She shall learn the computer Handicap program and appoint assistants as needed. She will post all major tournaments and Fleur de Lis playoff as a T-score. She will yearly 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 Number and input the new member into the computer as soon as possible. She will make changes to incorrectly posted games. She will give the Tournament Chairman an updated handicap list when changed by the handicap program and will post one to the bulletin board. She will furnish rosters and year-end reports to the Secretary as requested. She will keep the club roster current. She will send the updated handicaps to the Web Master.

Social Chairman – She shall plan and carry out all arrangements for social events, general meetings and board meetings, coordinating her activities with the various chairmen as may be required. She will appoint a 50/50 assistant and may appoint other assistants as required. She shall attend the Calendar meeting in September and will request for the following year from SCSCAI office by September 30. She shall abide by Charter Club Guide Lines pertaining to alcoholic beverages and meetings and luncheons.

Team Captain – She shall attend the team captains’ meeting of the Women’s Southern Nevada Golf Association, (WSNGA). She will attend the Calendar meeting in September. She will determine qualifying dates in order to select a team to compete in each team competition. 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 shall 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 see that all financial payments are made on time.

APPOINTED BOARD MEMBERS – NAMED YEARLY – NON VOTING MEMBERS

Rules – She shall enforce the rules of golf adopted by the U.S.G.A. including local rules of the course and such special rules that are approved by the Board of Directors. She will keep the bulletin board current with laminated copies of local rules. She will be responsible for rules and rules decisions in tournaments. She will educate the

Publicity –She shall prepare an article for the LINK in a manner timely for the LINK publications.

Sunshine Chairman – She brings sunshine to our ill and bereaved members by sending the appropriate cards, etc. When a club member dies, she is responsible for contacting club members who do not have e-mail available.

Web Site Coordinator – Communicates with the Web Master about any changes to the current information. She will send pictures, club news, and coordinate all club information to the Web Master.

WSNGA Representatives – The 2 representatives must attend the WSNGA meetings. They will report WSNGA activities to the Board and General Meetings.

Oversight Committee Designee – The President will attend each oversight committee meeting or designate a member to attend. She will report back to the Board the actions taken by the Oversight Committee. If a designated representative is unable to attend a meeting, she will inform the President who will find a replacement.

Parliamentarian and Advisor – Shall act as Parliamentarian using “Robert’s Rules of Order, Revised” as authority. She shall be responsible for keeping attendance counts at the general meeting in order to determine the presence of a quorum.

SIGNATURES OF BOARD OF DIRECTORS FOR BY-LAWS

PRESIDENT _____

VICE-PRESIDENT _____

SECRETARY _____

TREASURER _____

TOURNAMENT _____

HANDICAP _____

SOCIAL _____

TEAM _____

APPROVED BY THE MEMBERSHIP ON DATE _____

REVISED JANUARY 2012