

SUN CITY SUMMERLIN

WOMENS' GOLF CLUB BYLAWS

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.

ARTICLE II MEMBERSHIP

- SECTION 1 Membership will be open to any female holding a current Sun City Summerlin Community Association, Inc. (SCSCAI) card and will not be based on race, color, religion or national origin.
- SECTION 2 All 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 Annual Club dues of \$30.00 will be for January 1 through December 31. The amount is determined by the Club Board of Directors and subject to the approval of the membership. 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.
--Associate members who maintain their SNGA membership active with another golf club in Southern Nevada.
Associate members cannot be elected to a Board Office. SCSCAI must approve dues amounts exceeding \$50 per year.
- SECTION 4 When paying Club dues, members may choose to include additional monies for their SNGA dues, which renews their local GHIN on an annual basis. This option is included on the membership application.
- SECTION 5 Every member who plays on ladies day must participate in the tournament

and must pay the required fee (not to exceed \$5.00/day) 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 \$5.00 and is payable the next time you play.

- SECTION 6 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 7 Resident guests may accept Club hospitality two times a year before they are required to join the Club. Non-resident 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.
- SECTION 8 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*.
- SECTION 2 Board Meetings: Board officers 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 phone. Only officers will have the power to vote. 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 manual.
- SECTION 4 All meetings will be recorded and the minutes made available for review by any member.
- SECTION 5 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 will consist of 35% of the membership; (2) for Clubs with 51 or more members, a quorum will consist of 35% of the membership with a maximum of 50 members being required. See Section 5 below for election vote by acclamation.
- SECTION 6 Elections/Voting: A Club slate of officers shall be elected by acclamation if the following shall have occurred: a meeting to hold officer elections shall have been properly noticed in the *Link*; the proposed slate of officers shall be provided to the Club’s membership 30 days prior to the date set for officer elections; and no one other than the proposed slate of officers has

indicated her intent to run for office, either before or at the meeting to hold elections; and the meeting to hold elections was held but did not have a quorum.

ARTICLE IV ORGANIZATION

- SECTION 1 The officers of the Club will be President, Vice-President, Secretary, Treasurer, Tournament, Handicap, Social Chairmen and Team Captain. They will be elected annually with term beginning January 1 and ending December 31.
- SECTION 2 Any member in good standing may be nominated 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 elected officers.
- SECTION 4 Officers will 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 5 The Club Officers 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 Procedures. All such proposals will be approved by the membership during a general meeting of the Club.

ARTICLE V ADMINISTRATION

MEMBERS OF THE BOARD ELECTED YEARLY

- President The President will preside over all 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. All records must be passed on to her successor.
- Vice-President The Vice-President will preside at all meeting 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, giving orientation and finding buddies for our new members.
- Secretary The Secretary will keep all records, issue notice of all meetings and maintain minutes thereof, and will conduct all correspondence relating to the Club.

Minutes will be forwarded to all members in a timely manner. She will be responsible for keeping attendance counts at the general meeting in order to determine the presence of a quorum. NOTE: The Secretary's records will be retained for three (3) years and passed on to her successor.

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 and general meetings. She will follow all requirements of the Club treasurer's record system as defined in VI.E of the SCSCAI Procedures and submit end-of-year reports as required. The Treasurer will 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 and will be passed on to her successor.

Tournament Chairman She will have direct charge of all competition subject to the rulings of the Club Board. In September, she will conduct a calendar meeting with the golf pros and Social Chairman to prepare a schedule of events for the next year. The schedule will be presented to the Club Board for their approval at the November Board meeting. She will use the computer program for tournaments. She will arrange for supervision of all competitions and appoint assistants to aid her. She will post all weekly tournament scores on the bulletin board and send the results to the Webmaster. Monetary awards for the weekly tournaments are held in the pro shop computers and used per current pro shop guidelines. She may appoint a chairman 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 will keep a supply of pins.

Handicap Chairman She will learn the computer handicap program and appoint assistants as needed. She will post all weekly tournament scores, all major tournaments, and Fleur de Lis playoff as a T score. She will make changes to incorrectly posted games. 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 number, input the new member into the computer as soon as possible, and send the new member information to the necessary Club members. She will give the Tournament chairman a bi-monthly GHIN handicap list and will post one to the bulletin board. She will furnish rosters and year-end reports to the Secretary and Treasurer as requested. She will send updated membership information to the Club Website Coordinator and to the Tournament chairperson.

Social Chairman She will plan and carry out all arrangements for social events including submitting room reservations and table/chair layouts for general meetings, board meetings, and Invitational, 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 will attend the Calendar meeting

with the Tournament Chair in September and will submit room requests for the following year to the SCSCAI office by September 30. She will abide by Charter Club 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 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 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 see that all financial payments are made on time. The captain will prepare scorecards for each team and their opponents, verify each player's handicap, and prepare the lineups based on said handicaps. She will complete the match results sheet, compare with the opponent's captain's sheet, and sign and submit to Team Play Coordinator.

BOARD MEMBERS APPOINTED YEARLY

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 report will be submitted for inclusion with the minutes to the Club Board as well as general meeting concerning 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.

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. When a Club member dies, she is responsible for contacting Club members who do not have email available.

Website Coordinator Position appointed by President. She will send pictures, Club news, and coordinate all Club information to the Webmaster, including updates to the membership roster.

WSNGA Representatives Position appointed by President. The 2 representatives 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 in full compliance with the CCOC Procedures Manual and the Articles of Incorporation, Bylaws and Rules and Regulations of SCSCAI.

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 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.

SIGNATURES OF BOARD APPROVAL OF BYLAWS

PRESIDENT	
VICE-PRESIDENT	
SECRETARY	
TREASURER	
TOURNAMENT	
HANDICAP	
SOCIAL	
TEAM	

APPROVED BY THE MEMBERSHIP ON DATE _____

(Signature page on file with Club President)