

# **MEN's GOLF CLUB BYLAWS**

## **Article I – General**

### **Section A. Name of Organization**

The name of this organization is the Sun City Festival Men's Golf Club (SCFMGC), herein called the Club in these By-laws.

### **Section B. Purpose of Organization**

The purpose of this Club is to provide an organized framework under which Sun City Festival Homeowner Association Members (SCFHAM) with a valid resident identity card may engage in organized golf events and tournaments. The Club will provide scheduling, logistics and management oversight for these events and associated social activities.

### **Section C. Governing Documents**

These By-laws will fully comply with the Sun City Festival Community Association's (SCFCA) Governing Documents (Documents) and Chartered Club Rules and Procedures Manual (Rules). Documents or Rules will prevail in the event of a conflict between these Bylaws and the Documents or Rules.

### **Section D. Non-Profit**

The Club shall be operated as a non-profit association in accordance with applicable statutes and the SCFCA Documents.

## **ARTICLE II – Membership**

### **Section A. Open Membership**

Membership is open to all SCFCA members in good standing without discrimination as to gender, race, religion, color, ethnic culture or national heritage. Membership into the Club is through the submission of the Club's application that shall include the SCFCA resident identification card number. The Club shall maintain all applications on file and provide review/access to the SCFCA.

### **Section B. Handicap**

To compete in Club golf events, members are required to join the Arizona Golf Association (AGA) and establish a handicap.

### Section C.

Club requirements for Game Day Events will be decided by the Executive Board, with the exception of those voted into the By-laws by the Club General Membership. Currently, requirements are as follows: For all Club events and tournaments, every player must be a Club member in good standing, belong to the AGA and have a GHIN Index.

### Section D. Guest Privileges

A guest is defined as a person who is not a Club member and who may participate in a non-tournament Club golf event at the invitation of and accompanied by a Club member in good standing. SCFCA members may participate in Club activities in a guest status no more than three times, and then they must join the Club as a dues paying member. Guest privileges are also extended to new Sun City Festival residents who want to experience Club events, for a maximum of two (2) times. Guest privileges do not apply to former Club members.

### Section E. Dues

The Club Treasurer shall assess annual dues in each fiscal year in accordance with the published rates as stated in the Club Standard Operating Rules.

## ARTICLE III – Club Executive Board

### Section A. Club Executive Board

The Club Executive Board shall consist of the following officers: President, Vice President; Secretary, Treasurer, Tournament Chair, Membership Chair, and Game Day Chair.

### Section B. Executive Board Election

The Club Executive Board officers shall be elected by a vote of those present during an annual Club general membership meeting where a quorum has been established. The Executive Board officers will serve without compensation.

### Section C. Executive Board Terms of Office and Responsibilities.

The Club Executive Board officers are elected for a term of two (2) years and can succeed themselves for a second term provided they receive the necessary votes of those in attendance at the membership meeting. For terms beginning in even-numbered years, four (4) board members will be elected for a two (2) year term. For terms beginning in odd-numbered years, three (3) board members will be elected for a two (2) year term. Nominees with the highest number of votes from the election in the November General Membership meeting will serve on the Board. The newly elected Executive Board will establish specific officer assignments at its first Executive Board meeting.

Terms of office start on the first day of December and end on the last day of November.

Any Club Executive Board officer who cannot fulfill his two (2) year term of service will be replaced by the member receiving the next highest vote in the most recent election.

The Club Executive Board will include the following officers, with their responsibilities defined below:

**President:** The Club President will preside over all Club meetings and is accountable for the administration of all Club business. The incumbent President acts as the principal liaison between the Club and the Copper Canyon Golf Course. The President shall appoint board members to all committees that have been authorized and shall oversee the committee's functions related to their specific activities. The Club President may succeed the Presidency for one additional term, but may not serve more than two consecutive terms as President.

**Vice President:** The Club Vice President will perform all duties of the President in the event of the President's absence or inability to perform and other duties which may be required by the President or the Board.

**Secretary:** The Club Secretary shall maintain Club records and all board meeting minutes and provide these minutes to the Club Executive Board and the Club.

**Treasurer:** The Club Treasurer shall receive and deposit all monies due to the Club and shall pay all obligations that may be incurred by the Club in the regular course of its business. The Treasurer shall maintain an up-to-date ledger of all financial transactions and provide financial reports as may be required at Club meetings. The Treasurer shall prepare financial documents, coordinate with the Executive Board and submit semi-annual and year end reports as required by the SCFCA.

**Tournament Chairman:** The Club Tournament Chairman shall plan, organize and conduct Club tournaments. The Tournament Chairman will provide tournament results and expenses to the Executive Board to justify reimbursement checks for expenses approved by the Board Members.

**Membership Chairman:** The Club Membership Chairman shall collect all membership applications and maintain the database of Member information.

**Game Day Chairman:** the Game Day Chairman shall develop Game Day Formats and monthly schedules. If a Game Day Captain is appointed, the Game Day Chairman will serve as liaison to the Board.

**President Emeritus:** The previous year Club President is defined as the President Emeritus and assists the current Club Executive Board with the past Presidents experience as a non-voting member of the Executive Board.

#### Section D. Nomination and Election Procedures

A nominating committee shall be appointed by the Executive Board. The committee will solicit/present nominations to the Executive Board in October of each year. The election will be held at the general membership meeting in November each year. The new Executive Board will then establish its officers at the next Executive Board meeting. The Executive Board shall be installed in December of each year.

#### Section E. Vacancies and Recall of Executive Board Officers

In the event an Executive Board officer is not able to perform his duties, or is not able to effectively participate in Executive Board meetings over a 60-day period as determined by the Executive Board, a replacement will be appointed by the Executive Board. A replacement will be selected by the using the next highest vote recipient from the previous nominees receiving votes from the general membership.

### ARTICLE IV – Meetings

#### Section A. Types and Frequency of Meetings

Club general membership meetings will be held not less than two times per year, typically one in April and one in November. A special general membership meeting may be called by the Executive Board (with a 15-day advance notice) if the Executive Board believes at any time during the year the conditions warrant. Executive Board meetings will be held approximately once per month or as deemed necessary by the Board.

#### Section B. Conduct of Meetings/Parliamentary Procedures

Club general membership meetings will be conducted using Robert's Rules of Order, Newly Revised.

#### Section C. Voting and Quorum Procedures

Club general membership meetings which provide for voting for election of Club Executive Board members and By-laws changes shall require a quorum of the Club membership at the time of the meeting. A Club general membership meeting quorum is defined as a minimum of 20 percent of the general membership in good standing at the time of the meeting and will be verified before voting begins. Club Bylaw changes require the approval of a minimum of 51% of the attendees or by voting electronically at a general meeting with a quorum. If a quorum cannot be established, a vote of the members may be taken by electronic absentee ballot. Only members in good standing are permitted to vote in general membership meetings. Annual voting for Club officers will be by written secret ballot only. All other topics requiring a majority vote will be a method specified by the President (voice, show of hands, written ballot, electronically). An Executive Board meeting quorum is defined as a minimum of 4 of the 7 officers, and voting will be by voice or show of hands.

## ARTICLE V – Financial

### Section A. Records

The Club Treasurer shall maintain all financial records for the current and the seven previous years of the Club's operations.

### Section B. Expenditures

Individual Club expenditures in excess of \$500 shall require majority approval by a vote of the Club general membership in accordance with the voting and quorum procedures defined in Article IV, Section C, Voting and Quorum Procedures. The results of the vote by the Club general membership shall be duly recorded in the minutes of the meeting at which the vote occurred.

### Section C. Record Certification

Club financial records shall be certified on an annual basis by individuals other than the Club Executive Board. Annual audits will be conducted by two qualified Club members who are able and willing to conduct the audit. Audit results will be presented to the general membership and duly recorded in the applicable general meeting minutes.

### Section D. Bank Account

All funds/revenue will be deposited in a bank account established in the Club name with the SCFCA designated chartered club banking service provider. The Club bank account will be maintained through succeeding Executive Boards. Disbursements shall be made by Club bank account check. All checks over \$500 will require two Executive Board members' signatures.

### Section E. Financial Reports

The Club shall submit a "Semi-annual and Annual Financial Report" in the format provided by the Home Owners Association to the Lifestyle Director. A copy of report will be retained in the official Club file and the original will be forwarded to the SCFCA's Controller for use when preparing and filing the SCFCA's annual tax return. The reports shall be submitted on or before the 10th day of January and July of each year, and must be certified by the Club president and treasurer.

## ARTICLE VI – Committees

### Section A. Standing Committees

Standing committees may include, but are not limited to, Handicap Committee, Finance Committee, Game Day Committee, Membership Committee, Tournament Committee and

Nomination/Election Committee.

Section B. Committee Chairpersons

The Chairman of each committee will first be a volunteer for the position and, if qualified, be appointed by the Club Executive Board. In the event a volunteer does not appear, the Club President shall appoint a committee chairman to serve for a period of not less than six months. At least two Club members will serve on each committee and may be a volunteer or a draftee appointed by the committee chair.

Section C. Committee Responsibilities

All committees will have written charters as attachments to the Standing Operating Rules prior to their formation. Committee Charters may be amended by the Executive Board as conditions warrant.

ARTICLE VII – Amendments

Section A. Amendment Vote

Amendment of these bylaws requires a majority vote of the quorum at a Club general membership meeting or electronically from the membership.

Section B. Notice Requirement and Procedure

A notice of any proposed amendments to these bylaws must be publicized in writing and distributed to the membership at least 15 days prior to the voting on the amendments at the meeting or electronically.

ARTICLE VIII – Dissolution

In the event of dissolution of the Club, and after all debts are satisfied, all property and assets of the Club will be relinquished to the SCFCA.

Adopted by the membership: June 30, 2020  
Date

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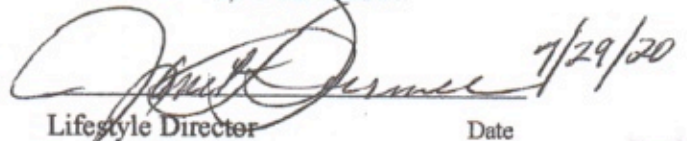
FOR THE CLUB:



Men's Golf Club President Date

William E. Allen

FOR THE ASSOCIATION:

 7/29/20

Lifestyle Director Date

Janet Turner

**APPROVAL**

This Charter is hereby granted, subject to the Chartered Club Rules and Procedures Manual and subject to paragraph 10 of the application.

DATED THIS 25 day of July, in the Year of 2020.

SUN CITY FESTIVAL COMMUNITY ASSOCIATION, INC.

By:   
Community Manager  
Kim Rinchart