

Sun City West Golf Council



Article I General

Section A – The Name of this organization shall be the Golf Council of Sun City West. Hereinafter referred to as the Golf Council.

Section B – Purpose of Organization shall be to:

1. Enhance the pleasure of playing golf on all Sun City West Recreation Centers courses.
2. Provide strong, unified support for the programs that address the major concerns of all golfers on all Sun City West courses; recognize that a problem solved or an improvement made on any Sun City West golf course benefits all Sun City West golfers.
3. This council will also have as its purpose to provide a venue for golfers who wish to play nine holes only. This will be known as Sun City West Men's Niners Golf Club.

Section C – These Bylaws will fully comply with the Recreation Centers of Sun City West, Inc., Articles of Incorporation, Association Bylaws, and Rules, Regulations and Procedures for Chartered Clubs. In the event of a conflict between these Bylaws and the above stated governing documents of the Recreation Centers, The Recreation Centers' document shall prevail.

Section D – This Chartered Club shall be operated as a nonprofit organization in accordance with applicable Arizona and Internal Revenue Tax Exempt Codes, and the Association Bylaws

Section E – The fiscal year shall be the calendar year.

Article II – Membership

Section A – Membership shall be open to all members in good standing of the Recreation Centers.

Section B – There shall be no other precondition for membership, nor will members be required to join any national, state, or regionally affiliated organization.

Section C – Guest Privileges are specified in the Rules, Regulations and Procedures, Chapter

3, Article II.

The council will also allow guests only under the open meeting requirements or by individual invitation.

Section D – Dues – The amount of dues for each member will be determined annually on the recommendations of the Club Board and approved by a majority of the Club members attending the meeting after a quorum¹ has been established.

1. There are no dues for the Golf Council.
2. Finances are derived from a carry-over from Sun City West Golf Association, not a Chartered Club and now disbanded. This will only apply to the council.

Section E - Club Maintaining a Charter:

- A. Chartered Clubs must meet a membership participation rate of 75% as measured by monthly CR-4 (Monthly Participation Report) and annual CR-15 (Membership Report).
 1. Membership participation is the action of taking part in club activities.
 2. 75% of a clubs' membership must have participated in club activities at least once within annual membership period.
 3. Clubs are responsible for recording individual member participation.
- B. A Club Charter is dependent on club membership, membership participation and longevity of existing Club Charter.

Section F - Each club member is responsible for monitoring at club facilities per club bylaws.

Section G - The club board initiates periodic (at least annual) reviews of club membership to ensure all its members are valid Recreation Card Holders.

Section H – Other (e.g., disciplinary actions). – (RR&Ps, Chapter 3, Article I, F Members who threaten the safety of themselves or others, are abusive, blatantly create turmoil, disruption, or cause dissension among club members, clubs, or the Association in general, may have their club membership temporarily suspended (up to two [2] weeks) by the Club.

Quorum¹ is the minimum attendance at a club meeting necessary to conduct elections, to approve bylaws, to approve budget, or to conduct other club business that require a vote. A quorum shall be ten percent (10%) of the club's membership. However, a quorum requirement cannot be less than 20 members or more than 100.

IMPORTANT: All disciplinary actions must be approved by the Club Board (majority vote 51%), member notified within 5 business days of infraction, documented in club records including CR-16 (scwclubs.com) and copies forwarded to the Recreation Activities Manager and Chartered Clubs Committee Chair.

1. Verbal warning to member from the Club President and a Board Member sharing details of incident and violation.
2. Written warning from the Club Board documenting details of incident and violation.
3. Written notice from the Club Board of temporary club suspension (maximum of two (2) weeks).
 - a. Member may appeal a suspension with written notice to the Club Board, Recreation Activities Manager and Chartered Clubs Committee Chair.
 - b. Appeal will pause suspension until ruling, member rights and privileges continue until ruling complete.
 - c. Appeal is heard at a scheduled meeting with Recreation Activities Manager, Chartered Clubs Committee Chair & other individuals approved by the Recreation Activities Manager.
 1. Member in question and Club President or presiding officer shall present their case.
 2. Ruling will be made based on majority consensus.
 3. Recreation Activities Manager will forward appeal ruling to Club Board and Member.
4. Member may appeal ruling by written notice to the Recreation Activities Manager requesting a hearing with the Governing Board. Request is forwarded to the General Manager. Further disciplinary action requests by a Club Board shall be forwarded to the General Manager by the Recreation Activities Manager with a copy of the disciplinary actions to date.
 - a. General Manager may suspend a member up to sixty (60) days.
 - b. Club termination may be recommended by the General Manager to the

Governing Board.

- a. Severe cases of adverse Club Member behavior may be cause for suspension of Association membership rights and privileges (i.e.suspension of the RCSCW Recreation Card).
5. Any suspension or termination of club membership or Association rights and privileges may be recommended to the Governing Board by the General Manager following the same Process of Revocation procedures as described in RR&Ps Chapter 2, Article VII, C after completion of procedures listed above.

NOTE: Infractions addressed and corrected immediately do not require further action or documentation. Infractions which result in county or legal involvement (i.e., physical altercation) will move directly to the General Manager for recommendation to the Governing Board.

IMPORTANT: Membership Policy Statement M02 Suspension of Membership, 3.2.1:

Failing to attend the hearing or informing the Governing Board that the person will not attend, shall be considered an expression of "no contest" by the person. In such an event, the Governing Board may accept all reports and testimony as true.

Article III – Officers

Section A – The Club Board shall consist of (at a minimum) four officers, a President, a Vice President, a Secretary and a Treasurer.

Section B - Newly elected or appointed officers, within fourteen (14) business days of taking office, shall attest that they have read and understand the Association’s Rules, Regulations and Procedures for Chartered Clubs by signing the Form CR-5 (New Club Officers and Rules, Regulations and Procedures for Chartered Club affirmation Report) and forwarding it to office of the Recreation Activities Manager.

Section C – The Club Board shall be elected by a majority vote of those present at the Club’s annual membership election meeting after a quorum is established. The elected officers shall serve **without** compensation. An officer normally may not serve as an independent contractor. (See Rules, Regulations and Procedures, Chapter 4, Article VI,L.

1. This does not apply to the Golf Council. (See procedure in section “D” below).

2. The Golf Council will provide the officers necessary for the SCW Men's Niners Golf Club to function as a Golf Club.

Section D – The President will appoint a board member to be responsible for submitting the CR-15 Membership Report to the Recreation Activities Manager by February 1st of each year.

Section E - Terms of office and responsibilities of officers (delineate).

The Golf Council shall consist of:

1. The elected presidents or the elected representatives of the Chartered Golf Clubs of Sun City West who shall serve a one-year term unless reelected by their Chartered Club.
2. Five (5) at-large members, who must be members of a Chartered Golf Club. Each Club may nominate one candidate to the sitting Golf Council from whom the Council shall elect at-large members to fill the vacancies at the December Business and Election meeting. The election of the at-large members by the sitting Council must be by paper ballot and each member may vote for the number of vacancies and may not vote for the same person more than once per ballot. The nominees receiving the highest number of votes shall be elected to the open positions on the Golf Council. All at-large members will serve a two (2) year term.
3. Election of officers of the Golf Council shall be elected at its monthly meeting in January from the members of the Council.
4. One member of the Niners Club shall be appointed to the Council as a non-voting member.

The President Shall:

- a. Be responsible for carrying out the decisions of the Golf Council. The President shall be responsible to the Golf Council for all his or her acts and shall have no authority to bind the Golf Council except as he or she is authorized by the Golf Council.
- b. Be responsible for liaison with the Recreation Centers and make annual reports as required.
- c. Preside at all meetings of the Golf Council.
- d. Oversee the operation of the SCW Men's Niners Golf Club.

The Vice-President shall:

- a. Generally discharge the duties of the President in the event of his or her incapacity or absence.
- b. Post notices and/or notify the membership of all meetings as required by the President.
- c. The Vice-President will be responsible for submitting Form CR-15 (Annual Membership Roster) which will include the SCW Men's Niners Golf Club as of 12/31 to the office of the Recreation Activities Manager by Feb. 1 of each year.

The Secretary shall:

- a. Take and record minutes of all Golf Council meetings.
- b. Keep custody of all official documents of the Golf Council, including all minutes of Golf Council.
- c. Preside at meetings in the absence of the President and the Vice-President. Also noted in Article IV, section B.

The Treasurer shall:

- a. Be custodian of all the funds which shall be placed in a checking account which shall be insured by FDIC or FSLIC.
- b. Maintain adequate records of all finances and financial transactions of the Golf Council.
- c. Make all necessary reports as required by the Recreation Centers, County, State, and Federal Governments.
- d. Verify and pay by check expenses necessary for normal operations of the organization that have been undertaken or authorized by the President which do not exceed \$100.00.
- e. The Treasurer will be responsible for the accounting of the SCW Men's Niners Club.
- f. The Treasurer is required to submit Form CR-7 (Annual Financial Statement) to the office of the Recreation Activities Manager by Feb. 1 for the preceding calendar year.

Section F - Vacancy of an elected Officer of a Chartered Club will be filled by that Club. An at-large member vacancy will be appointed by the Council to complete the term of office.

Section G - To impeach an officer, Robert's Rules of Order must be followed. If the impeachment is successful the election of an officer must follow immediately. (The procedure is available from the Recreation Activities Manager).

Section H - It is the responsibility of the club president to pass the RR&P book on to their successor.

Article IV – Meetings

Section A –There will be a general membership meeting during each quarter of the calendar year. These meetings of the Golf Council shall be held ten (10) times a year with no meeting in July or August. The annual general election meeting will be held in December. The date of the meetings is to be set by the President and notice given to all Council Members.

Section B – Provisions for Calling and Recording meetings:

Special meetings of the Golf Council may be called at any time by the President or by six (6) Council members. The person or persons authorized to call a special meeting may fix the time, date and place and shall notify the Golf Council members of the special meeting and the purpose of the same. A 30 day notice will be given to discuss and/or to vote on bylaws. Minutes will be taken by the Secretary to document all business sessions, and approved by the Club President. Minutes, as well as other pertinent administrative records, will be retained for a period of three (3) years. Minutes should be available to the membership before the next general meeting.

Section C- Voting and Quorum Requirements:

1. A majority of Golf Council members shall constitute a quorum at a regular or special meeting of the Golf Council.
2. All meetings shall be conducted in accordance with Roberts Rules of Order. Please note that stated Bylaw provisions take precedence over Roberts rules, i.e., anything not stated in the Bylaws shall be referred to Roberts Rules for parliamentary rule.
3. Voting may be done in person, by paper ballot, or any generally accepted other technologically assisted solutions and retained in club records.
4. For the SCW Men's Niners a quorum is the minimum attendance at a Club membership meeting necessary to conduct elections, to approve bylaws or to approve budgets (except changes in the Bylaws which requires a 2/3 majority). A quorum shall be ten (10) percent of the Club membership and cannot be less than 20 members or more than 100 members.

Section D – Other

It is in the golfing community's best interest that Golf Council members attend all regularly scheduled meetings.

Article V – Financial

Section A – Financial records shall be retained for a period of seven (7) years (prior to current year).

Section B – All checks written upon the Golf Council’s checking account must be signed by the Treasurer or the president. (Only expenditure of \$25 or less can be paid by petty cash). See RR&P’s Chapter 4, Article V,B,4. Other than payment of handicapping fees for the Men’s Niners, expenditures of more than \$200 must be approved by a vote of the membership, a quorum being present.

Section C – No club member shall receive any compensation or financial award from club funds for contribution or service to the club. The only exception is when a member has an independent contractor agreement previously approved by the Recreation Activities Manager.

The Golf Council is a council operating under a charter and can be called a Council other than the verbatim clause above.

Section D – Financial records must be audited on a yearly basis by individuals other than those elected to the Club Board. The results of the Report of Audit will be presented to the general membership and duly recorded in the applicable minutes of such meeting. A copy will be provided to the office of the Recreation Activities Manager.

Section E – Any commercial advertising or flyers of council activities must be in compliance Association policies.

Section F – Any contracts for instructors will be handled in compliance with Chapter 4, Article VI of the RR&P’s. Each contract must be renewed on a yearly basis and a copy of each sent to the Recreation Activities Manager for approval.

Section G – The Treasurer is required to submit Form CR-7 (Annual Financial Statement) to the office of the Recreation Activities Manager by Feb. 1 for the preceding calendar year.

Article VI – Committees

Section A – Committees and/or chairpersons may be elected by the general membership or appointed by the Club Board.

Section B – Permanent (standing) committees, at a minimum, will include Safety and Audit.

Section C – The Safety Committee shall be on watch for any unsafe conditions and shall report same to the recreation center manager.

Section D – Audit Committee (See Article V, Section D of the sample bylaws).

Article VII – Amendments

To amend the Bylaws of this Club requires a two-thirds vote of the membership present at a meeting specifically called for such purpose, a quorum being present. Procedures for filing amendment(s) are as follows:

1. The Recreation Centers' Recreation Activities Manager shall review the proposed amendments prior to submittal to the Club Membership.
2. Proposed amendments shall be well publicized to the membership one (1) month prior to the vote. All amendments must be voted upon and approved by a quorum of the membership.
3. A complete revised set of the Club's Bylaws will be submitted to the Recreation Centers' Recreation Activities Manager for final review. The amended Bylaws require the approval of the Recreation Centers' General Manager prior to implementation. The results and date of the membership vote should be duly noted on the submittal document.

Article VIII – Dissolution

Prior to Club dissolution (after all debts are satisfied), all property and assets shall be turned over to the Recreation Centers.

Karen S. Hunter 4-21-21

Karen Hunter, President

Date

Approved:

William Schwind 3-8-21

William Schwind, General Manager

Date