

SaddleBrooke Ranch Women's Golf Association (SBRWGA)

BY-LAWS

TABLE OF CONTENTS

Article	Description	Page
Article I	NAME	<u>3</u>
Article II	PURPOSE	<u>3</u>
Article III	MEMBERSHIP	<u>3</u>
	Section I – Eligibility	
	Section II – Membership Threshold	
	Section III – Voting Rights, Quorum Requirements	
	Section IV – Expectations of Members	
	Section V – SBR Golf Club Approvals	
Article IV	DUES	<u>4</u>
Article V	OFFICERS	<u>4</u>
	Section I – Board of Directors	
	Section II – Executive Committee	
	Section III – Compensation	
Article VI	BOARD	<u>5</u>
	Section I -- Board as Elected Officials, Responsibilities	
	Section II -- Executive Committee, Responsibilities	
Article VII	DUTIES OF THE OFFICERS	<u>5</u>
	President	
	Vice President	
	Secretary	
	Treasurer	
	Rules Chair	
	Handicap Chair	
	League Day Chair	
	Social Chair	
	Membership Chair	
	Communications Chair	
	Sponsorship Chair	
	Webmaster	
Article VIII	MEETINGS	<u>8</u>
	Section I – Proceedings	
	Section II – Annual Meetings	
	Section III – General Membership Meetings	
	Section IV – Board Meetings	
	Section V – Meeting Minutes, Publication Requirements	
Article X	NOMINATION AND ELECTIONS	<u>8</u>
	Section I – Nominating Chair and Committee	
Article X	AMENDMENTS	<u>9</u>
	Section I – Approval of By-law amendments	
	Section II – Submitting Amendment Requests	

SaddleBrooke Ranch Women's Golf Association (SBRWGA)

BY-LAWS

Article XI	RULES	9
	Section I – USGA and Local Rules	
	Section II – Handicap Requirement for Tournaments	
	Section III – Policy and Procedures	
Article XII	FISCAL AND FINANCE	9
	Section I – Fiscal Year	
	Section II – Annual Audit	
	Section III – Budget	
	Section IV – Budget Revisions	
Article XIII	DISSOLUTION	10
	Section I – Distribution of Assets	
	Section II – Satisfying Debts	
	Section III – Notification of Membership	
Article XIV	GUESTS	10
	Section I – Limitations	
Revisions	Revision Dates of By-laws	11

SBRWGA BY-LAWS (Cont.)

ARTICLE I --- NAME

The name of this association is the "SaddleBrooke Ranch Women's Golf Association" (SBRWGA).

ARTICLE II --- PURPOSE

The purpose of the club shall be to promote good fellowship and interest in golf, to enable its members to enjoy organized competition and social activities, to support learning about the game, and to be a member in good standing in the Arizona Golf Association (AGA) and the Arizona Women's Golf Association (AWGA).

ARTICLE III --- MEMBERSHIP

Section I - Eligibility

Resident Membership shall be open to any female person who is a homeowner or renter in SaddleBrooke Ranch. Resident members have full voting rights, and upon payment of dues, shall be eligible for participation in all association activities and events in accordance with the adopted By-Laws and Policies and Procedures.

Adjunct Membership shall be open to any nonresident female from outside of SaddleBrooke Ranch who meets the age demographics of SaddleBrooke Ranch. Whether to allow adjunct membership will be up for review annually. Adjunct members have full voting rights, and upon payment of dues, shall be eligible for participation in all association activities and events in accordance with the adopted By-Laws and Policies and Procedures.

Honorary Membership may be awarded when deemed appropriate by the Board, to previous members who can no longer actively participate in the SBRWGA. Honorary Members shall not pay dues, do not have voting rights, but are granted limited playing privileges.

Handicap Only Membership shall be open to any female homeowner or renter in SaddleBrooke Ranch, or any female non-resident annual or playcard holder, who wishes to have SaddleBrooke Ranch Women's Golf Association maintain a handicap on their behalf. Handicap-only members have no voting rights, and may engage in SBRWGA activities as a guest as defined in the Policies and Procedures.

No eligible person shall be denied membership because of race, color, religion, national origin or marital status.

The membership year is from January 1st through December 31st.

SBRWGA BY-LAWS (Cont.)

Section II – Membership Threshold

The Club must maintain an active membership of ten in accordance with the USGA and AGA/AWGA rules.

Section III - Voting Rights, Quorum Requirements

Any resident or adjunct member in good standing shall be entitled to one vote at any SBRWGA general meeting and all votes must be cast in person or via an electronic voting option if provided by the SBRWGA. Decisions shall be rendered in accordance with two-third votes of members present at meetings or of votes cast electronically. A quorum of 35% of the current membership is required for passage.

Section IV – Expectations of Members

Members are expected to follow all USGA rules, all Local Golf Rules, and the By-Laws and Policies and Procedures of the SBRWGA, and uphold the spirit of the game.

Section V - SBR Golf Club Approvals

Any decisions concerning membership, eligibility, rates and play times must be approved by the SaddleBrooke Ranch Golf Club.

ARTICLE IV --- DUES

Annual dues for membership shall be established yearly by the SBRWGA Board. It includes a handicap through a USGA handicap service. The fiscal year shall be January 1st through December 31st.

ARTICLE V --- OFFICERS

Section I - Board of Directors

The elected officers of this Association shall be a President, Vice-President, Secretary, Treasurer, League Day Chair, Social Chair, Membership Chair, Sponsorship Chair, Rules/Handicap Chair and Webmaster. These elected officers will constitute the Board of the SBRWGA. The immediate Past President will be an ex-officio member of the Board.

Section II - Executive Committee

The Executive Committee of President, Vice President, Secretary and Treasurer, will be elected for one year only, and may serve no more than two consecutive years in the same office. A person may be elected to a different office the following year or may fill a vacancy or unexpired term until the close of the fiscal year. The Vice-President will automatically become the nominee for President upon the term completion of the current President. If she is unable to serve, the Nominating Committee will nominate another qualified candidate.

SBRWGA BY-LAWS (Cont.)

Officers not on the Executive Committee are also elected for one year, and may serve additional years in the same office.

To fill an Officer's unexpired term, the Board will appoint a replacement.

Section III - Compensation

Officers of this Association will serve without compensation.

ARTICLE VI --- BOARD

Section I - Board as Elected Officials, Responsibilities

The Board shall:

- a. Be responsible for the overall management of the SaddleBrooke Ranch Women's Golf Association.
- b. Fill vacancies that may occur in elected positions.
- c. Approve the schedule of events for the ensuing year.
- d. Review the schedule of fees to determine available sufficient funds to support the SBRWGA functions and recommend any changes in the dues structure, as part of the budget.
- e. Amend and/or revise the By-Laws and Policies and Procedures as necessary. Changes in By-Laws must be approved by the membership.
- f. Recruit committee assistance from the membership as needed to carry out the duties of office.
- g. Review the Policies and Procedures annually.

Section II – Executive Committee Responsibilities

The Executive Committee shall:

- a. Manage the overall budget.
- b. Oversee compliance with the by-laws, policies and procedures, and regulations as adopted by the club.
- c. Oversee compliance with Internal Revenue tax regulations.

ARTICLE VII --- DUTIES of the OFFICERS

1. President

- a. Preside at all meetings.
- b. Serve as Chairperson of the Board and of the Executive Committee.
- c. Create the agenda for the Board meetings and membership meetings.
- d. Appoint a committee of three persons to audit the financial records at the close of the current year.
- e. Liaison with Robson.
- f. Liaison with golf professionals.

SBRWGA BY-LAWS (Cont.)

- g. Coordinate the SBRWGA calendar.
- h. Serve as Ex-officio member of all committees except the Nominating Committee.
- i. Generally supervise all affairs of the club.

2. Vice President

- a. Assume the duties of the President in her absence.
- b. Assist the President with all the duties of that office as necessary.
- c. Serve as Parliamentarian at all meetings.
- d. Oversee major tournaments by coordinating with League Day and Social Chairs.

3. Secretary

- a. Record, warehouse, and distribute, the minutes of all general membership and Board meetings.
- b. Maintain and warehouse the By-laws, and Policy and Procedures as required.

4. Treasurer

- a. Responsible for the funds and for the collection of all dues from the membership and all monies from other sources.
- b. Maintain accurate records to show the current financial standing of the Association.
- c. Present a financial statement at each meeting.
- d. Pay all current expenses promptly.
- e. Assist in the annual audit of the Treasurer's books within sixty (60) days of the fiscal year end.
- f. Submit a proposed annual Budget to be approved by the Board and voted on by membership.
- g. Beginning each year (and before May 15) file 990-N at IRS.gov. Required for tax exempt organizations.

5. Rules Chair

- a. Provide Interpretation of USGA and local golf rules.
- b. Serve as the AGA Representative.
- c. Communicate AGA news as appropriate to members.

6. Handicap Chair

- a. Follow USGA and AGA procedures and guidelines to establish a handicap of each member.
- b. Ensure the integrity of golf handicaps for all members.
- c. Communicate AGA news as appropriate to members.

SBRWGA BY-LAWS (Cont.)

7. League Day Chair

- a. Shall be responsible for all weekly league days and for implementing the annual league schedule.
- b. In conjunction with the Social Chair, shall organize all golf related aspects of events and competitions as scheduled by the Board.
- c. Keep record of expenses and submit them to the Treasurer.

8. Social Chair

- a. Shall organize all social aspects of events and celebrations as scheduled by the Board.
- b. Keep record of expenses and submit them to the Treasurer.

9. Membership Chair

- a. Shall oversee applications for membership, and inform the Board of new members.
- b. Shall maintain, warehouse and distribute as appropriate, the membership roster.
- c. Shall ensure new members are integrated into the Association.

10. Communications Chair

- a. Responsible for communications to the membership as directed by the board.
- b. Responsible for SBRWGA publicity.

11. Sponsorship Chair

- a. Promote and develop outside sponsorship of the SBRWGA to support tournament and events.
- b. Be the primary SBRWGA interface with sponsors and coordinate within to ensure SBRWGA fulfills its obligations to the sponsors.
- c. Follow the guidelines established by the Board.

12. Webmaster

- a. Shall be responsible for the design and maintenance of the SBRWGA website and for website content.

All officers, upon retiring from office, shall deliver all funds, accounts, records, papers and properties of the Association to her successor.

SBRWGA BY-LAWS (Cont.)

ARTICLE VIII --- MEETINGS

Section I - Proceedings

Robert's Rules of Order, Revised shall govern the Association in particulars not herein provided.

Section II – Annual Meetings

Annual Meetings: The Board shall hold an annual meeting of the voting membership of the SBRWGA not later than the second Tuesday in December to elect the Officers and conduct other business as appropriate.

Section III – General Membership Meetings

General meetings of the Membership will be scheduled as needed during the year, with the date, time and location posted on the website.

Section IV – Board Meetings

The Board shall meet at such times and places as they may select. A majority of the Board shall constitute a quorum at any meeting. All meetings shall be open to the membership.

Section V – Publication Requirements of Minutes

The Secretary shall ensure all meeting minutes are posted on the SBRWGA website in a timely manner.

ARTICLE IX – NOMINATIONS and ELECTIONS

Section 1 – Nominating Chair and Committee

- a. Will consist of three members. The President will appoint one member from the current Board. The other two members shall be elected by the Membership. They shall be selected by October 1 to allow preparation of the slate of officers. The Nominating Committee shall appoint its own Chairperson.
- b. Nominations will be posted on the SBRWGA website and the Associations bulletin board for the member's information not later than twenty-one (21) days prior to the election at the annual meeting.
- c. Members of the Nominating Committee cannot nominate themselves for the election to the Board.
- d. Nominations may be made by SBRWGA members not on the nominating committee with the consent of the person being nominated. These

SBRWGA BY-LAWS (Cont.)

- nominations shall be made available to the members seven (7) days prior to the election, and at this time, nominations shall be closed.
- e. The Nominating Committee shall present the slate of nominees, prepare written or electronic ballots and supervise the election.

ARTICLE X --- AMENDMENTS

Section I - Approval of By-law amendments

By-Laws may be amended by a two-thirds vote of the members present or of votes cast electronically. Written notice of the proposed change shall be posted two weeks prior to the opening of the vote.

Section II - Submitting Amendment Requests

Any member may submit written proposed amendments to the By-Laws which will be voted on at the subsequent general membership meeting.

ARTICLE XI --- RULES

Section I - USGA and Local Rules

All competition shall be played in accordance with the current USGA Rules of Golf, as modified by local rules.

Section II – Handicap Requirements for Tournaments

Guests playing in a given tournament of the Association must have an established current USGA handicap index.

Section III – Policy and Procedures

Policies and Procedures are the responsibility of the current elected officers.

ARTICLE XII --- FISCAL and FINANCE

Section I

The fiscal year shall be January 1st through December 31st.

Section II

An annual audit of the Treasurer's book shall be made by a committee of three (3) qualified non-Board members appointed by the President. The audit shall be made within sixty (60) days of the fiscal year end and shall be reported to the membership at the next regular meeting.

Section III

The Board shall prepare a budget for each calendar year. It may include carryover monies from the prior year as defined in the Policies and Procedures. The Board submits the budget to membership for approval at the Annual meeting of the prior year.

SBRWGA BY-LAWS (Cont.)

Section IV

The budget may be revised as needed during the year with the approval of the Board and membership.

ARTICLE XIII --- DISSOLUTION

Section I - Distribution of Assets

In the event of dissolution of the SBRWGA, any residual assets after debts are satisfied will be distributed equally among current RESIDENT and ADJUNCT members in good standing.

Section II - Satisfying Debts

The President may direct the use of any and all assets to satisfy outstanding debts, provided a majority of the SBRWGA membership has authorized the President to do so. Dissolution will not be initiated until all outstanding debts are satisfied.

Section III - Notification of Membership

If dissolution is contemplated, the membership must be notified at least two (2) weeks in advance of the last meeting date.

ARTICLE XIV --- GUESTS

Section I - Limitations

Non-members are not eligible for rights extended to members, including but not limited to special rates. Individuals may participate in SBRWGA events as a guest twice during the calendar year.

The exception to this rule will be for those individuals desiring to become members that are prevented from doing so due to the AGA website prohibiting new member sign ups. These individuals may play as a guest until the website allows them to become a member.

SBRWGA BY-LAWS (Cont.)

SBRWGA BY-LAWS (Cont.)

By-LAWS WITH AMENDMENTS ADOPTED BY THE SBRWGA MEMBERSHIP

Ratified

Executive Committee Member #1

Executive Committee Member #2

4 December 2014
Brenda Armenia
 (PRINT)
Brenda Armenia
 (Signature)

Colleen Carey
 (PRINT)
Colleen Carey
 (Signature)

11 December 2015
Brenda Armenia
 (PRINT)
Brenda Armenia
 (Signature)

Joyce De Young
 (PRINT)
Joyce De Young
 (Signature)

October 2017
Joyce DeYoung
 (PRINT)
Joyce DeYoung
 (Signature)

Janice Mihora
 (PRINT)
Janice Mihora
 (Signature)

30 January 2018
Jean S. Cheszek
 (PRINT)
J.S. Chf
 (Signature)

Jeanne Osterlund
 (PRINT)
Jeanne Osterlund
 (Signature)

27 November 2018
Jean Cheszek
 (PRINT)
Jean S. Chf
 (Signature)

Jeanne Osterlund
 (PRINT)
Jeanne Osterlund
 (Signature)

8 October 2019
Jean S Cheszek
 (PRINT)
J.S. Chf
 (Signature)

Jeanne Osterlund
 (PRINT)
Jeanne Osterlund
 (Signature)

27 October 2020
Jeanne Osterlund
 (PRINT)
Jeanne Osterlund
 (Signature)

Lorraine Smith
 (PRINT)
Lorraine Smith
 (Signature)

10 MARCH 2021
Jeanne Osterlund
 (PRINT)
Jeanne Osterlund
 (Signature)

Lorraine Smith
 (PRINT)
Lorraine Smith
 (Signature)

(PRINT)

(Signature)

(PRINT)

(Signature)