

SUN CITY SHADOW HILLS COMMUNITY ASSOCIATION

Subject: By-Laws, SCSH Couple Golf Club

Revised January 2012 _____

TO: Sun City Shadow Hills Community Association
Attn: Director of Lifestyle

Article 1 – General

Section A: Name of Organization – SCSH Couples Golf Club

Section B: Purpose of Organization-

First: To play competitive golf amongst various resident couples in Shadow Hills.

Second: To create new friendships and fellowship with the common bond of golf.

Section C: These by-laws, willfully comply with the Community Association Articles of Incorporation, By-Laws, and Club Rules, Regulations and Procedures. In the event of a conflict between these by-laws and the above stated governing documents of the Community Association, the Community Association Documents shall prevail.

Section D: This organization shall be operated as a nonprofit association in accordance with California statues, and the by-laws of the Community Association.

Article II - Membership

Section A: Membership shall be open to all residents in good standing of the Community Association.

Section B:

- 1. Members may join as a single or a couple.**
- 2. Each member is required to have a verifiable GHIN handicap.**
- 3. Members consist of all singles/couples whose dues are current.**

Section C: Other than mentioned in Section A and B there shall be no precondition for membership. Members will not be required to join any national, state, or regionally affiliated organization, except to establish or maintain a GHIN handicap.

Section D: Guests who are not residents of Shadow Hills will not be permitted unless by invitation for special events.

Section E: Disciplinary procedures shall be in compliance with Section 14 of the chartered Club Guidelines, as may be amended from time to time by the Association's Board of Directors.

Section F: Dues

Annual membership dues, per individual shall be determined by the Executive Board and must be paid prior to participating in any club activity. The membership year shall be July 1 to June 30.

Article III - Officers

Section A: The SCSH Couples Golf Club shall function with duly elected officers, appointed chairmen and committees necessary for the proper performance of a well organized group, in accordance with "Robert's Rules of Proper Order Revised" and the "Rules of Golf as approved by The United States Golf Association."

Section B: The Executive Board shall consist of a President, Vice President, Secretary, Treasurer, Membership Director, Handicap Director, and Tournament Director.

Section C: Terms of Office

The tenure of office for any member of the Board of Directors shall be for a minimum of one (1) year and not to exceed four (4) consecutive years. No director shall hold the same office for more than two (2) consecutive years.

Section D: Any vacancy occurring in any of the offices of the club will be filled by appointment, by the remaining members of the Executive Board, from the membership.

Section E: Responsibilities of Officers.

President: The President will preside at all meetings of the Club and the Board of Directors, appoint annually all committees not otherwise provided for in these by-laws, and all special committees, be an ex-officio member of all committees, except the nominating committee, and perform other duties as usually develop upon a President, including organizing golf tournaments if there is no active Tournament Director.

Vice President: The Vice President shall perform the duties of the President in the President's absence and shall perform other duties as assigned by the President. In case of the resignation of the President, the Vice President shall serve as the President until the next annual election.

Secretary: The secretary is the recording officer of the Club and the custodian of its records, except those assigned to others. The secretary shall take minutes at all meetings.

Treasurer: The Treasurer shall keep full and accurate accounts of all funds received and shall deposit the same in the name and to the credit of SCSH Couples Golf in such a depository as may be designated by the Board of Directors and shall disburse the same under their direction. The Treasurer will present a written financial statement at each business meeting. The president will appoint an auditing committee to audit the Treasurer's books at the end of the fiscal year.

Membership Director: The Membership Director shall help promote Couples Golf by seeking out new potential members. The Membership Director will be responsible for registering new members and keeping a roster of names and pertinent information deemed necessary for communication purposes. The Director will welcome new members and assist them in becoming active in the Club.

Tournament Director: The Tournament Director will be responsible for all Couples Golf Club regular and special events. The Tournament Director will also preside over the Tournament Committee.

Handicap Director: The Handicap Director shall be responsible for keeping accurate records of all members of the Club and their GHIN handicaps.

Article IV - Meetings

Section A: Frequency of meetings.

There shall be a minimum of four (4) business meetings per year held in November, January, March, and April.

Section B: Provisions for calling and recording meetings. Minutes will be taken by the Secretary to document all business sessions. Minutes, as well as other pertinent administrative records, will be retained for a period of three (3) years.

Section C: Voting and quorum requirements (Attachment 5, Note 4). A quorum is considered to be 25% of the entire membership.

Article V - Financial

Section A: Financial records shall be retained for a period of not less than seven (7) years.

Section B: SCSH Couples Golf operates as a part of the Community Association, which is a mutual benefit, non-profit organization. Any or all bank accounts shall be opened under the Community Association Federal Identification Number. Bank accounts may include the SCSH in the title, but may not use the prefix Sun City Shadow Hills, as this may cause confusion for a bank facility with multiple accounts.

Section C: On an annual basis, before July 15, the financial statements shall be presented to the Management Company of the Community Association by the club's Audit Committee. The financial statements shall include a balance sheet and an income statement and be prepared following generally accepted accounting principles. The fiscal year shall begin on July 1 and end on the last day of June.

Section D: The Community Association Management, with minimum notice shall have access to all the books and records of the Club.

Section E: Checks drawn on Club bank accounts shall require the signatures of a minimum of two (2) Club Officers. All payments, whether for goods or services shall be made by check.

Article VI - Committees

Section A: Committee chairpersons may be elected by the general membership or appointed by the Executive Board.

Section B: Permanent (standing) committees, at a minimum, will include Safety (if power equipment, chemicals or hand tools are used) and Audit.

- 1. Audit Committee – The Club President will establish an audit committee from the general membership. The term of office will be one year. Elected Club Officers or Committee Chairpersons may not be a member of the Committee.**
 - a. The audit committee will report directly to the Club President.**
 - b. The auditors having certified to its accuracy, will submit their report to the club president, which has the effect of approving the Treasurer's report to the general membership.**
 - c. The audit committee will review and submit to the Community Association Management the Clubs Annual Financial Statement.**
- 2. Section C: Nominating Committee - The Nominating Committee will be comprised of 3 members. The President appoints one member from the Executive Board. The General Membership shall appoint 2 members from the membership at a February General Meeting. No member of the nominating committee may seek a position on the Executive Board during the current nominating process. The Committee will present their slate of Officers at a March General Meeting.**
- 3. Tournament Committee - The Tournament Committee, in conjunction with the Professional Golf Staff, will prepare a schedule of events for the fiscal year and present it to the Board of Directors for their approval. The Committee will be responsible for all tournaments, sweeps, and awards. The Tournament Committee will be presided over by the Tournament Director.**

