

SCSH LADY PUTTERS BY-LAWS

Article I – General

Section A – *Name of Organization*: SCSH Lady Putters

Section B – *Purpose of Organization*. Provides a golfing activity for Lady residents, who meet weekly to putt 18 holes on the putting green in friendly competition.

Section C – These By-Laws will fully 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 statutes, 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 – There shall be no precondition for membership, nor will members be required to join any national, state, or regionally affiliated organization.

Section C – *Guest Privileges*. Guests of members may participate in the Club’s activities, but they shall not be eligible for any prizes. Residents may play as guests one time only. They must then pay dues if they wish to continue putting during the official playing season.

Section D – Disciplinary procedures shall be in compliance with Section 14 of the Chartered Club guidelines, as may be amended from time to time by the Community Association’s Board of Directors.

Article III – Officers

Section A – The Executive Board shall consist of (at a minimum) a *President, Vice-President, Secretary, Treasurer, and Member at Large*.

Section B – All officers will be elected annually by a vote of the general membership, and shall serve without compensation.

Section C – Terms in office, and responsibilities of officers. The terms of office shall be one (1) year, from January 1 through the last day of December. The Executive Board (“Board”) shall consist of at least five (5) elected officers, who are residents and whose duties are described below:

President: Provides organizational leadership and oversees operation of the Club. Shall interact with the Director of Lifestyles in matters related to the Club. Schedules and conducts Board Meetings. Coordinates calendar and activities. Establishes volunteer “Standing Committees” to assist with various tasks and events, which may include, check-in, course set-up, rules, membership, historian, sunshine, purchase of golf shirts, coffee, luncheon, website coordination, tournaments, award presentations and audit committee.

Vice-President: Supports and assists the President’s efforts in all areas and assumes lead role in the President’s absence.

Secretary: Takes minutes of all Membership and Board meetings and reports to the members, and handles the correspondence for the Club.

Treasurer: Collects dues from Membership Chairperson and weekly fees from the Check-In Committee for deposit. Records receipts, makes deposits and disburses all funds, including “hole-in-one” payouts each week. Maintains all bank accounts. Shall report the status of all funds at all meetings. Provides the Club’s records to the Audit Committee and responds to any question.

Member at Large: A former elected board member. She will assist wherever she is needed.

Section D – If a vacancy should occur on the Executive Board, the remaining

members of the Board decide the make-up of the Board and fill the vacancies from the Club Membership. The designee(s) shall serve until the next election of officers. Appointees, if not confirmed by the Club Membership, may attend governing unit meetings, but without a vote. In the election process, no member can be a candidate for more than one office at a time.

Article IV – Meetings

Section A - Frequency of meetings. The Club shall conduct business meetings no less than four (4) times per year. The dates of the Club’s business meetings shall be determined by the Board prior to the start of the official putting season. The meeting dates shall be listed on the Club’s Annual Event Calendar and shall be distributed to all members. Notification prior to each business meeting shall be made during weekly announcements.

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. A quorum must be present before any vote can be taken. A quorum shall be defined as 25% of the entire membership of record.

Article V – Financial

Section A - Financial records. Financial records shall be retained for a period of no less than seven (7) years.

Section B – SCSH Lady Putters operates as a part of the Community Association, which is a mutual benefit, non-profit organization. Any and all bank accounts shall be opened under the Community Association Federal Identification Number. Bank accounts may include SCSH in the title,

(example: SCSH Club Name). Please Do 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, as required by the HO, before February 28, the financial statements of each Chartered Club 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 January 1 and end on the last day of December.

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

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

Article VI – Committees

Section A – Committees and Committee Chairpersons shall be appointed by the Club President. Committee and committee chairpersons shall be voluntary or appointed by the club President. These individuals shall be residents. The term of each Committee Chairperson shall be for one (1) year, and shall coincide with the term of the elected officers.

Section B – Standing committees may include Audit, Rules, Tournaments, Luncheons, Check-In, Course Set-Up, and such other committees the Club President determines necessary for the successful operation of the Club.

Section C – Audit Committee. The Club President will establish an Audit Committee from the general membership. Term of office is one (1) year, or at the discretion of the Club President. The Audit Committee will report directly to the Club President. On a quarterly basis, the Audit Committee will examine the Treasurer’s accounting and/or report of Club funds in time to be audited before a general membership meeting. This examination may include vouchers, bank statements, cash, and other records required. 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. The Audit Committee will review and submit to

