

STARDUST LADIES GOLF CLUB BYLAWS



Article I - General

Section A - Sun City West Stardust Ladies Golf Club

Section B - The purpose of this organization is to participate in the golf and social events of the 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 (RR&Ps) 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.

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.

1. If tee times are available, Non-Recreation Card Holder Guests of Club Members are all owed on Club tournament days but cannot interfere with competition or prizes for these events.
2. A female resident of Sun City West with a valid recreation card may play a total of three rounds in one calendar year with the club-on-club day without joining the club, if space is available and must sign up with guest after her name. After three rounds played it would be necessary to join the club to continue playing. Until they join the club they cannot participate in competition & sweeps.

3. All other open tee times on club play day will be handled by and under the direction of the Association's Golf Division.

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 vote of the Club members attending the meeting after a quorum¹ has been established.

1. New members joining the league from August 1st through December 31st will pay 1/2 of the annual dues. Weekly sweeps shall be charged to each participant playing and competing in any event sponsored by the women's division. All such money collected for an event shall be distributed to the winners of the event. Dues are not refundable. Dues are to be paid by December 31st.

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.

Section E – Maintaining a Club 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 annually) reviews of club membership to ensure all its members are valid Recreation Card Holders.

Section H – Member Conduct: 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.

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.

Section I - Restrictions

1. A member having established a handicap for and participated in the 9 hole or 18-hole group, cannot change from one group to the other without submitting an application for "said" change to the membership chairman.
2. No member of the 18-hole group may compete in the competitions of the 9-hole group.
3. No member of the 9hole group may compete in the competitions of the 18-hole group.

Privileges -All members in good standing shall be entitled to:

1. Attend membership meetings and cast one vote on all matters coming before the meeting.
2. Attend Club board meetings, exercising no vote.
3. Participate in the golf and social events of the Stardust Ladies Golf Club. Players with dual memberships must declare that Stardust is their home course to participate in the club championship.
4. Inspect the records of Stardust Ladies Golf Club.
5. Have access to a copy of the bylaws, and the current calendar of events.
6. Request the president for action on an issue to be brought before the Club board.
7. Receive a handicap calculated under USGA regulations.
 - a. Prospective members who have a slope handicap, submitted a membership application and proper fees will be permitted to participate in weekly events.
 - b. Prospective members who have no slope handicap must submit a membership application and the proper fees. She will be eligible to play on league day without paying sweeps until a handicap is established. Upon submission of 5 attested scores to the Club Monitor and or Handicap Chairman, a temporary handicap will be established.
8. To be able to play in annual tournaments and become Ace of the Month, you must have 5 attested scores on Stardust Golf Course (see 7b above).

Article II - Officers

Section A - The Club board shall consist of (at a minimum) four officers: a president, a vice-president, a secretary, and a treasurer.

Elective officers shall be a president, vice-president, secretary, and treasurer and shall constitute the Club Board Committee.

- The Club's Board shall consist of the elective officers, the past president (ex officio) and the chairpersons of all standing committees.

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'S (New Club Officers and Rules, Regulations and Procedures for Chartered Clubs Affirmation Report) and forwarding it to the 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. (RR&Ps, Chapter 4, Article VI, L)

A nominating committee of three (3) persons each shall be appointed and approved at the April general membership meeting. The nominating committee shall present the slate of officers at the October general meeting for voting. No officer shall serve on the nominating committee, except the vice president (ex officio only) not to exceed one year.

1. The nominating committee shall secure one or more candidates for each office and post the slate of nominees on the Club's bulletin board for a period of time covering two women's competition days.
2. Nominations may be made from the floor of the general meeting with prior consent of the nominee.
3. Their election shall be held at the Welcome Back and General Meeting held in October of each year.
4. The elected officers and club board shall be installed and assume their duties at the close of the December general meeting.

Section D - It is the Membership Chair's responsibility to submit the CR 15 membership report to the Recreation Activities Manager by February 1st of each year.

Section E Duties of Officers and Committee:

- I. Officers and Committee Chairpersons shall hold that position for a term of two years.
- II. No officer shall serve for more than four (4) consecutive terms in the same office.
- III. If a vacancy occurs in an elected office any time before the next election of officers, a member shall be appointed by the Club Board to complete the term of said office.

- IV. The President shall preside at all meetings of the Club and the Club Board of Directors and, in general, perform the duties pertaining to this office. She shall:
- a. Appoint chairpersons of all special committees she may deem necessary. All committee chairpersons shall be members of the Board of Directors with the exception of the nominating and auditing committees.
 - b. Be ex-officio (not to exceed one year) member of all committees except nominating and auditing.
- VI. The Vice President shall assist the president in executing the duties of her office. She shall:
- a. Assume the duties of the president in her absence and assume the presidency in the event of the resignation or demise of the president.
 - b. Serve on the Audit Committee as an ex-officio member only not to exceed one year.
- VII. The Secretary shall record the proceedings of the Club and the Club Board meetings and conduct the correspondence of the Club as directed by the President.
- VIII. The Treasurer shall be a custodian of the Club's funds and shall pay all bills. She shall:
- a. Keep an accurate record of receipts and expenditures and pay bills promptly.
 - b. Secure approval of the Club Board for expenditures in excess of One Thousand (\$1000.00) Dollars.
 - c. Close the books no later than December 31st of the fiscal year and submit them to the Auditing Committee.

Section F - Vacancies in Office

The club president will fill vacant office positions as needed.

Section G - Impeachment

To impeach an officer or fill a vacancy, Roberts Rules of Order must be followed. If the impeachment is successful, the election of a new officer must follow immediately. The process is available from the Recreation Activities Manager.

Section H - It is the responsibility of the club president to pass the Rules, Regulations and Procedures book on to their successor.

Article IV - Meetings

Section A - Frequency of Meeting: There will be a general membership meeting conducted during each quarter of the calendar year. (January, April, October(elections) and December.

Section B - Provisions for Calling and Recording Meetings: 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.

For a grievance or reasonable cause, it takes a petition by 10 members to require the Board to call a special membership meeting. A fourteen (14) day notice must be given to all members if a special meeting is called.

The President or the Board or both can call for a special membership meeting.

Section C -Voting and Quorum Requirements:

1. Club Board Meetings -A quorum is a simple majority of the Board.
2. Membership Meetings -A quorum is the minimum attendance at a club membership meeting necessary to conduct elections, to approve bylaws., to approve budgets or to conduct other club business. There can be no proxy votes. The required majority must be of those present at a meeting specifically called for such purpose. A simple majority is required for all issues except bylaws. To approve bylaws requires a 2/3 majority. A quorum shall be 10 percent of the club membership however, a quorum requirement cannot be less than 20 members. A club could have in excess of 100 at a meeting, but the top required limit is 100.
3. Voting may be done in person, by paper ballot, or any generally accepted other technologically assisted solutions and retained in club records.
4. Reference Roberts Rules of Order for assistance in parliamentary procedures. 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.

Article V -Financial

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

Section B -Expenditures in excess of two thousand five hundred dollars (\$2,500) shall require a vote of the general membership, with the exception of dues paid to the golf handicap provider. Only expenditures of \$25 or less can be paid by petty cash. RR&Ps Chapter 4, Article V, 8,4. The club treasurer and the club president only are allowed to sign checks.

Section c -No club member shall receive any compensation or financial award from club funds for contributions or service to the club. The only exception is when a member has an independent contractor agreement previously approved by the Recreation Center Activity Manager. The President shall appoint an audit committee consisting of 3 people will be appointed and approved. No officer shall serve on the audit committee, except the vice president (ex officio only) not to exceed one year.

Section o - 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 - Club Advertising: Any commercial advertising or flyers of club activities must be in compliance with Association policies.

Section F - Contracts: Any contracts for instructors will be handled in compliance with Charter 4, Article VI for RR&Ps. contract must be renewed on a yearly basis and a copy of each sent to the Recreation Activities Manager for approval.

Section G -Treasurers Responsibility-The Treasurer is required to submit Form CR-7 (Annual Financial Statement) to the office of the Recreation Activities Manager.

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 Chairman reports safety issues on the course or in the club house to the course Club Board.

Section D -The Audit Chairman and Committee review the financial books at the beginning of each calendar year.

Section E -Other committees shall perform their duties as assigned.

**STARDUST LADIES GOLF CLUB
RULES**

Hole-in-One Policy

If there is a hole-in-one between January 1 and our Christmas luncheon, that individual will be acknowledged at the luncheon, but she won't receive any money until the end of play on the last Tuesday in December. Anyone getting a hole-in-one between the luncheon and the last Tuesday in December will be acknowledged at the first general meeting of the new year. Hole-in-One funds will be distributed to any winners following play the last Tuesday in December. One dollar of every member's yearly dues goes into the Hole-in-One fund.

(Adopted at the January 26, 2005 general meeting)

If a Stardust member scores a hole-in-one at another executive course other than Stardust during a sanctioned league play club exchange, it will be recognized.

(Adopted October 18, 2006)

Aces of the Month, Ace of the Year, Hole in One, Tournaments and Club Championship - Monetary awards for club members from these events will be mailed to out-of-town winners.

Club Membership: The club has three types of memberships for both 9-Hole and 18-Hole Players: Annual League Membership, Annual Non-Competitive Membership (no handicap and no golf awards) and an Annual Social Membership (for social events only). There must be a breakdown of all membership dues and fees shown separate.


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:

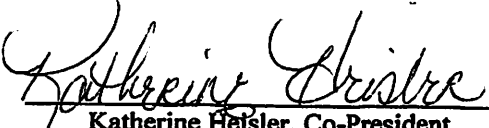
1. The Recreation Centers' Recreation Activities Manager shall review the proposed amendments prior to submittal to the Club membership.
2. Proposed amendments shall be well publicized to the membership one (1) month prior to the vote. All amendments must be voted upon and approved by a quorum of the 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.

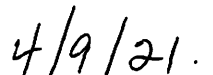
Article VIII - Dissolution

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


Avis Bennett, Co- President

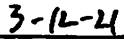

Date


Katherine Heisler, Co-President


Date

APPROVED:


William Schwind, General Manager


Date