

AUG 31 2022



CHARTERED CLUB BYLAWS

GRANDVIEW WOMEN'S GOLF CLUB

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Chartered Club Bylaws

Article I - General

Section A - Name of Organization

Grandview Women's Golf Club (referred to as GVGWC)

Section B - Purpose of Organization

The Club is organized substantially for pleasure, recreation, social and nonprofit purposes.

Section C – Compliance with Recreation Centers of Sun City West, Inc.

These bylaws will fully comply with the Recreation Center of Sun City West, Inc. (Recreation Centers, the Association), Articles of Incorporation, Association Bylaws, 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 Center's documents shall prevail.

Section D – Chartered Club Operation as a Non-Profit Organization

This Chartered Club shall be operated exclusively as a non-profit organization in accordance with applicable Arizona and Internal Revenue Service (IRS) Tax Exempt Codes, and Association Bylaws.

Article II – Membership

Section A – Membership

Membership shall be open to individuals in good standing with the Recreation Centers. Club membership is only open to those issued a current Owner-Member Card, Associate Member Card or Tenant Activity Card (Recreation Card). Each Club Member has equal rights, responsibilities, and obligations.

Privileges

All members are entitled to:

1. Attend membership meetings of the GVVGC and cast one vote on all matters coming before the meeting, including the election of officers.
2. Attend meetings of the Club Board of GVVGC exercising no vote.
3. Participate in the golfing and social events of GVVGC.
4. Inspect the records of GVVGC.
5. Receive a copy of the bylaws and the current activity program.
6. Petition the president, in the form of a written request signed by a quorum of the membership, for action by the club board or by the membership on an issue.
7. Have the right to appeal to the membership on an issue.
8. Receive a handicap calculated under USGA Regulations for competitive play.
9. To enter the annual events including Club Championship, President's Cup, Match Play, Team Play and Cholla a player must have a valid handicap and a minimum of 5 attested scores played with Grandview Ladies on Tuesday Club Day within 12 months prior to each tournament. Grandview must be your home course in SCW. If there are a sufficient number of members to make a flight whose course handicap is from the green tees, a Green Tee flight will be allowed for all events with the exception of Team Play and Cholla.
10. A new member having no GHIN handicap must present a membership application and proper fees. She will be able to compete in weekly events upon submission of 5 attested scores from any USGA regulation course.

Section B – Honorary and Lifetime Memberships

Honorary and Lifetime Memberships are not allowed in Chartered Clubs.

Section C – Membership Reporting

The Annual Membership Report (CR-15) must contain each Club Member's name and Recreation Card number as of December 31 and is to be submitted to the Recreation Manager by February 15 of the following year.

Section D – Membership Preconditions

There shall be no precondition for membership other than as defined in Article II – Membership, Section A – Membership, above, nor will Club Members be required to join any local, national, state, or regionally affiliated organization other than:

A member must elect to be a competitive or non-competitive member. Competitive members maintain a current USGA handicap and may participate in all Club competitions. Non-Competitive members do not maintain a current USGA handicap and may play on Club days but are not eligible for competitive events.

USGA handicap fee schedule: January 1 through June 30, full fee; July 1 through September 30, one-half fee; October 1 through December 31, No charge.

Section E – Recreation Card Holder Guest/Visitor Privileges

See the Rules, Regulations, and Procedures (RR&Ps) for the definition of a Guest/Visitor.

A Recreation Card Holder Guest/Visitor may attend a scheduled Club activity up to five (5) times annually before they are required to join the Chartered Club.

A Club Member may host up to five (5) different Recreation Card Holder Guest/Visitors annually.

Section F – Non-Recreation Card Holder Guest/Visitor Privileges

See the Rules, Regulations, and Procedures (RR&Ps) for the definition of a Guest/Visitor.

A Non-Recreation Card Holder Guest/Visitor must be accompanied by a Club Member host at all times when in Club facilities.

A Non-Recreation Card Holder Guest/Visitor may attend a scheduled Club activity up to five (5) times annually. A Non-Recreation Card Holder Guest/Visitor is not eligible to become a Club member.

A Club Member may host up to five (5) different Non-Recreation Card Holder Guests/Visitors annually.

Section G – Club Dues

The dues for each member will be determined annually on the recommendation of the Club Board and approved by a majority vote of the Club Members attending the meeting after a quorum has been established (see Article V – Meetings, Section G – Voting and Quorum Requirements on page 13).

A weekly events fee shall be charged to each participant playing and competing in any event sponsored by GVGWC. All such fees collected for an event shall be distributed to the winners of that event.

New members joining GVGWC from July 1 through September 30 will pay one-half the annual dues; October 1 through December 31 No charge.

A social Membership shall be open to women wishing to participate in only the social events of the club. Annual dues will be current dues less the handicap assessments.

A Social member will not compete in league play nor have a vote.

Section H – Maintaining a Chartered Club

Chartered Clubs must meet membership and membership participation requirements per the RR&Ps measured by Rec Center software and annual CR-15 Membership Report.

A Club Charter is dependent on club membership, membership participation of existing Club Charter.

Section I – Club Monitoring

This Club does not require that its members participate as Monitors. However, this club does have a designated monitor put in place annually per the GVGWC Monitor Agreement.

Article III – Code of Conduct

Section A - Member conduct

Disciplinary action is necessary when members threaten the safety of themselves or others, are abusive, create turmoil, disruption, or dissension among Club members, Club, or the Association in general.

The Club Board (majority vote of 51%) must initiate and approve all disciplinary actions, with the member notified within five (5) business days of infraction. The infraction is to be documented in Club records by including a form CR-16 (Chartered Clubs Disciplinary Actions), with copies forwarded to the Recreation Manager and Chartered Clubs Committee Chairperson.

Refer to the RR&Ps for full disciplinary procedures.

Article IV – Officers

Section A – Club Officers

The Club board must consist of four officers: President, Vice President, Secretary, and Treasurer.

The past president (ex-officio) will also be a member of the Club Board and have voting rights.

The Chairman of all standing committees will be on the club board with no voting rights. Their duties shall be those of the general supervision and management of EWGC. In the absence of a committee chairman, her assistant shall attend the meetings and assume the duties and privileges of that chairman.

The Club Board shall:

Review and approve the program of each Committee Chairman.

Review any member for behavior which is contrary to the highest moral and sportsmanlike principles.

Section B – Club Officer Election

The Club Board shall be elected by a majority vote of those present at the Club's annual membership meeting after a quorum is established (see Article V – Meetings, Section G – Voting and Quorum Requirements on page 13). The elected officers shall serve **without** compensation. If appointed by the Club Board to fill a vacancy, the appointee must be confirmed by a majority vote of the Club's board.

Section C – Club Officer Verification

Newly elected or appointed officers shall, within fourteen (14) days of taking office, attest that they have read and understand the Rules, Regulations, and Procedures (RR&Ps) for Chartered Clubs by signing the CR-5 (New Club Officers and Rules, Regulations, and Procedures for Chartered Clubs Affirmation Report) and forward it to the office of the Recreation Manager.

Section D – Responsibility to Submit Annual CR-15 Report

The Membership Chairman shall submit the Annual Membership Report (CR-15) for the year just ended to the Recreation Manager by February 15th of the following year.

Section E – Officer Duties/Responsibilities, Term Lengths, Term Limits, and Duties

See Appendix A – Club Officer Role Descriptions on page 19 for Officer Duties and Responsibilities descriptions.

Terms of office for each officer will be one (1) year from January 1 through December 31 of each year. No officer shall be eligible to serve for more than two (2) consecutive terms in the same office. An ex-officio officer may not hold that position for more than one (1) year.

Section F – Filling a Board Vacancy

In the event that a Club Board vacancy occurs in an elective office during the term thereof, the Club Board shall appoint a candidate for the office subject to the approval of the membership at the next regular meeting.

Section G – Removal of Directors and Officers

Contact the Recreation Manager for information on this topic.

Section H – Officer Succession

It is the responsibility of the Club President to educate the incoming president on Club bylaws including the Rules, Regulations, and Procedures (RR&P's) information (which can be found online at www.scwclubs.com) on to their successor.

Article V – Meetings

Section A – Club General Membership Meeting Frequency and Openness

There will be a minimum of three (3) general membership meetings conducted each calendar year. One of these meetings should be designated as the election meeting. All General Membership Meetings are to be open meetings.

Section B – Club Business Currency and Board Meeting Openness

The Club's Board will meet as needed to ensure Club business is kept current and that Board Meetings are open.

Section C - Provisions for Calling and Recording Meetings

Minutes will be taken by the Secretary to document all business sessions and approved by the Club President.

Meeting Minutes should be available to Club membership prior to the subsequent General Membership Meeting.

Minutes, as well as pertinent administrative records, will be retained for a period of three (3) years.

Section D – Required Club Officers Meetings

Club officers (or their designated attendee) are required to attend Officers Meetings called by the Recreation Center. The purpose of these meetings is to update policies, clarify procedures, and discuss mutual concerns.

Section E – Club Meeting Purpose

Membership meetings should not have as their primary purpose a social event.

Section F – Special Meetings

For a grievance or reasonable cause, Club membership must present a petition signed by at least ten (10) percent of the Club members to require the Board to call a Special Membership Meeting. The Club Board must acknowledge receipt of the petition within two (2) business days of receipt of the petition and schedule the special meeting and notify Club members of the date, topic, and venue of the special meeting within three (3) business days of receipt of the petition. The special meeting must be held within ten (10) days of receipt of the petition.

The Club Board may call a special Membership Meeting. The Club Board must schedule the meeting and notify Club members of the date, topic, and venue within two (2) business days after announcing the special meeting. The special meeting must be held within ten (10) days of the meeting announcement.

An officer of the Board may call for a special meeting of the Board.

Section G – Voting and Quorum Requirements

1. Club Board Meetings – A quorum is a simple majority of the Board.
2. Membership Meetings – Quorum Definitions

A quorum is the minimum attendance at a Club membership meeting necessary to conduct elections, approve bylaws, approve budget, or conduct Club business.

The required majority must be of those present at the meeting specifically called for such purpose.

A simple majority is required for all issues except bylaws.

To approve bylaws, a two-thirds (2/3) majority is required. A quorum shall be ten percent (10%) of the Club membership. However, a quorum for approving bylaws cannot be less than twenty (20) members. A Club could have an excess of one hundred (100) members at a meeting, but the top requirement is one hundred (100).

Voting may be done in person (voice vote or show of hands), by paper ballot, or any generally accepted other technologically assisted solutions and retained in Club records. There will be no proxy votes.

Reference Robert's Rules of Order for assistance in parliamentary provisions. Note that stated bylaws take precedence over Robert's Rules of Order (i.e., anything not stated in bylaws shall be referred to Robert's Rules of Order for parliamentary procedures).

Article VI – Financial

Section A – Financial Record Retention

Financial Records shall be retained for a period of seven (7) years prior to current year.

Section B – Spending Limits

The Club Board may authorize (a) the Treasurer to disburse funds in support of Club activities in amount of fifty dollars (\$50.00). Expenditures greater than fifty dollars (\$50.00) must be approved by a vote of the general membership. Other expenditures of twenty-five dollars (\$25.00) or less can be paid by petty cash.

The President and Treasurer are the only two (2) officers allowed to write/sign checks for the club.

Section C – Club Member Compensation

No member shall receive 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 reviewed by the Recreation Manager.

Section D – Financial Record Audits

Financial records must be audited annually 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 meetings. A copy will be provided to the office of the Recreation Manager.

Section E - Club Advertising

Any commercial advertising or flyers of Club activity must follow RR&Ps and Association policies.

Section F - Contracts

Any contracts for instructors must meet RR&Ps Guidelines. Each contract must be renewed annually and a copy of each sent to the office of the Recreation Manager for Review. (Refer to RR&Ps).

Section G - Treasurer's Duties and Responsibilities

See Shall assist the President in executing the duties of her Office and shall assume the duties of the Chairman in the absence of the President and assume the Chairmanship in the event of the resignation or demise of the Chairman.

Treasurer role description in the Appendix A – Club Officer Role Descriptions on page 19.

Article VII – Committees

Section A – Non-Permanent Committees and Chairpersons

Committees and/or chairpersons may be elected or appointed by the Club board. Club Bylaws must state the election or appointment process to be used (see Article IV – Officers on page 10).

Section B – Permanent (Standing) Committees

Permanent (standing) committees, at a minimum, will include a Safety and Audit Committee. Additional committees must be brought to a vote of the membership and so stated in Club Bylaws.

Section C – Ad Hoc Committees

The Club President may appoint ad hoc committees with the approval of the Board.

Section D - Duties of the Safety Committee

The duties of the safety Chairperson/Committee are to ensure that the rooms or areas dedicated to activities are clear of hazards and if any are noted to advise Facility Supervisor.

The duties of the safety Chairperson/Committee will keep a record of any problems with the conditions of the golf course that may harm a player and report them to the Pro Shop Manager.

Section E – Audit Committee/Chairperson Duties and Responsibilities

The Audit Chairperson/Committee (person(s) other than those elected to the Club Board) shall audit Club financial records on an annual basis. The results of the financials will be presented to the membership and recorded in applicable minutes of such meetings.

Section F - Other Committees and Their Duties

Nominating Committee and Auditor

An Auditor shall be appointed by the President and the name submitted to the Membership for approval at the November Meeting.

A Nominating Committee of three (3) persons shall be appointed by the President and be submitted to the Membership for approval at the Spring Meeting.

The Nominating Committee shall present a slate of one or more candidates for each

Office, said slate to be posted on the GVWGC Bulletin Board no less than three (3) weeks prior to the election.

Nominated candidates may be multi-members but must have Grandview as their home course.

The election shall be held at the Membership Meeting in November.

Nomination may be made from the floor at the General meeting with prior consent of the nominee, who may be a multi-member, but who must be a home-course member of Grandview.

The elected Officers shall be installed and assume their duties at the close of the December Meeting. Officers may hold office for two (2) consecutive one year terms. If a new candidate is not found to fill that office at the end of two years, the officer may continue.

Additional Committees can be found in our GVWGC Membership Roster & Event Schedule booklet.

Article VIII – Amendments

Section A – Amending These Bylaws

This Club requires a two-thirds (2/3) vote of membership at a meeting specifically called to amend the bylaws.

Section B – Amendment Review Requirements

The Recreation Manager shall review the proposed amendments prior to the submittal to the Club membership.

Section C – Proposed Amendment Publication

Proposed amendments shall be publicized to the membership at least one (1) month prior to the vote. All amendments must be voted upon and approved by a quorum of the membership (see Article V – Meetings, Section G – Voting and Quorum Requirements on page 13).

Section D – Revised Bylaws Review Requirement

A complete revised set of the Club's bylaws will be submitted to the Recreation Manager for final review. The amended bylaws require the approval of General Manager prior to implementation. The results and dates of the membership vote shall be duly noted on the submitted document.

Article IX – Dissolution

Section A – Clubs with an IRS Tax Status Other than 501(c)(3)

Upon the winding up and dissolution of this Club, after paying or adequately providing for the debts and obligations of the Club, the remaining assets shall be turned over to the Recreation Centers.

Section B – Clubs with IRS tax designation of 501(c)(3)

Upon the winding up and dissolution of this Club, after paying or adequately providing for the debts and obligations of the Club, any remaining physical assets shall become the property of the Recreation Centers.

Any remaining monetary assets shall be distributed to a nonprofit fund, foundation, or corporation which is organized and operated exclusively for charitable, educational, religious, and/or scientific purposes and which has established its tax-exempt status under section 501(C)(3) of the Internal Revenue Code.

Appendix A – Club Officer Role Descriptions

President

Shall preside at all meetings of the Club Board and the GVVGC Membership and perform all other duties incident to this Office.

She shall:

Appoint Chairmen to all special committees she may deem necessary. All Committee Chairmen shall be members of the Club Board of the GVVGC with the exception of the Chairman of the Nominating Committee and the Auditor.

Be ex officio, a member of all Committees with the exception of the Nominating Committee and the auditing process, not to exceed one (1) year.

At the Annual Meeting in December, make a report to the Membership on the preceding January 1 to December 31 period.

Vice President

Shall assist the President in executing the duties of her Office and shall assume the duties of the Chairman in the absence of the President and assume the Chairmanship in the event of the resignation or demise of the Chairman.

Treasurer

Shall be custodian of the funds of GVVGC and pay all bills promptly.

She shall:

Keep an accurate record of receipts and expenditures and secure the approval of the Club Board for expenditures in excess of twenty-five (25) dollars.

Give a comprehensive report at each of the Club Board Meetings and each Business Meeting of the Membership.

Close the books no later than December 31, submit them to the Auditor within fifteen (15) days. She is required to submit Form CR-7 (Annual Financial Statement) to the office of the Recreation activities Manager by February 15 for the preceding calendar year.

Submit a written report, properly audited, to the incoming Chairman for Board approval.

Preserve all financial records for a period of seven (7) years prior to the current year this will become effective as the yearly age of GVVGC permits.

Secretary

Shall record the proceedings of the meetings of the Club Board and conduct the correspondence of GVVGC as directed by the Chairmen.

She shall:

Call a meeting to order in the absence of the President and Vice President and preside over the election of a temporary presiding Officer.

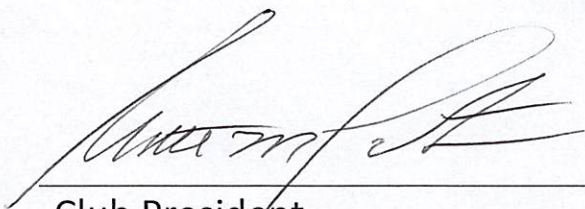
Properly record Amendments to the Bylaws.

Preserve all minutes, as well as other pertinent Administrative records for a minimum of three (3) years.

Appendix B – Bylaws Amendments

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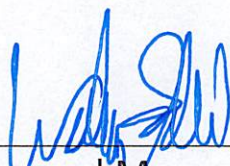
Signatures



Club President

8/31/2022

Date



General Manager

8-31-22

Date