



SBWGA-18 BY-LAWS

ARTICLE I - NAME:

The name of this Association shall be the SaddleBrooke Women's Golf Association. The official abbreviation shall be SBWGA-18.

ARTICLE II - PURPOSE:

The objective of this association is to organize women golfers of SaddleBrooke and to promote and conserve the best interest and true spirit of the game of golf.

***ARTICLE III - MEMBERSHIP:**

SBWGA-18 membership is open to any woman resident or renter residing in SaddleBrooke HOA#1 or HOA#2 (provided the reciprocal agreements are still in effect). A renter member is required to have a valid renter card issued by HOA#1 or HOA#2. Special Membership may be offered to current or former members upon application to the SBWGA-18.

*******ARTICLE IV - OFFICERS:**

The elected officers of this Association shall be President, Vice President, Secretary, Treasurer, Tuesday Play Day Chair, Special Tournament Chair, Handicap Chair and Membership Chair. Each officer will be elected for one year only. With the exception of the President and Vice President, each officer may seek nomination for additional consecutive one-year terms in the same office. These officers shall form the Elected Board.

To fill an unexpired term, an officer may be elected by the current Elected Board members at any of its meetings.

In the event that the entire Elected Board resigns collectively, the SaddleBrooke One Pro Shop will assume responsibility for running weekly Tuesday Play Day games and will convene an Advisory Committee-Interim Executive Board for the purpose of nominating a new slate of officers and conducting an election of new officers in a timely manner.

***DUTIES OF OFFICERS:**

PRESIDENT: The President shall preside at all meetings of the Association and the Elected Board, and shall be an ex-officio member of all committees, except the Nominating Committee. She shall appoint standing chairs, as she deems necessary. She will be a recognized signature on all SBWGA-18 financial accounts.

***VICE PRESIDENT:** The Vice President shall perform the duties of the President in the absence of the President or at her request, and perform any other duties required by the President. She shall assume the office of the President in the event of a vacancy. She will be nominated for the office of President the following year. The Vice President is responsible for the safe keeping of

the President's Medallion and the mold of said medallion. She is also responsible for the reservations and menus for the monthly meetings. The Vice President shall oversee the SBWGA-18 website and Association communications.

SECRETARY: The Secretary shall keep a correct and current record of all meetings of the Association and of the Elected Board.

TREASURER: The Treasurer shall keep full, accurate and current records of all funds received and deposit them in the name of the Association in a depository approved by the Elected Board. The treasurer will disburse funds as directed by that Board. She shall prepare the annual budget for submission and approval by the current board. The Treasurer will participate in appointing an Assistant with the understanding that the assistant may be a nominee for this office the year following the elected Chair's final year of office.

TUESDAY PLAY DAY CHAIR: This person shall be responsible for all regular weekly tournaments of the Association. The elected Chair will participate in appointing an Assistant with the understanding that the assistant may be a nominee for this office the year following the elected Chair's final year of office.

SPECIAL TOURNAMENT CHAIR: This person shall have the responsibility to fill the chair positions for the Major and Special tournaments of the Association. The elected Chair will participate in appointing an Assistant with the understanding that the assistant may become a nominee for this office the year following the elected Chair's final year of office.

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MEMBERSHIP CHAIR: The Membership Chair shall contact each prospective member, and establish her eligibility for membership. She shall advise all elected officers of the current Elected Board of each new member. She shall introduce new members at General Meetings. *The elected Chair will participate in appointing an Assistant* with the understanding that the assistant may be a nominee for this office the year following the elected Chair's final year of office.

All officers upon retiring from office, shall deliver all funds, accounts, records, papers and properties of the Association to their successor and shall submit recommendations, if any, at that time. All officers shall perform other duties as prescribed.

***ARTICLE V - MEETINGS:**

The President will determine meetings of the Elected Board. General Meetings will be held on the first Tuesday of a month designated by the Board or when deemed necessary by the President or a majority of the membership. Where in-person meetings are not possible, virtual meetings will be held and the membership will be notified.

All board meetings are open to the membership, except for executive sessions. Members who wish to speak at a Board meeting shall request to speak about an agenda item prior to the start of the meeting or they may ask a question at the end of the meeting. For virtual meetings, all members may access the meeting and may email comments or questions to a designated Board member before or during the meeting. These questions will be addressed at the end of the meeting.

QUORUM: Twenty (20) current voting members of SBWGA-18 shall constitute a quorum for General Meetings. Five (5) members of the Elected Board shall constitute a quorum for conducting business at their meetings. Where an in-person meeting is not possible, business may be conducted via electronic means.

***ARTICLE VI - DUES:**

The annual dues of the Association shall be decided by the Elected Board, and shall be due in accordance with Standing Rules, Membership, 2. The fiscal year shall be January 1st through December 31.

*******ARTICLE VII - NOMINATIONS AND ELECTIONS:**

NOMINATIONS:

A. The current Elected Board will appoint a Nominating Committee (hereinafter referred to as the "Committee"). This Committee will be comprised of three league members who are not currently serving on the Elected Board. The Committee shall consist of a chair and two members. The Committee may serve for two years.

B. The Elected Board will identify upcoming vacancies and the required set of skills for those positions. Assistants will have first preference for nomination to the position they have assisted with. This information will be reviewed with the Committee.

C. The Committee should and must work closely with the Elected Board members, as their primary function is to build, evaluate, and sustain the Board. Effective collaboration ensures that the Committee's recruitment and development efforts align with the league's needs.

D. Before an official invitation is extended to any potential candidate(s), recommendations will be presented to the Elected Board for a final discussion, ensuring consensus. The Elected Board and Committee should endeavor to complete this process at the July Board meeting.

E. The Committee's recruitment process shall include meeting(s) between the current officer and the potential candidate for that position. This process will take place July through September, with the Committee's final report presented at the September Board meeting.

F. The Committee's report will be posted no later than three weeks prior to the November General Meeting.

E. Any member may nominate any other member by filing a written notice of such nomination with the President, together with the nominee's written consent, at least two weeks prior to the election meeting. These nominations will be posted with the Committee's slate and placed on the ballot.

F. Nominations may not be made from the floor at the time of the elections.

ELECTIONS:

A. Officers shall be elected at the November General Meeting.

B. The membership present shall constitute a quorum for the purpose of electing officers. A

plurality of said quorum shall have the power to elect.

C. The election of officers shall be by ballot unless a single slate has been nominated. When a single slate is nominated, election by unanimous consent or acclamation is permitted.

D. Officers shall be installed and take office at the December General meeting.

*******ARTICLE VIII - AMENDMENTS:**

If a proposed Amendment to these By-Laws is minor, and that change does not significantly alter or impact the substance or meaning of the content, the Elected Board may approve said Amendment at a scheduled Board meeting without a vote of the General Membership. A minor change includes but is not limited to name changes, punctuation, and/or clarification. Otherwise, these By-Laws may be amended only at a General Meeting of the Association by a two-thirds (2/3) vote of the said quorum. All proposed amendments must be posted via email sent to the membership, on the SBWGA-18 bulletin board and the SBWGA-18 website thirty (30) days prior to the meeting. In the event that an in-person meeting is not possible, voting to approve changes to the By-Laws shall be done electronically. The total number of responses shall be compared to the number of "yes" votes for each amendment to determine if the two-thirds threshold has been met.

ARTICLE IX - ORDER OF PROCEDURE:

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***ARTICLE X - RULES:**

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To the fullest extent permitted by law, neither the Association nor its Officers, Directors and Agents shall be liable for any action or inaction made in good faith which the Association or its Officers, Directors and Agents reasonably believed to be within the scope of her duties.

*******ARTICLE XII – BUDGET AND FINANCES**

The Association's financial records shall be reviewed within sixty (60) days of the close of the fiscal year. This review shall be conducted by two (2) advisors residing in SaddleBrooke HOA#1 or HOA#2 who are not on the current elected SBWGA-18 Board, both of whom have financial backgrounds. This review shall consist of: 1) review of documentation for and approvals of significant transactions, (2) review of bank statements and reconciliations, and (3) review of documentation for membership and sponsorship income. The outgoing and newly elected treasurers shall be in attendance. A report of the review shall be made at the next general meeting.

Yearly, a line item in the budget must exist of uncommitted and unencumbered funds of at least one thousand (\$1,000) dollars for the un-budgeted expenses incurred during the current fiscal year and that line item must be carried forward to the next year.

*****ARTICLE XIII – DISSOLUTION OF THE ASSOCIATION**

A. If a majority of the Elected Board decides that it is necessary or advisable to dissolve the Association, it shall call a Special General Meeting of the Association. Members shall be given 30 days written notice via email, the SBWGA-18 bulletin board and SBWGA-18 website, detailing the purpose of the meeting. During the meeting the Board will explain the reason they are recommending dissolution and the timeline that the online vote for dissolution will take place. The board will conduct an online vote of the current voting members, allowing members two weeks to complete their vote. After the two-week period, the number of votes cast shall constitute a quorum. Should two-thirds of those voting members agree, the decision to dissolve the Association shall be acted upon.

B. If the decision passes, and after the payment of any outstanding financial obligations, the remaining funds will be refunded to the membership.

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*Adopted: November 1, 2020

**Proposal: November 5, 2022

**Adopted: December 6, 2022

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A. If a majority of the Elected Board decides that it is necessary or advisable to dissolve the Association, it shall call a Special General Meeting of the Association. Members shall be given 30 days written notice via email, the SBWGA-18 bulletin board and SBWGA-18 website, detailing the purpose of the meeting. During the meeting the Board will explain the reason they are recommending dissolution and the timeline that the online vote for dissolution will take place. The board will conduct an online vote of the current voting members, allowing members two weeks to complete their vote. After the two-week period, the number of votes cast shall constitute a quorum. Should two-thirds of those voting members agree, the decision to dissolve the Association shall be acted upon.

B. If the decision passes, and after the payment of any outstanding financial obligations, the remaining funds will be refunded to the membership.

Revision History

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SBWGA-18 BY-LAWS

ARTICLE I - NAME:

The name of this Association shall be the SaddleBrooke Women's Golf Association. The official abbreviation shall be SBWGA-18.

ARTICLE II - PURPOSE:

The objective of this association is to organize women golfers of SaddleBrooke and to promote and conserve the best interest and true spirit of the game of golf.

***ARTICLE III - MEMBERSHIP:**

SBWGA-18 membership is open to any woman resident or renter residing in SaddleBrooke HOA#1 or HOA#2 (provided the reciprocal agreements are still in effect). A renter member is required to have a valid renter card issued by HOA#1 or HOA#2. Special Membership may be offered to current or former members upon application to the SBWGA-18.

*******ARTICLE IV - OFFICERS:**

The elected officers of this Association shall be President, Vice President, Secretary, Treasurer, Tuesday Play Day Chair, Special Tournament Chair, Handicap Chair and Membership Chair. Each officer will be elected for one year only. With the exception of the President and Vice President, each officer may seek nomination for additional consecutive one-year terms in the same office. These officers shall form the Elected Board.

To fill an unexpired term, an officer may be elected by the current Elected Board members at any of its meetings.

In the event that the entire Elected Board resigns collectively, the SaddleBrooke One Pro Shop will assume responsibility for running weekly Tuesday Play Day games and will convene an Advisory Committee-Interim Executive Board for the purpose of nominating a new slate of officers and conducting an election of new officers in a timely manner.

***DUTIES OF OFFICERS:**

PRESIDENT: The President shall preside at all meetings of the Association and the Elected Board, and shall be an ex-officio member of all committees, except the Nominating Committee. She shall appoint standing chairs, as she deems necessary. She will be a recognized signature on all SBWGA-18 financial accounts.

***VICE PRESIDENT:** The Vice President shall perform the duties of the President in the absence of the President or at her request, and perform any other duties required by the President. She shall assume the office of the President in the event of a vacancy. She will be nominated for the office of President the following year. The Vice President is responsible for the safe keeping of

the President's Medallion and the mold of said medallion. She is also responsible for the reservations and menus for the monthly meetings. The Vice President shall oversee the SBWGA-18 website and Association communications.

SECRETARY: The Secretary shall keep a correct and current record of all meetings of the Association and of the Elected Board.

TREASURER: The Treasurer shall keep full, accurate and current records of all funds received and deposit them in the name of the Association in a depository approved by the Elected Board. The treasurer will disburse funds as directed by that Board. She shall prepare the annual budget for submission and approval by the current board. The Treasurer will participate in appointing an Assistant with the understanding that the assistant may be a nominee for this office the year following the elected Chair's final year of office.

TUESDAY PLAY DAY CHAIR: This person shall be responsible for all regular weekly tournaments of the Association. The elected Chair will participate in appointing an Assistant with the understanding that the assistant may be a nominee for this office the year following the elected Chair's final year of office.

SPECIAL TOURNAMENT CHAIR: This person shall have the responsibility to fill the chair positions for the Major and Special tournaments of the Association. The elected Chair will participate in appointing an Assistant with the understanding that the assistant may become a nominee for this office the year following the elected Chair's final year of office.

*******HANDICAP CHAIR:** The Handicap Chair shall follow USGA and AZ Golf procedures and guidelines for handicapping each member including periodic review of posting history. The elected Chair will participate in appointing an Assistant with the understanding that the assistant may be a nominee for this office the year following the elected Chair's final year of office.

MEMBERSHIP CHAIR: The Membership Chair shall contact each prospective member, and establish her eligibility for membership. She shall advise all elected officers of the current Elected Board of each new member. She shall introduce new members at General Meetings. *The elected Chair will participate in appointing an Assistant* with the understanding that the assistant may be a nominee for this office the year following the elected Chair's final year of office.

All officers upon retiring from office, shall deliver all funds, accounts, records, papers and properties of the Association to their successor and shall submit recommendations, if any, at that time. All officers shall perform other duties as prescribed.

***ARTICLE V - MEETINGS:**

The President will determine meetings of the Elected Board. General Meetings will be held on the first Tuesday of a month designated by the Board or when deemed necessary by the President or a majority of the membership. Where in-person meetings are not possible, virtual meetings will be held and the membership will be notified.

All board meetings are open to the membership, except for executive sessions. Members who wish to speak at a Board meeting shall request to speak about an agenda item prior to the start of the meeting or they may ask a question at the end of the meeting. For virtual meetings, all members may access the meeting and may email comments or questions to a designated Board member before or during the meeting. These questions will be addressed at the end of the meeting.

QUORUM: Twenty (20) current voting members of SBWGA-18 shall constitute a quorum for General Meetings. Five (5) members of the Elected Board shall constitute a quorum for conducting business at their meetings. Where an in-person meeting is not possible, business may be conducted via electronic means.

***ARTICLE VI - DUES:**

The annual dues of the Association shall be decided by the Elected Board, and shall be due in accordance with Standing Rules, Membership, 2. The fiscal year shall be January 1st through December 31.

*******ARTICLE VII - NOMINATIONS AND ELECTIONS:**

NOMINATIONS:

A. The current Elected Board will appoint a Nominating Committee (hereinafter referred to as the "Committee"). This Committee will be comprised of three league members who are not currently serving on the Elected Board. The Committee shall consist of a chair and two members. The Committee may serve for two years.

B. The Elected Board will identify upcoming vacancies and the required set of skills for those positions. Assistants will have first preference for nomination to the position they have assisted with. This information will be reviewed with the Committee.

C. The Committee should and must work closely with the Elected Board members, as their primary function is to build, evaluate, and sustain the Board. Effective collaboration ensures that the Committee's recruitment and development efforts align with the league's needs.

D. Before an official invitation is extended to any potential candidate(s), recommendations will be presented to the Elected Board for a final discussion, ensuring consensus. The Elected Board and Committee should endeavor to complete this process at the July Board meeting.

E. The Committee's recruitment process shall include meeting(s) between the current officer and the potential candidate for that position. This process will take place July through September, with the Committee's final report presented at the September Board meeting.

F. The Committee's report will be posted no later than three weeks prior to the November General Meeting.

E. Any member may nominate any other member by filing a written notice of such nomination with the President, together with the nominee's written consent, at least two weeks prior to the election meeting. These nominations will be posted with the Committee's slate and placed on the ballot.

F. Nominations may not be made from the floor at the time of the elections.

ELECTIONS:

A. Officers shall be elected at the November General Meeting.

B. The membership present shall constitute a quorum for the purpose of electing officers. A

plurality of said quorum shall have the power to elect.

C. The election of officers shall be by ballot unless a single slate has been nominated. When a single slate is nominated, election by unanimous consent or acclamation is permitted.

D. Officers shall be installed and take office at the December General meeting.

*******ARTICLE VIII - AMENDMENTS:**

If a proposed Amendment to these By-Laws is minor, and that change does not significantly alter or impact the substance or meaning of the content, the Elected Board may approve said Amendment at a scheduled Board meeting without a vote of the General Membership. A minor change includes but is not limited to name changes, punctuation, and/or clarification. Otherwise, these By-Laws may be amended only at a General Meeting of the Association by a two-thirds (2/3) vote of the said quorum. All proposed amendments must be posted via email sent to the membership, on the SBWGA-18 bulletin board and the SBWGA-18 website thirty (30) days prior to the meeting. In the event that an in-person meeting is not possible, voting to approve changes to the By-Laws shall be done electronically. The total number of responses shall be compared to the number of "yes" votes for each amendment to determine if the two-thirds threshold has been met.

ARTICLE IX - ORDER OF PROCEDURE:

Robert's Rules of Order shall govern the Association on all particulars not herein provided.

***ARTICLE X - RULES:**

All competition shall be played in accordance with the current USGA Rules of Golf and World Handicap System or as modified by local rules.

A. Guests playing in a given tournament of the Association must have an established, verifiable, current USGA Handicap.

B. The establishment of standing rules is the responsibility of the current Board.

ARTICLE XI – LIABILITY

To the fullest extent permitted by law, neither the Association nor its Officers, Directors and Agents shall be liable for any action or inaction made in good faith which the Association or its Officers, Directors and Agents reasonably believed to be within the scope of her duties.

*******ARTICLE XII – BUDGET AND FINANCES**

The Association's financial records shall be reviewed within sixty (60) days of the close of the fiscal year. This review shall be conducted by two (2) advisors residing in SaddleBrooke HOA#1 or HOA#2 who are not on the current elected SBWGA-18 Board, both of whom have financial backgrounds. This review shall consist of: 1) review of documentation for and approvals of significant transactions, (2) review of bank statements and reconciliations, and (3) review of documentation for membership and sponsorship income. The outgoing and newly elected treasurers shall be in attendance. A report of the review shall be made at the next general meeting.

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