

Appendix B

SUN CITY  
WOMEN'S GOLF ASSOCIATION  
18 - HOLE DIVISIONS  
BY-LAWS

**SUN CITY WOMEN'S 18-HOLE GOLF  
DIVISIONS  
BY-LAWS**

**ARTICLE I - NAME AND MEMBERSHIP**

- SECTION 1 - A division shall be a women's 18-hole golf club duly organized in connection with a Sun City golf course (excluding private country clubs and executive courses) and a member of the Sun City Women's Golf Association (SCWGA).
- SECTION 2 - The women's golf divisions shall be essentially separate and independently operating organizations.
- SECTION 3 - A division membership is limited to holders of valid Recreation Center of Sun City cards and Non-Resident Annual Golf Pass. (Revised 4/16)
- SECTION 4 - Membership dues shall be fixed by each division. All divisions shall collect dues at their discretion.
- SECTION 5 - Restrictions:
- A member having established a handicap for and participated in a 9-hole or 18-hole group cannot change from one group to the other without submitting an application for the change to the handicap chairman. Such change shall stand for the remainder of the season. No member of the 18-hole group may compete in the 9-hole group's competition and no 9-hole member may compete in the 18-hole group's competition with the exception of the SCWGA Open (see Polices & Procedures (P&P) section IV Tournaments) Individual Divisions must have SCWGA Board approval of appeals to AWGA for restricted handicap being lifted. (Revised 4/16)

**ARTICLE II - PRIVILEGES**

All members in good standing have the privilege to:

- SECTION 1 - Attend Division membership meetings and cast one vote on all matters coming before the meeting, and attend the division's board meetings, exercising no vote.
- SECTION 2 - Participate in the golfing and social events of the division.
- SECTION 3 - Inspect the records of her division.
- SECTION 4 - Receive a bi-monthly playing handicap calculated under the USGA rules by a USGA approved agency. (Revised 4/16)
- SECTION 5 - Petition the division president in the form of a written request, for action by the board or the membership on an issue. (Revised 4/16)
- SECTION 6 - Have the right to appeal to the membership of the division at the first meeting following expulsion or suspension by the board. If dissatisfied with the action at the division level, she may appeal to the SCWGA's governing body.

### ARTICLE III - DIVISION MEETINGS

- SECTION 1 - Division board meetings may be held monthly at such hour and place as selected by the president. Scheduled membership meetings should be (1) the election meeting and (2) the annual meeting and installation of officers.
- SECTION 2 - There shall be a minimum of four (4) regularly scheduled membership meetings annually.
- SECTION 3 - A special meeting of the division and board of directors of the division may be called by the president as she deems necessary or may be called upon written request signed by (a) one-third of the board members or (b) one-tenth of the division membership.
- SECTION 4 - One-fourth or more of the total division membership shall constitute a quorum of the division, and a majority vote of those present shall be sufficient to determine any matter and transact any business except amendments to the by-laws.
- SECTION 5 - A quorum of the board of directors of each division shall be one more than one-half its number excluding the president. All Board Members or their delegate with the exception of the president is eligible to vote (one vote each). If a board member serves on more than one board, they can only exercise one vote. (Revised 4/16)
- SECTION 6 - Notices may be by bulletin board, by a telephone committee, or electronically.

### ARTICLE IV - DIVISION ELECTIVE OFFICERS

Elective officers should be a president, first vice president, second vice president (optional), secretary, and treasurer.

- SECTION 1 - The nominating committee should secure one or more candidates for each office and post the slate of nominees on the division bulletin board for a period of time covering two women's competition days.
- SECTION 2 - Nominations may be made from the floor at the general meeting with the prior consent of the nominee.
- SECTION 3 - Their nomination and election should be held at an annual membership meeting in the fall.
- SECTION 4 - The elected officers should be installed in a membership meeting and assume their duties at the first meeting of the ensuing year.
- SECTION 5 - No officer should serve for more than two consecutive terms in the same office. Any exception to this section of the by-laws can be made with approval of that Division's general membership. (Revised 4/16)
- SECTION 6 - A member appointed to fill a vacancy in an elective office should have the approval of the membership.

## ARTICLE V - DUTIES OF DIVISION OFFICERS AND CHAIRMEN

All officers and committee chairmen shall perform their duties as specified in the by-laws and should deliver to their successors all materials pertaining to their offices within ten days prior to the beginning of the calendar year. They shall serve without compensation.

### SECTION 1- PRESIDENT:

- A. Preside at all meetings of the division and the board of directors and in general perform the duties incident to this office.
- B. Appoint chairmen of all special committees she may deem necessary. All committee chairmen shall be members of the board of directors with the exception of the nominating committee and the auditing committee.
- C. Be an ex-officio member of all committees except nominating and auditing.
- D. Make an annual report to the division at the annual meeting.

### SECTION 2 - FIRST VICE PRESIDENT:

- A. Assist the president in executing the duties of her office.
- B. Assume the duties of the president in her absence and assume the presidency in case of resignation or death of the president.

### SECTION 3 - SECOND VICE PRESIDENT:

- A. Assume the duties of the first vice president as necessary.
- B. Assist the president on any committee deemed necessary.

### SECTION 4 - SECRETARY:

- A. Record the proceedings of the division and the board of directors' meetings and conduct the correspondence of the division as directed by the president.
- B. Properly record amendments to the by-laws.
- C. Preserve all records for a minimum of three (3) years plus the current year. (Revised 4/16)

### SECTION 5 - TREASURER:

- A. Be custodian of the division's funds and pay all bills.
- B. Keep an accurate record of receipts and pay bills promptly.
- C. Give a comprehensive report at each board and business meeting of the division.
- D. Close the books no later than fifteen (15) days prior to the close of the calendar year and submit them to the auditing committee.
- E. Submit a written report, properly audited, to the incoming president for board approval.
- F. Preserve all financial records for a period of three (3) years plus the current year. (Revise 4/16)
- G. Be bonded if income exceeds \$5,000.00

## SECTION 6 - COMMITTEES:

- A. Membership chairman should be responsible for a current membership file.
- B. Chairmen of all committees should keep an up-to-date information file on the duties and responsibilities of their offices and pass this file on to their successors.
- C. A nominating committee and an auditing committee of two persons each should be Volunteers appointed and approved at the fall membership meeting. No officer should serve on auditing committee.
- D. Team play captains are Volunteers appointed by the First Vice President of each division, and their duties are in accordance with the rules and regulations set by their committee.

## ARTICLE VI - DIVISION BOARD OF DIRECTORS

SECTION 1 - The board of directors shall consist of the elective or assistant officers and the chairmen of all standing committees. The past president shall be a non-voting member.

SECTION 2 - Their duties should be those of general supervision and management of the division. They should:

- A. Review and approve each president's program.
- B. Have the power to suspend or expel any member for behavior that is contrary to the highest moral and sportsmanlike principles.
  - 1. A letter shall be submitted to the member requesting her presence at the next division board meeting.
  - 2. The decision of the division board shall be rendered in writing to the member in question.

## ARTICLE VII - RULES AND AMENDMENTS

SECTION 1 - The division shall comply with all rules and regulations of the Recreation Centers of Sun City, Inc.

SECTION 2 - Roberts Revised Rules of Order shall govern this organization in all cases to which they are applicable (and in which they are not inconsistent with these by-laws.)

SECTION 3 - Amendments to these by-laws may be made at any special or regular meeting of the divisions by a two-thirds vote of those present, provided written notice has been posted on the divisions' bulletin boards for a period of ten days prior to the meeting.

The division presidents shall report the results at an SCWGA meeting. If four divisions approve the amendment, the amendment stands.

Date of first by-laws - 1974

Revised - 1978, 1986, 1989, 1993, 1994, 1999, 2002, 2010, 2013, 2016