

SUN CITY WOMEN'S 18-HOLE GOLF **DIVISION WILLOWCREEK**

BY-LAWS **LAST REVISED 2/1/2022**

ARTICLE 1 - 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 a member of the Sun City Women's Golf Association (SCWGA).

SECTION 2 - Women's Golf Divisions shall be essentially separate and independently operating organizations.

SECTION 3 — A Division's membership shall consist of members in good standing of WCWGA 18 hole league in Sun City.

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 the 9-hole or 18-Hole group, cannot change from one group to the other without submitting an application to 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.

ARTICLE II - PRIVILEGES

It is the privilege of members in good standing to:

- 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.
- Participate in the golfing and social events of the Division.
- Inspect the records of her Division.
- Receive a playing handicap on the first (1st) and fifteenth (15th) of each month, calculated under the USGA rules by a USGA approved agency.
- Petition the Division President in the form of a written request, signed by a quorum of the Membership, for action by the Board or the Membership on an issue.
- 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 Governing Body.

- Amendment

Social members-Dues are \$12.00 per year, which entitles Members to a Willowcreek Directory and they will be included in all emails relating to members and all membership meetings. They will not be voting members.

ARTICLE III - DIVISION MEETING

SECTION 1 - There shall be a minimum of four (4) regularly scheduled membership meetings annually: FEBRUARY MEMBERSHIP MEETING, SPRING LUNCHEON, ELECTION MEETING AND CHRISTMAS LUNCHEON. The President will call additional division meetings as necessary.

SECTION 2 - A special meeting of the Division may be called upon written request signed by (a) one-third (1/3) of the Board members or (b) one-tenth (1/10) of the Division membership.

SECTION 3 - One-fourth (1/4) 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. A quorum of the Board of Directors of each Division shall be one (1) more than one-half (1/2) its number excluding the President.

SECTION 4 - Notices may be by bulletin board, telephone, website and or e-mails.

ARTICLE IV - DIVISION ELECTIVE OFFICERS

Elective officers shall be the President, 1st Vice President, 2nd Vice President (optional), Secretary, and Treasurer.

SECTION 1 - The nominating committee shall 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 (2) 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 nominations and election should be held at an annual membership meeting in November.

SECTION 43) - The elected officers should be installed in December and assume their duties January 1st.

SECTION 5 - No officer should serve for more than two (2) consecutive (1 year) terms in the same office. with the exception that the Treasurer may serve three (3) consecutive (1 year) terms. Any other exception to this section of the by-laws may be made with the approval of the Division general membership.

SECTION 6 - A member appointed to fill a vacancy in an elective office shall have the approval of the Executive Board.

ARTICLE V - DUTIES OF DIVISION OFFICERS & CHAIRMEN

All officers and committee chairmen shall perform their duties as specified by the By-Laws and should deliver to their successors all materials pertaining to their office within ten (10) days prior to the beginning of the calendar year. They shall serve without compensation.

SECTION 1 - PRESIDENT

- Preside at all meetings of the Division and the Board of Directors and in general perform the duties incident to this office.
- Appoint Chairmen of all special committees she may deem necessary. All Committee Chairmen shall be members of the Board of Directors.
- Be, ex-officio, a member of all committees except Nominating and Auditing. e Make an annual report to the Division at the annual meeting.

SECTION 2 - 1ST VICE PRESIDENT

- Assist the President in executing the duties of her office.
- Assume the duties of the President in her absence and assume the Presidency in case of resignation or death of the President.
- Select Committee Chairmen for the following year.
- Establish meeting dates for the following year.

SECTION 3 - 2ND VICE PRESIDENT (optional)

- Assume the duties of the 1st Vice President as necessary.
- Assist the President on any committee deemed necessary.
- Do weekly pairings and deliver them to the Pro shop no later than afternoon on Wednesday

SECTION 4 - SECRETARY

- Record the proceedings of the Division and Board of Directors meetings and conduct the correspondence of the Division as directed by the President.
- Properly record amendments to the By-Laws.
- Preserve all records for a minimum of four (3) years plus the current year.

SECTION 5 – TREASURER

- Be custodian of the division's funds and pay all bills.
- Keep an accurate record of receipts and pay bills promptly.
Give a comprehensive report at each Board and Business meeting of the Division.
- Close the books no later than fifteen (15) days prior to the close of the calendar year
- Submit a written report, properly audited to the incoming President for Board approval.
- Preserve all financial records for the four (4) years plus the current year.

SECTION 6 - COMMITTEES

- Membership Chairman (Treasurer) should be responsible for current membership file.
- Chairmen of all committees should keep an up-to-date information file on the duties and responsibilities of their office and pass this file on to their successors.
- An Auditing Committee of 3 persons and a Nominating Committee of at least 2 persons shall be appointed. No elected officer may serve on the Auditing Committee.
- Team Play Captains are appointed by the President-Elect of each Division and their duties are in accordance to 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 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:

- Review and approve each President's program.
- Have the power to suspend or expel any member for behavior that is contrary to the highest moral and sportsmanlike principles.
- A letter shall be submitted to the member requesting her presence at the next Division Board meeting.
- 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 Recreations 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 Division by a two-thirds (2/3) vote of those present, provided written notice has been posted on the Divisions' Bulletin Boards for a period often (10) 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.

SECTION 4 - In case of a natural disaster, pandemic or governing body-imposed regulations, temporary changes in some articles contained herein by be substituted. Electronic voting may be permitted in place of in person voting. The number and/or conditions for meetings may be reduced.

Date of first By-Law 1974

Revised 1978	Revised 2002	Revised 2017
Revised 1986	Revised 2006	Revised 2020
Revised 1993	Revised 2011	Revised 2022
Revised 1994	Revised 2012	
Revised 1999	Revised 2014	