

BYLAWS OF SAHUARO WOMEN'S GOLF ASSOCIATION

ARTICLE 1: BOARD OF DIRECTORS AND DUTIES

The Board of Directors is made up of the President, Vice-President, Secretary, Treasurer, Tournament Chairperson, and the appointed Handicap Chairperson.

Section 1 – The PRESIDENT shall preside at all meetings of the association. She shall be an ex officio member of all committees except the nominating committee. She shall appoint all standing and special committees with the approval of the Board of Directors. She shall have the authority to sign Association checks in the absence of the Treasurer. She shall have a minimum of two meetings of the Board of Directors during the year. She shall meet with the Board prior to first play day of the season. She shall lead a review of the Standing Rules with the Board and make any changes deemed necessary for the year.

Section 2 – The VICE PRESIDENT shall act as assistant to the President and in absence of the President shall preside at all meetings. She shall be the Chairperson of the Social Committee. She shall send event appropriate cards to members who are experiencing life difficulties (i.e., loss of a loved one, surgeries necessitating long term recoveries, etc.), and present them, when possible, for signatures from the membership at large.

Section 3 – The SECRETARY shall keep all records and proceedings of the club and the Board of Directors. She shall furnish a draft copy of the minutes to the Board within one week of the respective meeting. She shall be responsible for the correspondence of the club.

Section 4 – The TREASURER shall receive all moneys of the Association and disburse moneys belonging to the club at the direction of the Board of Directors. She shall be responsible for membership renewals and keep an accurate record of all paid members. She shall prepare a Budget for the year with the assistance of the Board of Directors. She shall keep an accounting of all receipts and disbursements and shall give a report at all regular Association meetings. The Treasurer and President's signature must be registered at the bank. Either may sign checks. Books shall be audited at the close of the fiscal year by a person designated by the President and turned over to the new Treasurer by June 30th.

Section 5 – The TOURNAMENT CHAIRPERSON shall plan the year’s schedule of weekly events with the approval of the Board of Directors. She shall keep a full record of the results of regular play days and all tournaments and confer with the manager of the golf course for scheduling tee times and other matters pertaining to play. The Tournament Chairperson along with Handicap and Rules Chairpersons shall post type of play, eligibility, and special rules for all major tournaments.

Section 6 – The HANDICAP CHAIRPERSON shall follow all procedures established by the GHIN Handicap System. She shall comply with the USGA Handicap Manual, shall maintain the integrity of AZGolf, and shall assist all members with any aspect of the Handicap system. She shall provide Internet Posting rules/directions.

ARTICLE 2: MEETINGS

Section 1 – General Meetings shall be held as determined by the Board of Directors. A quorum is necessary for the transaction of business. A quorum shall consist of one third (1/3) of the membership.

Section 2 – Special meetings may be called by the President and/or Board of Directors by giving three (3) days’ notice to all members stating the business to be transacted.

Section 3 – Minutes of meetings shall be emailed to members.

ARTICLE 3: DUES

Annual Dues for renewable memberships are payable on line after membership/renewal window opens or directly to the Treasurer and include AZGolf Fees. There will be no dues refunds after the first play day unless the board approves due to special circumstances.

ARTICLE 4: MEMBERSHIPS

Section 1 – Members shall have paid their full annual dues upon acceptance to be in good standing and eligible for competition.

Section 2 – Prospective Members WITH a Handicap may apply for membership on line. The Handicap Chairperson will coordinate verification of prospective member’s handicap index. Handicap Chairperson will notify Board Members and members of new member acceptance.

Section 3 – Prospective Members WITHOUT a handicap must present the Handicap Chairperson with five (5) or more signed, attested and dated score cards from a USGA rated 18-hole golf course. To meet requirements, a maximum of 36 course Handicap is acceptable. Upon completion of the required

rounds and approval by the Handicap Chairperson, she registers and pays her fees on line.

Section 4 – Handicap Chairperson and President shall act as hostesses to welcome and inform new members of By-Laws, activities, and information.

Section 5 – All members must play five (5) official play days prior to the Club Championship and/or prior to the President’s Cup each season to be eligible for play in these events. Official play days are any regular play day. If canceled due to course closure or carts not being allowed, it will count as a day played for those who had signed up to play.

Section 6 – All members must abide by the USGA Rules of Golf and conduct themselves honorably. Failure to abide by the USGA Rules or displaying unbecoming or unsportsmanlike conduct will be subject to review by the Board of Directors. Membership may be revoked, or sanctions applied, as deemed appropriate.

ARTICLE 5: REPRESENTATIVES

Section 1 – STATE REPRESENTATIVE: Appointed by the President to represent her club in all matters pertaining to its membership in AZGolf. She shall be responsible for all communications between her club and AZGolf (except billing and handicap). She shall be responsible for conducting the State Medallion Tournament for the club and reporting results to - AZGolf Office. She is responsible for updates to the AZGolf Officer Information and SWGA/AZGolf web site.

Section 2 – SOUTHERN DISTRICT REPRESENTATIVE: Appointed by the President to represent her club at all Southern District meetings. She shall inform members of all Southern District business and tournaments. She shall conduct the Telegraph and Del Sud tournaments. She must be a member of Southern District. Section 3 – CITY WOMEN’S GOLF ASSOCIATION REPRESENTATIVE: Appointed by the President to represent the club if there are sufficient numbers and interest to form a team. The CWGA representative shall be an active CWGA member or an elected CWGA Board Member. The team captain shall be selected by the Club’s CWGA members.

ARTICLE 6: NOMINATIONS AND ELECTIONS

Section 1 – Nominating Committee shall consist of three (3) members who are appointed by the President with approval of the Board of Directors for the purpose of selecting a slate of officers for the coming year. Said slate is posted two (2) weeks prior to the Spring meeting. Officers shall be elected at

the Spring meeting by a majority of members present. Term begins June 1st.

Section 2 – Nominations may be made from the floor provided nominees are present and/or have given their consent.

Section 3 – Elections shall be by ballot, except when there is but one nominee, then a voice vote is allowed. Majority present elects.

Section 4 – Terms of office shall be one (1) year.

Section 5 – Vacancies will be filled by the President and approved by the Board of Directors.

ARTICLE 7: BYLAWS REVIEWS AND REVISIONS

Section 1 – Amendments may be made by members provided notice of the proposed amendments have been emailed to all current members no less than two weeks before voting. “Roberts Rules of Order Revised Edition” will govern procedure. Amendments to Bylaws will become effective when passed.

Section 2 – The Board of Directors shall have a complete review of the Bylaws annually. Revisions will be emailed to all current members no less than two (2) weeks prior to voting. Revisions of Bylaws require review by the total membership. Voting will be done either by attending the general meeting or by proxy through email.

Revised 10/23/24