

**GRANDVIEW MEN'S GOLF CLUB  
BYLAWS**



**ARTICLE I - GENERAL**

**Section A:** The name of the organization shall be GRANDVIEW MEN'S GOLF CLUB.

**Section B:** The purpose of the organization shall be to provide competitive and social golfing events at Grandview Golf Course for the men of Sun City West, Arizona.

**Section C:** These bylaws will fully comply with the Recreation Centers of Sun City West, Inc., Articles of Incorporation, Association Bylaws, and 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 Centers' document shall prevail.

**Section D:** This Chartered Club shall be operated as a nonprofit organization in accordance with applicable Arizona and Internal Revenue Tax Exempt Codes, and the Association's Bylaws.

**ARTICLE II - MEMBERSHIP**

**Section A:** Membership shall be open to all members in good standing of the Recreation Centers.

**Section B:** There shall be no other precondition for membership, nor will members be required to join any national, state, or regionally affiliated organization.

**Section C:** Guest Privileges are specified in the Rules, Regulations and Procedures, Chapter 3, Article II.

Non-Recreation Card Holders may not be given more privileges than a Recreation Card Holder.

Members may bring guests to play as long as the following conditions are met:

1. Member is in good standing with the Grandview Men's Golf club.
2. Member is in good standing with the Recreation Centers.
3. Member shall abide by the Recreation Centers Club rules covering guest privileges.
4. Member may invite as a guest, a Recreation Card Holder a maximum of three (3) times during a calendar year before said guest may be required to join the club.
5. A Non-Recreation Card holder may be invited as a guest three times or less.

**Section D:** The amount of dues for each member will be determined annually on the recommendations of the club board and approved by a majority vote of the club members attending the meeting after a quorum has been established.

Quorum is the minimum attendance at a club membership meeting necessary to conduct elections, to approve bylaws, to approve budgets or to conduct other club business that requires a vote. A quorum shall be ten (10) percent of the club membership. However, a quorum requirement cannot be less than 20 members or more than 100 members

Annual dues shall be paid on or before December 15th of each year to keep continuation of previous year's handicap. If not paid by December 15th a reinstatement fee will be collected.

All members in good standing shall be entitled to:

Attend meetings of the membership and exercise one (1) vote on all matters coming before the meeting and be eligible to vote for nominees in the election of officers.

Participate in golf and social events sponsored by the Club. It is understood that all members of the club desiring to participate in Men's Day competition may occasionally be unable to be accommodated. The available daylight hours may not permit the scheduling of everyone.

Inspect the records kept by the Club at any reasonable time.

Those who do join the AGA will receive a bimonthly playing handicap calculated under U.S.G.A. regulations (AGA Handicap). Members with an AGA Handicap are eligible to participate in handicap regulated events.

Receive a copy of the Bylaws upon request.

**Section E – Maintaining a Club Charter:**

- A. Chartered Clubs must meet a membership participation rate of 75% as measured by monthly CR-4 (Monthly Participation Report) and annual CR-15 (Membership Report).
  - 1. Membership participation is the action of taking part in club activities.
  - 2. 75% of a clubs' membership must have participated in club activities at least once within annual membership period.
  - 3. Clubs are responsible for recording individual member participation.
- B. A Club Charter is dependent on club membership, membership participation and longevity of existing Club Charter.

**Section F:** Each club member is responsible for monitoring at club facilities per club bylaws.

**Section G:** The club board initiates periodic (at least annual) reviews of club membership to ensure all its members are valid Recreation Card Holders.

**Section H:** Disciplinary action may be taken on Club Members or their guests who threaten the safety of themselves or others, are abusive, blatantly create turmoil, disruption, or cause dissension among club members, clubs, or the Association in general may have their club membership temporarily suspended (up to two (2) weeks) by the club.

**IMPORTANT:** All disciplinary actions must be approved by the Club Board (majority vote 51%), member notified within 5 business days of infraction, documented in club records including CR-16 (scwclubs.com) and copies forwarded to the Recreation Activities Manager and Chartered Clubs Committee Chair.

- 1. Verbal warning to member from the Club President and a Board Member sharing details of incident and violation.
- 2. Written warning from the Club Board documenting details of incident and violation.

3. Written notice from the Club Board of temporary club suspension (maximum of two (2) weeks).
  - a. Member may appeal a suspension with written notice to the Club Board, Recreation Activities Manager, and Chartered Clubs Committee Chair.
  - b. Appeal will pause suspension until ruling, member rights and privileges continue until ruling complete.
  - c. Appeal is heard at a scheduled meeting with Recreation Activities Manager, Chartered Clubs Committee Chair & other individuals approved by the Recreation Activities Manager
    1. Member in question and Club President or presiding officer shall present their case.
    2. Ruling will be made based on majority consensus
    3. Recreation Activities Manager will forward appeal ruling to Club Board and Member.
4. Member may appeal ruling by written notice to the Recreation Activities Manager requesting a hearing with the Governing Board. Request is forwarded to the General Manager. Further disciplinary action requests by a Club Board shall be forwarded to the General Manager by the Recreation Activities Manager with a copy of the disciplinary actions to date.
  - a. General Manager may suspend a member up to sixty (60) days.
  - b. Club termination may be recommended by the General Manager to the Governing Board.
  - c. Severe cases of adverse Club Member behavior may be cause for suspension of Association membership rights and privileges (i.e., suspension of the RCSCW Recreation Card).
5. Any suspension or termination of club membership or Association rights and privileges may be recommended to the Governing Board by the General Manager following the same Process of Revocation procedures as described in RR&Ps Chapter 2, Article VII, C after completion of procedures listed above.

**NOTE:** Infractions addressed and corrected immediately do not require further action or documentation. Infractions which result in county or legal involvement (i.e., physical altercation) will move directly to the General Manager for recommendation to the Governing Board.

**IMPORTANT:** Membership Policy Statement M02 Suspension of Membership, 3.2.1:

Failing to attend the hearing or informing the Governing Board that the person will not attend, shall be considered an expression of "no contest" by the person. In such an event, the Governing Board may accept all reports and testimony as true.

### **ARTICLE III -Officers**

**Section A:** The Club Board shall consist of (at a minimum) four (4) Officers, a President, a Vice President, a Secretary and a Treasurer.

It is recommended that the Club Board consist of seven (7) members of the Grandview Men's Club in good standing. Those Officers who are voted on by the membership have voting privileges. An Officer appointed by the Club Board will not have voting privileges.

**Section B:** Newly elected or appointed officers within fourteen (14) business days of taking office, shall attest that they have read and understand the Association's Rules, Regulations & Procedures for Chartered Clubs by signing the Form CR-5 (New Club Officers Rules, Regulations and Procedures for Chartered Clubs Affirmation Report) and forwarding it to the office of the Recreation Activities Manager.

**Section C:** The club board shall be elected by a majority vote of those present at the club's annual membership election meeting after a quorum is established. The elected officers shall serve without compensation. An officer normally may not serve as an independent contractor. (RR&Ps, Chapter 4, Article VI, L)

The newly elected officers will elect the President, Vice President, Secretary and Treasurer at the December monthly meeting following the annual election of club officers.

Any member of the Grandview Men's Golf Club in good standing is eligible to be elected as an officer. Officers are to be elected using a printed ballot.

**Section D:** The Treasurer is responsible for submitting CR15, Membership Report to the Recreation Activities Manager by February 1 of each year.

**Section E:** Terms of offices and responsibilities of Officers:

Elected Officers shall serve a term of three (3) years unless deemed otherwise in accordance with the Association RR&P's. Officers will assume office at the regular monthly meeting of the Club Board in December following the annual election.

Appointed officers will take office in December at the recommendation of the new Board.

The Officers shall perform the usual duties required by their respective positions and shall perform such other duties as may be assigned by the Club Board.

The President shall be the chief elected Officer of the Club. He shall:

1. Be responsible to the Club Board for his acts and shall have no authority to bind the Club except as he is authorized by the Board.
2. Preside at all meetings of the Club Board and all meetings of the general membership.
3. Appoint all committees except the nominating committee.
4. Serve as representative of the Club on the Sun City West Golf Council.
5. Serve as representative at any official club function.

The Vice President shall discharge the duties of the President in the event of his incapacity or absence and perform other assigned club activities or duties.

The Secretary shall:

- 1) Take, record and publish minutes of all meetings of the general membership and the Club Board.
- 2) Keep custody of all official documents of the club and retain copies of the minutes of the general membership and Club Board meetings for a minimum of three (3) years.
- 3) Be the official correspondent of the Club.
- 4) Post notices and /or notify the membership of all meetings as required by these bylaws.
- 5) Preside at meetings in the absence of the President or Vice President.

The Treasurer shall be custodian of all funds:

- 1) Maintain adequate records of all finances retaining them for a period of seven (7) years prior to current year.
- 2) Make all necessary reports as required by the Club Board and by state and federal governments.
- 3) Make expenditures when authorized by the Club Board.
- 4) Verify all bills incurred by a member of the Club Board or chairperson of a committee before payment.
- 5) Disbursements shall be made by check.
- 6) Transfer all funds from and to the checking account of the Club shall be at the discretion of the Club Board. The checking account shall be placed in a local firm insured by the FDIC.
- 7) The Treasurer is required to submit Form CR7 (Annual Financial Statement) to the office of the Recreation Activities Manager by February 1 for preceding calendar year ending December 31.

Section F: Other (e.g., vacancies in office)

Vacancies occurring on the elected Club Board may be filled by the Club Board. The appointee is to complete the term and this member may be nominated for election to a subsequent term.

Section G: Impeachment: To impeach an officer or fill a vacancy Robert's Rules of Order must be followed. If impeachment is successful, the election of a new officer must follow immediately. (The procedure is available from the Recreation Activities Manager).

Section H: It is the responsibility of the club president to pass the Rules, Regulations and Procedures book on to their successor.

## **Article IV - Meetings**

**Section A: Frequency of Meetings:** There will be a general membership meeting conducted during each quarter of the calendar year. The fourth quarterly meeting will be designated as the Club Board election meeting.

Election of new officers shall be on the first Wednesday in November, or any Wednesday near that day if the first Wednesday is not feasible. This will occur at the discretion of the board and may be designated as a special meeting. The election will be held at Grandview Golf Course.

Club Board meetings will be held monthly normally on the second Tuesday of the month. The time and date will be set by the president. Meetings will be suspended for July and August.

**Section B: Provisions for Calling and Recording Meetings:** Written notice of meetings shall be posted on the bulletin board at the Grandview Golf Club fourteen (14) days before the date of the meeting. The notice shall contain the purpose of the meeting. The secretary will record minutes to document all business sessions and will be approved by the president. Minutes, as well as other pertinent administrative records, will be retained for a period of three (3) years. Minutes should be available to the membership before the next general membership meeting.

Special meetings and meetings for grievance or reasonable cause may be called by ten percent (10%) of the members in good standing. A fourteen (14) day notice must be given to all members if a special meeting is called.

**Notice of special meetings of the Club Board.** The club secretary shall notify the officers of all special meetings and the purpose of same at least three (3) days prior to the meeting.

### **Section C: Voting and Quorum Requirements:**

- 1) Club Board Meetings - A quorum is a simple majority of the board.
- 2) Membership Meetings - A quorum is the minimum attendance at a club membership meeting necessary to conduct elections, to approve bylaws, to approve budgets or to conduct other club business. There can be no proxy votes. The required majority must be of those present at a meeting specifically called for such purpose. A simple majority is required for all issues except bylaws. To approve bylaws requires a 2/3 majority. A quorum shall be ten percent (10%) of the club membership, however, a quorum requirement cannot be less than 20 members. A club could have in excess of 100 at a meeting, but the top requirement limit is 100. The election of Officers, bylaws, and other contentious issues must be by ballot. Other votes taken may be visual.

- 3) Voting may be done in person, by paper ballot or generally accepted other technologically assisted solutions and retained in club records.
- 4) Refer to Robert's Rules of Order for assistance in parliamentary procedures. Please note that stated bylaw provisions take precedence over Robert's Rules, i.e., anything not stated in the Club Bylaws shall be referred to Robert's Rules for parliamentary rule.

It shall be the duty of the Club Board to appoint a member in good standing as chairman of the election committee not less than sixty (60) days prior to the annual election. That member will select three members to form the nominating committee. Each shall be a member of the Grandview Men's Golf Club in good standing and not a voting member of the Club Board.

The Nominating Committee shall post a slate of candidates on the bulletin board at Grandview Golf Course at least one (1) month prior to the election.

#### **Article V -Financial**

**Section A:** Financial records shall be retained for a period of seven (7) years (prior to current year).

**Section B:** No extraordinary expenses shall be incurred by an officer or officers of the club, for any purpose, in excess of fifty \$50 without approval of officers present at a duly called Officers meeting. All expenditures in excess of \$50, whether by check or otherwise, shall contain the signature of an authorized officer. Two or more officers must be on record with the bank. (Only expenditures of \$25 or less can be paid by petty cash.) (RR & P's Chapter 4, Article V, B, 4.)

**Section C:** No club member shall receive any 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 previously approved by the Recreation Center Activity Manager.

**Section D:** Financial records must be audited on a yearly basis 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 meeting. A copy will be provided to the office of the Recreation Activities Manager.

**Section E:** Club Advertising: Any commercial advertising or flyers of club activities must be in compliance with Association policies.

**Section F:** Contracts: Any contracts for instructors will be handled in compliance with Chapter 4, Article VI of RR&P's. Each contract must be renewed on a yearly basis and a copy of each sent to the Recreation Activities Manager for approval.

**Section G:** Treasurers responsibility- The Treasurer is required to submit Form CR-7 (Annual Financial Statement) to the office of the Recreation Activities Manager by February 1 for the preceding calendar year.

## **Article VI - Committees**

Section A: Committees and/or chairpersons may be elected by the general membership or appointed by the club board.

Section B: Permanent (standing) committees, at a minimum, will include Safety and Audit.

### **Safety Committee:**

A Safety Committee of not less than two (2) Club members in good standing shall be appointed each year by the Club Board to be on the alert for any hazardous or unsafe conditions on Grandview Golf Course or its environs. Any such unsafe conditions will promptly be reported to the proper responsible individual for prompt resolutions.

### **Audit Committee:**

The Audit Committee, appointed each year by the Club Board will remain in force until relieved by the next incoming Club Board.

### **New Member Committee:**

A New Member Committee of not less than two (2) Club members in good standing shall be appointed to meet with new residents of Sun City West, Arizona who wish to join the Grandview Men's Golf Club. They will assist prospective new members in joining the Club, explaining to them the Rules and Regulations of the club. The New Member Committee will meet with all prospective new members as needed.

### **Additional responsibilities appointed by the President:**

- |                           |                         |
|---------------------------|-------------------------|
| 1) Greens and Maintenance | 6) AGA Delegate         |
| 2) Handicap/Rules         | 7) Bylaws               |
| 3) Membership             | 8) Web Page             |
| 4) Tournaments            | 9) Monitor              |
| 5) Social                 | 10) Monitor Coordinator |

## **Article VII -Amendments**

To amend the bylaws of this club requires a two-thirds vote of the membership present at a meeting specifically called for such purpose, a quorum being present. Procedures for filing amendment(s) are as follows:

- 1) The Recreation Centers' Recreation Activities Manager shall review the proposed amendments prior to submittal to the club membership.
- 2) Proposed amendments shall be well publicized to the membership one (1) month prior to the vote. All amendments must be voted upon and approved by a quorum of the membership.
- 3) A complete revised set of the club's bylaws will be submitted to the Recreation Centers' Recreation Activities Manager for final review. The amended bylaws require the approval of the Recreation Centers' General Manager prior to implementation. The results and date of the membership vote should be duly noted on the submittal document.



**ARTICLE VIII – Dissolution**

Prior to club dissolution (after all debts are satisfied) all property and assets shall be turned over to the Recreation Centers.

  
\_\_\_\_\_  
Roger Teel, President

3/11/2021  
Date

APPROVED:

  
\_\_\_\_\_  
William Schwind, General Manager

3-8-21  
Date