

SaddleBrooke Men's Golf Association Bylaws

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ARTICLE I - NAME

This group shall be known as **THE SADDLEBROOKE MEN'S GOLF ASSOCIATION**, known hereafter as the **SMGA**, with offices located at 64500 E. SaddleBrooke Boulevard, Tucson, Arizona 85739.

ARTICLE II - PURPOSE

The purpose of this organization shall be to:

1. Promote the advancement of golf, friendly competition with other area clubs, fellowship, and good sportsmanship,
2. Provide advice, assistance, and recommendations on any and all golf matters to the respective key individuals via the SaddleBrooke HOA#1 Board of Directors.

ARTICLE III - MEMBERSHIP

Section I: Eligibility Those eligible for membership shall be **SADDLEBROOKE homeowners, renters and lot owners and have a SaddleBrooke One house account.**

Section II: Membership Categories There are two categories of membership:

Full Membership: Includes voting rights plus eligibility to participate in all association tournaments and activities. Only members who are homeowners or lot owners may be nominated for or elected to the Board of Directors.

Associate Membership: Associate members are non-voting members and participate only in the USGA Handicap program through the SMGA.

Any member may be dropped from membership by a two-thirds vote of the members present at any duly convened meeting of the SMGA, being so recommended by the Board of Directors, for any violation of the Bylaws or for conduct unbecoming of a member and contrary to the best interests of the SMGA. The Board of Directors shall have the authority to suspend a member. Within thirty days after notice to the member of his being dropped or suspended from membership, such member may file with the Secretary a written appeal to the Board of Directors in the event unknown or extenuating circumstances were not brought out at the time the member was expelled or suspended. No member shall be in good standing if under an order of expulsion or be he delinquent in payment of dues unless the Board of Directors has extended a grace period. The membership of such member shall be forfeited and all rights and privileges thereof terminated.

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Section III: Tournament Eligibility

Only full SMGA members are eligible to participate in Association-sponsored tournaments and activities. In order to be eligible to play in the Club Championship, Super Senior Championship, Match Play Tournament, Presidents Cup and/or The Annual Member Guest Tournament a full member must have paid his dues and have an established USGA handicap index (USGA Handicap System Section 10.2i requires a minimum of 5 posted scores to establish an index) prior to the cutoff date of the major event as determined by each tournament committee.

ARTICLE IV - MEETINGS

Section I: There shall be an **Annual Meeting** of the voting membership of the SMGA in the month of December. The members shall elect a Board of Directors and conduct other business as appropriate. All business will be conducted in accordance with Article V, Section III of these Bylaws.

Section II: Business meetings of the Association will be scheduled in the months of February, April, and September of each year. In addition, there shall be a special business meeting held in the month of November of each year for the purpose of the nomination of candidates for the Board of Directors' election to be held on the date of the annual meeting in December. The date, time, and location of each meeting will be communicated by email and posted on the SMGA bulletin board.

Section III: A **quorum** shall consist of 10% of the current Full Membership for transaction of business.

Section IV: A **special meeting** of the Full Membership may be called at the discretion of the SMGA Board of Directors. The scheduling of any special meeting will require a five-day email or written notice to all members advising of the date, time, location, and purpose of the meeting.

ARTICLE V - DIRECTORS

Section I: The Board of Directors of the SMGA is responsible for the management of the Association's business.

Section II: The authorized **number** of Directors shall be nine (9). Election of Directors shall be conducted on the date of the annual meeting of the membership of the SMGA.

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Section III: Directors shall be elected for a **term** of two (2) years. At least three (3) Directors shall be elected each year. No person shall hold an elective office for more than three (3) successive terms.

Section IV: The newly elected Directors, and those Directors who will remain on the Board for the coming year, shall, within ten (10) days after the date of the annual meeting, hold an **organizational meeting** for the purpose of electing officers for the coming year. All officers shall be elected from the membership of the Board of Directors. The Board of Directors shall complete the transition so as to be prepared to assume all duties not later than January 1st following their election to office.

Section V: A **quorum** of the Board of Directors shall be six (6).

ARTICLE VI - BOARD OF DIRECTORS

Section I: The Directors shall serve in the following positions:

Officers: President, Vice-President, Secretary, and Treasurer

Committee Chairs: Tournament, Handicap, Rules, Membership, And Special Events

These individuals comprise the Board of Directors of the SMGA.

Section II: Officers shall be selected each year by the Board of Directors.

ARTICLE VII - NOMINATIONS AND ELECTIONS

Section I: At the September business meeting the President shall appoint, at least, one member to be the nominating committee and request nominations from the floor for, up to three (3) additional voting members to serve on the Nominating Committee. The Nominating Committee will consist of the appointed and the nominated members, not to exceed five (5) persons. The Nominating Committee will select their own Chairman. It will be the duty of this committee to select as many nominees for Director vacancies as they deem appropriate. Members of the Nominating Committee cannot nominate themselves for election to the Board. No member's name shall be placed on the ballot without his consent.

Section II: The Nominating Committee Chairman at the November special business meeting shall present the names of those selected. Immediately following, there shall be a call for nominations from the floor. No member's name shall be added to the ballot without his consent. At the conclusion of the nominating process the Nominating Committee will become the Election Committee.

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Section III: The Election Committee will hold an election at the December annual meeting. The Election Committee may prepare ballots or have a voice vote as they deem appropriate. Those members of the Board of Directors whose term of office does not expire will count the votes. Nominees receiving the most votes for vacancies on the Board of Directors shall be elected and their names announced prior to the conclusion of the annual meeting. The newly elected Directors shall assume office on January 1.

ARTICLE VIII - DUTIES OF OFFICERS and CHAIRMEN

Section I: President

The President shall preside at all meetings of the Association and the Board of Directors. He shall be an ex-officio member of all committees except the Nominating Committee. He shall appoint, with the approval of the Board of Directors, the annual chairman of the Member-Guest tournament organizing committee. He shall have authority to appoint standing and special committees, parliamentarian, and auditor, as needed. He shall be authorized to sign checks in the absence of the Treasurer. The outgoing President shall act in an advisory capacity to the Board of Directors.

Section II: Vice-President

The Vice-President shall assume all the duties of the President in the President's absence.

Section III: Treasurer

The Treasurer shall have custody of all funds of the Association and shall authenticate and pay all bills. He shall keep an account of all receipts and expenditures. He shall submit a proposed annual budget to the Board of Directors. Also, he shall make a report to the Board of Directors monthly and a year-end report at the Annual Meeting in December.

Section IV: Secretary

The Secretary shall keep a record of all meetings of the general membership and of the Board of Directors. He shall conduct correspondence and issue notices as directed by the Board of Directors.

Section V: Handicap Chairman

The Handicap Chairman shall, in cooperation with the SaddleBrooke golf professional, keep accurate records of all Association member handicaps in accordance with the rules of the United States Golf Association as administered by the Arizona Golf Association.

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Section VI: Rules Chairman and Assistant Tournament Chairman

The Rules Chairman shall provide answers to all questions concerning the Rules of Golf. When there is a question or dispute that cannot be resolved by the Rules Chairman, it shall be referred to the Board of Directors, whose decision is final. The Chairman shall be responsible for acquainting members with changes in USGA Rules of Golf and local rules. This Committee shall also, together with the Membership Chairman, meet with members and acquaint them with the rules and etiquette of golf. As Assistant Tournament Chairman he will assist the Tournament Chairman in planning and implementing SMGA events.

Section VII: Membership Chairman

The Membership Chairman shall contact new residents for membership in the Men's Golf Association. He shall compile and maintain an up-to-date roster of all members and maintain the official membership list.

Section VIII: Tournament Chairman

The Tournament Chairman shall plan and submit a schedule of events for the year. The proposed schedule of events shall be posted on the SMGA website and SMGA bulletin board following the installation of the new Board of Directors. All scheduled events shall be under his supervision and direction. All records of such events will be kept in his files.

Section IX: Special Events Chairman

The Special Events Chairman shall be responsible for any activity not scheduled by the Tournament Chairman, i.e. liaison with other groups such as Home and Home with other clubs, women's groups, non-golfing activities or special assignments by the President. He will also serve as the official Board liaison to the Road Runner Classic Committee.

Section X: Vacancies

Vacancies in any office shall be filled by appointment by the Board of Directors. Such appointments shall be for the remainder of the vacated Director's term.

ARTICLE IX - BUDGET and FINANCES

Section I: The Board of Directors shall plan and execute an annual program for the Association and shall make an annual **budget** available to the Full Membership following the installation of the new Board of Directors. The **fiscal year** of this association shall end on December 31 of each year.

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Section II: The Board of Directors has the responsibility to establish **yearly dues**. These dues will include the Arizona Golf Association dues. Dues shall entitle a Full Member to participate in all golf events sponsored by SaddleBrooke Men's Golf Association, subject to eligibility set forth under ARTICLE XI - HANDICAPPING and ARTICLE III, Section III.

Section III: All members will pay **Annual Dues**. Dues for **new members** joining after the beginning of the membership year **will be prorated** in accordance with the prorating policy of the Arizona Golf Association.

Section IV: **Annual** Full and Associate membership dues are **payable December 1** of each year. They shall be **delinquent after December 15**. A "late fee" of \$10 shall be assessed any member who does not renew prior to December 15. No member shall participate in any SMGA activity after December 15 until such dues are paid in full.

Section V: Dues will comprise the **operating budget**. All other receipts shall go into the general account. Expenditures shall be the responsibility of the Board of Directors.

Section VI: An independent committee consisting of two members of the Board of Directors and one full member who is not a member of the Board of Directors shall conduct an annual review of the Treasurer's records within 60 days of the close of the fiscal year. A report of this review shall be made at the next regular membership meeting. The President shall choose the members of the committee.

ARTICLE X - HANDICAPPING

Section I: The **USGA Handicap Rules** as administered by Arizona Golf Association shall govern handicapping.

ARTICLE XI - AMENDMENT OF BYLAWS

Section I: The Bylaws of this Association **may be repealed, amended or new Bylaws adopted** at a regular meeting in accordance with the procedures set forth in Section II of this Article.

Section II: A **committee of three** (3) members shall be appointed by the President to study and recommend bylaw changes annually. Changes will be proposed by the Committee at any regular meeting and voted upon at the following meeting. A two-thirds (2/3) majority of the members present is required to change, delete or amend any Section of the existing bylaws.

Section III: Bylaw amendments **may also be proposed by any member** at any regular meeting, posted for at least 30 days and voted on at the following meeting.

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Section IV: Voting for instituting Bylaw changes shall commence thirty (30) days following posting of proposed Bylaw changes and will conclude at a specific date no later than thirty (30) days after commencement of voting. Paper ballots, email or a voice vote are an acceptable means of voting as determined by the Board of Directors.

ARTICLE XII - VOTING

Section I: Except as stated in Article XI, Amendment of Bylaws, a **simple majority** of the membership present, which must be a quorum, **at any duly called meeting** shall decide issues requiring a vote of the membership.

ARTICLE XIII - PARLIAMENTARY AUTHORITY

The rules contained in "Robert's Rules of Order Newly Revised" shall govern this organization in all cases to which they are applicable, and in which they are not inconsistent with these Bylaws.

ARTICLE XIV - LIABILITY

Section I: The Association shall **indemnify and hold harmless** each of its Officers and Directors and Agents from any and all liability that may be incurred by such Officer, Director or Agent. Such indemnity shall include judgments, fines, settlements, expenses, attorney fees, etc., and any other amounts actually expended and reasonably incurred in connection with any action or proceeding arising by reason of the fact that such person is or was an Officer/Director or Agent of this Association. Said indemnity shall insure to the benefit of the heirs and assignees of such person.

Section II: The Board of Directors is authorized to obtain and pay for such **liability insurance** as may be needed to insure and indemnify this Association, its Officers, Directors, and Agents and their heirs and assigns against any and all liability arising out of any activities of this Association by such persons.