SUN CITY WEST

CHARTERED CLUB BYLAWS

Pebblebrook Ladies 9ers Golf Club

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Document Change Control

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REVISION NUMBER	DESCRIBE CHANGE(S)	CHANGE DATE	CHANGE(S) MADE BY	DATE MEMBERSHIP APPROVED
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Chartered Club Bylaws

Article I - General

Section A - Name of Organization

Pebblebrook Ladies 9ers

Section B - Purpose of Organization

The purpose of this organization shall be to provide competitive and social golfing events at the Pebblebrook Golf Course

Section C – Compliance with Recreation Centers of Sun City West, Inc.

These bylaws will fully comply with the Recreation Center of Sun City West, Inc. (Recreation Centers, the Association), Articles of Incorporation, Association Bylaws, Rules, Regulations, and Procedures (RR&Ps) for Chartered Clubs. In the event of a conflict between these bylaws and the above-mentioned governing documents of the Recreation Centers, the Recreation Center's documents shall prevail.

Section D – Chartered Club Operation as a Non-Profit Organization

This Chartered Club shall be operated exclusively as a non-profit organization in accordance with applicable Arizona and Internal Revenue Service (IRS) Tax Exempt Codes, and Association Bylaws.

Article II – Membership

Section A – Membership

Membership shall be open to individuals in good standing with the Recreation Centers. Club membership is only open to those who possess a current Owner-Member Card, Associate Member Card or Tenant Activity Card (Recreation Card). Each Club Member has equal rights, responsibilities, and obligations.

Section B – Honorary and Lifetime Memberships

Honorary and Lifetime Memberships are not allowed in Chartered Clubs.

Section C – Membership Reporting

The Golf Form Golf Club Roster must contain each Club Member's name and Recreation Card number as of December 31 and is to be submitted to the Golf Operations by February 15 of the following year.

Section D – Membership Preconditions

There shall be no precondition for membership other than as defined in Article II – Membership, Section A – Membership, above, nor will Club Members be required to join any local, national, state, or regionally affiliated organization.

Section E – Recreation Card Holder Guest/Visitor Privileges

See the Rules, Regulations, and Procedures (RR&Ps) for the definition of a Guest/Visitor.

A Recreation Card Holder Guest/Visitor may attend a scheduled Club activity up to Three (3) times annually before they are required to join the Chartered Club.

Section F – Non-Recreation Card Holder Guest/Visitor Privileges

See the Rules, Regulations, and Procedures (RR&Ps p.21) for the definition of a Guest/Visitor

A Non-Recreation Card Holder Guest/Visitor must be always accompanied by a Club Member host when at Club facilities.

A Non-Recreation Card Holder Guest/Visitor may attend a scheduled Club activity up to Three (3) times annually when space is available. A Non-Recreation Card Holder Guest/Visitor is not eligible to become a Club member.

A Club Member may host up to Three (3) different Non-Recreation Card Holder Guest/Visitors annually.

Section G – Club Dues

The dues for each member will be determined annually on the recommendation of the Club Board and approved by a majority vote of the Club Members attending the meeting after a quorum has been established (see Article V – Meetings, Section G – Voting and Quorum Requirements on page 11).

Section H – Maintaining a Chartered Club

Chartered Clubs must meet membership and membership participation requirements of 50 members and submit an annual Club Roster Report.

A Club Charter is dependent on club membership, membership participation of existing Club Charter.

Article III – Code of Conduct

Section A - Member Conduct

Disciplinary action is necessary when members threaten the safety of themselves or others, are abusive, create turmoil, disruption, or dissension among Club members, Club, staff, or The Association in general.

The Club Board (majority vote of 51%) must initiate and approve all disciplinary actions, with the member being notified within five (5) business days of infraction. The infraction is to be documented in Club records by including a form Chartered Clubs Disciplinary Actions, with copies forwarded to the Golf Operations Manager and Chartered Clubs Committee Chairperson.

Refer to the RR&Ps for full disciplinary procedures.

Section B- SCW Dress Code

Refer to Recreation Center of Sun City West Golf Dress Code.

Article IV – Officers/Board

Section A – Club Officers

The Club board **must** consist of four officers: President, Vice President, Secretary, and Treasurer. Clubs may have additional Co-Officers and board members-at-Large as described in the RR&Ps.

Section B – Club Officer Election

The Club Board shall be elected by a majority vote of those present at the Club's annual membership meeting after a quorum is established (see Article V – Meetings, Section G – Voting and Quorum Requirements on page 11). The elected officers shall serve **without** compensation. If appointed by the Club Board to fill a vacancy, the appointee must be confirmed by a majority vote from the Club's board.

Section C – Club Officer Verification

Newly elected or appointed officers shall, within fourteen (14) days of taking office, attest that they have read and understand the Rules, Regulations, and Procedures (RR&Ps) for Chartered Clubs by signing the New Club Officers and Rules, Regulations, and Procedures for Chartered Clubs Affirmation Report) and forward it to the office of the Golf Operations manager.

Section D – Responsibility to Submit Annual Membership Report

The Treasurer shall submit the Annual Membership Report for the year that has just ended to Golf Operations Manager by February 15th of the following year.

Section E – Officer Duties/Responsibilities, Term Lengths, Term Limits, and Duties

Terms of office will be added to the Appendix.

Section F – Filling a Board Vacancy

Vacancies occurring on the elected Board of Directors may be filled by the Board of Directors. The appointment is to complete the term, and this member can be nominated or elected to a subsequent term.

Section G – Removal of Directors and Officers

Contact the Golf Operations Manager for information on this topic.

Section H – Officer Succession

It is the responsibility of the Club President to educate the incoming president on Club bylaws including the Rules, Regulations, and Procedures (RR&P's) information (which can be found online at www.scwclubs.com New Club Officers list on to their successor.

Article V – Meetings

Section A – Club General Membership Meeting Frequency and Openness

There will be a ***minimum of two (2) general membership meetings*** conducted each calendar year. One of these meetings should be designated as the election meeting. All General Membership Meetings are to be open meetings.

Section B – Club Business Currency and Board Meeting Openness

The Club's Board will meet as needed to ensure Club business is kept current and that Board Meetings are open.

Section C - Provisions for Calling and Recording Meetings

Minutes will be taken by the Secretary to document all business sessions and approved by the Club President.

Meeting Minutes should be available to Club membership prior to the subsequent General Membership Meeting.

Minutes, as well as pertinent administrative records, will be retained for a period of three (3) years.

Section D – Required Club Officers Meetings

Club officers (or their designated attendee) are required to attend Officers Meetings called by the Golf Operations Manager. The purpose of these meetings is to update policies, clarify procedures, and discuss mutual concerns.

Section E – Club Meeting Purpose

Membership meetings should not have as their primary purpose a social event.

Section F – Special Meetings

For a grievance or reasonable cause, Club membership must present a petition signed by at least ten (10) percent of the Club members to require the Board to call a Special Membership Meeting. The Club Board must acknowledge receipt of the petition within two (2) business days of receipt of the petition and schedule the special meeting and notify Club members of the date, topic, and venue of the special meeting within three (3) business days of receipt of the petition. The special meeting must be held within ten (10) days of receipt of the petition.

The Club Board may call a special Membership Meeting. The Club Board must schedule the meeting and notify Club members of the date, topic, and venue within two (2) business days after announcing the special meeting. The special meeting must be held within ten (10) days of the meeting announcement.

An officer of the Board may call for a special meeting of the Board.

Section G – Voting and Quorum Requirements

1. Club Board Meetings – A quorum is a simple majority of the Board.

2. Membership Meetings – Quorum Definitions

   A quorum is the minimum attendance at a Club membership meeting necessary to conduct elections, approve bylaws, approve budget, or conduct Club business.

   The required majority must be of those present at the meeting specifically called for such purpose.

   A simple majority is required for all issues except bylaws.

   To approve bylaws, a two-thirds (2/3) majority is required. A quorum shall be ten percent (10%) of the Club membership. However, a quorum for approving bylaws cannot be less than twenty-one (21) members. A Club could have an excess of one hundred (100) members at a meeting, but the top requirement is one hundred (100).

   Voting may be done in person (voice vote or show of hands), by paper ballot, or any generally accepted other technologically assisted solutions and retained in Club records. There will be no proxy votes.

   Reference Robert's Rules of Order for assistance in parliamentary provisions. Note that stated bylaws take precedence over Robert's Rules of Order (i.e., anything not stated in bylaws shall be referred to Robert's Rules of Order for parliamentary procedures).

   Electronic voting can be coordinated through Golf Operations Manager's office and is available for any club to use for elections.

Article VI – Financial

Section A – Financial Record Retention

Financial Records shall be retained for a period of seven (7) years prior to current year.

Section B – Spending Limits

The Club Board may authorize (a) the treasurer to disburse funds in support of Club activities in amounts not to exceed twenty-five percent (25%) of the club's highest monthly bank balance. Expenditures greater than twenty-five percent (25%) of club's highest monthly bank balance must be approved by a vote of the general membership. Other expenditures of $100 or less can be paid by petty cash. (Percentage of club's highest months bank balance.

Section C – Club Member Compensation

No member shall receive compensation or financial award from Club funds for contributions or service to the Club.

Section D – Financial Record Audits

Financial records must be audited annually 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 meetings. A copy will be provided to the office of the Recreation Manager.

Section E - Club Advertising

Any commercial advertising or flyers of Club activity must follow RR&Ps and Association policies.

Section F - Treasurer's Duties and Responsibilities

See Appendix

Article VII – Committees

Section A – Permanent (Standing) Committees

Permanent (standing) committees, at a minimum, will include a Safety, Audit, and Handicap Committee Chaired by The Board

Section B- AD-HOC Committees and/or Chairpersons

Committees and/or chairperson may be elected or appointed by the Club Board. Club Bylaws must state the election or appointment process to be used (see Article IV-Officers on page 9)

Section C - Safety Committee

The duties of the safety Chairperson/Committee are to ensure that the rooms or areas dedicated to activities are clear of hazards and if any are noted to advise Facility Supervisor.

Section D – Audit Committee/Chairperson Duties and Responsibilities

The Audit Chairperson/Committee (person(s) other than those elected to the Club Board) shall audit Club financial records on an annual basis. The results of the financials will be presented to the membership and recorded in applicable minutes of such meetings.

Section E – Handicap Committee; Ensures all handicaps are valid and scores are posted on a regular basis. The responsibility of the Handicap Committee is to investigate authentication of the handicaps, making sure scores are posted.

Article VIII – Amendments

Section A – Amending These Bylaws

Refer to Article V Sec. G.

Section B – Amendment Review Requirements

The Golf Operations Manager shall review the proposed amendments prior to the submittal to the Club membership.

Section C – Proposed Amendment Publication

Proposed amendments shall be publicized to the membership at least one (1) month prior to the vote. All amendments must be voted upon and approved by a quorum of the membership (see Article V – Meetings, Section G – Voting and Quorum Requirements on page 11).

Section D – Revised Bylaws Review Requirement

A completely revised set of the Club's bylaws will be submitted to the Golf Operations Manager for final review. The amended bylaws require the approval of General Manager prior to implementation. The results and dates of the membership vote shall be noted in the submitted document.

Article IX – Dissolution

Section A – Clubs with an IRS Tax Status Other than 501(c)(3)

Upon the dissolution of this Club, after paying or adequately providing for the debts and obligations of the Club, the remaining assets shall be turned over to the Recreation Centers.

Appendix A – Club Officer Role Descriptions

Terms of Board Officers is one (1) year.

President

- Set a time and place and preside at Board and General Membership meetings.
- Solicit and compile agenda for Board meetings.
- Create and appoint Chairs of needed action committees, and appoint members to fill Board, committee and coordinator vacancies.
- Correspond and communicate Club and fiscal business with the Rec Center, including room reservations and facility management issues.
- Communicate with members using the Club's email program.
- Attend mandatory facilities request submission day.
- Attend mandatory Rec Center club officer meetings.
- Review Secretary meeting minutes prior to publishing.
- Signatory on the bank account.
- Contribute to crafting and writing club policies and procedures.

Vice President

- Perform the duties of the President in their absence and/or succeed the President if they cannot complete the term.
- Lead Board meetings and organize agenda in absence of the President.
- Attend Board and General Membership meetings.
- Assist President in tasks as assigned.
- Attend mandatory Rec Center club officer meetings.
- Contribute to crafting and writing club policies and procedures.

Treasurer

- Receive and reconcile income and membership dues paid.
- Account monthly for club income and expenses using Quicken or similar financial software.
- Reconcile bank account monthly.
- Provide a financial report with income statement to the Club Board monthly.
- Provide membership forms received to membership chair and reconcile membership count vs income monthly.
- Attend mandatory Rec Center club officer meetings.
- Submit form Annual Financial Statement for the year just ended to the office of the Recreation Manager by February 15 of the current year.

- The Treasurer must close the books no later than December 31st and submit them to the Auditing Committee within thirty (30) days.
- Membership Chairperson for submittal to RCSCW monthly.
- Complete the Annual Membership Report and submit it to RCSCW annually.
- Report on the state of Club finances at Board and General Membership meetings.
- Maintain records for seven years.
- Signatory on the bank account.
- Contribute to crafting and writing Club policies and procedures.

Secretary

- Attend Board and General Membership meetings to record meeting minutes.
- Seek approval of Board meeting minutes from Board members.
- Seek approval of General Membership meeting minutes at General Membership meetings.
- Attend mandatory Rec Center club officer meetings.
- Maintain, track, and file all Club-pertinent communications for three years.
- Coordinate with respective Club Chairpersons and the Board for publicity of Club events.
- Contribute to crafting and writing Club policies and procedures. Update policy and procedure changes.

Board

The duties of the Board will be the general supervision and management of the Club.

the temporary absence of a Committee Chairperson, the assistant chairperson shall

assume those duties.

- **The specific duties of the Board shall be:**
- To approve the establishment of all standing and ad hoc committees.
- To approve appointments of the Chairpersons of all standing and ad hoc committees.
- To approve appointments to fill vacancies of Officers and Committee Chairs.
- To approve proposed expenditures of greater than seventy-five dollars ($75.00).
- To recommend annual membership dues for approval by the membership.
- To approve fees set by the tournament chairperson for scheduled competitive events.
- To consider and carry out appropriate disciplinary action for any member as may be required.
- To attend all Board and membership meetings and competitions.

Appendix B – Committees

Sunshine

Membership

Publicity

Tournaments

Website

Signatures

Karen Mah

Club President

3-18-26

Date

General Manager

6/5/2026

Date