

Sun City Summerlin Community Association, Inc. (SCSCAI)

OPERATING PROCEDURES
OF
SCSCAI MEN'S GOLF CLUB (18 HOLLERS)

ARTICLE I

Name and Purpose

Section 1.1 The name of the club shall be the SCSCAI Men's Golf Club, a subsidiary of the Sun City Summerlin Community Association, Inc (hereinafter referred to as the Club).

Section 1.2 The purpose of the Club shall be to promote the enjoyment of golf and good fellowship and other recreational activities for its members. The Club exists to benefit the members and shall operate as a non-profit organization, with all funds being used for Club purposes.

ARTICLE II

Authority and Limitations.

Section 11.1 The Club is organized and will operate in full compliance with the Chartered Clubs and Community Organizations Procedures Manual and Articles of Incorporation, By-Laws, and Rules and Regulations of the Sun City Summerlin Community Association, Inc (hereinafter referred to as the Association and/or SCSCAI).

Section 11.2 A quorum is required to conduct any club business. A quorum is defined by the Club to be 50 Club members.

Section 11.3 The Club shall not conduct business or obligate funds in the name of Sun City Summerlin.

ARTICLE III

Membership

Section 111.1 Membership shall be open to owners or residents holding a current Association card and who are in good standing with SCSCAI.

Section 111.2 Membership shall be voluntary. All disputes, allegations and misconduct will be brought before the Club Board for resolution. The President will have the responsibility to collect all relevant evidence. If necessary, a letter may be sent to the Club member to cease and desist their misconduct. The issue will be turned over to the Clubs and Community Organization Committee (CCOC) if the Club

member does not comply. The Club will not tolerate any misconduct unbecoming or detrimental to the welfare of the Club and/or members.

Section 111.3 Dues shall be \$115 per calendar year and may not be pro-rated. Any proposed change in the dues must be voted on and approved by a majority of the Club members provided the quorum requirement for conducting business has been met.

Section 111.4 Tournaments are open to all Club members in good standing. Guests sponsored by a member may play two times in each calendar year. Non-residents, over the age of 55 years, and holding an annual Sapphire membership may play in any game, skins, and CTP competitions. However, they will be excluded from club membership and holding club office and will have no club voting privileges.

ARTICLE IV

Meetings

Section IV.1 The Club officers shall meet monthly. Special meetings of the officers may be called at the discretion of the president. All meetings will be recorded, and the minutes made available for review by any members of the Club. All meetings will be open forum, except when deemed necessary by a majority of the Board to hold closed-door meetings.

Section IV.2 Meetings shall be conducted in accordance with Roberts' Rules of Order. The president can exercise his right to vote when the vote is by secret ballot or when his vote would affect the outcome.

Section IV.3 There will be at least two (2) annual business meetings scheduled per year - one in the Spring and one in December. The officers may, with a majority vote, opt to hold any additional business meetings as deemed necessary. All Club membership meetings must be published a minimum of 30 days prior to the meeting in the LINK magazine. All election meetings must be published a minimum of 60 days prior to the election date in the LINK magazine. All meeting notices must be submitted according to the LINK magazine deadline.

ARTICLE V

Organization

Section V.1 The voting officers of the Club shall be a president, vice-president, secretary, treasurer, handicap chairman, tournament chairman and special events chairman. Officers shall be elected each year. There may be additional tournament and special events co-chairs who are elected but are non-voting members. Other non-voting members of the board include a webmaster, rules coordinator, skins coordinator, SNGA representative and Sponsorship Chair.

Section V.2 In the absence of the president, the vice-president will automatically assume the duties. All other vacancies will be determined by a vote of the remaining officers.

Section V.3 The Club officers shall have the responsibility to propose such rules and regulations as

deemed desirable and consistent with the by-laws of SCSCAI and Clubs and Community Organizations Procedures Manual. All such proposals shall be approved by the membership at a business meeting of the Club.

Section V.4 The Club officers shall have the authority to propose and execute local rules as necessary for the betterment of the Clubs scheduled tournaments and play. These local rules will be vetted by the rules coordinator and the SNGA representative.

Section V.S Club officers are unpaid volunteers and cannot receive compensation in any form.

ARTICLE VI

Administration

Section VI.1 President: Shall preside over all Club meetings and shall be responsible for the administration of all Club business; shall coordinate for the following year all meeting rooms and venues prior to 30 September of the previous year; shall act as principal liaison between the Club and SCSCAI; shall appoint an audit and nominating committee and any other committee deemed necessary; shall act as ex-officio chairperson over all committees (except the nominating committee); and, shall insure the financial and administrative integrity of the Club; shall represent the Club on the Golf Oversight Committee. All records must be passed to the successor.

Section VI.2 Vice-president: Shall preside at all meetings in the absence of the president and shall perform other duties as may be assigned by the president. Shall conduct all correspondence to the membership relating to the Club with the approval of the president.

Section VI.3 Secretary: Shall keep all records, issue notices of all meetings and maintain minutes thereof; shall maintain a complete roster of members and provide this list with contact information to the vice-president; shall furnish SCSCAI various reports as required related to membership and provide a copy of any such correspondence to the president. The secretaries' records will be retained for three (3) years including Club minutes and passed to the successor.

Section VI.4 Treasurer: Shall receive all monies and pay all bills owed by the Club; shall keep an up-to-date ledger recording all financial statements; shall reconcile and retain all bank statements; shall prepare financial reports for monthly meetings for board approval; shall draft and present an annual budget for the following year to the board by 15 September; shall follow all requirements to the club treasurers record system as defined in the Procedures Manual. The treasurers records will be retained for a minimum of ten (10) years and passed on to the successor.

Section VI.S Other elected officers: Handicap Chairman: Shall maintain handicaps per the GHIN system; shall provide updated handicaps to the Tournament Chairman. Tournament Chairman: Shall schedule all events and determine the format of game; shall present proposed monthly games to the board for approval the month prior. Special Events Coordinator: Shall coordinate all aspects of special events during the year that do not include the Thursday events; shall present and update the board on upcoming events at each monthly meeting.

ARTICLE VII

Finances

Section VII.1 A minimum of two elected Club Officers' signatures shall be required on each check.

Section VII.2 Expenditures included in the budget do not need to be voted on unless they exceed the projected cost by more than 25%. Unbudgeted expenditures over \$500 must have the approval of the Club members in accordance with Club business procedures. The only exception is the annual payment to the Southern Nevada Golf Association (SNGA) for member's annual dues.

Section VII.3 The Club runs on a calendar year. The fiscal year for financial reporting purposes shall be the same as SCSCAI, July 1 through June 30.

Section VII.4 The Club officers shall prepare an annual budget to be presented to and approved by the Club membership at the December business meeting.

ARTICLE VIII

Elections

Section VIII.1 Elections shall be held in December and conducted at a Club business meeting. The nominated officers will be elected by show of hands. If there is more than one nominee for a position, the nominating committee chairman will conduct a closed, written ballot vote at the meeting.

Section VIII.2 Not less than 60 days prior to the election date, a nominating committee shall be appointed by the Club officers. The nominating committee may consist of one person or more. The nominating committee shall present a slate of nominations to the members at least 30 days prior to the election.

ARTICLE IX

Amendments

Section IX.1 Amendment proposals must be in writing and submitted to the Club officers. All proposals must be presented to the membership not less than 30 days prior to a vote of the membership at a business meeting of the Club.

Section IX.2 Written ballots are required.

Approved Dec 3, 2024

Signed: _____, President