

# SUN LAKES COTTONWOOD COUNTRY CLUB

## LADIES GOLF ASSOCIATION

Established August 1, 1980

### BYLAWS

#### ARTICLE I – NAME

The name of the organization is the Sun Lakes Cottonwood Country Club Ladies Golf Association, hereafter referred to as CLGA or Association.

#### ARTICLE II – PURPOSE

The purpose of this Association is to advance the interest of women's golf, provide organized golfing opportunities for women of all proficiency levels and in so doing promote courtesy, good will and sportsmanship among all the members.

#### ARTICLE III – MEMBERSHIP

##### Section 1 – Membership:

###### (a) Membership Availability

Membership shall be available to property owners or renters in residence of Sun Lakes Phases I, II, or III, with a current Sun Lakes Phase I, II, or III homeowner's or renter's card. If a member's status changes from homeowner to non-homeowner, or renter to non-renter in Phase I, II, or III during the fiscal year, her membership may continue until such time as she no longer resides in Phase I, II, or III or the end of the fiscal year is reached, whichever comes first.

###### (b) Membership Shall Include

- a. Membership in Arizona Golf Association
- b. Membership in USGA Handicapping System (GHIN)
- c. Participation in CLGA-sponsored events

##### Section 2 –Renewal of Dues Schedule:

Dues for renewing members are encouraged to be paid by December 1, but are due and payable before December 31 annually. Dues are effective for the calendar year from January 1 to December 31, to coincide with the Arizona Golf Association (AGA) calendar. CLGA dues are based on Early or Regular Renewal Registrations. Early Renewals in October may be rewarded with a discount per the Board of Directors. Regular Renewals occur in the months of November and December. When any current member does not complete renewal payment of dues by December 31st, she shall be dropped from the roster. Thereafter, she may be reinstated upon payment of designated dues and a reinstatement fee. Discounts and reinstatement fees are published in the CLGA Standing Rules.

### Section 3 - Voting Rights:

Each Member shall be entitled to one (1) vote on each matter submitted to a vote of the members.

### Section 4 - Regular Meetings:

Regular meeting of the members shall be held at the request of the President and/or Board of Directors.

### Section 5 - Special Meetings:

The President or any member of the Board of Directors may call special meetings. Special meetings may also be requested by members having voting rights, provided a signed document requesting said meeting is presented to the President and approved by the Board. The signed document will also include the topic or topics to be discussed with a summary of the purpose for the special meeting.

### Section 6 - Notification of Meetings:

Notification of the place, date, and time of member meeting shall be posted on the CLGA bulletin board and the website not less than ten (10) days before such meetings.

### Section 7 - Transacting Business:

In-Person Voting: The membership present comprises a quorum. If the quorum is met, a majority decides an issue.

On-Line Voting: 50% of the membership comprises a quorum. If the quorum is met, a majority decides an issue.

### Section 8 – Rules/Code of Conduct

Our organization is committed to fostering an inclusive, respectful, fair, and safe environment for everyone. This Code of Conduct outlines the standards we expect from our members, and the management of violations.

Rules/Scoring: Each CLGA player is responsible for the accuracy of her Hole-by-Hole scoring and for adhering to the CLGA rules, and USGA Rules of Golf.

Conduct: Each CLGA player is expected to act with integrity, to demonstrate respect for her fellow players (including guests, competitors and all Cottonwood and Palo Verde/Sun Lakes Home Owners Association 2 (SLHOA2) staff) create a positive environment, and to treat everyone with kindness and promote goodwill. Players are required to comply with responsible use of golf carts and equipment, controlling language, and consumption of alcoholic beverages in a responsible manner so as to not become impaired. Players should be knowledgeable regarding Chapter 4 – Code of Conduct of the SLHOA2, and any amendments thereto. Section 4.4, addresses rules for tobacco smoking and vaping in designated areas only and further provides that “*Smoking marijuana or other similar substances are prohibited on Association property.*” This Section may be updated as

needed to conform to the SLHOA2 Code of Conduct, but Members are responsible to be aware of and comply with the current SLHOA2 Code of Conduct whether it is properly stated herein or not.

Method to report an unresolved Violation of Rules, Scoring, or Conduct:

Submit Code of Conduct Report, found on the CLGA website under Forms and Tools.

Rules or Scoring Violations:

An unresolved Scoring or Rules violation discrepancy/challenge is to be reported to the Pro Shop personnel immediately following play. Pro Shop personnel will then alert the Tournament Chair, who will notify the Rules Chair if a rules violation is reported. Players involved in the unresolved challenge are responsible to not sign the end-of-round scorecard, and to report the matter to the CLGA Board, utilizing the Code of Conduct Report.

Conduct Violation:

Conduct violations will not be tolerated in CLGA. Any such case is to be reported to the CLGA Board immediately via the Code of Conduct Report.

Management of Violations Reported to CLGA Board:

- a) In the event of a Reported Rule or Scoring violation (reported via the Code of Conduct Report), the member will receive an explanation of the subject rule or challenged scoring from the Rules or Tournament Chair, as appropriate. A summary email from the appropriate Chair, documenting this session, will be sent to the member, copied to CLGA President, and retained along with the received Code of Conduct Report.
- b) In matters of a Conduct Violation, be it racism, harassment, bullying, discrimination or similar action, the League President will meet with the member, advising her of the reported violation, and will follow that discussion with a summary email, copy of which will be sent to the Board, and retained along with the received Code of Conduct Report.

Repeat Violation:

In the event of a reported repeat of a violation, the CLGA Board will meet to determine what action will be taken. The Action taken by the Board will be based on the severity of the violation.

Rules/Scoring Repeat Violation – Possible, but not limited to, Actions:

- a) Permission to continue to play with the League, but without eligibility to win prize money for a specified length of time.
- b) Suspension of playing with the League for a period of time.

Unresolved Conduct or Rules/Scoring Repeat Violations – Action:

In the event of repeated Conduct or Rules/Scoring Violations the member will be suspended from CLGA play until a review by the SLHOA2 Board of Directors has been conducted and a resulting action determined. The CLGA suspension will be in conjunction with, and dependent upon, the action taken by the SLHOA2 Board of Directors.

## ARTICLE IV - FISCAL YEAR AND DUES

### Section 1 - Fiscal Year:

The President will select one or more Auditor(s) who will audit the Association books at the end of the fiscal year, defined as July 1-June 30 for financial auditing purposes.

### Section 2- Annual Dues:

The Board of Directors shall determine the annual dues. Dues are predicated upon estimated operating expenses and current AGA fees. Annual dues shall be paid in advance of December 31 for the succeeding year (also see Article III, Section 2).

New members to the AGA system who join CLGA from October through December will not incur any additional dues or fees from AGA or CLGA for the balance of the current calendar year. The dues and fees paid during this timeframe will be included for the succeeding year.

## ARTICLE V. - OFFICERS AND BOARD OF DIRECTORS

### Section 1 - Board of Directors:

The affairs of the Association shall be conducted by a Board of Directors (also referred to as “the Board”) consisting of the elected officers and the chairpersons of the Tournament, Handicap, Communications and Rules committees, the Member at Large, AGA state representative and the CLGA Golf Committee Representative. All of these members of the Board shall be entitled to one vote. If any of these positions are combined, only one vote by the member holding more than one office will be allowed.

(a) The President, Treasurer, and other members appointed by the President shall prepare an annual Association Budget for review at the September Board meeting. Approval by the Board is to occur at the October Board meeting. The approved budget shall be posted on the bulletin board and on the Website for review by the voting membership prior to the first General Membership meeting in November.

(b) The Board of Directors may accept on behalf of the Association any contribution or gift.

(c) On dissolution of the Association, any funds remaining shall be distributed to a charitable, educational, scientific or philanthropic organization (s) selected by the Board of Directors as defined under Sections 501 (c)(3) and 509 (a), (1), (2), or (3) of the current Internal Revenue Code.

### Section 2 - Elected Officers:

The elected officers of this Association shall be a President, Vice-President, Secretary, and Treasurer. Except for the Treasurer, the elected officers shall serve a term of one year and shall not be eligible to the same Board position for more than two consecutive years. Treasurer shall serve for a term of two years and shall not be eligible to the same Board position for more than four consecutive years.

(a) The Officers of the Association shall be elected online by active members. Online voting will require identification of each member to ensure an accurate vote. The election of officers shall be held no later than April 15, allowing a two-week window for voting. Each Officer shall hold office until her successor assumes office at the general membership meeting in May. Each outgoing officer will have one or more fully informative transition meeting(s) with her successor prior to leaving office, or in the case of a seasonal resident, prior to leaving for the summer

(b) Any officer elected by the membership or appointed by the Board of Directors may be removed by the Board of Directors whenever, in its judgment, the best interest of the Association would be served.

(c) All elected officers must be in good standing with all requirements of membership and have no confirmed infractions under the Code of Conduct in order to continue as board members. Failure to meet this standard shall result in the ipso facto termination of their position. The remaining voting Board of Directors will appoint a new member to the open position(s), which may include appointing a current Board Member to a new position.

### Section 3 – Appointed Chairpersons:

The chairpersons of the Tournament, Handicap, Communications and Rules Committees, as well as representatives to the Sun Lakes HOA#2 Golf Committee, the AGA State Representative, and the Member at Large shall be appointed by the President. Chairperson for the Nominating Committee will be determined by members of that group.

### Section 4 - Liability:

The Board of Directors shall not be held liable, either individually or collectively, for any legal action directed toward the Association.

### Section 5 - Board Meetings:

Any elected Board member may call meetings of the Board of Directors. The President may invite other committee chairpersons as needed.

### Section 6 - Quorum:

A majority of the Board of Directors shall constitute a quorum for the transaction of business at any meeting of the Board.

### Section 7 - Vacancies:

Any vacancy occurring in the Board of Directors shall be filled by the Board of Directors. A member selected to fill a Board vacancy shall serve for the unexpired term of her predecessor.

### Section 8 - Ex Officio Officer:

The immediate past President of the Association, or a prior voting Board member, may be invited to serve as an ex-officio member of the Board of Directors and shall serve in an advisory

capacity. This in no way precludes the past President from serving as an officer or member of the Board of Directors.

## ARTICLE VI - DUTIES OF OFFICERS

### Section 1 - President:

The President shall be the Principal Officer of the Association and shall supervise all the business of the Association. She shall preside at all meetings of the members and of the Board of Directors.

### Section 2 - Vice-President:

In the absence of the President, the Vice-President shall perform the duties of the President. The Vice-President shall perform other duties assigned to her by the President and/or the Board of Directors. She shall select gifts for the out-going President, Most Improved Golfer, and Club Champion, as well as secure the facilities and set the menus for the luncheon meetings and patio parties.

### Section 3 – Secretary:

The Secretary shall record the minutes of the Board and General Membership meetings, and forward to the Communications Chair for posting on the website within seven (7) days of the meeting. She shall maintain current Standing Rules (separate from Association minutes) based on action taken in general or special membership meetings. She shall post on the CLGA bulletin board and arrange posting on the website any proposed changes to the Bylaws. She shall provide current copies of the ByLaws and Standing Rules to the Communications Chair for posting on the website. She shall perform all duties assigned to her by the President and/or the Board.

### Section 4 - Treasurer:

The Treasurer shall be custodian of all funds of the Association, receive and give receipts for monies due and payable to the Association from any source, and deposit all monies in the name of the Association in FDIC banks or other FDIC depositories as selected by the Board of Directors. All checks, drafts or orders for the payment of monies shall be signed by either the Treasurer or the President. Budget reviews will be presented for review at each General Membership Meeting. She shall prepare and present to the Board for discussion and approval a fiscal year budget for each budget category at the October Board meeting.

She must be familiar with Microsoft Excel wherein a check register is utilized to show all deposits and withdrawals from the Association's Bank account and reconcile the entries each month to the bank statements. Each check register line must be charged or credited to the appropriate budget category. She will maintain receipts/documents for each income and expenditure.

She shall prepare a financial report to the Board each month during the league year comparing actual fiscal year income and expenses for each budget category. She will also present a similar financial report to each general Membership meeting. She will ensure that a minimum of \$500 remains in the Association checking account at the end of the fiscal year (June 30).

At the end of her term, she (and the President) shall timely transfer all CLGA books and records, including digital records, to the incoming Treasurer and facilitate all banking transfers in a timely fashion to not impede the transition to the new Treasurer.

## ARTICLE VII - COMMITTEES

### Section 1 - Standing Committees & Special Events:

Standing Committees shall be Nominating, Membership, CAGD, Publicity, 50/50 Raffle, Birdies, Social and Ringers. The Board of Directors, as needed, may designate other committees. Special Events may include, but are not limited to, Member/Guest, PICO, Cotton/Verde, CLGA/Niners, Christmas Party and CMGA/CLGA Match Play. The President shall appoint the Chairpersons thereof.

### Section 2 - Nominating Committee:

The President shall appoint a Nominating Committee consisting of three (3) members. The Committee shall elect its Chairperson.

(a) The Committee shall select a slate of Officers from the general membership in preparation for on-line voting in April.

(b) The Chairperson shall arrange the posting of the slate of Officers at least three weeks prior to the April election.

### Section 3 - Term of Office:

Each Chairperson of a committee shall continue until she resigns as Chair, her successor is appointed, the committee terminated, the member is removed from the committee, or the member ceases to qualify as an Association member.

### Section 4 - Chairpersons:

Chairpersons shall maintain/keep current the book of all activities of her committee and be prepared to report at all Board Meetings.

### Section 5 - Vacancies:

Vacancies in the membership of any committee (other than Nominating) shall be filled by the Committee Chairperson. In the event of a vacancy on the Nominating Committee the Board of Directors shall appoint the new committee member.

### Section 6 - Committee Expenditures:

The Board of Directors must approve any expenditure that exceeds the allotted budget amount.

ARTICLE VIII - METHOD OF AMENDING

OR REPEALING THE BYLAWS

Bylaws may be amended or repealed by the voting membership. Any amendments to the Bylaws shall be binding on all members of this Association.

Amendments to these Bylaws may be proposed by the membership or by a resolution by the Board of Directors and presented to the regular membership via the website. The proposed amendment must be posted fifteen (15) days before voting by the membership, to allow consideration of the policy.

Voting on Amendments:

In-Person Voting: The membership present comprises a quorum. If the quorum is met, a majority decides the issue.

On-Line Voting: 50% of the membership comprises a quorum. If the quorum is met, a majority decides the issue.

ARTICLE IX- PARLIAMENTARY AUTHORITY

The Parliamentarian shall be appointed by the President before the beginning of the league year and will attend Board meetings, but will not be a voting member. The parliamentary authority of the Association shall be Robert's Rules of Order, Newly Revised, which shall govern situations not covered by the Association Bylaws.

Amended: February 20, 2014 – September 12, 2019 – May 8, 2020 – February 18, 2022  
February 16, 2024 – April 20, 2024 – January 9, 2025 – February 21, 2025 – November 6, 2025 –  
January 29, 2026