

SUN CITY ANTHEM COMMUNITY ASSOCIATION

REVERE MEN'S GOLF CLUB

BY-LAWS

Revised July 24, 2014

Approved By

Sun City Anthem Community Association, Inc.

Lifestyle Committee

August 15, 2014

SUN CITY ANTHEM COMMUNITY ASSOCIATION REVERE MEN'S GOLF CLUB BY-LAWS

ARTICLE I. GENERAL

Section A: Name of the Club

The name of this organization shall be "Revere Men's Golf Club" (RMGC). Hereinafter referred to as the "Club".

Section B: Club Purpose

The purpose of the Club shall be to organize, support and convey the member's interest in golf competition.

Section C: Authority

The Club shall be operated under the authority and control of the Sun City Anthem Community Association, Inc. (Association) in accordance with applicable statutes and the Association's Governing Documents.

Section D: Compliance

These by-laws fully comply with the Association's Governing Documents, and the Chartered Club Guidelines and Rules (CCG&R's). In the event of a conflict between these by-laws and the Governing Documents or CCG&R's, the latter will prevail. Future changes to the CCG&R's shall be incorporated by reference as set forth herein.

Section E: Safety

All accidents on any golf course during a Club event shall be reported first to the pro-shop and then to a Club Board member who in turn will report the accident to the Activities Department of the Association.

ARTICLE II. MEMBERSHIP

Section A: Membership

Membership is open without discrimination to any occupant of a Sun City Anthem home who holds a valid Association Activity card. There shall be neither precondition for membership nor the requirement for subsequent membership in an affiliated national, state, or regional organization. Any such affiliation would be optional on the part of the individual club member.

Any Club member in good standing shall be entitled to present legislation, vote, or voice an opinion at any regular or special meeting of the Club membership, and to participate in all Club events upon compliance with the adopted rules or regulations stated in these by-laws. A Club

member in good standing is herein defined as a Club member who is current in their financial obligation to the Club.

The Club Board of Directors may suspend a member for the following reasons:

- The member is in arrears of their financial obligations to the Club and or Association.
- The member has engaged in conduct, which in the sole judgment of the Board is injurious to the Club and or the Club members.

The process to be followed is contained in Article II, Section C.

Section B: Guest Policy:

Eligible residents and non-eligible guests may be extended privileges as long as they meet the or CCG&R's and Rules of the Association, and only if tee times are available.

Resident Guests are permitted to attend functions a maximum of two (2) times per year, and must then become members in order to continue enjoying benefits.

Non-Eligible Guests do not qualify for membership, must be accompanied by a member at all times, and not attend more than two (2) functions per year. Such guests may be charged a fee.

Section C: Suspension, Expulsion, Recall

1. The relevant sections of the CCG&R's & Rules of the Association apply to disciplinary actions.
2. The Club Board recognizes that grievance issues involve confidential matters. It will take every step to insure the confidentiality of the grievance process
3. A grievance may be brought by any Club member about another for activities allegedly detrimental to the Club. These may ultimately warrant warnings, suspension or expulsion. Such activities may include, but are not limited to, excessive disruptive behavior; physical violence; abusive or obscene language or gesture; sexual harassment; unauthorized use of Club equipment; damage to fixtures and/or equipment; or, action in violation of these By-Laws.
4. Such a grievance should be brought within 30 days and must be submitted with particulars, in writing, to any Club Officer or Director and forwarded to the Club President. Grievance details will include the name of the party or parties involved and a complete description of the alleged incident or activity. If the grievant is unwilling to make a written grievance because of personal concerns, the Club Officer should document the grievance in writing with details about the action taken. [See CCG&R's 2.10.M, (Club Files) for retention requirements.]
5. Within 14 days of receipt of a written grievance, the Club President will consult with the Club Board to determine action on the grievance. If the grievance includes a Club Director, then that member will be excluded from the review. If the Club Board determines the grievance does not create the need for a Club Inquiry, a Club Officer will advise the grievant, documenting the decision in writing with details about the action taken and reporting the same to the Club's Lifestyle Committee Liaison along with all documentation.
6. If the Club Board finds the nature of the grievance requires further investigation, it will, in writing, notify the member(s) involved of an informal Club Inquiry. Notice will include all

pertinent details of the allegations. The Club Board may appoint one or more uninvolved members-at-large to assist in the investigation of the grievance and be a part of the Club Inquiry.

7. After the Club Inquiry is completed and reported to the Club Board, the Board may dismiss the grievance, advise the involved parties of that decision, and make a written record of the findings; or, it may request an appearance of the parties involved before the Club Board for a closed Hearing. The Lifestyle Committee Liaison will be notified in writing, with detail, about the decision for a hearing. Any written material used by the club as documentation of the charges must be provided to the affected member at least ten (10) days before the hearing.
8. The Hearing will:
 - a. Be scheduled within 14 days, with immediate written and verbal notice to all parties of interest and witnesses. Only members of the Club Board will represent the Club and be involved in a decision. The hearing will be scheduled to accommodate the schedules of those who need to appear.
 - b. Include an agenda for evidence from both sides and independent witnesses, allowing sufficient time for participant testimony and review of documents.
 - c. Result in written findings of fact by the Club Board within 72 hours, including a recommendation for disposition of the grievance. The report will be sent to the Club's Lifestyle Committee Liaison with copies of all written documents used at the hearing. Any recommendation for suspension, expulsion or recall will include this statement to the member: "This decision will be reviewed by the Lifestyle Committee unless you notify the Club Board in writing of your acceptance of this decision. Your failure to appear, after notice, at the scheduled Lifestyle review will be viewed as acceptance of the club's recommendation.
9. The recommendation for disposition will be one of the following:
 - a. Dismissal of grievance: If the hearing finds no reasonable justification for the grievance, it will be dismissed.
 - b. If the Board determines the grievance does not create the need for a Club Inquiry, a Club Officer should so advise the grievant, document the decision in writing with details about the action taken and report same to the Club's Lifestyle Committee Liaison along with all documentation.
 - c. Warning: If the hearing finds complete or partial justification of the grievance, the Club Board will issue a written warning and caution that any future disciplinary issues may result in suspension or expulsion. If within one year of a written warning, there is no further conduct of a similar nature by the member, the written record will be destroyed.
 - d. Suspension: If the hearing finds that the circumstances require a suspension of the member's Club participation, the Club Board can recommend suspension for a period ranging from one month to a year. During suspension, the member may not participate in Club functions, have access to dedicated club rooms, or attend club meetings. Lifestyle Committee approval is required in accordance with CCG&R's 2.1.E.

- e. Expulsion: If the hearing finds the proven circumstances egregious enough to recommend expulsion, the Board may so recommend. However, the Club is aware that approval of such a recommendation by the Lifestyle Committee will receive the most careful scrutiny before such approval. Upon review, the Lifestyle Committee may recommend a lesser sanction. After 2 years, the expelled member may seek to rejoin with the approval of the Club Board.
 - f. The affected member may, at any time, forgo the appeal procedure and accept the Board's recommendation. This can be by written notice of acceptance to the Lifestyle Committee or by failure to appear at the subsequent Lifestyle Committee review.
10. Officer or Director Recalls for cause (including such activities as listed in the first paragraph of this Section) follow the same procedure above.

Section D: Dues

The annual dues are established at a range of \$35 - \$60 annually, as determined by the Board. Next year's dues are payable by January 1 each year. The deadline each year for renewal of dues is January 1. Members not paid up by this date will be removed from the member roster. They may rejoin after January 1. The Board may require the payment of a reinstatement fee for any member who had been dropped. Annual membership dues shall include the cost to obtain and maintain a USGA Handicap Index®. Dues are non-refundable. Dues for new members paid after November 1 of each year are for the remainder of the current year and for the subsequent year.

ARTICLE III. OFFICERS and CLUB BOARD

Section A: Club Board

The Club Board of Directors (hereinafter referred to as the Board) shall consist of the President, Vice-President, Secretary, Treasurer, Handicap Chairman, Tournament Chairman, Membership/Social Chairman and immediate past President who shall have ex-officio status (voice but no vote).

The Board shall manage the affairs and business of the Club.

- o The Board shall meet when Club business deems it necessary.
- o There shall be a joint meeting of the outgoing and incoming Boards held before the end of December of each year to ensure an orderly transition of leadership.

All elected officers shall hold office for two (2) years. Each year three or four officers will be elected; this will be for transition purposes so that a complete board will not be replaced each year. The President, Vice President and Treasurer will run in concurring terms. The Tournament Chairman, Secretary, Handicap Chairman and Membership/Social Chairman will run in concurring terms. The term of office shall not exceed two terms consecutively. No Board member shall hold more than one office at a time. All officers shall serve without compensation.

All Board members, upon retiring from office, shall prepare a written report describing the annual important events and status and deliver all records, procedure books and other property belonging to the Club to their successor.

A Quorum for Board meetings shall require four (4) Board members be present.

Section B: Officer Responsibilities.

President:

The President shall be the chief administrator of the Club and shall:

- Preside over all regular and special Board meetings and shall have voting privileges;
- Be an ex-officio member of all committees EXCEPT the Nominating Committee;
- Appoint, with Board approval, the Chairman of all Committees.
- Appoint a person who is a Club member, but not a Board member to conduct an annual audit of the Treasurer's books.
- Ensure that no action is taken on issues of interest to the membership without adequate notification to all Club members.

The President shall always have the best interests of the membership in mind and may bring any important issues to the membership for open discussion.

The President upon completion of his term in office shall become the immediate Past President, an ex-officio member of the Board to ensure an orderly and informed transition of club business.

Vice President:

The Vice President shall assist the President and shall, in his absence, perform the duties of that office. The Vice President will update articles for the Club in SCA Spirit magazine. The Vice President shall perform other duties as assigned by the President.

Secretary:

The Secretary shall:

- Record and post the minutes of regular and special meetings of the Board and membership.
- Be in charge of all records of the Club, except the financial records and the membership lists.
- Be responsible for correspondence as requested by the members of the Board; and shall make available any reports required to conduct the business of the Board.

The Secretary's reports shall be retained both electronically and in hard copy, as necessary, for at least three (3) years. Each Secretary shall pass the reports to his successor.

Treasurer:

The Treasurer is the chief financial officer and shall:

- Be responsible for collecting all monies including the annual dues of members.
- Pay all bills, with Board approval, owed by the Club.
- Present a financial report at each membership meeting. A full report shall be made to the membership in accordance with Article V, Section E.

- Be responsible for preparing and submitting the annual financial report to the Activities Department of the Association, in accordance with Association requirements.

The Treasurer's records will be retained for at least three (3) years. The Treasurer must pass all treasurers' reports to his successor.

Handicap Chairman:

The Handicap Chairman shall be responsible for all aspects of the USGA Handicap System including:

- Maintain a handicap system that is in compliance with USGA Handicap System® rules and regulations. Monitor system availability and Handicap Index® calculations and take corrective action when necessary.
- Perform duties as a systems administrator for the Club's handicap system.
- Post and/or ensure the proper and prompt recording of all acceptable scores to promote fairness in competition.
- Coordinate with the Membership/Social Chairman on eligibility of all those members wishing to participate.
- ⊖ Review & support the monthly USGA Handicap List (player's records) for correctness and completeness. Notify players of changes to their Handicap Index®.
- Maintain contact with the USGA in all matters related to rules and handicaps. Coordinate with the Board of Directors and Golf Shop personnel in insuring the members play in conformance with established USGA and Local Rules.
- Assign all new members a player identification number, if they do not already have a Golf Handicap Identification Number.
- Report all findings and action of the Handicap Chairman's Committee at each monthly Club meeting.
- Examine the results of competitions. If net scores of any player appear exceptional then appropriate action should be taken immediately. See USGA procedures for such action.
- Communicate promptly with new members to obtain and review scoring records. Maintain handicap records of members who have resigned for a period of one year. Make available to a new club if requested.

Tournament Chairman:

The Tournament Chairman is responsible to schedule and manage the golf tournament program on Men's Day for Club Members. The Tournament Chairman will establish tournament criteria to insure fairness of play in accordance with the following:

- The USGA Handicap System®.
- Club Roster.
- RMGC Standing Rules.
- Current USGA handicaps.
- Tournament Calendar (dates, starting time, types of competition).
- Compliance with USGA and local rules.
- Tournament results and payoffs.
- Sign-up, cancellation requirements and penalties.

The Tournament Chairman shall also review, comment and make recommendations regarding the USGA Handicap System® and Rules of play to the Chairmen of the Special Events that are held with participation from Club Members. These recommendations will be considered by the Chairmen of the Special Event who with the approval of the Event Committee, will decide on the specific rules of play for that event.

Membership/Social Chairman:

The Membership/Social Chairman is responsible for all aspects of club membership and all social programs. He shall:

- Manage the process to renew the player's membership in the Club.
- Manage the process to sign up new members.
- Maintain membership lists electronically.
- Notify the Handicap Chairman of all members at regular intervals.
- Maintain a "New Member Packet" that is provided to all new members.
- Manage with golf course management or other organizations all social events including BBQ's, holiday parties, award dinners or luncheons.

Section C: Nomination and Election Procedures

A Nominating Committee shall be chaired by the immediate Past President or a Past President, or in the absence of one of these individuals, the President with Board approval shall appoint the Nominating Committee Chairman. The Chairman shall pick at least two (2) members of the Club to serve on his committee. The Chairman will preside over the entire nomination and election process.

The Nominating Committee will propose a slate of officers for specific positions which must be posted on the Club's bulletin board not later than ten (10) days prior to the election meeting in November.

Additional nominations may be made from the floor with the consent of the person being nominated.

A simple majority of those members present and voting at the election meeting shall elect the candidate for each office. In case of multiple candidates for a given office, the vote shall be by secret written ballot by those members present at the meeting.

The effective date for officers will be January 1st following their election.

The election will be held in the 4th Quarter, but prior to December 1st. The Board will report the election results to the Activities Department and the Lifestyle Committee Liaison

Section D: Vacancies of Officers:

An Officer or elected Director who resigns or otherwise does not complete the full term of office may be replaced by the President with the approval of the Club Board. At the completion of the term, a replacement will have the opportunity to be re-elected for full consecutive terms. Should the President resign, the Vice-President will automatically assume that office.

ARTICLE IV. OPERATIONS:

Section A: Type and frequency of Meetings

The Club Board shall conduct open membership meetings where all issues pertaining to Club operations shall be discussed, and if so required, voted upon. Regular membership meetings shall be held on a monthly basis. Members or non-members requesting that solicitations be made at membership meetings must present such request in writing to the Club President, who with Club Board approval, will determine if such solicitation is appropriate for presentation to the membership.

An Annual General Membership Meeting will be held each October or November at a time and place to be announced not less than 30 days prior to the meeting. All members in good standing are eligible to attend and vote for the election of Officers and/or Directors.

The Club Board has the authority to set the frequency and times of its meetings and other general membership meetings as needed.

Special membership or Club Board meetings may be called at any time by the Club President or by any two (2) members of the Club Board, provided notice of such meeting has been given at least five (5) days prior to the day of such meeting. If an appeal to a Club Board or prior membership decision is desired, a minimum of 10 members must present a written request to the Club Board for a meeting to discuss Club Board action. The request will include a complete appeal and disclosure of the issue of concern. The request for appeal will be posted in advance of the meeting and then presented to the membership for discussion and vote.

All meetings dates and times and agenda will be posted one week in advance. Minutes of all meetings will be recorded and posted for membership review.

Section B: Conduct of Meetings/Parliamentary Procedure:

Robert's Rules of Order shall govern the conduct of business at all General Membership and Club Board meetings.

Section C: Meeting Quorum and Voting Procedures:

A quorum for the General Membership Meeting is defined as the number of members in good standing who attend the meeting. Each attending member will have one vote by show of hands or secret ballot. A simple majority vote shall determine the passage of a motion.

A quorum for the Club Board meeting is defined as a majority of Board Members in attendance. Each Club Director shall have one vote by show of hands or secret ballot. A simple majority vote shall determine the passage of a motion.

Section D: Information Technology Management:

In order to fully describe the duties of Officers and Members required to utilize and maintain the USGA Handicap System® as it pertains to the Club, a white paper titled "Information Technology Management" has been prepared, and may be updated as necessary.

ARTICLE V. FINANCIAL

Section A. Record Retention

Financial records shall be maintained by the Club for a period of three years

Section B. Budget and Spending Authorization Limitations

The Club Board shall prepare a budget and present it to the membership no later than the first meeting of the year. The budget may be revised as needed during the year with the approval of the Club Board and membership.

Officers shall authorize all expenditures. All expenses and reimbursements must be paid for by check. Checks will be signed by two Officers, one of whom, whenever possible, should be the treasurer. Expenditures for Club operations of up to \$100 may be made by a Board member without prior Board approval. All expenditures between \$100 and \$1,000 require approval of the Board. Expenditures over \$1,000 require the approval of the membership to be voted upon at a general Membership meeting and confirmed in Club minutes.

Section C. Financial Record Keeping

The fiscal year shall be January 1st through December 31st.

Financial records shall be maintained and reported to the Association in accordance with Financial Controls and Procedures per the CCG&R's.

Contracts shall be submitted to the Association for execution and approval in accordance with the CCG&R's.

Section D. Commercial Bank Account

The funds of the Club will be maintained in a bank account at a commercially acceptable and FDIC insured financial institution.

Section E. Certification of Financial Record

The Treasurer's financial report must be certified on an annual basis by individual(s) other than Officers or Club Directors. This individual must be Club member and is appointed by the President. The results of the certification will be presented to the general membership and duly recorded in the applicable minutes of the February meeting.

ARTICLE VI. COMMITTEES

The President with the Board approval may establish Committees and appoint Committee Chairpersons on a permanent or as-needed basis. The Board decides the scope and function of such committees and whether the Committee Chairpersons serve on the Board Directors.

Unless otherwise provided for in these by-laws, the Chairman shall appoint members of each committee.

Each committee shall follow their "functions and duties" and maintain an up-to-date procedure book describing the duties of the Chairman and the committee for their successor.

ARTICLE VII. AMENDMENTS

A. Voting Requirement

In order to amend these by-laws, a two thirds majority vote of the membership present at a meeting duly called for such purpose must be obtained. Written notice of each proposed amendment or proposed new By-laws, shall be posted on the bulletin board two (2) weeks prior to the meeting.

B. Meeting Notice

Meeting notices shall be by at least 30 days in advance, by Email, USPS, or posted on the Club web site.

ARTICLE VIII. DISSOLUTION

Prior to club dissolution, and after all debts are satisfied, all property and assets shall be turned over to the SCA Association.

FOR THE CLUB (RMGC):

James McGonigle _____

Printed Name of President



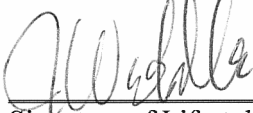
Signature of President

8/13/14
Date

FOR THE ASSOCIATION:

Rex Weddle _____

Printed Name of Lifestyle Chairman



Signature of Lifestyle Chairman

8/13/14
Date

Approved by Membership on: August 13, 2014