

# **By-Laws of the Mountain Vista Men's Golf club**

## **A Sun City Chartered Club**

*(Approved by SCPDCA Board Action on January 3, 2012)*

### **Article I - General**

Section A - Name of Club. The Club shall be known as the Mountain Vista Men's Golf Club (MVMGC), Sun City Palm Desert, and will be referred to in this document as "the Club." The Sun City Palm Desert Community Association (SCPDCA) will be referred to as "the Association."

Section B - Purpose of Club. The purpose of the Club is to promote interaction and good fellowship among members, and encourage active participation in the game of golf in accordance with the rules of the United States Golf Association (USGA) and the southern California Golf Association (SCGA), except as modified by local rules.

Section C - Compliance. These By-Laws fully comply with the Association Articles of Incorporation, By-Laws, and Chartered Club Rules and Regulations. In the event of a conflict between these By-Laws and the above-stated governing documents of the Association, the Association documents shall prevail.

### **Article II - Membership**

Section A - Membership. Membership shall be open to all male residents of Sun City Palm Desert who are in good standing with the Southern California Golf Association (SCGA) or who have applied for such membership. A membership roster shall be submitted annually to the Association.

#### Section B - Affiliations

Other than that mentioned in Section A, there shall be no precondition for membership. Members will not be required to join any national, state or regionally affiliated organization (*except to establish or maintain a golf handicap*).

Section C - Guest Privileges. When space is available, member's guests will be permitted to participate in Club functions when the member also participates.

Section D - Discipline. Disciplinary procedures shall be in compliance with Section XIV of the Chartered Club Rules and Regulations, as may be amended from time to time by the Association's Board of Directors.

### **Article III – Officers**

Section A - Election. All officers will be elected at least annually by a vote of the general Club membership and shall serve without compensation. In the election process, no member can be a candidate for more than one office at a time.

Section B - Terms. Terms in office shall be one year. Terms shall begin July 1 and end June 30. Any one or all officers may be recalled earlier upon presentation of a recall petition signed by at least ten percent of the members to either the president or vice president. The majority vote at a recall meeting, which must be held within forty-five days of receipt of the petition, will determine if the recall is successful.

Section C - Officers and Responsibilities. The Executive Board shall consist of the following officers with responsibilities as described. These are the officers who will be entitled to vote on motions made at board meetings.

President	Conduct meetings and ensure that the rules are followed
Vice-President	Assume President's duties as needed
Secretary	Take and maintain minutes of meetings
Treasurer	Collect and deposit all funds, pay all bills, maintain financial records, prepare financial reports and annual budget
Information Technology Coordinator	Supervise and coordinate all digital programs and records created, procured or otherwise used by the Club
Tournament Director (two positions)	Work together to set up tournament conditions, produce pairings, record final scores and publish results
Handicap Chair	Monitor and maintain the handicap indexes for all members within SCGA guidelines
Membership Chair	Solicit and receive requests for membership and renewals. Coordinate member information within the Club and with the SCGA

In addition to the above-named executive board officers, the board may appoint Club members to serve in non-voting positions such as the Club's representative to the SCGA, webmaster for the Club's website, facilitator of Club events and activities, coordinators of Club volunteers, and as chairs for specific tournaments or activities.

Section D - Vacancies. If a vacancy should occur on the Executive Board for any reason including as a result of recall by members, the remaining members of the board shall decide the make-up of the board and may fill the vacancy from the Club membership. The designee shall serve until the next election of officers. Appointees should be confirmed by Club membership; otherwise they may attend governing unit meetings, but without a vote.

Section E - Nominations and Elections. The board will develop and approve procedures for nominating candidates and conducting elections.

### **Article IV - Meetings**

Section A - Frequency of Meetings. General meetings open to the membership will be held at least twice a year. Normally the Club has luncheon meetings on the third Wednesday of each month that may serve as general meetings. Special meetings may be called by the Executive Board or by 10% of the membership.

Section B - Provisions for Announcing Meetings. Notice of general and special meetings will appear on the Men's Club website.

Section C - Minutes. Minutes will be taken to document all meetings. Minutes, as well as other pertinent administrative records, will be retained for at least three (3) years.

Section D - Attendance. Attendance figures for all meetings will be reported to the Association.

Section E - Voting and Quorum Requirements. A quorum, required to conduct a recall or an election or to conduct business, is considered to be 25% of the entire membership. An affirmative vote by simple majority of those present constitutes a vote of approval.

## Article V - Financial

Section A - Record Retention. Financial records shall be retained for a period of not less than seven (7) years.

Section B - Bank Accounts. The Club operates as a part of the Association, which is a nonprofit mutual-benefit California Corporation. Any and all bank accounts will be opened using the Association's Federal Identification number [943200731]. Revenue other than dues will be accounted for separately or placed in a special bank account. A copy of the monthly bank statements will be forwarded to the Association's Finance Department.

Section C - Financial Reporting.

1. On a fiscal year basis, before July 15, the Financial Report (Form CA-11) of this Club will be submitted to the Association's Finance Department. The Club's fiscal year begins on July 1 and ends on the last day of June. The Club's Executive Board will manage revenues and expenditures so that funds collected during a year are expended in accordance with planned operations. If the Club has need to carry forward funds in excess of \$500, the Club will notify the Association's Finance Director.

2. On a calendar year basis, before January 10, the Disbursement Recap (Form CA-12) will be submitted to the Association's Finance Department.

Section D - The Treasurer is responsible for preparing an annual budget, obtaining approval of the budget by the Club's board, and submitting it to the Association's Finance Department by July 1. The budget must include any expenditures for recognition of officers and/or members. The budget's availability for review must be announced to the members.

Section E - Donations. Donations must be approved in advance by the General Manager. (Honorariums paid to speakers are not considered to be donations.)

Section F - The Association and/or any member of the Club, with minimum notice, shall have unrestricted access to all of the books and records of the Club.

Section G - Payments. All payments, whether for goods or services, will be made by check, credit card, or debit card, which must provide a paper trail. The Club will obtain the tax ID number of each payee who received \$600.00 or more within the calendar year (does not apply to tax-exempt organizations or individuals) as required on Form CA-12. For some payees, the ID number is their Social Security Number. Club members being reimbursed can avoid tax liability incurred with the issuance of a 1099 by using the Club's checking account or credit card.

## Article VI - Committees

Section A - Committees. Committees and their chairpersons will be appointed by the Executive Board.

Section B - Standing Committees. Permanent (standing) committees will include a Financial Review Committee, a Nominating Committee and a Handicap Committee.

Section C - Financial Review Committee. The President will establish a Financial Review Committee from the general membership. An elected Club Officer or other committee chairperson may not be a member of this committee.

1. The Financial Review Committee is under the direction of the Executive Board.
2. The Financial Review Committee will examine the Treasurer's accounting and/or report of Club funds on an annual basis, in time to be reported to the Association. This examination may include vouchers, bank statements, cash and other records as required. It should also include a complete review of the treasurer's procedures for managing the Club's finances.
3. The Treasurer will complete and sign a Form CA-11 Financial Report and submit it to the President and members of the Financial Review Committee for their signature. After obtaining these signatures, the form will be submitted to the Association's Finance Director.

Section D - Nominating Committee. The Nominating Committee Chairperson shall select a committee to establish a slate of officers for election. Nominations from the floor shall initially be solicited at a Club meeting where the slate is first presented.

Section E - Handicap Committee. The Handicap Chair may appoint additional members as needed to assist him in carrying out the responsibilities of his position in accordance with the procedures established by the SCGA and USGA.

#### **Article VII - Amendments**

To amend the By-Laws of this Club requires a two-thirds (2/3) vote of the membership present at a meeting specifically called for such purpose, a quorum sufficient to conduct business being present. Any amendments approved by the Club membership must be submitted to the Association's Board for final approval.

#### **Article VIII - Dissolution**

Prior to Club dissolution (after all debts are satisfied), all Club-owned property and assets will be transferred to the Community Association or in accordance with the wishes of the Club and with the approval of the Association's Board of Directors.

**Required Approvals**

Submitted for Approval:

\_\_\_\_\_  
Dick Yarger, Club President

\_\_\_\_\_  
Date

Membership Approval:

\_\_\_\_\_  
Jim Stratton, Club Secretary

\_\_\_\_\_  
Date

Recommend Approval:

\_\_\_\_\_  
Association Documents Committee

\_\_\_\_\_  
Date

Approved:

\_\_\_\_\_  
General Manager

\_\_\_\_\_  
Date