

COTTONWOOD MEN'S GOLF ASSOCIATION

BY-LAWS Revised Jan. 30, 2020

ARTICLE I: NAME

Section A: The name of this organization shall be COTTONWOOD MEN'S GOLF ASSOCIATION (CMGA).

ARTICLE II: PURPOSE

Section A: The purpose of the Organization shall be:

- a. To promote, encourage, and advance men's golf in accordance with rules and policies adopted by the United States Golf Association (USGA) and the Arizona Golf Association (AGA) subject to local rules.
- b. To promote courtesy, goodwill and sportsmanship in the game of golf.
- c. To provide organized golfing opportunities and comradery for men of all proficiency levels.
- d. To promote the further development of Cottonwood Golf Course.

ARTICLE III: MEMBERSHIP AND ELIGIBILITY

Section A: Membership is available to all male applicants as follows:

- a. All men holding Sun Lakes Home Owners Association #2, (SLHOA#2), membership based on legal residency.
- b. All men holding SLHOA#1 or SLHOA#3 association membership based on legal residency and who by SLHOA#2 Board Policy are eligible to purchase an annual CW/PV golf membership.
- c. All men holding SLHOA#2 privileges based on being a legal renter of property for not less than 90 days.
- d. All men residing in The Renaissance at Sun Lakes that by SLHOA#2 Board Policy are eligible to purchase an annual CW/PV golf membership.
- e. All men currently employed by SLHOA#2 in a management position.
- f. The membership year will begin January 1 and end December 31.
- g. Handicap Only Members (have no status as regular members).

ARTICLE IV: MEMBERSHIP DUES

Section A: CMGA dues shall be set annually by the Board and will be inclusive of Handicap fee.

- a. Dues will become payable on or before December 15 of each calendar year.
- b. Members not paying renewal dues on or before December 31 of each calendar year will be deactivated.
- c. Members who fail to pay dues and applicable late fees shall no longer be members and will remain inactive.
- d. Members joining on or after May 1 shall pay dues of 50% of the current annual dues plus the applicable Handicap fee.
- e. Members at or over the age of 85 shall be designated “LEGEND” and shall pay only the Arizona Golf Association (AGA) dues for new membership or yearly membership renewal. This shall apply at the time of yearly membership renewal.
- f. The annual membership dues of the President; Vice President; Secretary; Treasurer and Public Relations member shall be paid by the CMGA.

ARTICLE V: SPECIAL ASSESSMENTS

Section A: The Board may recommend Special Assessments from time to time, which must be voted on by the general membership at a regular or special business meeting.

- a. A majority vote by the members present at such meeting shall be necessary for approval.
- b. If approved, the assessment shall be applicable to all members and must be paid not later than 60 days following the date specified for payment.
- c. Any member who fails to pay the approved special assessment by the due date shall be deleted from the membership rolls and handicap listings.

ARTICLE VI: BOARD OF DIRECTORS

Section A: The CMGA Board of Directors, hereafter referred to as “the Board”, shall be responsible for the control and management of the association and for establishing and maintaining liaison with management of the SLHOA#2.

ARTICLE VII: BOARD OF DIRECTORS AND OFFICERS

Section A. The Board shall consist of all elected officers and those standing committee chairman selected by the President.

- a. Five members of the Board, including at least two elected officers, shall constitute a quorum.
- b. The immediate Past-President shall automatically become Ex-Officio member of the Board.
- c. Elective Officers shall be:
 1. President
 2. Vice-president
 3. Treasurer
 4. Secretary
- d. Chairmen of the following standing committees shall be appointed by the President with the approval of the officers:
 1. Arizona Golf Association Delegate
 2. CMGA Representative to the SLHOA#2 Golf Committee
 3. Development and Growth
 4. Handicap
 5. Information Technology
 6. Membership
 7. Publicity
 8. Special Events
 9. Tournament
 10. Web Master

ARTICLE VIII: NOMINATION AND ELECTION OF OFFICERS

Section A: The President, with majority concurrence of the Board, will appoint a Nominating Committee of not less than three members, one of whom shall be designated as chairman.

- a. The committee will have the duty to nominate candidates, by position, for election.
- b. The names of the nominees will be announced at the January general meeting. At this time a CMGA member may place into nomination the name of any consenting member as a candidate for office. The nomination must then be seconded, and added to the ballot if approved by majority vote of the members present.
- c. If no nominations are received from the floor, the Nominating Committee

report may be adopted as presented.

d. The list of nominees will be posted two (2) weeks prior to the annual election meeting in March.

e. When there is more than one (1) nominee for any office, voting will be by secret ballot at the annual meeting. The President will appoint an election committee chairman to tabulate the votes.

f. In the event a majority vote on a specific office is not achieved on the first ballot, a second vote will be held. The two (2) nominees receiving the largest number of votes will be the nominees for the second vote.

g. Uncontested nominees will be elected by acclamation.

ARTICLE IX: TENURE OF OFFICERS

Section A: The tenure of elected officers will be for a 24 month term beginning November 1 and ending October 31. There shall be no term limits, nor shall any officer be prevented from serving multiple consecutive terms for any reason other than failure to achieve a majority vote during annual elections or in the unlikely event of disapproval of the CMGA Board of Directors.

- a. President and VP will be elected on ODD years and Secretary and Treasurer will be elected in EVEN years.

Section B: Should a vacancy occur during a term, the Board may appoint a replacement for the remainder of the term.

ARTICLE X: AUTHORIZED EXPENDITURES

Expenditures from association accounts in excess of \$5,000.00 shall require the approval of the CMGA board of directors unless that expenditure has been previously approved by the Board. Each outgoing Board shall leave a balance of not less than \$2,000.00 in the association bank account, free and clear of any debts or liability.

ARTICLE XI: DUTIES OF THE OFFICERS

Section A: PRESIDENT.

- a. The President shall be responsible for the conduct and management of the association and shall preside at all meetings.
- b. He shall perform other duties as provided by the by-laws and/or authorized by the Executive Board.
- c. He shall have the authority to sign all Association checks along with the

Vice President and Treasurer. All monies of the Association shall be deposited in a bank designated by the Board. Money shall be withdrawn by CMGA check and signed by one of the authorized Board officers.

d. The President shall appoint two non-Board members of the CMGA to audit the Treasurer's annual report prior to the election meeting. These two appointees may not be members of the Board.

e. He shall assure that the business of the association is conducted consistent with the By-Laws.

f. With the concurrence of the Board, the president shall appoint the chairman of each of the standing and special committees and shall be the ex-officio member of all committees with the exception of the nominating committee.

Section B: VICE-PRESIDENT.

a. In the absence of the President, the Vice President shall perform the duties and responsibilities of the President.

b. He shall assure that the business of the association is conducted consistent with the By-Laws.

c. He shall perform such duties as may be assigned by the President and the Board. Also, he is responsible for coordinating all CMGA activities with SLHOA#2 management, including scheduling rooms and selecting menus for meetings and patio events.

d. He will act as Chairman of the Audit Committee of the association bank account. The Audit Committee shall consist of two additional members. Audits shall be conducted annually in March and consist of review of all checks, check numbers, and ledger.

e. He shall report his findings at the next scheduled Board meeting.

Section C: SECRETARY.

a. Record and post on the association bulletin board appropriate minutes of all meetings and make copies available to the Board and to any member of the association upon request.

b. Attend to all correspondence and perform such additional duties as may be assigned by the President.

c. The Secretary shall certify all elections.

Section D: TREASURER.

a. Maintain a complete and accurate accounting of all association monetary

transactions.

- b. Maintain the association bank account in an orderly and business-like manner.
- c. Issue checks in payment of legitimate association obligations.
- d. Maintain receipts and vouchers for all expenditures.
- e. Present financial reports at all CMGA business meetings.
- f. Interface with the Tournament Committee concerning the obligation of association funds and/or assessment payments.
- g. The Treasurer may appoint a committee to assist in these duties.
- h. The Treasurer shall surrender the ledger, bank statements, and checkbook to the audit committee upon request.

Section E: PAST PRESIDENT.

- a. The Past President shall act in an advisory capacity.
- b. He shall perform tasks as requested and assigned by the President.
- c. The past President does not have a vote on any Board decisions.

ARTICLE XII: STANDING COMMITTEES

The chairman of each standing committee has the authority to appoint a sufficient number of members to assist in the functions of the committee. Each standing committee shall perform duties as determined by the Board.

Section A: CMGA REPRESENTATIVE TO SLHOA#2 GOLF COMMITTEE:

- a. Provide liaison between the CMGA and the SLHOA#2 Golf Committee.
- b. Attend meetings of the SLHOA#2 Golf Committee as a representative of the CMGA.
- c. Report to the CMGA Board and the general membership on the activities of that committee.
- d. Provide a copy of all SLHOA#2 Golf Committee meeting minutes to the CMGA Board.
- e. He shall address CMGA concerns with the Golf Committee.

Section B: DEVELOPMENT AND GROWTH:

- a. Solicit gifts and contributions to the CMGA.
- b. Implement projects and programs as authorized by the Board of Directors.

Section C: HANDICAP COMMITTEE:

a. HANDICAP REPORTS:

On the 1st and 15th of each month, copies of the USGA Handicap Report and USGA Reduced Handicap Report are to be posted on the bulletin board and at the Handicap Computer in the Golf Pro Shop.

b. ADDING NEW MEMBERS:

1. Once the Club Treasurer verifies that a new member has paid the appropriate dues, he forwards the application to the Chairman.
2. The Chairman then determines if the new member is transferring from another state's association, another club within Arizona, or other clubs within Sun Lakes, and, if possible, his scoring record or handicap index from the previous club. If none of these apply, the new member should submit five (5) recent score cards with his application so that a handicap index can be established. This will enable his handicap to appear on the next Handicap Report posting.
3. The Chairman will access the Cottonwood page of the EHN Network, click on the Member Page, and enter the new membership number and the requested data using the information on his application. This enters the new member into the Cottonwood database.
4. Once the new member is in the Cottonwood database, notify him that his application has been approved; provide him with his local number; explain the Chelsea Computer System and the Saturday Men's Day tournament schedule, and answer any other questions he may have. Encourage the new member to become active in the club.
5. At year's end, working with the Club Treasurer, the Chairman determines which members have not paid dues for the coming year. By December 31st at the latest, those members must be placed on inactive status to prevent their being included in the billing statement for membership dues from the AGA.

c. INTERACTION WITH COTTONWOOD PRO-SHOP:

1. Some Handicap Committee responsibilities have been delegated to the Cottonwood Pro shop. For example, the Pro Shop posts all the Saturday Men's Day tournament scores and the Committee needs to monitor that these scores are posted correctly on a continuing basis.

- d. CMGA BOARD:
 - 1. The Committee members (Chairman and Assistant Chairman) attend the monthly Cottonwood Board meetings. A report on the current membership status of the club, along with any other events, activities or news from the AGA that affect handicap activities, is given at each meeting.

- e. IDENTIFY THE MOST IMPROVED PLAYER:
 - 1. On November 1st of each year, the Most Improved Player in the club is determined using the report on the AGA EHN website. (November 1 of previous year to November 1 of current year.) Coordinate with the Event Chairman for the presentation of the Trophy at an appropriate CMGA affair

- f. ARIZONA GOLF ASSOCIATION:
 - 1. Sign onto the AGA website (www.azgolf.org) on a regular basis and review the Handicap Chairman area under Committees to review any changes that may affect Cottonwood handicap activities.

- g. MAJOR CLUB TOURNAMENTS:
 - 1. The Handicap Committee shall verify that all members signed up to play in the President's Cup, the Club Championship, the Ace of Aces final, the CMGA Ryder Cup, the Member/Member, and the Member/Guest Tournaments have a valid USGA handicap.

- h. ADDITIONAL CHAIRMAN RESPONSIBILITIES
 - 1. A manual entitled The USGA Handicap System is published periodically by the USGA. This manual covers in detail all aspects of the handicap system, and should be used by the Chairman/Committee as needed.
 - 2. In particular, the Chairman/Committee should be familiar with Section 8 of this manual, entitled "Handicap Committee Responsibilities". It details items covered in this job description, as well as other items necessary to ensure that our club and members comply with the USGA handicap system.

Section D: AGA DELEGATE.

- 1. As a member of the CMGA Board, the Delegate will keep its members current with AGA issues and decisions that may impact the CMGA and its members.
- 2. Delegate will address with the AGA both routine matters and special circumstances that may arise that affect CMGA.
- 3. The AGA will provide information from time to time that will assist

the Delegate in furthering amateur golf at CMGA.

4. The Delegate may coordinate an AGA Representative's visit to a club luncheon, or to conduct a Rules or Handicap presentation.

5. The Delegate may represent the CMGA at the AGA Spring and Fall meetings, and any other functions called by the AGA relating to a Delegate's responsibilities.

Section E: MEMBERSHIP

1. Establish and maintain a CMGA computer file for registered new members.

2. Ensure that new members are personally contacted, welcomed and provided a welcome packet, which includes, as a minimum, a copy of the By-laws and the procedures of the CMGA.

3. Extend bereavement regards to family of deceased members.

Section F: INFORMATION TECHNOLOGY.

1. Interface with SLHOA#2 to develop CMGA website for use by all members.

2. Maintain and expand the CMGA website as usage and content changes.

Section G: CMGA WEBMASTER.

1. Maintain the CMGA website posting tournament results, member pictures, and such other materials as requested by authorized personnel.

Section H: PUBLICITY.

1. Record and report the results of all tournaments and other newsworthy events.

2. Take photographs and copy for publications in appropriate media outlets and for CMGA photo file.

3. Record and maintain appropriate files on significant events to facilitate preservation of historical development of Sun Lakes golf and those who participate.

Section I: TOURNAMENT COMMITTEE.

1. Formulate a CMGA golf day play schedule for the period November through October; such schedule shall be submitted to the Board for approval.
2. Coordinate all proposed changes to the approved schedule with the Board. Coordinate with the CW Pro shop for all CMGA events.
3. Plan and schedule major tournaments sufficiently in advance to ensure maximum participation by the membership.
4. Coordinate with all committees associated with any tournament play to ensure optimum course conditions,

6. ORGANIZATION OF HOME & HOME TOURNAMENTS:

In concert with the Board, the Tournament Chairman will determine:

- a. The entry fee.
- b. The format for the event
- c. Event competitions (i.e. longest putts, closest to the pin, mulligans, etc).
- d. Coordinate the planned activities for the event with the participating Home & Home Club officers. Usually both club Tournament Chairs and Special Events Chairs participate.

Section J: SPECIAL EVENTS CHAIRMAN:

1. The Special Events Chairman will organize and conduct Special events. He will work with the Vice-President of CMGA on events requiring banquet services.

2. ORGANIZING SPECIAL EVENTS

- a. Provide the Board with preliminary plans for the event at least one month prior to the anticipated event. Plans should include: cost(s), buffet or table service, one entree or a choice of entrees, schedule of sign-up procedures, etc.
- b. Coordinate anticipated event schedule and planned menu with the SLHOA#2 Banquet Services Manager.
- c. Obtain a signed contract with the Banquet Services Manager no later than three weeks prior to the event. Provide the CMGA Treasurer with a copy of the contract upon receipt.
- d. Select and purchase favors for guests, if appropriate, for the event.
- e. Arrange for refreshments for a morning event before first tee off time. Coffee is provided utilizing Pro Shop facilities, and donuts are purchased from one of the local markets.

3. LUNCHEON PROCEDURES:

- a. At least three weeks before the scheduled event, coordinate the menu with the Banquet Services Manager and obtain a signed contract.
- b. Notify the appropriate Food & Services Manager on the Thursday before the event of the anticipated number of members/guests who will be attending the luncheon. Any deviation from the anticipated number of attendees should be communicated to the appropriate Food and Services Manager on the day of the event.

4. GUIDELINES FOR HOME & HOME EVENTS:

- a. Three weeks prior to the scheduled event, the Chairman will coordinate the planned activities for the event with the CMGA Tournament Chairman.
Activities to include:
 - b. Arrange morning refreshments of coffee and donuts. Coffee is provided utilizing Pro Shop facilities, and donuts are purchased from a local market.
 - c. Meet with the appropriate SLHOA #2 Banquet Services Manager and select the luncheon menu to be served, obtain a signed contract and provide the CMGA Treasurer with a copy of the contract.
 - d. Decide if refreshments will be served on the course during play and if, with Board approval, beer will be provided during the luncheon.
 - e. When the event has been coordinated with the Home & Home parties, notify the SLHOA #2 Banquet Manager of the arrangements.
 - f. Purchase required refreshments in advance of the event (e.g., Coffee, Beverage Cups, Sugar, Creamer, Napkins, etc.). Solicit help from other club members as needed.

ARTICLE XIII: MEMBER PRIVILEGES:

1. Members shall be entitled to vote and to play in all Association events. To hold office in the Association, a member must live in Sun Lakes.
2. All major tournaments, (Presidents Cup, Club Championship, Ace of Aces Final, CMGA Ryder Cup and Member/Member will require a valid USGA Handicap.
3. Any CMGA member who, while playing in a CMGA event, verbally or physically abuses or threatens, another CMGA member or HOA employee, will automatically be suspended from CMGA events until review by the HOA Board of Directors. This suspension will be in conjunction with and dependent upon action taken by the HOA Board of Directors on said allegations.

ARTICLE XIV: GOLF SCHEDULES

1. CMGA golf day will be on a day of the week approved by the CMGA membership, and the SLHOA#2 Board of Directors.
2. Tournaments may require an entry fee, and prizes will be awarded in accordance with USGA guidelines and tournament committee rules and guidelines.
3. Prize money awarded in the form of chits shall derive from the entry fees for each tournament.
4. Other awards provided to members may be funded from the CMGA treasury.
5. The association shall schedule at least five major tournaments including the Club Championship, President's Cup, and Ace of Ace's final and Member/Member and CMGA Ryder Cup during the club year.
6. The format for these tournaments will be determined by the Tournament Committee and approved by the Board.

ARTICLE XV: BUSINESS MEETINGS

1. Regular business meetings of the association will be held in the months of January, March (Annual Meeting), and November and at such other times as the Board may direct.
2. The Board, with adequate membership notification, will determine the dates of such meetings.
3. All meetings shall follow normal rules of parliamentary procedure.

ARTICLE XVI: ELECTRONIC VOTING

The Board may approve for some business items to be voted on by electronic means, as a means of providing a method for more members to participate in the voting process and of expediting the vote on a matter.

ARTICLE XVII: AMENDMENTS

1. These by-laws may be amended or repealed at any regular or special meeting provided that any proposed amendment is publicized on the association bulletin board at least 30 days prior to the meeting date.

2. Approval shall require a two-thirds vote of the members in attendance at the meeting.
3. Changes to these by-laws shall not conflict with by-laws and policies of the Sun Lakes Homeowners Association II, Inc. Should a conflict occur, the policies of the SLHOA#2 shall take precedence.

Approved _____
President

Approved _____
Secretary

Date: _____