

BY- LAWS
LEISURE WORLD COYOTE RUN MEN'S CLUB
Mesa, Arizona

ARTICLE I – Name:

The name of the club shall be the “Leisure World Coyote Run Men’s Club”, hereinafter called the Men’s Club.

ARTICLE II – Goals and Objectives:

The goal of the Men’s Club is to promote an interest in golf by providing golf tournaments and social activities wherein the membership and guests experience pleasure, harmony, goodwill, and sportsmanship.

The objectives of the Men’s Club is to communicate with the LWCA Board of Directors, the Golf Advisory Committee, the Director of Golf, the Greens Superintendent or any other relevant committee about any and all matters pertaining to golfing activities and course conditions and to plan golf tournaments and social activities that the general membership has mandated or shall mandate in the future.

ARTICLE III – Membership:

Any male resident of Leisure World or any Preferred Member of the Coyote Run golf course may apply for Men’s Club membership.

ARTICLE IV – Board of Directors, hereinafter call the Board.

Sec. 1 Management:

- a) The Board shall manage the business and affairs of the Men’s Club.
- b) The Board shall maintain financial responsibility with written records of income, expenditures and balances.
- c) The Board, as deemed necessary, shall write and administer rules and regulations, policies, procedures, and position descriptions.

a) The newly elected Directors shall be installed by the incumbent President and the past directors shall relinquish their responsibilities.

b) Immediately following the installation of the new Directors, the incumbent President shall preside over the election of the incoming President. Following the election the incumbent President shall relinquish the Chair and assume the immediate Past President's position as a non-voting member of the Board for one year.

c) The newly elected President shall preside over the elections of the Vice President/Secretary and Treasurer and shall appoint, with concurrence of the Board, the Chairmen and Assistants to the Tournament and Social Committees, the Handicap/Publicity Chairman, the Golf Advisory Committee representatives and the Arizona Golf Association representative.

ARTICLE VII Dues:

Any proposed changes in the dues shall be presented by the Board to the general membership. A majority vote by the general membership is needed to change the dues.

Article VIII - Amendments to the By-laws:

Any changes to the by-laws must be by passed by a two-thirds vote of the members in attendance at a general meeting. Any proposed changes to the by-laws shall be posted fourteen (14) days prior to a general meeting.

ARTICLE IX – Meetings:

Sec. 1 "Robert's Rules of Order" shall prevail at all meetings.

Sec. 2

a) The date and time of Board and general membership meetings shall be decided by the Board and announced fourteen (14) days in advance.

b) The President or a majority of the Board may call a special

Sec. 2 Board Membership, Term of Membership, Resignations and Filling Vacancies:

a) The Board shall consist of eight (8) Directors nominated and elected from the active resident members of the Men's Club. Four new Directors to the Board are elected every year and the term of office shall be two (2) years. The President, with concurrence of the Board, shall appoint a replacement for any Director who cannot fulfill his term on the Board.

b) The officers of the Board are the President, Vice President/Secretary, and Treasurer. The terms of each office shall be one (1) year. In the absence of the President the Vice President/Secretary shall preside at Board meetings. The Board shall elect an interim replacement for any officer who cannot fulfill his term in office.

ARTICLE V Elections:

Sec. 1 Nomination, Elections and Voting Procedures:

a) At the first fall general meeting, four (4) candidates for the Board shall be presented by the Past President/Chairman of the Nominating Committee. The nominees shall be selected from active resident Men's Club members, in good standing.

b) At the second fall general meeting, the President shall place in nomination the four (4) candidates nominated by the Nominating Committee. He will then open the floor for any other nomination. Should no other candidates be nominated, the President shall declare the nominations closed and announce the four nominated candidates are elected by acclamation. However, when there are other candidates nominated, a written ballot shall be taken and the top four candidates shall be elected.

ARTICLE VI Installation of Directors, election of officers and committee appointments.

Sec. 1 The first Board meeting following the election:

meeting of the Board or general membership when there is a need, such special meeting to be announced fourteen (14) days in advance.

Sec. 3 One spring and two fall meetings are held in a calendar year:

The spring and first fall meeting are held so the Board can present general information on activities by; providing a detailed financial report, providing tournament and social plans and costs, and providing other information from committees and persons. Generally the agenda at these two meetings will also include old and new business and will provide the Board an opportunity to receive information and concerns from the general membership.

A special report at the first fall meeting will include an announcement, by the Nominating Committee, of their recommendation of four (4) directors to be elected to the Board.

At the second fall meeting, the Board will make necessary announcements, present the minutes from the prior general meeting and give a financial report. Following the reading of the minutes and the financial report, the election of four directors to the Board will be held. In the interest of brevity the fall meeting may be closed after the election of the directors.

Sec. 4 Quorums and Voting Procedures:

a) Five (5) Directors shall constitute a quorum at all Board meetings. A simple majority is required to pass any motion that comes before the Board. The President votes only to break a tie vote.

b) Thirty (30) members shall constitute a quorum at a general or special meeting.

Revised: to replace all passed and existing by-laws, November 14, 2003.

Position Descriptions

A) President

Responsible to preside at Men's Club Board and general membership meetings, to administer rules and regulations, to call special Board and general meetings when needed, to appoint Tournament and Social Committee Chairmen and assistants, to appoint LWCA Golf Committee members, and a Arizona Golf Association Representative, to appoint ad-hoc committees as needed, to maintain fiduciary responsibility to the Men's Club, to make assignments, to assist and support Board members, the general club membership, golfing staff and guests.

B) Vice President/Secretary:

Responsible to preside at Board and general meetings in the absence of the President, to take, write and post the Board and general membership meeting minutes. Further; to maintain fiduciary responsibility to the Men's Club, to provide assistance and support at tournaments and social activities, and to assist the general membership, golfing staff and guests.

C) Treasurer:

Responsible to plan and record the Boards budget, to make deposits, record income and expenditures, to provide a written report of the income, expenditures and balance at all Men's Club Board and general meetings, to provide a written status report of the Men's Club membership roles, to maintain fiduciary responsibility to the Men's Club and to assist and support Board members, the general membership, golfing staff and guest.

D) Publicity/Handicap:

Responsible to promote and publicize times and dates of meetings, tournaments and social events, to hold handicap committee meetings, to write articles in the Leisure World Post, to maintain fiduciary responsibility to the Men's Club and to assist and support Board members, the general membership, golfing staff and guests.

F) Tournament Chairman:

Note: The Tournament and Social Chairmen shall plan together and report the budgets and final costs of events.

Responsible to plan, budget and administer tournaments, to write, publish and enforce tournament rules and guidelines, to purchase

gifts and allocate tournament competition prizes, to provide a summary report of the tournament outcomes, exact costs, and comments, to notify the director of golf to provide a check to the Board's Treasure for the balance of unused income from tournaments and events, to maintain fiduciary responsibility to the Men's Club, and to assist and support Board members, the general membership, golfing staff and guests.

G) Tournament Assistant:

Responsible to assist the Tournament Chairman with planning, budgeting and administering tournaments, to replace the Chairman in his absence, to maintain fiduciary responsibility to the Men's Club, and to assist and support Board members, the general membership, golfing staff, and guests.

H) Social Chairman:

Note: The Social and Tournament Chairmen shall plan together and report the budgets and final costs of events.

Responsible to plan, budget, and administer Club social events, to report to the Board actual costs, and comments such as personnel used, types of food and beverage served, to maintain fiduciary responsibility to the Men's Club and to assist and support Board members, the general membership, golfing staff, and guest.

I) Social Assistant:

Responsible to assist the Social Chairman with planning and administration of Club social events, to become knowledgeable and cross train, to replace the Social Chairman in his absence, to maintain fiduciary responsibility to the Men's Club and to assist and support Board members, the general membership, golfing staff, and guests.