



BY-LAWS

Version 4

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Author: SBRLN Board

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ARTICLE I --- NAME

The name of this Club is the "***SaddleBrooke Ranch Lady Niners***" (***SBRLN***).

ARTICLE II --- PURPOSE

The purpose of the Club shall be to:

- promote good fellowship
- further interest in golf
- enable members to enjoy organized 9-hole competition
- promote social activities within the Club
- support learning about the game
- be a club in good standing in the Arizona Golf Association (AGA) and the United States Golf Association (USGA)

ARTICLE III --- MEMBERSHIP

Section I - Eligibility

Resident Membership shall be open to any female homeowner or renter complying with requirements in SaddleBrooke Ranch. Resident members upon payment of dues, have full voting rights, shall be eligible for participation in all club activities and events in accordance with the adopted By-Laws and Policies and Procedures.

Adjunct Membership shall be open to any nonresident female of the SBR age demographic, from outside of SaddleBrooke Ranch. Adjunct members have full voting rights, and upon payment of dues, shall be eligible for participation in all club activities and events in accordance with the adopted By-Laws and Policies and Procedures. Whether to allow adjunct membership will be reviewed annually.

No eligible person shall be denied membership because of race, color, religion, national origin, or marital status.

The membership year is from **January 1st through December 31st**.

Section II - Membership Threshold

The Club must have a minimum of ten (10) members with AGA handicaps, in accordance with the USGA and AGA rules.

Section III - Voting Rights, Quorum Requirements

Any resident member in good standing shall be entitled to one vote at any SBRLN general meeting. All votes must be cast in person or via an electronic voting option, if provided by the

SBRLN. For a vote to be taken, a quorum of 40% of the current membership is required. For a change to be accepted, two thirds of the voting members must approve.

Section IV - Expectations of Members

Members are expected to follow local golf rules, the By-Laws of the SBRLN, Policies and Procedures of the SBRLN and uphold the spirit of the game. Member must obtain and maintain a GHIN number. Members are expected to regularly and accurately post scores to the GHIN system. New members are encouraged to participate in a new member orientation.

Section V - SBR Golf Club Approvals

Any decision concerning membership, eligibility, rates and play times must be approved by the SaddleBrooke Ranch Golf Club.

ARTICLE IV --- DUES

Annual dues for membership shall be established yearly by the SBRLN Board. AGA members may pay dues along with their AGA handicap fee through a USGA handicap service. New members, who join after October 31st, will not be required to pay dues until the new year.

ARTICLE V --- OFFICERS

Section I - Board of Directors

The elected officers of this club shall be a President, Vice-President, Secretary, Treasurer, League Day Chair, Tournament Chair, Membership Chair, Rules/Handicap Chair, Social Chair, Public Relations Chair, Technology Chair, and Sponsorship Chair. These elected officers will constitute the SBRLN Board of Directors. The immediate past President will be an ex-officio member of the Board. Elections are held annually at the Annual Meeting. Board Members serve a one-year term. Board Members may be elected to an additional term, up to a total of **five** terms. A Member may be elected to different office(s) during their maximum **five** years of service. A Member may be appointed to fill a vacancy or unexpired term until the close of the fiscal year.

Section II - Executive Committee

The Executive Committee is comprised of the President, Vice President, Secretary, Treasurer and Rules/Handicap Chair.

The Vice-President will automatically become the nominee for President upon the term completion of the current President. If she is unable to serve, the Nominating Committee will nominate another qualified candidate.

To fill an Officer's unexpired term, the Board will appoint a replacement.

Section III- Compensation

Officers of this Club will serve without compensation.

ARTICLE VI --- BOARD

Section I – General Duties of the Board

- A. Responsible for the overall management of the SaddleBrooke Ranch Lady Niners.
- B. Fill vacancies that may occur in elected positions.
- C. Approve the schedule of events for the ensuing year.
- D. Review the schedule of fees to determine available sufficient funds to support the SBRLN functions and recommend any changes in the dues structure, as part of the budget.
- E. Amend and/or revise the By-Laws as necessary. Changes must be approved by the membership.
- F. Recruit committee assistance from the membership as needed to carry out the duties of office.
- G. Review the Policies and Procedures annually.

Section II – General Duties of the Executive Committee

- A. Manage the overall budget.
- B. Oversee compliance with the By-Laws, Policies and Procedures, and regulations as adopted by the Club.
- C. Oversee compliance with Internal Revenue tax regulations.

ARTICLE VII --- RESPONSIBILITIES OF THE BOARD MEMBERS

1. PRESIDENT

- A. Preside at all meetings.
- B. Serve as Chairperson of the Board.
- C. Create the agenda for the Board meetings and membership meetings.
- D. Liaison with Robson Corporation.
- E. Review the recommendation of the Treasurer for a CPA to audit the statements and financial records of the current year.
- F. Update Facility Use Agreement annually.
- G. Liaison with the SBR Pro Shop golf professionals.
- H. Coordinate the SBRLN calendar.
- I. Serve as Ex-officio member of all committees except the Nominating Committee.
- J. Generally, supervise all affairs of the Club.
- K. Keep records of expenses and submit them to the Treasurer.

2. VICE-PRESIDENT

- A. Assume the duties of the President in her absence.
- B. Assist the President with all the duties of that office as necessary.

- C. Oversee major and invitational tournaments by coordinating with League Day, Social, and Tournament chairs.
- D. Keep records of expenses and submit them to the Treasurer.

3. SECRETARY

- A. Record, warehouse, and distribute the minutes of all general membership and Board meetings.
- B. Maintain and warehouse the By-Laws, and Policy and Procedures as required.
- C. Keep records of expenses and submit them to the Treasurer.

4. TREASURER

- A. Responsible for the funds and for the collection of dues from the membership and all monies from other sources.
- B. Advise the AGA annually of the next year's dues, as established by the Board.
- C. By September 1st of each year, complete and submit the Club Activation form to the AGA.
- D. Maintain accurate records to show the current financial standing of the Club.
- E. Present a financial statement at each meeting.
- F. Pay all current expenses promptly.
- G. Select and assist a qualified CPA, approved by the President to perform the annual audit. Submit the report of findings to the Board for review.
- H. Submit a proposed annual budget to be approved by the Board and voted on by membership.
- I. Beginning each year (and before May 15th), file 990-N at IRS.gov. This is required for tax exempt organizations.

5. RULES /HANDICAP CHAIR

- A. Provide interpretation of USGA and local golf rules.
- B. Serve as the AGA Representative.
- C. Communicate AGA news as appropriate to members.
- D. Follow USGA and AGA procedures and guidelines to establish a handicap for each AGA member.
- E. Ensure the integrity of golf handicaps for all AGA members.
- F. Keep records of expenses and submit them to the Treasurer.

6. LEAGUE DAY CHAIR

- A. Select and post the annual League Day games and advise the Pro Shop.
- B. Responsible for all aspects of weekly League Day play including pay outs and notification of winners.
- C. Work in conjunction with Rules and Handicap Chair in the event of scoring conflicts.
- D. Confer with the Vice President, Tournament and Social Chairs concerning games for special events.

- E. Keep record of expenses and submit them to the Treasurer.

7. TOURNAMENT CHAIR

- A. Work with Vice President to develop and schedule Invitational Tournaments for SBRLN. Confer with League Day Chair for games.
- B. Maintain a schedule of all home and away tournaments and events.
- C. Determine eligibility of members wishing to participate in away tournaments per the Tournament Eligibility Guidelines.
- D. Keep a record of expenses and submit them to the Treasurer.

8. SOCIAL CHAIR

- A. Organize all social aspects of events and celebrations as scheduled by the Board.
- B. Work with the Vice-President and League Day Chair and Tournament Chair when invitational tournaments are planned.
- C. Keep records of expenses and submit them to the Treasurer.

9. MEMBERSHIP CHAIR

- A. Oversee applications for membership and inform the League Day Chair, Treasurer, and the Pro Shop of new members.
- B. Submit a report of the current membership at the Board meeting.
- C. Keep records of expenses and submit them to the Treasurer.

10. SPONSORSHIP CHAIR

- A. Develop and review guidelines for the sponsorship program.
- B. Promote and develop outside sponsorship of the SBRLN to support tournaments and other Club activities.
- C. Be the primary SBRLN interface with sponsors and ensure that SBRLN fulfills its obligations to the sponsors.
- D. Keep records of expenses and submit them to the Treasurer.

11. TECHNOLOGY CHAIR

- A. Design and format documents as requested by the Board.
- B. Responsible for the maintenance of the SBRLN website and content.
- C. Keep records of expenses and submit them to the Treasurer.

12. PUBLIC RELATIONS CHAIR

- A. Responsible for informing the SaddleBrooke Ranch community of the activities of the SBRLN Club via means including the Pro Shop Bulletin Board, SBR Club Expo and the SBR Source Book.
- B. Maintain a history of all SBRLN events and significant achievements.
- C. Keep records of expenses and submit them to the *Treasurer*.

All officers, upon retiring from office, shall deliver all funds, accounts, records, papers and properties of the Club to her successor.

ARTICLE VIII --- MEETINGS

Section I - Proceedings

Robert's Rules of Order shall govern the SBRLN meetings.

Section II - Annual Meetings

The Board shall hold an annual meeting of the voting membership of the SBRLN not later than the **second Tuesday in December** to elect the Officers and conduct other business as appropriate.

Section III - General Membership Meetings

General meetings of the membership will be scheduled as needed during the year, with the date, time and location electronically submitted to the *SBRLN* membership.

Section IV - Board Meetings

The Board shall meet at such times and places as they may select. A majority of the Board shall constitute a quorum at the meeting. All meetings shall be open to the membership.

Section V - Publication Requirements of Minutes

The Secretary shall ensure all meeting minutes are electronically submitted to the membership and archived.

ARTICLE IX --- NOMINATIONS AND ELECTIONS

Section I - Nominating Chair and Committee

- A. The Nomination Committee consists of three members. The President will appoint one member from the current Board. The other two shall be selected from membership by the Executive Committee. They shall be selected by October 1st to allow preparation of the slate of officers. The Nominating Committee shall appoint its own Chairperson.
- B. Nominations may be made by SBRLN members not on the nominating committee with the consent of the person being nominated. Nominations will be electronically submitted to the members no later than fourteen (14) days prior to the election at the annual meeting. At that time, nominations shall be closed.
- C. The Nominating Committee shall present the slate of nominees, prepare written or electronic ballots, and supervise the election.

ARTICLE X --- AMENDMENTS

Section I - Approval of By-Law Amendments

By-Laws may be amended by a two-thirds vote of the members present or of votes cast electronically. Written notice of the proposed change shall be made available two weeks prior to the opening of the vote.

Section II - Submitting Amendment Requests

Any member may submit written amendments to the *By-Laws* which will be voted on at the subsequent general membership meeting.

ARTICLE XI --- RULES

Section I - USGA and Local Rules

Competition shall be played in accordance with the current USGA Rules of Golf, as modified by local rules.

Section II - Policies and Procedures

Policies and Procedures are the responsibility of the current elected officials.

ARTICLE XII --- FISCAL and FINANCIAL

Section I – Fiscal Year

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

Section II – Financial Audit

An annual audit of the Treasurer’s books and records shall be performed by a CPA selected by the Treasurer and approved by the President.

Section III - Budget

The Board shall prepare a budget for each fiscal year. It may include carryover monies from the prior fiscal year as defined in the *Policies and Procedures*. The Board submits the budget, for the coming year, to membership for approval.

The budget may be revised as needed during the year with approval of the Board and membership.

ARTICLE XIII --- DISSOLUTION

Section I - Distribution of Assets

In the event of dissolution of the SBRLN, any residual assets, after debts are satisfied, will be donated to local charities as identified by the Board and approved by the membership.

Section II - Satisfying Debts

The President may direct the use of all assets to satisfy outstanding debts. Dissolution will not be initiated until all outstanding debts are satisfied.

Section III - Notification to Membership

If dissolution is contemplated, the membership must be notified at least two (2) weeks in advance of the last meeting date.

ARTICLE XIV --- GUESTS

Section I - Limitations

Non-members are not eligible for rights extended to members, including but not limited to special rates.