

**SUN CITY SUMMERLIN LADIES EXECUTIVE GOLF CLUB OPERATING PROCEDURES**  
**Revised February 16, 2026**

**ARTICLE I – MEMBERSHIP**

Membership will be open to any female resident or owner holding a current SCSCAI membership card and in good standing with SCSCAI. Resident and non-resident guests may play golf no more than two (2) times per year.

**ARTICLE II -- EXECUTIVE BOARD/BOARD OF DIRECTORS/SPECIAL EVENTS**

- The office of President, Vice-President, Secretary, Treasurer, and Tournament Chair will be elected positions.
- The Board of Directors will consist of elected officers and appointed committee chairs. Only elected persons have power to vote.
- At the January Board Meeting, the Executive Board of Directors will prepare a budget for Board/Membership approval no later than the February General Meeting.
- The Board will meet on the third Monday of each month, except for the months of July, August and December. For each meeting, all Board Members will submit an electronic report including budget items. If there is nothing to report, a written notification must be sent to Secretary.
- The General Membership Meetings will be held on the fourth Tuesday of each month, except the months of July, August and December. Any updates prior to the General Meeting will also be submitted to the Secretary. All Board Members will be called to present their report to the members at this meeting.
- Club dues shall be \$50.00 per year.
- In December or early January, a joint meeting of the outgoing Board Members and incoming Board Members will be held. At that time, committee chairpersons will submit all records, including Standard Operating Procedures for their committees to the incoming chairperson.
- All Board Members should be familiar with and reference the Clubs and Community Organizations Procedures Manual (CCOC Procedures Manual), the club's current Charter and Operating Procedures. All can be found on our SCSLEGC.com website. In addition, the CCOC Procedures Manual can be found online - [suncitysummerlin.com](http://suncitysummerlin.com) – Administration/Resource Center/Governing Documents/CCOC manual.
- Some positions require computer skills to produce, paste, cut, scan, send/receive plus capability to print and store documents.

- All Board Members will maintain a current Operating Procedures document for their position, including policies (prize payouts, etc.) for reference. This will be used for training and passed on to their successor.
- Any member of the Board who cannot attend a meeting is asked to notify the President or the Secretary.

### ELECTED BOARD POSITIONS

**The PRESIDENT** will preside over all Club meetings and be responsible for the administration of all Club business including approval and signing of all contracts; will act as liaison between the Club and Community Services; will appoint an audit committee in January; will act as Ex-Officio Chair over all committees, except the Nominating Committee. She will ensure the financial and administrative integrity of the Club.

The President, in conjunction with the Executive Board, will review and comment on the yearly schedule of events submitted by the Tournament Chair in August. In September, at the request of Community Services, the President will schedule rooms for Board and General Meetings. She will also schedule and coordinate the Holiday Luncheon.

**The VICE PRESIDENT** will preside at all meetings in the absence of the President. She will also plan the Championship Luncheon; select and purchase the Holiday gift, with Executive Board approval. The Vice President will perform other duties as may be assigned by the President.

**The SECRETARY** will notify the Board by email of upcoming Board Meetings/Open Forum (from 9:00-9:30) at least one (1) week prior to meeting and request monthly reports to be sent to her prior to the meeting.

The Secretary will also maintain the minutes of all Board and General Meetings.

- The Secretary will email a “draft” of the Board Meeting Minutes to the Board members; they have three (3) days to make any corrections, additions, or deletions to the “draft.” Once the “draft” is edited, the Secretary will email the “draft” to the President for final review prior to finalization. The “final” copy is emailed to the Board members and an electronic as well as hard copy is retained for records to be turned over to her successor.
- The General Meeting Minutes follow similar procedure: the Secretary emails a “draft” to the Board, who has three (3) days to make corrections. She sends the “draft” to the President for final review. The “final” copy is emailed to the Board members and an electronic as well as hard copy is retained for records to be turned over to her successor. The Web Liaison will post the General Meeting Minutes to the SCSLEGC website.
- The Secretary is required to maintain three (3) years of Board and General Meeting minutes in both electronic and hard copy forms.

The Secretary will follow all the requirements set forth in Section IX of the CCOC Procedures Manual.

**THE TREASURER** will receive all monies and pay all bills; will keep an up-to-date ledger of all financial transactions with Quicken software or other financial reporting software; will reconcile and retain bank statements; will prepare financial reports for all Board and General Meetings as well as for Special Events. She will follow all requirements as defined in Section VII of the CCOC Procedures Manual. All requests for payment must be accompanied by a voucher, with details. Any request for non-budgeted expenditure over \$500 must be submitted to Executive Board and Membership for approval.

Signatures of two (2) Officers are required on all checks. Signature Officers should be aware that if they have personal accounts at the same institution as the Club, the Clubs account may display online with their personal account. Caution should be exercised to not confuse accounts.

The Treasurer will work with Board members in preparing the budget for the current year. She will submit a board-approved budget to the general membership for a vote no later than the February General Meeting.

She will update and send the current member roster to the Board and keep original member applications until year end. She will also submit a list of members to Community Services once a year by February 28<sup>th</sup>.

At the end of the calendar year, treasurer will finalize the assembly of all check request forms and accompanying receipts, which account for all outgoing funds from the SCSLEGC during the calendar year. Treasurer will also assemble an internal audit committee comprised of two or more other members of the SCSLEGC, who will conduct an audit of all such outgoing funds and ensure accuracy and thoroughness of related records, with an official audit committee signoff once finished, no later than January 31.

Treasurer's records are kept electronically and in hard copy and as defined in Section IX of the CCOC Procedure Manual.

**The TOURNAMENT CHAIRPERSON** will have a Co-Chair (appointed by Chairperson). They will arrange weekly play using Golf Genius Software. Scoring will be entered into the Golf Genius system, in Coordination with the Handicap Chairperson.

The Tournament Chairperson will present the yearly schedule of events for the year in August to the President and Executive Board for review and comment. The agreed yearly schedule will be presented at the September Board Meeting and a copy will be sent to the Head Professional/Tournament Director and the Director of Golf. The schedule of events will include Tournaments, General Meetings & Luncheon, Invitational, Club Social Event (during over seed), Overnight trip, Championship and Holiday Party.

She will gather and assemble information for the membership booklet. Tournament Chair and Co-Chair will check that all playing members are either qualifying or have an established handicap. They are responsible for all tournaments and awards, to include Special Events. All policy changes relating to tournament play must be approved by the Club Officers. Tournament Chair must keep track of how many games members have played toward their eligibility for the SCSLEGC Championship. She will also be in contact with the Membership Chair with regard to new members playing on Tuesday golf day.

## APPOINTED BOARD POSITIONS

**The CHIP-IN'S AND BIRDIES CHAIRPERSON** will collect and maintain records of awards and disburse weekly. Awards are for any member who contributed that day to the Chip-In/Birdie pool and had a Chip-in or Birdie.

A Hole-In-One and/or Eagle made during Tuesday play is awarded a cash prize paid out of club funds.

Chip-Ins and Birdies are not recorded during scrambles. Awards to player with most Birdies and Chip-Ins for the year will be presented at the Holiday Luncheon. All members are eligible to win END OF YEAR AWARDS paid from Club funds.

The year runs from December 1 to November 30. The Chairperson is responsible for purchasing pins that are awarded for first Chip-In and first Birdie within the year, December 1 to November 30.

**The COMMUNICATIONS CHAIRPERSON** will handle communication within the Club through the LINK and E-Blast via Golf Genius. Communications sent to the general membership must be reviewed by the President or a member of the Executive Board prior to being sent. She will also have access to Golf Genius at the Managers level.

**The GOLF OVERSIGHT CHAIRPERSON** attends monthly SCSCAI Golf Oversight Meetings and reports to the Board and General Membership. She will take any club or members questions and/or concerns to the Oversight meetings and report back.

**The HANDICAP CHAIRPERSON** ensures the accuracy of club members scoring record and Handicap Index. Is required to investigate scoring inconsistencies to protect all players. The Handicap Chairperson provides new members a USGA GHIN number if they currently do not have a GHIN number.

The Handicap Chairperson communicates with new members outlining the qualifying process and monitors new members' progress of completing 54 holes of golf for establishing a handicap. Upon establishing a handicap, advise new member, Tournament Chair and Membership Chairperson of completion of qualification.

The Handicap Chairperson runs monthly Most Improved Player report. She will have an awards certificate printed and then awards the certificate for Most Improved Player and a Most Improved Player pin at each monthly meeting. Also, a Most Improved Player for the Year report is run and a certificate plus a cash prize paid from club funds is awarded at the Holiday Luncheon.

The Handicap Chairperson's NGA responsibilities include: conduit between the club, its state or regional golf association and the USGA to ensure compliance with the USGA Handicap System™; maintaining the NGA Roster so that it is accurate for billing purposes; education of any rules affecting legality of scores whether they may or may not be posted; education of members regarding compliance for legal play; Chairperson must complete USGA Club Compliance Checklist and Handicap System Education Assessment yearly for the Club to retain its NGA status. She must complete and sign the USGA Club Licensing Program Agreement to follow the USGA Rules of Golf for Handicapping and Entering Scores every two years.

**The MEMBERSHIP CHAIR** will recruit and introduce new members to the Club.

She will provide new members with a Membership Application, Membership Booklet, name tag, our rules/protocol list. She will introduce our website to them, including our Charter and Operating Procedures. The Membership Chair will educate new members on League Golf Day procedures. She will coordinate with the Handicap, Treasurer and Tournament Chairs on behalf of the new member.

She will play the first round of golf with the new player and then assign a Board member to be their mentor for the next three weeks or rounds of golf.

She will organize a New Member orientation class during golf course overseeding.

**The PAST PRESIDENT ADVISOR** shares any information from her experience to assist the current Board and is responsible for working with various Board members to maintain the bulletin board at Eagle Crest with Club updates and other Club events and news items as they occur.

**The SOCIAL CHAIRPERSON** is responsible for the sign-ups for the monthly luncheon via a sign-up sheet at Eagle Crest until the Thursday before the luncheon or by Golf Genius. The chairperson is also responsible for setting up rooms and planning lunch for General Meetings. The Social Chairperson and her committee handle sign-in for lunch at General Meetings, purchase all items needed, store items and inventory them. Chairperson or committee member will collect and disburse money for the 50/50 Raffle at General Meetings and will facilitate the drawing of the name for the President's Attendance Award. She will also submit a report on each luncheon to Treasurer. The Social Chair will also plan/coordinate arrangements for social events with Chairpersons as needed.

**The SUNSHINE CHAIRPERSON** will send birthday cards to members and send cards, flowers or other gifts when appropriate to our ill or bereaved members, immediate family and former Club members. She will receive an updated roster from the Treasurer.

**The WEB LIAISON** will update and maintain our website content in coordination with various board members and will abide by CCOC guidelines. In addition, Web Liaison is responsible for the administrative duties of the website, including maintaining the site domain and website host service functions and ensuring that payments for such services are made in a timely fashion so that our web address and website host account remain active, with no lapse in service.

**The WSNGA REPRESENTATIVE** will attend all WSNGA bi-monthly meetings and report back to Board and General Membership. She is also responsible for informing SCSLEGC Web Liaison of any changes to WSNGA content. If she or another board member cannot attend the meeting, WSNGA must be contacted prior to the meeting. If the club misses one or more meetings, the club will be assessed a \$50.00 fee.

## SPECIAL EVENTS

**The INVITATIONAL CHAIRPERSON** will form her committee to host our annual club fundraiser to be held on the first Tuesday in May. During the planning process, she will attend Board meetings with updates on progress. Any contract associated with the event shall be reviewed and signed by the President. The Chairperson will receive guidelines developed from previous Invitationals and will review budgets from previous years. A member of the Executive Board will serve as advisor to the Chairperson.

**The OVERNIGHT TRIP CHAIRPERSON** is responsible for organizing and executing an Overnight Trip for the Club. She is responsible for negotiating bus, hotel and golf contracts, which will be signed by the President. She will work with Tournament Chairperson for the type of game played, score cards, and prizes. The Chairperson will be responsible for the budget including the price of the trip. All expenses must be covered in the price of the trip as there will be no Club funding. A member of the Executive Board will serve as advisor to the Chairperson.

## **ARTICLE III --- RULES OF MEMBERSHIP**

1. New members who do not have a verifiable USGA handicap must establish handicaps by doing one of the following: Play eighteen (18) holes three (3) times or nine (9) holes six (6) times on Tuesday with the Club. New members may also play with a Club member on any day of the week. Scorecards must be kept, dated and signed by the Club member and then turned over to our Tournament Chair at the end of play.
2. All members must sign up by 10:00 am the Saturday before Tuesday play. Members must designate whether they will play nine (9) or eighteen (18) holes. They must arrive one-half (1/2) hour prior to tee time. Members must sign in fifteen (15) minutes before tee time or they may not be allowed to play. Members who need to cancel should call Tournament Chair up to 6:00 pm on Monday. If an emergency arises after 6:00pm on Monday, they must call the Pro Shop.
3. All members playing eighteen (18) holes on Tuesday must participate in the weekly tournament but may elect whether to participate in the prize pool. Those choosing to play only nine (9) holes do not participate in the weekly tournament or prize pool. They may participate in the Chip-In and Birdie pots and are included in Eagle and Hole-In-One competitions.
4. Each member is responsible for checking her current handicap available on the GHIN App.
5. At the end of tournament play, the official scorecard and the back-up scorecard must be turned in for each group; however, all players should keep a scorecard. Clearly circle and label every Chip-In, Birdie, Eagle, and Hole-In One on the official and the back-up scorecard.
6. Scorecards must have the club member names for the group. They must be signed and attested by all members of the group. If the scorecards are incomplete or incorrect, all players in the group are subject to disqualification for that day's tournament.

7. To avoid any disputes during play, if there is a question, play a provisional ball and record both scores on the scorecard. Circle the hole in question and give to the Pro Shop for a final ruling before signing and turning in scorecard.
8. All players are obliged to follow the United States Golf Association (USGA) Rules, SCSCAI Rules and Regulations, Club Charter and Operating Procedures.
9. The Club Championship is a three (3) week tournament. The best two (2) weeks out of three (3) are used to calculate your score. If a member plays only two (2) of the weeks of the Championship, they will still be eligible to compete. To be eligible to play in Club Championship, a member must have played ten (10) games on regular Tuesday play during the current Club schedule, prior to the beginning of the Championship Tournament.
  - a. If a member shows up to play on any Tuesday and the tournament is cancelled, that member's attendance will be credited toward her ten (10) game requirement. Those not eligible to participate in Club Championship can still sign up and play on those days. Award for Club Champion is low gross and awards for all flights are low gross and low net.
10. For a member to be eligible for the monthly Most Improved Golfer, she must have played two times (excluding scramble) in our Tuesday play during the month she won the award. She also must be an active member\*\*.

To be eligible for Most Improved Golfer for the Year, a member must be a current and active member\*\*.

Member is eligible to win only one monthly Most Improved Golfer per year.

\*\*Active member is defined as having played a minimum of 10 times in Tuesday play during the previous 12 months.

11. Social membership is open to past club members who no longer play golf and want to attend General Meetings and Social Events. Social members must pay annual membership dues.

#### ARTICLE IV – ELECTIONS

Elections will be held annually at the Club's October General Meeting. Not less than sixty (60) days prior to election date, a Nominating Committee of not less than three (3) will be appointed by the President. The Nominating Committee shall present a slate of nominations to the members at least thirty (30) days prior to the election. The President will provide the list of new officers to Community Services within 14 days of the election.

## **ARTICLE V -- AMENDMENTS/ADOPTION**

Amendments to the Operating Procedures must be submitted in writing to Community Services for review. An Operating Procedures Committee may be appointed by the President. Proposed changes will be presented to the membership for approval. Thirty (30) days prior notice is required before the membership votes. A quorum must be present for the vote to be valid. A majority of members present must approve the changes.