

PEBBLECREEK LADIES NINE-HOLE GOLF ASSOCIATION BY-LAWS

APPROVED ON 10/15/2024 BY MORE THAN 66% OF THE
VOTING MEMBERSHIP

Article I. DUTIES OF THE OFFICERS

Section 1.01 The President

- (a) The President shall preside at all meetings. She shall appoint all Committee Chairpersons, Committee Co-Chairpersons, Committee Members, and Representatives.
- (b) The President shall be an ex officio member of all committees, except the Nominating Committee.
- (c) The President and/or Treasurer shall write all checks drawn upon funds of the PebbleCreek Ladies Nine-Hole Golf Association (PCL9GA). The President shall provide written approval of all expenditures over \$500.
- (d) The President shall appoint two members of the PCL9GA in good standing, excluding Officers, to the audit team including one Board member and one non-Board member of the PCL9GA to complete the Annual Audit by June 30 each year of the Profit or Loss Statement for the period ended May 31 and Balance Sheet dated May 31.
- (e) The President shall approve a Yearly Play Schedule to be maintained by the Pairings Committee and used by all other Committees, as necessary. The President shall also produce the Events Calendar and Time Line.
- (f) The President shall be responsible for all non-PCL9GA sponsored outside tournaments and the related correspondence.
- (g) The President will act as mentor to the President-Elect helping her learn all aspects of the President's job during the year prior to her becoming President. Particular areas of mentoring shall include Scoring, Handicap, New Member, Pairings, Social, Tournaments, and Financial Aspects of the League.
- (h) In the event the President does not complete a full term in office, within thirty (30) days

of her termination of office, she shall provide the President-Elect with all records prepared during the President's tenure.

Section 1.02 The President-Elect

- (a) The President-Elect shall, in the absence or inability of the President to act, have and perform the powers and duties herein prescribed for the President including written approval of expenditures over \$500 and/or signing checks in the absence of the Treasurer and the President.
- (b) The President-Elect shall request from the Officers, Standing Committee Chairpersons and/or Co-Chairpersons, and Representatives a copy of records prepared during their tenures. She shall ensure these records are delivered to the new officers and Board members on or before June 1 each year. In the event that the President does not complete a full term in office, the President-Elect shall collect all records held by the outgoing President within thirty (30) days of termination of office.
- (c) Representatives designated by the President shall report to the President- Elect. At the President's discretion, the President-Elect shall deliver the periodic reports of these Representatives to the Board or invite the Representatives to deliver the reports in person.
- (d) The President-Elect shall work closely with the President to learn all aspects of the President's job. Particular areas for mentoring shall include Handicap, New Member, Pairings, Social, Scoring, Tournaments, and all Financial Aspects of the League.
- (e) The President-Elect shall make available all records prepared during her tenure by May 31st or, in the event she does not complete a full term in office, she shall provide these materials to the President within thirty (30) days of the President-Elect's termination of office.

Section 1.03 The Secretary

- (a) The Secretary shall keep full and complete minutes of all meetings of the Board and the membership. The current month's Board minutes, after approval by the President will be posted on the website by the Webmasters for review by Board Members after each monthly Board Meeting. The Webmasters will post the prior month's Board Meeting Minutes after they have been approved on the website for the entire membership.
- (b) The Secretary enters new members into the website and sends out New Member welcome letters.
- (c) The Secretary shall be custodian of all official PCL9GA documents, including but not limited to the Constitution, By-Laws, Standing Rules, and Membership Application, and shall attend to all PCL9GA correspondence, as well as other duties assigned by the President and the Board. All official PCL9GA document, are for official PCL9GA

business only and may not be used for any other purpose, without explicit permission of the Board.

- (d) The Secretary shall also maintain a record of all PCL9GA trophies and plaques including their physical location and, as required, update the engraved nameplates in a timely manner.
- (e) The Secretary shall annually provide the President-Elect with all records prepared during the Secretary's tenure by May 31st or, in the event she does not complete a full term in office, within thirty (30) days of her termination of office.

Section 1.04 The Treasurer

- (a) The Treasurer and/or the President shall write all checks drawn upon the funds of the Pebble Creek Ladies Nine-Hole Golf Association (PCL9GA). Checks written by the Treasurer over \$500 or any expense paid by PCL9GA Debit Card or any other method of payment over \$500, must receive written approval from the President or President Elect.
- (b) The Treasurer shall give a detailed report of receipts and expenditures at all Board meetings and provide a financial summary of each Tournament and Social Event to the Board and event chairs within 60 days after the event.
- (c) The Treasurer shall make disbursements to members upon receipt of an itemized voucher for all expenditures. The Event Chair and the appropriate Tournament or Social Chair must sign reimbursement forms for Tournaments or Social events before a check or payment is issued by the Treasurer.
- (d) By June 30th of each year, the Treasurer shall prepare an Annual Financial Report for the fiscal year. The report shall be dated and approved by the President. This document shall be made available to the membership by posting it on the website and, if required, to the PebbleCreek Homeowners Association.
- (e) The Treasurer or her designee shall provide the PebbleCreek Pro Shop with a list of players and monies to be charged to the Member on the PCL9GA Regular Play Days and Tournament Events and reconcile this with the charges on the Pro Shop report. The list shall include "no shows" and cancellations with assessments to be collected for penalty fees.
- (f) At least once a month or as directed by HOA, the Treasurer or her designee shall provide the PebbleCreek Pro Shop with a list of players and their winnings and reconcile this with the winnings report provided by HOA.

- (g) No later than the September Board meeting of each year, the Treasurer shall prepare, for approval by the Board, an Annual Budget to serve as a general guideline.
- (h) The Treasurer shall facilitate the preparation of the Form 990 to be filed with the IRS Per IRS rules for 501C Non-Profit organizations
- (i) The Treasurer will work closely with the Treasurer Assistant(s) to provide them with knowledge of important aspects of the Treasurer's job. The Treasurer shall insure that there is a proper separation of duties including separating the functions of Authorization, Recording, Reconciliation, and Custody of Assets.
- (j) The Treasurer is responsible for creating and maintaining an updated Membership List and notifying the Secretary of all updates in a timely manner.
- (k) The Treasurer shall fully cooperate with the members designated to conduct the Annual Audit.
- (l) The Treasurer shall annually provide the President-Elect with all records prepared during the Treasurer's tenure by May 31st or, in the event she does not complete a full term in office, within thirty (30) days of her termination of office.

Article II. DUTIES OF THE STANDING COMMITTEES

Section 2.01 Handicap Committee

- (a) The Handicap Chairperson and/or Co-Chairperson shall attend sufficient AGA training to proficiently lead and fulfill the duties of the Committee. At least one member of the Handicap Committee must be certified according to the AGA requirements.
- (b) The Handicap Chairperson and/or Co-Chairperson shall be responsible for providing the results of the most improved player to the Scoring Team and President Elect. The most improved results are for a player in good standing for the competition year of April 1 of the previous year through March 31 of the present year, based on the handicap system.
- (c) The Handicap Chairperson and/or Co-Chairperson shall maintain all necessary documentation and record keeping required by the AGA and United States Golf Association (USGA); shall learn the appropriate software to support the various Handicap functions.
- (d) The Handicap Chairperson and/or Co-Chairperson shall be responsible for providing adequate peer review of member handicaps as required by AGA and USGA.

Additionally, Handicap Chairperson and/or Co-Chairperson shall review all new member applications for handicap compliance and enter **into** the USGA system.

- (e) Updated handicap reports for all members shall be produced through Golf Genius monthly and updated on the website by the Webmasters.
- (f) The Handicap Chairperson or Co-Chairperson shall provide the President- Elect with all records prepared during the Handicap Chairperson or Co- Chairperson's tenure by May 31st or, in the event she does not complete a full term on the Board, within thirty (30) days of her leaving the Board.

Section 2.02 Rules Committee

- (a) The Rules Chairperson and Co-Chairperson shall familiarize themselves with the "Rules of Golf" as adopted by the USGA. The Rules Chairperson and/or Co-Chairperson shall interpret "Local Rules" for the PCL9GA in co-operation with the PebbleCreek Head Golf Professional and, when necessary, enforce all such rules. The Rules Chairperson and/or Co-Chairperson shall, with the President, and if necessary, with the PebbleCreek Head Golf Professional, act as a Grievance Committee to settle all disputes and disagreements regarding rules that may arise among the members. Their verdict shall be final.
- (b) The Rules Chairperson and/or Co-Chairperson shall promote member compliance and knowledge of the "Rules of Golf."
- (c) The Rules Chairperson and/or Co-Chairperson shall serve in an advisory capacity to the Tournament Chairperson or Co-Chairperson or other Chairpersons and Co-Chairpersons who are responsible for tournaments and special events to ensure that the USGA tournament rules are followed. The Rules Chairperson or Co-Chairperson shall provide the President-Elect with all records prepared during the Rules Chairperson or Co-Chairperson's tenure by May 31st or, in the event she does not complete a full term on the Board, within thirty (30) days of her leaving the Board.

Section 2.03 Social Committee

- (a) The Social Chairperson and/or Co-Chairperson shall be responsible for the arrangement of all social functions of the PCL9GA including but not limited to decorations, food, publicity, prizes, and entertainment, when necessary. The Social Chairperson and/or Co-Chairperson shall work closely with and report to the President.
- (b) The Social Chairperson and/or Co-Chairperson shall be responsible for the following functions for each calendar year: Holiday Luncheon, Spring Awards/Social Event if

requested by the President, Spring Par Tee, Winter Par Tee, and any other social functions that may occur, if requested. The President oversees these functions.

- (c) The Social Chairperson or Co-Chairperson shall provide the President-Elect with all records prepared during the Social Chairperson or Co-Chairperson's tenure by May 31st or, in the event she does not complete a full term on the Board, within thirty (30) days of her leaving the Board.

Section 2.04 Publicity Committee

- (a) The Publicity Chairperson or Co-Chairperson shall report news and event results using the PebbleCreek Post and any other appropriate media outlet. The Publicity Chairperson and/or Co-Chair shall, also, be responsible for keeping all Bulletin Boards updated.
- (b) The Publicity Chairperson and/or Co-Chairperson shall be responsible for collecting pictures of events and maintaining pictures and descriptive information in a digital format. If applicable, articles and pictures shall be submitted each month, by the date required, to the PebbleCreek Post.
- (c) The Publicity Chairperson or Co-Chairperson shall provide the President-Elect with all records prepared during the Publicity Chairperson or Co-Chairperson's tenure by May 31st or, in the event she does not complete a full term on the Board, within thirty (30) days of her leaving the Board.

Section 2.05 Tournament Committee

- (a) The Tournament Chairperson and/or Co-Chairperson shall be responsible for the PCL9GA tournaments, including Kick Off, Annual Charity Event, Invitational, Member-Member, Member-Guest and any other tournament that may occur, if requested by the President.
- (b) The Tournament Chairperson and/or Co-Chairperson shall be responsible for tournament related facilities scheduling, publicity, decorations, food, prizes, and entertainment, when necessary.
- (c) The Tournament Chairperson or Co-Chairperson shall provide the President- Elect with all records prepared during the Tournament Chairperson or Co- Chairperson's tenure by May 31st or, in the event she does not complete a full term on the Board, within thirty (30) days of her leaving the Board.

Section 2.06 Weekly Pairings & Tournament Pairings Committees

- (a) The Pairings Play Day Chairperson shall produce, with the approval of the President, a Yearly Game Schedule in coordination with the AGA annual competition schedule [April 1 through March 31] and the PebbleCreek Course Schedule. The Pairings Play Day Chairperson in coordination with the President and the Pairings Tournament Chairperson shall produce the detailed weekly game and tournament schedule to be sent to the Webmaster for posting on the Website
- (b) The Pairings Play Day Chairperson and the Pairings Tournament Chairperson shall attend any training offered when the designated computer software is changed or updated. Training sessions for all Pairings Committee members shall be conducted, as necessary, to ensure they are proficient in use of the designated software.
- (c) The Pairings Play Day Chairperson and/or The Pairings Tournament Chairperson Committee Members shall use the Yearly Game Schedule to create the weekly pairings, distribute reports to appropriate Board Members and Pro Shop, and make any changes prior to play date. Pairings Reports shall be sent to the Webmasters for posting on the Website as stated in the standing rules.
- (d) The Pairings Play Day Chairperson and the Pairings Tournament Chairperson shall provide the President-Elect with all records prepared during the Pairings Chairperson or Co-Chairperson's tenure by May 31st or, in the event she does not complete a full term on the Board, within thirty (30) days of her leaving the Board.

Section 2.07 New Member Committee

- (a) The New Member Chairperson and/or Co-Chairperson shall conduct orientation sessions for new members twice monthly, or as needed. An updated log of New Member information including names and orientation dates shall be kept for new member records and given to the President, members of the Board, Treasurer, and Webmaster for posting on the Website in a timely manner.
- (b) Orientation should include: review of PCL9GA Handbook, how to use the computer to sign up for golf, enter scores into GHIN for non-league days, and to access important information contained on the website and how to set up the Golf Genius Application on their phone so they are able to enter scores. The New Member Handbook shall be reviewed and updated by the New Member Chairpersons as needed.
- (c) The New Member Chairperson and/or Co-Chairperson shall, upon completion of their orientation, take each New Member's picture (with the New Member's written approval) for the website and for inclusion in the Weekly Newsletter. New Members shall be introduced at PCL9GA Regular Ladies' Day Play.

- (d) The New Member Chairperson and/or Co-Chairperson shall order nametags for new members that will be handed out upon completion of orientation.
- (e) The New Member Chairperson and/or Co-Chairperson shall assist new members the first few times they play with the league.
- (f) The New Member Chairperson and/or Co-Chairperson shall provide the President-Elect with all records prepared during the New Member Chairperson or Co-Chairperson's tenure by May 31st or, in the event she does not complete a full term on the Board, within thirty (30) days of her leaving the Board.

Section 2.08 Communications Committee

- (a) The Communications Chairperson and/or Co-Chairperson(s) shall be responsible for the Weekly Newsletter that is distributed by e-mail each week, January through May and September through December, and only the second and fourth weeks of the months June, July, and August. The President shall approve the Weekly Newsletter overall content and format. The Weekly Newsletter shall contain a link for winners from the most recent PCL9GA Regular Play Day or event.
- (b) The Communications Chairperson and/or Co-Chairperson(s) use Constant Contact or any other software designated by the Board for the e-mail distribution of the Weekly Newsletter. A copy of each Weekly Newsletter shall be provided to the President for her approval before distribution to the membership.
- (c) The Communications Chairperson and/or Co-Chairperson(s) shall provide the President-Elect with all records prepared during the Communications Chairperson or Co-Chairperson's tenure by May 31st or, in the event she does not complete a full term on the Board, within thirty (30) days of her leaving the Board.

Section 2.09 Webmaster Committee

- a) The Webmasters shall be responsible for maintaining the PCL9GA Website including, but not limited to, updating Board Members, posting the Weekly Pairings, and adding articles as directed by the President. Webmasters shall be responsible for controlling individual access to the website.
- b) The Webmasters are responsible for maintaining & posting all documents after approval by President including club attributes, articles, and flyers. Webmasters are responsible for keeping all original submitted copies of articles and flyers. Webmasters are also responsible for deactivating members who have not paid their dues by January 15 of each year. They will distribute the list of deactivated members to Pairings (for Golf Genius Update), Communications and Handicap for updates to those systems.

- c) The Webmasters shall act as the liaison between the PCL9GA and the developers of the designated website software.
- d) The Webmasters and/or a designee shall attend training sessions and meetings provided by the designated software developer.
- e) The Webmasters shall monitor the PCL9GA Website for any problems and acts as 'troubleshooter' for members who need assistance.
- f) The Webmasters shall provide the President-Elect with all records prepared during the Webmaster's tenure by May 31st or, in the event she does not complete a full term on the Board, within thirty (30) days of her leaving the Board.

Section 2.10 Scoring Committee

- (a) The Scoring Committee shall oversee all scoring activities related to PCL9GA Playdays, Tournaments and Special Events.
- (b) The Scoring Committee coordinates with the Treasurer and/or Treasurer Assistants to verify cancels, no shows, add ins, monies collected and any penalties assessed.
- (c) The Scoring Committee reviews scores from input for rounds played ensuring accuracy, creates scoring and payout reports, and posts the result of each round to GHIN.
- (d) The Scoring Team shall keep a record of the cumulative scores for Medallion, Club Championship, and Senior Legacy and shall maintain a record of member skill achievements such as Birdies, Chip-ins, Break 50's, Break 40's, Eagles and Hole-in-Ones and shall report these to the President and President Elect.
- (e) The Scoring Committee shall provide the President-Elect with all records prepared during the Scoring Committee's tenure by May 31st or, in the event she does not complete a full term on the Board, within thirty (30) days of her leaving the Board.
- (f) The Scoring Committee shall make all documents and reports available to the President and President-Elect for approval. Approved reports shall be forwarded to the Webmaster(s) for posting on the Website.

Article III. DUTIES OF THE REPRESENTATIVES AND OTHER COMMITTEES

Section 3.01 Arizona Golf Association (AGA) Representative

- (a) The AGA Representative shall be appointed by the President and shall report to

the President-Elect.

- (b) The AGA Representative shall act as a liaison between the PCL9GA and the AGA, in accordance with their respective requirements. She shall provide the President-Elect with a timely report of AGA news and pertinent information.
- (c) The AGA Representative shall coordinate all activities with the AGA related to the Medallion Tournament. Activities include but are not limited to, registration, scheduling, and payment.
- (d) The AGA Representative shall provide the Communications Chairperson and/or Co-Chairperson with the results of any AGA tournaments in which PCL9GA members participate or achieve winning status. The AGA Representative shall, with the concurrence of the President, name an Alternative AGA Representative to serve in her capacity during absence or disability.
- (e) The AGA Representative shall provide the President-Elect with all records prepared during the AGA Representative's tenure by May 31st or, in the event she does not complete a full term as the Representative, within thirty (30) days of her leaving the position.

Section 3.02 PebbleCreek Homeowners Association (PCHOA) Golf Committee Representative

- (a) The PCHOA Golf Committee Representative (Golf Representative) shall be appointed by the President and shall report to the President-Elect.
- (b) The Golf Representative shall attend all PCHOA Golf Committee meetings and provide a written report summarizing the meeting or the actual meeting minutes to the PCL9GA President-Elect.
- (c) The Golf Representative shall take any concerns of the PCL9GA membership to the PCHOA Golf Committee and report the findings to the PCL9GA President-Elect.
- (d) The Golf Representative shall, with the concurrence of the President, name an Alternative Golf Representative to serve in her capacity during absence or disability.
- (e) The Golf Representative shall provide the President-Elect with all records prepared during the Golf Representative's tenure, which is concurrent with all other HOA committee's tenure or, in the event she does not complete a full term as the Representative, within thirty (30) days of her leaving the position.

Section 3.03 Sunshine Representative

- (a) The Sunshine Representative shall be appointed by the President and shall report to the President-Elect.
- (b) The Sunshine Representative shall send cards to members, or immediate family members, who are ill or who have lost a family member. She shall notify the President of instances when memorial donations shall be appropriate. The details of the illness or loss are not to be disclosed.
- (c) The Sunshine Representative shall provide the President-Elect with a monthly report of the Representative's activities. The Sunshine Representative shall provide the President-Elect with all records prepared during the Sunshine Representative's tenure by May 31st or, in the event she does not complete a full term as the Representative, within thirty (30) days of her leaving the position.

Section 3.04 Assistant Treasurer Representative(s)

- (a) The Assistant Treasurer Representative(s) shall be appointed by the President and shall report to the Treasurer.
- (b) The Assistant Treasurer Representative(s) shall work with the Treasurer to learn all aspects of the Treasurer's job.
- (c) The Assistant Treasurer Representative(s) shall become knowledgeable of the financial software package used by the PCL9GA.
- (d) The Assistant Treasurer Representative(s) shall reconcile all weekly play fees, tournament play fees and penalty assessments with the Pro Shop and the Designated Scoring Team.
- (e) The Assistant Treasurer Representative(s) shall, under the direct supervision of the Treasurer, perform financial duties for the PCL9GA-in accordance with the guidelines for the separation of duties.
- (f) The Assistant Treasurer Representative(s) shall provide the Treasurer or President-Elect with all records prepared during the Assistant Treasurer Representative's tenure by May 31st or, in the event she does not complete a full term as the Representative, within thirty (30) days of her leaving the position.

Section 3.05 New Member Ambassador(s) Representatives

- (a) The New Member Ambassador shall be appointed by the President and shall report to the President-Elect.

- (b) The New Member Ambassador shall provide the President-Elect with a monthly report of activities.
- (c) The New Member Ambassador was established to welcome new members into the Lady Niners by organizing tee times outside of our weekly 9-hole play to engage new members and make them feel welcome. Other events may be planned as approved by the Board. A new member is someone who has joined PCL9GA and completed orientation within the last 12months.
- (d) The New Member Ambassador shall provide the President Elect with all records that are prepared during the year by May 31st or in the event she does not complete a full term as the representative, within thirty (30 days) of leaving the position.

Article IV. MEETINGS AND FISCAL CALENDAR

Section 4.01

A meeting of the Board shall be held monthly, or as deemed necessary by the President except for the months of July and August.

Section 4.02

The President shall call special meetings. It shall be the duty of the President to call a special meeting after receiving a written request of one-third of the membership.

Section 4.03

Robert's Rules of Order shall be the authority for all questions not covered by the Constitution and By-Laws.

Section 4.04

The PCL9GA fiscal year shall run from June 1st through the following May 31st. The Annual Financial Report prepared by the Treasurer shall reflect the fiscal year.

Article V. NOMINATING COMMITTEE

Section 5.01

- (a) The Nominating Committee shall consist of five (5) PCL9GA members, including its Chairperson, all of whom are in good standing. Each member of the Committee shall

have been a member of PCL9GA for at least twelve (12) months, except for the Chairperson, who shall have been a PCL9GA member for at least twenty-four (24) months and is currently serving as a Board member. The President shall not be an ex-officio member of this Committee.

- (b) In November, the Board shall appoint a Nominating Committee Chair. After appointing the Nominating Committee Chair, the Board shall name four additional members by November 30th, two of whom shall not be currently serving on the Board.

Section 5.02

- (a) The Nominating Committee shall seek potential candidates for the elected offices of President-Elect, Secretary, and Treasurer from the Membership Roster. The Committee shall solicit, in a manner that they deem open, fair, and expedient, the names of members interested in being considered for candidacy.
- (b) After receiving a resume from and conducting a formal interview with each potential candidate, the Committee shall determine if each candidate meets the qualifications, as described in the By-Laws (Article V, Sections 5.05 through 5.08). The Committee shall document the qualifications for each potential candidate. The Nominating Chairperson shall retain this documentation and destroy it immediately after the election of Officers.
- (c) The Committee shall identify, from the qualified candidates, a slate of officers with each office having one or more candidates who were found to be qualified.
- (d) The Committee's proceedings, as well as the information gathered concerning all potential candidates, shall be handled in a confidential manner.

Section 5.03

- (a) At least four (4) weeks prior to the Annual meeting, the Nominating Committee Chairperson shall post the slate of Officers for review by the general membership. The Nominating Committee shall read the slate of Officers at a general membership meeting at least three (3) weeks prior to the Annual Meeting. At this time, additional nominations for the slate of Officers shall be solicited from the floor. If no additional candidates are nominated from the floor, the President shall declare the nominations closed and the slate, as read, shall form the ballot.
- (b) If there are nominations from the floor, those nominated candidates shall be added to the slate, with the caveat that each of the nominated candidates shall submit a resume, shall be interviewed by the Committee and shall be deemed a qualified candidate by the Committee.

- (c) If any of the aforementioned conditions are not met, the Nominating Committee shall notify both the candidate and the member making the nomination. The slate, in this case, shall be composed of the original slate presented by the Committee and the additional qualified candidates nominated from the floor.
- (d) If the slate has been revised to include candidates nominated from the floor, the Nominating Committee Chairperson shall read the revised slate of Officers at a membership meeting at least two (2) weeks prior to the Annual Meeting and post the revised slate. In this instance, the revised slate shall form the ballot.
- (e) The Nominating Committee shall prepare a ballot listing the slate of candidates for each office. The candidates shall be listed on the ballot in alphabetical order for each Officer position. Voting may be done by email or any other method approved by the Board.

Section 5.04

- (a) The Nominating Committee shall organize and announce a separate meeting for the PCL9GA members to meet the candidates prior to the Annual Meeting.
- (b) Candidates shall refrain from soliciting votes by any means other than informal networking. Email solicitation and distribution or posting of candidate materials shall be prohibited. Candidates engaged in or sanctioning these prohibited activities shall be disqualified as candidates for this election.
- (c) The need to disqualify a candidate shall be determined by the Nominating Committee and reported to the Board for its concurrence. The Nominating Committee Chairperson shall notify any disqualified candidate.

Section 5.05

Qualifications for the office of the President shall be as follows: PCL9GA member in good standing for at least twenty-four (24) months and tenure as President-Elect for the prior 12 months. The exception would be if the President were unable to fulfill her tenure (See Article V, Section 5.02).

Section 5.06

Qualifications for the office of President-Elect shall be as follows: PCL9GA member in good standing for at least twelve (12) months and tenure as an elected PCL9GA Officer, Standing Committee Chairperson or Co-Chairperson, or Committee Member for at least twelve (12) months. President-Elect shall automatically succeed to President for the second year of the

two-year term.

Section 5.07

Qualifications for the office of Secretary shall be as follows: PCL9GA member in good standing for at least twelve (12) months, and tenure as an elected PCL9GA Officer, Standing Committee Chairperson or Co-Chairperson, Committee Member, or Representative for at least six (6) months. Proficiency in word processing software shall be required.

Section 5.08

Qualifications for the office of Treasurer shall be as follows: PCL9GA member in good standing for at least twelve (12) months and tenure as an elected PCL9GA Officer, Standing Committee Chairperson or Co-Chairperson, Committee Member, or Representative for at least six (6) months. Proficiency in accounting software and accounting practices and procedures shall be required.

Article VI. ELECTIONS

Section 6.01

The results of the election of Officers shall be announced on the day of the Annual Meeting. Election of a member to office shall require a majority vote of those members' casting votes for the office. Members will receive Information on the candidates and the procedures for voting in a method determined by the Nominating Committee and the President. The term of office for the elected Officers shall be from June 1st to May 31st.

Section 6.02

If the President is unable to fulfill her duties, the President-Elect shall assume these responsibilities. She shall complete the current President's term and her own term as President the second year. The Board shall select an interim President-Elect. The interim President-Elect may choose to be a candidate for President-Elect the subsequent year and placed on the ballot, if she meets the prescribed qualifications for candidacy.

Section 6.03

If the President-Elect is unable to fulfill her duties, the Board shall select an interim President Elect. Under these conditions the Board will add the office of President to the ballot the subsequent year. The interim President-Elect may choose to be a candidate for President the subsequent year, if she meets the prescribed qualifications for candidacy.

Section 6.04

If the Secretary or Treasurer is unable to fulfill her duties, the Board shall select a replacement. That replacement may choose to be a candidate for that office the subsequent year and placed on the ballot, if she meets the prescribed qualifications for candidacy.

Article VII. AMENDMENTS

Section 7.01

The By-Laws may be amended by two-thirds (66.7%) of the members voting provided that the proposed amendments have been presented to the general membership and posted on the website at least thirty (30) days prior to voting.

Article VIII. PEBBLECREEK HOMEOWNERS' RULES AND REGULATIONS

Section 8.01

The PCL9GA shall conduct its business in accordance with the PCHOA Rules and Regulations.

Section 8.02

No individual member of the PCL9GA may receive compensation for services rendered in support of the activities of the PCL9GA from non-member or outside sources without approval of the PebbleCreek Homeowners Association Board of Directors. This includes merchandise, services, benefits, or rebates from vendors providing services or merchandise to the PCL9GA that are not provided to every member. This does not preclude reimbursement of actual expenses or reasonable compensation to PCL9GA members from PCL9GA funds for services rendered to the PCL9GA.

Section 8.03

In the event of dissolution of the PCL9GA, all monetary assets shall be distributed to nonprofit organizations that reflect prior benevolences selected by the Board, after all debts have been satisfied. PCL9GA members shall be advised that they are liable for any debts incurred by the organization and must satisfy them in full prior to the dissolution. Dissolution of the PCL9GA requires approval of the PCHOA Board of Directors.