



## TRAIL RIDGE MEN'S GOLF CLUB BYLAWS

### Article I – General

**Section A** – The name of the organization shall be the Trail Ridge Men's Golf Club.

**Section B** – The purpose of the organization shall be to provide competitive and social golfing events at the Trail Ridge Golf Course, for the men of Sun City West, Arizona.

**Section C** - These Bylaws will fully comply with the Recreation Centers of Sun City West, Inc., Articles of Incorporation, Association Bylaws, and Rules, Regulations and Procedures for Chartered Clubs. In the event of a conflict between these Bylaws and the above stated governing documents of the Recreation Centers, the Recreation Centers' document shall prevail.

**Section D** - This Chartered Club shall be operated as a nonprofit Organization in accordance with Arizona statutes, and the Bylaws of the Recreation Centers.

### Article II – Membership

**Section A** - Membership shall be open to all members in good standing of the Recreation Centers.

**Section B** - There shall be no other precondition for membership, nor will members be required to join any national, state or regionally affiliated organization. A member must elect to be a competitive or non-competitive member. Competitive members maintain a current USGA handicap and may participate in all Club competitions. Non-competitive members do not maintain a current USGA handicap and may play on Club days but are not eligible for competitive events.

**Section C** - Guest privileges are specified in the Rules, Regulations and Procedures, Chapter 3, Article II.

Non recreation card holders may not be given more privileges than a recreation card holder. Members may bring guests to play as long as the following conditions are met:

1. Member is in good standing with the Trail Ridge Men's Golf Club.
2. Member is in good standing with the Recreation Centers.
3. Member shall abide by the Recreation Centers Club rules covering guest privileges.
4. The Member may invite as a guest a Recreation Card holder a maximum of (3) three times during a calendar year before said guest may be required to join the Club.
5. A Non-Recreation Card holder may be invited as a guest a maximum of (3) three times during a calendar year.

**Section D – Dues-** The amount of dues for each member will be determined annually on the recommendations of the Club Board and approved by a majority vote of the Club members attending the meeting after a quorum<sup>1</sup> has been established.

Annual dues shall be paid on or before December 15<sup>th</sup> of each year to keep continuation of previous year's handicap. If not paid by then a reinstatement fee will be collected.

Paying annual dues includes handicap assessment fees.

All members in good standing shall be entitled to:

1. Attend meetings of the membership and exercise one (1) vote on all matters coming before the meeting and shall be eligible to vote for nominees in the election of Directors
2. Participate in golf and social events sponsored by the Club. It is understood that all members of the Club, desiring to participate in Men's Day competition may occasionally be unable to be accommodated. The available daylight hours may not permit the scheduling of everyone.
3. Inspect the records kept by the Club at any reasonable time.
4. Receive a monthly playing handicap calculated under U.S.G.A. regulations. (AGA Handicap).
5. Receive a copy of the Bylaws, upon request.

**Section E – Maintaining a Club Charter:**

- A. Chartered Clubs must meet a membership participation rate of 75% as measured by monthly CR-4 (Monthly Participation Report) and annual CR-15 (Membership Report).
  1. Membership participation is the action of taking part in club activities.
  2. 75% of a clubs' membership must have participated in club activities at least once within annual membership period.
  3. Clubs are responsible for recording individual member participation.
- B. A Club Charter is dependent on club membership, membership participation and longevity of existing Club Charter.

**Section F –** Each club member is responsible for monitoring at club facilities per club bylaws.

**Section G –** The club board initiates periodic (at least annual) reviews of club membership to ensure all its members are valid Recreation Card Holders.

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<sup>1</sup> Quorum is the minimum attendance at a club membership meeting necessary to conduct elections, to approve bylaws, to approve budgets or to conduct other club business that requires a vote. A quorum shall be ten (10) percent of the club membership. However, a quorum requirement cannot be less than 20 members or more than 100 members.

**Section H – Member conduct:** Members who threaten the safety of themselves or others, abusive, blatantly create turmoil, disruption, or dissention among club members, clubs, or the Association in general may have their club membership temporarily suspended (up to two weeks) by the club.

**IMPORTANT:** All disciplinary actions must be approved by the Club Board (majority vote 51%), and member notified within 5 business days of infraction, documented in club records including CR-16 (scwclubs.com) and copies forwarded to the Recreation Activities Manager and Chartered Club Committee Chair.

1. Verbal warning to member from the Club President and a Board Member sharing details of incident and violation.
2. Written warning from the Club Board documenting details of incident and violation.
3. Written notice from the Club Board of temporary club suspension (maximum of two (2) weeks).

Member may appeal suspension with written notice to Club Board, Recreation Activities Manager, and Chartered Clubs Committee.

- a. Appeal will pause suspension until ruling, member rights and privileges continue until ruling complete.
- b. Appeal is heard at a scheduled meeting with Recreation Activities Manager, Chartered Clubs Committee Chair & other individuals approved by the Recreation Activities Manager.
  1. Member in question and Club President or presiding officer shall present their case.
  2. Ruling will be made based on majority consensus
  3. Recreation Activities Manager will forward appeal ruling to Club Board and Member.
4. Member may appeal ruling by written notice to the Recreation Activities Manager requesting a hearing with the Governing Board. Request is forwarded to the General Manager. Further disciplinary action requests by a Club Board shall be forwarded to the General Manager by the Recreation Activities Manager with a copy of the disciplinary actions to date.
  - a. General Manager may suspend a member up to sixty (60) days.
  - b. Club termination may be recommended by the General Manager to the Governing Board.
  - c. Severe cases of adverse Club Member behavior may be cause for suspension of Association membership rights and privileges (i.e., suspension of the RCSCW Recreation Card).
5. Any suspension or termination of club membership or Association rights and privileges may be recommended to the Governing Board by the General Manager following the same Process of Revocation procedures as described in RR&Ps Chapter 2, Article VII, C after completion of procedures listed above.

NOTE: Infractions addressed and corrected immediately do not require further action or documentation. Infractions which result in county or legal involvement (i.e., physical altercation) will move directly to the General Manager for recommendation to the Governing Board.

IMPORTANT: Membership Policy Statement M02 Suspension of Membership, 3.2.1:

Failing to attend the hearing or informing the Governing Board that the person will not attend, shall be considered an expression of "no contest" by the person. In such an event, the Governing Board may accept all reports and testimony as true.

### **Article III – Officers**

**Section A** - The Club Board shall consist of (at a Minimum) a President, Vice-President, a Secretary and a Treasurer.

It is recommended that the Club Board consists of a minimum of seven (7) and not more than eleven (11) members of the Trail Ridge Men's Golf Club in good standing. All sitting board members shall have voting privileges.

Newly elected or appointed officers, within fourteen (14) business days of taking office, shall attest that they have read and understand the Association's Rules, Regulations and Procedures for Chartered Clubs by signing the Form CR-5 (New Club Officers Rules, Regulations and Procedures for Chartered Club affirmation Report) and forwarding it to the office of the Recreation Activities Manager.

The Board of Directors shall have the power and responsibility to recommend rules and regulations consistent with the Club's Bylaws as they may deem advisable for the welfare of the club. These recommendations must be approved by a vote of the membership.

**Section B** - Newly elected or appointed officers, within fourteen (14) business days of taking office shall attest that they have read and understand the Association's Rules, Regulations, and Procedures for Charter Club by signing the CR-5 (New Club Officers and Rules, Regulations, and Procedures for Charter Club Affirmation Report) and forwarding it to the office of the Recreation Manager.

Any member of the Trail Ridge men's Golf Club, in good standing, is eligible to be elected a Director.

Directors are to be elected by written ballot.

**Section C**- The club board shall be elected by a majority vote of those present at the club's annual membership meeting after a quorum is established. The elected officers shall serve **without** compensation. An officer normally may not serve as an independent contractor. (RR&Ps, Chapter 4, Article VI, L).

**Section D – Terms of offices and responsibilities of officers.**

An elected Director shall serve a term of three (3) years and will assume office at the regular monthly meeting of the Board of Directors in January following the annual election of officers in November. Any appointed Director's term not to exceed (1) one year.

All elective Directors may serve a maximum of one (1) term. Any Director who has been elected to serve on the Board of the Club for a three (3) year term may not serve on the Board again, until such Director has been absent from the Board for at least one (1) year or unless appointed by the Club Board to fill a vacancy to the end of that term, not to exceed one (1) year.

The officers shall be elected by ballot from the Board of Directors at the regular meeting of the Board of Directors in January of each year.

The Officers and Directors shall perform the usual duties required by their respective positions, and shall perform such other duties as may be assigned by the Board of Directors.

The President shall be the chief executive officer of the Club. He shall be primarily responsible to the Board of Directors for all his acts and shall have no authority to bind the Club except as he is authorized by the Board.

Preside at all meetings of the Board of Directors and all meetings of the General membership.

Appoint all committees, except the nominating committee.

Serve as representative of the Club on the Sun City West Golf Council.

Representative at any official club function

The Vice-President shall generally discharge the duties of the President in the event of his incapacity or absence.

The Secretary shall take and record minutes of all meetings of the General Membership and the Board of Directors.

Keep custody of all official documents of the club and retain copies.

General Membership and Board of Directors meetings for at least three (3) years.

Be the official correspondent of the Club.

Post notices and/or notify the membership of all meetings as required by these bylaws.

Preside at meetings in the absence of the President and Vice-President.

The Treasurer shall be custodian of all funds.

1. Maintain adequate records of all finances and retain them for a period of seven (7) years.
2. Make all necessary reports as required by the Board of Directors and by State and Federal governments.
3. Make expenditures when authorized by the Board of Directors.
4. All bills incurred by a member of the Board of Directors or chairperson of a committee must be verified by him for payment.
5. All disbursements shall be made by check.

6. Transfer all funds from and to checking and investment accounts of the Club shall be at the discretion of the Board of Directors. Investment and checking accounts shall be placed in firms insured by the FDIC or the FSLIC.
7. The Treasurer is required to submit Form CR-7 (Annual Financial Statement) to the office of the Recreation Activities Manager by Feb. 1 for preceding calendar year ending 31<sup>st</sup> December.

**Section E** – Vacancies occurring on the elected Board of Directors may be filled by the Board of Directors. The appointment is to complete the term and this member can be nominated for election to a subsequent term. (in compliance with Article III C 1).

**Section F** - Impeachment: To impeach an officer or fill a vacancy, Robert's Rules of Order must be followed. If an impeachment is successful, the election of a new officer must follow immediately. (The procedure is available from the Recreation Activities Manager).

#### **Article IV – Meetings**

**Section A** – Frequency of Meetings:

There will be a general membership meeting conducted during each quarter of the calendar year and will be waived by the Board of Directors if a quorum is not possible. General membership meetings will be held four times each year normally the third Tuesday of each January, March, September, and November. The time and date of the meetings is to be set by the President.

Board of Directors meetings will be held monthly-normally on the second Tuesday of each month. The time and date of the meetings to be set by the Special meetings of the General Membership may be called at any time by the President or by three (3) Directors. The person or persons authorized to call a special meeting may fix the time and date.

All regular and special meetings shall be held in Sun City West, Arizona.

A fourteen (14) notice must be given to all members if a meeting is called.

**Section B** - Provisions for Calling and Recording Meetings:

Minutes will be taken by the secretary to document all business sessions, and approved by the Club President. Minutes, as well as other pertinent administrative records, will be retained for a period of three (3) years.

**Notice of General membership Meetings** - Written notice of all Regular and Special membership meetings shall be posted on the bulletin board at the trail Ridge Golf Course thirty (30) days before the date of the meeting. The notice shall contain the purpose of the meeting.

**Notice of Special Meetings of the Board of Directors** - The Club Secretary shall notify the Directors of all special meetings and the purpose of same at least three (3) days before the meeting.

**Section C – Voting and Quorum Requirements:**

1. Club Board Meeting-A quorum is a simple majority of the board.
2. Membership Meetings- A quorum is the minimum attendance at a club membership meeting necessary to conduct elections, to approve bylaws, to approve budget, or to conduct other club business. There will be no proxy votes. The required majority must be of those present at a meeting to specifically called for such purpose. A simple majority is required for all issues except bylaws. To approve bylaws, a two-thirds (2/3) majority is required. A quorum shall be ten (10) percent of the club membership; however, it cannot be less than twenty (20) members. A club could have excess of 100 members at a meeting, but the top requirement is 100.
3. Voting may be done in person, by paper ballot, or any generally accepted other technologically assisted solutions and retained in club records.
4. Reference Robert's Rules of Order for assistance in parliamentary procedures. Please note that stated bylaws take precedence over Robert's Rules, i.e.

**Section D-** Nominations for Election of Directors It shall be the duty of the Board of Directors to appoint not less than sixty (60) days before the annual elections, a committee of three (3) to the nomination committee.

Each shall be a member of the Trail Ridge Men's Golf Club, in good standing and not a member of the Board of Directors.

The Nominating Committee shall post its slate of candidates on the bulletin board at the Trail Ridge Golf Course.

**Article V - Financial**

**Section A** - Financial records shall be retained for a period of seven (7) years (prior current year).

**Section B** – Specify a dollar limitation on expenditures of club funds by other than a vote of the general membership. Other expenditures of \$25 or less can be paid by petty cash. (RR&Ps, Chapter 4, Article V, B, 4). Address check signing provisions.

**Section C-** No club member shall receive compensation or financial award from club funds for contributions or service to the club. The only exception is when a member has an independent contractor agreement previously approved by the Recreation Activities Manager.

**Section D** - Financial records must be audited on a yearly basis by individuals other than those elected to the Club Board. The results of the Report of Audit will be presented to the general membership and duly recorded in the applicable minutes of such meeting. A copy

will be provided to the office of the Recreation Activities Manager.

The fiscal year of the Club shall begin on the first (1<sup>st</sup>) day of January of each year and end on the thirty-first (31<sup>st</sup>) day of December of each year.

Each Officer shall be bonded as the Board of Directors may direct.

**Section E-** (i.e., check-signing provisions, inventory requirements). Check signing is authorized by the President and treasurer on file at the banking institution. Any changes on file at the bank must be addressed with a letter from the current President.

Any commercial advertising or flyers of Club activities must be in compliance with RR&P's, Chapter 3, page 18, Section f, 1&2.

Contracts – any contracts for instructors will be handled in compliance with Chapter 4 paragraph 5, and 5a through 5.d. of the RR&P's. Each contract must be renewed on a yearly basis and a copy of each sent to the Recreation Activities Manager for approval.

**Section F.** Treasures responsibility: The treasure is required to submit Form CR-7 (Annual Financial Statement) to the office Recreation Activities Manager by February 1 for the preceding calendar year.

## **Article VI – Committees**

**Section A -** Committees and/or chairpersons may be elected by the general membership or appointed by the Executive Board.

**Section B –** Committees: Safety and Audit

**Safety Committee;** A Safety Committee of not less than two (2) Club members in good standing shall be appointed each year by the Board of Directors to be on the alert for any hazardous or unsafe conditions on the Trail Ridge Golf Course or its environs. Any such unsafe conditions will promptly be reported to the proper responsible individuals for prompt resolutions.

**Audit Committee:** The Audit Committee, appointed each year by the Board of Directors, will remain in force until relieved by the next incoming Board of Directors.

**New Member Committee;** A New Member Committee of not less than two (2) Club members in good standing, shall be appointed to meet with new residents of Sun City West, Arizona who wish to join the trail Ridge Men's Golf Club. They will assist prospective new members in joining the Club, explaining to them the Rules and regulations of the Club.

The New Member committee will meet with all prospective new members as needed.

## **Article VII – Amendments**



**Audit Committee;** The Audit Committee, appointed each year by the Board of Directors, will remain in force until relieved by the next incoming Board of Directors.

**New Member Committee;** A New Member Committee of not less than two (2) Club members in good standing, shall be appointed to meet with new residents of Sun City West, Arizona who wish to join the trail Ridge Men's Golf Club. They will assist prospective new members in joining the Club, explaining to them the Rules and regulations of the Club.

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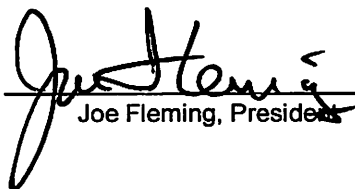
### Article VII – Amendments

To amend the Bylaws of this club requires a two-thirds vote of the membership present at a meeting specifically called for such purpose, a quorum being present. Procedures for filing amendment(s) are as follows:

1. The Recreation Centers' Recreation Activities Manager shall review the proposed amendments prior to submittal to the club Membership.
2. Proposed amendments shall be well publicized to the membership one (1) month prior to the vote. All amendments must be voted upon and approved by a quorum of the membership.
3. A complete revised set of the Club's Bylaws will be submitted to the Recreation Centers' Program Coordinator for final approval. The amended Bylaws require the approval of the Recreation Centers' prior to implementation. The results and date of the membership vote should be duly noted on the submittal document.

### Article VIII - Dissolution

Prior to club dissolution (after all debts are satisfied), all property and assets shall be assets shall be turned over to the Recreation Centers. In the event that incurred debts are not satisfied by club assets, members may be liable.

  
\_\_\_\_\_  
Joe Fleming, President

4/30/21  
Date

Approved:

  
\_\_\_\_\_  
William Schwind, General Manager

3-12-21  
Date

## **Trail Ridge Men's Golf Club Rules and Regulations**

Rules and Regulations; The Board of Directors shall have the power and responsibility to recommend such rules and regulations consistent with the Club's Bylaws as they may deem advisable for the welfare of the Club.

All golfing events shall be conducted according to U.S.G.A. Rules of Golf and locally adopted rules.

Any member who is in good standing with the established AGA Handicap shall be eligible for Men's competition. A new member to be eligible must have had five (5) full eighteen (18) hole rounds of golf played on Sun City West courses before he can receive a computer handicap – executive courses not included.

A new member, if he has a handicap from a U.S.G.A. Slope rated course, can transfer his handicap and play in competitive events using his slope-adjusted handicap.

To be eligible for tournament play a member must have an AGA handicap card of five (5) attested rounds of golf on Trail Ridge Golf Course.

Each participant in competition play or tournament play shall attest to the score card on which his score is kept for the particular round of play. He shall be responsible for the accuracy of his score. It must be legible and accurate with the golfer's full name. Noncompliance to this rule shall be disqualified.