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# CHARTERED CLUB BYLAWS

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**TRAIL RIDGE MEN'S GOLF CLUB**

# Document Change Control

<b>DOCUMENT TYPE</b>	CLUB BYLAWS	<b>DOCUMENT ID</b>	01	<b>REVISION</b>	00
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REVISION NUMBER	DESCRIBE CHANGE(S)	CHANGE DATE	CHANGE(S) MADE BY	DATE MEMBERSHIP APPROVED
00	Club bylaws were entered into the new template. No changes to existing bylaws were made.			N/A
1	Updated Article V – Meetings Section A & G	4/17/2024	Kasey Huhta RM	N/A

Use of a superseded or obsolete document is prohibited.  
 The reader is responsible for verifying that this document is current prior to each use.  
 Refer to Appendix B – Bylaws Amendments on page 18 for amendments made to this document.

Contents

TRAIL RIDGE MEN’S GOLF CLUB..... 0

Document Change Control ..... 1

Article I - General ..... 5

    Section A - Name of Organization..... 5

        TRAIL RIDGE MEN’S GOLF CLUB..... 5

    Section B - Purpose of Organization ..... 5

    Section C – Compliance with Recreation Centers of Sun City West, Inc. .... 5

    Section D – Chartered Club Operation as a Non-Profit Organization ..... 5

Article II – Membership ..... 6

    Section A – Membership..... 6

    Section B – Honorary and Lifetime Memberships ..... 6

    Section C – Membership Reporting ..... 6

    Section D – Membership Preconditions ..... 6

    Section E – Recreation Card Holder Guest/Visitor Privileges ..... 6

    Section F – Non-Recreation Card Holder Guest/Visitor Privileges ..... 6

    Section G – Club Dues ..... 6

    Section H – Maintaining a Chartered Club..... 7

Article III – Code of Conduct ..... 8

    Section A - Member conduct ..... 8

Article IV – Officers ..... 9

    Section A – Club Officers..... 9

    Section B – Club Officer Election ..... 9

    Section C – Club Officer Verification..... 9

    Section D – Responsibility to Submit Annual CR-15 Report ..... 9

    Section E – Officer Duties/Responsibilities, Term Lengths, Term Limits, and Duties..... 9

    Section F – Filling a Board Vacancy..... 9

    Section G – Removal of Directors and Officers..... 10

    Section H – Officer Succession ..... 10

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Article V – Meetings.....	11
Section A – Club General Membership Meeting Frequency and Openness .....	11
Section B – Club Business Currency and Board Meeting Openness .....	11
Section C - Provisions for Calling and Recording Meetings .....	11
Section D – Required Club Officers Meetings.....	11
Section E – Club Meeting Purpose .....	11
Section F – Special Meetings .....	11
Section G – Voting and Quorum Requirements .....	12
Article VI – Financial.....	13
Section A – Financial Record Retention.....	13
Section B – Spending Limits .....	13
Section C – Club Member Compensation .....	13
Section D – Financial Record Audits .....	13
Section E - Club Advertising .....	13
Section F - Contracts .....	13
Section G - Treasurer’s Duties and Responsibilities .....	13
Article VII – Committees .....	14
Section A – Non-Permanent Committees and Chairpersons.....	14
Section B – Permanent (Standing) Committees .....	14
Section C – Ad Hoc Committees .....	14
Section D - Duties of the Safety Committee .....	14
Section E – Audit Committee/Chairperson Duties and Responsibilities .....	14
Article VIII – Amendments .....	15
Section A – Amending These Bylaws .....	15
Section B – Amendment Review Requirements.....	15
Section C – Proposed Amendment Publication .....	15
Section D – Revised Bylaws Review Requirement.....	15
Article IX – Dissolution .....	16
Section A – Clubs with an IRS Tax Status Other than 501(c)(3) .....	16
Appendix A – Club Officer Role Descriptions.....	17
President .....	17

Vice President ..... 17  
Treasurer ..... 17  
Secretary ..... 17  
Appendix B – Bylaws Amendments ..... 18  
    Attach Amendments To This Document Behind This Page ..... 18  
Signatures ..... 19

# Chartered Club Bylaws

## Article I - General

### Section A - Name of Organization

TRAIL RIDGE MEN'S GOLF CLUB

### Section B - Purpose of Organization

The purpose of this 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 – Compliance with Recreation Centers of Sun City West, Inc.

These bylaws will fully comply with the Recreation Center of Sun City West, Inc. (Recreation Centers, the Association), Articles of Incorporation, Association Bylaws, Rules, Regulations, and Procedures (RR&Ps) for Chartered Clubs. In the event of a conflict between these bylaws and the above stated governing documents of the Recreation Centers, the Recreation Center's documents shall prevail.

### Section D – Chartered Club Operation as a Non-Profit Organization

This Chartered Club shall be operated exclusively as a non-profit organization in accordance with applicable Arizona and Internal Revenue Service (IRS) Tax Exempt Codes, and Association Bylaws.

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## Article II – Membership

### Section A – Membership

Membership shall be open to individuals in good standing with the Recreation Centers. Club membership is only open to those issued a current Owner-Member Card, Associate Member Card or Tenant Activity Card (Recreation Card). Each Club Member has equal rights, responsibilities, and obligations.

### Section B – Honorary and Lifetime Memberships

Honorary and Lifetime Memberships are not allowed in Chartered Clubs.

### Section C – Membership Reporting

The Annual Membership Report (CR-15) must contain each Club Member's name and Recreation Card number as of December 31 and is to be submitted to the Recreation Manager by February 15 of the following year.

### Section D – Membership Preconditions

There shall be no precondition for membership other than as defined in Article II – Membership, Section A – Membership, above, nor will Club Members be required to join any local, national, state, or regionally affiliated organization.

### Section E – Recreation Card Holder Guest/Visitor Privileges

See the Rules, Regulations, and Procedures (RR&Ps) for the definition of a Guest/Visitor.

A Recreation Card Holder Guest/Visitor may attend a scheduled Club activity up to Three (3) times annually before they are required to join the Chartered Club.

### Section F – Non-Recreation Card Holder Guest/Visitor Privileges

See the Rules, Regulations, and Procedures (RR&Ps) for the definition of a Guest/Visitor

A Non-Recreation Card Holder Guest/Visitor must be accompanied by a Club Member host at all times when in Club facilities.

A Non-Recreation Card Holder Guest/Visitor may attend a scheduled Club activity up to Three (3) times annually. A Non-Recreation Card Holder Guest/Visitor is not eligible to become a Club member.

### Section G – Club Dues

The dues for each member will be determined annually on the recommendation of the Club Board and approved by a majority vote of the Club Members attending the meeting after a quorum has been established (see Article V – Meetings, Section G – Voting and Quorum Requirements on page 12). 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:

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. 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. Inspect the records kept by the Club at any reasonable time. Receive a monthly playing handicap calculated under U.S.G.A. regulations. (AGA Handicap).

#### **Section H – Maintaining a Chartered Club**

Chartered Clubs must meet membership and membership participation requirements per the RR&Ps measured by Rec Center software and annual CR-15 Membership Report.

A Club Charter is dependent on club membership, membership participation of existing Club Charter.



## Article III – Code of Conduct

### Section A - Member conduct

Disciplinary action is necessary when members threaten the safety of themselves or others, are abusive, create turmoil, disruption, or dissension among Club members, Club, or the Association in general.

The Club Board (majority vote of 51%) must initiate and approve all disciplinary actions, with the member notified within five (5) business days of infraction. The infraction is to be documented in Club records by including a form CR-16 (Chartered Clubs Disciplinary Actions), with copies forwarded to the Recreation Manager and Chartered Clubs Committee Chairperson.

Refer to the RR&Ps for full disciplinary procedures.

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## Article IV – Officers

### Section A – Club Officers

The Club board must consist of four officers: President, Vice President, Secretary, and 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.

### Section B – Club Officer Election

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 (see Article V – Meetings, Section G – Voting and Quorum Requirements on page 12). The elected officers shall serve **without** compensation. If appointed by the Club Board to fill a vacancy, the appointee must be confirmed by a majority vote of the Club’s board.

### Section C – Club Officer Verification

Newly elected or appointed officers shall, within fourteen (14) days of taking office, attest that they have read and understand the Rules, Regulations, and Procedures (RR&Ps) for Chartered Clubs by signing the CR-5 (New Club Officers and Rules, Regulations, and Procedures for Chartered Clubs Affirmation Report) and forward it to the office of the Recreation Manager.

### Section D – Responsibility to Submit Annual CR-15 Report

The Treasurer shall submit the Annual Membership Report (CR-15) for the year just ended to the Recreation Manager by February 15<sup>th</sup> of the following year.

### Section E – Officer Duties/Responsibilities, Term Lengths, Term Limits, and Duties

See Appendix A – Club Officer Role Descriptions on page 17 for Officer Duties and 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.

### Section F – Filling a Board Vacancy

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 or elected to a subsequent term.

**Section G – Removal of Directors and Officers**

Contact the Recreation Manager for information on this topic.

**Section H – Officer Succession**

It is the responsibility of the Club President to educate the incoming president on Club bylaws including the Rules, Regulations, and Procedures (RR&P's) information (which can be found online at [www.scwclubs.com](http://www.scwclubs.com)) on to their successor.

## Article V – Meetings

### Section A – Club General Membership Meeting Frequency and Openness

There will be a minimum of two (2) general membership meetings conducted each calendar year. One of these meetings should be designated as the election meeting. All General Membership Meetings are to be open meetings.

### Section B – Club Business Currency and Board Meeting Openness

The Club’s Board will meet as needed to ensure Club business is kept current and that Board Meetings are open.

### Section C - Provisions for Calling and Recording Meetings

Minutes will be taken by the Secretary to document all business sessions and approved by the Club President.

Meeting Minutes should be available to Club membership prior to the subsequent General Membership Meeting.

Minutes, as well as pertinent administrative records, will be retained for a period of three (3) years.

### Section D – Required Club Officers Meetings

Club officers (or their designated attendee) are required to attend Officers Meetings called by the Recreation Center. The purpose of these meetings is to update policies, clarify procedures, and discuss mutual concerns.

### Section E – Club Meeting Purpose

Membership meetings should not have as their primary purpose a social event.

### Section F – Special Meetings

For a grievance or reasonable cause, Club membership must present a petition signed by at least ten (10) percent of the Club members to require the Board to call a Special Membership Meeting. The Club Board must acknowledge receipt of the petition within two (2) business days of receipt of the petition and schedule the special meeting and notify Club members of the date, topic, and venue of the special meeting within three (3) business days of receipt of the petition. The special meeting must be held within ten (10) days of receipt of the petition.

The Club Board may call a special Membership Meeting. The Club Board must schedule the meeting and notify Club members of the date, topic, and venue within two (2) business days after announcing the special meeting. The special meeting must be held within ten (10) days of the meeting announcement.

An officer of the Board may call for a special meeting of the Board.

## Section G – Voting and Quorum Requirements

1. Club Board Meetings – A quorum is a simple majority of the Board.
2. Membership Meetings – Quorum Definitions

A quorum is the minimum attendance at a Club membership meeting necessary to conduct elections, approve bylaws, approve budget, or conduct Club business.

The required majority must be of those present at the meeting 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 percent (10%) of the Club membership. However, a quorum for approving bylaws cannot be less than twenty-one (21) members. A Club could have an excess of one hundred (100) members at a meeting, but the top requirement is one hundred (100).

Voting may be done in person (voice vote or show of hands), by paper ballot, or any generally accepted other technologically assisted solutions and retained in Club records. There will be no proxy votes.

Reference Robert's Rules of Order for assistance in parliamentary provisions. Note that stated bylaws take precedence over Robert's Rules of Order (i.e., anything not stated in bylaws shall be referred to Robert's Rules of Order for parliamentary procedures).

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## Article VI – Financial

### Section A – Financial Record Retention

Financial Records shall be retained for a period of seven (7) years prior to current year.

### Section B – Spending Limits

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.

### Section C – Club Member Compensation

No 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 reviewed by the Recreation Manager.

### Section D – Financial Record Audits

Financial records must be audited annually 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 meetings. A copy will be provided to the office of the Recreation Manager.

### Section E - Club Advertising

Any commercial advertising or flyers of Club activity must follow RR&Ps and Association policies.

### Section F - Contracts

Any contracts for instructors must meet RR&Ps Guidelines. Each contract must be renewed annually and a copy of each sent to the office of the Recreation Manager for Review. (Refer to RR&Ps).

### Section G - Treasurer's Duties and Responsibilities

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

Treasurer role description in the Appendix A – Club Officer Role Descriptions on page 17.

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## Article VII – Committees

### Section A – Non-Permanent Committees and Chairpersons

Committees and/or chairperson may be elected or appointed by the Club Board. Club Bylaws must state the election or appointment process to be used (see Article IV-Officers on page 9)

### Section B – Permanent (Standing) Committees

Permanent (standing) committees, at a minimum, will include a Safety and Audit Committee. Additional committees must be brought to a vote of the membership and so stated in Club Bylaws.

### Section C – Ad Hoc Committees

The Club President may appoint ad hoc committees with the approval of the Board.

### Section D - Duties of the Safety Committee

The duties of the safety Chairperson/Committee are to ensure that the rooms or areas dedicated to activities are clear of hazards and if any are noted to advise Facility Supervisor.

### Section E – Audit Committee/Chairperson Duties and Responsibilities

The Audit Chairperson/Committee (person(s) other than those elected to the Club Board) shall audit Club financial records on an annual basis. The results of the financials will be presented to the membership and recorded in applicable minutes of such meetings.

Section F - **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.

## 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.

## **Article VIII – Amendments**

### **Section A – Amending These Bylaws**

This Club requires a two-thirds (2/3) vote of membership at a meeting specifically called to amend the bylaws.

### **Section B – Amendment Review Requirements**

The Recreation Manager shall review the proposed amendments prior to the submittal to the Club membership.

### **Section C – Proposed Amendment Publication**

Proposed amendments shall be publicized to the membership at least one (1) month prior to the vote. All amendments must be voted upon and approved by a quorum of the membership (see Article V – Meetings, Section G – Voting and Quorum Requirements on page 12).

### **Section D – Revised Bylaws Review Requirement**

A complete revised set of the Club's bylaws will be submitted to the Recreation Manager for final review. The amended bylaws require the approval of General Manager prior to implementation. The results and dates of the membership vote shall be duly noted on the submitted document.



## Article IX – Dissolution

### Section A – Clubs with an IRS Tax Status Other than 501(c)(3)

Upon the winding up and dissolution of this Club, after paying or adequately providing for the debts and obligations of the Club, the remaining assets shall be turned over to the Recreation Centers.

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## Appendix A – Club Officer Role Descriptions

### President

- 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

### Vice President

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

### Treasurer

- Maintain adequate records of all finances and retain them for a period of seven (7) years.
- Make all necessary reports as required by the Board of Directors and by State and Federal governments.
- Make expenditures when authorized by the Board of Directors.
- All bills incurred by a member of the Board of Directors or chairperson of a committee must be verified by him for payment.
- All disbursements shall be made by check. 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.
- The Treasurer is required to submit Form CR-7 (Annual Financial Statement) to the office of the Recreation Activities Manager by Feb. 15 for preceding calendar year ending 31<sup>st</sup> December.

### Secretary

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

## Appendix B – Bylaws Amendments

Attach Amendments To This Document Behind This Page

Signatures

  
Club President

12/22/22  
Date

  
General Manager

12-20-22  
Date