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# CHARTERED CLUB BYLAWS

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## TRAIL RIDGE WOMEN'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Use of a superseded or obsolete document is prohibited.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 22 for amendments made to this document.

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# Chartered Club Bylaws

## Article I - General

### Section A - Name of Organization

Trail Ridge Women's Golf Club

### Section B - Purpose of Organization

The purpose of the Club is to provide organized, competitive and social golfing events at Trail Ridge Golf Course for the women 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.

A Club Member may host up to six (6) different Recreation Card Holder Guest/Visitors annually.

### 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 may not be given more privileges than a Recreation Card Holder

Guests who do not compete will be welcome on an infrequent basis at the discretion of the Club Board. A Recreation Card Holder may play three (3) times, and then she must make a decision on whether to join. Non-Recreation Card Holder may play three (3) times.

### **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 13).

The amount of dues, plus the fee for a computerized handicap shall be paid on or before December 1, and are non-refundable. Dues become delinquent after the fifteenth of December.

New members joining the Club from August 1, through December 31, will pay one half the annual dues, plus the fee for a computerized handicap.

A fee of not less than two dollars (\$2) shall be charged to each participant playing and competing in any event sponsored by the Club. All such fees collected for an event shall be distributed to the winners of the event.

### **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.

### **Section I – Receiving a Handicap Calculated Under USGA Regulations**

Prospective members, with a USGA slope handicap, having submitted a membership application and the proper fees, will be permitted to participate in the weekly events competition.

Prospective members, having no USGA slope handicap, must present a membership application and the proper fees. They will be permitted to play on Club Day, but not participate in the weekly events competition. Upon submission of acceptable scores for a minimum of 54 holes to the Handicap Committee, a temporary handicap will be assigned, and the member will then be eligible to participate in the weekly events competition.

### **Section J – Play in Club Tournaments Requirements**

Members must have a current USGA slope handicap and five attested scores played on Club Day at Trail Ridge within twelve months prior to each major tournament.

Multi-members participating in designated major tournaments must have declared Trail Ridge as their home course.



## Section K – Privileges to Membership

Privileges all members in good standing shall be entitled to:

1. Attend membership meetings of the Club and cast one vote on each matter coming before the members, including the election of Officers.
2. Attend meetings of the Club Board but exercise no vote.
3. Participate in the golfing and social events of the Club.
4. Inspect the records of the club.
5. Receive a copy of the Bylaws and the current activity program, upon request.
6. Petition the Club Board, in the form of a written request signed by a quorum of the membership, for action by the Club Board or by the membership on an issue.
7. Receive a handicap, calculated under USGA regulations.

The following will apply:

- a. Prospective members, with a USGA slope handicap, having submitted a membership application and the proper fees, will be permitted to participate in the weekly events competition.
- b. Prospective members, having no USGA slope handicap, must present a membership application and the proper fees. They will be permitted to play on Club Day, but not participate in the weekly events competition. Upon submission of five attested scores for a minimum of 54 holes to the Handicap Committee, a temporary handicap will be assigned, and the member will then be eligible to participate in the weekly events competition.
8. Play in the Club Tournaments. Requirements are:
  - a. A current USGA slope handicap.
  - b. A minimum of five attested scores played on Club Day at Trail Ridge within twelve months prior to each major tournament.
  - c. Multi-members participating in designated major tournaments must have declared Trail Ridge as their home course.

## 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.

Additional Officers for this club can also be Co-President, and Co-Vice-President. These officers shall have full voting rights and must be elected by the membership

### 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 13). 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 20 for Officer Duties and Responsibilities descriptions.

The nominating committee shall present a slate of one or more candidates for each office. Nominated candidates may be multi-members, but they must have declared Trail Ridge as their home course. The slate is to be posted no less than three weeks prior to Election Day.

Nominations may be made from the floor at the General Meeting, with prior consent of the nominee.

Elections shall be held at the General Membership meeting in November. The elected officers shall be installed at the December General meeting, and shall assume their duties, at the close of the December General meeting.

Terms of office for each officer will be one (1) year from January 1 through December 31 of each year. No officer shall be eligible to serve for more than two (2) consecutive terms in the same office, except when the membership votes for an extension. An ex-officio officer may not hold that position for more than one (1) year.

All officers and committee chairpersons shall perform their duties as specified in these Bylaws, and they shall deliver to their successors all materials pertaining to their offices, including RR&Ps, within ten days after the December meeting.

#### **Section F – Filling a Board Vacancy**

In the event, that a Club Board vacancy occurs in an elective office during the term thereof, the Club Board shall appoint a candidate for the office subject to the approval of the membership at the next regular meeting. A member appointed to fill a vacancy in an elective office, who is active in that office for a period of five months or longer, shall be deemed to have served a full 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.

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## 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.

Meetings of the Board will be held monthly, except for May, June, July, August, September and October.

### 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).

## **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**

The Club Board may authorize (a) the Treasurer to disburse funds in support of Club activities in amounts not to exceed Twenty-five dollars (\$25.00). Expenditures greater than Twenty-five dollars (\$25.00) must be approved by a vote of the general membership. Other expenditures of Twenty-five dollars (\$25.00) 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 Treasurer role description in the Appendix A – Club Officer Role Descriptions on page 20.

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## Article VII – Committees

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

Committees and/or chairpersons 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 10).

### 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 - Other Committees and Their Duties

#### **AGA Representative**

Serves as the Club's representative to the AGA. Provide Club information required by the AGA, and post information received from the AGA to the Club members. Determine the AGA State Medallion qualifiers from the Club and follow AGA procedures to process the qualifiers.

#### **Birdies Committee**

Maintain an accurate count of member birdies throughout the year. Determine flight winners and awards for most birdies at the end of the year.

#### **Blind Bogey Committee**

Manage the blind bogey game every league play day. Determine the winner(s) and the payout(s) and process accordingly.

#### **Bulletin Board Committee**

Maintains the bulletin board.



**CAGD Representative**

Serves as liaison with the Central Arizona Golf District. Conducts CAGD blind draws and keeps membership updated on upcoming CAGD golf tournaments.

**Chip-Ins Committee**

Manage the number of chip-ins on league play day and manage the payouts for that day

**Cholla Committee**

Manages the club team for the Cholla league.

**Handicap Committee**

Manage compliance of the club under the USGA Rules of Handicapping.

**Membership Committee**

Manage club membership and dues collection (annual membership renewal and new membership and orientation).

**Newsletter Committee**

Send out newsletters and information from the Club President to all members.

**Pairings Committee**

The Pairings Committee manages the weekly tee-time pairings and is the interface with Golf Ops. It provides the member sign-up sheets for the date-of-play and makes any member requested changes for tee-times. They help to facilitate the pairings assigned by the Tournament committee during club tournaments.

**Publicity/Photos**

Takes photos of club tournament winners for posting on the bulletin board and for the club website. Take new member photos and other club related photos and post on the bulletin board.

**Ringers Committee**

Ringers is a competition during which a golfer tries to improve her beginning gross score by bettering her score on individual holes during subsequent rounds of golf, over a determined period-of-time. The committee oversees the game and determines the flight winners and awards.

**Rules Committee**

The rules committee is the club knowledge base for all club questions regarding the Rules of Golf. Update members on all new rules or changes.

**Social Committee**

Manage the setup and preparation for all Club social events. Handle catering and reserving space for different events.

**Sunshine Committee**

Send sympathy cards or get-well cards to members.

**Team Play Committee**

Manages and captains the Club team in SCW interclub team events.

**Tournament Committee**

Manage the 3 Club major tournaments (Match Play, Club Championship and President's Cup)

**Weekly Events**

Manages the weekly golf game, determines the winners and payouts

**Website Content Manager**

Maintains the Club's website at [trwomensgolf.scwclubs.com](http://trwomensgolf.scwclubs.com). Posts weekly event results, tournament results, relevant news of the Club's activities, and event photos

## **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 13).

### **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

- Set a time and place and preside at Board and General Membership meetings.
- Solicit and compile agenda for Board meetings.
- Create and appoint Chairs of needed action committees, and appoint members to fill Board, Committees, and coordinator vacancies.
- Submit the names of 1 member plus 1 alternate for the auditing committee for approval of the Club Board at the fall meeting.
- Submit the names of three members, for the nominating committee, to be approved by the general membership at the spring meeting.
- Correspond and communicate Club and fiscal business with the Rec Center, including room reservations and facility management issues.
- Communicate with members using the Club's newsletter.
- Attend mandatory facilities request submission day.
- Attend mandatory Rec Center Club officer meetings.
- Review Secretary meeting minutes prior to publishing.
- Signatory on the bank account.
- Contribute to crafting and writing Club policies and procedures.
- Prepare the CR-4 report (weekly participation report) and deliver to the rec center the first week of the month.

### Vice President

- Perform the duties of the President in their absence and/or succeed the President if they cannot complete the term.
- Lead Board meetings and organize agenda in absence of the President.
- Attend Board and General Membership meetings.
- Assist President in tasks as assigned.
- Attend mandatory Rec Center Club officer meetings.
- May serve on the Audit Committee as an ex-officio member.
- Oversee Club Tournaments. May appoint a chairperson and have that person appoint helpers.
- Keep Tournament Books current. Save 4 years of Tournament data as a reference source.
- Keep all Board & General Meeting minutes and Treasurer Reports.
- Contribute to crafting and writing Club policies and procedures.

### Treasurer

- Receive and reconcile class income and membership dues paid
- Account monthly for Club income and expenses.
- Reconcile bank account monthly.
- Provide a financial report with income statement to the Club Board monthly.
- Provide an income statement to the Content Manager for posting on the website monthly.
- Attend mandatory Rec Center Club officer meetings.
- Submit form CR-7 (Annual Financial Statement) for the year just ended to the office of the Recreation Manager by February 15 of the current year.
- Complete the CR-15 (membership) and submit to RCSCW annually.
- Complete and submit 1099s to instructors and bookkeeper and IRS annually.
- Complete and submit form 990 to the IRS annually.
- Report the state of Club finances at Board and General Membership meetings.
- Maintain records for seven years.
- Signatory on the bank account.
- Contribute to crafting and writing Club policies and procedures.

### Secretary

- Attend Board and General Membership meetings to record meeting minutes.
- Seek approval of Board meeting minutes from Board members.
- Seek approval of General Membership meeting minutes at General Membership meetings.
- A copy of the minutes along with a copy of the Treasurer's Report must be posted on the Bulletin Board located in the Women's Restroom at Trail Ridge.
- Attend mandatory Rec Center Club officer meetings.
- Maintain, track, and file all Club-pertinent communications for three years.
- Contribute to crafting and writing Club policies and procedures. Update policy and procedure changes.

## Appendix B – Bylaws Amendments

Attach Amendments To This Document Behind This Page

Signatures

Barbara J. Munsy  
Club President

11-7-22  
Date

[Signature]  
General Manager

11-7-22  
Date