



CHARTERED CLUB BYLAWS

Desert Trails Women's Golf Club

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Contents

Document Change Control	1
Article I - General.....	5
Section A - Name of Organization	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.....	7
Section F – Non-Recreation Card Holder Guest/Visitor Privileges.....	7
Section G – Club Dues.....	8
Section H – Maintaining a Chartered Club	8
Article III – Code of Conduct.....	9
Section A - Member conduct.....	9
Article IV – Officers	10
Section A – Club Officers	10
Section B – Club Officer Election	10
Section C – Club Officer Verification	10
Section D – Responsibility to Submit Annual CR-15 Report.....	10
Section E – Officer Duties/Responsibilities, Term Lengths, Term Limits, and Duties	10
Section F – Filling a Board Vacancy	10
Section G – Removal of Directors and Officers	10
Section H – Officer Succession	11
Article V – Meetings	12
Section A – Club General Membership Meeting Frequency and Openness	12

Section B – Club Business Currency and Board Meeting Openness.....	12
Section C - Provisions for Calling and Recording Meetings.....	12
Section D – Required Club Officers Meetings	12
Section E – Club Meeting Purpose.....	12
Section F – Special Meetings	12
Section G – Voting and Quorum Requirements	13
Article VI – Financial	14
Section A – Financial Record Retention.....	14
Section B – Spending Limits.....	14
Section C – Club Member Compensation.....	14
Section D – Financial Record Audits	14
Section E - Club Advertising.....	14
Section F - Contracts.....	14
Section G - Treasurer’s Duties and Responsibilities	14
Article VII – Committees.....	15
Section A – Non-Permanent Committees and Chairpersons	15
Section B – Permanent (Standing) Committees	15
Section C – Ad Hoc Committees	15
Section D - Duties of the Safety Committee.....	15
Section E – Audit Committee/Chairperson Duties and Responsibilities	15
Article VIII – Amendments.....	16
Section A – Amending These Bylaws.....	16
Section B – Amendment Review Requirements.....	16
Section C – Proposed Amendment Publication.....	16
Section D – Revised Bylaws Review Requirement	16
Article IX – Dissolution.....	17
Section A – Clubs with an IRS Tax Status Other than 501(c)(3).....	17
Appendix A – Club Officer Role Descriptions	18
President.....	18
Vice President	18
Treasurer.....	18

Secretary	19
Appendix B – Bylaws Amendments.....	20
Attach Amendments To This Document Behind This Page.....	20
Signatures	21

Chartered Club Bylaws

Article I - General

Section A - Name of Organization

Desert Trails Women's Golf Club

Section B - Purpose of Organization

The purpose of the organization is to provide organized competitive and social golfing events at Desert Trails Golf Course for the women members of the Recreation Centers 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.

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.

New Members joining The Club from August 1 through December 31 will pay one half (1/2) the annual dues.

A fee of not less than two U.S. dollar (\$2.00) shall be charged to each participant playing and competing in any event sponsored by the women's division. All such fees collected for an event shall be distributed to the winners of that event.

All members in good standing shall be entitled to:

- Attend membership meetings of The Club and cast one vote on each issue coming before the meeting, including the election of officers.
- Attend meetings of the Club Board, exercising no vote.
- Participate in golfing and social events of The Club.
- Inspect the records of The Club.
- Receive a copy of the bylaws and current activity program.
- Petition the President with reasonable cause, (in the form of a written request signed by a minimum of 12 Club Members) for action by the Club Board or by the membership on an issue.

Receive handicaps calculated under U.S.G.A. regulations. The following apply:

- After attending orientation, prospective members with a current USGA handicap index, having submitted a membership application and proper fee, will be permitted to participate in the weekly events.
- After attending orientation, prospective members having NO USGA handicap

index, having submitted a membership application and the proper fee, will be assigned a temporary handicap and will be eligible to participate in the weekly events.

- Be eligible to play in the Low Gross Club Championship and the Low Net President's Cup Championship, the requirements are:
- A current U.S.G.A. slope handicap
- A minimum of five (5) attested scores played on league day at Desert Trails between club championships.

Multi-members participating in designated major tournaments must have declared Desert Trails as their home course and must have participated in over half of their league day games at Desert Trails Golf Course, with a minimum of five, in order to declare home course status.

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.

- Guest(s) (resident, nonresident, or household) must be accompanied on the course by a member of the Desert Trails Women's Golf Club.
- The member with a guest(s) will be assigned the last tee time of play for the day.
- The guest(s) will keep her own scorecard and will not participate in the day's game or prizes, therefore will not paysweeps. The member signs up using the regular format, designating the guest(s) by using the word "guest", not a name.
- The member cannot sign up through the starters but must put in for a tee time through the monitor.
- The member will be held responsible for the conduct of her guest(s), in compliance with all the rules and regulations of the golf course and the Recreation Center's Rules, Regulations and Procedures (RR&Ps).
- Since this is Desert Trails Women's Golf Club, only ladies are allowed as guests on Tuesday's unless stated otherwise for a special event.

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.

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).

Membership Year is January 1st to December 31st. Dues are payable on or before December 10th. After that date, a \$10 reinstatement fee will be added to the membership dues. Dues are not refundable.

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.

Article IV – Officers

Section A – Club Officers

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

When needed the Club Board can have a Co-President and Co-Treasurer. They both will have voting rights and are approved by the vote of 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 Vice President shall submit the Annual Membership Report (CR-15) for the year just ended to the Recreation Manager by February 15th of the following year.

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

See Appendix A – Club Officer Role Descriptions on page 18 for Officer Duties and Responsibilities descriptions.

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. An ex-officio officer may not hold that position for more than one (1) year. No term limits.

Section F – Filling a Board Vacancy

A member approved to fill a vacancy in an elective office, and who is active in that office for a period of five (5) 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) on to their successor.

Article V – Meetings

Section A – Club General Membership Meeting Frequency and Openness

There will be a minimum of three (3) 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 (20) 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 \$50. Expenditures greater than \$50 must be approved by a vote of the general membership. Other expenditures of Twenty-Five dollars (\$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 Treasurer role description in the Appendix A – Club Officer Role Descriptions on page 18.

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 - The Nominating Committee shall present a slate of one or more candidates for each office. Nominating candidates must be members of Desert Trails Women's Golf Club and shall not be multi-members. The slate shall be posted on the bulletin board no less than three (3) weeks prior to election day.

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.

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, committee and coordinator vacancies.
- 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 email program.
- 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.

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. Check and respond to the Club's email account.
- 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 using Quicken or similar financial software.
- 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.
- Provide membership forms received with class receipts to membership chair and reconcile membership count vs income monthly.
- Attend mandatory Rec Center club officer meetings.
- Issue checks monthly to instructors and maintain 1099 records.
- 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.

- Clubs that turn in an inventory list must have complete item descriptions, serial/model numbers, dates purchased, and total amounts.
- Send club rosters to ClubTrack administrators at least once per month.
- Complete the CR-4a (class attendance) and submit to RCSCW monthly.
- 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.

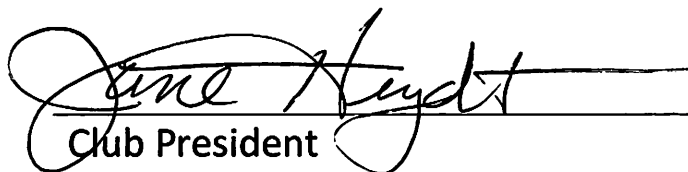
Secretary

- 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.
- Attend mandatory Rec Center club officer meetings.
- Maintain, track, and file all Club-pertinent communications for three years.
- Responsible for publicity of Club events.
- Contribute to crafting and writing Club policies and procedures. Update policy and procedure changes.

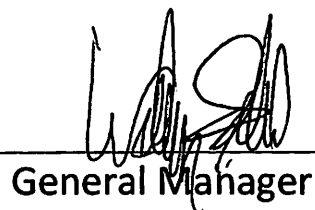
Appendix B – Bylaws Amendments

Attach Amendments To This Document Behind This Page

Signatures


Club President

11-04-2022
Date


General Manager

11-4-22
Date