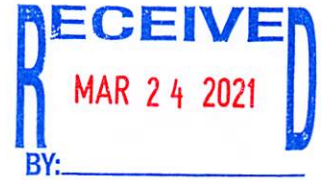


Desert Trails Men's Golf Club



Section A - Name of Organization: Desert Trails Men's Golf Club

Section B - Purpose of Organization: Promote interest in the game of Golf and encourage fellowship among our members.

Section C - These bylaws will fully comply with the Recreation Centers of Sun City West, Inc., Articles of Incorporation, 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 applicable Arizona and Internal Revenue Tax Exempt Codes, 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 member s be required to join any national, state, or regionally affiliated organization.

Section C - Guest Privileges are specified in the Rules, Regulations and Procedures, Chapter 3, Article 11.

A Recreation Card Holder may participate five (5) times per year.

A Non-Recreation Card holder may participate five (5) times before being required to join the club.

Non-Recreation Card Holders may not be given more privileges than a Recreation Card Holder.

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 quorum¹ has been established.

Quorum¹ is the minimum attendance at a club 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 percent (10%) of the club's membership. However, a quorum is requirement cannot be less than 20 members or more than 100 members.

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.

Section H - Member Conduct: Members who threaten the safety of themselves or others, are abusive, blatantly create turmoil, disruption or dissension among club members, clubs or the Association in general may have their club membership temporarily suspended (up to 2 weeks) by the club.

Important: All disciplinary actions must be approved by the Club Board (majority vote of 51%), member notified within 5 business days of the infraction, documented in club records including CR-16 (scwclubs.com) and copies forwarded to the Recreation Activities Manager and Chartered Clubs 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 the incident and violation.
3. Written notice from the Club Board of temporary club suspension (maximum of two (2) weeks).
 - a. Member may appeal a suspension with written notice to the Club Board, Recreation Activities Manager and Chartered Clubs Committee Chair.
 - b. Appeal will pause suspension until ruling, member rights and privileges continue until ruling is complete.
 - c. 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 the appeal ruling to Club Board and Members.
4. Members 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

Section I- Membership Privileges: 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 the Club Board.

Participate in golf and social events sponsored by the club. It is understood that all membership of the club desiring to participate in the Men's Day competition may occasionally be unable to be accommodated. The available daylight hours may not permit the scheduling of everyone.

Inspect all the records kept by the club at any reasonable time.

Receive a monthly playing handicap, calculated by the USGA regulations. (AGA Handicap)

Receive a copy of the bylaws upon request.

Section J - On Wednesday Men's Day, only paid-up members may play-except if a guest tournament. Guests and non-members may not play during assigned Men's Club times. Guest and non-members shall be allowed to play after the last group from the Men's Club-whenver time is available.

Section K - Other

Events -All golfing events shall be conducted according to the USGA rules of golf and locally adopted rules.

Handicaps -Any member who is in good standing with an established USGA calculated handicap shall be eligible for competition. A new member, to be eligible, must have at least five (5) full eighteen (18) hole rounds played on USGA rated courses before he can receive a computed handicap.

Validation - Each participant in competition play or tournament play shall attest to the score card on which his score is kept for that particular round of play. He shall be responsible for the accuracy of his score. It must be legible and accurate with the player's first and last name. Failure to conform to this rule shall result in disqualification.

Tournament Play - To be eligible for tournament play a member must have a USGA calculated handicap card or five (5) accepted rounds or such other handicap system as may be approved by the Handicap Committee.

Article III - Officers

Section A- The Club Board must consist of (at a minimum) a President, a Vice-President, a Secretary, and a Treasurer.

1. An officer wanting to continue to serve will be placed on the ballot for that position at the end of his first term for re-election, by the Nominating Committee.
2. Vacant Officer positions will be voted on from nominees that the Nominating Committee presents to the Club Membership.
3. Any Club Member who wants to run for a Board Officer position, before or at the end of the Officers term, may request to the Nominating Committee to be placed on the ballot for that position.

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 Chartered Clubs by signing the Form CR-5 (New Club Officers and Rules, Regulations and Procedures for Chartered Clubs Affirmation Report) and forwarding it to the office of the Recreation Activities Manager.

Section C -The Club Board shall be elected by a majority vote of Club's membership at the Club's annual meeting after a quorum is established and shall serve without compensation. An officer normally may not serve as an independent contractor. (See Rules, Regulations and Procedures, Chapter4, Section 5 m.)

Section D - The President shall provide the Cr-15 membership report to the Recreation Activities Manager.

Section E - Terms of office and responsibilities of officers:

An elected officer may not serve more than two (2) consecutive three (3) year terms in one position.

The President shall:

Be the chief executive officer. He shall be primarily responsible to the Club Board 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 Club Board and all meetings of the membership.

Appoint all committee chairman, except the nominating committee, if no Board member volunteers.

The Vice President shall:

Discharge the duties of the President in the event of his incapacity or absence.

Assist the Tournament Chairman with Tournament organization and implementation.

The Secretary shall:

Take notes and prepare minutes of all membership and Club Board Meetings.

Have custody of all official documents of the Club. Minutes of membership

and Club Board meetings will be retained for at least three years.

Be the official correspondent for the Club.

Post notices and/or notify the membership of 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.

Maintain adequate records of all finances and financial transactions of the Club. Copies of current bank statements will be part of the Treasurer's quarterly report to the Board.

Make all necessary reports as required by the Club Board and Recreation Centers of Sun City West, Inc.

Make expenditures when required by the Club Board.

Verify all expenditures incurred for the benefit of the Club by the members of the Club Board or committee chairmen prior to payment.

Make all payments by check except as specified in Article V, Section B.

All accounts shall be placed in banking firms insured by the FDIC or FSLIC.

No extraordinary expenditure shall be made by anyone, for any purpose, in excess of \$50.00 without the approval of the Club Board present at a duly called Club Board meeting at which a quorum is present.

Section F -The Club's Board is responsible for the Club's internal operations. It is the responsibility of the outgoing Board to ensure that the succeeding Board is thoroughly briefed on all aspects of the RR&Ps for Chartered Clubs.

The affairs and management of the Club shall be under the supervision of the Club Board.

Nominations: It shall be the duty of the Club Board to appoint, not less than sixty (60) days before the annual meeting a committee of three (3) to the nominating committee. Each shall be a member in good standing and not a member of the

Club Board. The nominating committee shall post its slate of candidates on the bulletin board at the golf course at least one (1) month before the annual meeting. A minimum of one (1) candidate shall be nominated for each anticipated vacancy. Open nominations from the floor may be made at the December members meeting. A candidate must not be an employee of Desert Trails Golf Course or the Association.

Vacancies: Vacancies occurring on the Club Board may be filled by the Club Board for the remainder of the term of the Board Member being replaced. This member may be nominated for the election to a subsequent term.

Rules and Regulations: The Club Board shall have the power and responsibility to enforce rules and regulations consistent with the bylaws as they may deem advisable for the welfare of the Club. New rules and regulations must be approved by a majority of the members present at a scheduled membership meeting.

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

Section H - It is the responsibility of the club president to pass the Rules, Regulations, and Procedures book onto their successor.

Article IV - Meetings

Section A- Frequency of Meetings: There will be a general membership meeting conducted during each quarter of the calendar year. The December General Membership meeting shall be designated as the election meeting for the election of officers.

For a grievance or reasonable cause brought by a minimum of twenty (20) members, or a majority of the Board shall call a special membership meeting to resolve the grievance, provided that notice of such meeting is given to all member at least fourteen (14) days in advance of the special membership meeting.

The President and /or the board may call a special meeting as needed to handle Club business.

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. Minutes should be available to the membership before the next general meeting.

Section C - Voting and Quorum Requirements:

1. **Club Board Meetings-** 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, approve bylaws, approve budget, or conduct club business. There will be no proxy votes. 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, it 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).
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 provisions. Please 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 V - Financial

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

Section B - No expenditure of Club funds in the amount of \$1000.00 or more shall be made without the approval of the general membership. Approval, in this instance, will require a majority vote of members present at the membership meeting in which the vote is taken. (Only expenditures of \$15 or less can be paid by petty cash.)

Section C- No member shall receive compensation or financial award from club fund 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 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 Activities Manager.

Section E- Club Advertising: Any commercial advertising or flyers of club activity must follow Association policies.

Section F- Contracts: Any contracts for instructors will be handled in compliance with Chapter 4, Article VI, of the RR&Ps. Each contract must be renewed on a yearly basis and a copy of each sent to the office of the Recreation Activities Manager for approval.

Section G- Treasurer's responsibility: The treasurer is required to submit form CR-7 (Annual Financial Statement) to the office of the Recreation Activities Manager by February 1st.

Article VI - Committees

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

Section B - Permanent (standing) committees, at a minimum, will include Safety and Audit.

Section C - Duties of the Safety Committee Chairman will be reporting all hazardous Conditions about the course which are observed and made known to him to the course manager.

Section D - The duties of the Audit Chairman/Committee are: (refer to these Bylaws, Article V, Section D.

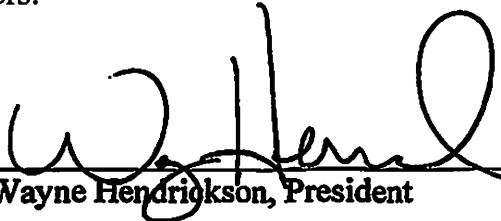
Article VII - Amendments

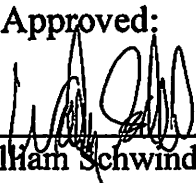
To amend the Bylaws of this Club requires a two-thirds vote of the membership present at a meeting specifically called for such purpose, a quorum being present. Procedures for filing an amendment(s) are as follows:

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' Recreation Activities Manager for final approval. The amended Bylaws require the approval of the Recreation Centers' General Manager 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 turned over to the Recreation Centers Recreation Centers.


Wayne Hendrickson, President 3-9-21
Date

Approved:

William Schwind, General Manager 3-10-21
Date