

MAY 04 2023



---

# CHARTERED CLUB BYLAWS

---

DESERT TRAILS MEN'S GOLF CLUB

# Document Change Control

<b>DOCUMENT TYPE</b>	CLUB BYLAWS	<b>DOCUMENT ID</b>	01	<b>REVISION</b>	00
----------------------	-------------	--------------------	----	-----------------	----

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	Update 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Use of a superseded or obsolete document is prohibited.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

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 .....	6
Section F – Non-Recreation Card Holder Guest/Visitor Privileges .....	6
Section G – Club Dues .....	7
Section H – Maintaining a Chartered Club.....	7
Section I – Club Monitoring .....	7
Section J – Membership Privileges .....	7
Section K – Other .....	7
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..... 10

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

    Section F - Other Committees and Their Duties ..... 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

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 – 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.

### 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 five (5) times annually before they are required to join the Chartered Club.

A Club Member may host up to five (5) 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 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 five (5) times annually. A Non-Recreation Card Holder Guest/Visitor is not eligible to become a Club member.

A Club Member may host up to five (5) different Non-Recreation Card Holder Guests/Visitors annually.

---

### **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).

### **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 – Club Monitoring**

This Club does not require that its members participate as Monitors. However, this club does have a designated monitor put in place annually per the Desert Trails Men's Golf Club Monitor Agreement.

### **Section J – 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.
- 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 – 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 (at a minimum) a President, a Vice-President, a Secretary, and a Treasurer.

### 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 President 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 Responsibilities descriptions.

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

### Section F – Filling a Board Vacancy

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.

### 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 information (which can be found online at [www.scwclubs.com](http://www.scwclubs.com)) onto 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).

## 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 one thousand dollars (\$1000.00). Expenditures greater than one thousand dollars (\$1000.00) must be approved by a vote of the general membership. Other expenditures of fifty dollars (\$50.00) 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 approval. (Refer to RR&Ps).

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

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

---

## 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

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 E – Audit Committee/Chairperson Duties and Responsibilities

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 F - Other Committees and Their Duties

**Nominating Committee:** 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 nomination 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 of the gold 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 meeting. A candidate must not be an employee of Desert Trails Golf Course or the Association.

- 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.
- Vacant Officer positions will be voted on from nominees that the Nominating Committee presents to the Club Membership.
- 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.

## **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.

---

## Appendix A – Club Officer Role Descriptions

### President

- 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.

### Vice President

- Discharge the duties of the President in the event of his incapacity or absence.
- Assist the Tournament Chairman with Tournament organization and implementation.

### Treasurer

- 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 VI, Section B.
- All accounts shall be placed in banking firms insured by the FDIC or FSLIC.

### Secretary

- 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.

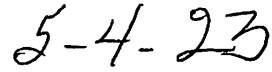
## Appendix B – Bylaws Amendments

Attach Amendments To This Document Behind This Page

Signatures

  
\_\_\_\_\_


Club President

  
\_\_\_\_\_

Date

  
\_\_\_\_\_

General Manager

  
\_\_\_\_\_

Date