

## **BY-LAWS**

The name of this organization shall be: "Trilogy La Quinta Women's Golf Club."

### **ARTICLE I: PURPOSE**

#### **Section 1**

To promote, encourage and foster fair competition and good sportsmanship through the playing of golf and to advance women's golf in accordance with the rules of golf adopted by USGA.

#### **Section 2**

To plan, schedule and conduct both golf and social events for the membership.

### **ARTICLE II: MEMBERSHIP**

#### **Section 1**

Eligibility – In accordance with the TLQMA Chartered Club Rules and Regulations, only TLQMA residents having a valid TLQMA membership, or valid Renter's card, in good standing with TLQMA are eligible to join a club and be an active member. Members who sell their homes or terminate their rental status during a membership year will be deemed to be non-resident guests and will be subject to participation limits as outlined herein. There will be no refund of dues should eligibility status change during the year.

Members are 18-hole women golfers who maintain a GHN handicap. Active members, as outlined above, have the right to vote and participate in all activities upon payment of annual dues.

Non-resident Guests: Non-resident guests are not authorized to join a chartered club. Clubs may extend program hospitality to authorized nonresident guests if accompanied by the resident member and in compliance with any other requirements as deemed necessary by the Board of Directors.

## **Section 2**

As a member of a charter club (TLQWGC) at Trilogy, all members are required to conduct themselves in a respectful and courteous manner. The use of obscene gestures, obscenities, verbal or physical threats or attacks will not be tolerated. If such actions are brought to our attention, it is our responsibility to notify the Activities Director and these violations will be dealt with in compliance with our Charter Club Rules. It is important for us to understand that the actions of one individual can impact our standing as a charter club. Disciplinary procedures shall be in compliance with Section 10 of the Chartered Club Rules and Regulations, as may be amended from time to time by Trilogy La Quinta Maintenance Association's Board of Directors.

## **ARTICLE III: BOARD OF DIRECTORS**

### **Section 1**

The executive Board shall consist of the elected officers:

President  
Vice President  
Secretary  
Treasurer  
Tournament Chairperson

The elected officers shall make up the Executive Board and shall have voting privileges.

### **Section 2**

The appointed officers of the Association shall be:

Handicap Chairperson  
Historian  
Membership  
Parliamentarian/Advisor

Social Chairperson  
Sweeps Chairperson  
Webmaster  
Rules Chairperson

These committee members are to attend Board meetings and they shall have voting privileges and may select members from the Association to assist them. The executive board reserves the right to alter the list of appointed positions as deemed necessary for the efficient running of the club.

### **Section 3**

Committee people appointed by chairpersons who may sit on the board but will not have voting privileges are Assistant Handicap Chairperson, Assistant Tournament Chairperson and Assistant Sweeps Chairperson.

### **Section 4**

The elected and appointed officers of this Association shall comprise the Board of Directors.

### **Section 5**

The Board of Directors shall fill, by appointment, any vacancy occurring in any of the elected offices of this Association from the club membership. The designees(s) shall serve until the next election of officers. In order to have the right to vote at board meetings, the designee(s) must be confirmed by a vote of the Board of Directors. In the election process, no member can hold more than one elected office at a time, but may serve in an appointed position in conjunction with an elected position.

### **Section 6**

Officers shall be elected for a term of one year, which shall be from April 1st to March 31st. It is normal for an elected officer to maintain their position for two consecutive terms; however should a person wish to continue in the same position after two terms, they can do so by following the election protocol via the Nomination Committee.

## **ARTICLE IV: DUTIES OF OFFICERS**

### **Section 1: President**

Shall preside at all meetings of the Association and Board of Directors and shall be an ex-officio member of all committees. She shall have the power to execute all documents on behalf of the Association and such other authority as may be delegated to her by the Board of Directors. She shall, with the approval of the Board, appoint special committees.

### **Section 2: Vice President**

She shall perform all the duties of the President and other Board Members in their absence. When necessary, assist other Board Members with their duties. Shall work on special projects as requested by the President. She shall maintain inventory of special awards/pins/markers, and handout at monthly general meetings and farewell events.

### **Section 3: Secretary**

She shall keep records of all meetings and attend to all correspondence and posting of minutes and notices for the Association.

### **Section 4: Treasurer**

She shall keep full and accurate accounts of all funds received and shall deposit the same in the name and to the credit of this Association in such depository as may be designated by the Board of Directors and shall disburse the same under their direction. She shall present a written financial statement at each meeting of the Board and at each General Meeting. The Treasurer will review and submit to the Activities Director and/or Community Manager the club's annual financial statement. In conjunction with the Sweeps Chair, she is responsible for collection of the weekly sweeps entry fees and distributing the winnings.

### **Section 5: Tournament Chair**

She shall have charge of all competition subject to the rulings of the Board of Directors. She shall have direct charge of all activities and will prepare a schedule of events for the calendar year to be presented to the Board of Directors for approval. It will be necessary to acquaint all members with correct tournament

procedure and work with the Rules Chairperson to promote a better understanding of the rules, requirements and formats for each day of sanctioned play. She is responsible for securing tee times at the selected course for each day of sanctioned play, and for communicating these details to the membership. She, in conjunction with the executive board, will also designate our course of record for each playing season, or partial season, should play not be at the course located within the Trilogy community.

### **Section 6: Membership**

She shall contact new club members to acquaint them with Association procedures and to make them feel welcome. She is responsible to send a welcome letter, give helpful hints on how to navigate our website and be available for questions. She is to work with the sweeps chair to pair the new member with a different board member for their first 2-3 rounds of golf. She is responsible to send new membership information to the president, handicap chair, sweeps chair and tournament chair and to update any changes in the admin portal on the SCGA website. She will handle any projects that benefit the membership as directed by the president.

### **Section 7: Handicap**

She shall be responsible for the keeping and filing of accurate records of members and their handicaps in accordance with the USGA. The Handicap Chairperson shall appoint and chair the Handicap Committee. She is responsible for maintaining an accurate and up to date record of names, addresses and telephone numbers of the membership and to organize the membership roster.

### **Section 8: Social**

She shall be the liaison with the Santa Rosa Cub and be in charge of all social activities of the organization including making room reservations and arrangements for luncheons, parties and board meetings. She may appoint a committee to assist her.

### **Section 9: Parliamentarian/Advisor**

She shall see that the principles of parliamentary law are assured to all members, as well as maintain an up-to-date copy of the current By-Laws and Standing Rules.

This office is to be filled by a past or present member of the Executive Board with a minimum of two years' experience.

**Section 10: Historian**

She shall be responsible for taking and/or making arrangements for photographs to be taken at TLQWGC golf events. Keep a photographic history of TLQWGC golf events and memorabilia, as well as a record of historic information.

**Section 11: Sweeps**

In conjunction with the tournament chair, she shall be responsible for making up the weekly game calendar, securing tee-times, and set up pairings. She will need to notify the web master of weekly winners for posting on the web site.

**Section 12: Webmaster**

She will have the overall responsibility for the maintenance of the TLQWGC members' website.

**Section 13: Rules**

The Rules Chair is part of every Tournament Committee. Working with the Tournament Chair, she shall be responsible for the Tournament Rules. She and the Rules Committee will make rule decisions at tournaments and educate the membership in the rules of golf.

**ARTICLE V: MEETINGS**

**Section 1: Executive Board Meetings**

Regular meetings will be held monthly, as needed, from January through December.

**Section 2: General Meetings**

A minimum of four (4) meetings of the general membership must be conducted each calendar year. More meetings may be scheduled if deemed necessary by the Executive Board.

**Section 3: Minutes**

Minutes will be taken by the secretary and minutes, as well as other pertinent administrative records, will be retained for a period of three (3) years.

#### **Section 4: Quorum**

For General Meetings, a quorum shall consist of twenty-five percent (25%) of the membership as determined from the master list. A quorum must be present to conduct business at any general meeting. For Executive Board meetings, a quorum shall be a simple majority for the transaction of business.

#### **Section 5: Special Meetings**

The President shall call special meetings for the executive or full board at her discretion

### **ARTICLE VI: ELECTIONS**

#### **Section 1: Nominating Committee**

The Nominating Committee shall consist of up to five (5) members, not current Board members. One, the Chairperson, shall be appointed by the President in December, and two to four (2 to 4) to be elected by the general membership at the January General Meeting. No member of this committee shall serve two consecutive years.

#### **Section 2: Nominations**

The Nominating Committee shall select one person from the active membership of the club for each open elective office. Any member of the Nominating Committee may be nominated for an open elected office. Any active member may submit their name or nominate an active member of the club with their consent. All nominations must be presented to the Nominating Committee prior to February 15.

#### **Section 3: Guidelines for Nominations**

Candidates for the Office of President should have served in the Vice President position and/or served on the Board for a minimum of two (2) years prior to the election. Candidates for the Office of Vice President should have served on the current board for a minimum of one year prior to the election. In the event that these qualifications cannot be met, a general election will go through the nominating process.

#### **Section 4: Nomination Slate/VOTE**

The slate of officers as proposed by the Nominating Committee shall be posted two (2) weeks prior to the election meeting in March. Once the Nominating Committee has posted the slate of officers no other nominations can be made. The Nominating Committee Chairperson shall present the slate of officers at the General Meeting in March. The President will then call for a vote. When there are two (2) or more candidates for an office, the election shall be by ballot and a plurality vote shall elect. Should there be but one candidate for an office, the ballot shall be dispensed with and the election shall be held by voice vote.

#### **ARTICLE VII: DUES**

##### **Section 1**

The year of the club for dues shall be from January 1 to December 31. There will be no refund granted if your status changes during the year and you are no longer deemed a qualifying member.

##### **Section 2**

The annual dues shall be set by the Board of Directors and will need general membership approval for any change. The fees will be due and payable by January 1. Any member who fails to pay dues by January 31 shall be considered delinquent and not eligible to compete in any events until re-instated.

#### **ARTICLE VIII: FINANCIAL**

##### **Section 1**

Financial records shall be retained for a period of not less than seven (7) years.

##### **Section 2**

Trilogy La Quinta Women's Golf Club operates as a part of Trilogy La Quinta Maintenance Association (TLQMA), which is a mutual benefit, non-profit organization. Any and all bank accounts shall be opened with the TLQMA'S Federal Tax Identification number. Bank accounts may include TLQMA in the Title, but not the prefix Trilogy La Quinta, as this may cause confusion for a bank facility with multiple Club accounts. Our account will be TLQMA Women's Golf Club.



### **Section 3**

On an annual basis, before April 15, the financial statements shall be presented to the Activities Director of Trilogy La Quinta Maintenance Association by the club's Treasurer. The financial statements shall include an income statement and be prepared following general accepted accounting principles. For the purposes of this report, the fiscal year shall begin on April 1 and end on March 31.

### **Section 4**

Should the club dissolve, within sixty (60) days after the end of the club's dissolution, the club shall transfer to TLQMA all remaining funds after all business has been concluded.

### **Section 5**

The Activities Director/Community Manager, with minimum notice, shall have access to all of the books and records of the club.

### **Section 6**

All payments for goods or services shall be made by check or debit card.

## **ARTICLE IX: COMMITTEES**

### **Section 1**

Committee chairpersons may be elected by the general membership or appointed by the Executive Board.

## **ARTICLE X: AMENDMENTS**

### **Section 1**

To amend the By-Laws of this club requires two-thirds (2/3) vote of the membership present at a general membership meeting. A quorum being present, the proposed By-Law changes will be presented and voted upon by the membership. (See Article VIII, Section 4 for quorum requirement)