

## TRILOGY AT POWER RANCH (“TPR”)

### Tennis CLUB BYLAWS

[Pursuant to TPR Rule R-9: Rules Governing Trilogy Clubs]

#### **ARTICLE I - INTRODUCTION AND NAME**

1. The name of the Club shall be Trilogy at Power Ranch Tennis Club (“CLUB”).

#### **ARTICLE II - PURPOSE AND OBJECTIVE**

1. To promote and provide Trilogy at Power Ranch Residents in Good Standing with the Community Association (CA), to come together for Club sponsored social events and activities which are open to the general Membership and their Guests.
2. This CLUB shall be operated as a non-profit club.

#### **ARTICLE III - AUTHORITY AND COMPLIANCE**

1. These Bylaws comply with the CA’s Governing Documents which have sole authority over the CLUB’s individual Bylaws. In the event of a conflict the CA documents shall prevail.
2. The CLUB has the responsibility to communicate with the CA’s Lifestyle Division in coordinating the use of CA resources and scheduling use of facility space.
3. The CLUB shall adhere to the use of Club Forms, as identified in Rule R-9, in the administration of Club activities and provide the CA with all completed forms as required and submitted according to established schedules.
4. The CLUB shall maintain a minimum of twenty-five (25) registered Members at all times unless CA management recommends to the CA Board that special consideration is given for a lower number of registered Members.
5. The CLUB shall have a minimum of ONE (1) General Membership meeting during each calendar year. Notice of such meeting shall be provided to the Member s no less than t thirty (30) days before said meeting. During this meeting the agenda will include, at a minimum, an election of officers/board and presentation of the Club financial reports.
6. The Annual Meeting Quorum is 25% as established by the Club. The CA Bylaws definition of quorum (25%) of the registered Members is to be used unless a Club’s amendment expressly defines quorum.

Adopted:

Amended:

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## **ARTICLE IV - MEMBERSHIP**

1. Membership shall be open to all Residents in Good Standing with the CA.
2. Unless specified in their Standing Rules, Members will not be required to join any national, state, or regional affiliated organizations.
3. The Membership year shall be for a twelve-month period, from Jan 1 to Dec 31.
4. Annual Membership dues shall be communicated to the Membership prior to the beginning of the Membership year.
5. Dues (if applicable) are payable at the beginning of each Membership year. Members will be considered delinquent after 30 days. The Treasurer will provide a receipt for all dues paid in cash.
6. All current Members in Good Standing shall be entitled to vote at the Annual and special meetings of the CLUB and to participate in all CLUB social activities.

## **ARTICLE V - ELECTION OF OFFICERS AND TERM OF OFFICE**

**The Club must choose one of two options. The Club chooses Option 2.**

1. The Membership will elect a Board, who will nominate their officers. The Board must consist of an odd number of Members with a minimum of three and a maximum of seven. Board Members serve a two-year term, officers serve a one-year term. Terms for Board Members must be staggered. There must be a President, Vice-President, Treasurer, and Secretary. Officers, except for the President, may hold two positions simultaneously. All officers shall serve without compensation. All officers must be Residents in good standing with the CA. Term of office for all officers shall conclude at the following Annual Meeting.
2. The Membership will elect a Board and officers. The Board must consist of an odd number of Members with a minimum of three and a maximum of seven. Board Members and officers serve two-year terms. Terms for Board Members must be staggered. There must be a President, Vice-President, Treasurer, and Secretary. Officers, except for the President, may hold two positions simultaneously. All officers shall serve without compensation. All officers must be Residents in good standing with the CA. Term of office for all officers shall conclude at the following Annual Meeting.

Adopted:

Amended:

## **ARTICLE VI - RESPONSIBILITIES OF OFFICERS**

1. **President:** Shall be responsible for acting as the CLUB spokesperson.
  - a. Attend all meetings held by the CA for Club Officers.
  - b. Approve and submit all communications to the CA requiring action by the CA Executive Director in writing.
  - c. Approve all communications delivered to the Membership verbally or in writing prior to dissemination of information.
  - d. Reconcile (with the Treasurer) the petty cash fund quarterly.
  - e. Attend the CA Board meetings, when necessary.
2. **Vice-President:**
  - a. Attend, with the President, all meetings held by the CA for Club Officers.
3. **Treasurer:** Shall be responsible for the following:
  - a. Attend meetings held by the CA for Club Officers.
  - b. Oversee all financial transactions pertaining to the CLUB and keeping the President apprised of all current transactions.
  - c. Deposit all funds collected from CLUB Dues or CLUB activities through the CA within two (2) business days. (If a large amount is anticipated, contact CA staff for directions).
  - d. Submit, when necessary, an appropriately signed “Funds Request” form to the CA office, along with an invoice or receipt of purchase to substantiate the request.
  - e. Prepare monthly reconciliation of all CLUB financial transactions, report and resolve discrepancies with the CA accountant.
  - f. Maintain and balance the CLUB’s Petty Cash Fund monthly and follow the CA Petty Cash Procedure. (If applicable).
  - g. Maintain all financial records in compliance with CA requirements.
  - h. Prepare and provide to the CLUB Board and general Membership an Annual Financial Report as identified in Rule R-9.
  - i. Prepare an annual budget for CLUB approval. When approved, submit the budget to the Lifestyle Director by December 15<sup>th</sup>.
  - j. Notify the CA management if the CLUB’S Membership year is other than a calendar year.
4. **Secretary:** Shall be responsible for the following:
  - a. Take the minutes of all Board, General, and Membership Meetings and ensure they are posted on mytpr.com within thirty (30) days.

Adopted:

Amended:

## **ARTICLE VII - FINANCIAL**

1. The fiscal year shall be January 1<sup>st</sup> through December 31<sup>st</sup> of each year.
2. Financial records shall be retained for a period of not less than three (3) years.
3. In the event the Treasurer is unavailable, the following Board Members, President, Vice President, Secretary, are authorized to approve the request for checks from the CA for Board approved expenses.
4. The Club maintains a petty cash fund in the amount of \$ 500. A CLUB Board may also authorize temporary increases in the petty cash fund amount and single payment limit based on CLUB activities.
5. If a CLUB chooses to donate funds and/or goods in excess of \$1,000 to an organization, the CLUB Membership must approve the donation.
6. Any Club expenditures of \$1,000 or less will be approved by a simple majority vote of the board, and any expenses over \$1,000 will be approved by vote of club membership.

## **ARTICLE VIII - AMENDMENTS TO BYLAWS**

Proposed A m e n d m e n t s to Bylaws must be provided to all Members either by way of telephone, posting in the CLUB designated area, email or any other method that reaches the General Membership at least fourteen (14) days prior to the noticed meeting. To modify the Bylaws of the CLUB requires a majority vote of the Members present at the noticed meeting for such a purpose. The Bylaws are not effective until approved by the CA Board.

## **ARTICLE IX - STANDING RULES**

Standing Rules that document the operation of the CLUB may be adopted by a majority vote of the Membership present if quorum rules are fulfilled. Standing Rules must be reviewed by the Lifestyle Director and the Governing Documents Committee. In the event of a conflict between the Club Bylaws and the Standing Rules, the Bylaws shall prevail.

## **ARTICLE X - DISSOLUTION OF CLUB**

Prior to the CLUB dissolution, all debts must be satisfied. All CLUB property and assets shall be turned over to CA. Members may be held liable for incurred debts that are not satisfied by the CLUB's assets.

**THE FOLLOWING ACTIONS MUST BE ACCOMPLISHED, EACH CLUB HAS THE DUTY TO DETERMINE THE RESPONSIBLE BOARD MEMBER.**

- Responsible for completing and submitting Master Calendar Request Form for Club events.
- Completing and submitting, upon approval of the President of the Club, the CA “Notification of New Officers” form and any/all forms required from the Club for submission to the CA within two weeks of any change.
- Reviewing the annual inventory reconciliation (if applicable).
- Maintaining inventory records and conduct at least an annual reconciliation of all equipment and supplies, if any and submit the data to the Lifestyle Division by May 31<sup>st</sup>. (Note: requires two officer’s signatures).
- Retaining all Club records (excluding financial), including, but not limited to, correspondence and meeting minutes (current year plus two previous years); participation reports (current and prior year)
- Maintaining a current Club Roster of all registered Members and, upon approval of President, submit Club Members’ Roster to the CA on or before May 31st of each year.
- Maintaining an up to date mytpr.com Club website.
- Responsible for providing articles for inclusion in the San Tan Press.
- Ensuring all Members have an accurate “Club Offsite Liability Waiver” on file with the CA.

Club President

Printed Name \_\_\_\_\_

Signature \_\_\_\_\_ Date: \_\_\_\_\_

Other Club Officer

Printed Name \_\_\_\_\_ Position: \_\_\_\_\_

Signature \_\_\_\_\_ Date: \_\_\_\_\_

CA Lifestyle Director

Printed Name \_\_\_\_\_

Signature \_\_\_\_\_ Date: \_\_\_\_\_

CA Executive Director

Printed Name \_\_\_\_\_

APPROVED \_\_\_\_\_ Date: \_\_\_\_\_

Adopted:

Amended: