

Trilogy at La Quinta Men's Club Bylaws

Amended November 14, 2022

This amendment reduces the number of general membership meetings from three to one. See Article 4, Section 11.

Article 1: Organization

Article 2: Membership

Article 3: Officers

Article 4: Nominations and Elections

Article 5: Board of Directors

Article 6: Bylaws

Article 7: Financial

Article 8: General

Article 1: Organization

Section 1. NAME -This organization shall be known as the Trilogy at La Quinta Men's Club (TLQMC), hereinafter referred to as the Club.

Section 2. PURPOSE OF ORGANIZATION -The purpose of the Club is to promote interaction and good fellowship among members, and encourage active participation of the members in the game of golf in accordance with the rules of the United States Golf Association (USGA) and the Southern California Golf Association (SCGA), except as modified by local rules.

Section 3. PURPOSE OF BYLAWS -These Bylaws, having been revised and approved by the membership, provide guidance and direction to all Officers and members to willfully comply with Trilogy La Quinta Maintenance (TLQMA) Articles of Incorporation, Bylaws and Club Rules, Regulations, and Procedures. In the event of conflict between these Bylaws and the governing documents of TLQMA, the TLQMA documents shall prevail.

Section 4. OPERATION -The Club shall be operated as a nonprofit association in accordance with California Statutes, and the governing documents of TLQMA.

Article 2: Membership

Section 1. ELIGIBILITY -Membership shall be open to all Trilogy at La Quinta residents in good standing of TLQMA. In accordance with the TLQMA Chartered Club Rules and Regulations, the Board of Directors may, from time to time, grant Honorary Membership in the Club to any past Club Member who no longer qualifies as a resident and left the Club in good standing. Such Membership may only be granted to those who have distinguished themselves by extraordinary long-term contributions to the Club. Honorary Members shall have all the rights, privileges, and obligations of Membership except that they may not vote nor be elected to the Board of Directors nor serve on any Committee.

Section 2. CONDITIONS FOR MEMBERSHIP -To play in Club golf tournaments, membership in the SCGA is required. To participate in the Major Tournaments, currently indicated as President's Cup, Club Championship and Member-Guest, a member must play in a minimum of 5 (five) Men's Club events in the 365 days prior to the scheduled event. There shall be no other precondition for membership, nor will members be required to join any other national, state, or regionally affiliated organization.

Article 3: Officers

Section 1. ELECTED OFFICERS -The affairs of the TLQMC shall be governed by a Board of Directors ("Board") consisting of nine (9) elected Members. The Officers of this Club shall be elected by the membership and include: President, Vice President, Secretary, Treasurer, Tournament Director, Monday Play Coordinator, Handicap Director, Membership Director and Website Manager. The President who has just completed his term of office shall be appointed IPP unless the sitting President is reelected in which case the IPP position shall be vacated until the next election cycle.

Section 2. ELECTION OF OFFICERS -All Officers shall be elected by a vote of the general membership, and shall serve without compensation.

Section 3. TERM OF OFFICE -All Officers shall serve a term of one year which will run from January 1 thru December 31. This time period is also defined as the Club's fiscal year.

Section 4. VACANCIES -Should a vacancy occur among the Officers, it shall be filled by a majority vote of the remaining Officers. The newly elected member may attend and participate in Board meetings but cannot vote until his election is ratified by a vote of the general membership. Said Officer shall serve until completion of that Board's term.

Article 4: Nominations and Elections

Section 1. NOMINATING COMMITTEE -At least seven (7) weeks before the Annual Meeting, held in November, the Board shall appoint a Nominating Committee consisting of a Chairman and four (4) members. Each of the five members of the Nominating Committee shall have been a member of the Club for at least one (1) year. At least two members of the Nominating Committee shall not currently be Board members.

Section 2. ELIGIBILITY -Nominations are open to all members with the following exceptions: No person shall be eligible for election as an Officer unless such person has been member of the Club for at least six (6) months. No person shall be eligible for election to the position of President unless such person has served on the Board at some time as an elected Officer or as an appointed Chairman. No person can be a candidate for more than one office at a time.

Section 3. NOMINATION BY THE NOMINATING COMMITTEE -Not less than four (4) weeks before the Annual Meeting, the Nominating Committee shall present to the Board at least one candidate for each of the vacancies that will occur on the Board at the end of their current term.

Section 4. NOMINATION BY THE BOARD OF DIRECTORS -In the event that the Nominating Committee shall have failed for any reason to nominate one candidate for each Office to be filled by the time specified, the Board shall, at a special meeting called for such purpose, nominate one candidate for each such Office.

Section 5. POSTING NAMES OF NOMINEES -Not less than three (3) weeks before the Annual Meeting, the names of the nominees for Office nominated by the Nominating Committee or the Board shall be posted on the Club's bulletin board and on the Club's website.

Section 6. NOMINATION BY NOMINATING PETITION -A candidate for any Office may be nominated by a nominating petition or petitions signed by an aggregate of not less than ten (10) percent of the members and filed with the Secretary not less than four (4) weeks before the Annual Meeting. Each petition may designate only one qualified member who has agreed to serve as a member of the Board for one of the Offices to be filled. Nominations from the floor will also be taken at the Annual Meeting only for those who agree to serve.

Section 7. ELECTION PROCEDURES - The annual election of Officers shall be held at the Annual Meeting in November. The annual election of Officers shall be held at the Annual Meeting in November.

Section 8. RESULTS OF ELECTION -Candidates receiving at least a plurality of the votes of those members

present and voting (See Section 10 below regarding proxies and voting rights) for each Office shall be elected.

- A. Disposition of Ties -In the event two or more candidates receive an equal number of votes, Officers of the current Board shall elect the candidate(s) to fill the Office(s).
- B. Announcement of Elections -At the Annual Meeting, the presiding Officer shall announce the results of the election and shall instruct the Secretary to record the results.

Section 9. TERM OF OFFICE -The newly elected Officers shall hold office for the next fiscal year.

Section 10. ANNUAL MEETING -The Annual Meeting of the Club shall be held in November each year. A statement of the financial condition of the Club as of the end of the fiscal year shall be read to the membership at the Annual Meeting and available for review.

Notice of Annual Meeting -Notice of the Annual Meeting shall be announced at the previous general meeting of the Club and/or displayed on the Club's bulletin board and posted on the Club's website at least thirty (30) days prior to the date of the Annual Meeting.

Quorum of Members -Prior to calling the Annual meeting to order, the President shall require the Secretary to assure that a quorum of members is present. A quorum shall be defined as twenty (20) percent of the membership, either personally present, or represented by absentee ballots or by proxies filed with the Secretary prior to the meeting. Should there be no quorum present, the President shall not call the meeting to order and shall reschedule the meeting for any day within thirty (30) days thereafter.

Proxies and Voting Rights -Each member in good standing shall be entitled to one (1) vote, either in person, by proxy, or by absentee ballot on any business placed before the general membership. Proxies shall be in writing, and must be filed with the Secretary prior to the meeting. All proxies returned shall be voted by the designated proxy in accordance with the instructions set forth on the proxy. Absentee ballots must also be filed with the Secretary prior to the meeting; any member, who is unable to be present at the meeting, may cast an absentee ballot. Request for an absentee ballot shall be made in writing, addressed to the Secretary, and shall be received by the Secretary not less than five (5) days prior to the meeting. Each absentee ballot shall be signed and mailed or delivered to the Secretary, and must be received prior to 5:00 PM on the day before the general meeting.

Order of Business -The order of business shall be as follows:

Reading of the minutes of the previous General Meeting.

Report on financial conditions by the President or Treasurer.

Reports of other Officers and Committee Chairmen.

Declaring the results of the election to the membership.

Miscellaneous business.

If all business is not concluded at the scheduled meeting, the President shall adjourn the meeting and reschedule it for any day within thirty (30) days thereafter in order to complete the unfinished business.

Section 11. GENERAL MEETINGS - A minimum of one General Meeting will be conducted each fiscal year. The Board may call General Meetings of the members of the Club at any time. The Board must also call a General Meeting of the members of the Club on the written request of twenty (20) or more percent of members provided that such written request shall clearly state and describe the matters to be discussed at such a General Meeting.

Notice of General Meetings -Notice of General Meetings shall be posted on the Club's website at least thirty (30) days prior to the date of the meeting.

Quorum of Members – See Section 10 above for quorum requirements

Proxies and Voting Rights – See Section 10 above for proxy and voting rights requirements

Article 5: Board of Directors

Section 1. OFFICERS:

PRESIDENT -It shall be the duty of the President: to preside at all meetings of the Board and at all General Meetings; to call such meetings as are provided for herein; to see that the Bylaws and Club rules and regulations are enforced; and to generally supervise the affairs of the Club.

GENERAL REVIEW OF REQUIRED DUTIES AND SKILLS:

SKILLS -Computer (PC) skills must include the ability for letter writing utilizing Microsoft Word™ and on line capabilities to communicate via e-mail.

DUTIES -Represent the Club at TLQMA Meetings as it relates to golf course and/or Club issues.

Schedule and conduct monthly Board Meetings. Exceptions to this schedule are acceptable during May through September, and December.

VICE PRESIDENT -It shall be the duty of the Vice President, in the event of the absence or unavailability of the President, to perform all the duties of the President. If both the President and Vice-President are absent or unavailable at any meeting of the Board, the Secretary shall call the meeting to order and a temporary Chairman shall be chosen to preside at the Meeting.

GENERAL REVIEW OF REQUIRED DUTIES AND SKILLS:

SKILLS -Computer (PC) skills must include the ability for letter writing utilizing Microsoft WordTM and on line capabilities to communicate via e-mail.

Communicate Club related news items to the TLQMA webmaster for inclusion on the mytlq.com website.

TREASURER – The Treasurer shall be the Financial Officer of the Club. It shall be the duty of the Treasurer to: supervise the receipt, deposit, and disbursement of the funds of the Club as directed by the Board; to render an accounting thereof to the Board each month and report to the members at the Annual and General Meetings; to keep financial records, pay bills, maintain the bank account, and collect dues from the Membership Director; to prepare the annual financial statement; to develop the annual budget and monitor the expenses to that budget, and to administer and account for the “Hole-In-One” fund. Records shall be retained for a period of not less than seven (7) years.

GENERAL REVIEW OF REQUIRED DUTIES AND SKILLS: SKILLS –Working knowledge of Income and Balance sheet statements and the computer (PC) skills to prepare and analyze spreadsheets utilizing Microsoft ExcelTM and the ability for letter writing utilizing Microsoft WordTM and on line capabilities to communicate via email.

DUTIES -Prepare and monitor the Club's annual budget, for the fiscal year. This must be prepared and approved by the incoming Board annually (December). Prior year fiscal year final reporting is due in January.

SECRETARY – It shall be the duty of the Secretary to keep a record of all proceedings of the Board and the Club. The Secretary shall be responsible for handling the correspondence of the Club and perform such other duties as the Board may prescribe. The Secretary shall be a member (ex-officio) of all committees.

GENERAL REVIEW OF REQUIRED DUTIES AND SKILLS: SKILLS -Computer (PC) skills must include the ability for letter writing and report preparation utilizing Microsoft WordTM and on line capabilities to communicate via e-mail.

DUTIES -Document and publish Board Meeting and General Membership Meeting minutes for posting on the Club’s website.

Assist Board members with Club events, as required.

Maintain all pertinent Club records (letters, minutes and reports) in an orderly fashion for hand off to the incoming President.

Assist the Vice President, as required, in developing and maintaining the Club's communications for transmittal to the TLQMA webmaster for inclusion on the mytlq.com website.

TOURNAMENT DIRECTOR -The Tournament Director shall be the Chairman of the Tournament Committee and shall be responsible for all regular Club tournaments, notification of tournaments, sign-up sheets, scoring, and posting of winners. For all major tournaments such as the Club Championship, and

President's Cup, he shall confer with the Board to ensure continuity with past tournaments of similar type.

GENERAL REVIEW OF REQUIRED DUTIES AND SKILLS

SKILLS -Knowledge of running tournaments under United States Golf Association (USGA) rules and guidelines. Computer (PC) skills must be very high, and must be able to utilize Microsoft ExcelTM, and have the ability to send and receive major files on line and to communicate via e-mail.

DUTIES -Provide members for pre-tournament check-in, scorecard handout, and post-tournament processing that will include collection and verification of scorecards and scores.

Maintain a list of members to be available to assist the pre-tournament preparation. e.g., entry of member sign-ups from the Club's web page and pairing and scorecards. This list of members will include a back-up member(s) for the Tournament Chairman, when he is absent from the weekly tournament.

Verify/confirm no shows and cancellations that should be dealt with by the Board and transmit same to the President no later than two days after the tournament.

MONDAY PLAY COORDINATOR -The Monday Play Coordinator is an elected member of the Board and shall be the Coordinator of the Monday Play Formats. He shall confer with the Board & Executive Committee to ensure continuity with all Monday Play Formats.

GENERAL REVIEW OF REQUIRED DUTIES AND SKILLS

SKILLS -Knowledge of running tournaments under United States Golf Association (USGA) rules and guidelines. Computer (PC) skills must be very high, and must be able to utilize Microsoft ExcelTM, and have the ability to send and receive major files on line and to communicate via e-mail.

DUTIES – He shall be responsible for all Monday Play, i.e., notification of formats, sign-up sheets, pairings, collection of entry fee, scoring, posting of winners on the Website and dispersing of awards. Assist the Golf Club at La Quinta Golf Shop in notification of pairings each week whether T-Times or Shotgun starts, prior to the Monday Play.

Maintain a list of members to be available to assist. This list of members will include back-up member(s) for the Monday Play Coordinator, when he is absent from the weekly Monday Play.

Verify/confirm no shows and cancellations that should be dealt with by the Board and transmit same to the President no later than two days after the tournament.

HANDICAP DIRECTOR – The Handicap Director shall be the Chairman of the Handicap Committee. The Handicap Director must attend and be certified by the SCGA School for certification. He shall perform the duties and responsibilities of a Handicap Chairman as described in the USGA Handicap Manual. The Handicap Director shall communicate to the membership of the Club the proper procedure in filling out a scorecard and the penalties for improper scoring and posting of scores.

GENERAL REVIEW OF REQUIRED DUTIES AND SKILLS:

SKILLS -Computer (PC) skills must be high with the ability to address and work through Club related computer issues and must include the ability for letter writing and report preparation utilizing Microsoft Word™ and on line capabilities to communicate via e-mail and be proficient Microsoft Excel™, and databases.

DUTIES -Make available to all members, an updated SCGA Handicap listing on the Club's website. Address all Club issues related to index/handicap. e.g., changes from gold to blue tees, and correcting improper posting of scores.)

Within 3 days after being informed of a new member by the Membership Chairman, the Handicap Chairman will contact that new member. If the new member has an existing index he will obtain the index information. He will immediately convey to the Tournament Chairman the new member's index. This will allow the new member to play in the Club Tournaments. If the new member does not have an existing index he will work with that member to create a temporary index. He will immediately convey to the Tournament Chairman the new member's temporary index. This will allow the new member to play in the Monday Events before establishing an index after posting five (5) 18-hole rounds.

Maintain SCGA certification and good standing.

Interface with the SCGA regarding membership index/handicap problems that cannot be solved locally. Work with the SCGA Club Delegate, for assistance, if needed.

MEMBERSHIP DIRECTOR -The Membership Director shall be responsible for the collection of the annual dues for the Club and the SCGA. He shall turn this money over to the Treasurer with a list of the names of all members who have paid. The Membership Director is responsible for maintaining a current list of all members that are in good standing with the Club and TLQMA and for maintaining, and updating all Membership records. Membership Director will ensure that the new member is familiar with the Club Website, Bylaws and Standing Rules. He will ensure that a mentor is assigned to the new member for the first event entered.

GENERAL REVIEW OF REQUIRED DUTIES AND SKILLS:

Computer (PC) skills must include the ability for letter writing and report preparation utilizing Microsoft Word™ and be proficient in Microsoft Excel™ in order to maintain the Club's membership database.

Provide new member information to the Handicap Chairman and Tournament Chairman. He should also transmit to the above changes of personal information, (e.g., phone number, address, etc.), for existing members.

Maintain an inventory of the Club's new member applications and renewal forms. Include a copy of general rules and regulations for members with the applications.

Develop, prepare, and distribute the Club membership directory as directed by the Board.

WEBSITE MANAGER – The Website Manager shall be responsible to maintain the TLQMC Website to ensure TLQMC President or Board of Director approved information and documents are available for the TLQMC membership. The goal of the website is to provide information to the TLQMC membership, as

well as prospective members, regarding the on-goings of the organization. Information covers a wide range of topics, including: General Information about TLQMC, Event Calendar and Definitions, Event Signups and Results, Tournament Information, Handicap Information, New Member Information, Board of Director communications and TLQMC Documents.

GENERAL REVIEW OF REQUIRED DUTIES AND SKILLS

SKILLS – Computer (PC) skills must be very high, and include: technical skills for maintaining a website and the ability to use Microsoft ExcelTM, and other Microsoft Office products as needed.

DUTIES – Work with the Tournament Chairman to ensure that appropriate information for each tournament is available on the website for our membership. This would include signup sheets, rules, pairings list and results that will be provided by the Tournament Chairman.

Maintain the Index and Handicap Master and provide updates to the TLQMC President, Tournament Chairman, Handicap Chairman and Monday Event Coordinator on a bi-weekly basis (1st and 15th of each month when new indexes are issued). Also, to update the memberships index and handicaps on the website.

Work with the Monday Event Coordinator to ensure that the website is open for members to sign up for Monday events and that pairings and results are posted timely on the website.

Update the website as directed by the TLQMC President and Board of Directors. Work with the various Committee Members to ensure that information on the website is up-to-date and accurate.

Section 2 – APPOINTED NON-VOTING MEMBERS

A. IMMEDIATE PAST PRESIDENT (IPP) – The primary duties of the IPP are to facilitate continuity of administration and to make the transition from the outgoing Board to the incoming Board as seamless and transparent as possible. Following his year of Presidency, the IPP should assume a passive-active role. It is a passive role in that he should not attempt to make the new President's term of office a continuation of his expired term nor is he allowed to vote on matters before the Board. The IPP may be asked to chair various committees and shall perform such other tasks as the President or the Board requests.

Section 3. CLUB SUPPORT AND PARTICIPATION BY THE BOD-To assist in the promotion of the TLQMC as described in Article 1, all Board members are encouraged to:

- A. Support all Club tournament events.
- B. Participate in Monday events, as it would apply to greeting members and meeting new members. This should occur at the pairings check in area, and in the staging areas to assist members in an orderly matching of team members.

Section 4. MEETINGS OF THE BOARD – There shall be a regular meeting of the Board at least monthly from October through April. May through September will be on an as needed basis determined by the President.

- A. NOTICE OF BOARD MEETINGS -The President or his designee shall notify all Board members at least five (5) days prior to such meetings.
- B. ACTION WITHOUT BOARD MEETINGS -Any action required to be taken by the Board may be taken without meeting if a majority of the Board shall consent in writing to such action and shall ratify the action taken. A record of each such action and the ratification thereof shall be filed with the minutes of the next Board Meeting.

Section 5. GENERAL POWERS AND AUTHORITY OF THE BOARD

- A. The Board shall have the power and authority to implement the following rules and regulations governing the conduct of the Officers and members of the golf club. Members who are abusive, who are in arrears in payment of club dues/fees, who blatantly fail to follow Club rules, or who unnecessarily create turmoil, disruption, and dissension among Club members may have their Club membership temporarily suspended by a majority vote of the Club Officers. The following will apply to these situations: First offense -a written warning from the Club. Second offense -a 30-day suspension by the Club, after a hearing with the Club. Third offense -termination recommended by the Club.
- B. The Board shall do all things necessary, consistent with the laws of the State of California, Bylaws of TLQMA and these Bylaws, to control and manage the affairs of the Club.

Article 6: Bylaws

Section 1. DISTRIBUTION OF BYLAWS –A copy of these Bylaws will be posted on the Club Website. Each Board Member will have a copy of these Bylaws.

Section 2. REPEAL AND AMENDMENT OF BYLAWS –The power to repeal or amend these Bylaws and to propose new Bylaws is hereby delegated to the Board. The power shall be exercised only upon at least fourteen (14) days written notice of the proposed adoption, repeal, or amendment of these Bylaws. This notice shall be posted by the Secretary or his designee on the Club’s website and shall include the language of the proposed adoption, repeal, or amendment of these Bylaws. All amendments will be voted upon and approved by the membership.

Article 7: Financial

Section 1. FINANCIAL RECORDS -Financial records shall be retained for a period of not less than seven (7) years.

Section 2. CLUB OPERATION -The Club operates as a part of TLQMA which is a mutual benefit, non-profit organization. Any and all bank accounts shall be opened under the TLQMA's Federal 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 under the name of TLQMA Men's Club.

Section 3. FINANCIAL STATEMENTS -On a monthly basis the bank records and the financial statements shall be presented to the Activities Director of TLQMA by the Club's Treasurer. The financial statements shall include a balance sheet and an income statement and be prepared following general accepted accounting principles. The fiscal year shall begin on January 1 and end on December 31.

Section 4. TRANSFER OF FUNDS - The Club has the right to keep a prudent reserve with which to begin activities for the next fiscal year.

Section 5. ACCESS TO RECORDS -The TLQMA Activities Director and/or Community Manager, with minimum notice, shall have access to all of the books and records of the Club.

Section 6. CHECKS -Checks drawn on Club bank accounts shall require the signatures of a minimum of one Club Officers. All payments, whether for goods or services shall be made by check.

Article 8: General

Section 1. ELECTION/APPOINTMENT OF COMMITTEE CHAIRMEN -Committee Chairmen, except as otherwise stated herein, may be elected by the general membership or appointed by the President. Each Committee Chairman, with the concurrence of the President, shall select the members of his Committee. Committees which are referenced herein and shall be formed are as follows:

- A. Audit Committee
- B. Rules Committee
- C. Handicap Committee
- D. Nominating Committee
- E. Tournament Committee

Other committees may be formed at the discretion of the Board

Section 2. PARLIAMENTARY AUTHORITY -*Robert's Rules of Order* shall be the authority on all questions on parliamentary procedure.

Section 3. PARLIAMENTARIAN -The Vice President, or other Board member as appointed by the President, shall be the Club parliamentarian and shall insure that parliamentary law and these Bylaws are strictly followed at all times.