

**TRILOGY AT POWER RANCH ("TPR")**

**PICKLEBALL CLUB BYLAWS**

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

RECEIVED  
OCT 29 2013  
Trilogy at Power Ranch

**ARTICLE I - INTRODUCTION AND NAME**

1. The name of the Club shall be Trilogy at Power Ranch Pickleball Club ("CLUB").

**ARTICLE II - PURPOSE AND OBJECTIVE**

1. To promote and provide Trilogy at Power Ranch Owners and Non-Owners, 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 TPR community association Articles of Incorporation, Bylaws, Rules, Regulations, Procedures, and therefore, supersede and have sole authority over the CLUB's individual Bylaws. In the event of a conflict the community association documents shall prevail.
2. The CLUB shall have the responsibility to communicate with the CA's Activities Department in coordinating the use of CA resources and scheduling use of facility space.
3. The CLUB shall adhere to the use of Club Forms created and provided by the CA in the administration of club activities and provide the CA with all completed forms as required and submitted according to established schedules. (see attachment A)
4. The CLUB shall maintain a minimum of 25 (twenty-five) 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 General Membership meeting during each calendar year. Notice of such General Membership meeting shall be provided to the Members no less than 30 (thirty) days before said meeting. During this meeting the agenda will include, at a minimum, an election of officers and presentation of the Club financial reports.
6. A Quorum may be defined and established by the CLUB.

**ARTICLE IV - MEMBERSHIP**

1. Membership shall be open to all Owners and Non-Owners in Good Standing with TPR CA.



2. Other than established CLUB membership dues, 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 as specified by the CLUB.
4. Annual membership dues shall be recommended or established by the CLUB Board.
5. Dues are payable at the beginning of each membership year. Members will be considered delinquent after thirty (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 regular and special meetings of the CLUB and to participate in all CLUB social activities.
7. Disciplinary procedures shall follow Rule 9 of the TPR Association's rules as may be amended from time to time by the CA Board.
8. Proper conduct and common courtesy are expected from all CLUB Members. If a Member's behavior is undesirable or inappropriate, his/her CLUB membership may be terminated by recommendation of the CLUB Board on behalf of the CLUB to the CA Executive Director.

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

1. Elections shall take place every one or two years and be held prior to the term starting on April 1<sup>st</sup>.
2. The CLUB shall elect its officers consisting of a President and Treasurer and at least one other officer.
3. The CLUB shall establish a Board of an odd number of elected officers, which will include the President and Treasurer.
4. All officers elected shall serve without compensation. All officers must be Owners/Non-Owners, in Good Standing with TPRCA.
5. Term of office for all officers shall be for one or two years and will be from April 1<sup>st</sup> of the first year through March 31<sup>st</sup> of the appropriate year.
6. Any midterm vacancies shall be appointed by the remaining CLUB Board.

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

1. **President** - The President shall be responsible for acting as the CLUB spokesperson.
  - Attend all meetings held by the CA for Club Officers.
  - Preside at all meetings except the CLUB Committee meetings, if any.
  - Attend all CLUB Committee meetings, if any.
  - Approve and submit all communications to the CA requiring action by the CA Executive Director in writing.
  - Approve all communications delivered to the Membership verbally, in writing or by email prior to dissemination of information.



- Responsible for completing and submitting master calendar event requests for CLUB events.
  - Responsible for the CLUB organization.
  - Create and appoint CLUB Committees, if necessary.
  - Reconcile the petty cash fund quarterly.
  - Attend the CA Board meetings, when necessary.
2. **Treasurer** - Shall be responsible for the following:
- Oversee all financial transactions pertaining to the CLUB and keeping the President apprised of all current transactions.
  - 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).
  - Submit when necessary, appropriately signed "Funds Request" form to the CA office, along with an invoice or receipt of purchase to substantiate the request.
  - Prepare monthly reconciliation of all CLUB financial transactions, report and resolve discrepancies with the CA accountant.
  - Maintain and balance the CLUB's Petty Cash Fund monthly and follow the CA Petty Cash Procedure.
  - Maintain inventory records and conduct at least an annual reconciliation of all equipment and supplies, if any.
  - Maintain all financial records in compliance with CA requirements.
  - Prepare and provide to the CLUB Board and General Membership an Annual Financial Report.
  - Prepare an annual budget for CLUB approval. When approved, submit the budget to the Activities Director.
  - Notify the CA management if the CLUB'S membership year is other than a calendar year.
3. **Vice-President** - If applicable, the Vice President shall assist the President and, in case of absence of the President, is responsible for performing the duties of the President.
- Attend with the President, all meetings held by the CA for Club Officers.
  - Complete and submit, 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.
  - Review the annual inventory reconciliation.
  - Assist the President in organizing CLUB social activities.
  - Support the President in all CLUB activities and meetings.
4. **Secretary** - If applicable, the Secretary shall be responsible for the following:
- Maintain current contact list of all Members.
  - Maintain current CLUB Roster of all registered Members and, upon approval of President, submit CLUB Members Roster to the CA on or before May 31<sup>st</sup> of each year.
  - Prepare and submit quarterly Participation Report to the CA by the 15<sup>th</sup> of the month following the end of each quarter.
  - Take the minutes of all Board and General Membership Meetings.



- Retain all CLUB records, including but not limited to, correspondence and meeting minutes (current year plus two previous years); participation reports (current and prior year).
5. **Other Responsibilities** - CLUBS not having a Vice-President or Secretary, responsibilities will be performed by other members as delegated by the President of the CLUB.
- Maintain and be responsible for the CLUB website.
  - Prepare and submit monthly articles for inclusion in the San Tan Press.
  - Perform other responsibilities as the CLUB President assigns.

#### **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. The officers of the CLUB shall designate officers able to authorize the approval to request checks from the CA for Board approved expenses.
4. If a CLUB should choose to gift or pay for services, the CLUB must follow Article VIII to establish a Bylaw addendum and communicate such addendum to the CLUB.
5. If a CLUB chooses to maintain a petty cash fund, the CLUB Board must establish the fund's amount and single payment limit. A CLUB Board may also authorize temporary increases in the petty cash fund amount and single payment limit based on CLUB activities.
6. If a CLUB chooses to donate funds and/or goods to an organization, it must establish and follow an addendum to their Bylaws. The CLUB Membership must approve the donation.

#### **ARTICLE VIII - ADDENDUMS TO BYLAWS**

1. Proposed Addendums 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 14 (fourteen) 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 purpose. The Bylaws are not effective until approved by the CA Board.

#### **ARTICLE IX - STANDING RULES**

1. Standing Rules that document the operation of the CLUB may be adopted by a majority vote of the membership present.

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 the TPR CA. Members may be held liable for incurred debts that are not satisfied by the CLUB's assets.



Date:

Membership Approval \_\_\_\_ (<ff;,(~~~&\_

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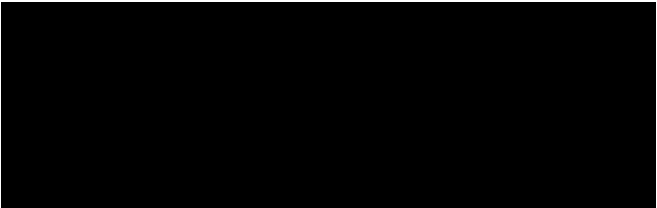
~-- \_\_\_\_\_ Club Officer

Recommend Approval

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Article III **AUTHORITY AND COMPLIANCE**

5. The Club shall have a minimum of two (2) General Membership meetings each calendar year. New directors will be elected at the Spring Meeting. Financial Reports will be presented at both meetings.

6. A quorum is 20% of the entire membership. A simple majority of the membership voting, as long as the quorum requirement is met, is needed to pass any item subject to a vote of the membership.

7. Actions without a Board Meeting. After at least three (3) days' notice by E-mail to the General Membership and no objections being received, the Board may approve actions without holding a public meeting, so long as the action(s) taken are unanimously approved by all the Directors. Such actions shall be formalized in the minutes of the next meeting of the Board.

Article IV **MEMBERSHIP**

3. The membership year shall be for a twelve-month period from January 1<sup>st</sup> through December 31<sup>st</sup>.

9. For new members joining after June 30<sup>th</sup>, their dues will be half the current yearly rate, and will expire December 31<sup>st</sup>.

10. Household guests of Members or Trilogy Residents may play anytime courts are available in accordance with Posted Guidelines. Trilogy Residents desiring to play or participate in scheduled Club events shall be required to become a Member of the Club

Article V **ELECTION OF DIRECTORS, OFFICERS AND TERM OF OFFICE**

7. The Board of Directors shall consist of seven (7) Directors, serving without compensation. All Directors and Officers must be Owners/Non-Owners in TPRCA.

8. Directors shall be elected for a two-year term. Four (4) Directors shall be elected by the Membership in even years and three (3) Directors shall be elected by the Membership in odd years.

9. Elections shall be held in March of each year.

10. The Board of Directors shall elect Officers from its ranks (President, Vice-President, Secretary and Treasurer) as soon as practical after the general election of Directors to serve a one (1) year term, commencing April 1 and ending March 31 of the following year.

Article VI **RESPONSIBILITIES OF OFFICERS**

6. The Board may establish committees as deemed necessary.

Adopted 4/14/21

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Adopted 4/14/21

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Trilogy at PowerRanch

#### Article VII **FINANCIAL**

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7. Gifts or donations with a value of more than \$50.00 must be approved by the membership as established in Article III #6.

8. The Club treasurer shall maintain a petty cash fund of \$200 and is authorized to pay therefrom any single item of \$50 or less.

Article X **COMMITTEES**

The Board may establish committees as deemed necessary

Submitted for Approval *Ruby R. Menem* Date: 4-20-21  
Club President

Membership Approval *Sony La Roche* Date: 4-20-2021  
Club Officer

Recommend Approval *Jeb Crawford* Date: 4-20-2021  
Lifestyle Director

APPROVED \_\_\_\_\_ Date: 4-20-2021  
Executive Director

Adopted 4/14/21

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Submitted for Approval y---; ~ \_-;2\_, ~-----Date: ' - / - .;?.. O - ;)... \ Club President

A handwritten signature in blue ink, appearing to be "J. J. [unclear]", written in a cursive style.

Adopted 4/14/21