

**TRILOGY AT VISTANCIA  
WOMEN'S CLUB  
BYLAWS**

**1 October 2023**

## **Article I-General**

### **Section A - Name**

The name of this organization shall be Trilogy at Vistancia Women's Club (TAVWC).

### **Section B - Purpose**

The purpose of this organization is to promote and enhance an active community for Women of Trilogy at Vistancia. The women's club will provide social fellowship and philanthropic opportunities for the women of Trilogy at Vistancia. Our members will strengthen the quality of life in our community, forging relationships with other members, while gaining a sense of fulfillment and satisfaction in supporting local charities.

The TAVWC will strive to provide monthly opportunities for social fellowship and/or charity support.

The TAVWC will support local charities. The charities that will receive financial contributions from the TAVWC will be nominated by the TAVWC board members and selected by the general membership and will be designated for two years. In addition to financial support, members may support a multitude of charities through service and/or donation.

### **Section C - Authority**

These bylaws comply with the Association Rules of the Trilogy at Vistancia Community Association (hereinafter referred to as TVCA), Chartered Club Rules dated December 1, 2015. In the event that these bylaws conflict with the intent of the TVCA Chartered Club Rules, the TVCA Chartered Club Rules document shall prevail.

### **Section D - Operations**

The TAVWC shall operate as a Trilogy club in accordance with the Association Rules of the TVCA.

### **Section E – Membership Privacy**

The TAVWC Membership Roster is maintained by the club and will be used for the sole purpose of TAVWC communications and activities. Under no circumstances will the roster be used for outside communication or for use private business.

## **Article II-Membership**

### **Section A – Membership Qualifications**

Membership is voluntary and open to all women who are valid members of the TVCA as stipulated in the Trilogy at Vistancia Chartered Club Rules, paragraph 5.A.1, without discrimination for any reason. To become a TAVWC member, members will complete an initial membership entry form and pay an annual fee. The membership period coincides with the calendar year (JAN 1 - DEC 31). Members will not be required to join any other local, state, or regional affiliated organization. All activities of the TAVWC are voluntary.

### **Section B – Membership dues and membership period**

Membership may be initiated at any time during the year. The initial membership fee is \$25 for the first year, and will include club membership and a name tag to be used for club activities. Membership dues to remain active for consecutive years is \$15 and is due October 1 - December 31 for the following

calendar year. Membership is considered to have lapsed if not received by the membership chairperson by Jan 31st. In the event of a lapsed membership, the member will become inactive, and must reapply if she chooses to reinstate her membership.

New members who join in the last quarter of the year (October 1 - December 31) will have their active membership roll into the next calendar year, without the need to renew membership for that year.

If a member leaves the club for any reason, there is no refund for the unused membership period.

#### **Section D – Member Conduct**

Proper conduct and common courtesy are essential for TAVWC success. Inappropriate actions and conduct will be addressed by the President of the TAVWC and if not resolved, subsequently referred to the TVCA Community associate for the for the proper adjudication. Refer to the TVCA Community Association Rules for Chartered Clubs paragraph 4.D, regarding disciplinary actions that may be imposed.

#### **Article III - Operations**

##### **Section A - general operations**

In accordance with the Trilogy at Vistancia Community Association Chartered Club Rules, an Executive Board, with appointed chairs will operate the TAVWC. Any voting member of the Executive Board must be elected by a vote of the general membership of the club or if appointed, confirmed by a vote of the general membership.

The governing board will partner with the HOA Lifestyles team to provide programs and opportunities for the TAVWC membership.

The elected board (also known as the executive board) will consist of a President, Vice President, Secretary and Treasurer. Secretary and Treasurer duties may be combined for club expediency and effectiveness. At a minimum, there will be three executive board/elected positions. The duties of these positions are outlined in subsequent paragraphs of this document. Incumbents of these positions must be year-round residents of Trilogy at Vistancia.

Elected executive board members will serve a term of two years, without the need for re-elections. There is no maximum number of terms that an office-holder can serve, so long as they are re-elected to the position. Elections will be held every-other year in November, with the term of office beginning in JAN of the following year. The current incumbent executive board will ensure nominations are solicited from the general membership and proper, fair, and appropriate officer elections are executed.

In the event that all board members are new to the board after elections, the incumbent president will serve (or appoint an incumbent board member to serve) as an advisor to the new board for a period of 6 months, or until the new board is comfortable and determines that the advisor is no longer needed.

##### **Section B - executive board responsibilities**

The executive board will ensure that all Club requirements, in accordance with the Trilogy at Vistancia Chartered Club Rules. At a minimum, the executive board is responsible for keeping active membership rosters, maintaining accurate and auditable financial programs and reports, maintaining minutes of meetings and actionable items, and keeping historical records for audit and reference activities. The

executive board is also responsible to coordinate actions and activities with the Trilogy at Vistancia Lifestyles team.

To perform these required responsibilities and other club activities, the President (at the advice of the other executive board members) may appoint chairwomen. While the title/duties, and number of chair/co-chair positions will vary is at the President's discretion, typical chair/co-chair positions are: Fundraising, Programs, Membership, Charity liaison, Publicity.

### **Section C – Vacancies**

A vacancy on the TAWC Executive Board, except that of the President, shall be filled by the TAWC Board. If a vacancy occurs in the office of the President, the Vice President shall become President and the vacancy in the office of the Vice President will be filled by the TAVWC Board. Any officers appointed to fill vacancies may serve for the remainder of the term of the officer they are replacing.

### **Section D - executive board positions and duties**

**PRESIDENT.** The president is responsible for all operations of the club. She will coordinate activities with board members, membership, and the Trilogy Lifestyle team. At a minimum she will:

- Operate the TAVWC IAW all requirements of the Trilogy at Vistancia Community Association.
- Hold frequent meetings with board members (executive and appointed chairwomen) – recommended monthly.
- Lead the team to perform and achieve the stated objectives of the TAVWC.
- Lead general membership meetings to enact TAVWC business at least yearly.
- Provide all documentation and information to the Trilogy at Vistancia management team as required and/or requested.
- Provide for social and philanthropic opportunities for member involvement.
- Advocate for the Women's club programs and activities – be an outward face to the community, effectively representing the TAVWC.
- Keep accurate records of club activities, and ensure continuity of operations for all club activities.
- Approve all financial activities of the club.
- Actively address negative actions or inappropriate behavior of board members or membership. If necessary, refer actions to the TVCA Lifestyles team for resolution.
- In the event of a vacancy on the executive board or chair positions, appoint replacements to fill vacancies until the next election.
- The Vice President and President will coordinate to distribute duties of the executive offices to best use the expertise and resources available.

**VICE-PRESIDENT.** The vice-president will support the President and all other board members to achieve the stated goals of the Women's club. In the event of an absence of the president, she will act on her behalf on an interim basis. The President and Vice President will coordinate on assignment of duties for executive positions and chairwomen appointed for various roles.

**SECRETARY.** The secretary will take minutes of all meetings and provide the minutes to all board members and Trilogy staff as required. The minutes will note executive decisions and follow-on actions

required of board members and membership. She will keep historical records to be passed to subsequent TAVWC boards.

**TREASURER.** The treasurer will perform all financial activities of the TAVWC, to include receipts and payments. She will perform her duties under the umbrella of the Trilogy at Vistancia Club requirements. At a minimum, she will report the financial condition and activities to the board members at least monthly. She will also ensure that all appropriate records are provided to the Trilogy staff. All payments/outlays will be approved by the treasurer and one other executive board member (preferable the President). All records will be made available for audit and review by the Trilogy staff and any board member of the club.

As noted above, the duties of Secretary, and Treasurer may be nested in one or two positions/individuals.

### **Section E - Membership meetings and voting**

The TAVWC membership is open to all women who are registered residents/long term renters of Trilogy at Vistancia. Members will be active and in good standing, meaning that they have paid dues for the current year. Members will be invited to participate in all TAVWC activities, although due to venue limitations, not all members may be allowed to attend. All activities with a limited opportunity for participation will be open to members on a first-come, first served basis. If an event is not filled by members by a pre-established date/time, then the event may be opened to non-member women. If fees are charged, non-members will be charged additional ticket/participation fees.

Members will be asked to vote for various reasons throughout the year. At a minimum, members will be required to approve new/revised bylaws, elect board members, and determine charities to support. These approval actions/elections will be published in advance and the method of collecting votes will be announced. A quorum is required for approval/election. A quorum is considered to be ½ of the active membership (iaw the TVCA). If an in-person vote is held, those who cannot attend will be given the opportunity to vote or have their voices heard via email input. The president will provide all comments and opinions. The President may, in the announcement/publication of upcoming votes, identify that concurrence is assumed unless noted otherwise by members who cannot attend an in-person vote. Any member who chooses not to vote, will defer to the majority of those who actively vote. Once votes are completed and results announced, all members will support the outcome of elections.

## **ARTICLE IV: Financial**

### **Section A - records**

Financial records will be retained for a period of 7 years prior to the current year. Retention will be the responsibility of the Manager and Activities Director as required by the TVCA Community Association Rules.

### **Section B - Payment approval**

Two signatures, one by the treasurer and one by another member of the executive board, is required for all payments from the TAVWC account. Receipts or an affidavit of paid expenses are required for all expenditures.

### **Section C - financial reviews**

Final financial records are audited on a yearly basis as required by the TVCA Community Association Rules for Chartered Clubs. A compliance committee of at least two members (not executive board members) will be appointed by the president to review financial records annually or at the end of the term of the treasurer.

### **Section D - Banking**

The bank account for the TAVWC will be maintained by the treasurer and reviewed monthly by the president. Both the treasurer and president will be authorized personnel on the bank accounts. Two signatures are required on all checks/payments. All access and authority will be transferred to the new treasurer/president within one week of the transition date of the new board members.

Addendum: Sample chair positions and duties.

#### **ADDENDUM.**

This addendum provides sample/suggested committee/chair/co-chair positions to support the TAVWC executive board in its execution of duties. The President will appoint members to these positions and may determine that they are best executed by committee, chair, co-chair, or any other configuration.

#### **Membership:**

Typical duties of the membership chair:

- Collect all applications for new membership.
- Maintain new membership form.
- Collect dues (new and renewal) – record as received and provide to the treasurer for deposit to the club account.
- Keep record of active membership.
- Order and distribute name tags for members.
- Provide active roster to president, other board members and Trilogy lifestyle team for such actions as emails to members, verification of membership for events.
- Assist registration for events.
- Keep historical records of members.
- Resolve membership issues as required.
- Present plan and ideas to the TAVWC board for approval.

#### **Fundraising:**

Typical duties of the fundraising chair:

- Determine the number and schedule of fundraising events to be held each year.
- Execute all aspects of the fundraising event, as approved by the TAVWC board.
- These include such things as planning, publicity, coordination with vendors/partners, scheduling, gaining volunteers and support/help, registration/ticket sales, event execution.
- Present plan of activities to the TAVWC board for approval.
- Keep board abreast of activities and updated status.

- Provide summary/lessons learned of each event.

**Programs:**

Typical duties of the programs chair:

- Develop a schedule for the calendar year of events for the TAVWC.
- With the exception of fundraising events or events led by other chairs, execute all aspects of the event, as approved by the TAVWC board. These include such things as planning, publicity, coordination with vendors/partners, scheduling, gaining volunteers and support/help, registration/ticket sales, event execution.
- Present plan of activities to the TAVWC board for approval.
- Keep board abreast of activities and updated status.
- Provide summary/lessons learned of each event.

**Charity Liaison:**

Typical duties of the charity liaison chair:

- Facilitate the selection of charities the TAVWC will support financially.
- Provide for and lead opportunities to support local charities with volunteering and other means.
- Present plan of activities to the TAVWC board for approval.
- Keep board abreast of activities and updated status.
- Provide summary for records.

**Publicity:**

Typical duties of publicity chair:

- Establish/maintain publicity platforms such as web page, Facebook, etc.
- Use Trilogy platforms to publicize activities (past and upcoming) of the TAVWC.

NOTE: Chairs will lead the efforts – all board members are active in the execution of each of these activities and help as needed.

***SIGNATURE PAGE:***

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President

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Vice-President

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Secretary/Treasurer

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