



DEPARTMENT OF THE ARMY  
INSTALLATION MANAGEMENT COMMAND  
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT LEAVENWORTH  
MORALE WELFARE RECREATION DIRECTORATE  
600 THOMAS AVENUE UNIT 2  
FORT LEAVENWORTH, KANSAS 66027-1417

IMLV-MWB

6 AUG 2020

MEMORANDUM FOR RECORD

SUBJECT: Operation of the Trails West Golf Course Advisory Committee (TWGCAC)

1. The Trails West Golf Course (TWGC) enhances community life and promotes the recruitment and retention of quality Soldiers.<sup>1</sup>
2. The TWGC is administered in accordance with Army Regulation (AR) 215-1 Military Morale, Welfare, and Recreation Programs and Nonappropriated Fund Instrumentalities and wider Army Regulations (ARs) which establish policies for the administration, operation, and management of the Army's Morale, Welfare, and Recreation (MWR) programs and nonappropriated funds.
3. This Memorandum for Record (MFR) records the local bylaws which govern the operation of the TWGCAC. This MFR supplements, but does not supersede, ARs.
4. The TWGCAC represents the patrons of the TWGC and makes recommendations to the Family and Morale, Welfare, and Recreation (FMWR) Business Manager regarding the operation and management of the TWGC.
5. The TWGCAC comprises of the following appointed or nominated representatives:
  - a. Chair (appointed by the Garrison Commander)
  - b. Active Duty Officer Representatives (2)
  - c. Enlisted Active Duty Soldier Representative
  - d. Command & General Staff College Student Representative
  - e. Department of Army Civilian Representative
  - f. Department of Defense Employee Representative
  - g. Retiree Representative
  - h. Enlisted Retiree Representative

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<sup>1</sup> AR 215-1, Paragraph 1-9

- i. Female Patron Representative
  - j. Family Member Representative
  - k. General Patron Representative
  - l. FMWR Business Operations Officer (Non-voting member)
  - m. TWGC Business Manager (Non-voting member)
  - n. TWGC Superintendent (Non-voting member)
6. TWGCAC membership is controlled as follows:
- a. You must be at least 18 years of age to hold office in the TWGCAC.
  - b. The TWGCAC Chair is recommended through the DFMWR and appointed by the Garrison Commander (GARC).
  - c. TWGCAC members are elected by patrons who attend a TWGCAC election. Voting will be conducted in person via 'show of hands' to promote transparency.
  - d. TWGCAC elections will be 'first past the post'. In short, the candidates who receive the most votes win. All TWGC patrons and TWGCAC members can vote only once in elections; however, if a tie occurs between nominees patrons will be asked to vote again to break the tie.
  - e. TWGCAC elections will occur bi-annually and may also occur when a TWGCAC vacancy arises. Personnel seeking TWGCAC membership may self nominate or be nominated by another TWGC patron.
  - f. The date, time and venue of any TWGCAC election is to be published via social media, bulletin board and at the TWGC no later than 21 days prior to the event in order to promote maximum attendance by patrons of the TWGC.
  - g. TWGCAC members will be appointed on orders from the GARC and hold office for 24 months from 1 October through 30 September.
  - h. There is no term limit for TWGCAC membership.
  - i. The TWGCAC will elect a Deputy Chair at the start of the TWGCAC term to conduct TWGCAC meetings on behalf of the Chair and assume their duties in their absence.

- j. The TWGCAC will elect a Secretary and Assistant Secretary at the start of the TWGCAC term to record the details of all meetings and compile TWGCAC Minutes.
  - k. TWGCAC membership is a privilege. Consequently, membership of the TWGCAC may be revoked by the GARC following a review and on the recommendation of the Chair.
  - l. The TWGCAC Chair and Director of FMWR have the power of veto over any TWGCAC election or nomination.
7. The following procedures will apply to all TWGCAC meetings:
- a. The TWGCAC will meet monthly and such other times as deemed necessary by the TWGC Business Manager, Chair or Assistant Chair.
  - b. The TWGCAC should only form *in extremis* without the TWGC Business Manager and never without the knowledge of the TWGC Business Manager.
  - c. The TWGCAC may operate with membership vacancies but it must retain the ability to achieve a quorum at TWGCAC meetings.
  - d. A TWGCAC quorum comprises of the Chair or Assistant Chair, at least four additional voting members and one non-voting member. The presiding member will postpone the meeting if a quorum is not formed and inform the TWGCAC Chair and TWGC Business Manager.
  - e. The Secretary will advise TWGCAC members of the upcoming TWGCAC meeting via e-mail and request items for inclusion into the next TWGCAC agenda until 72 hours prior to the meeting.
  - f. The Secretary will distribute the TWGCAC agenda to TWGCAC members via e-mail no later than 48 hours prior to the TWGCAC meeting.
  - g. The Chair of TWGCAC in conjunction with the Director of FMWR have the discretion to hold meetings via telephone for health and safety reasons.
  - h. The TWGCAC will be opened by the presiding Chair, Assistant Chair, or Secretary. The time of opening the TWGCAC meeting will be recorded in the Minutes.
  - i. The Secretary will summarize the Minutes from the previous meeting which were previously approved by the Chair or Assistant Chair and TWGC Business Manager. The TWGCAC will discuss business arising from the previous Minutes.

- j. The Secretary will provide an overview of correspondence in-out which has been addressed to the TWGCAC for consideration, comment, or action. The TWGCAC will discuss business arising from the Secretary's Report.
- k. The TWGC Business Manager will update the TWGCAC on the issues discussed at the last TWGCAC, current, and new projects. The TWGCAC will discuss business arising from the verbal Business Manager's Report.
- l. The TWGC Superintendent will update the TWGCAC on the issues discussed at the last TWGCAC, current and new projects. The TWGCAC will discuss business arising from the verbal Superintendent's Report.
- m. The TWGCAC will discuss general business presented before the TWGCAC for consideration or recommendation.
- n. TWGCAC recommendations to the Director of FMWR must be recorded in the TWGCAC minutes and will only be made following consideration of proposals on the agenda before the attending TWGCAC.
- o. An issue tabled before the TWGCAC must be subject to debate and a vote which is based on the consideration of the intention of the majority TWGCAC members attending the TWGCAC meeting.
- p. The TWGCAC will vote on proposals tabled before the TWGCAC. TWGCAC members have three options at the time of a vote: support, not support, or abstain.
- q. A proposal must have greater than 50% support of the attending TWGCAC members to pass and subsequently form basis of a TWGCAC recommendation to the Director of FMWR for decision. The proposal may be retabled for later date or dismissed by the proposer if a tie exists or the proposal is not supported. Regardless, the outcome of all TWGCAC voting must be recorded in the TWGCAC Minutes.
- r. The TWGCAC will be closed by the presiding Chair, Assistant Chair, or Secretary. The time of closing the TWGCAC meeting will be recorded in the Minutes.
- s. The Secretary will compile TWGCAC Minutes within 10 days of each meeting and the minutes must subsequently be approved by both the Chairman or Assistant Chairman (1st approval) and the FMWR Business Operations Officer (2nd approval).

- t. Upon approval, TWGCAC minutes must be posted in the TWGC clubhouse and on the TWGC Website under the tab of TWGC Advisory Council Minutes. <https://leavenworth.armymwr.com/programs/trails-west-golf-course>
  - u. The TWGC Business Manager and Chair or Assistant Chair will seek to resolve issues through consultation and mediation if conflict arises between TWGCAC members or during meetings.
  - v. The Director of FMWR and TWGCAC Chair are the adjudicating authorities for all TWGCAC operations.
8. The POC for this memorandum is the undersigned at [brian.m.prokes.naf@mail.mil](mailto:brian.m.prokes.naf@mail.mil) or 913-684-2736.

AUTHORITY LINE:

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