

BYLAWS OF
Quail Creek 9 Ladies Golf Association
Article I – General

Section 1.1 Name. The name of this organization is **Quail Creek 9 Ladies Golf Association**, hereinafter called the **QC9LGA**.

Section 1.2 – Purpose - The purpose of the Association shall be to promote, regulate, develop and conduct activities among the members and encourage active participation in the game of golf in accordance with the rules of the United States Golf Association (USGA), Arizona Women’s Golf Association (AWGA) Bylaws, and QC9LGA Standing Rules (Play Guidelines and Tournaments), except as modified by local rules.

Section 1.3 - Bylaws will fully comply with the Property Owners Association (POA) Articles of Incorporation, By-Laws, and QC9LGA Rules, Regulations and Procedures. In the event of a conflict between these Bylaws and the governing documents of the POA, the POA documents shall prevail.

Section 1.4 QC9LGA - The QC9LGA shall be operated as a non-profit association in accordance with Arizona statutes and the Bylaws of the POA.

Section E 1.5 Play Day - Thursday shall be known as Ladies Golf Day, with 9-hole play. An entry fee will be required. Fees will vary depending on the event but will be the same for all members. This entry fee includes sweep expenses each week and other expenses as required for special events.

Section 1.6 Fiscal Year - **The fiscal year** shall be January 1 through December 31.

Article II
Membership

Section 2.1 - Membership – Membership is open to all women Quail Creek residents, including those residents renting property at Quail Creek. The property owner must transfer privileges to the renter and the renter

obtain a renter's card from the POA. Membership is also open to all women non-residents who are eligible to live in Quail Creek and who have purchased an annual golf membership at the Quail Creek Country Club. Memberships for non-residents are valid only during the year purchased.

Section 2.2- Members - Members of the QC9LGA may participate in activities provided their fees and dues are paid and up to date. Annual dues shall be determined by the Executive Board with the approval of the membership. Active members are required to join the AWGA. They may be members of the 18 Hole QCLGA at the same time. If for any reason the POA, the POA governing body, or the member cancels the contract, their membership in the QC9LGA will be terminated immediately. No part of the dues/fee shall be refunded unless the sales contract is canceled by the POA or its governing body.

Article III Officers

Section 3.1 – Elected Officers - The elected officers of the QC9LGA shall be: President, Vice President, Secretary, Treasurer, Tournament Officers, and Handicap Chair and shall constitute the Executive Board.

Section 3.2 – Executive Board – The Executive Board shall consist of the current officers and the immediate Past President, ex-officio. To serve on the Executive Board, a member must be a resident of Quail Creek and an active member of the QC9LGA.

Section 3.3 – Board of Directors - The Board of Directors shall consist of the Executive Board and the Committee Chairs.

Section 3.4 – Term of Office - The Executive Board shall be elected for a two (2) year term by vote of the general membership, and shall serve without compensation. The President, Vice President, Secretary, and Treasurer positions will be limited to a maximum of two (2) consecutive terms. The Handicap and Tournament Officers will be permitted to serve unlimited consecutive terms.

Section 3.5 – Vacancies - If a vacancy occurs or a new position is created on the Executive Board, the President, with approval of the Executive Board, shall fill the vacancy from the QC9LGA membership. The designee(s) shall serve until the next election of officers but without a vote.

ARTICLE IV

Duties of Officers:

Section 4.1 - President - The President shall be chief executive and administrative officer of the Association and shall preside at all meetings. The President shall act as ex-officio member of all committees except the nominating committee and shall appoint all chairs deemed necessary.

Section 4.2 - Vice President - The Vice-President shall act as assistant to the President and in the President's absence perform the duties of the President. In the event the President cannot complete her term, the Vice President shall serve as President for the balance of the term and be eligible for nomination and election to the office for the coming term. The Vice President is responsible for maintaining an Email list of members and communicating all messages as directed by the Executive Board.

Section 4.3 - Secretary - The Secretary shall keep a record of all meetings of the club and preserve a permanent file of all records and letters of importance to the club and its officers. These records shall be transferred to her successor at the close of her term of office. The Secretary shall also answer and transmit any correspondence related to the business of the club. Records shall be retained for three (3) years.

Section 4.4 - Treasurer - The Treasurer shall set up a budget at the beginning of the fiscal year, to be approved by the Executive Board. The Treasurer shall have charge of all monies of the club, pay all bills when due, keep an itemized account in a permanent file of all receipts and expenditures, make timely deposits in an approved financial institution, and give a report of same at each general meeting. The Treasurer shall transfer all of these records to her successor at the close of her term of office. The President and/or Vice President will ensure all duties are carried out in the Treasurer's absence.

Section 4.5 - Tournament Officers - The Tournament Officers shall plan the regular weekly golf games for the QC9LGA. The Tournament Officers shall coordinate QC9LGA golf activities with the Club Professional in preparing the schedule for the tournament season, and may appoint assistants to help with the duties of the office.

Section 4.6 - Advisor - The immediate Past President shall serve as Ex-officio Advisor. In the event the Past President is unable to serve, any former President may be appointed to serve by a majority vote of the Executive Board. The Advisor shall vote only if needed to break a tie on any matters brought before the Executive Board.

Section 4.7 - Handicap Officer – The Handicap Officer shall keep an accurate record of the handicap of each club member in accordance with the USGA and the AWGA Handicap system. She shall advise Handicap Chairpersons of other clubs of the handicap of any participating member. Handicaps shall be based on all scores on rated courses.

Article V Nominations and Elections

Section 5.1 – Nomination Committee - The President, with the approval of the Executive Board, shall appoint a Nomination Committee consisting of no more than three (3) members not of the Executive Board. Any Nominating Committee vacancy shall be appointed by the President. No member of the Nominating Committee is eligible to be a proposed slated officer for that year’s election. No member of the Nominating Committee shall serve for more than two (2) consecutive one-year terms. This committee must shall be appointed at least (30) days prior to the election of officers. The slate of officers shall be posted at least two weeks prior to the election on the Bulletin Board and on the Website. Nominations may also be made from the floor at the General Meeting held prior to the upcoming election. In the election process, no member can be a candidate for more than one office at a time.

Section 5.2 - Nominations - Nominations may be made by ballot at the general meeting or emailed to the presiding officer of the Nominating Committee. An email ballot will not be counted if sent to anyone other than the Presiding Officer of the nominating committee. Nominations may be made from the floor with prior consent of the nominee.

The candidate must be present at such meetings with the nominee or a written consent signed by the nominee.

Section 5.3 - Elections - Election of Officers shall be held in November every year, the date to be set by the President. In odd years, the Vice President, Secretary, and one-half of the Tournament Officers will be elected. In even years, the President, Treasurer, one-half of the Tournament Officers, and the Handicap Officer will be elected.

Section 5.4 - Ballot Elections - Officers shall be elected by the majority of votes cast by ballot or Email at the November meeting, providing a quorum (Section VI) of the membership is present. Officers shall be installed at the December Luncheon and assume duties at that same Luncheon.

Section 5.5 – Term of Office - The elected term of office shall be two years, beginning at the December Luncheon and ending in two years at the December Luncheon.

Article VI Meetings

Section 6.1 - General Meetings - A General Business Meeting, at which a quorum is present, shall be held on the first Monday of each month, from September through May unless otherwise specified. A quorum shall consist of the members present at each meeting.

Section 6.2 - Board Meetings - Monthly Board Meetings, at which a quorum is present, shall be held prior to the General Meeting. A quorum shall be 50% of the Executive Board for voting purposes.

Article VII Financial

Section 7.1 - Financial Records - Financial records shall be retained for a period of not less than three (3) years.

Section 7.2 – Disclosure - QC9LGA operates as a part of the POA, which is a mutual benefit, non-profit organization. Any and all bank accounts shall be opened under the POA Federal Identification number.

Section 7.3 – Audit - The President shall establish an audit committee from the general membership. Elected officers or committee chairpersons may not be a member of the audit committee. The audit committee shall report directly to the President. In January, the audit committee shall

examine the Treasurer's records, including but not limited to all accounts and reports of the QC9LGA funds. The auditors having certified to its correctness shall submit their report to the President, which has the effect of approving the Treasurer's report to the general membership.

Section 7.4 - Check Signing - The President, Vice President, or Treasurer may sign checks but not in excess of \$500.

Section 7.5 – Checks in Excess of \$500 - Checks in excess of \$500.00, drawn on the club bank account, shall require the signatures of two club officers: President, Vice President or Treasurer. All payments, whether for goods or services, shall be made by check or debit card.

Article VIII Committees

Section 8.1 – Committee Chairs – The President shall appoint all Chairpersons, subject to ratification of the Executive Board.

Section 8.2 – Rules – The Rules Chairperson(s) may appoint committee Members, and the golf Professional shall be a resource for this Committee. The Rules Committee shall interpret, teach and enforce the USGA Rules of Golf, AWGA By-Laws, and local rules of the course. All disputes, complaints and interpretations of the rules shall be decided by this Committee and shall be final.

Section 8.3 – Publicity – The Publicity Chairperson(s) shall be responsible for publicity pertaining to the QC9LGA.

Section 8.4 – Historian – The Historian Chairperson(s) shall be responsible for keeping a current history of the QC9LGA.

Section 8.5 – Hospitality – The Hospitality Chairperson(s) shall have charge of all social events and make the necessary arrangements with the proper authority. She may appoint a committee to assist.

Section 8.6 - AWGA Representative – The AWGA Representative(s) shall represent the Association QC9LGA at State meetings and shall be

responsible for disseminating all information and directives from the State office of the Association.

Section 8.7 – Directory – The QC9LGA Directory Chairperson(s) shall be responsible for preparing and updating of the yearly membership booklet directory.

Section 8.8 – Membership – The Membership Chairperson(s) shall welcome new members and maintain an accurate membership list and inform the necessary people of new members.

Section 8.9 – Invitational/Member Guest – The Invitational and/or Member/Guest tournament(s) shall be chaired by two (2) members. The co-chairs will work together and be responsible for organizing and setting up sub-committees to develop the tournament.

Section 8.10 – Outside Invitationals - The Outside Invitational Chairperson(s) shall post outside invitationals, collect money from the QC9LGA participants, and send registration fees by the deadline to the host club.

Section 8.11 - Sunshine – The Sunshine Chair(s) shall be responsible for sending appropriate cards to members, such as birthdays, get-well, etc.

Section 8.12 – Green Committee – The Green Committee Chair(s): The President represents the QC9LGA on the Green Committee, and may appoint a replacement.

Article IX Amendments of Bylaws

Section 9.1 - Bylaw Revision - The revised By-Laws shall be presented to the membership at a general or special meeting and be posted for not less than 2 weeks prior to voting. Amendment of the By-Laws of the QC9LGA requires a two-thirds vote of the membership present at a meeting at which a quorum is present. Individuals may vote by email ballot. The ballots will be sent to only one designated person. If any vote is sent to any other individual, that vote will be voided. The designated person to receive the ballots will be chosen by the Executive Board.

Article X Dissolution

Section 10.1 – Dissolution of QC9LGA - Prior to club the QC9LGA dissolution (after all debts are satisfied), all property and assets shall be turned over to the POA.

Revised: December 4, 2002

Adopted: January 11, 2002

Revised: April 4, 2005

Adopted: April 28, 2005

Revised: November, 2005

Revised: December 2007

Adopted: February 4, 2008

Revised: April 4, 2010

Adopted: May 3, 2010

Revised September 6, 2010

Adopted: October 4, 2010

Revised: September 2, 2012

Adopted: October 1 2012

Revised: October 5, 2014

Adopted: November 3, 2015

Revised and Adopted: April 7, 2016 (term limits revised/staggered* election years established)

*Sections 5.3 and 5.5:

In 2016, the elections will change from the entire Board of Directors being elected to one-half the Board every year; commonly called a “staggered” election process. To begin this implementation, the President, Treasurer, one-half the Tournament Officers, and the Handicap chair will be elected to a two-year term, as this is an even year. The remaining officers (Vice President, Secretary, and one-half of the Tournament Officers) will serve a one-year term so that their normal two-year rotation will begin in 2017, an odd year. Because those slated for (re)election in the odd year rotation cycle would be allowed to only serve a total of three years, the Secretary and Vice President will be permitted to run for a third consecutive term.