

QUAIL CREEK LADIES' GOLF ASSOCIATION BY-LAWS

ARTICLE I – GENERAL

Section 1 – Name

The name of this association shall be Quail Creek Ladies' 18-Hole Golf Association. The official abbreviation shall be **QCLGA**.

Section 2 – Objectives and Purpose

The objective of QCLGA is to promote good fellowship and sportsmanship among its members, and to encourage active participation in all competitive games conducted in accordance with USGA Rules and Quail Creek local rules.

ARTICLE II – BOARD OF DIRECTORS (hereinafter referred to as the “Board”)

Section 1- Officers

The Board shall be comprised of five (5) voting Officers: President, Vice President, Secretary, Treasurer and Tournament Chair. Officers shall serve for a term of one (1) year or more years. The President shall serve for no more than two (2) consecutive years.

It is required that Officers meet prior to December 31st to choose Committee Chairpersons.

The Past President shall serve on the Board in an advisory non-voting position.

Section 2 – Committee Chairpersons

All Committee Chairpersons shall be non-voting and should attend Board meetings.

Section 3 – Vacancies

The Officers shall fill any vacancy on the Board should a vacancy occur, except for the President in which case, the Vice President shall assume the duties.

Section 4 – Special Committees

Special Committees, as deemed necessary, may be created by the President with the approval of the Board. Any active member may serve as chairperson or a member of special committees.

ARTICLE III – CODE OF CONDUCT

Section 1 – Code of Conduct

The intention of the Code of Conduct is to establish clear and acceptable behavior expectations for the members of the QCLGA. It is not intended to restrict the rights of any member. The purpose is to ensure that all members and/volunteers can expect to be treated with respect.

Section 2 – Violations of Code of Conduct

The Board of Directors shall have the power by a two-thirds vote of the full Board to discipline, suspend or expel a member for conduct which, in the opinion of the Board is likely to be prejudicial to the welfare, interest, or character of the QCLGA. If a Board member is involved in the dispute, the involved Board member must be recused from the vote.

No action may be taken until Section 3 is followed.

Section 3 – Suspension and/or Expulsion of a Member

No vote shall be taken by the Board on a proposed disciplinary action until written notice setting forth the circumstance(s) claimed against the member have been served upon the member concerned. The notified member shall then have ten days to respond in writing before any action or vote can be taken. An appeal of a decision for suspension or expulsion by the member may be made within twenty (20) days. After such suspension and/or expulsion is recommended by a written request to the Board President for reconsideration, the member may request an open meeting of the Board at any time during the consideration.

ARTICLE IV – MEMBERSHIP

Section 1 – Eligibility

Those eligible for membership in QCLGA shall be amateur women golfers, who:

- (a) are Quail Creek property owners in good standing, or
- (b) have placed a down payment to build a home at Quail Creek (if, for any reason, either she or Robson Community Corporation (RCI) cancels the contract, her membership in QCLGA will be terminated immediately), or
- (c) have obtained a renter's card from the POA (the membership is good only for the duration of the rental contract).

We will adhere to the USGA Competitive Fairness Gender Policy at all times.

Section 2 – Fiscal Year

The Fiscal Year shall be January 1st through December 31st.

Section 3 – Dues and Fees

The annual dues of QCLGA shall be established by the Board. Dues are payable through the AZ Golf website starting in October, requiring payment by December 31st. If dues are not paid by December 31st you will have to renew/apply as a new member. Handicap fees are established by AZ Golf and are also payable with membership renewal. The Board has the right to establish and collect their fees through the AZ Golf website. Fees are non-refundable.

ARTICLE V – NOMINATIONS AND ELECTIONS

Section 1 - Nominations and Election Committee

The Nomination Committee shall consist of a minimum of three (3) members of QCLGA. The Committee shall be appointed by the President and approved by the Board no later than August 1st. Committee members cannot be candidates for the Board.

Section 2 – Nominations

The proposed slate of nominations shall be posted no later than thirty (30) days prior to the December meeting.

Section 3 – Elections

Board candidates running unopposed will be confirmed at the December annual meeting. If more than one candidate is running for a position, ballots will be emailed to all current members thirty (30) days prior to the December luncheon. Members will cast their vote by email. Votes must be cast no later than five (5) days prior to the December luncheon at which time the results will be announced.

ARTICLE VI – FINANCIAL

Section 1 – Budget

The President, working with the Treasurer, shall obtain from all Officers and Committee Chairpersons, information necessary to compile an annual Operating Budget. The annual Operating Budget shall contain a reasonable estimate of revenues to be received during the year as well as proposed operating expenses. The total proposed expenses shall not exceed the total estimated revenues. The Board shall adopt an annual Operating Budget no later than February 1st of the new year.

Section 2 – Audit Committee

The President shall select two (2) members from the general membership to form an Audit Committee. Elected Officers or Committee Chairpersons may not be members of the Audit Committee. The Audit Committee shall report directly to the President. In January of each year, the Audit Committee shall examine the Treasurer's records for the previous year. The Auditors,

having certified the correctness of the records, shall submit their report to the President for approval. The President will make the Treasurer's Annual Report available to the general membership.

Section 3 – Check Signing

All checks written on the QCLGA account shall require the signatures of two Officers. The President, Vice President, Secretary and Treasurer shall have the signature authority.

Section 4 – Records

Financial records will be retained for a period of not less than three (3) years.

ARTICLE VII – MEETINGS

Section 1 – Board Meetings

The President shall determine Board Meeting dates.

Section 2 – General Meetings

General Meetings of QCLGA shall be held two (2) times per year.

Section 3 – Quorum

A quorum of the Board shall be necessary to hold and conduct a Board meeting. The total number of members present at a General Meeting shall constitute a quorum.

ARTICLE VIII – AMENDMENTS/REVISIONS

By-Laws may be repealed, amended or revised by the majority vote of members voting. Notice of changes or amendments shall be posted at least two weeks prior to the vote.

ARTICLE XI – AUTHORITY

Roberts Rules of Order, Revised, shall be the final authority as to parliamentary procedure at all meetings of QCLGA. These By-Laws are subordinate to and shall not take precedence over the By-Laws of Quail Creek Country Club.

Adopted:

November 18, 1990

Revised: 1991, 1994, 1995, 1997, 1999, 2003, 2006, 2007, 2008, 2013, 2014, 2017, 2019, 2021, 2022, 2025 (rev 8/30/25)