

## **Ladies 9 Hole Golf Association By-Laws**

### **Article I - General**

**Section A - Name of Organization** - Quail Creek Country Club Ladies 9 Hole Golf Association, hereinafter called the Association (9 hole QCLGA), a non-profit organization.

**Section B - Purpose of Organization** - The objective and 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, AWGA By-Laws and Quail Creek Country Club Ladies 9 Hole Golf Association's Standing Rules (Play Guidelines and Tournaments), except as modified by local rules.

**Section C - These By-Laws** shall fully comply with the Community Association Articles of Incorporation, By-Laws, and Club Rules, Regulations and Procedures. In the event of a conflict between these By-Laws and the governing documents of the Community Association, the Community Association documents shall prevail.

**Section D - This organization** shall be operated as a non-profit association in accordance with Arizona statutes and the By-Laws of the Community Association.

**Section E - 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.

### **Article II - Membership**

**Section A - Membership** is open to all female Quail Creek residents, including those residents renting property at Quail Creek, providing the property owner has transferred privileges to the renter and the renter has obtained a renter's card from the POA. Membership is also open to all female 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 only valid during the year purchased.

**Section B - Members of the Association** may participate in the Association activities provided their fees and dues are paid to date. Annual dues shall be determined by the Executive Board-with the approval of the membership. Active members are required to join the Arizona Women's Golf Association, AWGA. They may be members of the 18 Hole Association at the same time. If for any reason Robson Communities Inc or the member cancels the contract, their memberships in the 9 hole QCLGA will be terminated

immediately. No part of the dues/fee shall be refunded unless the sales contract is canceled by Robson Community Incorporation.

**Section C - Inactive Membership** is available in AWGA for members who have health, family or business reasons that prevent them from playing golf but who want to maintain their AWGA membership. When circumstances change an AWGA Inactive Member can play golf again, she can change to Active status and dues will be paid. An Inactive Member cannot hold an elected office.

**Section D** The fiscal year shall be January 1st through December 31st.

### **Article III - Officers**

**Section A - The elected officers** of this Association shall be: President, Vice President, Secretary, Treasurer, Tournament Officers, shall constitute the Executive Board of the organization. To serve on the Executive Board, a member must be a resident of Quail Creek

**Section B - The Executive Board** shall consist of the present officers and the immediate Past President, ex-officio.

**Section C - The Board of Directors** shall consist of the Executive Board and the Committee Chairpersons.

**Section D - The Executive Board** shall be elected for a two (2) year term by vote of the general membership and shall serve without compensation. No officer shall hold the same office for more than one consecutive term without a hiatus of at least one year before being elected to office again.

**Section E - To be eligible for President**, one must have served one year previously on the Board of Directors.

**Section F - If a vacancy should occur** on the Executive Board, the President, with approval of the Executive Board, shall fill the vacancies from the club membership. The designee(s) shall serve until the next election of officers but without a vote.

### **Duties of Officers:**

**A. 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 and shall appoint all chairpersons deemed necessary.

**B. 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.

**C. 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. She shall also answer and transmit any correspondence related to the business of the club. Records shall be retained for three (3) years.

**D. Treasurer** - The Treasurer shall set up a budget at the beginning of the fiscal year, to

be approved by the Executive Board. She shall have charge of all moneys of the club, pay all bills when due, keep an itemized account in a permanent file of all receipts and expenditures, and give a report of same at each general meeting. She shall transfer all of these records to her successor at the close of her term of office. Such records shall be retained for a period of three (3) years.

**E. Tournament Officers** - The Tournament Officers shall plan the regular weekly golf play days for the club. She/they shall coordinate club golf activities with the Club Professional in preparing the schedule for the tournament season. She/they may appoint assistants to help with her/their duties.

**F. 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. She shall vote only when needed to break a tie on any matters brought before the Executive Board.

#### **Article IV - Nominations and Elections**

**Section A - The President**, with the approval of the Executive Board, shall appoint a Nomination Committee consisting of three (3) members not of the Executive Board. Any vacancies shall be appointed by the President. No member of the Nominating Committee shall serve for more than two (2) consecutive terms. This committee must be appointed at least (30) days prior to the election of officers. The slate 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. 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 B - 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.

**Section C - The election of Officers** shall be held in October of every other year, the date to be set by the President.

**Section D - Officers shall be elected** by the majority of votes cast by ballot or email at the October meeting, providing a quorum of the membership is present. Officers shall be installed at the December Luncheon and assume duties at that same Luncheon.

**Section E - The elected term of office** shall be two years, beginning at the December Luncheon and ending in two years at the December Luncheon.

#### **Article V - Meetings**

**Section A - Frequency of 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 be 25% of the membership.

**Section B - 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 VI - Financial**

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

**Section B - Quail Creek Country Club Ladies 9 Hole Golf Association** operates as a part of the Community Association, which is a mutual benefit, non-profit organization. Any and all bank accounts shall be opened under the Community Association Federal Identification number.

**Section C - Audit Committee** - The President shall establish an audit committee from the general membership. Elected club 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 club's 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 D - Check signing** - The President, Vice President and Treasurer may sign checks but not in excess of \$500.

**Section E - 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.

## **Article VII - Committees**

**Section A - President** shall appoint all Chairpersons, subject to ratification of the Executive Board.

**Section B - Handicap Chairperson(s)** 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 any score on rated courses.

**Section C - Rules Chairperson(s)** shall appoint committee Members and the golf Professional shall be a resource-member of 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 D - Publicity Chairperson(s)** shall be responsible for publicity pertaining to the Association.

**Section E - Historian Chairperson(s)** shall be responsible for keeping a current history of the Association.

**Section F - 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 G - Arizona Women's Golf Association (AWGA) Representative(s)** shall represent the Association at State meetings and shall be responsible for disseminating all

information and directives from the State office of the Association.

**Section H - Association Directory Chairperson(s)** shall be responsible for preparing and upkeep of the bulletin boards. She will also prepare the yearly membership booklet.

**Section I - Membership Chairperson(s)** shall welcome and maintain an accurate membership list and inform the necessary people of new members.

**Section J - Member/Guest co-chairperson(s)** shall consist of 2 chairpersons. They will work together and be responsible for organizing and setting up sub-committees to develop the tournament.

**Section K - Invitational Chairperson(s)** shall advertise and collect money from the membership participants to be sent back to the outside clubs so the all money is received by the outside clubs by their deadline dates.

**Section L - Sunshine Chairperson(s)** shall be responsible for sending appropriate cards to members, such as birthdays, get-well, etc.

**Section M – Adopt-A-Hole Chairperson(s)** organizes and schedules the 9'r volunteers for the designated holes and attends the Adopt-A- Hole meetings.

**Section N – Communication Chairperson(s)** shall be responsible for all member email communications. She/They will, along with the Membership Chairperson, keep an accurate membership list and inform all current members by email, of new members joining the Association.

**Section O – Green Committee Chairperson(s):** The President represents the Ladies 9 Hole Golf Association on the Green Committee, and may appoint a replacement.

## **Article VIII - Amendments**

**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. To amend the By-Laws of this club requires a two-thirds vote of the membership present at a meeting at which a quorum is present. Individuals may vote by email ballot. However, the ballots may be sent to only one designated person. If any vote is sent to any other individual, that vote will automatically be voided. The designated person to receive the ballots will be chosen by the board.

## **Article IX - Dissolution**

**Prior to club dissolution** (after all debts are satisfied), all property and assets shall be turned over to the Community Association.

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

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