

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 playing golf by taking part in weekly events and golf tournaments conducted in accordance with USGA Rules and Quail Creek local rules. QCLGA is committed to the equitable and fair treatment of all members.

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) or more years. The President shall serve for no more than two (2) consecutive years.

The Officers shall meet prior to December 31st to choose Committee Chairpersons as required.

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. Officers as well as any active member may serve as chair

person or a member of these 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 QCLGA. It is not intended to restrict the rights of anyone but rather to ensure that all members can expect to be treated with respect.

Section 2 - Violations of Code of Conduct

Violations of the Code of Conduct during QCLGA play days on the golf course or during a QCLGA sanctioned golf event, including but not limited to Board and General Meetings, Holiday Luncheons, Member/Guest Banquets or any organized gathering after golf shall not be permitted and may result in disciplinary proceedings. Violations may include:

- (a) engaging in any form of sexual, racial, religious discrimination or harassment,
- (b) conducting yourself in any rude or immoral manner, including the use of profane language, gestures, insults, physical abuse, threat, harassment or other such misbehavior,
- (c) any action or behavior resulting in unsafe conditions or practices, uncivil or discourteous conduct, willful misconduct or any action that unfairly or unreasonably impairs the rights and privileges of others.

The Board is authorized to investigate and enforce any reported abuses of the Code of Conduct and shall have the power, by a majority vote of its members, to take no action, to reprimand, to discipline, to suspend or to expel a member for a Code of Conduct violation.

The Board shall notify the offending party in writing of the disciplinary action(s).

Section 3 - Suspension and/or Expulsion of a Member

No vote shall be taken by the Board on a proposed disciplinary action until ten (10) days after a notice in writing setting forth the charge(s) against such member shall have been served upon the member concerned. Notification to the charged member shall be made by e-mail or other method approved by the Board. The charged member shall have the right to answer the charge(s) before any final vote is taken.

An appeal of the decision of suspension or expulsion by the member may be made within twenty (20) days after such suspension/expulsion by a request in writing to the President for reconsideration by the Board. The member may request an open meeting of the Board.

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) hold a special non-resident Quail Creek Annual golf membership (eligibility would remain through the duration of her membership), or
- (d) have obtained a renter's card from the POA (the membership is good only for the duration of the rental contract).

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 proposed by the Board and shall be voted upon by the membership. Dues are payable through the AGA website starting in November, requiring to be paid by December 20th or you will have to renew as a new member. Handicap fees are established by AGA and are also payable November 1st. Dues and fees are non-refundable.

ARTICLE V - NOMINATIONS AND ELECTIONS

Section 1 - Nominations and Elections Committee

The Committee shall consist of five (5) members of QCLGA. The Committee shall be appointed by the President and approved by the Board no later than April 1st. Nominations and Elections Committee members cannot be candidates for the Board.

Section 2 - Nominations

The proposed slate of nominations shall be posted no later than Sept 1st.

Section 3 - Elections

Board candidates running unopposed, will be confirmed at the December luncheon.

Ballots shall be emailed to all current members thirty (30) days prior to the December luncheon if more than one candidate is running for a position. Members may cast their vote by email, or at a ballot drop box designated by the Nominations and Elections

Committee. 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 Budget Year shall be January 1st through December 31st. 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.

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. Audit Committee members should have general accounting knowledge or work experience. By December 31st of each year, the Audit Committee shall examine the Treasurer's records for that 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 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 and may be conducted after a weekly play day. Any four (4) QCLGA members may call a General Meeting with seven (7) days' notification in writing.

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 30 days prior to the vote.

ARTICLE IX - 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:

September 18, 1991, December 18, 2003, December 11, 2008, January 27, 1994, March 24, 2005, October 18, 1995, June 1, 2006, March 12, 1997, June 15, 2006, February 10, 1999, August 17, 2006, January 1, 2003, September 27, 2007, March 24, 2003, November 13, 2008, May 9, 2013, November 14, 2013, November 13, 2014, November 16, 2017, April 3, 2019, May 20, 2021, October 18, 2022.