

Constitution and Bylaws for the Quail Creek Tennis Club (QCTC) The

QCTC adheres to USTA rules.

Refer to USTA.com for further clarification and information.

Article I. Name.

The name of the organization shall be Quail Creek Tennis Club (QCTC).

Article II. Object.

Section 1. The object of QCTC is to provide tennis activities for all skill levels of its members. QCTC will organize an active program of play days, skills and drills, tournaments and social events. QCTC promotes good sportsmanship and encourages support and fellowship among our membership.

Section 2. QCTC shall adhere to the requirements of the Quail Creek Property Owners' Association. QCTC is responsible to the Quail Creek Community for the administration of an effective and equitable court reservation system.

Section 3. QCTC shall not be conducted nor operated for profit and no remainder or residue from dues or donations shall benefit any member or individual except for expense reimbursement and authorized contracts.

Article III. Membership.

Section 1. Eligibility.

Membership, either as Player or Social, shall be open to all Resident/Property Owners, Renters and Visiting Guests meeting the requirements of the Quail Creek Property Owners' Association (QCPOA) rules and regulations.

Section 2. Categories of Membership.

There are two categories of membership in QCTC.

a. A player membership is designated for those who will actively participate in QCTC organized tennis playing activities, social events, clinics and tournaments. Player members are voting members.

b. A social membership is reserved for anyone sponsored by an active player member but who does not play in organized tennis activities, clinics, or

tournaments and chooses to only attend social activities. A playing member is limited to one social member per fiscal year. Guests of a playing member may attend a function for a fee determined by the Social Committee Chair. Fees are dependent upon the event and may differ in amount from event to event. Social members are non-voting members.

c. In the event of a player member's death, the social member associated with the deceased player member can choose to continue as a social member by paying annual social membership dues. Player members, who are no longer able to continue as a player member, are eligible to remain in QCTC as a social member by paying annual social membership dues.

Section 3. Liability Waiver.

a. All player members are required by the QCPOA to sign a Quail Creek Tennis Facilities liability waiver prior to participation in any organized activity sponsored by the QCTC.

b. Prior to using the ball machine, all players are required by the QCPOA to be trained to use the ball machine safely and to sign a Quail Creek Ball Machine liability waiver.

Section 4. Dues.

a. QCTC annual dues are effective from October 31 to October 30.

b. QCTC requires that the renewal of annual dues be paid before October 31 of every year. If dues are not received by November 15, a player's membership shall be considered terminated and access to organized activities will be blocked.

c. Dues will be determined yearly by the Board of Directors. Any increase in dues will require consent by a majority vote of the members present at a general or special meeting.

Article IV. The Board of Directors.

Section 1. The Board of Directors shall consist of seven (7) elected members.

Section 2. General Management of the QCTC's day to day operations and web site shall be entrusted to the Board of Directors. The Board will oversee and devise measures for the club's growth and development.

Section 3. The Board of Directors shall make no capital expenditure greater than \$2000 unless it has been approved by a majority of the members present at a general or special meeting.

Section 4. The Board of Directors shall make recommendations regarding the hiring, termination and performance evaluation of Tennis Center employees to the QCPOA's Board of Directors.

Section 5. The outgoing Board of Directors must leave sufficient funds in the treasury to satisfy the unpaid bills and obligations incurred by its administration. The Board of Directors shall incur no debt for which funds are not currently available.

Article V. Officers and Committees.

Section 1.

The Board of Directors shall consist of the following elected members: President, Vice President, Secretary, Treasurer, and three (3) Members At-Large.

Section 2.

- a. No employee of QCTC, direct or indirect, shall be permitted to serve as an officer.
- b. Only one member per household may serve at the same time on the Board of Directors.

Section 3.

- a. Any Board member may be relieved of office by a majority vote of the Board of Directors for malfeasance of office or behavior considered to be contrary to the proper discharge of the obligations and responsibilities of the office.
- b. Any Board member with two (2) consecutive unannounced absences from regularly scheduled and announced board meetings may be relieved of office by a majority vote of the Board of Directors.

Section 4. Vacancies. Any vacancy occurring in the elected offices during the year shall be filled for the unexpired term of office by a majority vote of all members of the Board of Directors except that the Vice President shall fill a vacancy by the President automatically.

Section 5. Committees.

- a.** The Board of Directors may appoint standing and ad hoc committees to advance the work of the QCTC and other areas that may be well served by committees. Such committees shall always be subject to the authority of the Board of Directors.
- b.** Every standing committee (Social, Membership, Ambassador Program, Maintenance, Sunshine, Clinics, Tournaments, Constitution & By-Laws, and Organized Play) shall be chaired by a board member assigned by the President. The assigned board member shall form a committee, if needed, to oversee and to accomplish the work of the committee.

Article VI. Elections.

Section 1. Nominations & Nominating Committee.

- a.** The Board of Directors will open nominations for Board elections immediately after the January Board of Directors meeting.
- b.** The Secretary will announce the number of open positions slated for election to the QCTC Board via a Sign Up Genius Message and an announcement posted in the tennis kiosk.
- c.** The President shall appoint two board members who are not up for reelection to form a Nominating Committee. The President shall post a request via a Sign Up Genius message and in the tennis kiosk for 3 volunteers from the general membership to serve on the Nominating Committee. If more than three members volunteer, a lottery will determine the members. If there are no volunteers, the appointed Board members shall constitute the entire Nomination Committee. No employee of the QCTC, direct or indirect, shall serve on this committee.
- d.** The Nominating Committee shall develop a slate of candidates for presentation at the February meeting. The slate presented shall maintain a three to four (3:4), or four to three (4:3) ratio of men to women. The committee shall nominate one candidate for each vacant position. Nominees are required to be active, playing members of QCTC who reside full time in Quail Creek.
- e.** Any QCTC playing member in good standing may nominate him/herself for any open board position by notifying the Board Secretary by January 31 of the election year cycle. All candidates must meet the following eligibility requirements:

- (1) Membership dues paid up and owning no fines or fees to QCTC.
- (2) Member currently not on probation or suspension.
- f. The Secretary shall post the approved slate of candidates via a message in Sign Up Genius and in the tennis kiosk prior to the February general membership meeting.

Section 2. Elections.

- a. When there is only one candidate for each open board position, the QCTC membership present at the February general meeting may install board candidates by a majority vote.
- b. If necessary, elections may take place at the regularly scheduled March QCTC meeting. Voting shall be by secret written ballot in a contested election. Candidates shall be considered elected with a majority of the votes of those present at the meeting.

Section 3. Term of Office.

- a. The Board of Directors shall be elected for a two (2) year term to serve from April 1 to March 31.
- b. Board members may not serve more than four (4) consecutive years.
- c. Procedure to redefine terms of office:
 - 1. The positions of President, Secretary and one Member-at-Large will be elected for a term of two years commencing April 1, in even number years.
 - 2. The positions of Vice-President, Treasurer, and two (2) Members-at-Large will be elected for a term of two (2) years commencing April 1, in odd numbered years.
 - 3. Thereafter, when the two-year terms conclude, each position will be elected for subsequent two-year terms.

Section 4. Transition of Administration.

The outgoing Board of Directors shall meet with the incoming Board of Directors prior to April 1. At that meeting, the outgoing Board of Directors shall review old business and payables and turn over all records to the new Board.

Article VII: Duties of Officers.

Section 1. President: The president shall:

- a. Preside at all meetings of the Board of Directors and general and special membership meetings of the QCTC.
- b. Appoint a Board member to chair each standing committee.
- c. Fill vacant board positions with the approval of the Board of Directors.
- d. Sign all contracts that have been approved by the Board of Directors.
- e. In the absence of the Treasurer, the President is authorized to pay bills and sign checks.

Section 2. Vice President: The Vice President shall:

- a. perform the duties of President in his/her absence and perform such other duties as assigned by the President.
- b. In an anticipated absence of either the President and/or Treasurer for more than a month, the Vice President shall immediately become a signatory at the bank and be authorized to pay bills and to sign checks.

Section 3. Secretary: The Secretary shall:

- a. Keep the roster of attendance of all meetings.
- b. Record the minutes of all proceedings of the Board of Directors and Membership meetings.
- c. Be responsible for all Board related correspondence of QCTC and prepare notices as required.

Section 4. Treasurer: The Treasurer shall:

- a. Receive and deposit all monies due or belonging to QCTC in a Board of Directors' approved financial institution QCTC account.
- b. Pay all authenticated bills of QCTC.
- c. Make financial reports, including expense projections, at all membership meetings.

- d. Submit an annual report of previous year and provide Audit Committee with all documentation needed for their review by January 31.
- e. Assure a current membership list is maintained and keep an accounting of dues collected.
- f. The books of the Treasurer shall be open for inspection at all times by all QCTC members.
- g. Electronically file form 990-N yearly with the IRS in May.

Section 5. Members-at-Large: Members-at-Large shall perform such duties as assigned by the President.

Article VIII. Club Activities Year and Meetings.

Section 1. QCTC's Club activities year shall begin January 1 and end December 31.

Section 2. Regular Meetings There shall be a general membership meeting held during the months of February, March and November. Motions will pass or fail based on a simple majority vote of those present at the meeting. The Secretary will post notice of upcoming General Meetings one month in advance on the QCTC website and in the kiosk at the tennis courts.

Section 3. Special Meetings

- a. The President of the Board of Directors may call special meetings for specific requests. Measures may be passed by a majority of members in attendance.
- b. Notice and purpose of special meetings shall be posted via a notice on Sign Up Genius and in the kiosk at the tennis courts ten days in advance of such meetings. No business other than that stated in the notice may be transacted.

Section 4. Board of Director's Meetings

- a. Meetings of the Board of Directors may be called by the President prior to the general meetings and as needed to conduct the business of QCTC.
- b. A quorum of the Board of Directors' meetings shall be a majority of the Board of Directors. A majority vote shall prevail to conduct business. If no majority is reached, the decision must be tabled until a majority vote does exist.
- c. All Board of Directors' meetings shall be open to the general membership except those that pertain to personnel matters or disciplinary hearings.

- d. Notice of the next Board meeting will be included in the Secretary's minutes which are available to all members on the website and in the kiosk at the tennis courts.

Article IX. Order of Business.

The order of business at regular meetings shall be:

- a. Call to order
- b. Introduction of guests, new members, officers and directors.
- c. Announcements.
- d. Approval of previous month's minutes
- e. Treasurer's report
- f. Report of Board Committee Chairs
- g. Unfinished business
- h. Correspondence
- i. New Business
- j. Adjournment

Article X. Parliamentary Authority.

The rules contained in Robert's Rules of Order: Simplified and Applied shall govern meetings where they are not in conflict with the bylaws or other rules of the club.

Article XI. Amendments.

Section 1. The President shall appoint a Board member to Chair the Bylaws standing committee. The appointed board member may elect to form a committee of player members to assist. By-Laws are to be reviewed yearly with any changes submitted to the board by December 31 for Board approval.

Section 2. Amendments to the bylaws may be proposed by the Board of Directors or by written petition addressed to the Secretary signed by 20% of player members. Amendments proposed by such a petition shall be promptly

considered by the Board of Directors and must be submitted to the members for approval with the recommendation of the Board. The Board must submit the amendments for a vote at the next scheduled General Membership meeting that accommodates the 30 days required for posting notification.

Section 3. The bylaws may be amended or revised by an affirmative vote of two thirds (2/3) of all members present at a meeting designated for that purpose. A copy of the proposed amendment(s) shall be posted for 30 days prior to the meeting via the QCTC website. Copies of the proposed amendment(s) shall be posted in the kiosk at the tennis courts during this 30-day period and made available to any member upon request.

Article XII. Discipline.

Section 1. Members are prohibited from sharing the lock combination to the back storage shed with non-members and/or allowing non-members access to QCTC property. Violators will be subject to disciplinary action by the Board.

Section 2. Items in the back storage shed may be checked out only by a Member in Good Standing and only for use at that Member's private residence. Any Member who either allows items to be used by non-members or transports items to a location other than the Member's private residence will be subject to disciplinary action by the Board.

Section 3. Violations of the Tennis Code of Conduct or the Quail Creek POA Code of Conduct will not be tolerated during any organized and/or sanctioned activity of the QCTC.

- a. A claim of violation against a Member in Good Standing of the QCTC may only be made by another Member in Good Standing of the QCTC.
- b. A claim against any Member in Good Standing must be submitted in writing within 5 days of the offense to the Secretary of the Board of Directors with specific dates and detailed descriptions of the offenses and must meet the following criteria:
 1. Violation must have occurred during an organized and/or sanctioned activity of QCTC.
 2. Violation must have occurred more than once.
 3. Violations must have been witnessed by at least one other Member in Good Standing who is willing to substantiate the written claim.
 4. Violations must have been witnessed by at least one other Member in Good Standing who is willing to substantiate the written claim.

- c. The Board of Directors shall meet in Executive Session within 5 days of receiving the written claim and shall interview all parties to the claim. Any Board member who cannot guarantee impartiality to the proceedings must recuse themselves from the deliberations.
- d. The Board of Directors in attendance at the Executive Session shall decide, by unanimous vote:
 - 1. If the Member in Good Standing is guilty of the violations.
 - 2. If the Member in Good Standing should be given a warning, placed on probation for a specified period of time, suspended from QCTC organized activities and/or sanctioned events for a specified period of time, or have membership in QCTC terminated.
 - 3. If a unanimous decision is not reached on Section 5.a, the claim shall be dismissed. If a unanimous guilty decision is reached on Section 5.a, then the Board must decide by unanimous vote on Section 5.b.
 - 4. The Secretary shall notify all parties to the claim of the Board of Directors' decisions in writing. All deliberations and decisions of the Board shall remain confidential.

Article XIII. Budgets and Finances.

Section 1. Budget

- a. The fiscal year for QCTC shall be from January 1 to December 31.
- b. QCTC shall maintain a yearly budget ensuring that expenses do not exceed revenues. The yearly budget shall always include line items for each Standing Committee, Reserves, and Miscellaneous. Other line items may be added as needed.
- c. Committee chairs must submit their budget requests for the following fiscal year to the Treasurer via the Budget Request Form prior to the December Board meeting.
- d. Based on the Budget requests, the Treasurer shall prepare and distribute an Income to Expense Projection Report prior to the January Board meeting. Should budget requests exceed revenues, the President and Treasurer will make adjustments and present the amended budget at the January board meeting for Board approval.

Section 2. Finances.

- a. The Board shall make no capital expenditure in excess of \$2000 unless it has been approved by a majority of members at a general or special membership meeting.
- b. Reimbursement for expenses must be submitted to the Treasurer using the Expense Reimbursement Form signed by the Board Committee Chair with applicable receipts attached. Board Committee Chairs are responsible for monitoring and approving all reimbursements for members of their committee. Board Committee Chairs must ensure that expenses do not exceed their budgeted allotment.
- c. Prior board approval is required for any expenditure that will exceed 50% of the total budgeted amount for that committee's fiscal year.

Section 3. Audits.

- a. QCTC requires a yearly audit.
- b. The President shall select two (2) members in good standing to form an Audit Committee. Elected Officers or Committee Chairs may not serve on the Audit Committee.
- c. Audit Committee members, at a minimum, must have general knowledge of reconciling financial statements.
- d. Upon receipt of the Treasurer's Annual Report, the President and Treasurer shall submit the annual report and QCTC's books and financial records for the preceding fiscal year to the Audit Committee for examination.
- e. The Audit Committee shall report the results of its examination as soon as practicable, but no later than the April Board meeting.

Article XIV. Dissolution.

Section 1. This Club may be dissolved at any time by the written consent of not less than two thirds (2/3) of the members. In the event of dissolution of the club, whether voluntary, involuntary or by operation of law, none of the property of the club, any proceeds thereof, or any assets of the club shall be distributed to any member.

Section 2. In the event of dissolution, all material possessions of the organization shall be sold. After all debts of the organization have been paid, the remainder shall be disposed of in a manner determined by a majority of the dissolving members.

Article XV. Liability.

To the fullest extent permitted by law, neither the QCTC, nor any committee of QCTC, nor any officer or director of QCTC, shall be liable to any member of QCTC or any other person or entity for any action or inaction made in good faith which he or she reasonably believed to be within the scope of his or her duties.

Certificate of Adoption.

The undersigned Secretary does hereby certify that the foregoing Bylaws were adopted by a majority vote of the members at the regular membership meeting held on November 10, 2025.

X Carolann Fougere

Carolann Fougere

Secretary

Signed by: trust_ab704f58-c7b3-4eb6-901f-1337e0f4fa40