

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 of QCTC.**
- 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 of QCTC.**
- 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 VI. Elections.

Section 1. Nominations & Nominating Committee.

The Board of Directors will open nominations for Board elections immediately after the January Board of Directors meeting.

- 1. The Secretary will announce the number of open positions slated for election to the QCTC Board via the a Sign Up Genius Message and an announcement posted in the tennis kiosk.**
- 2. 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 Sign Up Genius Message system 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 Nominating Committee. No employee of QCTC, direct or indirect, shall serve on this committee.

3. 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. Year-round residents are preferred but not required. However, to be considered, part time resident players must commit to remain actively involved when not in residence.**
4. Any QCTC **active**, 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 cycle year. All candidates must meet the following eligibility requirements:
 - a. Membership dues paid up and owning no fines or fees to QCTC.
 - b. Member currently not on probation or suspension.
5. The Secretary shall post the approved slate of candidates via the Sign-Up Genius Message system and in the tennis kiosk **seven (7) days** prior to the February general membership meeting.

Section 2. Elections.

1. 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.
2. 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 vote of those present at the meeting.

Section 3. Term of Office.

1. The Board of Directors shall be elected for a two (2) year term to serve from April 1 to March 31.
2. Board members may not serve more than four (4) consecutive years.
3. Procedure for Board election cycles:
 - a. The positions of President, Secretary and two (2) Members-at-Large will be elected for a term of two years commencing April 1, in even numbered years.

- b. The positions of Vice-President, Treasurer, and one (1) Member-at Large will be elected for a term of two (2) years commencing April 1, in odd numbered years.

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 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 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 income, 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 single unbudgeted 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 10%, **nor exceed \$100**, of the **remaining total** budgeted amount for that committee's fiscal year.
- d. **Checks in excess of \$500 must be signed by the Treasurer and approved by the President.**

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, should must** have general knowledge of **bookkeeping knowledge or work experience, it is not a requirement reconciling financial statements..** 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.
- d. The Audit Committee shall report the results of its examination as soon as practicable, but no later than the April Board meeting.