



## **CONSTITUTION**

### **1. Name**

The organization shall be called the British Columbia Golf Zone 3-4 Business Women's Association, hereinafter referred to as the "Association".

### **2. Purposes**

The purposes of the Association shall be in accordance with the purposes of Golf Canada, British Columbia Golf and the Women's Zone 3 of British Columbia Golf and the Women's Zone 4 of British Columbia Golf, and shall be to:

- Represent the interests of women golfers who belong to a golf club registered in British Columbia Golf Zone 3 or Zone 4 and who meet the criteria of a Business Woman Player as defined below;
- Provide an opportunity for Business Woman Players as defined below, to compete in scheduled interclub team match play events throughout the golf season;
- Schedule interclub team match play events for Club Business Women Groups; and
- Provide operational guidance for the annual Zone 3-4 Business Women's Tournament

## **BY-LAWS**

### **1. Definitions**

The following terms in these By-laws have the following meanings:

**"Association"** - The Association is the British Columbia Golf Zone 3-4 Business Women's Association

**"British Columbia Golf Zone 3-4"** - British Columbia Golf Zone 3 -4 is the geographic area defined by British Columbia Golf as Zone 3 and Zone 4 whose boundaries are Metro Vancouver, the Sunshine Coast Regional District and Squamish-Lillooet Regional District (excluding Electoral Area B);

**"Business Woman Player"** - A Business Woman Player must meet all the following criteria:

- Be a member in good standing of a Registered Golf Club
- Be a member of the Club Business Women Group of that golf club;



## British Columbia Golf **ZONE 3-4 BUSINESS WOMEN'S ASSOCIATION** **CONSTITUTION AND BY-LAWS**

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- Have a declarable income; and
- Have an established handicap through Golf Canada.

**“By-laws”** – The Bylaws are the bylaws of the Association as amended from time to time;

**“Club Business Women’s Group”** – A Club Business Women’s Group is a Business Women’s Group of a Registered Golf Club within British Columbia Golf Zone 3-4;

**“Constitution”** – The Constitution is the constitution of the Association as amended from time to time;

**“Members”** – Members are the members of the Association as defined in the By-laws;

**“Registered Golf Club”** – A Registered Golf Club is a golf club registered as a member with British Columbia Golf Zone 3 or Zone 4;

**“Executive Roster”** - The Executive roster for Zone 3-4 Business Women is attached as Schedule B to these bylaws;

**“Tournament Schedule”** - The Zone 3-4 Business Women’s Tournament Schedule is attached as Schedule C to these bylaws; and

**”Zone 3-4 Business Women’s Tournament”** - Zone 3-4 Business Women’s Tournament is the annual Tournament organized by the Association.

### 2. Association Members

Members of the Association shall be the Club Business Women’s Groups which are the existing Members of the Association as listed in Schedule A to the Bylaws as approved at the meeting of March 12, 2011 and have not been removed as a Member in accordance with the By-laws and those Club Business Women Groups which meet the criteria below for new Members and are approved for membership by a majority of Members voting at the Association’s annual spring or fall meeting.

### 3. Criteria for New Member

A Club Business Women’s Group which meets the following criteria may apply for membership in the Association by submitting a formal application to the Chairperson which describes how the applicant:

- Has a minimum of 15 Business Women Players and has the ability to field a eight (8) Business Women Player team of members of that Registered Golf Club for scheduled inter-club team match play;
- Is able to host two home games at their Registered Golf Club with four tee times.



- Has demonstrated the ability to function as a Club Business Women's Group for a minimum of one year prior to submitting a membership application;
- Has demonstrated the ability to put forward a candidate who is a Business Woman Player of that Club Business Women's Group to stand for election as a director and officer of the Association from time to time;
- Has demonstrated the ability to pay the annual Association fee; and
- Is prepared to participate in team matches and is committed to hosting the Zone 3-4 Business Women's Tournament on a set rotation basis.

The formal application shall be reviewed by the Officers of the Association and if in their discretion the criteria appear to be met shall be presented to the Members for approval by a majority of Members voting at the Association's annual spring or fall meeting.

The maximum number of Association members shall be 22.

#### **4. Termination of Association Member**

A Member shall be removed where one or more of the following has occurred:

- The Member has failed to field a team of eight (8) Business Woman Players for a scheduled match play event on two or more occasions within a twelvemonth period;
- The Member has failed to pay the annual Association fee by April 30 of that year;
- The Member has failed to provide a candidate who is a Business Woman Player of that Member to stand for election as a director and officer of the Association in accordance with the Executive Roster; or
- The Member has failed to host the Zone 3-4 Business Women's Tournament in accordance with the Tournament Schedule.

And

Where the other Members of the Association have voted at a meeting of the Association by a 75% majority to terminate the Member.

A Member which has been terminated in accordance with this By-law shall not be eligible for readmission as a Member for a period of two years from the date of termination.



#### 5. Resignation of Association Member

A member club must direct a letter of resignation, by mail or email, to the Chair of the Zone 3-4 Business Women's Association by November 15 for upcoming season.

#### 6. Meetings

There shall be two annual meetings of the Association: one in the spring and one in the fall. Club Business Women's Groups shall be notified of the meetings (including date, time, location, order of business) through notice to the Club Business Women's Groups captain or co-captains. Notice shall be provided at least 10 business days prior to the meeting.

Each Club Business Women's Group is responsible for providing the Secretary of the Association with the contact information of the captain (or co-captains) and the team captain of the Club Business Women's Group.

All Club Business Women's Groups, including Members, may send up to two representatives to a meeting.

Quorum at a meeting shall be a majority of Members.

Each Member shall have one vote.

At the spring meeting, an updated Executive Roster and Tournament Schedule shall be presented for approval.

#### 7. Officers

Directors and officers of the Association shall be appointed at the spring meeting of the Association in accordance with the Executive Roster to the By-laws. The Executive Roster identifies the Members which are responsible for identifying a Business Woman Player from that Member willing to stand for office.

There shall be three directors of the Association. The directors shall form the Executive and shall be the officers of the Association. The officers shall be the Chairperson, Vice-Chairperson and Secretary-Treasurer.

To ensure continuity the Vice-Chairperson will continue as Chairperson following her term as Vice-Chairperson.

Each officer is expected to perform her duties as assigned. The duties of officers are described below. If an officer fails to perform her duties, the offending officer shall be dealt with in accordance with the disciplinary provisions for the British Columbia Golf Zone 3-4.



## 8. Duties of Officers

### **Chairperson (a 2year term)**

#### 1. Executive Duties

- a) Arrange Executive Meetings prior to Spring and Fall meetings as required
- b) Arrange Special Executive Meetings as required
- c) Review and revise Executive Rotation as clubs join or exit
- d) Review and revise championship tournament host rotation as clubs join or exit
- e) Maintain files

#### 2. Zone Meetings

- a) Call two meetings annually – one spring meeting and one fall meeting
- b) Preside at meetings
- c) Arrange for Secretary-Treasurer to send notices for both meetings to captains of each member club
- d) Formulate agendas for meetings
- e) Present reports at both meetings

#### 3. Team Matches

- a) Prepare a team schedule prior to the Fall meeting
- b) Collect scores for team matches from member clubs and keep record of same
- c) Present team trophy at annual tournament

#### 4. Zone 3-4 Business Women's Tournament

- a) Collect and deliver the four trophies to be presented at the Zone 3-4 Business Women's Tournament:
  - Low Gross Winner for the Zone 3-4 Business Women's Tournament
  - Low Net Winner the Zone 3-4 Business Women's Tournament
  - Low Gross Team of the day for the Zone 3-4 Business Women's Tournament
  - British Columbia Golf Interclub Team of the Year
- b) Liaise with member club hosting Zone 3-4 Business Women's Tournament and attend final planning meetings.
- c) The Chairperson receives an automatic invitation to participate in the Zone 3-4 Business Women's Tournament.

#### 5. Zone 3 and Zone 4 Meetings

- a) Attend and present reports at the Spring and Fall meetings as well as at the Executive meetings of both Zones (3 and 4) and shall be subject to and benefit from the reimbursement policies of the British Columbia Golf Zone 3 and the British Columbia Golf Zone 4.



6. Website Postings

- a) Approve all postings relating to Business Women to the Zone 3-4 Women's website.

**Vice-Chairperson (a 2year term)**

1. Presides at meetings in the absence of the Chairperson;
2. Assists the Chairperson to prepare the Team schedule;
3. Assists the Chairperson to review and revise the Executive Rotation;
4. Assists the Chairperson to prepare the agendas for the meetings.

**Secretary-Treasurer (a 2year term)**

1. e-mail notices of Spring and Fall meetings to each Club Business Women's Group to the captain or co-captains as provided to her by the Club Business Women's Group;
2. Record and distribute minutes of Spring and Fall meetings to each Club Business Women's Group and to British Columbia Golf Zones 3 and 4 Chairs within one month of the meeting;
3. Record and distribute minutes of executive meetings to the Executive within one month of the meeting;
4. Update membership lists for each Club Business Women's Group, including the names and addresses of the executives;
5. Mail/email copy of updated list to each Zone Chairperson;
6. Handle correspondence;
7. Maintain financial records;
8. Present year-end report at Fall meeting;
9. Inform Chairperson of all correspondence.

**9. Amendments**

No amendments to the Constitution, By-laws or the Executive Rotation attached as Schedule B to the By-laws shall be made except at an annual meeting by a majority of 75% of those Members present. Notwithstanding By-law 4, a quorum shall be the greater of ten or a majority of Members. Notice of any proposed amendment shall be sent to the captain or co-captains of each Member at least ten business days prior to the date of the meeting at which such amendment is to be considered.



## **STANDING RULES (September 2010)**

### **1.General**

Standing Rules can be adopted by a majority of Members at a meeting of the Members. Standing Rules can be rescinded, modified or suspended by a majority vote of Members at a future meeting. No Standing Rule can be adopted if it is in conflict with the Constitution and By-laws.

### **2.Team Play**

1. To be eligible for team play a Business Woman Player must have an established handicap.
2. If a Business Woman Player belongs to two or more Club Business Women's Groups, she must declare before May 1 of each season the Club Business Women's Group on behalf of which she will play for that full season and will qualify to play for in the Zone 3-4 Business Women's Tournament.
3. If a Business Woman Player also plays as part of a weekday team at the same Registered Golf Club as she is Business Woman Player, she must declare before May 1 of each season whether she will play for that full season as part of the weekday team or as part of the Business Women's Team for that Registered Golf Club.
4. A Business Woman Player may not compete in more than one Team game in the same week (Sunday through Saturday) on behalf of the same Registered Golf Club. A Business Woman Player may however play on behalf of a weekday team for one Registered Golf Club and for a Business Women's Team for another Registered Golf Club
5. Tied team matches will not be broken. Overall team match scores will be recognized at the Zone 3-4 Business Women's Tournament. Where two Club Business Women's Groups have the same overall match score, the trophy will be shared by both Club Business Women's Groups.
6. Team Play will follow the guidelines contained in the Zone 3-4 Interclub Team Match Play Manual (January 2009).



### **3. Zone 3-4 Business Women's Tournament**

1. A set rotation exists whereby each Member takes a turn hosting the tournament. A Member that is scheduled to host the tournament should secure permission with its Club well in advance (possibly a couple of years) in order to ensure that the tournament may be held in August of its tournament year.
  - a. The Annual Tournament shall be based on Tee Times with only four (4) players competing for each Club. An extra Tee Time may be added for the Host Captain, the Chair and the previous year's Low Gross and Low Net Tournament Winners. The organizing (Host) member club to receive four (4) registered players fees from each member club by June 1<sup>st</sup> (see para #6)
2. The maximum handicap for a player in the Zone 3-4 Business Women's Tournament shall be 36.
3. A Business Woman Player in the Zone 3-4 Business Women's Tournament shall meet the criteria of a Business Woman Player for her Registered Golf Club
  - a. Member clubs should first try to fill their allocated entries into the tournament with working members. They can then send retired members, and if they still have remaining entries, they may send members of their weekday club, if necessary.
4. Each Member will be assessed a fee as a contribution to the prize pool for the Zone 3-4 Business Women's Tournament in an amount set by the Executive. The funds from this fee will be transferred to the host club at the annual spring meeting.
5. The Chairperson shall collect the trophies from the Golf Museum and bring them to the hosting club. The hosting club shall have the trophies engraved and shall return the trophies to the Museum following the tournament.
6. Each member club will send a cheque in the amount of four registration fees to the Host Club by June 1<sup>st</sup> each year, which covers their four entries into the tournament (whether or not they send players to the tournament).
  - a. The tournament's previous year's Low Gross and Low Net winners are invited to play and are not included as part of the number of players for the Member with which they are associated.
  - b. Similarly, the Chairperson receives an automatic bye into the tournament and is also not included as part of the number of players for the Member with which she is associated.
7. A minimum of \$600 and a maximum of \$700 will be left in the Tournament Account for start up expenses for the following year.
8. Each Member will receive a copy of the financial statement for the tournament at the fall meeting.
9. A tournament report will be presented at the Fall Meeting.





## **TROPHIES**

The Association has the following trophies which are housed at the B.C. Golf Museum, 2545 Blanca (corner of Blanca and 10<sup>th</sup>) 604-222-4653

- #316 – BCGA Zone 3 & 4 Business Women's Championship "Team of the Day"
- #317 – BCGA Zone 3 & 4 Business Women's Championship "Team of the Year"
- #318 – BCGA Zone 3 & 4 Business Women's Championship "Low Gross"
- #319 – BCGA Zone 3 & 4 Business Women's Championship "Low Net"

See attached appendix for photographs of current trophies for easy identification.

The following trophies have been retired and are housed at BC Golf Museum:

- #106 – Low Net Team (of the Day for the Tournament) – donated by Cablevision – Trophy- retired
- #117 – Low Net Team (of the Day for the Tournament) – A new trophy purchased by Business Women - retired
- #111 – CLGU Interclub Team Trophy – donated by B.C. Branch CLGA - retired
- #107 – Low Gross Champion for the Tournament – donated by B.C. Branch CLGA – retired
- #108 – Low Net Champion for the Tournament– donated by Betty and Ernie Brown – retired'



## **SCHEDULE A**

### **MEMBERS OF THE ASSOCIATION:**

**Fraserview**

**McCleery**

**Kings Links**

**Surrey**

**Swan-E-Set**

**Tsawwassen**

**University**



## **SCHEDULE B**

### **Executive Plan – Zone 3 & 4 Business Women**

Updated January 2019

<b>YEAR</b>	<b>CHAIR</b>	<b>VICE CHAIR</b>	<b>SECRETARY-TREASURER</b>
2012	Langara	Fraserview	Kings Links
2013	Langara	Fraserview	Kings Links
2014	Fraserview	Tsawwassen	Kings Links
2015	Fraserview	Tsawwassen	University
2016	Tsawwassen	Surrey	University
2017	Tsawwassen	Surrey	Swan-e-Set
2018	Surrey	Kings Links	Swan-e-Set
2019	Surrey	Kings Links	Fraserview
2020	Kings Links	Swan-e-Set	Fraserview
2021	Kings Links	Swan-e-Set	University
2022	Swan-e-Set	University	University
2023	Swan-e-Set	University	Tsawwassen
2024	University	McCleery	Tsawwassen
2025	University	McCleery	Surrey
2026	McCleery	Fraserview	Surrey
2027	McCleery	Fraserview	Kings Links
2028	Fraserview	Tsawwassen	Kings Links
2029	Fraserview	Tsawwassen	University
2030	Tsawwassen	Surrey	University
2031	Tsawwassen	Surrey	Swan-e-Set
2032	Surrey	Kings Links	Swan-e-Set
2033	Surrey	Kings Links	Fraserview
2034	Kings Links	Swan-e-Set	Fraserview
2024	Kings Links	Swan-e-Set	University
2035	Swan-e-Set	University	University
2036	Swan-e-Set	University	Tsawwassen



## **SCHEDULE C**

### Tournament Year and Host Club – Zone 3 & 4 Business Women

2015	UNIVERSITY
2016	KINGS LINKS
2017	SURREY
2018	SWAN-E-SET
2019	FRASERVIEW
2020	TSAWWASSEN
2021	McCLEERY
2022	UNIVERSITY



## **SCHEDULE D**

### Formula for Tournament Participant Count by Club

Deleted January 2019



## APPENDIX

### Identification Photographs of Trophies

