



CONSTITUTION AND BY – LAWS

WOMEN’S ZONE 4

BRITISH COLUMBIA GOLF ASSOCIATION

DRAFTED 2008

First Revision 2013

Second Revision 2014



CONSTITUTION & BY-LAWS



TABLE OF CONTENTS

CONSTITUTION

	Page
Name.....	4
Purposes.....	4
Location of Operations.....	4

BY-LAWS

1. INTERPRETATION.....	5
2. GOVERNANCE.....	6
3. MEMBERSHIP.....	6
4. BOARD OF DIRECTORS.....	7
Members	
Meetings	
1. Number	
2. Voting and Designates	
3. Expenses	
4. Order of Business	
5. Agenda additions	
6. Quorum	
5. OFFICERS.....	8
Zone Executive	
Nominating Committee.....	8
1. Members	
2. Duties	
Elections and Appointments.....	9
1. Term Length	
2. Term Commencement	
3. Executive Powers	
4. Removal	



CONSTITUTION & BY-LAWS



6. COMMITTEE DUTIES & RESPONSIBILITIES.....	9
1. Chair	
2. Past Chair	
3. Vice-Chair	
4. Secretary	
5. Treasurer	
6. Course Rating/Handicap Chair	
7. Junior Chair	
8. Rules Chair	
9. 1 st Team Chair	
10. 2 nd Team Chair	
11. 3 rd Team Chair	
12. Business Women's Chair	
13. Zone 3 and 4 Coordinator	
14. British Columbia Golf Representative	
7. FINANCE	13
1. Zone Levy	
2. Fiscal Year	
3. Signing Officers	
4. Year end	
8, ZONE TOURNAMENTS.....	13
1. Amateur/Senior Championship	
2. Junior Championship and Tournaments	
3. Others	
9. AMENDMENTS.....	13



CONSTITUTION & BY-LAWS



CONSTITUTION

ARTICLE 1 – NAME

The Organization is called Women's Zone 4 Committee of the British Columbia Golf Association, hereinafter referred to as the "Women's Zone", "Women's Committee" or "Zone 4 Women's Committee".

ARTICLE 11 – PURPOSES

The purposes of the Women's Zone Committee are in accordance with the purposes of the Royal Canadian Golf Association (Golf Canada) and the British Columbia Golf Association (British Columbia Golf) and are:

1. to promote development and growth in the game of golf in the Zone for Women and Junior Girls
2. to maintain rules and regulations of play and the system of handicapping and course rating
3. to utilize the funds of the Zone in such a manner as is deemed to be in the best interest of women's golf
4. to maintain and regulate the championships and competitions held under the Women's Zone Committee's sponsorship and direction
5. to select all teams to represent the Zone for Provincial competitions
6. to act as a liaison between the Member Clubs/Groups of the Zone and the Association
7. to provide programs and services as required by the British Columbia Golf Association

ARTICLE 111 – LOCATION

The business, powers, duties and responsibilities referred to in the By-Laws will be conducted within the confines of a geographic area defined by the British Columbia Golf Association as Zone 4 whose boundaries are the Greater Vancouver Regional District (except Electoral Areas located in Zone 3), Sunshine Coast Regional District and Squamish-Lillooet Regional District (excluding Electoral Area B).



CONSTITUTION & BY-LAWS



BY-LAWS

BY-LAW I - INTERPRETATION

The following terms in these By-Laws have meaning as given in the British Columbia Golf Association Constitution and By-Laws:

“Board of Directors” means the same as the Zone Committee and includes the Zone Executive and the Captains of Member Clubs and Member Groups.

“British Columbia Golf Association” is our parent body hereinafter referred to as the “Association”.

“Golfing Member” is a golfing member in good standing of a Voting Member in good standing who is not less than 19 years of age, and who has all of the privileges of the Voting Member to which she belongs.

“Member Club” (Category I) is a club which owns or leases a golf course and maintains a junior, men’s and women’s membership and golf committees for the benefit of such members, and is a member of the Association.

“Member Group” (Category II) is a group with a minimum number, as set by Golf Canada of individuals organized for the purpose of playing golf together, without real estate, and is a member of the Association.

“Member Course a” (Category III) is a golf course operated for the convenience of the public and allows on a regular or continuing basis affiliated Category II Groups to be based on the course for regular play and competitions amongst members of the group and that has been approved by the Board for membership in accordance with the B.C. By-Laws.

“Member Course b” (Category IV) is a golf course operated for the convenience of guests or the public and does not maintain on a regular or continuing basis a junior, a women’s and a men’s membership or golf committee for the benefit of its members.

“Voting Member” means a Member Club or Member Group defined above who is in good standing and thus entitled to appoint a Women’s Captain to vote at a Women’s Zone Committee Annual, General or Special Meeting.

“Zone Committee” means the Zone Executive and the Captains of Member Clubs and Member Groups.

“Zone Executive” means the Executive elected from a slate prepared by the appointed Nominating Committee at the Annual General Meeting. An appointment by the Executive to fill a vacancy



CONSTITUTION & BY-LAWS



must also be approved. The Zone Executive means the same as the Executive Committee whenever used in these by-laws.

NOTICE

Other than as specifically provided in these Bylaws, all notices to be given pursuant to these bylaws must be in writing and may be given by electronic means, personal delivery, facsimile transmission and by postage mail, and will be deemed to have been received:

1. If delivered, at time of delivery;
2. If given electronically, at the day after sending the message;
3. If given by facsimile, at the time of transmission; and
4. If given by mail, at the fifth day after the mailing of the document(s).

BY-LAW 11 – GOVERNANCE

The affairs of the Women's Zone will be governed by the Constitution and By-Laws of the British Columbia Golf Association and this document.

In any conflict with the British Columbia Golf Association's Constitution and By-Laws and this document, the former will prevail.

BY-LAW 111 – MEMBERSHIP

1. All Member Clubs or Member Groups as defined by the Association within the zone which has women's membership and maintains, on a regular and continuing basis, a Women's Committee: or a Member Group, Category II, as defined by the British Columbia Golf Association By-Laws will be eligible for membership in this Zone Committee.
2. Membership involves the responsibility of National/Provincial dues and Zone levies for all members of the Member Clubs/Member Groups in an amount determined annually by the individual governing bodies.
3. An annual Women's Zone levy will be billed to Member Clubs and Member Groups based on their Active, Intermediate, Junior and Waiting List female members from the previous year's totals. This levy is due and payable upon receipt of an invoice from the Zone Treasurer.
4. Immediately after its annual election, each Member Club/Member Group must send to the Zone Chair, the names and contact information of its officers, also of the Business Women's group if applicable.



CONSTITUTION & BY-LAWS



BY-LAW IV – BOARD OF DIRECTORS

MEMBERS

The affairs of the Zone will be managed by the Board of Directors, (Zone Committee) comprised of the Zone Executive, duly elected or appointed, and the Captain of each Member Club/Member Group. Any appointments may be made by the Chair with Executive approval but must then be approved by the Board.

MEETINGS

1. The Zone will hold at least two meetings per year. One Meeting will be held in the spring and the second in the fall (Annual General Meeting) as soon after September 30th as convenient. Special Meetings of the Zone may be called by the Chair and will be called upon written request of five Directors.
2. At all Zone Committee Meetings voting on issues of Finance, Election/Appointment and By-Law Amendments will be by Captains or designates present. A Captain unable to attend a Meeting may appoint a designate. The Secretary must be notified of such appointment 14 days prior to the Meeting.
3. Expenses for travel, and any other expenses incurred by Members of the Women's Zone Executive for Meetings, Championships or other Zone business, will be paid by the Zone in such amounts as the Committee may determine. Expenses for non-Women's Zone Executive Members must have prior approval by the Chair.
4. The following order of business will be observed at the Zone Meetings:
 - Call to order
 - Confirmation of Meeting Notice and Quorum and introductions
 - Minutes of previous Meeting
 - Business Arising from Minutes
 - Secretary's Report
 - Treasurer's Report
 - Vice Chair's Report
 - Committee Reports
 - Zone 3 and 4 Coordinator's Report
 - Zone Representative Report
 - Chair's Report
 - Elections of Executive positions or approval of appointments when applicable
 - New Business
 - Adjournment
5. All notices of new business to be brought before the Meeting will be in writing to the Chair at least 14 days prior to the Meeting for inclusion in the agenda.
6. A majority of the Captains or designates and a majority of the Executive will constitute a quorum at Zone Meetings (Regular, Annual or Extraordinary).



CONSTITUTION & BY-LAWS



BY-LAWS V – OFFICERS

The Officers of the Zone will be the Zone Executive listed below. They will be elected or approved from a slate prepared by the appointed Nominating Committee.

ZONE EXECUTIVE

CHAIR	Previously served as Vice Chair
PAST CHAIR	Previously served as Chair
VICE-CHAIR	Elected by the Board - odd years
SECRETARY	Elected by the Board - even years
TREASURER	Elected by the Board - odd years
COURSE RATING/ HANDICAP CHAIR	Elected by the Board – even years
JUNIOR CHAIR	Elected by the Board - even years
RULES CHAIR	Elected by the Board - odd years
1 ST TEAM CHAIR	Appointed by the Zone 3 and 4 Committee
2 ND TEAM CHAIR	Elected by the Board - even years
3 RD TEAM CHAIR	Elected by the Board - odd years
BUSINESS WOMEN'S CHAIR	Appointed in accordance with the Business Women's Executive Roster of their By-Laws - odd years
ZONE 3 and 4 COORDINATOR	Appointed by the Zone 3 and 4 Executive
ZONE REPRESENTATIVE	Elected by the Board - even years

NOMINATING COMMITTEE

1. A Nominating Committee, consisting of at least three Captains, one of whom will be named Chair, will be appointed at the Spring Meeting by the Zone Chair based on the rotation schedule.
2. The duties of the Nominating Committee will be to prepare a list of nominees for election to the Women's Zone Executive in order to fill necessary vacancies and include any additional nominations received from any Member Clubs/Member Groups.
 - poll Executive Members eligible for re-election for possible continuation or other interest.
 - poll the Member Clubs/Groups for possible nominees. Said nominations to be received no later than two weeks prior to the date of the Fall Zone Annual Meeting.
 - submit list to the Zone Executive prior to circulation for approval.
 - list to be circulated with the second Notice of Meeting from the Secretary.



CONSTITUTION & BY-LAWS



ELECTIONS AND APPOINTMENTS

1. Only golfing Members, in good standing, will be eligible for election or appointment as a member of the Women's Zone Executive.
2. Executive Members elected will take office following the meeting at which they were elected, and those members appointed, at the time of their appointment pending Board approval.
3. **Terms of Office for the Women's Executive:**
 - a) Executive Members
 - i. Executive Members will be elected for two (2) year terms and may stand for re-election for a further two (2) year term at which time they must step aside from that office but may run for a different office.
 - ii. A vacancy in an unexpired term may be filled by appointment of the Chair, with approval of the Executive. Said appointment to be approved by the Captains at the next Meeting.
 - b) Zone Chair and Vice-Chair:
 - i. The term of the Zone Chair & Vice-Chair will each be two (2) years.
 - ii. Election for the Office of Chair will only be held when there is no elected Vice-Chair to fill that office.
 - iii. The Vice-Chair will be deemed Chair-elect unless appointed to fill a vacancy, in which circumstance she will be eligible for nomination to the Office of Chair.
 - c) Zone Representative:
 - i. The Zone Representative must have a minimum of two (2) years Club Executive Committee or equivalent and two (2) years Zone Executive Committee experience. Due to the experience necessary to properly represent the Zone, the Zone Representative may serve longer at the pleasure of the Board.
 - ii. If a Zone Representative is elected to Chair the B.C. Golf Zone Council, the Zone will appoint another Representative.
 - iii. Until the Fall of 2014 the Zone will have 2 Representatives, after that time there will be one (1) Representative.
4. The Zone Executive will have all of the powers of the Board between Board Meetings. A majority of the Zone Executive will constitute a quorum at Zone Executive Meetings. All Zone Executive Members will have a vote at Zone Executive Meetings.
5. A Member of the Zone Executive may be removed from Office by a Special Resolution of Member Clubs/Member Groups passed at a Special, Regular or Annual General Meeting called by the Chair, or upon a Meeting requested by 10% of the Member Clubs/Member Groups. A Member of the Zone Executive may also be removed pursuant to the B.C. Golf By- Laws, Section 14.1 and/or the Zone Disputes and Discipline Committee.

BY-LAW VI - COMMITTEE DUTIES & RESPONSIBILITIES

1. General

- 1 a) A Member of the Zone Executive who is, directly or indirectly, interested in a proposed contract or transaction with the Zone must disclose fully and promptly the nature and extent of her interest to the Executive. Refer to BC Golf - By-Law 13.6.
- b) A Member of the Zone Executive must at all times:
 - Act honestly and in good faith and in the best interest of the Zone and the Association



CONSTITUTION & BY-LAWS



- In carrying out responsibilities requested of her, or volunteered by her, exercise the care, diligence and skill of a reasonable and prudent person.
- 2. A Member of the Zone Executive must not be remunerated for being or acting as such other than when specifically retained by the Zone Executive to perform a specific duty for the Zone Committee.
- 3. A Member of the Zone Executive must be reimbursed for all reasonable expenses which she has incurred while engaged in the affairs of the Committee in the capacity as a member of the Zone Executive.

2. Zone Chair

- a) Responsible for the administration, organization and financial solvency of the Women's Committee
- b) Responsible for any Zone 4 or Zone 3 and 4 Tournaments designated to Zone 4 except Junior Tournaments & Championship and the Business Women's Championship, which will be under their respective Chairs
- c) Preside at all meetings of the Board and Zone Executive
- d) Appoint a Zone Discipline Chair
- e) Appoint special or other committees as required including Zone Discipline and Zone Appeal Committees
- f) Make appointments to fill vacancies for unexpired terms on the Women's Executive with approval of the Executive and subsequently the Committee
- g) Ensure that all reporting and any other requirements of the Association are completed
- h) Be a Member of the Zone 3 and 4 Executive Committee
- i) Liaise with the Zone 3 and 4 Business Women's Group

3. Past Chair

- a) Assist the Chair wherever possible.
- b) Undertake any duties requested by the Chair.

4. Vice-Chair

- a) Is Chair-elect and will assume that position upon expiration of the Chair's term or should a vacancy occur in that position. If the Vice-Chair is appointed, she must be elected to the Chair's position.
- b) Assist the Chair and be vested with all of the powers of the Chair in her absence.
- c) Assist the Chair with preparing and conducting Tournaments and with Tournament Committee duties as required.
- d) Conduct the election at the Annual Meeting.

5. Secretary

- a) Keep records of all Meetings of the Zone.
- b) Issue Meeting Notices as required by the Association in keeping with Section 26. B.C. Golf By-Laws.
- c) Register Captains and/or designates and confirm quorum at all Zone Meetings.
- d) Forward copies of Zone Minutes to Captains and Zone Executive and copies of the Annual Meeting Minutes to the B.C. Golf Executive Director.
- e) Keep a roll of Member Clubs and Member Groups.



CONSTITUTION & BY-LAWS



6. Treasurer

- a) Keep a complete and accurate record of monies received and deposits made in the Bank designated for the Zone and Junior Account.
- b) Issue the invoices for the Zone Annual Levy to all Member Clubs and Groups, based on their previous year's membership numbers.
- c) Receive all monies payable to the Women's Committee and issue receipts, when requested.
- d) Pay all authorized expenses of the Zone, including those incurred by the Junior Chair. All cheques to be signed by designated officer(s). The signing officers are the Treasurer, Chair and Vice Chair.
- e) Submit a year-end financial statement to each Zone Executive and Captain at the Annual Meeting in the Fall following an independent review. Present a written year-end financial statement at the Annual Meeting, submit to the Secretary for the records and forward to the Association.
- f) Circulate an updated financial report to the Executive.
- g) Prepare with the Chair, the draft Budget prior to the Spring Captains' Meeting, to be reviewed by the Executive, circulated to the Captains and approved at the Spring Captains' Meeting
- h) Circulate the Spring and Fall financial reports to the Captains at least one week prior to the meetings

7. Course Rating/Handicap Chair

- a) Working with the Association, is the authority on making recommendations on Women's course ratings for Member Clubs and Member Groups.
- b) Train and work with the Course Rating Team.
- c) With the team, rate courses needing or requesting rating or re-rating.
- d) Issue new course ratings as quickly as possible.
- e) Train an assistant, with approval of the Executive, with the skills and knowledge necessary to fill the future Course Rating/Handicap Chair position.
- f) Submit a report at each Women's Zone & Executive Meeting.

8. Junior Chair

- a) Keep and maintain all materials issued by the Association.
- b) Working with the Association, the Zone 3 Junior Chair and subject to the approval of the Zone Executive and/or Board, plan programs and tournaments to promote the development of Junior Girl's golf in Zone 4.
- c) Consult with the B.C. Golf Player Development Committee as necessary and attend meetings and workshops called by the Association.
- d) Maintain an accurate accounting of all Junior activities, providing the Zone Treasurer with copies of all expenses and receipts.
- e) Assist the Zone Treasurer with preparation of the year-end Junior budget and financial statement.
- f) Submit a report at each Zone Meeting including the AGM at which time a Financial Statement is also presented.

9. Rules Chair

- a) Answer any rules questions coming from the members.



CONSTITUTION & BY-LAWS



- b) Organize & conduct Rules seminars.
- c) Liaise with Zone 3 Rules Chair re Zone 3 and 4 Tournaments.
- d) Be the Head Rules official for all Zone Tournaments.
- e) Liaise with Tournament Chairs re additional volunteer requirements for Tournaments.
- f) Develop Rules Sheets on each Tournament Course and Conditions of Play Information Sheets for Participants.
- g) Attend meetings and workshops called by the BC Golf Senior Manager of Field Operations or Rules Chair.
- h) Submit a report at each Zone 4 Women's Zone & Executive Meeting.

10. 1st Team Chair

- a) The Chair is appointed by the Zone 3 and 4 Executive and is a Member of that Executive. She may be from either Zone 3 or 4.
- b) Set the dates for Zone 3 and 4 Team Matches and circulate the schedule for 1st Team Matches. Receive and record the team scores received from the host club after each play day.
- c) Respond to any questions or complaints from 1st teams. Any major issues with 2nd and 3rd Team Chairs should be referred to the 1st Team Chair and if further discussion required refer to Zone3and4 Executive Committee.
- d) Submit a report at each Zone Meeting, announcing results at the Fall Meeting.
- e) Maintain the Interclub Team Match Play Manual.

11. 2nd Team Chair

- a) Circulate the 2nd Team Schedule.
- b) Receive and record the team scores received from the host club after each play day.
- c) Respond to any questions or complaints from 2nd Teams. If further discussion required refer through 1st Team Chair to the Zone 3 and 4 Executive Committee.
- d) Submit a report at each Zone Meeting announcing the results at the Fall Meeting

12. 3rd Team Chair

- a) Circulate the 3rd Team Schedule.
- b) Receive and record the team scores received from the host club after each play day.
- c) Respond to any questions or complaints from 3rd Teams. If further discussion is required refer through 1st Team Chair to the Zone 3 and 4 Executive Committee.
- d) Submit a report at each Zone Meeting announcing the results at the Fall Meeting.

13. Business Women's Chair

- a) Attend Zone Committee and Women's Executive Meetings.
- b) Report on topics of interest from the Business Women's Executive & Zone 3 and 4 Business Women's Meetings.

14. Zone 3 and 4 Coordinator

- a) Arrange Courses for the Zone 3 and 4 Championships and negotiate fees when appropriate.
- b) Attend Zone Committee, Zone Executive and Zone 3 and 4 Executive meetings.



CONSTITUTION & BY-LAWS



- c) Be responsible for the associated Zone 3 and 4 funds.
- d) Chair the Zone 3 and 4 Executive Meetings.

15. Zone Representative

- a) Attend Zone Committee and Executive Meetings.
- b) Represent the Zone as a member of the Association Zone Council.
- c) Submit a report to the Zone on items from the Association and take items of concern from the Zone to the Zone Council. As part of the report give information to membership regarding areas of involvement with the Association.

BY-LAW VII – FINANCE

1. Zone Levy

An annual levy will be paid to the Zone Treasurer for each Woman and Junior Girl playing member of Member Clubs/Member Groups in an amount set by the Board.

2. Fiscal Year

The fiscal year of the Zone will be October 1st through September 30th.

3. Signing Officers

The Chair, Vice-Chair and Treasurer will be the signing officers for the Zone. All cheques are to be signed by the designated officer(s).

4. Year end

An independent review of the books to be done after year-end.

BY-LAW VIII – ZONE TOURNAMENTS

1. Amateur/Senior Championship

2. Junior Championship and Tournaments

3. Others

ELIGIBILITY

- a) All players in Zone 4 or Zone 3 and 4 Events must have a Golf Canada/British Columbia Golf Handicap and be members in good standing of a Member Club or Member Group. This includes Public Player Members.

BY-LAW IX - AMENDMENTS

These By-Laws may be altered or amended at a General or Special Meeting when passed by not less than 75% of the Voting Members present, providing notice of such alteration or amendment has been sent to each Captain at least 14 days prior to said Meeting. By-Law changes or additions may be enacted in the following manner:

- (a) any three voting Members, the Board, or any three Executive Members, may propose a change to the By-Laws by delivering notice in writing to the Chair not less than 40 days



CONSTITUTION & BY-LAWS



before an Annual Meeting or Extraordinary Meeting called for the purpose of considering a By-Law amendment.

- (b) a By-Law amendment will not come into force and effect unless & until passed by Special Resolution.