

CORDOVA BAY LADIES GOLF CLUB

CONSTITUTION AND BYLAWS

ARTICLE 1: NAME: CORDOVA BAY LADIES GOLF CLUB, hereafter referred to as CBLC.

ARTICLE 2: OBJECTS:

- a) To uphold the rules of the game, and to advance and safeguard the interests of its members.
- b) To provide input to and assist CBGC to maintain, regulate and enforce Golf Canada's system of handicapping, course ratings and slope numbers.
- c) To provide input to Cordova Bay Golf Course (CBGC) on the use of funds allocated to the CBLC representing the best interests of its members.
- d) To liaise with CBGC in maintaining and regulating the competitions.
- e) To make, maintain and post such regulations as may be considered necessary for the above purposes.
- f) To promote the sport of golf and encourage members in the pursuit of their game.

ARTICLE 3: OFFICERS:

CAPTAIN:

- a) Supervise and perform all duties incidental to her office.
- b) Be an ex officio member of all committees, except the Nominating Committee.
- c) Be responsible for calling and conducting Executive meetings and the Annual General Meeting.
- d) Liaise with CBGC as they draw up the yearly Fixture List to avoid conflicts with Zone 5 and other key external golf events.
- e) Attend all BCGA Zone 5 meetings as called by the Chair.
- f) Communicate Zone 5 and Provincial Competitions, and external events.

VICE CAPTAIN:

- a) Perform the duties of the Captain in the Captain's absence and attend Zone 5 meetings.
- b) Assist the Captain and other officers in their duties.
- c) Engage members and encourage participation in CBLC events and activities.
- d) Ensure the CBLC website is updated and maintained.
- e) Track, acquire and distribute Break 80/90/100 acknowledgements as required.
- f) Ensure all cups and trophies are engraved.

SECRETARY:

CORDOVA BAY LADIES GOLF CLUB

CONSTITUTION AND BYLAWS

- a) Prepare the agenda and keep the minutes of Executive Meetings and the Annual General Meeting. Distribute minutes to members of the Executive within two weeks of said meetings.
- b) Ensure a copy of the most recent Minutes of Executive Meetings is posted on the Ladies club website.
- c) Be responsible for coordinating and providing information for the Weekly Club News.

INTERCLUB CHAIR:

- a) Coordinate all aspects of interclub matches including:
 - i. Scheduling the matches with other clubs and CBGC,
 - ii. Promoting registration for matches,
 - iii. Selecting team members using criteria established by the CBLC and communicating the results to all registrants,
 - iv. Appointing team captains,
 - v. Coordinating the matches with other clubs,
 - vi. Communicating with team members and coordinating replacements as required,
 - vii. Maintaining records on member registration and selection,
 - viii. Reporting results.

HANDICAP CHAIR:

- a) Perform reviews of member score entries into Golf Canada for non-Ladies Day rounds and other events to ensure equity in competitions.
- b) Work with CBGC staff to identify and resolve issues related to entry of scores for Ladies Day rounds and events.
- c) Educate members regarding the importance of maintaining a current / up-to-date handicap and the process for doing so.
- d) Determine the recipients of the Bob Foster Memorial Award and Susie Berry Memorial Award.

EVENTS CHAIR:

- a) Liaise with the CBGC for organization of major club events on the CBLC Fixtures List throughout the year, working with other Executive and volunteers as required.
- b) Liaise with CBGC on tee gift selection, other prizes, food services and general event coordination.
- c) Arrange for welcoming participants on event day, raising funds for charities and prize distribution.

EVENTS VICE CHAIR:

CORDOVA BAY LADIES GOLF CLUB

CONSTITUTION AND BYLAWS

- a) Works with the Events Chair on all tournament events.

RULES CHAIR:

- a) Be responsible for educating members about the rules of golf, including organizing rules clinics in concert with Zone 5 women's committee.
- b) Make rulings to resolve questions or disputes about application of rules in competitions.

ARTICLE 4: COMMITTEES:

NOMINATING COMMITTEE:

- a) Shall consist of the Past Captain as Chair and members appointed by said Chair.
- b) Shall propose candidates to fill positions for the ensuing 2 years (with the exception of the Captain, Vice Captain, Events Chair, and Events Vice Chair, which shall each be for 1 year, the Vice Captain assuming the Captaincy, and the Events Vice Chair assuming the Events Chair.)
- c) Shall prepare and post this list three weeks prior to the Annual General Meeting.
- d) Any Member may nominate candidates for positions to be filled by adding to this list, together with the names of the Nominator and Second. Nominations may also be made from the floor at the Annual General Meeting. Members so nominated shall be present for election by ballot.
- e) No member of the Nominating Committee may be eligible for election to the Executive for the ensuing year.

ARTICLE 5: EXECUTIVE:

- a) The Executive shall be comprised of the Officers and Chair(s) as listed in Article 3 (8 positions in total) or her representative in case of absence.
- b) The function of the Executive shall be to promote the overall participation of CBLC members for the enjoyment of all.
- c) Provide input to chair of the Handicap committee, as described by Golf Canada, with respect to the Course Rating and Handicap.
- d) Fill vacancies on the Executive Committee by appointment for any unexpired term.

TERM OF OFFICE

- a) Members of the Executive Committee shall be elected for a two-year term after which they may stand for re-election for a further two years with the exception of the positions as noted in Article 4 (b).
- b) Following a second term, they must retire from current position but may stand for election to another position on the Executive Committee.

CORDOVA BAY LADIES GOLF CLUB

CONSTITUTION AND BYLAWS

ARTICLE 6: MEETINGS

ANNUAL GENERAL MEETING

- a) The Annual General Meeting of the CBLC shall be held as near as possible to the conclusion of the scheduled golfing events.
- b) Notice of this meeting shall be posted on the Notice Board three weeks prior to the meeting.
- c) Twenty percent (20%) of the membership shall constitute a quorum
- d) In the event that a quorum is not achieved, a meeting shall be scheduled within one week's time. At that time all members present shall constitute a quorum.
- e) Voting on general business shall be by show of hands for a simple majority. Captain shall have a vote. No proxies allowed.
- f) The election of Executive Officers, if such an election were necessary, shall be by secret ballot.

BUSINESS AT THE ANNUAL GENERAL MEETING shall include:

- 1) Minutes of the last Annual General Meeting
- 2) Presentation to our charity recipient(s)
- 3) Captain's Report
- 4) Presentation of Awards
 - Birdies
 - Eclectic
 - Bob Foster Memorial Award
 - Susie Berry Memorial Award
- 5) Election of Officers
- 6) General and/or New Business
- 7) Adjournment

EXECUTIVE MEETINGS

- a) Shall be called monthly or as required and conducted by the Captain.
- b) Five voting executive members shall constitute a quorum.

ARTICLE 7: EVENTS

CLUB CHAMPIONSHIP QUALIFICATION

To qualify for play in the annual Club Championships held at Cordova Bay Golf Club, a CBLC member must have played in at least five (5) CBLC events during the year at Cordova Bay Golf Club.

CORDOVA BAY LADIES GOLF CLUB

CONSTITUTION AND BYLAWS

These events can include league days on a Tuesday or Saturday, or participation in any CBLC golf event including away interclub matches. The time frame for completion of the five games is during the CBLC season only which for this clause is April 1st to the closing date of entry for the Club Championships.

ARTICLE 8: ANNUAL AWARDS

BOB FOSTER MEMORIAL AWARD

This award is given to the member with the largest improvement when their factor as of September 30th of the previous year is compared to their factor as of September 30th of the current year and they meet the following criteria:

- a) Has been a member for the last two (2) years;
- b) Has played a minimum of 20 games each CBLC season (April 1 to September 30) with 5 of those games having been played at Cordova Bay Golf Club and having turned in attested Ladies Day scorecards.

SUSIE BERRY MEMORIAL AWARD

This award is given to the member with the largest improvement when their factor as of April 1st of the current year is compared to their factor as of September 30th of the current year and they meet the following criteria:

- a) Is not the recipient of the Bob Foster Memorial Award for the current year;
- b) Has been a member for the current year or longer;
- c) Has played a minimum of 5 games this CBLC season at Cordova Bay Golf Club on Ladies Day and having handed in attested Ladies Day scorecards.

ARTICLE 9: REVIEW & AMENDMENT

- a) The Constitution and By Laws shall be reviewed every five years.
- b) Proposed amendments to the Constitution and By Laws shall be posted on the Notice Board and on the website, three weeks prior to the Annual General Meeting
- c) Amendments to the Constitution and By Laws must be passed by a seventy-five percent (75%) majority vote at the Annual General Meeting.