



CONSTITUTION and BY-LAWS

ZONE 5 WOMEN

Adopted : 17th January, 2005
[Amended June 18, 2007]
(Amended October 20, 2014)

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CONSTITUTION

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CONSTITUTION

ARTICLE I - NAME

The organization shall be called the Zone 5 Women – British Columbia Golf Association (The Association may do business as British Columbia Golf or BC Golf – BCGA Constitution & By-Laws – October 27, 2012 – Page 9 – Item 1.6). The organization shall be governed by a Committee of eight; (5) elected members and (3) appointed members in good standing from the Zone membership.

This organization came into being as a result of the merger of the two Provincial Golf Associations on October 1, 2004 -- the British Columbia Golf Association and the British Columbia Ladies' Golf Association into a new Society under the name British Columbia Golf Association [BCGA], and any further reference herein is to the new BCGA, British Columbia Golf or BC Golf.

ARTICLE II - OBJECTS

The objects of the Women's Committee shall be in accordance with the objectives of British Columbia Golf and are:

- a. to promote throughout the Zone interest in the growth and development of the sport of golf for women and girls;
- b. to maintain rules and regulations of play and the system of handicapping and course rating;
- c. to employ the funds of the Zone 5 Women in such a manner as is deemed to be in the best interest of women's and girls' golf;
- d. to maintain and regulate the Tournaments of Excellence and other competitions held under the Women's Committee's sponsorship and direction;
- e. to develop and foster junior girls' golf;
- f. to act as a liaison between the Women's Captains of the Member Clubs and Member Groups within the Zone, the Men's Committee and the BCGA;
- g. to maintain and record the history of Women's golf in the Zone.

ARTICLE III – AREA

CAPITAL (Southern Island/Gulf Islands)

The Zone 5 area shall be the Regional District of Southern Vancouver Island, Duncan south to Victoria including Pender and Salt Spring Island.

BY-LAWS

BY-LAW I - INTERPRETATION

Taken from official BCGA By-Laws - Membership)

The following terms in these By-Laws, have the meaning given to them in the BCGA Constitution and By-laws:

“Member” shall mean a person who has golfing privileges at the Member Club. Golfing privileges include, but are not limited to, annual dues, punch cards or passes, season passes, annual passes or annual passports.

TYPES OF BRITISH COLUMBIA GOLF MEMBER CLUBS; MEMBER CLUB

A Member Club shall mean a club which owns or leases a golf course and maintains on a regular and continuing basis a junior, men’s, and women’s membership and golf committees for the benefit of the members of such club, which has been approved by the Board for membership in accordance with the By-Laws.

Categories have been changed to reflect updates British Columbia Golf By-Laws as of 2014

MEMBERCOURSE

A Member Course shall mean a golf course, which has been approved by the Board for membership in accordance with the By-Laws.

CATEGORY 1

A club that owns or leases a golf course and maintains on a regular and continuing basis a junior, men’s and women’s membership and golf committees for the benefit of the members of such club, which has been approved by the Board for membership in accordance with the By-Laws.

CATEGORY 2

A group with a minimum number, as set by Golf Canada, of individuals who have become organized for the purpose of playing golf together without owning or leasing a golf course, which has a name and an organizational document acceptable to the Board and which has been approved by the Board for membership in accordance with the By-Laws.

CATEGORY 3

A golf course that is 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 By-Laws.

CATEGORY 4

A golf course that is operated for the convenience of guests or the public and does not maintain on a regular or continuing basis a junior, women’s and a men’s membership or golf committee for the benefit of its members.

MEMBER GROUP

A Member Group shall mean a group of at least 15 individuals which has become organized for the purpose of playing golf together, without real estate, which has a name and an organization document acceptable to the Board and which has been approved by the Board for membership in accordance with the By-Laws.

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

For Historical purposes, as of October 20, 2014 there were in Zone 5:

- 15 Member Clubs: Arbutus Ridge, Ardmore, Cedar Hill, Cordova Bay, Cowichan, Duncan Meadows, Glen Meadows, Gorge Vale, Metchosin, Olympic View, Pender Island, Royal Colwood Salt Spring, Uplands and Victoria,
- 2 Member Courses: Bear Mountain, Highland Pacific

BY-LAW II - GOVERNANCE

The affairs of the Zone 5 Women shall be governed by the Constitution and By Laws of the British Columbia Golf Association [BCGA] and this document.

In any conflict with the BCGA’s Constitution and By-Laws and this document, the former will prevail.

BY-LAW 111- MEMBERSHIP

1. Membership in the Zone consists of all Member Clubs and Member Groups in the geographical area of Zone 5 (Page 3)
2. All members of a Member Club or Member Group, must pay the annual Zone Levy through their Club or Group.
3. An annual Levy will be billed by the Women’s Committee Treasurer to Member Clubs and Member Groups based on their number of Active, Intermediate, Junior and Waiting List female members at the rate set by the Women’s Committee. The Levy is due and payable by March 31 of the same year.

BY-LAW IV - ZONE 5 WOMEN’S COMMITTEE

1. The Zone 5 Women’s Committee shall consist of the following: (No more than 2 members from the same club may serve.)

OFFICE	DETAILS
Chair	Previously served as Vice Chair
Vice Chair & Tournament Chair	Elected in odd-numbered years at the Annual Meeting, is deemed Chair-Elect and will assume the office of Chair two years hence
Secretary	Appointed by the Chair
Treasurer	Elected in even-numbered years at the Annual Meeting
Course Rating & Handicap Chair	Appointed by the Chair
Junior Chair	Elected in even-numbered years at the Annual Meeting
Publicity Chair	Elected in odd-numbered years at the Annual Meeting
Rules Chair	Appointed by the Chair
Zone Council Rep.	Elected by women in odd-numbered years at the Annual Meeting, and will have no voting privileges

2. Only a Golfing Member shall be eligible for election as a member of the Women’s Committee, and she shall not be a Captain or Vice-Captain of her own Club or Group.

3. Members of the Women's Committee shall be elected for two-year terms, and may stand for re-election for a further two-year term. Following this they must retire from that office, but may stand for election to another office.
4. Each elected or appointed member of the Women's Committee shall be entitled to one vote at Committee meetings. A quorum at these meetings is 5 members.
5. Newly elected Women's Committee members shall assume office by November 15 of the current year.
6. An unexpired vacancy in a term of office may be filled by appointment by the Chair with the approval of the Women's Committee. A period of less than one year shall not be considered a term or part of a term of office. Election for the office of Chair shall be held at an Annual or Special Meeting only when there is no deemed Chair-Elect to fill that office.
7. A vacancy in the office of Vice Chair shall be filled by appointment by the Women's Committee only until the next Annual Meeting when an election for that office shall be held and the elected candidate will take office immediately. This is to ensure that this office be filled as soon as possible by a Vice Chair who is deemed Chair-Elect.
8. A member of the Women's Committee may be removed from office by a Special Resolution of Member Clubs and Groups passed at a Special Meeting called by the Chair, or upon written request of 10% of the said Clubs and Groups. A member so removed shall cease to serve on the Committee.
9. The Women's Committee may determine an annual honorarium to be paid to each member of the Committee, usually by May 1st.
10. Expenses incidental to Zone Tournaments, Meetings, Clinics or Course Rating incurred by members of the Women's Committee may be paid by the Zone on submission of receipts.
11.
 - a) The fiscal year end of the organization will be September 30.
 - a) An Auditor shall be appointed to review the books and accounts of the Women's Committee for the year and the Auditor shall make an annual report at the end of the fiscal year and such report shall be presented to the Annual Meeting. The books of the Zone shall be open for inspection to Golfing Members for five (5) days prior to the Annual Meeting.

BY-LAW V - DUTIES & POWERS OF ZONE 5 WOMEN'S COMMITTEE MEMBERS

1. **Zone Chair**
 - a) Responsible for the administration and organization of the Zone 5 Women's Committee,
 - b) Responsible for the financial solvency of the Zone,
 - c) Presides at all meetings of the Women's Committee,
 - d) Appoints special or other committees as required including a Zone Discipline Committee or a Zone Appeals Committee, (Chair, Rules, Course Rating/Handicap)
 - e) Makes appointments to fill vacancies for unexpired terms on the Women's Committee with the help and approval of the said Committee,
 - f) Ensures all reporting and other requirements of the BCGA are met,
 - g) Casts a second (deciding) vote in the case of a tie.

- 2) **Vice-Chair & Tournament Chair**
- a) Is Chair-Elect and will assume that office upon expiration of the Chair's term of office or should a vacancy occur in that office,
 - b) Assists the Chair and is vested with all the powers of the Chair in her absence,
 - c) Responsible for all Zone 5 sponsored Women's tournaments including Tournaments of Excellence and others approved by the Women's Committee,
 - d) Responsible for Prizes and Trophies for all Zone 5 sponsored Women's Tournaments of Excellence or other tournaments.
- 3) **Secretary**
- a) Issues calls for all meetings
 - b) Arranges Meeting Rooms
 - c) Records Minutes of all Meetings and distributes to appropriate members
 - d) Writes letters on behalf of Committee as required.
 - e) Keeps a roll of Member Clubs and Member Groups.
 - f) Maintains website.
- 4) **Treasurer**
- a) Keeps a full and accurate account of monies received and deposits same in the name of, and to the credit of the BCGA Zone 5 Women's Committee, in such bank as may be designated by the Committee,
 - b) Issues invoices for the Annual Levy to all Member Clubs and Groups,
 - c) Receives all monies payable to the Zone and issues receipts,
 - d) Pays all authorized expenses of the Zone. Each cheque shall be signed by any two of the Treasurer, Chair, or Vice Chair.
 - e) Submits a report and financial statement to each Women's Committee meeting during the year and the Annual Meeting of the Zone for the fiscal year ending September 30th each year,
 - f) Distributes such BCGA pins/markers as necessary, and keeps account of same.
- 5) **Course Rating & Handicap Chair**
- a) Is the authority on making recommendations on the women's course ratings for Member Clubs and Groups,
 - b) Possesses and maintains all course rating manuals, records, bulletins and reports issued by the Provincial Rater,
 - c) Upon request of a Member Club or as directed by the Women's Committee or the BCGA, makes and/or adjusts the women's course ratings of the Clubs or Member Courses,
 - d) Issues new course ratings as quickly as possible,
 - e) Consults with the BCGA Rater as necessary and attends meetings, conducts workshops and webinars as required.
 - f) In her term, trains an Assistant from her Committee in the skills and knowledge necessary to fill the Course Rating/Handicap Chair.
 - g) Is fully trained in the Handicap System and as such is in possession of an up-to-date "Certificate of Completion" certificate issued by British Columbia Golf on behalf of Golf Canada.
- 6) **Junior Chair**
- a) Possesses and maintains all manuals, documents and records issued by the BCGA,
 - b) In conjunction with the BCGA, and subject to the approval of the Women's Committee, plans a program to encourage and promote the development of Junior Girls' golf in the Zone,
 - c) Consults with the Provincial Association as necessary and attends meetings and workshops called by the BCGA,
 - d) Provides information re tournaments, handicaps, finance, travel, coaching and any other material deemed applicable to each Zone Club's Junior Chair,

- e) Receives monies from and bills for expenses for Junior activities, and submits these to the Treasurer for deposit or payment.
- 7) **Publicity Chair**
- a) Contacts all media before and after all Zone sponsored tournaments, clinics and workshops re publicity and results.
 - b) Takes photos, collects information from the Media and maintains a scrapbook, photo albums, etc.
 - c) Works in consultation with the Chair regarding Sponsorships.
 - d) Prepares year-end Photo Books for presentation to Sponsors.
- 8) **Rules Chair**
- a) Maintains all books and documents relating to the Rules and Decisions of Golf and bulletins issued by the BCGA.
 - b) Consults with the BCGA as necessary, to obtain rulings on queries submitted by Member Clubs and Groups which cannot be resolved at the Zone level, and attends all meetings and workshops called by the BCGA,
 - c) Is the Zone authority on Rules, and chairs the Rules Committee for all Zone Tournaments,
 - d) Attempts to ensure that each Member Club or Group co-operates to secure smooth working of the RCGA rules system,
 - e) As requested by the Women's Committee, organizes Rules Clinics.
 - f) In her term, seeks out an Assistant who has the skills and knowledge that they could be able to take over as Rules Chair.
- 9) **ZONE COUNCIL REP.**
- a) Represents Zone 5 on the Zone Council
 - b) Attends twice yearly meetings called by BC Golf and/or Conference calls.
 - c) Reports all pertinent information derived from these meetings to Women's Committee.
 - b) Is a non-voting member of the Women's Committee.

BY-LAW VI - MEETINGS

1. A Spring Captains' Meeting shall be held in late March or early April.
2. A Captain's Forum Meeting shall be held in early June.
3. An Annual Meeting shall be held before October 31st of each year.
4. The Secretary shall send to Clubs and Groups for posting, all notices of business [beyond routine business] which will be brought before the Annual or any Special meetings.
5. All motions or business to be brought before the Annual Meeting shall be sent to the Secretary, in writing, thirty (30) days before the said meeting.
6. The Women's Captain of each Club or Group in good standing is entitled to attend and cast one vote at Zone 5 Annual or Special Meetings. Any Golfing Member may attend and take part in the discussions but only the members of the Zone 5 Women's Committee and the Women's Captains are eligible to vote.
7. A Women's Captain may appoint a Proxy, in writing, to cast her vote at an Annual or Special Meeting.
8. Eight (8) Member Clubs or Groups shall constitute a quorum at an Annual or Special Meeting

9. A Special Meeting may be called at any time either at the discretion of the Women's Committee or on the written request of ten percent (10%) of the Clubs and Groups, but at such Meeting the only business shall be that designated as the purpose for calling such a Meeting.
10. These By-Laws may be altered or amended at an Annual Meeting or specially called Special Meeting by sixty-six (66%) of the Women's Committee and Member Clubs and Groups present, providing notice of such alteration or amendment has been sent to each Member Club and Group for posting at least fourteen (14) days prior to the said Meeting.
11. To request a change in the By-Laws a member must submit the request in writing, through her Women's Captain, to the Zone Chair. It will be reviewed by the Women's Committee, and if supported, will be presented to an Annual or Special Meeting.

BY-LAW VII - ORDER OF BUSINESS

1. The following order of business shall be observed at the Spring Captains' Meeting and the Women's Committee Annual Meeting:
 - a) reading notice of meeting;
 - b) reporting as to quorum;
 - c) reading and disposition of any unapproved minutes;
 - d) correspondence, if any;
 - e) distribution of packets, if any;
 - f) reports of Zone Committee members;
 - i) Treasurer
 - ii) Course Rating & Handicap
 - iii) Junior Chair
 - iv) Publicity
 - v) Rules Chair
 - vi) Zone 5 Zone Council Representative
 - vii) Vice-Chair & Tournament Chair
 - viii) Chair's Report
 - g) reports of other committees appointed by the Zone Chair;
 - h) election of Zone Council Representative, if required;
 - i) election of Women's Committee members, as required;
 - j) general business; and
 - k) adjournment

BY-LAW VIII - APPOINTMENT OF A NOMINATING COMMITTEE

1. A Nominating Committee shall be appointed at least 60 days prior to the Annual Meeting, and will consist of three (3) members, the Chair who will be the immediate past Zone Chair, the current Chair and one member in good standing from a club or member group.
2. The Nominating Committee will select a slate of officers for the Women's Committee for the ensuing year, taking into account which offices are to be filled in odd and which in even numbered years, and the Zone Council Representative if required in that year. Its recommended slate must be posted at each Club and Group for at least fourteen (14) days before it is presented to the Annual Meeting.
3. Further nominations, with prior consent of the nominee, may be proposed from the floor at the Annual Meeting.