

CONSTITUTION AND BY – LAWS

WOMEN’S ZONE 4

BRITISH COLUMBIA GOLF ASSOCIATION

DRAFTED

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CONSTITUTION

ARTICLE 1 – NAME

The Organization shall be 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 shall be in accordance with the purposes of the Royal Canadian Golf Association (RCGA) and the British Columbia Golf Association (BCGA) 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 act as a liaison between the Member Clubs/Groups of the Zone and the BCGA.

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).

BY-LAWS

BY-LAW I - INTERPRETATION

The following terms in these By-Laws have meaning as given in the BCGA Constitution & By-Laws:

“Golfing Members” 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” 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 BCGA.

“Member Group” is a group of at least 10 individuals organized for the purpose of playing golf together, without real estate, and is a member of BCGA.

“Member Course” is a golf course operated for the convenience of the public or a guest which does not have a junior’s, men’s and women’s membership or a golf committee for the benefit of its members, and is a member of BCGA.

“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 or Special Meeting.

“Zone Committee” means the same as the Executive Committee whenever used in these by-laws.

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 (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. All Member Clubs or Member Groups as defined by the BCGA within the zone which has women’s membership and maintains, on a regular and continuing basis, a Women’s Committee: or a Member Group, as defined by the BCGA By-Laws shall 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/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/group shall send to the Zone Chair, the names and contact information of its officers, also of the Business Women's group if applicable.

BY-LAW IV – BOARD OF DIRECTORS

MEMBERS

The affairs of the Zone will be managed by the Board of Directors comprised of the Zone Committee, duly elected or appointed, and the Captain of each member club/group. All appointments must 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 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. Expenses for travel, and any other expenses incurred by Members of the Women's Zone Committee 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 Committee Members must be approved by the Chair.
3. The following order of business will be observed at the Zone Meetings:
 - Call to order
 - Confirmation of Meeting Notice & Quorum and introductions
 - Minutes of previous Meeting
 - Business Arising from Minutes
 - Secretary's Report
 - Treasurer's Report
 - Vice Chair's Report
 - Handicap/Course Rating Chair's Report
 - Junior Chair's Report
 - Rules Chair's Report
 - Team Reports
 - Team 1
 - Team 2
 - Team 3
 - Business Women's Chair's Report
 - Zone 3/ 4 Coordinator's Report
 - BCGA Reps Reports – 2 reports
 - Chair's Report
 - Elections of Executive positions when applicable
 - New Business
 - Adjournment

4. 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.
5. A majority of the Captains will constitute a quorum at Zone Meetings.

BY-LAWS V – OFFICERS

The Officers of the Zone will be the Zone Committee listed below. They will be elected or approved from a slate prepared by the appointed Nominating Committee or if there is a vacancy on the slate, nominated from the floor at the Annual Meeting

ZONE COMMITTEE (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 Zone 3/ 4 Committee
2 nd TEAM CHAIR	Elected by the Board – even years
3 rd TEAM CHAIR	Elected by the Board – odd years
BUSINESS	Elected by Business Women’s Division – odd years
WOMEN’S CHAIR	
ZONE 3/ 4 COORDINATOR	Appointed by Zone 3/ 4 Executive
BCGA ZONE REPS (2)	Elected by Board – even years

1. Only Golfing Members will be eligible for election or appointment as a member of the Women’s Zone Committee.
2. Members of the Women’s Committee, except the Zone Chair & Vice-Chair will be elected for two year terms and may stand for re-election for a further two year term at which time they must step aside from that office but may run for a different office. The term of the Zone Chair & Vice Chair will each be two years. The Zone Representatives must have a minimum of 2 years Club Executive Committee and, 2 years Zone Executive Committee experience. Due to the experience necessary to properly represent the Zone, the BCGA Representatives may serve longer at the pleasure of the Board.
3. Committee Members elected will take office following the meeting at which they were elected, and those members appointed, at the time of their appointment subject to Board approval.
4. The Zone Committee will have all of the powers of the Board between Board Meetings. A majority of the Zone Committee will constitute a quorum at Zone Committee Meetings. All Zone Committee Members will have a vote at Zone Committee Meetings (Executive).

NOMINATING COMMITTEE

1. A Nominating Committee, consisting of at least three Members, one of whom shall 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 Committee in order to fill necessary vacancies and include any additional nominations received from any Member Clubs/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 Meeting.
 - submit list through the Vice Chair for circulation with the second Notice of Meeting from the Secretary.

ELECTIONS AND APPOINTMENTS

1. Election for the Office of Chair will only be held when there is no Vice Chair to fill that office.
2. 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.
3. A vacancy in an unexpired term may be filled by appointment by the Chair with approval of the Executive.
4. A member of the Zone Committee (Executive) may be removed from office by a special Resolution of Member Clubs/Groups passed at a Special Meeting called by the Chair, or upon the request of 10% of the Member Clubs/Groups.

BY-LAW VI - COMMITTEE DUTIES & RESPONSIBILITIES

1. 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/ 4 Tournaments designated to Zone 4 except Junior Tournaments which will be under the Junior Chair.
- c) Preside at all meetings of the Board or Zone Committee.
- d) Appoint a Zone Discipline Chair
- e) Appoints special or other committees as required including Zone Discipline and Zone Appeal Committees
- f) Makes appointments to fill vacancies for unexpired terms on the Women's Committee with approval of the Committee
- g) Ensures that all reporting and any other requirements of BCGA are completed.
- h) Be a part of the Zone 3/ 4 Executive Committee and Chair alternate Meetings
- i) Liaise with the Zone 3/ 4 Business Women's Group.

2. Past Chair

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

3. Vice-Chair

- a) Is Chair-elect and will assume that position upon expiration of the Chair's term or should

- a) a vacancy occurs in that position.
 - b) Assists the Chair and be vested with all of the powers of the Chair in her absence.
 - c) Assist the Chair with Tournaments including photography & as Starter when required.
 - d) Conduct the election at the Annual Meeting.
4. **Secretary**
- a) Keep records of all Meetings of the Zone
 - b) Issue Meeting Notices as required by BCGA
 - c) Register Captains and confirm quorum at all Zone Meetings
 - d) Forward copies of Zone Minutes to Captains, Zone Committee and when required the BCGA.
 - e) Keep a roll of Member Clubs and Member Groups.
5. **Treasurer**
- a) Keep a complete and accurate record of monies received and deposits made in the Bank designated for the Zone.
 - b) Issue the invoices for the Zone Annual Levy to all Member Clubs and Groups, based on the previous year's numbers.
 - c) Receive all monies payable to the Women's Committee and issue receipts
 - d) Pay all authorized expenses of the Zone. All cheques to be signed by designated officer(s). The signing officers are the Treasurer, Chair and/or Vice Chair.
 - e) Submits a financial statement and report to each Zone Committee (Executive) and Board Meeting including the Annual Meeting. The latter to be for the fiscal year ending September 30th each year.
 - f) Distributes BCGA pins as ordered by the Member clubs and Member Groups. These pins to be obtained from the BCGA Office.
6. **Course Rating/Handicap Chair**
- a) Working with the BCGA, is the authority on making recommendations on Women's course ratings for Member Clubs and Member Groups.
 - b) Trains and works with the Course Rating Team.
 - c) With the team, rates courses needing or requesting rating or re-rating.
 - d) Issues new course ratings as quickly as possible.
 - e) Keeps and maintains all course rating materials issued by the Provincial Course Rating/Handicap Chair.
 - f) Upon request of a Member Club or as directed by the Zone Committee or the BCGA makes and/or adjusts the Women's course ratings of the Member clubs or Member courses.
 - g) Consults with the BCGA Rater as necessary and attends meetings and workshops called by the BCGA.
 - h) Trains an assistant, with approval of the Zone Chair, with the skills and knowledge necessary to fill the future Course Rating/Handicap chair position.
 - i) Submit a report at each Woman's Zone & Committee Meetings.
7. **Junior Chair**
- a) Keep and maintain all materials issued by the BCGA.
 - b) Working with the BCGA, the Zone 3 Junior Chair and subject to the approval of the Zone Committee and/or Board, plans programs and tournaments to promote the development of Junior girl's golf in Zone 4.

- c) Consult with the Player Development Committee as necessary and attend meetings and workshops called by BCGA.
- d) Maintain the Junior Bank Account including the deposit of funds from Beat the Champ
- e) Submit a report at each Zone Meeting including the AGM at which time a Financial Statement is also presented.

8. **Rules Chair**

- a) Answer any rules questions coming from the members.
- b) Organize & give rules seminars.
- c) Liaise with Zone 3 Rules Chair re Zone 3/ 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 for Participants.
- g) Attend meetings and workshops called by the Provincial Handicap/Rules Chair.
- h) Submit a report at each Woman's Zone & Committee Meetings.

9. **1st Team Chair**

- a) The Chair is appointed by the Zone 3/ 4 Executive and is a Member of that Executive. She may be from either Zone 3 or 4.
- b) Sets the dates for Zone 3 & 4 Team Matches and makes the schedule for 1st Team Matches.
- c) Receive and record the team scores received from the host club after each play day.
- d) Respond to any questions or complaints from 1st teams. Any major issues with 2nd & 3rd Team Chairs should be referred to the 1st Team Chair and if further discussion required refer to Zone3 /4 Executive Committee.
- e) Submit a report at each Zone Meeting, announcing results at the Fall Meeting.
- f) Maintain the Interclub Team Match Play Manual

10. **2nd Team Chair**

- a) Make up the schedule for 2nd Team after receiving the 1st team schedule working with the 3rd Team chair.
- 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/ 4 Executive Committee.
- d) Submit a report at each Zone Meeting announcing the results at the Fall Meeting

11. **3rd Team Chair**

- a) Make up the schedule for 3rd Team after receiving the 1st Team schedule working with the 2nd Team Chair.
- 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/ 4 Executive Committee.
- d) Submit a report at each Zone Meeting announcing the results at the Fall Meeting.

12. **Business Women's Chair**

- a) Attends Zone Committee and Women's Committee meetings
- b) Reports on topics of interest from the Business Women's Executive & Zone 3/ 4 Business Women's meetings

13. Zone 3/4 Coordinator

- a) Arrange Courses for the Zone 3/ 4 Championships and requested Zone 4 Tournaments and negotiate fees when appropriate
- b) Attend Zone Committee and Women's Committee and 3/ 4 Executive meetings
- c) Be responsible for the associated 3/ 4 funds

14. Zone 4 BCGA Representatives (2)

- a) Attends Zone Committee and Women's Committee meetings.
- b) Represents the Zone as a member of the BCGA Board of Directors.
- c) Submit a report to the Zone on items from BCGA and takes items of concern from the Zone to BCGA. As part of the report give information to membership regarding areas of involvement with BCGA.

BY-LAW VII – FINANCE

1. Zone Levy

An annual levy will be paid to the Zone Treasurer for each Woman and Junior Girl playing members of member clubs/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 examination of the books to be done annually.

BY-LAW VIII – ZONE TOURNAMENTS

1. Amateur/Senior Championship

- This Championship is Amateur & Senior combined and run in combination with Zone 3. The overall low gross Amateur winner and overall low gross Senior winner from the two zones are presented with a trophy.
- A woman must be 50 years of age in order to play in the Senior portion of this championship. A woman meeting the senior qualifications may play both parts of this championship.
- The Zone low gross Amateur winner is presented with the Zone low gross trophy. A team of two winners (low gross) from Zone 4 are subsidized to the B.C. Women's Amateur Championship.
- The Zone 4 low gross Senior winner is presented with the Zone low gross trophy. A team of two winners (low gross) from Zone 4 are subsidized to the B.C. Women's Senior Championship.

2. Net Tournament

- This Tournament is for women with factors from 18.1 and up. It is a good introduction into tournament play.
- The low net winner is presented with the Net Trophy.

3. 4 Ball Tournament

- This tournament is a Zone 3/ 4 event.
- It is a tournament with 2 person teams using the best net ball.
- Eligible factors are 10.5 to 27.4 with a maximum spread between partners of 8.
- The winning team is presented with a shield.

4. Junior Championship & Tournaments

- All of these events are under the combined authority of the Zone 4 & Zone 3 Junior Chairs with input from both Zone Executives.

5. Senior Tournament

- This event is a Zone 4 Event for Women 50+.
- It is a one day stroke play event with three separate flights, i.e. 50-59, 60-69, & 70+ with gross & net prizes.
- The low gross winner will be presented with a trophy.

ELIGIBILITY

- a) All players in Zone 4 or Zone 3/ 4 Events must have an RCGA/BCGA Handicap and be members in good standing of a member club or member group.
- b) All Zone Tournament entrants' handicaps must be based on 18 hole scores.

ENTRY FEE

An entry fee will be charged for all Zones or Zone 3/ 4 Tournaments or Championships in an amount determined by the Tournament Committee & approved by the appropriate Executive.

TIE BREAKING

- a) Zone Amateur/Senior Championships – Low Gross ties will be settled by Sudden Victory. Runner-up ties will be settled by using score for last day's play of 18 holes. If still tied, 9 holes etc. All net ties will be broken by better back 9 less half Handicap etc.
- b) Net Tournament – Low Net ties will be settled by a 3 hole playoff using 1/6 Handicap. Other ties by better back 9 using ½ Handicap etc.
- c) 4 Ball – Ties will be settled by Sudden Victory using strokes where they fall. Other ties will be settled using better back 9 less ½ Handicap etc.

BY-LAW IX- AMENDMENTS

These By-Laws may be altered or amended at a General or Special Meeting by two-thirds (2/3) vote 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 before an Annual Meeting or Extraordinary Meeting called for the purpose of considering a By-Law amendment.
- (b) a By-Law amendment shall not come into force and effect unless passed by Special Resolution.