



CONSTITUTION AND BY – LAWS

WOMEN’S ZONE 4

BRITISH COLUMBIA GOLF ASSOCIATION

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CONSTITUTION

ARTICLE I – NAME

The Organization is called “Zone 4 Women’s Committee” hereinafter referred to as the Zone Committee.

ARTICLE II – PURPOSES

The purposes of the Zone 4 Women’s Committee are in accordance with the purposes of Golf Canada and the British Columbia Golf Association (BC Golf) and are:

1. To promote development and growth in the game of golf in Zone 4 for women and junior girls.
2. To maintain rules and regulations of play and the system of handicapping.
3. To utilize the funds of Zone 4 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 Zone Committee’s sponsorship and direction.
5. To select all teams to represent Zone 4 for provincial competitions.
6. To act as a liaison between the Member Clubs/Member Groups of Zone 4 and BC Golf.
7. To provide programs and services as required by BC Golf.

ARTICLE III – 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 BC Golf 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).



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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:

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

“Golfing Member” means a golfing member in good standing of a Voting Member, 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, women’s and men’s membership or golf committee for the benefit of its members.

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

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

“Zone Executive” means the Executive elected from a slate prepared by the appointed Nominating Committee at the AGM. An appointment by the Executive to fill a vacancy must also be approved.



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NOTICE

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

1. If personally delivered, at the 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 delivered by mail, at the fifth day after the mailing of the document(s).

BY-LAW II – GOVERNANCE

The affairs of the Zone Committee 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 III – MEMBERSHIP

1. To be eligible for membership in the Zone Committee:
 - a) Member Clubs as defined by BC Golf within the zone, must have a women's membership and maintain on a regular and continuing basis a Women's Committee.
 - b) Member Groups must be Category II, as defined by the BC Golf By-Laws.
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 Zone 4 levy will be billed to Member Clubs/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 Secretary, the names and contact information of its officers, also of the Business Women's group if applicable



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BY-LAW IV – ZONE COMMITTEE

MEMBERS

The affairs of the Zone will be managed by the 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 and then must be approved by the Zone Committee.

MEETINGS

1. The Zone will hold at least two meetings each year. One meeting will be held in the spring (Spring Meeting) and the second in the fall (Annual General Meeting hereafter known as the AGM) as soon after September 30th as convenient. Special Meetings of Zone 4 may be called by the Chair and will be called upon written request of five Zone Committee members.
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 Zone Executive for meetings, championships or other zone business, will be paid by the zone in such amounts as the Zone Committee may determine. Expenses for non-Zone Executive members must have prior approval by the Chair.
4. The following order of business will be observed at Zone 4 meetings:
 - Call to order
 - Confirmation of meeting Notice and Quorum
 - Introductions
 - Approval of Agenda
 - Approval of the 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
 - Chair's Report (including Zone Representative 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 Captains, or designates, and a majority of the Zone Executive will constitute a quorum at Zone Meetings (General, Annual or Special).



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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 annually
SECRETARY	Elected in even years
TREASURER	Elected in odd years
HANDICAP CHAIR	Elected in even years
JUNIOR CHAIR	Elected in even years
RULES CHAIR	Elected in odd years
1 ST TEAM CHAIR	Appointed by the Zone 3 and 4 Committee in even years
2 ND TEAM CHAIR	Elected in even years
3 RD TEAM CHAIR	Elected in odd years
ZONE 3 AND 4 BUSINESS WOMEN'S CHAIR	Appointed in accordance with the Business Women's Executive Roster of their By-Laws
ZONE 3 and 4 COORDINATOR	Appointed by the Zone 3 and 4 Executive in even years
ZONE REPRESENTATIVE	is the Current Chair

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:
 - a) Prepare a list of nominees for election to the Zone Executive in order to fill necessary vacancies and include any additional nominations received from any Member Clubs/Member Groups.
 - b) Contact Executive members eligible for re-election for possible continuation or other interest.
 - c) Contact the Member Clubs/Member Groups for possible nominees.
 - d) Submit the list to the Zone Executive three weeks prior to the AGM.
 - e) Circulate the list of nominees with the second Notice of Meeting from the Secretary.



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ELECTIONS AND APPOINTMENTS

1. Only Golfing Members, in good standing, will be eligible for election or appointment as a member of the 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 Zone Committee approval.
3. Terms of Office for the Zone 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 Zone Executive. This appointment to be approved by the Zone Committee at the next meeting.
 - b) Chair and Vice-Chair
 - i. The term of the Chair and Vice-Chair will each be one (1) year.
 - 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
4. The Zone Executive will have all of the powers of the Zone Committee between Zone Committee 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 AGM 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 BC Golf By- Laws, Section 14.1 and/or the Zone Disputes and Discipline Committee.



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BY-LAW VI - COMMITTEE DUTIES & RESPONSIBILITIES

1. General

A Member of the Zone Executive:

- a) Interested, either directly or indirectly, in a proposed contract or transaction with the Zone must disclose fully and promptly the nature and extent of her interest to the Zone Executive. Refer to BC Golf -By-Law 13.6.
- b) Act honestly and in good faith and in the best interest of the Zone and BC Golf in carrying out responsibilities requested of her, or volunteered by her, exercise the care, diligence and skill of a reasonable and prudent person
- c) 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.
- d) May with approval be reimbursed for all reasonable expenses which she has incurred while engaged in the affairs of the Zone 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 Zone Committee.
- b) Responsible for any Zone 4 or Zone 3 and 4 Tournaments designated to Zone 4 except Junior Tournaments and Championship and the Business Women's Championship, which will be under their respective Chairs.
- c) Preside at all meetings of the Zone Committee and Zone Executive.
- d) Appoint a Zone Discipline Chair as required.
- 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 Zone Executive with approval of the Zone Executive and subsequently the Zone 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 Chair.
- j) Serves as the Zone Representative to BC Golf:
 - Attend Zone Committee and Zone Executive meetings.
 - Represent the Zone Committee as a member of BC Golf Zone Council.
 - Submit a report to the Zone Committee on items from BC Golf and take items of concern from the Zone to the BC Golf Zone Council. As part of the report give information to membership regarding areas of involvement with BC Golf.

3. Past Chair

- a) Assist the Chair wherever possible.
- b) Undertake any duties requested by the Chair.
- c) Act as the liaison between the Zone Executive and the appointed ad-hoc nominating committee.



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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 AGM.
- e) Ensures that the schedules for Teams 1, 2 and 3 are created and circulated.

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 Committee minutes, after approval by the Chair, to Captains, Vice Captains and Zone Executive and copies of the AGM Minutes to the BC Golf Executive Director.
- e) Keep a roster of Member Clubs/Member Groups.

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/Member Groups, based on their previous year's membership numbers.
- c) Receive all monies payable to the Zone 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 Zone Committee at the AGM. Present a written year- end financial statement at the AGM, submit to the Secretary for the records and forward to BC Golf.
- f) Circulate an updated financial report to the Zone Executive.
- g) Prepare with the Chair, the draft budget prior to the Spring Meeting, to be reviewed by the Zone Executive, and approved at the Spring Meeting.
- h) Circulate the Spring and AGM financial reports to the Zone Committee at least 14 days prior to the meetings



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7. Handicap Chair

- a) Provide support and assist Member Club/Member Group Handicap Chairs and individual Zone 4 Women members with handicap related questions and issues.
- b) Achieve Golf Canada/BC Golf Handicap Certification.
- c) Organize and conduct handicap clinics.
- d) Be available to consult with the Tournament Chair for any handicap breaches during a tournament.
- e) Chair a Handicap Review Committee as required.
- f) Submit a report at each Zone Committee and Zone Executive meeting.
- g) Liaise with Webmaster to update postings relevant to handicap.

8. Junior Chair

- a) Complete any screening checks and training as required by BC Golf, to ensure a safe and secure environment.
- b) Keep and maintain all materials issued by BC Golf.
- c) Work with the BC Golf, the Zone 3 Junior Chair and subject to the approval of the Zone Executive and/or Zone Committee, plan programs, tour events and championship tournaments to promote the development of Junior Girl's golf in Zone 4.
- d) Consult with the BC Golf Player Development Committee as necessary and attend meetings and workshops called by the BC Golf.
- e) Maintain an accurate accounting of all Junior activities, providing the Zone Treasurer with copies of all expenses and receipts.
- f) Assist the Zone Treasurer with preparation of the year-end Junior budget and financial statement.
- g) Submit a report at each Zone Committee meeting including the AGM at which time a Financial Statement is also presented.

9. Rules Chair

- a) Answer rules questions coming from the members.
- b) Organize and conduct Rules Seminars.
- c) Liaise with Zone 3 Rules Chair regarding Zone 3 and 4 Tournaments.
- d) Be the Head Rules Official for all Zone Tournaments.
- e) Liaise with Tournament Chairs regarding additional volunteer requirements for Tournaments.
- f) Develop Rules Sheets for 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 Committee and Zone Executive meeting.
- i) Liaise with Webmaster to update postings relevant to rules.



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10. 1st Team Chair

- a) The Team Chair is appointed by the Zone 3 Executive and 4 Executive and is a member of both executives. She may be from either Zone 3 or 4. She attends meetings of the Zone 3 and 4 Joint Committee.
- b) 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 questions or issues from 1st teams. Any major issues with 2nd and 3rd Team Chairs should be referred to the 1st Team Chair and if further discussion is required refer to Zone 3 and 4 Executives.
- d) Submit a report at each Zone Committee meeting, announcing results at the AGM.
- 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 questions or issues from 2nd Teams. If further discussion is required refer through 1st Team Chair to the Zone 3 and 4 Executives.
- d) Submit a report at each Zone Committee meeting announcing the results at the AGM.

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 questions or issues from 3rd Teams. If further discussion is required refer through 1st Team Chair to the Zone 3 and 4 Executives.
- d) Submit a report at each Zone Committee meeting announcing the results at the AGM.

13. Zone 3 and 4 Business Women's Chair

- a) Attend Zone Committee and Zone Executive meetings.
- b) Report on topics of interest from the Business Women's Executive and 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) Assist with Zone 3 and 4 tournament planning and operation.
- c) Attend Zone Committee, Zone Executive and Zone 3 and 4 Executive meeting.
- d) Be responsible for the associated Zone 3 and 4 funds.
- e) Chair the Zone 3 and 4 Joint Committee.

15. Zone Representative

Duties listed under Chair



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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 Zone Committee.

2. Fiscal Year

The fiscal year of the Zone will be November 1st through October 31st.

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). In the event one of the signing officers is not available the Zone Executive may approve an alternate signing officer.

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 Spring Tour Events

3. Others

ELIGIBILITY

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

BY-LAW IX - AMENDMENTS

These By-Laws may be altered or amended at an AGM, Spring Meeting or Special Meeting when passed by not less than 2/3 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:

1. Any three Voting Members, the Zone Committee or any three Zone Executive Members, may propose a change to the By-Laws by delivering notice in writing to the Zone Chair not less than 40 days before an AGM, Spring Meeting or Special Meeting called for the purpose of considering a By-Law amendment.
2. A By-Law amendment will not come into force and effect unless and until passed by Special Resolution.



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