

# **BRITISH COLUMBIA GOLF**

## **ZONE 6 WOMEN**

### **CONSTITUTION AND BYLAWS**

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**TABLE OF CONTENTS**

<b>Article</b>	<b>Contents</b>	<b>Page</b>
	<b>CONSTITUTION</b>	
Article 1	NAME	5
Article 2	PURPOSES	5
	<b>BY-LAWS</b>	
By-Law 1	DEFINITIONS AND INTERPRETATION	6
By-Law 2	MEMBERSHIP	9
2.1	Membership Category	
2.2	Voting Rights of Members	
2.3	Benefits and Privileges of Membership	
2.4	Not in Good Standing	
2.5	Withdrawal and Termination of Membership	
By-Law 3	MEETINGS OF MEMBERS	10
3.1	Meeting Notice and Proceedings at General Meetings	
3.2	Quorum	
3.3	Business of Annual Meetings	
3.4	Voting	
3.5	Sequence at General Meetings	
3.6	Adjournment	
By-Law 4	DELEGATES	12
By-Law 5	GOVERNANCE	13
5.1	Composition of the Zone Committee	
5.2	Zone Executive	

5.3	Zone Committee/Officers	
5.4	Eligibility	
5.5	Nominating Committee Roles and Responsibilities	
5.6	Elections or Appointment of Officers	
5.7	Filing a Vacancy	
5.8	Term of Office	
5.9	Removal	
By-Law 6	DUTIES AND POWERS OF THE OFFICERS	16
6.1	Chair	
6.2	Vice Chair	
6.3	Secretary	
6.4	Treasurer	
6.5	Junior Girls Chair	
6.6	Zone Council Representative	
6.7	Teams and Tournaments Chair or Co-Chairs	
6.8	Handicap and Course Rating Chair	
6.9	Rules Chair	
6.10	Website Administrator	
6.11	Past Chair	
By-Law 7	MEETING OF ZONE COMMITTEE	21
7.1	Meeting: Time and Place	
7.2	Notice of Committee Meeting	
7.3	Quorum	
7.4	Order of Business	
BY-LAW 8	FINANCES	21
8.1	Annual Fees	

8.2	Zone Dues	
8.3	Fiscal Year	
8.4	Signing Authority	
8.5	Independent Review	
BY-LAW 9	AUDIT – FINANCIAL REVIEWER	22
9.1	Admission and Obligations	
BY-LAW 10	AMENDMENT OF CONSTITUTION AND BY-LAWS	23
BY-LAW 11	GENERAL	23
11.1	Protection of Office	
11.2	Dissolution of BCGA Zone 6 Women	
BY-LAW 12	ZONE TOURNAMENTS	23
BY-LAW 13	TROPHIES AND KEEPERS	24
*NOTE 1	DOCUMENTS	26
	(Extract from BCGA – Policies for Zone Chairs – March 2017)	
**NOTE 2	COURSE RATING POLICIES	26
	(Extract BCGA – Policies for Clubs & Zones – March 2017)	

**BRITISH COLUMBIA GOLF ASSOCIATION ZONE 6 WOMEN****CONSTITUTION****1 - NAME**

1. The organization shall be called the British Columbia Golf Association (BCGA) Zone 6 Women, hereinafter referred to as BCGA Zone 6 Women or Zone 6 Women's Committee or the Zone.

**“BCGA ZONE 6 WOMEN”****2 - PURPOSES**

2. The purposes of the Zone must align with the purposes of British Columbia Golf Association (BCGA), meaning British Columbia Golf (BC Golf), which are as follows:
  - a. To promote the playing of golf in the Zone, by Women and Girls (under 19 years of age);
  - b. To maintain the *Rules of Golf* and utilize the World Handicap System and Course Rating System as administered by Golf Canada;
  - c. To utilize the funds of the Zone in such manner as is deemed to be in the best interests of Women's and Girl's golf;
  - d. To maintain and regulate the championships and competitions held under the Zone's regulations;
  - e. To conduct a Tournament of Excellence for each of the Senior, Amateur, and Junior categories each year;
  - f. To conduct golf clinics as required; and
  - g. To foster junior development and encourage junior participation.

**BRITISH COLUMBIA GOLF ASSOCIATION ZONE 6 WOMEN****BY-LAWS****1 – DEFINITIONS AND INTERPRETATION**

1.1 In these By-Laws unless the context otherwise specifies or requires:

- a) **“BCGA”** or **“Association”** or **“Provincial”** means the British Columbia Golf Association, also doing business as British Columbia Golf (BC Golf);
- b) **“Annual Meeting”** means the Annual General Meeting of the BCGA Zone 6 Women required to be held yearly;
- c) **“Board”** or **“Board Members”** means the BCGA Zone 6 Women member(s) duly elected or appointed in accordance with the By-Laws;
- d) **“By-Laws”** means the By-Laws of the Zone;
- e) **“Chair”** means the person elected to the position of Chair of Zone 6 Women’s Committee;
- f) **“Classes of Membership”** means as per BCGA By-Laws Article 4 – Classes of Membership:

4.1 Category I (*Member Club*)

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.

4.2 Category II (*Member Group*)

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.

4.3 Category III (*Member Course*)

A golf course that is operated for the convenience of the public and allows on a regular and 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.

#### 4.4 Category IV (*Member Course*)

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

Only Association Members who are in Good Standing with the Association are entitled to appoint Delegates to vote at General Meetings and Zone Representatives to vote at Zone Committee Annual Meetings.

- g) “**Extraordinary Meeting**” means a General Meeting other than the Annual Meeting or a Zone Committee Annual Meeting;
- h) “**Female Member**” means an individual female member, in good standing, of a Member Club (Category I), Member Group (Category II), or Member Course (Category III), who is not less than 19 years of age and who has all the privileges of the Voting Member of the club to which she belongs;
- i) “**General Meeting**” means any meeting of Zone Committee;
- j) “**Officers**” means the Executive of Zone 6 Women's Committee;
- k) “**PNGA**” means the Pacific Northwest Golf Association;
- l) “**RCGA**” or “**National**” means the Royal Canadian Golf Association, also doing business as Golf Canada;
- m) “**Special Resolution**” means a resolution passed at a General Meeting by at least 75% of the eligible votes cast in respect of the resolution;
- n) “**Tournament of Excellence**” means an event conducted by or under the auspices of the Association or the Zone, the purpose of which is to determine a champion on the basis of gross score;
- o) “**Voting Member**” means a Member Club (Category I), Member Group (Category II), or Member Group (Category III), who is in good standing with the zone and thus entitled to appoint or elect a Women's Captain to vote at a Women's Zone Committee Spring Captains'/Annual General Meeting or Extraordinary Meeting;

- p) **“Zone”** means the British Columbia Golf Association (BCGA) Zone 6 Women, hereinafter referred to as BCGA Zone 6 Women, or British Columbia Golf (BC Golf) Zone 6 Women, or Zone 6 Women’s Committee, or the Zone;
- q) **“Zone Committee”** means the Zone Executive and the Captains of Member Clubs, Member Groups, and Member Courses as stated in the *Classes of Membership*;
- r) **“Zone Council Representative”** means the person elected by the Zone Committee to represent the Zone on the Zone Council as described in BCGA By-Laws (*Section 10*);
- s) **“Zone Disputes and Discipline Committee”** means a committee to deal with Disputes and Discipline Matters. The BCGA Policy can be viewed on the Association’s website.
- t) **“Zone Executive”** means a Zone Executive elected under these By-Laws;

## 1.2 Notice

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

- a. If delivered, at the time of delivery;
- b. If given electronically, the day after sending the message;
- c. If given by facsimile, at the time of the transmission, and
- d. If given by mail, on the fifth day after the mailing of the letter.

## 1.3 Doing Business As

The Zone may do business as British Columbia Golf Association (BCGA) Zone 6 Women or BCGA Zone 6 Women or Zone 6 Women’s Committee or the Zone.

The operations of the Zone are to be carried out in Zone 6 – Upper Vancouver Island.



## **2 – MEMBERSHIP**

### **2.1 Membership Category**

BCGA Zone 6 Women have the following categories of membership:

- a) Member Club;
- b) Member Group; and
- c) Member Course.

The Zone may grant, deny, suspend or terminate any membership in Zone 6 or delegate such ability on such terms as it may determine from time to time.

### **2.2 Voting Rights of Members**

Members in Good Standing at the date of any membership meeting shall have the following voting rights at meetings of Voting Members:

- a) Each Member Club is entitled to authorize only one delegate to represent the member club at membership meetings or vote by proxy.
- b) Votes may be cast in person or by proxy. Proxy holders must be appointed in writing.

### **2.3 Benefits and Privileges of Membership**

Only Members in Good Standing shall be entitled to the benefits and privileges of membership. A member may be restored to good standing upon meeting the definition of set out in this By-Law, to the satisfaction of the Zone.

### **2.4 Not in Good Standing**

A member is not in good standing when:

- a) That member has not fully paid her annual fees to their respective Club;
- b) That member does not uphold or contravenes the Constitution or these By-Laws;  
or
- c) Upon application to the Zone, the Zone has made a determination of that members' standing.

### **2.5 Withdrawal and Termination of Membership**

A Member Club may resign from Golf Canada by giving written notice to Golf Canada at its head office or through British Columbia Golf Association (BCGA). In doing so, the Member Club is also resigning from BCGA.

### **3 – MEETINGS OF MEMBERS**

#### **3.1 Meeting Notice and Proceedings at General Meetings**

Robert's Rules of Order, where not inconsistent with these bylaws, shall apply so far as applicable to all meetings of the Zone.

##### **3.1.1 Annual General Meeting**

The Annual General Meeting (AGM) of the Zone must be held before October 31 of each year. All members of Zone Clubs may attend and take part in discussion. But only members of the Executive and Club Captains or their designate shall be eligible to vote.

Notice of the Meeting, giving full particulars of the date, time and place thereof, must be sent by the Secretary of the Zone Committee to each Club Captain in the Zone, to be distributed to their Club Members, not less than 42 days before the date of Meeting, and such notice shall include:

- a) Notification that each Zone Member is entitled to nominate a Member as the Representative to the Zone Council, if required.
- b) Notice of Business to be transacted at said meeting: any proposed new By-Laws, Amendments to or repeal any existing By-Law.
- c) At the Meeting, the Ladies' Club Captains will elect the Zone Council Representative, from the candidates proposed by the Women's Zone Nominating Committee or any nominations from the floor.
- d) Upon receipt of the notice, each Club shall inform the Secretary of the Zone Committee of the names of its Ladies' Captain, or designate attending the Meeting, not less than 10 days before the Meeting.
- e) The Chair prepares Agenda and relevant documentation stating the general nature of the business to be transacted for distribution to Club Captains, who will inform their club members, not less than 7 days before the Meeting.

##### **3.1.2 Spring Captains Meeting**

Spring Captains Meeting must be held by the second week of April each year. Representative of British Columbia Golf may be invited.

##### **3.1.3 Captains Workshop**

A Captains Workshop is to be held immediately following the Spring Captains Meeting, and to be attended by the Club Captain and Vice Captain or their designed representatives.

### 3.1.4 Extraordinary Meetings

Extraordinary Meetings of the Zone may be called at any time and place by the Executive or upon the request of any three Member Clubs. No other business shall be transacted other than that which is specified in the Notice calling the Special Meeting. Notice must be sent to the Club Captains, who will notify their club members, stating the purpose of the Special Meeting, not less than 14 days prior to the date of that meeting.

### 3.2. **Quorum**

The quorum for Annual or Extraordinary Meetings of the Zone Committee must be not less than 15% of the Zone Members' Zone Representatives present in person or by proxy, when Zone By-Laws permit.

### 3.3 **Business at Annual Meetings**

3.3.1 All notice of business to be brought before the Annual Meeting shall be sent to the Chair of the Zone not less than 14 days prior to that meeting.

3.3.2 The following order of business shall be observed at the Spring Captains' Meeting and Annual General Meeting:

- a) call meeting to order, reading notice of meeting, and welcoming remarks;
- b) report as to attendance and report quorum;
- c) reading and disposition of any unapproved minutes (previous meeting minutes);
- d) report any business arising from these minutes;
- e) state any correspondence (if needed);
- f) report of Zone Committee, including report of financial statements:
  - i. Zone Chair;
  - ii. Zone Vice-Chair (if needed); and
  - iii. Treasurer
- g) reports of other committees in the Zone Committee:
  - i. Teams and Tournament;
  - ii. Rules;
  - iii. Course Rating/Handicap;
  - iv. Junior Girls; and
  - v. Zone Council Representative.
- h) elections of Zone Officers, as required;
- i) motion to appoint an auditor;
- j) general business; and
- k) adjournment.

3.3.3 The Chair of a meeting of the Zone Committee may, with the consent of the meeting, adjourn it from time to time and from place to place, but no business must be transacted

at any adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place.

### 3.4 **Voting**

A Voting Member is entitled to one vote only.

### 3.5 **Sequence at General Meetings**

3.5.1 The Zone Chair, the Vice-Chair, or, in the absence of both, one of the other officers present, must preside as Chair of a general meeting.

3.5.2 If, at a general meeting:

- a) There is no Chair, Vice-Chair, or other officer present within 15 minutes after the time appointed for holding the meeting, or
- b) The Chair and all the other officers are unwilling to act as the Chair, the members present must choose one of their members to be the Chair.

### 3.6 **Adjournment**

A general meeting may be adjourned from time to time and from place to place, but business must not be conducted at an adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place.

## **4 – DELEGATES**

4.1 Member Clubs are entitled to appoint delegates as follows:

Up to 25 Playing Members:	1 delegate
26-50:	2 delegates
51-75:	3 delegates
76-100:	4 delegates
101-125:	5 delegates

(Also, in progression, an additional delegate for each addition 25 members).

Delegates are appointed by each member club.

## **5 – GOVERNANCE**

### **5.1 Composition of the Zone Committee**

- 5.1.1 The Zone must have a Zone Committee and a Zone Executive.
- 5.1.2 The members of the Zone Committee are the Zone Representatives selected by the Zone members.
- 5.1.3 The Zone Executive has the power to manage the Zone Committee, its affairs, properties and assets in order to fulfill the mandate of the Zone Committee as specified in these By-Laws.

### **5.2 Zone Executive**

- 5.2.1 The Zone Executive consists of Chair, Vice-Chair, Secretary, Treasurer, Junior Girls Chair, and Zone Council Representative with such duties and powers in addition to the duties in subsection 5.3.1, as may be determined by the Zone Committee from time to time.
- 5.2.2 The Zone Council Representative is a voting member of the Zone Executive.
- 5.2.3 A person may occupy more than one position on the Zone Executive, but is entitled to one vote only. In addition, such other persons as the Zone Committee determines may be added to the Zone Executive.
- 5.2.4 A majority of the Executive constitutes a quorum at all Executive Meetings.
- 5.2.5 The financial and administrative affairs of the Zone are managed by the Executive composed of the officers duly elected (or appointed) at the Annual General Meeting of the Zone.
- 5.2.6 Those Executive members elected at the Annual General Meeting of the Zone take office at the beginning of the fiscal year (January 1 to December 31) or immediately following the Annual Meeting, whichever occurs first. Those who are appointed take office at the time of their appointment.

### **5.3 Zone Committee/Officers**

- 5.3.1 The Zone Committee must carry out the following activities:
  - a) conduct a Tournament of Excellence for each of the senior, amateur, and junior category each year;
  - b) conduct such other activities as may be requested by the Zone Executive;
  - c) before it conducts an event or tournament other than those shown above, submit the details thereof to the Zone Executive for approval and annually notify the BCGA of all planned events (liability matter);

- d) manage any funds which the Zone Committee receives including the necessary banking arrangements for these funds;
- e) promote and support the sport of golf within the Zone;
- f) conduct elections for Zone Executive and elections for the Zone Council Representative; and
- g) appoint a Zone Discipline Committee Chair and a Zone Appeal Committee Chair; and
- h) appoint, when required, such other committees as deemed necessary

### 5.3.2 The Officers of the Zone are:

Chair	Teams and Tournaments Chair
Vice Chair	Handicap and Course Rating Chair
Secretary	Rules Chair
Treasurer	Website Administrator
Junior Girls Chair	Past Chair
Zone Council Representative	

- 5.3.3 They constitute the Executive Committee of the Zone and shall be elected at the Annual General Meeting with the exception of the Secretary, Handicap/Course Rating Chair, Teams and Tournament Chair, Website Administrator, and Past Chair, from a slate prepared by the Nominating Committee together with any independent nominations or volunteers. Assistants to any office may be appointed in order to provide continuity and shall be considered non-voting members of the Executive, except in the absence of their respective chairs.

### 5.4.1 Eligibility

All officers must be golfing members, age 19 or older (as described in BCGA By-Laws) in good standing of Member clubs and may be members of the Executive of their own club, with the exception of the Zone Chair.

## 5.5 Nominating Committee Roles and Responsibilities

- 5.5.1 At the fall Executive meeting, a nominating committee will be appointed. It will consist of the Vice-Chair, who will chair the committee, two members at large, (volunteers or appointed) and a Past Chair, if standing.
- 5.5.2 The Nominating Chair consults and solicits from each Member Club, names of members willing to fill vacancies on the slate for ensuing year. This will be presented at the Annual General Meeting. Further nominations may be made from the floor.

5.5.3 The duties of the nominating committee will be to prepare a list of nominees for election to the Executive as follows:

- a) A nomination form will be circulated to each Member club, Member Group, and Member Course at least two months prior to the Annual General meeting. A detailed description of each portfolio will be included.
- b) Along with this nomination form, the Vice Chair will announce the date, time, and location of the Annual General Meeting.
- c) The completed form must be returned and be received by the Chair of the Nomination Committee at least 21 days prior to the Annual General Meeting.
- d) When more than one nomination is received for a position, election to that office will be by secret ballot at the Annual General Meeting.
- e) When only one nomination is received for a position, then election to that office will be by a majority of the membership vote at the Annual General Meeting.
- f) If no nomination for a position is received, the Executive will appoint a female member to the position.

## 5.6 Elections or Appointments of Officers

5.6.1 For the office of Chair, Vice-Chair, and Zone Council Representative, elections are to be held at the Annual General Meeting in even numbered years. The tenure of Vice Chair is deemed Chair-Elect and will assume the office of the Chair two years hence.

5.6.2 For the office of Treasurer, Junior Girls Chair, and Rules Chair, elections to be held at the Annual General Meeting in odd numbered years.

5.6.3 The appointment of office of Secretary, Teams and Tournaments Chair or Co-Chairs, Handicap and Course Rating Chair, Website Administrator, and Past Chair, are selected with the approval of the Executive.

## 5.7 Filling a Vacancy

The Executive has the power to fill any vacancy in its numbers that may occur during any unexpired term of office. Any appointments of less than one year shall not be considered as a part of an elected term.

## 5.8 Term of Office

Each member elected to an office on the Executive should hold that office for two consecutive years. No person shall be a member of the Zone Executive for more than

four years. However, they may continue to occupy that position until a replacement is found.

### 5.9 **Removal**

An officer must vacate office, if called by an extraordinary resolution of the Member Club, passed at a Special Meeting called by the Zone Chair, or upon requests of the majority of Member Clubs. An officer so removed shall cease to serve as an Officer or Committee Chair.

## **6 – DUTIES AND POWERS OF THE OFFICERS**

### 6.1 **Duties and Powers of the Chair**

The duties and powers of the Zone Chair are depicted as follows:

- a) Notifies the Zone Executive and Club Captains of designated meetings;
- b) Responsible for the organization of the activities of the Zone and to promote participation in the game of golf for members of the Zone;
- c) Works with Team and Tournament Chair to organize the Zone Fixture List, including dates and locations, prior to the playing season of each year;
- d) Responsible for the financial solvency of the Zone with the advice and assistance of the Executive;
- e) Presides at all meetings which includes, Executive, Spring Captains, Special, Annual General of the Zone;
- f) Acts as ex-officio on all Committees, except the Nominating Committee;
- g) Presents at each Annual Meeting of the Zone, a full report of all matters relating to the affairs of the Zone, including a summary of all actions taken during the year by the Executive;
- h) Attends all Zone Tournaments or appoints another executive member to attend;
- i) Conducts a Club Captains Workshop immediately following the Captain's Spring Meeting, or designates an Executive member to do so;
- j) Follows the guidelines of the BCGA Zone Chair Checklist; and
- k) Ensures all reports required by the BCGA are completed and submitted.

\*Refer to NOTE 1 of the By-Laws.

### 6.2 **Duties and Powers of the Vice Chair**

The duties and powers of the Vice Chair are depicted as follows:

- a) Presides as Chair-elect and assumes 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) Acts as ex-officio member of all committees and chairs the nominating committee as per By-Laws 5.5.1;
- d) Responsible for the Zone publicity and photography;
- e) Assists the Teams and Tournament Chair, whenever required; and
- f) Arranges Spring and Fall meetings and luncheons, assisted by the Treasurer.

### 6.3 Duties and Powers of the Secretary

The duties and powers of the Secretary are depicted as follows:

- a) Maintains records of all meetings of the Zone and distributes Minutes to all members of the Zone Executive, and to all Club Captains in the Zone;
- b) Retains a current roster of Member Clubs and their Club Captains;
- c) Conducts correspondence on behalf of the Zone;
- d) Receives Letters of Notification of all meetings from the Chair and distributes accordingly; and
- e) Determines if there is a “Quorum” present at the all meetings.

### 6.4 Duties and Powers of the Treasurer

The duties and powers of the Treasurer are depicted as follows:

- a) Maintains a full and accurate account of monies received and shall deposit same in the name of and to the credit of the Zone in such financial institution as may be designated by the Zone Executive;
- b) Retains authority to receive and give receipts for all monies due and payable to the Zone, to endorse for deposit only on behalf of the Zone all cheques, drafts, warrants, notes and orders, and to give full discharge of same;
- c) Executes authority granted by the Executive to pay all expenditures of the Zone. All cheques, drafts, warrants and order for payment of money shall be signed by the designated signing officers;
- d) Maintains a full and accurate account of monies received and deposits same in the name or and to the credit of the Zone 6 Ladies Golf in such financial institution as approved by the Executive;
- e) Executes authority granted by the Executive to pay all expenditures of the Zone Tournaments;
- f) Orders Break Pins and BCGA Pin Round Awards, as requested by the Club Captains;
- g) Prepares all Financial Documents for audit review by the end of each fiscal year;
- h) At each Annual Meeting of the Zone, presents a fully detailed audit report of the Revenue and Expenses during the current year, for submission to the Zone Chair and the BCGA; and

- i) Retains custody of and responsibility for the books and documents of the Zone. In her absence as Treasurer, the Executive appoint an interim person to perform her duties.

#### **6.5 Duties and Powers of the Junior Girls Chair**

The duties and powers of the Junior Girls Chair are depicted as follows:

- a) Plans a Zone program to encourage and promote Junior Girls' golf, with assistance of the BC Golf Player Development Program and subject to the approval of the Executive;
- b) Submits a written report at the Zone Spring Captains and at the Annual General Meeting;
- c) Presides at all Zone Junior meetings;
- d) Maintains a full and accurate account of monies received and deposits same in the name or to the credit of the Zone 6 Junior Girls in such financial institutions as approved by the Executive;
- e) Retains authority to pay all expenditures of the Zone Junior Girls program, subject to approval of the Executive;
- f) Maintains an active list of signing Officers for this specific account with Junior Girls Chair and/or Assistant Junior Girls, Zone Treasurer and/or Zone Chair, or any two of them;
- g) Requests funds from the Zone Treasurer, if essential, subject to approval of the Zone Executive;
- h) Prepares a detailed report of Revenue and Expenses for the current year to the Treasurer of the Zone by July 1<sup>st</sup> and September 30 of each year; and
- i) Appoints a committee of one or more for a 2-year period, with approval of the Executive, to assist with duties.

#### **6.6 Duties and Powers of the Zone Council Representative**

The duties and powers of the Zone Council Representative are depicted as follows:

- a) Represent the Zone Committee on the Zone Council;
- b) Elected Zone Council Representative in even numbered years;
- c) Serve for a two-year term and be eligible for re-election;
- d) Be the liaison between the BCGA Board and the Zone Committee; and
- e) Share best practices.

#### **6.7 Duties and Powers of the Teams and Tournaments Chair or Co-Chairs**

The duties and powers of the Teams and Tournaments Chair or Co-Chairs are depicted as follows:

- a) Responsible for all Zone Championships (excluding Junior Championships) and any other competitions as approved by the Zone and with assistance from Executive members, as needed;
- b) Organizes the Scoring Team for each event, with assistance from the club golf professional, scoring committee, and/or Zone Executive, as needed.
- c) Appoints a committee of two or more for a 2-year period, with approval of the Executive, to assist with duties;
- d) Coordinates with the Treasurer to present a detailed report of the Revenue and Expenses for the current year;
- e) Responsible for all Zone Trophies and their upkeep; and
- f) In the case of Co-Chairs appointments, the entitlement to vote is restricted to one vote only.

#### **6.8 Duties and Powers of the Handicap and Course Rating Chair**

The duties and powers of the Handicap and Course Rating Chair are depicted as follows:

- a) With the approval of the Executive and BCGA Course Rating Director, responsible for keeping the Course and Slope Ratings current on golf courses that are BCGA members and acts as authority on making and adjusting the course ratings of BCGA clubs in the Zone;
- b) Submits a written report at the Zone Spring Captains Meeting and Annual General meeting;
- c) Works with a team of raters when conducting course and slope ratings, and conducts training sessions for her team, referred to as the Zone Course Rating Team;
- d) Consults with the BCGA Course Rating Director when necessary, and informs the Zone Chair when required;
- e) Attends meetings and workshops called by the BCGA;
- f) Possesses and maintains all required books and documents relating to the Golf Canada Handicap and the Course Rating System\*\*;
- g) Ensures that each club monitors the correct use of the RCGA Handicap System;
- h) Responsible as the Zone Authority on Handicapping; and
- i) Appoints a committee of one or more for a 2-year period, with approval of the Executive, to assist with duties.

\*\*Refer to NOTE 2 of the By-Laws.

#### **6.9 Duties and Powers of the Rules Chair**

The duties and powers of the Rules Chair are depicted as follows:

- a) Possess and maintains all current books and documents relating to the Rules of Golf and Amateur Status as approved the RCGA;

- b) Presides at all Zone Rules Committee meetings or workshops and is Chair, or appoints a Chair, of the Rules Committee at all Zone Tournaments;
- c) Informs member clubs of Rules amendments and keeps up-to-date with any Rules changes, by attending workshops, if necessary. Expenses for such approved workshops shall be reimbursed accordingly;
- d) Submits a written report at the Zone Spring Captains and Annual General Meeting;
- e) Solicits and encourages Zone members to attain referee certification;
- f) Consults with the BCGA Senior Manager of Field Operations (Rules & Competition) as necessary, and works in cooperation with the Men's Zone Team to ensure adequate coverage at all Zone tournaments, Junior tournaments, and Club tournaments, keeping the Zone Chair informed;
- g) Conducts rules seminars, as needed and/or requested; and
- h) Appoints a committee of two or more for a 2-year period, with approval of the Executive, to assist with duties.

#### 6.10 **Duties and Powers of the Website Administrator**

The duties and powers of the Website Administrator are depicted as follows:

- a) Manages the website infrastructure;
- b) Educates users about the website and ensures that it performs properly;
- c) Continuously checking the performance of the website;
- d) Creates and upgrades web pages;
- e) Developing or implementing methods for continuous website revision;
- f) Provides PowerPoint capabilities for the Executive at various meetings;
- g) Is a not voting member of the Executive.

#### 6.11 **Duties and Powers of the Past Chair**

The duties and powers of the Past Chair are depicted as follows:

- a) Serves the important role of providing continuity, consistency, mentorship, and advice to the Chair and the Executive;
- b) Facilitates the leadership transition of the Executive;
- c) Is a not voting member of the Executive;
- d) May attend any committee meeting as a resource, non-voting, to support the ongoing work of the Zone; and
- e) Assumption of the role of Past Chair is voluntary.

## **7 – MEETING OF ZONE COMMITTEE**

### **7.1 Meeting: Time and Place**

All meetings of the Zone Committee must be called by the Chair for such date, time and place as she may determine or upon the written requisition of any three Officers.

### **7.2 Notice of Committee Meeting**

Notice of each meeting must be given to each Officer not less than seven days (exclusive of the day on which the notice is given) before the meeting is to take place.

### **7.3 Quorum**

The quorum at any meeting of the Zone Committee must consist of not less than 50% of the Officers. The Chair or in her absence the acting Chair will have the option of casting an additional vote in the case of a tie. Each Officer has one vote at all meetings of the Committee and the majority of votes cast must govern.

### **7.4 Order of Business**

The following order of business shall be observed at the Zone Committee Meetings, as follows:

- a) Call meeting to order, opening remarks;
- b) Report as to attendance and report quorum;
- c) Disposition of any unapproved minutes (previous meeting minutes);
- d) Report any business arising from these minutes;
- e) State any correspondence (if needed);
- f) Report of Zone Executive, including report of financials;
- g) Reports of other committees in the Zone Committee;
- h) General business; and
- i) Adjournment.

## **8 – FINANCES**

### **8.1 Annual Fees**

8.1.1 Each member must pay the annual fees to the BCGA through their local club.

8.1.2 The BCGA on behalf of the members pays all fee payable to the RCGA and PNGA.

## 8.2 **Zone Dues**

All female golfing members of member clubs pay an annual levy in an amount that the Zone Executive may prescribe from time to time. The Zone levy is due on the first day of May each year and shall be paid not later than the first Zone Tournament date.

## 8.3 **Fiscal Year**

The fiscal year of the Zone shall be from January 1 through December.

## 8.4 **Signing Authority**

The Zone Chair, Secretary, and Treasurer or any two of them, will be signing officers of the Zone. The signatures of any two signing officers must be required for Zone Authorization.

## 8.5 **Independent Review**

8.5.1 A qualified financial reviewer must be appointed annually to inspect the books and accounts of the Zone for the current year and may be financially compensated. Such report will be presented at the Annual General Meeting by the Zone Treasurer.

8.5.2 A Certificated Management Accountant (CMA) is an accounting designation that signifies expertise in financial accounting and strategic management. The CMA obtains the designation and is qualified for a variety of roles ranging from financial controller to chief financial officer (CFO).

# 9 – AUDIT – FINANCIAL REVIEWER

## 9.1 **Admission and Obligations**

9.1.1 At each Annual General Meeting, the Zone must appointment a Certified Management Accountant (CMA) to hold office until the CMA is elected or a successor is elected at the next annual general meeting.

9.1.2 The CMA may be removed by ordinary resolution.

9.1.3 The CMA must be promptly informed in writing of the CMA's appointment or removal.

9.1.4 A Zone Officer must not be its Financial Reviewer.

9.1.5 The CMA may attend general meetings.

## **10 – AMENDMENT OF CONSTITUTION AND BY-LAWS**

10.1 Any Constitution and By-Law may be amended, varied, repealed or otherwise dealt with by a new by-law, and any new by-law may be enacted in the following manner:

- a) No amendments can be made except at an Annual General Meeting or Special Meeting, and then only if at least two thirds of the votes casts as such meeting are in favour of such amendment.
- b) Notice of any proposed amendment must be sent, by the Zone Secretary, to each Club Captain who shall inform their members at least twenty-one (21) days before the date of the meeting, at which it is proposed that such amendment is to be considered.

## **11 – GENERAL**

### **11.1 Protection of Office**

11.1.1 Each Zone officer holds office with protection from the Zone. The Zone indemnifies each officer against all costs and charges that result from any act done in her role for the Zone. The Zone does not protect any officer for acts of fraud, dishonesty, or bad faith.

11.1.2 No officer is liable for the acts of any other officer. No officer is responsible for any loss or damage due to bankruptcy, insolvency, or wrongful act of any person, firm or corporation dealing with the Zone. No officer is liable for any loss due to an oversight or error in judgment, or by an act in her role for the Zone, unless the act is fraud, dishonest, or bad faith.

### **11.2 Dissolution of BCGA Zone 6 Women**

Upon winding up or dissolution of the Zone, the assets which remain after payment of all costs, charges, and expenses which are properly incurred in the winding up shall be distributed to a registered charity or registered charities in British Columbia, as defined in the *Income Tax Act* (Canada), as may be determined by the members of the Zone at the time of winding up or dissolution.

## **12 – ZONE TOURAMENTS**

12.1 All players in Zone Tournaments must have a current Golf Canada factor and be members in good standing of a British Columbia Golf Association Zone 6 club.

## **13 – TROPHIES AND KEEPERS**

### **13.1 Zone Amateur Championship**

BCGA Championship – Low Gross Trophy – Donated by Zone 6.

#### **13.1.2 Zone Senior Championship**

Low Gross Trophy – originally BCLGA District 6 Senior Championship.

Low Net Trophy – Donated by Zone 6.

BC Golf Zone 6 Senior Team Low Net Trophy – (Team of Four after Day 1); Plaque was full and is on display at Crown Isle, 2012 Winners.

NOTE: The Senior Tournament for the Upper Island Clubs was originally started in Port Alberni and the Low Gross and Low Net Trophies were donated by Mrs. Sirzaker and Mrs. Kullman. They agreed to turn these trophies over to Zone 6 with the understanding they would be retired to Port Alberni.

#### **13.1.3 Champion of Champions**

Zone Competition of current club Low Gross and Low Net champions.

Low Gross Trophy & Keeper Trophy – Donated by the Zone.

Tournament to be hosted at previous Year's Low Gross Champion's home course.

#### **13.1.4 Club Team Championship (CTC)**

Low Gross – District 6 DCTC Krieke Memorial Trophy.

Low Net – Trophy donated by the Zone.

#### **13.1.5 Zone Net Tournament**

Low Net Trophy – Donated by the Zone.

#### **13.1.6 Four Ball Stroke Play Championship**

Low Net Trophy – originally BC CLGA District 6 2 Ball Champion; Donated by Anna's Coiffures, Comox; Low Gross Keeper trophies.



### 13.1.7 **Junior Girls Championship**

Held concurrently with the Junior Boys at the Zone Junior Championship.

Bantam, Juvenile and Junior Championship Trophies donated by Finneron Hyundai.

### 13.1.8 **Vancouver Island Junior Girls Championship**

Hosted alternating annually between Zone 6 and Zone 5 at Nanaimo Golf Club.

Low Gross Trophy donated by the Zone.

A suitable award is to be presented by the Zone to the junior girl with the greatest seasonal reduction in Handicap Factor, named as our Most Improved Player, formerly known as the Centennial Cup.

### 13.2 **Keeper Awards**

A suitable award is to be purchased and presented by the Zone to the winner of each of the above-mentioned trophies.

**\*\*Refer to NOTE 1 of the By-Laws – as per Article 6.1 Chair**

*(Extract from BCGA Draft Policies for Clubs & Zones – March 2017)*

**Zone Chairs**

The following documents must be forwarded to the Manager, Member Services at the British Columbia Golf office:

- Copy of the AGM minutes and copy of Year End Financials;
- Year-end report.
- List of Zone Executive Committee with address, phone numbers and email addresses;
- Club Executive (men and women) with phone numbers and email addresses;
- Fixture sheet for the following year, this can be updated by contacting the B,C, Golf Office.

**\*\*Refer to NOTE 2 of the By-Laws – as per Article 6.8 Handicap and Course Rating Chair.**

*(Extract from BCGA Draft Policies for Clubs & Zones – March 2017)*

**Course Rating Policies**

1. Courses are rated or re-rated as outlined by the following guidelines:
  - a. New courses are rated every three years for the first ten years,
  - b. Established courses are rated at least every ten years;
  - c. Golf clubs or Course owners with changes to their courses may request re-ratings under the following procedures:
    - i. Authorized Club Representative contacts the Senior Manager of Field Operations or the BC Golf Office;
    - ii. Individuals contacting the BC Golf Office for course rating will be referred back to their Authorized Club Representative.
2. BC Golf Rating Manager (and/or support staff) will submit written reports semi-annually to the Course Rating/Handicap Committee Chair prior to Committee meetings.
3. BC Golf rating staff will communicate with the office staff when out of the Office on BC Golf business.
4. BC Golf Zone Course Rater list to be updated and issued as required by the BC Golf Handicap/Course Rating Committee.
5. BC Golf to develop and train Course Raters in each Zone.