

CONSTITUTION AND BY-LAWS

ZONE 6 WOMEN

BRITISH COLUMBIA GOLF

Revised March, 2013

INDEX

ARTICLE I	NAME	PAGE	3
ARTICLE II	OBJECTIVES		3
ARTICLE III	PLACE		3
ARTICLE IV	POWERS		3
	BY-LAWS		
BY-LAW I	MEMBERSHIP		4
BY-LAW II	ZONE EXECUTIVE		4
BY-LAW III	OFFICERS		5

	1. ELIGIBILITY	5
	2. NOMINATING CHAIR	5
	3. SLATE OF OFFICERS	5
	4. ELECTIONS	6
	5. POWERS AND DUTIES	6 - 8
	6. VACANCIES	9
	7. TERM	9
	8. REMOVAL	9
BY-LAW IV	MEETINGS	9
	1. ANNUAL	9
	2. SPRING CAPTAINS	10
	3. CAPTAINS WORKSHOP	10
	4. SPECIAL	10
	5. QUORUM	10
	6. BUSINESS AT ANNUAL	10
	7. NOTICE OF NEW BUSINESS	11
BY-LAW V	DELEGATES TO ATTEND MEETINGS	11
BY-LAW VI	FINANCES	11
	1. ANNUAL DUES	11
	2. ZONE DUES	11
	3. FISCAL YEAR	11
	4. SIGNING OFFICERS	11
	5. AUDITOR	11
BY-LAW VII	AMENDMENTS	12
BY-LAW VIII	ZONE TOURNAMENTS	12
BY-LAW VIX	TROPHIES AND KEEPERS	12
NOTES	1, 2	13

CONSTITUTION

ARTICLE 1 - NAME

The organization shall be called the British Columbia Golf Zone 6 Women, hereinafter referred to as the “Zone”.

ARTICLE II – OBJECTIVES:

The objectives of the Zone shall be in line with the objectives of the BCGA, meaning British Columbia Golf, which are as follows:

1. To promote the playing of golf in the Zone, by Women and Girls.

2. To maintain the Rules of Golf and Regulations of Play, as approved by Golf Canada, and the system of Handicapping and Course Rating.
3. To employ the funds of the Zone in such manner as is deemed to be in the best interests of Women's and Girl's golf.
4. To maintain and regulate the championships and competitions held under the Zone's regulations.
5. In accordance with policies and procedures determined by the BCGA Board, each Zone committee must carry out the following activities:
 - (a) conduct a Tournament of Excellence for each of the Senior, Amateur, and Junior categories each year;
 - (b) conduct golf clinics as required;
 - (c) develop programs which will encourage junior development and foster junior participation;
 - (d) conduct such other activities as may be requested by the Board;
 - (e) before conducting an event or tournament other than those shown above, submit the details thereof to the Executive Committee for approval and annually notify BCGA of all planned events (liability matter);
 - (f) manage any funds which the Zone Committee receives, including the necessary banking arrangements for these funds;
 - (g) promote and support the sport of golf within the Zone;
 - (h) conduct elections for Zone Executive and Zone Council Representative
 - (i) and appoint a Zone Discipline Committee and a Zone Appeal Committee
 - (j) appoint, when required, such other committees as deemed necessary.

ARTICLE III - PLACE

The operations of the Zone are to be carried out in Zone 6 – Upper Vancouver Island. The Regional Districts of Alberni/Clayoquot, Central Coast, Comox/Strathcona, Mount Waddington, Nanaimo, Powell River and Cowichan Valley.

ARTICLE IV - POWER

The affairs of the Zone shall be governed by the Constitution and By-Laws of the BCGA and the By- Laws of the Zone.

BY-LAWS

BY-LAW I – CLASSES OF MEMBERSHIP

1. Category I

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.

2. Category II

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.

3. Category III

A golf course which 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 among members of the group and that has been approved by the Board for membership in accordance with the By-laws.

4. Category IV

A golf course which 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 men's membership or golf committee for the benefit of its members.

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

BY-LAW II - ZONE EXECUTIVE

1. The Zone Executive consists of the positions of a Chair, a Vice-Chair, a Junior Chair, a Secretary/Treasurer, and a Zone Council Representative, with such duties and powers in addition to the duties in subsection 9.7, as may be determined by the Zone Committee from time to time. In addition, other positions may be appointed by the Zone Committee for the administration of the golf activities in its zone.
2. The members of the Zone Committee are the Zone Representatives selected by the Zone members.
3. The Zone Council Representatives are voting members of the Zone Executive of the Zone which has elected them.
4. A person may occupy more than one position on a 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. The Zone holds the election of their Chair in even numbered years.
6. 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.
7. Those Executive members elected at the annual General Meeting of the Zone take office at the beginning of the fiscal year (November 1 to October 31) or immediately following the Annual meeting, whichever occurs last. Those who are appointed take office at the time of their appointment.

8. A majority of the Executive constitutes a quorum at all Executive Meetings.

BY-LAW III – OFFICERS

The Officers of the Zone are:

Chair	Zone Council Representative
Vice Chair	Teams & Tournament Chair
Secretary	Handicap & Course Rating Chair
Treasurer	Rules Chair
Junior Development Chair	

They constitute the Executive Committee of the Zone and shall be elected with the exception of the Secretary and Handicap/Course Rating, 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.

1. **ELIGIBILITY** - All officers must be golfing members (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.

2. **NOMINATING COMMITTEE** - The Nominating Committee consists of no more than three (3) members appointed by the Chair with the approval of the Executive, at least two months prior to the annual General Meeting. The Past Zone Chair is normally appointed to the position of Nominating Chair.

3. **SLATE OF OFFICERS** - The Nominating Chair consults and solicits from each Member Club, names of members willing to fill vacancies on the slate for the ensuing year. This will be presented at the Annual General Meeting. Further nominations may be made from the floor.

4. ELECTIONS

For the Office of Chair, Vice-Chair, and Zone Council Representative, elections are held at the Annual General Meeting in even numbered years. For the Office of Treasurer, Rules Chair and Junior Development Chair, elections are held at the Annual Meeting in odd numbered years. The Secretary, Teams and Tournaments Chair and Handicap & Course Rating Chair are appointed by the Zone 6 Chair with the approval of the Executive.

5. POWERS & DUTIES:

(a) ZONE CHAIR

I - notifies the Zone Executive and Club Captains of designated meetings.

II - is responsible for the organization of the activities of the Zone in the promotion

of the game of golf for members of the Zone, through her Executive.

III - issues the Zone Fixture List, including dates and locations, prior to the playing season of each year.

IV - is responsible for the financial solvency of the Zone with the advice and help of the Executive.

V - presides at meetings, Annual, General, Special and Executive of the Zone.

VI - is ex-officio on all Committees, except the Nominating Committee.

VII - 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.

VIII - attends all Zone Tournaments or appoints another executive member to attend.

IX - conducts a Club Captains Workshop during or immediately following the Captain's Spring Meeting, or designates an Executive member to do so.

X - ensures all reports required by the BCGA are completed and submitted as required.

*SEE NOTE 1.

(b) ZONE VICE-CHAIR

I - deemed Chair-elect and assumes office upon expiration of the Chair's term of office, or should a vacancy occur in that office.

II - assists the Chair and is vested with all the powers of the Chair in her absence.

III - is an ex-officio member of all committees except that of the Nominating Committee.

IV - is responsible for the Zone Publicity, Photography and Photo Albums.

V - assists the Teams & Tournament Chair whenever needed.

VI - submits a written report at the annual meetings.

VII - works with the Treasurer to arrange Spring & Fall meetings and luncheons.

(c) ZONE SECRETARY

I - keeps records of all meetings of the Zone and sends a copy to all members of the Zone Executive, and to all Club Captains in the Zone.

II - keeps a current roster of Member Clubs and their Club Captains.

III - conducts correspondence on behalf of the Zone.

IV - receives Letters of Notification of all meetings from the Chair, copies and mails them to the Executive and Captains of the Zone.

V - determines if there is a "Quorum" present at the Annual General Meeting.

(d) ZONE TREASURER

I - keeps 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 bank or banks as may be designated by the Zone Executive.

II - has 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

III - is given authority 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.

IV- presents at each Annual Meeting of the Zone a fully detailed audit report of the Revenue and Expenses during the current year, and submits a like report to the Zone Chair for presentation to the Board of Directors of BCGA.

V - has custody of and responsibility for the books and documents of the Zone. In her absence as Treasurer, a pro-tem (appointed by the Executive) will perform her duties.

VI - arranges to have all Financial Documents audited on an Annual basis.

VII - is responsible for the ordering of Break Pins and BCGA Pin Round Awards as requested by the Club Captains.

(e) ZONE JUNIOR DEVELOPMENT CHAIR

I - with assistance of the BC Golf Player Development Program and subject to the approval of the Executive, plan a program to encourage and promote Junior Girls' golf in the Zone

II - submits a written report at the Zone Annual Meeting.

III - presides at all Zone Junior meetings.

IV - is given authority by the Executive to pay all expenditures of the Zone Junior Development program.

V - keeps a full and accurate account of monies received and deposits same in the name of and to the credit of the Zone 6 Junior Girls in such bank(s) as approved by the Executive.

VI - Junior Development Chair and /or Assistant Chair, Zone Treasurer and/or Zone Chair, or any two of them, are signing Officers of this account,

VII - presents a detailed report of Revenue and Expenses for the current year to the Treasurer of the Zone by July 1st and September 30 of each year.

VIII - can request funds, when necessary, and with the approval of the Zone Executive, from the Zone Treasurer.

(f) ZONE COUNCIL REPRESENTATIVE

I- elected in even years, will serve a two year term and is eligible for re-election

II- represents the Zone Committee on the British Columbia Golf Zone Council.

(g) ZONE TEAMS & TOURNAMENTS CHAIR

I - has charge of all Zone Championships and any other competitions the Zone may set (excluding Junior Championships), and secures venues for these events, with assistance from Executive members as needed.

II - confers with and organizes the Scoring Team for each event, with assistance from the club golf professional, scoring committee, and / or Zone Executive as needed

III - appoints a committee of two or more, one of whom is the Vice-Chair, with the approval of the Executive, to assist with duties.

IV - is given authority by the Executive to pay all expenditures of the Zone Tournaments.

V - keeps a full and accurate account of monies received and deposits same in the

name of and to the credit of the Zone 6 Teams & Tournament in such bank(s) as approved by the Executive.

VI - Teams & Tournament Chair and one other member of the Executive are signing officers of this account.

VII - presents a detailed report of the Revenue and Expenses for the current year to the Zone Treasurer by July 1st and September 30th of each year.

VIII - is responsible for all Zone Trophies and their upkeep.

(h) ZONE RULES CHAIR

I - possesses and maintains all current books and documents relating to the Rules of Golf and Amateur Status, and Decisions on the Rules of Golf, as approved the RCGA.

II - presides at all Zone Rules Committee meetings or workshops and is Chair, or appoints a Chair, of the Rules Committee at all Zone Tournaments.

III - sends Rules advice as deemed necessary to member clubs.

IV - submits a written report at the Zone Annual Meeting

V - selects a committee to assist with her duties.

VI - consults with the BCGA Director of Rules, as necessary, informing the Zone Chair of any consulting information.

VII - conducts rules seminars as needed and/or requested.

(i) ZONE HANDICAP AND COURSE RATING CHAIR

I - subject to approval of the Executive and BCGA Course Rating Director, is 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.

II - ensures that each club cooperates to monitor the correct use of the RCGA Handicap System.

III - is the Zone Authority on Handicapping.

IV - submits a written report at the Zone Annual meeting

V - works with a team of raters when conducting course and slope rating, and conducts training sessions for her team and new raters, called the Zone Course Rating Team.

VI - consults with the BCGA Course Rating Director when necessary, and informs the Zone Chair when required.

VII - attends meetings and workshops called by the BCGA

VIII - possesses and maintains all required books and documents relating to the Golf Canada Handicap and the Course Rating System.

*SEE NOTE 2.

6. VACANCIES

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

7. TERM

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

four years, except when proceeding to the office of Zone Chair. If after four years service, there are no nominees for that position, then that Executive Member may stay in office until a replacement is found.

8. REMOVAL

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

BY-LAW IV – MEETINGS

All meetings of the Zone and its elections must be conducted in accordance with a recognized Rules of Order.

Notice:

Other than as specifically provided in these By-Laws, all notices to be given pursuant to these By-Laws must be in writing and may be given by electronic means (which shall include email), personal delivery, facsimile transmission and by mail and shall 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.

ANNUAL –

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

- (a) notification that each Zone Member is entitled to nominate a Golfing 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 of any existing By-Law.
- (c) at the Zone Annual 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 first notice, each Club shall inform the Secretary/Treasurer of the Zone Committee of the names and addresses of its Ladies' Captain, or designate, not less than 10 days before the Zone Annual Meeting.
- (e) The Secretary/Treasurer must send a second notice of the Zone Annual meeting stating the general nature of business to be transacted, to the Zone Council

Representative, the Club Captains who will inform their club members, and BC Golf Executive Director, not less than 7 days before the Zone Annual Meeting

2. A SPRING MEETING OF CLUB CAPTAINS - (plus any other club member) is to be held by the second week of April each year. Representatives of British Columbia Golf may be invited.

3. 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 designated representatives.

4. SPECIAL - Special 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, Zone Council Representatives, and the Executive Director, stating the purpose of the Special Meeting, not less than 14 days prior to the date of that meeting

5. QUORUM - A quorum shall be delegates and Executive members present, not less than a majority in number being entitled between them to cast not less than 60% of the delegate vote. A quorum for Annual or Special Meetings must be not less than 15% of the Zone Members Zone Representatives present in person.

6. BUSINESS AT ANNUAL MEETING - The following order of business shall be observed at the Annual General Meeting;

a. Call meeting to order; welcoming remarks; reading notice of meeting.

b. Roll Call; report as to Quorum

c. Minutes of previous Spring Meeting.

d. Business arising from these Minutes

Executive Reports:

e. Chair's and Vice Chair's report

f. Treasurer's Report

g. Secretary's Report

h. Teams & Tournaments Chair's Report ;

i. Rules Chair's Report

j. Course Rating/Handicap Chair's Report

k. Junior Development Chair's Report

l. Zone Council Representative's Report

m. New Business

n. Election of Officers as required

o. Adjournment

7. NOTICE OF NEW BUSINESS - All notices of business to be brought before the Annual Meeting shall be sent to the Secretary of the Zone not less than 14 days prior to that meeting.

BY-LAW V – DELEGATES:

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

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

Delegates are appointed by each member club. In the event of such appointed delegate being unable to attend the Annual or Special Meeting, the member club may appoint, in writing, an officer of the Zone or any delegate in attendance to carry its' vote(s). This authorization must be received by the Zone Secretary prior to the meeting.

BY-LAW VI –FINANCES

1. ANNUAL FEES

- (a) Each member must pay the annual fees to the BCGA through their local club.
- (b) The BCGA on behalf of the members pays all fees payable to the RCGA and PNGA.

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 thirtieth day of June each year.

3. FISCAL YEAR - The fiscal year of the Zone shall be from November 1 through October 31.

Retiring Executive members must have all books and records in order to be turned over to respective new officers at the Annual Meeting.

4. SIGNING OFFICERS - The Zone Chair, Secretary, Treasurer and Junior Development Chair, or any two of them, will be the signing officers of the Zone.

- 5. AUDITOR - An auditor must be appointed annually to audit the books and accounts of the Zone for the current year. The Auditor will make an Annual Report as of September 30 and such report will be presented to the Annual Meeting by the Zone Treasurer.

BY-LAW VII- AMENDMENTS

No amendments to the By-laws of the Zone can be made except at an Annual Meeting or Special Meeting, and then only if at least two thirds of the votes cast at such meeting are in favour of such amendment.

Notice of any proposed amendment must be sent, by the Zone Secretary, to each Zone Member at least twenty-one (21) days before the date of the meeting, at which it is proposed that such amendment is to be considered.

BY-LAW VIII- ZONE TOURNAMENTS

All players in Zone Tournaments must have a current RCGA Factor and be members in good standing of a BCGA Zone 6 club.

BY-LAW VIX -TROPHIES AND KEEPERS

ZONE AMATEUR CHAMPIONSHIP

BCGA Championship- Low Gross Trophy - Donated by Zone 6

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. Stirzaker and Mrs. Kullman. They agreed to turn these trophies over to Zone 6 with the understanding they would be retired to Port Alberni.

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 years' Low Gross Champion's home course.

CLUB TEAM CHAMPIONSHIP (CTC)

Low Gross- District 6 DCTC Kricke Memorial Trophy

Low Net- Trophy donated by the Zone

ZONE NET TOURNAMENT

Low Net Trophy - Donated by the Zone

FOUR BALL STROKE PLAY CHAMPIONSHIP

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

JUNIOR GIRLS CHAMPIONSHIP

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

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

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.

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

***NOTE 1:**

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 (to be put on the British Columbia Golf website);
- List of Zone Executive Committee with addresses, phone numbers and email addresses;
- Club Executive (men and women) with phone numbers and email addresses;
- Fixture sheet for the following year

***NOTE 2:**

BCGA Course Rating Policies

1. Courses are rated or re-rated as outlined by the following guidelines:
2. New courses are rated every three years for the first ten years;
3. Established courses are re-rated a minimum of every ten years;
4. Golf clubs or course owners with changes to their courses may request re-ratings under the following procedures;
 - a. Club Captain and/or Club Manager can contact the Zone Course Rating Chair or the British Columbia Golf office,
 - b. Individuals contacting the Zone Course Rating Chair or the British Columbia Golf office for course rating will be referred back to their Club Captain and/or Club Manager.
7. BCGA Zone Course Rater list is to be updated and issued as required by the BCGA Handicap /Course Rating Committee;
8. BCGA to develop and train Course Raters in each Zone.