

BLUE OCEAN 18 HOLE LADIES LEAGUE

BY-LAWS (1996-2004, Amended Dec 5/18, Amended Apr 10/19)

1. Officers

a. The Executive Committee shall consist of:

- i. Captain
- ii. Vice-Captain
- iii. Secretary
- iv. Treasurer
- v. Handicap Chair
- vi. Rules Chair
- vii. Immediate Past-Captain

b. Each member of the Executive (other than the Past Captain) shall be elected for a term of two (2) years. After serving a two (2) year term a member of the Executive may be voted in by the members to serve an additional two (2) year term.

c. Temporary appointments to fill a vacancy may be made by the executive and such persons shall hold office until the next Annual Meeting.

d. The election of members of the Executive shall be held at the Annual General Meeting.

e. Executive meetings shall be held at the request of the Captain or Vice-Captain or be called by the Secretary on the written request of any three (3) members of the Executive.

f. Each Executive member (except the Past Captain) present at any meeting of the executive shall have one vote. In the event of an equality of votes, the presiding officer shall have a casting vote.

g. A quorum shall consist of three (3) Executive Members.

2. Fiscal Year

The fiscal year of the 18 Hole Ladies League shall terminate the 30th of October each year.

3. Duties of the Executive:

a. Captain:

- i. Promote the 18 Hole Ladies League to attract new members and provide information regarding the ladies' league.
- ii. Represent the 18 Hole Ladies League with the Blue Ocean Golf Club.
- iii. Prepare the Calendar of Events for the upcoming year and discuss it with the General Manager, Blue Ocean Golf Club by November 1st, to confirm tournament and game play in order to pre-schedule tee times.
- iv. Schedule meetings with the Executive of the Ladies 18 Hole League and/or 18 Hole Members, as required.
- v. May attend Zone 4 Meetings.
- vi. Ensure the duties/requirements noted in the Zone 4 Captain's Manual are carried out. This includes organizing pin days and ensuring the documents are submitted to Zone 4.
- vii. Ensure all activities noted in the Calendar of Events are carried out by members assigned to organize specific tournaments and game days.
- viii. Organize the League Championship and assist with any other tournaments and game play, as required.
- ix. Oversee the duties of the Executive members and ensure they receive the direction necessary to fulfill their duties.

b. Vice-Captain:

- i. Perform the duties assigned to her by the Captain and fill in for the Captain during her absence.
 - ii. Organize game play throughout the year and assist the Captain with other tournaments.
 - iii. May attend Zone 4 meetings with the Captain.
- c. Secretary:
 - i. Prepare the Agenda and Minutes for all meetings and any correspondence called by the Captain.
 - ii. Ensure the results from weekly tournament and/or game play is forwarded to the Coast Reporter to be posted in the Sports section.
 - iii. Maintain all the records for the 18 Hole Ladies League.
 - iv. Purchase cards and gifts as requested by the Captain.
- d. Treasurer:
 - i. Collect yearly fees from the 18 Hole Ladies League members and provide a list of paid members to the Captain so the member listing is updated.
 - ii. Disburse funds as authorized by the Executive and keep proper receipts of all funds dispersed.
 - iii. Maintain a record of all funds received and disbursed.
 - iv. Prepare a financial summary to present to the Executive and members at General Meetings.
- e. Handicap Chair:
 - i. Administer the Golf Handicap System in accordance with the rules set out by Golf Canada.
 - ii. Maintain the Ringer Board and determines the winners at the end of the season.
 - iii. Determine the winner for the most improved player by handicap factor.

- iv. Ensure all players understand the handicap system and players maintain their handicaps by entering in scores throughout the season.

f. Rules Chair:

- i. Shall familiarize herself thoroughly with the Rules of Golf as adopted by Golf Canada.
- ii. Maintain awareness of Rules Changes and report to ladies at meetings, after golf or by posting on the bulletin board.
- iii. All disputes, complaints and interpretations of the Rules of Golf shall be decided by the Rules Chair.
- iv. Maintains responsibility for writing the “Conditions of Play” for major tournaments.

g. Past-Captain:

- i. Provide advice to the Executive, as required, as a non-voting member.
- ii. Act as the Chairperson of the nominations committee.

4. Members Responsibility:

- a) Attend the spring meeting and pay the annual league fee.
- b) Participate in the events of the club by volunteering with ladies’ league activities/tournaments and/or serving on the Executive Committee.
- c) Participate in tournament and game play throughout the season and maintain their handicap by posting all scores in an approved handicap system for games played on and off their home golf course.
- d) Members who opt out of obtaining a handicap in an approved handicap system will be able to participate in games where a handicap is not required.

- e) Attend all meetings called by the Executive.
- f) Understand and play by the Rules of Golf or seek clarification if needed from the Golf Pro at Blue Ocean.
- g) Enjoy the game and have fun!

5. Meetings:

- a. The Annual General Meeting shall be held no later than the last Wednesday of October.
- b. The Spring General Meeting shall be held in early April to confirm the upcoming Calendar of Events and for members to pay registration fees.
- c. Special General Meetings may be held at any time by the Executive or upon written request of 10 members.

6. Members Quorum:

- a. A quorum shall consist of five (5) members for general meetings.

7. Order of Business of Annual Meeting:

- a. Proof of Quorum
- b. Minutes of preceding General and Special Meetings
- c. Review of Bylaws and Rules/Information documents
- d. Reports of Officers and Committee Chairs
- e. Old Business
- f. Correspondence
- g. Election of Officers
- h. New Business

8. Delegates:

- a. The Captain and Vice-Captain, or any appropriate delegate, may attend meetings to which the 18 Hole Ladies League is entitled to send delegates.

9. Amendments:

- a. No amendments to the By-Laws shall be made except at a General Meeting or Special General Meeting and then only if two-thirds of the members votes are in favor of such amendments. If a member cannot attend the General Meeting a Proxy Vote will be accepted provided it is received prior to the meeting by an Executive Member.
- b. Proposed Amendments shall be reviewed annually and posted on the Notice Board in the Blue Ocean Golf Club and emailed to all members at least fourteen days prior to the date of the meeting.