

Crown Isle Ladies Club Constitution

Amended October 2024

1. **CONSTITUTION:** The Club, constituted in 2007, is called the “Crown Isle Ladies Club”.
2. **CLUB OBJECTIVES:** The objectives of the club are:
 - a. To promote the game of golf by women
 - b. To maintain a system of handicapping and course rating
 - c. To ensure the regulations of play and the Rules of Golf as approved by GOLF CANADA are followed.
3. **INTERPRETATION:** Interpretation of wording throughout the following Constitution shall be, unless contrary intention appears, (a) words in the singular shall include the plural, and (b) the expression “the Club” shall mean the members of the Crown Isle Resort and Golf community Ladies Club.

MEMBERS: Crown Isle Resort and Golf Community members shall be bound by the Constitution of the Club and such Rules and Regulations as may be enacted from time to time by the Executive Committee.

4. **FEES:** Crown Isle Administration and the Director of Golf will pay the Ladies Club an assessment based on the number of Lady Members and determined on an annual basis. This fee will be collected with the Annual Dues each April 1st by Crown Isle Resort and Golf Community and remitted to the Ladies Club as part of their operating budget. Out of the budget the Ladies Club will support the Mixed Couples Golf.
5. **MANAGEMENT:** The Executive Committee shall be empowered to act on all matters as it would deem necessary to carry out the objectives of the Club being the promotion of good fellowship among the members and encourage active participation in the game of golf, in accordance with the rules of GOLF CANADA and Crown Isle Golf Club. All activities of the Ladies Club shall be governed by the Ladies Club Executive Committee.
 - a. The Annual General Meeting shall be held by October each year, prior to the Zone 6 Fall Annual General Meeting.
 - b. The Fiscal Year End of the Ladies Club shall be January 31st each year.
 - c. The Hole-in-One Policy, as of Crown Isle Ladies Club 2023 AGM is posted in the Ladies Locker Room and on the Ladies Club website and reads:
All Crown Isle Ladies Club Members in good standing are eligible to claim \$200, in the form of a Crown Isle Gift Card, to share a beverage with their fellow members, preferably on the day of the Hole-In-One. This payment is valid for any attested Hole-in-One at Crown Isle Resort on any day. The attested score card must be presented to the Club Captain and reported to the Pro Shop after the 18-

hole round is completed. A memento of the achievement will be presented at the fall AGM.

- d. Each member shall communicate any change of address and email address to Crown Isle Golf Club. All notices will be forwarded to the email address on record and shall be considered delivered.

6. **EXECUTIVE COMMITTEE:** The Executive Committee shall consist of ten members elected by the membership at the Fall Annual General Meetings. The Executive Committee will be composed of the following positions:

Captain

First Vice-Captain/Interclub Co-chair

Second Vice-Captain/Interclub Co-chair

Secretary

Treasurer

Rules & Handicap Chair

Social Chair

Publicity & Historian Chair

Match Play and Tournament Chair

7. **TERM OF OFFICE:** Each Executive Committee member will hold office for two years, except for the Captain, 1st Vice-Captain and 2nd Vice-Captain, who will each hold office for one year. With the exception of the Captain and Vice-Captains, committee members may, at the end of their two year term, stand for re-election in the same position or any other executive position should the Nominating Committee deem this appropriate.

8. **POWERS:** Without constricting anything in these By-Laws, the Executive Committee will have the authority from time to time to:

- a. From the General Revenue of the Club, make expenditures, which in addition to the expenditures of the Officers, do not exceed the anticipated revenues for that Fiscal Year as set forth in the Annual Budget.
- b. Make, alter or amend Club Rules and provide penalties for infractions of Club Rules.
- c. Make or authorize the purchase of materials and supplies and contract for whatever may be reasonably required in the operation of the Club in an amount not to exceed \$500 per unit. Expenditures exceeding this amount will require the approval of the membership with a majority vote at the Fall Annual General Meeting.
- d. Invest the funds of the Club.
- e. Determine the time and place and conditions under which members may inspect the Books of the Club.

- f. Decide on any questions of doubt as to the meaning or effect of any By-Law, Rule or Regulation of the Club or any Sub-Committee thereof, which decision shall be final and conclusive.
- g. Members of the Executive Committee shall be entitled to receive payment for reasonable expenses incurred in connection with their duties as may be approved by the Executive Committee. An example of covered expenses could be mileage (at current rates per kilometer) for travel to Zone meetings.

9. **PROCEDURES FOR ELECTION OF THE EXECUTIVE COMMITTEE:** There shall be *nine* members of the Executive Committee which will include the Captain, 1st Vice-Captain, 2nd Vice-Captain, each elected for a one-year term, and six members of the General Membership, each elected for a two year term. The elected 2nd Vice-Captain will automatically serve for the additional time to be 1st Vice-Captain and then Captain. Elections will take place at the Fall Annual General Meeting. Eligibility to serve on the Executive requires that one must be a member in good standing of the Crown Isle Resort and Golf Community Ladies Club prior to elections. For the duration of the term, the elected member must also be available, when needed, during the April through September period. The Captain must have served one year previously on the Executive Committee. Members elected to the Executive Committee shall take office as at the termination of the Fall Annual General Meeting.

- a. The Executive Committee shall at least two months prior to the Fall Annual General Meeting appoint a Nomination Committee composed of: Captain, First Vice-Captain, Secretary and three members at large selected by the Executive Committee. The Chairperson of the Nominating Committee shall be the First Vice-Captain.
- b. Forthwith following the appointment of the Nominating Committee, notice will be posted identifying its members and inviting suggestions for nomination for election.
- c. The Nominating Committee shall, one month before the Fall Annual General Meeting, nominate sufficient persons to fill all vacancies on the Executive Committee. The names shall be posted on the Club Bulletin Board, posted on the Website and subsequently emailed to all members.
- d. In addition to members nominated, other nominations will be accepted in writing supported by three members and delivered to the Secretary not less than two weeks before the Fall Annual General Meeting. These names, together with proposers, will be posted on the Club Bulletin Board, posted on the Website and subsequently emailed to all members.
- e. If no more than the required numbers of candidates are nominated, these persons shall be deemed to have been elected for the term set out in these By-Laws.

- f. If the number of nominations exceeds the required number of Executives, there shall be an election by secret ballot at the Fall Annual General Meeting.
- g. In the event that two or more candidates receive an equal number of votes, the Captain shall decide which of them shall be elected.
- h. In the election process, no member can be a candidate for more than one office at a time.

10. MEETINGS OF THE EXECUTIVE COMMITTEE:

- a. A quorum for meetings of the Executive Committee shall be 51%.
- b. A meeting of the Executive Committee will be held as required, with adequate notice given, from March to October each year. All such meetings shall be called by the Captain who shall, in addition, call a meeting when requested to do so by three members of the Executive Committee. In the absence of the Captain, the Vice-Captain may call a meeting in accordance with these By-Laws.
- c. Except as otherwise provided in these By-Laws, all business of the Executive committee shall be decided by majority vote by show of hands. The Captain shall have a casting vote.
- d. The Executive Committee shall keep proper records of all meetings. These records shall be kept for five years for written records and seven years for all financial records.
- e. A resolution approved by all members of the Executive Committee shall have the same force and effect from the date thereof as if passed unanimously at a regular meeting of the Executive Committee at which all members were present.

11. RETIREMENT, RESIGNATION AND REMOVAL OF MEMBERS OF THE EXECUTIVE COMMITTEE:

- a. A member of the Executive Committee shall be deemed to have ceased holding office upon the occurrence of any of the following:
 - i. Upon receipt by the Executive Committee of her resignation in writing.
 - ii. Upon her death or incapability of holding office or upon her failing to attend three consecutive meetings of the Executive Committee without its prior permission, unless otherwise directed by the Executive Committee.
 - iii. Failing to conduct the business of the Club as instructed or performing the responsibilities of her office in a manner detrimental to the Club, the member shall be removed by a majority vote of the Executive Committee.
- b. The Executive Committee may at any time appoint a member of the Club who is qualified to serve as an Executive Member under these By-Laws, to fill a vacancy for the remainder of the term of the vacating executive.

- c. Retiring Executive members must have all books and records in order and turn same over to respective new officers at the Fall Annual General Meeting in a manner which facilitates an orderly transition of the Executive.

12. OFFICERS:

- a. The Officers of the Club shall be the Captain, Vice-Captain, Secretary and Treasurer.
- b. **Appointments:**
 - i. The First Vice-Captain automatically becomes Captain at the Fall Annual General Meeting following the conclusion of the Captain's term.
 - ii. Should the First Vice-Captain choose not to become or is unable to become Captain, then the Second Vice-Captain shall become the Captain.
- c. **Captain:** The Captain shall be the Chief Executive Officer of the Club and shall:
 - i. Preside at all Executive Committee meetings, Spring Meeting and Fall Annual General Meeting at the Club, and shall attend the Zone 6 Spring Captain's Meeting as well as the Zone 6 Fall Annual General Meeting.
 - ii. Be responsible for the organization of the activities of the Club and exercise a general supervision over the affairs of the Club.
 - iii. Establish the necessary committees to administer the business and affairs of the Club and, as ex-officio, be a member of all sub- Committees.
 - iv. Have co-signing authority as officer of the Executive Committee with the Vice-Captain and/or Treasurer and shall be responsible for the solvency of the Club with the advice and help of the Executive Committee.
 - v. Enforce established rules and regulations that have been adopted by the Executive Committee.
- d. **First Vice-Captain/Interclub Co-Chair** shall, during her term:
 - i. Learn all the duties and responsibilities of the Captain
 - ii. In the absence of the Captain, perform all of the duties of the Captain.
 - iii. If the office of the Captain should become vacant, shall hold the office of the Captain during such vacancy.
 - iv. Be responsible, with the Second Vice-Captain/Interclub Co-Chair, for all matters pertaining to inter-club events within Zone 6.
 - v. Perform additional duties as outlined in the CILC Job Descriptions and as requested by the Executive Committee.
- e. **Second Vice-Captain/Interclub Co-Chair:** Shall during her term:
 - i. Learn all the duties and responsibilities of the First Vice-Captain
 - ii. In the absence of the First Vice-Captain/Interclub Co-Chair, perform all of the duties of the First Vice Captain/Interclub Co-Chair.

- iii. If the office of the First Vice-Captain/Interclub Co-Chair should become vacant, shall hold the office of the First Vice-Captain/Interclub Co-Chair during such vacancy.
 - iv. Be responsible, with the First Vice-Captain/Interclub Co-Chair, for all matters pertaining to inter-club events within Zone 6.
 - v. Perform additional duties as outlined in the CILC Job Descriptions and as requested by the Executive Committee.
- f. **Secretary:** The Secretary shall
- i. Perform all legal duties incidental to the office of the Secretary and shall: Conduct or cause to be conducted all official correspondence of the Club and see that all such correspondence is properly preserved and filed until otherwise disposed of by the Executive Committee.
 - ii. Issue or cause to be issued all notices of all meetings of the members, the Executive Committee, the Spring Meeting and Fall Annual General Meeting and keep the records and minutes thereof.
 - iii. Keep or cause to be kept records of the Club in which shall be entered an accurate history of all members names, **home addresses, telephone numbers and email addresses.** (NOTE: a motion for the deletion of highlighted section of this clause will be brought to the members at the Sept. 30, 2025 AGM)
 - iv. Perform additional duties as outlined in the CILC Job Descriptions and as requested by the Executive Committee.
- g. **Treasurer:** shall during her term:
- i. plan and supervise the financial affairs of the Club in agreement with the Captain and Vice-Captain.
 - ii. Prepare and present an annual budget at the beginning of the fiscal year, as approved by the Captain.
 - iii. Have co-signature authority with the Captain and Vice-Captain.
 - iv. Have authority to receive and give receipts for all monies due and payable to the Club; to endorse for deposit only in such bank as may be designated by the Executive Committee on behalf of the Club all cheques, drafts, warrants, notes and orders, and to give full discharge of same. keep a full and accurate account of monies received and all records of receipts and disbursements of all transactions kept in a permanent file.
 - v. Have available monthly financial statements to the Executive Committee during the active season March through October.
 - vi. Perform additional duties as outlined in the CILC Job Descriptions and as requested by the Executive Committee.

13. DUTIES AND RESPONSIBILITIES OF EXECUTIVE COMMITTEE CHAIRS:

- a. **Rules and Handicap Chair:** shall during her term:
 - i. Administer the Handicap System and monitor the entry of scores by members that they be timely and accurate.
 - ii. Have knowledge of the Handicap System, communicate the system to members and ensure that the system is applied according to all GOLF CANADA regulations.
 - iii. Familiarize members with the Rules of Golf by answering rules questions, posting rules on the Website, providing rules sessions, etc.
 - iv. Shall arbitrate all disputes regarding the interpretation of both the 'Rules of Golf' as approved by the GOLF CANADA, as well as the local rules of the course. Violations of these rules should be pointed out to any offending member and the applicable penalty enforced.
 - v. Shall determine the handicap of all members for tournament play and have the authority to correct handicaps and/or enforce proper posting of completed game scores. Any dispute which cannot be resolved should be referred to the Executive committee for further action.
 - vi. Draw up the rules of play for competitions, as necessary.
 - vii. Perform additional duties as outlined in the CILC Job Descriptions and as requested by the Executive Committee.

- b. **Social Events Chair:** shall during her term:
 - i. Coordinate and post on the Website all luncheons including the Tuesday Ladies luncheons, Field Day, Milestone, Christmas and other social affairs as directed by the Executive Committee.
 - ii. Sign all contracts with Catering, within authorized budget, for the above luncheons.
 - iii. Perform additional duties as outlined in the CILC Job Descriptions and as requested by the Executive Committee.

- c. **Publicity and Historian Chair:** shall during her term:
 - i. Be responsible for all matters pertaining to the Club publicity and will communicate to the local newspapers, articles on Ladies' Day games and tournaments.
 - ii. Keep a permanent record of publicity afforded the Club.
 - iii. Keep a historical record of the Club through photographs, newspaper articles and memorabilia in a scrapbook format with accurate dates posted by the article/picture.
 - iv. Take photos at special events and tournaments.
 - v. Perform additional duties as outlined in the CILC Job Descriptions and as requested by the Executive Committee.

- d. **Match Play and Tournaments Chair:** shall during her term:
- i. Control and regulate all Club matches, tournaments and golfing events as approved by the Executive Committee and the Director of Golf.
 - ii. Maintain all the statistics for the awarding of prizes and trophies by scoring cards after games and entering the weekly data from Ladies Club Tuesday games and uploading this workbook to the Website.
 - iii. Provide the “Match Play” roster and schedule of Matches for the season and provide oversight to ensure matches are played in a timely fashion.
 - iv. Work with the Captain and Vice-Captains to establish Women’s Fixture Sheet for the coming year.
 - v. Perform additional duties as outlined in the CILC Job Descriptions and as requested by the Executive Committee.

14. GENERAL MEETINGS AND EXTRAORDINARY GENERAL MEETINGS:

- a. The Fall Annual General Meeting will be held in the Crown Isle clubhouse by closing day preceding the Zone 6 Fall Annual General Meeting. The Spring Meeting will be held in May following the Zone 6 Captain’s Meeting whereby all the Zone 6 interclub and fixture information will be made available. Notice of the Spring Meeting and Fall Annual General Meeting, together with the meeting agenda, will be e-mailed to all members, posted on the Website and posted in the Ladies Locker Room Bulletin Board by the Secretary three weeks prior to the meetings. Further, notice of those nominated for election to the Executive Committee will be posted in the Ladies Locker Room on the Bulletin Board by the Secretary three weeks prior to the meeting.
- b. A quorum for the Fall Annual General Meeting will be twenty-five members and for an Extraordinary General Meeting, twenty-five members.
- c. An Extraordinary General Meeting of the Club may be called by the Executive Committee or upon written request of twenty members filed with the Secretary. A notice giving the time and place of the meeting and the nature of the business to be transacted will be e-mailed to each member and posted on the Website. No other business other than that stated may be transacted.
- d. Voting at an Annual or Extraordinary General Meeting will be by show of hands unless otherwise provided. In case of an equality of votes, the Captain shall have a casting vote.
- e. No proxy voting will be allowed at Annual or Extraordinary General Meetings.

15. **BOOKS AND RECORDS:** The Executive Committee shall ensure that all necessary books and records of the Club be maintained under the terms of these By-Laws and are regularly and properly kept. Such books will, at times, be open for inspection by members of the Executive Committee and the Executive Committee will decide where and when they will

be open to members. Questions by members as to the minutes of Executive meetings or business of the Club shall be in writing and addressed to the Captain.

16. **NOTICE:** Wherever, under the terms of these By-Laws, notice is required to be given, such notice will be given by email addressed to the member at her email address of record in the Club Roster and posted on the Website. No error or omission in giving notice of an Annual General Meeting or an Extraordinary General Meeting shall invalidate such meeting or make void the proceedings undertaken thereat.

17. **AMENDMENTS TO CONSTITUTION:** The Constitution and By-Laws of the organization may be adopted, amended or rescinded at any regular meeting of the Club, and then only if at least two thirds of the votes cast at such meeting are in favor of such amendment. Notice of any proposed amendments must be posted on the bulletin board of the Women's Locker Room at Crown Isle Golf Course 30 days prior to such meeting and shall be forwarded to each member at least twenty-one days before the date of such meeting.

18. CLUB RULES:

- a. In interpretations as to the meaning and effect of or the procedure in respect to Rules and Regulations, the decision of the Executive Committee shall be final and conclusive.

19. **BUSINESS AT ANNUAL MEETING:** The following order of business shall be observed at the Annual General Meeting:

- a. Notice calling meeting to order
- b. Roll Call
- c. Report as to Quorum
- d. Minutes of previous meeting
- e. Business arising from minutes
- f. Captain's Report
- g. Treasurer's Report
- h. Vice-Captains'/Interclub Co-Chairs' Report
- i. Rules and Handicaps Report
- j. Social Report
- k. Publicity and Historian Report
- l. Match Play and Tournaments Report
- m. New Business
- n. Election of Officers
- o. Adjournment