

**CROWN ISLE MEN'S CLUB  
CONSTITUTION AND BY-LAWS**

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# **CROWN ISLE MEN'S CLUB**

## **CONSTITUTION AND BY-LAWS**

### **1) Membership**

- a) Membership shall include all Dues Paying male members and those corporate members who elect to pay a Men's Club Membership fee.
- b) Members shall be bound by the Constitution and By-Laws of the Club and such Rules and Regulations as may be enacted from time to time by the Executive Committee.

### **2) Purpose**

The purpose of the Crown Isle Men's club is to:

- a) Provide an organized schedule of golf events for the social, competition and comradeship of the male members of the Crown Isle Golf Club.
- b) Provide an effective liaison between the male club members and the Management of Crown Isle Golf Resort.
- c) Provide a liaison with the Crown Isle Ladies Club for mixed event or social activities.

### **3) Fees**

- a) All members will pay the Men's Club annual assessment as determined by Crown Isle in discussion with the Crown Isle Men's Club Executive. This fee will be collected with the annual Crown Isle membership fees each\*April 1st by Crown Isle and remitted to the Men's Club and will form the Men's Club's Operational Budget for that fiscal year.
- b) The Fiscal year end of the Men's Club shall be September 30<sup>th</sup> each year.

### **4) Management**

- a) Management of all activities of the Men's Club shall be by the Men's Club Executive Committee.
- b) The Executive Committee shall consist of five to seven members elected by the Membership at the Annual General Meeting for a two-year term.
- c) The Executive Committee shall consist of Captain, Vice-Captain, Past Captain, Treasurer, Tournament Chair and up to two members-at-large.

### **5) Powers**

Without constricting anything in these By-Laws the Executive Committee will have the authority from time to time to:

- a) Make expenditures of surplus sums of money from previous years.
- 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 enter into contracts for whatever may be reasonably required in the operation of the Club.

- d) Appoint the persons to sign and execute the bills of exchange, cheques, contracts and other documents except as otherwise provided.
  - 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
- 6) **Procedures for Election of the Executive Committee**
- a) There shall be up to seven members of the Executive Committee including the Captain, Vice-Captain, immediate Past-Captain, Treasurer, Tournament Chair and up to two members-at-large. The Past Captain will act as Secretary of the Club.
  - b) Each Executive member shall be elected for a two-year term, unless he is elected Vice-Captain in which event that person will serve for a two-year term as Vice-Captain, followed by additional two-year terms as Captain and Past-Captain, respectively.
  - c) Members elected to the Executive Committee shall take office at the termination of the Annual General Meeting.
  - d) A Nomination Committee, consisting of the Captain, Past Captain and Vice-Captain, shall meet two months prior to the AGM, for the purpose of advertising executive positions as they become available and to seek nominations, where needed, to fill Executive positions.
  - e) The nominating Committee will post on the Men's Club electronic platform the identity of its members, invite and record all suggestions for nomination for election.
  - f) The Nominating Committee shall one month before the Annual General Meeting nominate sufficient persons to fill all vacancies on the Executive Committee and the names shall be posted on the Club's electronic communications platform and subsequently sent to all members by electronic format.
  - g) In addition to members nominated, other nominations will be accepted in writing supported by three members and delivered to the Secretary not less than thirty days before the Annual General Meeting. These names together with their proposers will be posted on the Club's electronic communications platform and subsequently communicated electronically or some other effective means to all members.
  - h) If no more than the required number of candidates are nominated, these persons shall be deemed to have been elected for the term set out in these By-Laws.
  - i) If the number of candidates exceeds the required number of members of the Executive committee, there shall be an election by secret ballot at the Annual General Meeting.
  - j) In the event that two or more candidates receive an equal number of votes, the Captain shall cast the deciding ballot.

**7) Meetings of the Executive Committee**

- a) A quorum for meetings of the Executive Committee shall be four members.
- b) A meeting of the Executive Committee will be held at the call of the Captain, a minimum of three times per year. In normal circumstances, Executive Committee meetings will be convened monthly from April to October. All such meetings shall be called by the Captain, who shall, in addition, call a meeting when requested to do so by two 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 cast a deciding vote in the event of a tie.
- d) The Executive Committee shall cause to be kept a file wherein shall be kept and properly recorded:
  - i) A list and contact information of Officers of the Executive Committee.
  - ii) The names of members present at each meeting of the Executive Committee.
  - iii) All resolutions and proceedings of all meetings of the Executive Committee.
  - iv) The financial records of the club.
- e) A resolution passed by four 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.
- f) At the option of the Executive Committee, committee meetings may be held by electronic means so long as all available committee members and other participants can communicate with each other. If a committee meeting is held by electronic means, committee members are deemed to be present in person.

**8) 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:
  - v) upon receipt by the Executive Committee of his resignation in writing.
  - vi) upon his death or incapability of holding office.
  - vii) upon request of the Club Captain with unanimous support of the Executive Committee.
- b) The Executive Committee may at any time appoint a member of the Club who is qualified to serve as a member of the Executive Committee under these By-Laws, to fill a vacancy for the remainder of the term of the vacating member.

**9) Officers**

- a) The officers of the Club shall be the Captain, Vice-Captain, Treasurer and Secretary. The Club Captain, Treasurer and other Executive Committee members as assigned by the Club Captain, shall be signing officers of the

Men's Club for purposes of entering into contracts or other agreements and signing cheques.

- b) Appointments
  - viii) The Vice-Captain automatically becomes Captain at the second Annual General Meeting following his election as Vice-Captain.
  - ix) Should the Vice-Captain choose not to become or is unable to become Captain, then the Captain shall be chosen in the same manner as the Vice-Captain.
- e) Captain – The Captain shall be the Chief Executive Officer of the Club and shall:
  - x) Direct the affairs of the Club
  - xi) Preside at all General Meetings of the Club and at all meetings of the Executive Committee
  - xii) Ensure that all rules of the club are enforced.
  - xiii) Ex-officio be a member of all Sub-Committees.
  - xiv) Make an annual report to the Members of the Club.
  - xv) Exercise such authority as may be granted to the Captain by the Executive Committee.
- d) Vice-Captain
  - xvi) In the absence of the Captain, the Vice-Captain shall perform all of the duties of the Captain.
  - xvii) If the office of the Captain should become vacant, the Vice-Captain shall hold the office of the Captain during such vacancy.
  - xviii) The Vice-Captain shall be an ex-officio member of all Sub-Committees.
- e) Secretary
  - xix) The Past-Captain shall perform all duties of the office of the Secretary and shall be subject to direction given time to time by the Executive Committee:
  - xx) Sign or counter-sign all such instruments as may require his signature as an Officer of the Club.
  - xxi) 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.
  - xxii) Issue or cause to be issued or record all notices of all meetings of the Members, the Executive Committee and the Annual General Meetings and keep the records and minutes thereof.
  - xxiii) Keep or cause to be kept records of the Club, in a manner that is consistent with Provincial and Federal Privacy Guidelines, to enable communication with members.
  - xxiv) Be responsible for ensuring all Club Notices are posted to the Clubs Electronic Communication Platform.
  - xxv) Attend meetings of the Sub-Committees when requested to do so by the Chairman and assist in programs recommended by Sub-Committees and authorized by the Executive Committee.

- f) Treasurer
  - i) Keep the financial records, including books of account
  - ii) Render financial statements to the Executive Committee, members, and others, when required.
  - iii) Organize and keep in good orders the clubs bank accounts.
  - iv) Develop a budget for the Club each year based on Club priorities and present it to the Executive Committee for approval.

#### **10) Sub-Committees**

- a) At the request of the Captain, sub-committees may be appointed to carry out the work of the organization. Each Sub-Committee shall consist of as many members as the Executive Committee may determine and may include Men's Club members who are not on the Executive Committee.
- b) Except as otherwise provided in these By-Laws, the Executive Committee shall determine the function and responsibility of each Sub-Committee.
- c) No Sub-Committee has the right to obligate the Club in any way or in any sum in excess of the specified budgeted amount established by the Executive Committee for the Sub-Committee's, unless agreed upon unanimously by the Captain and the Secretary.
- d) All Sub-Committees shall report their activities to the Executive Committee when requested.
- e) A Sub-Committee can be dissolved at the direction of the Executive Committee.

#### **11) General Meetings and Extraordinary General Meetings**

- a) The Annual General Meeting will be held by the 31<sup>st</sup> of October at such location as determined by the Executive Committee.
- b) Notice of each Annual General Meeting together with nominations for election to the Executive Committee and the meeting agenda will be posted no less than thirty days from the date of the AGM to the Club's Electronic Communications Platform. An electronic notification will be sent, following provincial and federal privacy guidelines, to all members advising that the AGM Agenda has been posted to the Club's Electronic Communication Platform.
- c) A quorum for an Annual General Meeting or an Extraordinary General Meeting will be twenty-five Club members.
- d) An Extraordinary General Meeting of the Club may be called by the Executive Committee or upon the 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 communicated to each member at least two weeks prior to the meeting.
- e) Voting at an Annual or Extraordinary General Meeting will be by show of hands unless otherwise provided. A secret ballot will be held if requested by a member and approved by a majority of members attending the meeting. In case of an equality of votes, the Captain shall cast the deciding vote.

f) No proxy voting will be allowed at Annual or Extraordinary General Meetings.

**12) Notice**

- a) Wherever under the terms of these By-Laws notice is required to be given, such notice will be by electronic means by posting to the Clubs Electronic Communications Platform and/or personal electronic messaging to members.
- b) 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.

**13) Amendment of By-Laws**

The By-Laws of the Club shall not be altered or added to except by special resolution of the Club.

**14) Club Rules**

- a) Formulation of Club Rules and Regulations shall be by the Executive Committee and subject to these By-Laws.
- b) The Executive Committee may from time to time enact such rules and regulations as the Executive Committee may deem desirable to carry out the provisions of these By-Laws.
- c) Interpretations of the meaning and effect of the procedure in respect to any By-Laws, Rules or Regulations the decision of the Executive Committee shall be final and conclusive.