

THE CALGARY LADIES GOLF ASSOCIATION BY-LAWS

MISSION STATEMENT

The Calgary Ladies Golf Association exists to promote ladies' golf throughout the City of Calgary and specifically to facilitate and organize competitive golf for its members.

1. NAME

The Association shall conduct its business under the name: The Calgary Ladies Golf Association. (The Association).

2. MEMBERSHIP

2.1

Membership in The Association shall be restricted to organized golf clubs, located within 40 kilometers from Calgary City Centre (Member Clubs). They must be members in good standing with the Alberta Golf Association.

2.2

Membership in the Association entitles the Member Club's lady playing members to participate in Calgary Ladies Golf Association sanctioned events. Each Member Club shall pay a fee of \$1.00 per lady member or such other amount as determined by the Board of Directors annually with a minimum of \$25.00 per club.

2.3

All clubs belonging to, or applying for membership in the Association must honour their commitment to host the annual Calgary Ladies Closed Amateur Tournament, Senior Ladies Closed Amateur Tournament, Junior Ladies Closed Tournament, Harriet Watson Tournament of Champions, Riley's Tournament, Calgary Ladies Medalist Series and a C.H.A.M.P.S. closing event as their turn comes up in rotation. They must also be prepared to host 5-7 home C.H.A.M.P.S. competitions each summer.

2.4

To be eligible to play in any Calgary Ladies Golf Association sanctioned event, a player must be a member in good standing of a Member Club and must have a current RCGA Handicap Factor.

2.5

Any Member Club wishing to withdraw from membership may do so upon notice in writing to the Executive through the Secretary. If any Member Club is in arrears for fees or assessments for any year, such Member Club shall be automatically suspended at the expiration of six months from the end of such year and neither the Member Club nor its lady playing members shall thereafter be entitled to membership privileges or powers in the Association until the Member Club is reinstated. Any Member Club upon a majority vote of all members of the Association in good standing may be expelled from membership for any cause which the Association may deem reasonable including failure to meet the hosting requirements as noted in Section 2.3 above.

3. MEETINGS OF MEMBERS

3.1

Meetings of the Association shall be held as follows:

Spring General Meeting – On or before May 15th

Fall General Meeting – On or before October 31st

Notice of such meetings shall be given to all Member Clubs by mail at least twenty one days prior to the date of the meeting.

3.2

Any lady playing member of a Member Club may attend the Spring General Meeting and the Fall General Meeting.

3.3

Each Member Club shall designate two voting representatives from their ladies' league. Each designated representative shall have one vote at meetings of the Member Clubs of the Association. All matters shall be decided by a simple majority of the votes.

3.4

A quorum required for the Spring and Fall General Meetings will be 2/3 of the Member Clubs in good standing represented, in person, at the meeting by at least one representative.

3.5

A Special General Meeting may be called by any four Members Clubs of the Association by notice to the Secretary of the Association. Notice of such a meeting must be circulated to all Member Clubs two weeks prior to the meeting date, specifying the purpose of the Special Meeting.

3.6

A report will be given by each member of the Executive at both the Spring General Meeting and the Fall General Meeting. At the discretion of the Executive this report may be presented in summary form. A full report must be included in the meeting minutes and may be posted on the Association Website.

3.7

Meetings shall be conducted according to Robert's "Rules of Order".

4. FISCAL YEAR

The fiscal year end of the Association shall be the 31st of December of each year.

5. BOARD OF DIRECTORS

5.1

The Board of Directors of the Association shall have control and management of the Association. A mandate for the Board of Directors shall be prepared by, and kept current by the Secretary.

5.2

The slate for the Board of Directors for the following year must be circulated in writing to each Member Club of the Association three weeks prior to the Fall General Meeting. This slate shall be posted in each Member Club no later than two weeks prior to the Fall General Meeting. The slate as presented shall be voted on by a single ballot at the Fall General Meeting and must be approved by a simple majority.

5.3

The following representatives from Member Clubs shall comprise the slate of nominees for the Board of Directors: Past President; the individuals proposed by the current Executive as President, Vice President, Secretary, Treasurer and Website Administrator; and a minimum of 4 and a maximum of 10 Directors at Large. Each Director at Large shall be in charge of a tournament, activity or program sanctioned by the Association. Directors may co-chair a position if mutually agreed.

Outside nominations from Member Clubs for Directors will be accepted in writing by the Secretary up to two weeks prior to the Fall General Meeting. Should any position be contested, it will be deleted from the slate and a separate vote for the individuals contesting the position shall be held. A simple majority shall determine who is elected.

5.4

A person appointed or elected a director becomes a director if they were present at the meeting when being appointed or elected, and did not refuse the appointment. They may also become a director if they were not present at the meeting but consented in writing to act as director before the appointment or election, or within ten days after the appointment or election, or if they acted as a director pursuant to the appointment or election.

5.5

Positions may be added to the Board of Directors should a new activity be added. In order to add a new activity it must be approved by the Board with a simple majority of the votes cast.

5.6

Temporarily vacant Board positions may be filled by either appointment by the President or a Board appointment until such time as their position may be ratified or voted upon by the General Membership.

5.7

Co-chairs of a Board position shall have one vote at meetings of the Board of Directors. Shared positions will have to decide prior to a vote which person shall represent their position.

5.8

Board meetings shall be called at the discretion of the President with a minimum of two weeks advance notice in writing. A quorum shall consist of 2/3 of the Board members.

5.9

A Special Board of Directors Meeting may be called by 2/3 of the members of the Board. Notice of such a meeting giving particulars of the matters to be addressed at the meeting must be circulated to all Board members two weeks prior to the meeting date.

5.10

The Board may approve up to \$5000 for non-budgeted items that may arise during the year.

6. EXECUTIVE

The Executive of the Association shall be comprised of the following positions:

- Past President
- President
- Vice President
- Secretary
- Treasurer
- Website Administrator
- A minimum of 4 and a maximum of 10 Chairs of Committees.

Each Chair of a Committee shall be in charge of a tournament, activity or program sanctioned by the Association. Two members of the Executive may co-chair a position if mutually agreed upon. Committees may be deleted should the activity they represent cease to occur.

6.1

The Duties of the members of the Executive shall be prescribed in a document entitled "Executive Positions and Duties", approved by the Board of Directors and kept up to date by the Secretary. This document shall be distributed to the Executive and amended as required. Amendments shall be registered with the Secretary as they are made.

6.2

Should any member of the Executive be deemed not to be functioning appropriately or responsibly, they may be relieved of their position by a motion to the Board of Directors. Such a motion must be circulated to the Board three weeks prior to such vote. A vote may be held at a special meeting of the Board or it can be held by a mail ballot.

7. SIGNING OFFICERS

Any two of the President, Secretary or Treasurer are entitled to sign all documents or other instruments in writing on behalf of the Association.

8. BUDGETING

The Treasurer shall prepare and present a budget at the Spring General Meeting for ratification by the Member Clubs of the Association.

9. AUDITING

The books, accounts and records of the Secretary and Treasurer shall be audited at least once each year by a duly qualified accountant or by two members of the Association elected for that purpose at the preceding Spring General Meeting. A complete and proper statement of the standing of the books for the previous year shall be submitted by such auditor at the Spring General Meeting of the Association.

10. MEMBER CLUB EXECUTIVE LIST

The Member Club Executive List is for the express use of the Calgary Ladies Golf Association Member Clubs and not to be used for solicitation in any manner.

11. BY-LAWS

The By-laws may be rescinded, altered or added to by a "Special Resolution".

*****END OF BY-LAWS*****