

CONSTITUTION OF THE UNIVERSITY GOLF CLUB TUESDAY LADIES

Adopted on Oct 22, 2019 at the Annual General Meeting

The name of the organization is the University Golf Club Tuesday Ladies, referred to in this Constitution as UGCTL. UGCTL is governed by this Constitution and the Standing Rules.

I. OBJECTIVES AND ACTIVITIES

UGCTL's objectives are to promote the game of golf in an inclusive, respectful environment. UGCTL holds golf competitions and tournaments for its members from April to October. Other events are held throughout the year.

The objectives and activities of UGCTL shall be consistent with those of Golf Canada, the British Columbia Golf Association (BCGA), the BCGA Zone 4 Women and the University Golf Club.

II. MEMBERSHIP

Members are women who have been accepted for membership according to the Terms of Membership set out in the Standing Rules. Members pay annual dues and agree to play the minimum number of games during the active season, as set in the Standing Rules. Only Members are entitled to vote at General Meetings or run for office.

The Executive may set a limit to the number of Members and the number of new Members admitted each year.

Members must remain in good standing and adhere to the Code of Conduct as defined in the Standing Rules

Social membership may be granted, at the discretion of the Executive, to members who wish to remain involved with UGCTL. Social members pay reduced annual dues, are exempt from the minimum game requirement and are not entitled to vote or stand for office.

III. GOVERNANCE

A. General Meetings

Two general business meetings are held annually: the Spring General Meeting and the Fall Annual General Meeting. Executive elections take place at the Annual General Meeting.

Notice of general meetings and proposed changes to the Constitution or Standing Rules, must be sent to members 14 days before the meeting.

Members have one vote at general meetings. Social members may attend general meetings, but are not entitled to vote. Proxies are not permitted.

The Captain may vote as any other member, if the vote is by ballot. The Captain may (but is not obliged to) vote whenever her vote will affect the result; that is, she may vote either to break or cause a tie, at any Executive or general meeting.

The quorum required for general meetings is one-third of voting members. Motions are passed with approval by 51% of voters; except amendments to the Constitution which require the approval of 66% of voters.

B. The Executive

The Executive manages the business and finances of UGCTL in accordance with the Constitution, the Standing Rules and the annual budget. The Executive reports to the members at general meetings.

The 12 Executive positions and their primary responsibilities are as follows:

1. **Captain**: oversees all aspects of UGCTL, calls and chairs general and executive meetings, is an ad hoc member of every committee, except the Nominating Committee and is the primary liaison with UGC management and BCGA Zone 4
2. **Vice-Captain** – acts for the Captain in her absence, is in-training to be Captain and performs duties as assigned.
3. **Secretary**: records meeting minutes, maintains current copies of governance documents and website original documents.
4. **Treasurer**: manages the finances and produces financial reports and the annual budget for approval of at the Spring General Meeting
5. **Draw Chair**: creates events and posts weekly draws.
6. **Results Chair**: processes and posts results from weekly competitions, compiles data for awards and records attendance.
7. **Membership Chair**: maintains the membership list, updates member information, qualifies applicants and orients new members.
8. **Handicap Chair**: educates Members on the Handicap system and ensures correct posting of scores by Members.
9. **Social Chair**: coordinates social events.
10. **Rules Chair**: familiarizes members with the Rules of Golf and makes rule decisions in competitions.
11. **Tournament Chair**: organizes UGCTL tournaments as listed in the Standing Rules.
12. **Web Administrator**: updates and assists members with the UGCTL website. Posts governance and other documents for member access.

The signing officers for the UGCTL are the Captain, Vice-Captain, Secretary and Treasurer. All cheques or documents require the signature from two of the officers.

Quorum required for executive meetings is 50% of executive members plus one.

C. Elections

The Nominating Chair is the previous year's Captain or someone appointed by the present Captain with the approval of the Executive.

The Nominating Chair will prepare and post a slate of candidates for election at least 14 days before the AGM. The Nominating Chair is ineligible as a candidate. The Vice-Captain automatically assumes the role of Captain.

The Nominating Chair will conduct the election of the Executive at the AGM. Further nominations may be made by the membership, before or at the AGM, providing that any member nominated confirms that they agree to run for election, either in person at the meeting or by written communication to the Nominating Officer.

The newly elected Executive will take office immediately.

D. Terms of Office

All executive positions are for a one year period. No member of the Executive shall serve more than two years in any one position, except in extenuating circumstances.

No member of the Executive is entitled to remuneration except for the reimbursement of expenses incurred on behalf of UGCTL. All unbudgeted expenses must first be authorized by the Executive.

E. Appointments

With the approval of the Executive, the Captain may appoint members to fill other positions. Members so appointed are not members of the Executive but may be invited to an executive meeting and/or general meeting to report on activities or make a presentation

F. Records and Committees

All Executive and appointed chairs shall keep a detailed and up-to-date file and job description.

All elected and appointed Chairs can appoint members for their committees. Chairs are encouraged to mentor a successors.

The Captain, with the approval of the Executive, may appoint a member to finish the term of office of an elected member who resigns or is unable to complete her term. If the Captain resigns or is unable to complete her term, the Vice-Captain shall become Captain in her stead and may continue as Captain for the following term.

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