

**PLAYERS EARLY BIRD LADIES GOLF LEAGUE CONSTITUTION**  
**(Revised October 2015)**

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**1. NAME**

- 1.1 This ladies golf club shall be called “**PLAYERS EARLY BIRD LADIES GOLF LEAGUE**”

**2. OBJECTIVE**

- 2.1 To promote the playing of women’s golf  
2.2 To maintain rules and regulations of play  
2.3 To follow the handicapping system used by the Canadian Ladies Golf Association (CLGA)

**3. PLACE**

- 3.1 This ladies golf club shall play out of **THE PLAYERS COURSE** golf course

**4. MEMBERSHIP**

- 4.1 The annual meeting will be held in the Spring. The Executive will determine the time and location  
4.2 All members shall golf a minimum of 12 nine hole games on Tuesday mornings at **THE PLAYERS COURSE** in the current year to be automatically included in the next year’s membership with the **PLAYERS EARLY BIRD LADIES GOLF LEAGUE**  
4.3 Failure to have membership fees paid by March 31 will result in cancellation from this Club  
4.4 All members are eligible to vote in election of officers for the **PLAYERS EARLY BIRD LADIES GOLF LEAGUE**  
4.5 In order to qualify for prizes in the league tournament, members must have played 12 games  
4.6 A member who has played a minimum of 12 games is a member in “good standing”

## **5. EXECUTIVE**

- 5.1 Election of Executive is held in the Fall
- 5.2 All members in good standing are eligible to become a member of the Executive
- 5.3 Members of the Executive shall be:
  - a) President
  - b) Vice-President
  - c) Secretary
  - d) Treasurer/Membership
  - e) Sports Coordinator
  - f) Assistant Sports Coordinator
  - g) Prize Committee Coordinator
  - h) Assistant Prize Committee Coordinator
  - i) Past President
- 5.4 All terms of office are one year, except the Secretary and Treasurer/Membership positions, which are two year terms.
- 5.5 After serving for one term, an individual may seek nomination and stand for re-election to the same position on the Executive
- 5.6 A majority of the Executive shall constitute a quorum at the meetings
- 5.7 The President does not vote except to break a tie
- 5.8 The officers shall hold meetings on a regular basis or as the President deems necessary. In order to remain a member of the Executive in “good standing” an officer may not miss more than two meetings per year. Exception to this rule may be made under certain circumstances at the discretion of the Executive
- 5.9 Chairman of the Nominating Committee shall be the Past President

## **6. BANKING**

- 6.1 Signing Officers at the bank are any two of the following four positions: the Treasurer, the President, Vice President or the Past President

## **7. BYLAW AMENDMENTS**

- 7.1 These bylaws may be amended at a general meeting, provided that such proposed amendments are plainly stated in the notice of meeting

## 8. POLICIES AND PROCEDURES

### 8.1 Membership

- All membership applications and fees shall be submitted to the League Treasurer by March 31 for the current year

### 8.2 Awarding Prizes

- Early Bird Ladies Champion in Low Gross Score and all members in good standing are eligible
- “A” Division consists of members with a handicap between 0 and 33
- “B” Division consists of members with a handicap between 34 and 42
- “C” Division consists of members with a handicap between 43 and 49
- “D” Division consists of members with a handicap 50 and over
- Division champions are low net scores and only those with an eligible handicap at the time of the championship will qualify
- If there are many members with a much lower handicap, then there will be another division
- All members play in the championship round, but only members in good standing will qualify to be awarded prizes as “A”, “B”, “C” or “D” division champions
- Individual prizes shall be awarded to the Early Bird Ladies Champion and Division winners

### 8.3 Recording Golf Scores

- All group cards are to be signed by two members of the group and turned in to the Sports Coordinators
- Players are responsible for handing in their score cards to the Sports Coordinator. First and last names and tee time of golfers must be printed on the cards
- All players shall follow the rules, regulations, and courtesies of good golfing
- All players shall take it upon themselves to find out the rules for any situation of which they are unsure

## **9. JOB DESCRIPTIONS**

### **9.1 President**

- Sits on the Executive for a term of one year and moves to the position of Past President at the end of her term
- Calls regular meetings for the Executive and prepares agendas
- Chairs all Executive and General meetings
- Does not vote at Executive Committee meetings except to break a tie
- Sets the date for the annual Spring meeting and the banquet
- Is a member of all committees
- Delegates authority and responsibility
- Must attend all Executive meetings
- Supplies a copy of the present constitution to each member of the Executive
- Posts a copy of the present Constitution on the bulletin board in the Pro Shop and provides an electronic copy for the website
- Writes letters on behalf of the League

### **9.2 Vice-President**

- Sits on the Executive Committee for a term of one year then moves to the position of President at the end of her term
- May miss no more than two meetings per year
- Fulfills job of President when necessary
- Is a member of all committees and has one vote
- Is responsible for public relations
- Is in charge of any special event
- May be asked to assist the Prize Committee
- Mails out Get Well and Sympathy cards as per league policy statement

### **9.3 Secretary**

- Sits on the Executive Committee for a term of two years and has one vote
- May miss no more than 2 meetings per year
- Records the minutes of all Executive Committee meetings, the annual Spring meeting, and the Fall Election of Officers
- Prepares the monthly newsletter

#### **9.4 Treasurer/Membership**

- Sits on the Executive Committee for a term of two years and has one vote
- May miss no more than two meetings per year
- Collects the membership fees for the League
- Maintains the membership roster for the League, which includes names, addresses, email addresses and telephone numbers for all members
- Maintains the list of potential members and those who are currently on sick leave
- Prepares monthly income statement
- Makes all bank deposits and balances the bank statements
- Pays all bills
- Assumes duties at the April Executive Meeting

#### **9.5 Sports Coordinator**

- Sits on the Executive Committee for a term of one year and has one vote
- May miss no more than two meetings per year
- Collects score cards for each weekly league game
- Calculates handicaps for all members
- Monitors scores entered into the log book
- Sets up “Game of the Week” for each week of the season
- Keeps records of the winners of the “Game of the Week”
- Is responsible for purchasing the prizes for the winners of the “Game of the Week”
- Determines the Division champions and is responsible for purchasing the appropriate prizes
- Is responsible for the purchasing and distribution of “birdie” pins
- Keeps attendance records
- Tracks members who have health issues

#### **9.6 Assistant Sports Coordinator**

- Sits on the Executive Committee for a term of one year then automatically moves into the position of Sports Coordinator and has one vote
- May miss no more than two meetings per year
- Assists the Sports Coordinator in all of her listed duties

### **9.7 Prize Coordinator**

- Sits on the Executive Committee for a term of one year and has one vote
- May miss no more than two meetings per year
- Receives a budget to purchase table setting gifts and a prize for each member
- Responsible for the display of prizes at the banquet

### **9.8 Assistant Prize Coordinator**

- Sits on the Executive Committee for a term of one year then automatically moves into the position of Prize Coordinator and has one vote
- May miss no more than two meetings per year
- Assists the Prize Coordinator in all of her listed duties

### **9.9 Past President**

- Sits on the Executive Committee for a term of one year and has one vote
- May miss no more than two meetings per year
- Provides a slate of potential candidates for the election and chairs the election
- May be asked to assist on any committee
- May be asked by the Vice President to assist in planning of special events
- Introduces new & returning members at AGM
- Introduces Charter members at AGM
- Explains New members buddy system at AGM