**PLAYERS EARLY BIRD LADIES GOLF LEAGUE**

**CONSTITUTION**

**(REVISED MAY 2022)**

1. **NAME**

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

1. **OBJECTIVE**

2.1 To promote the playing of women’s golf

2.2 To maintain rules and regulations of play

1. **PLACE**
	1. This ladies golf league shall play out of **THE PLAYERS COURSE**
2. **MEMBERSHIP**
	1. The annual meeting will be held in the Spring. The Executive will determine the time and location
	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.**

* 1. Failure to have membership fees paid by March 31 will result in cancellation from this League.
	2. All members are eligible to vote in the election of officers for the **PLAYERS EARLY BIRD LADIES GOLF LEAGUE**

 4.5 A member who has played a minimum of twelve games is a member in “good standing”

1. **EXECUTIVE**
	1. Election of Executive is held in the Fall
	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) Two Co-ordinators Sports

 f) Two Co-ordinators Prizes

 g) Newsletter Editor

 h) Past President

5.4 All terms of office are one year, except the Secretary and Treasurer/Membership positions, which are two-year terms. The election of Sports and Prize Coordinators shall be held half in even numbered of years and half in odd numbered years.

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 Should a vacancy occur during the year; the Executive may appoint a qualified member to serve for the remainder of the unexpired term.

 5.7 A majority of the Executive shall constitute a quorum at the meetings

 5.8 The President does not vote except to break a tie

5.9 The officers shall hold meetings on a regular basis or as the President deems necessary. 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

 5.10 Chairman of the Nominating Committee shall be the Past President

1. **BANKING**
	1. Signing Officers at the bank are any two of the following four positions: the Treasurer, the President, Vice President, or the Past President
2. **CONSTITUTION AMENDMENTS**

7.1 This Constitution may be amended at a general meeting or by electronic means, provided that such proposed amendments are plainly stated in the notice of meeting.

1. **POLICIES AND PROCEDURES**
	1. **Membership**

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

* 1. **Recording Golf Scores**
* All group cards are to be signed by two members of the group and turned into the Sports Coordinators
* Players are responsible for handing in their score cards to the Sports Coordinators. First and last names and tee times 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 of.

8.3. **Recording of birdies, pars, chip ins**

* A booklet will be available each week in a designated location for players to record birdies, pars, or chip-ins.
1. **JOB DESCRIPTIONS**
	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 an ex officio member of all committees.

Delegates authority and responsibility

* Supplies a copy of the current Constitution to each member of the Executive
* Posts a copy of the current Constitution on the bulletin board in the Pro Shop and provides an electronic copy for The Players Golf Course website
* Prepares correspondence on behalf of the League and is responsible for keeping members informed
	1. **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.
	+ Oversees any special event
	+ May be asked to assist the Prize Committee
	+ Mails out Get Well and Sympathy cards as per league policy statement
	1. **Secretary**
	+ Sits on the Executive Committee for a term of two years and has one vote
	+ May miss no more than two meetings per year
	+ Records the minutes of all Executive Committee meetings, the annual Spring meeting, and the Fall Election of Officers
	1. **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

9.5 **Coordinator Sports** (Two positions)

* + Each sit on the Executive Committee for a term of one year and each has one vote
	+ May miss no more than two meetings per year
	+ Collects score cards for each weekly league game
	+ Monitors scores, enter results in the logbook/computer
	+ 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 notifying Newsletter Editor of weekly winners
	+ Will receive a budget for the purchase of “Game of the Week” prizes and birdie pins
	+ Is responsible for the distribution of “Game of the Week” prizes and “birdie” pins
	+ Keeps attendance records
	+ Tracks members who have health issues and notifies the Vice President for follow-up

9.6. **Coordinator Prize** (two positions)

* + Each sit on the Executive Committee for a term of one year and each has one vote
	+ May miss no more than two meetings per year
	+ Receives a budget for the purchase of prizes
	+ Distributes prizes to winners of weekly attendance draw

9.7 **Newsletter Editor**

* Sits on the Executive Committee for a term of one year and has one vote
* Solicits material from members of the Executive Committee
* Determines the features of the newsletter
* Material should encourage member engagement
* Publishes newsletter weekly
* Makes use of membership email list to electronically distribute newsletter

 9.8 **Past President**

* Sits on the Executive Committee for a term of one year and is nonvoting
* Attendance at Executive meetings is optional
* Primary role is to provide advice to the current President
* Chairs the nomination committee and provides a slate of potential candidates to members; facilitates the election process at the fall meeting of members.

 **MAJORITY MEMBERS APPROVAL VIA ELECTRONIC MEANS** **- May 2022**