

**PLAYERS EARLY BIRD LADIES GOLF LEAGUE
CONSTITUTION**

(REVISED APRIL 2024)

1. NAME

1.1 This ladies golf league 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

3. PLACE

3.1 This ladies golf league shall play out of **THE PLAYERS 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 February 28 will result in cancellation from this League. Members will be responsible to ensure they have registered and paid fees. No follow up will be done.
- 4.4 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”.

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 Captain
- f) Two Co-ordinators Prizes
- g) Newsletter Editor
- h) Past President

5.4 President, Vice President, Secretary and Treasurer/Membership have a term of two years. All other officers are elected for one year. Renewal of the Prize Coordinators shall be done in alternate 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.

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. 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.

8. POLICIES AND PROCEDURES

8.1 Membership

All membership applications and fees shall be submitted to the League Treasurer by February 28 for the current year.

8.2 Recording Golf Scores

- ✓ Players are responsible for recording their scores into the logbook and leaving their signed score cards in the logbook for the Sports Captain. First and last names and tee times must be printed on the cards. Guest first and last names must be included on score cards where relevant.
- ✓ Only logged scores and score cards will count towards a member's 12-game requirement.
- ✓ All players shall follow the rules, regulations, and etiquette of good golfing.
- ✓ All players shall take it upon themselves to find out the rules for any situation of which they are unsure.

8.3. Recording of birdies, pars, chip ins

A logbook will be available each week in a designated location for players to record birdies, pars, or chip-ins. Birdies will also be recorded on the Birdie Board posted in the Pro Shop bulletin board by the Sports Captain.

9. JOB DESCRIPTIONS

9.1 President

- ✓ Sits on the Executive for a term of two years and moves to the position of Past President at the end of her term(s).
- ✓ May miss no more than two meetings per year.
- ✓ 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.

9.2 Vice-President

- ✓ Sits on the Executive Committee for a term of two years 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 the year end Banquet.
- ✓ 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 two meetings per year.
- ✓ Records and distributes the minutes of all Executive Committee meetings, the Annual General Meeting, and the Fall Election of Officers.

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 and routinely reports details to the Executive.
- ✓ Advises members that they may not be on track to meet their 12-game requirement and reports to the Executive for further action as necessary.
- ✓ Prepares income statement for Executive meetings and for the Annual General Meeting.
- ✓ Makes all bank deposits and balances the bank statements.
- ✓ Pays all bills.
- ✓ Coordinates 50/50 draws and tracks winners.

9.5 Sports Captain

- ✓ 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 left with the logbook for each weekly league game and reconciles with logbook entries.
- ✓ Sets up bi-weekly “Game Challenges”.
- ✓ Identifies game challenge winner by reviewing scores in the logbook/score cards and keeps records of the winners.
- ✓ Is responsible for notifying Newsletter Editor of game challenge winners.
- ✓ Is responsible for the distribution of game challenge prizes and records birdies on the “Birdie Board” in the Pro Shop.
- ✓ Keeps attendance records including records of guest participation.
- ✓ Advises Treasurer/Membership Director where it appears a member may not be on track to complete their 12-game requirement based on the member records in the logbook.

9.6. **Prize Coordinators** (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 both attendance and game challenge prizes and banquet prizes.
- ✓ Distributes prizes to winners of weekly attendance draw.
- ✓ Tracks attendance prize winners and notifies Newsletter Editor of weekly winners.

9.7 **Newsletter Editor**

- ✓ Sits on the Executive Committee for a term of one year and has one vote.
- ✓ May miss no more than two meetings per year.
- ✓ Solicits material from members of the Executive Committee.
- ✓ Determines the features of the newsletter.
- ✓ Material should encourage member engagement.
- ✓ Publishes and distributes the newsletter.

9.8 **Past President**

- ✓ Sits on the Executive Committee for a term of one year and is non-voting.
- ✓ 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.