

THE HARVEST LADIES' GOLF CLUB
BY- LAWS
October 2022

1. NAME:

This group shall be known as the Harvest Ladies Golf Club (HLGC) of the Harvest Golf Club, with a fiscal year of January 1st to December 31st.

2. OBJECTIVES:

The aim of this group is the furtherance and enjoyment of golf for the members of the HLGC as well as playing according to the rules of golf in a fun environment.

3. MEMBERSHIP:

Membership is open to any female member, associate member, corporate or non-corporate member, or junior member in good standing at the Harvest Golf Club who pays her HLGC fees for the year.

4. EXECUTIVE:

The HLGC Executive shall deal with all aspects of golf and social functions related to the HLGC. Members of the Executive are:

- Captain
- Vice-Captain
- Past Captain
- Secretary
- Treasurer
- Rules and Handicap Chair
- Social Chair

a) Members of the Executive shall be elected annually by the HLGC membership at the Fall Annual General Meeting. (Fall AGM).

b) All members of the Executive of the HLGC shall be members of the Harvest Golf Club.

c) All positions on the Executive require a minimum one year commitment.

d) The current year Captain will automatically be offered the position of Past Captain for the following year. The incumbent must declare her intent to the Executive no later than one month prior to the Fall AGM. If she chooses not to accept the role of Past Captain, the duties of the Past Captain will be filled with an existing Executive Member.

e) The current year Vice Captain will automatically be offered the position of Captain for the following year. The incumbent must declare her intent to the Executive no later than one month prior to the Fall AGM. If she chooses not to accept the role of Captain, the position will be filled with an existing Executive Member. If still vacant, the Nominating Committee will reach out to the membership for a volunteer.

f) Any member of the Executive may resign by letter to the HLGC Secretary.

g) A vacancy during the regular golfing season may be filled by appointment by the HLGC Executive. If the vacancy is the Captain's position, then the Vice-Captain shall assume the duties of Captain for the remainder of the year. If this is not feasible, then the HLGC Executive may appoint a suitable HLGC Member to assume the duties of Captain for the remainder of the year.

h) The current year Captain shall call an Executive meeting within four weeks of the Fall AGM to transfer responsibilities to the new Executive.

i) Each member of the executive must submit a written report at the Fall AGM of the HLGC to be recorded in the minutes.

j) The Executive shall be responsible for establishing the HLGC membership fees. The yearly membership fees will be used within the HLGC for the current year after allowing for a reasonable carryforward to the following year. Any changes in fees must be approved by the general membership at the Fall AGM.

k) At the request of a member, the Executive may, in its discretion and without requiring approval of the membership:

- i. Refund all or any portion of the membership fees paid by a member who is subsequently injured or is otherwise not able to golf for the remainder of the season

and/or

- ii. reduce the amount of the membership fees payable by an individual who joins the HLGC after June 30th of the membership year.

5. NOMINATIONS:

a) A Nomination Committee will be formed, chaired by the Past Captain, to solicit nominees for the Executive positions for the following year.

b) The Past Captain will post the slate of candidates on the Ladies bulletin board a minimum of two weeks prior to the Fall AGM.

c) Elections for contested positions shall be by secret ballot. Two members designated at the Fall AGM shall count this ballot. Uncontested positions may be decided by a show of hands vote.

d) Only members of the HLGC are eligible to vote.

e) Any member in good standing may cast an absentee vote if unable to attend the AGM. Absentee votes are to be left with the Harvest Golf Course Pro Shop in a sealed envelope marked "HLGC Nominations Committee". Other HLGC members may bring absentee votes to the Fall AGM in a sealed and marked envelope. The vote(s) must be cast for any name on the Harvest Ladies Golf Club nomination list; otherwise the vote is null and void.

6. DUTIES OF THE EXECUTIVE:

6.1. Captain

a) The Captain shall be ultimately responsible for all administrative and social functions of the HLGC.

b) The Captain shall be responsible for calling and organizing all General and Executive meetings of the HLGC.

c) The Captain shall, with the Vice Captain and/or Treasurer, have cheque signing authority on behalf of the HLGC.

d) The Captain shall be responsible for all golfing activities of the HLGC. She shall ensure that all golfing activities comply with the guidelines as set out in the BCGA Zone 2 Captain's Manual.

e) The Captain shall be an ex-officio member of all committees.

f) The Captain shall be responsible for all prizes and trophies.

g) The Captain shall ensure that only HLGC members who have obtained officially recognized factors (indexes) will be able to compete for any cup or trophy belonging to the HLGC.

h) The Captain shall ensure that any change in format for trophy play shall be discussed with and then approved by the HLGC Executive. The proposed change(s) shall be brought forward at the Fall AGM for approval by the HLGC membership.

i) The Captain, along with the Executive, shall be responsible for establishing the Tuesday Ladies game fees.

j) The Captain, along with the Executive, shall be responsible for controlling Tuesday Ladies funds and disbursements.

k) The Captain, along with the Executive, shall be responsible for maintaining accurate records of Tuesday Ladies competitions, and all other HLGC golfing functions, funds and disbursements.

l) The Captain shall be responsible for emailing the membership the results of the weekly Tuesday games along with all other current announcements. The results of the Tuesday games will be tabulated and forwarded to the Captain by the Scorekeepers (one or more members who collect the scorecards and determine the winners of Tuesday's game and the monetary pay out).

m) The Captain along with the Treasurer is responsible for maintaining an accurate contact list of all the members. All new members should be identified and reported to the rest of the Executive and to the Ambassador Chair.

6.2. Past Captain

a) The Captain will be expected to move into the past Captain's position the following year.

b) The Past Captain will serve as a liaison between the Interclub Chair and the HLGC Executive.

c) The Past Captain shall be responsible for obtaining the current list of Zone 2 tournaments and posting this list on the bulletin board in the ladies' locker room. The Past Captain shall keep the Captain updated on the Zone 2 games, schedules and deadlines

d) The Past Captain will coordinate / organize the Zone 2 fees and timelines in conjunction with the Captain, Vice Captain and Treasurer

e) The Past Captain and the current Captain shall organize and manage the Harvest Cup, with each being the Captain of one of the two Harvest Cup teams. In the event either of the aforementioned is unable to captain a team, a member of the current executive may replace her.

6.3. Vice-Captain

a) The Vice-Captain shall be responsible for the Tuesday Ladies game schedule for the season prior to commencement of that year's golf season.

b) The Vice-Captain shall be responsible for the weekly Tuesday draw and emailing the draw to the membership along with instructions for the game of the week.

c) The Vice-Captain may, at her discretion, assign a HLGC member as her assistant in organizing golfing functions on Tuesdays. The assistant may take over the Vice-Captain's duties in her absence. The aforementioned assistant will not be a member of the Executive of the HLGC

d) The Vice-Captain and her assistant, if any, shall be responsible for maintaining the ringer box and determining winners at the end of the season.

e) The Vice-Captain and/or Treasurer, along with the Captain, shall have cheque signing authority on behalf of the HLGC.

6.4. Rules and Handicap (Index Factor) Chair

a) The Rules and Handicap Chair shall be responsible for organizing and promoting the HLGC Match Play Competition and determining the annual Most Improved Player and reporting this information to the Executive.

b) The Rules and Handicap Chair shall be responsible for recruiting a Lead Scorekeeper for all Tuesday games and will be the liaison between the Scorekeeping Team and the Executive

c) The Rules and Handicap Chair shall verify that all acceptable scores are entered for handicap (index factor) purposes and that scores are available for peer review.

d) The Rules and Handicap Chair shall be familiar with the rules of golf and advise the HLGC members of the rules of golf.

e) The Rules and Handicap Chair or her appointee shall attend an annual Rules Workshop whenever possible.

f) The Rules and Handicap Chair shall ensure that the Most Improved Player Award recipient is a HLGC member who has played a minimum of twenty games during the season.

6.5. Secretary

a) The Secretary shall keep an accurate record of all Executive and General Meetings of the HLGC. A copy of these minutes shall be supplied to each member of the Executive. A copy of the minutes shall be placed in the ladies' locker room.

b) The Secretary shall give proper notice of all Executive and General Meetings.

c) The Secretary shall carry on all correspondence. Motions to be considered for incorporation into the by-laws must be recorded in the minute book.

d) The Secretary is responsible for maintaining the bulletin board ensuring that all announcements are posted in a neat and orderly fashion.

e) The Secretary will serve as a liaison between the New Member Ambassador Program Chair and the HLGC Executive.

f) The Secretary will serve as a liaison between the Newsletter Editor and the HLGC Executive.

6.6. Treasurer

- a) The Treasurer shall be responsible for all monies handled by the HLGC, and as co-signer with the Captain and/or Vice-Captain, shall do all banking. Cheques must be signed by any two (2) of the three (3) signing authorities.
- b) The Treasurer shall be responsible for presenting current and up-to-date HLGC financial reports at Executive meetings and general meetings including the Spring Meeting and the Fall AGM.
- c) The Treasurer shall make available current and up-to-date HLGC financial reports for review by the Executive at their request.
- d) The Treasurer shall annually prepare a budget and have said budget approved by the Executive not later than April 1st or by the beginning of official Tuesday HLGC play.
- e) The Treasurer must bring before the general membership all single expenditures in excess of \$500.00. This does not include Tuesday Ladies or tournament and annual Spring and Fall meeting expenditures.
- f) The Treasurer will oversee any fundraising efforts of the HLGC.
- g) The Treasurer will be responsible for maintaining an accurate and up to date contact list of all HLGC members. The Treasurer should immediately advise the Executive and the Ambassador Chair of any new member.

6.7. Social Chair

- a) The Social Chair in collaboration with the Captain shall arrange all social functions for the HLGC with the Harvest Golf Club staff.
- b) The Social Chair shall be in charge of all social-related publicity.

7. MEETINGS:

7.1. Harvest Ladies Club Executive Meetings

- a) All members of the HLGC may attend Executive meetings and may, by invitation, take part in discussions. They are not eligible to vote.
- b) The HLGC Executive shall hold no fewer than three meetings per year. Special meetings may be called at the request of the Captain or two (2) members of the HLGC Executive.

c) A quorum shall consist of four (4) out of a total of seven (7) members of the HLGC Executive.

7.2. Zone Meetings

a) A maximum of three (3) Executive members attending Zone Meetings shall have their luncheon costs reimbursed by the HLGC.

7.3. Annual Meetings

a) The Fall AGM of the HLGC shall be held during the HLGC Fall Wind-Up.

b) To transact business at all General Meetings, no less than 49% of the members of the HLGC and a quorum of the Executive is required.

c) All resolutions of the meeting shall be decided by a show of hands vote.

d) A seven (7) day notice of all Annual Meetings shall be posted on the ladies' bulletin board indicating date, time, place, and business to be considered. It is the HLGC members' responsibility to check with the HLGC bulletin board for announcements.

7.4. Special General Meetings

a) Special General Meetings of the HLGC may be called by the Captain or at the request of two (2) members of the Executive. The Secretary may also call a Special General Meeting, provided it is in writing and signed by not less than 10% of the HLGC membership.

b) A seven (7) day notice of all Special General Meetings shall be posted on the ladies' bulletin board notifying HLGC members of the date, time, place, and business to be considered.

c) No business shall be transacted at a Special General Meeting other than that which is specified in the notice calling the Special General Meeting.

8. CLUB EVENTS:

8.1. Tuesday Ladies Play

a) Tuesday Ladies shall play every Tuesday during the regular golf season (defined as between the first official Ladies Tuesday in the Spring and the Fall AGM) unless otherwise designated at the beginning of each year.

b) All ladies registered to play on a Tuesday must pay a weekly game fee which includes the Tuesday game of the week and the Deuce pot. The fee will be charged to each member's Harvest account.

c) The deuce pot will be paid out equally for a two (2) scored **on any hole** on the Harvest Golf Course during Tuesday play.

- If the deuce pot is not won, the pot will accumulate until it is won.
- Hold-over deuce pots at the end of year will be disbursed in a manner determined by the Captain and the Executive
- Individuals who score more than one (1) deuce in a game will receive equal compensation for each deuce scored.

d) To play on a Tuesday, ladies must sign up on The Harvest's website's designated page for the game of that date. The pro shop will email a tee time confirmation to each registered player, who is expected to play at that time, unless she notifies the pro shop that she cannot.

e) Each Tuesday game is played based on the rules for the specified game. To be eligible for the deuce pot and the game prizes, scorecards, with handicaps shown, must be dated, signed, and attested, and show the totaled score for that Tuesday game. Scorecards must be exchanged with a playing partner at the first hole.

f) Regardless of which game is being played, each hole is scored consistent with the HLGC bylaws, HLGC Members Handbook and Golf Canada rules as applicable. Any hole score which does not adhere to these rules is invalid. If a player has an invalid score on a counting hole, they are disqualified and ineligible for the game prizes and the deuce pot.

f). A player can withdraw from a Tuesday game at any time during the game but will be ineligible for any game prizes including the deuce pot

g) Non-Harvest Ladies Club Members are welcome to attend and participate in an occasional game on Tuesdays provided that they pay the appropriate game fees. Guests without a valid handicap are to be assigned a zero handicap or choose to opt out of the game. Guests are not allowed to participate in the carry over deuce pot, nor are Guests invited to play in the Harvest Cup.

8.2. Club Awards

a) A mandatory hole in one pot will be included in yearly fees and will be equally shared by all Harvest Ladies Club Members scoring a hole in one at the Harvest Golf Course at any time during the regular golf season as defined under 8a. Winners must provide the Captain with an attested golf scorecard of the hole in one. If the hole in one pot is not won in the regular golf season it will be carried over.

b) An eagle scored at the Harvest Golf Course at any time during the regular golf season as defined under 8a will be recognized and the player will be awarded a Pin or a Marker. Winners must provide the Captain with an attested golf scorecard.

c) Milestones, such as breaking 100, 90, 80, etc., achieved at the Harvest Golf Course at any time during the regular golf season as defined under 8a will be recognized and the player will be awarded a Pin or a Marker. An attested scorecard must be presented to the Captain.

8.3. Club Championship

a) Management of the Harvest Golf Club determines the date of the Club Championship, typically a Saturday and Sunday at the end of August.

b) Members of the HGC and HLGC members are eligible to play in the Club Championship.

c) The Harvest Golf Club owns, engraves, and displays the Ladies Club Champion trophy. They pay for and provide a keeper memento for the winner.

9. AMENDMENTS:

a) The By-Laws of the HLGC may be amended by a majority vote of the members present at a General or Special General Meeting provided proper notice of the proposed amendment has been posted on the ladies' bulletin board a minimum of seven (7) days prior to the meeting and 49% of the members of the HLGC are present at the meeting.

b) Proposed changes to the By-Laws should be sent to the Secretary twenty-one (21) days prior to said meeting.

c) The By-Laws shall be reviewed and revised, if necessary, every five (5) years, or as deemed appropriate by the members of the Executive.