

MILL WOODS LADIES GOLF CLUB BYLAWS

amended December 2022

BYLAWS

The Bylaws establish who can become a member, how the club is governed and how the affairs are administered. They were last revised in December of 2022.

These Bylaws must be interpreted broadly and generously.

ARTICLE I

Name of Club: The name of the club shall be “Mill Woods Ladies Golf Club”, hereinafter referred to as the “Club”.

ARTICLE II

Purpose of Golf Club: The primary purpose of this golf club shall be to provide for the recreation of the members, to promote and afford opportunity for friendly and social activities, and to encourage and promote amateur games and exercise while being respectful of each other and encouraging good sportsmanship among all members.

ARTICLE III

GOVERNANCE & ADMINISTRATION - The Executive Board

3.0 The affairs of the Club shall be administered by an elected Executive Board. Subject to the Bylaws, the Executive Board promotes the purpose of the Club by:

3.0.1 Monitoring the finances of the Club, determining membership fees, and reporting on revenues and expenditures.

3.0.2 Establishing and implementing policies and procedures for managing and operating the Club and taking actions necessary to achieve the purpose of the Club.

3.0.3 Organizing committees or appointing individual members in good standing to perform any function except those reserved in these Bylaws for Executive Board members.

3.0.4 Establishing descriptions of authority and duty for the officers of the Executive Board.

3.0.5 Maintaining accurate records and proceedings of all meetings, of all policies, of all financial records, of these Bylaws and amended Bylaws and other matters necessary for the operation of the Club.

3.0.6 Making the records of the Club available for inspection by all members in good standing, subject to protection of personal information requirements.

3.0.7 Ensuring the content on the website is accurate and current.

3.0.8 Reporting fully to the membership bi-annually.



ARTICLE IV

THE EXECUTIVE BOARD

4.0 The Executive Board should consist of the following positions:

President	Vice-President
Treasurer	Secretary
Club Captain	Assistant Club Captain
Social Convenor	Prize Chair
Membership Chair	Edmonton Golf Association Representative (E.G.A.)

4.1 The Club membership from members in good standing shall, at the fall general meeting, elect an Executive Board.

- The **President, Vice-President, Club Captain and Assistant Club Captain** shall each serve a term of one (1) year.
- The **Vice-President** shall serve one (1) year as Vice-President and in the second year will rotate into the position of **President**.
- The **Assistant Club Captain** shall serve one (1) year as Assistant Club Captain and in the second year will rotate into the position of **Club Captain**.
- The other Executive members (Social Convenor, Secretary, Treasurer, Membership and EGA rep) shall serve a term of two (2) years.
- Any Member participating in a Committee (Tournament, Podersky, Marshall, Match Play, Visitors Day) are expected to serve a term of two (2) years.

4.2 Executive Member Terms: Any member of the Executive Board may extend her term subject to the approval of the Club membership at the fall general meeting.

4.3 Vacancies: The Executive Board shall by majority vote, appoint any member of this Club in good standing to fill any vacancy which might arise on the Executive Board. Such appointee will complete the term of the Executive Member whose vacancy she fills.

4.4 Meeting of the Executive Board: The Executive Board shall meet at least once each month from January through October.

4.5 Signing Authorities: All cheques, bonds or written contracts necessary for the conduct of business of the Club shall be signed by the Treasurer and any one (1) of the President or Vice - President.

4.6 Interpretation: The Executive Board shall interpret these Bylaws and its decisions shall be final on all as to the interpretation of same.

4.7 Quorum: Quorum shall constitute a majority (50% plus one) of the elected Executive Board. Each of the Executive Board positions comes with only one vote, regardless of how many people have volunteered to share the role. An Executive Board Member shall be permitted to vote either in person or virtually.

4.8 Attendance: If a member of the Executive Board does not perform her duties or is absent from two executive meetings without just cause, she may be expelled at the discretion of the Executive Board.

4.9 Special Meeting: The Executive Board is hereby vested with the authority to call a special meeting, notice of which shall be given by a posting on the bulletin board, posting on the website and sending an e-mail notification to current members' e-mail addresses on file at least eight (8) days prior to the meeting. In addition, said notice shall contain a brief resume of the proposed business to be transacted at the special meeting.

4.10 Voting: Voting shall be done by the members in good standing by a show of hands. Such voting must be made in person and not by proxy or otherwise.

ARTICLE V

DUTIES OF THE EXECUTIVE BOARD-MEMBERS

5.0 Subject to these Bylaws, the Executive Board shall determine terms of reference for all committees and their chairs. Changes to these terms of reference shall be communicated to the membership for notification and feedback. If a decision cannot be determined based on the feedback received from the members, the Executive Board will table the item to a general meeting or call a special meeting.

5.0.1 Members of the Executive Board are expected to keep accurate records of their activities so they can be passed on to succeeding members who assume executive positions. All members of the Executive Board may have other responsibilities delegated or assigned to them.

5.0.2 Records are to be kept for a minimum of seven (7 years) with the exception of the Book of Motions which should never be purged.

5.1 President: The President shall be the Chair of the Executive Board and the Club, and as such, provide reasonable advance notice regarding executive and general meetings, preside at all meetings, provide leadership, keep order and maintain progress in line with the agenda and schedule. The President shall coordinate the activities of the Webmaster, who is responsible for the website (mwlgc.ca) and will ensure the site aligns with the purpose of the club. The President shall provide support and assistance to other executives and perform other duties relevant in meeting the Club's objectives. The President shall share her knowledge and duties to train the Vice-President in preparation for the presidency the following year. The President shall also be a signatory on the Club bank account.

5.2 Vice-President: In the absence of the President, she shall exercise all the functions of the President and shall be vested with all her powers; she shall be an ex-officio member of all committees; and she shall perform all such duties as are incidental to the Role of the Vice-President and are properly required of her. The Vice-President shall assist the President in all her duties to gain knowledge and prepare for the presidency the following year. She shall be responsible for the organization and maintenance of the bulletin board. She will also be the Chair of the ByLaws Committee when the Club conducts its review of the ByLaws every five years. This involves gathering a committee, reviewing the ByLaws and presenting their recommendations to the Executive Board. The Vice-President shall also be a signatory on the Club bank account.

5.3 Secretary: The Secretary shall record and maintain accurate records of proceedings at all meetings. She shall ensure final minutes and accompanying reports are made available to members. The Secretary shall maintain records of motions and bylaws and make the records available for review by all members in good standing, subject to protection of personal

information requirements. Records are to be kept for a minimum of seven (7 years) with the exception of the Book of Motions which should never be purged. The Secretary is also responsible for mail pick-up.

5.4 Treasurer: The Treasurer shall maintain and protect the financial assets and records of the Club. She collects membership fees and prepares a yearly budget involving Executive input. She shall collaborate with other Executive Members to exchange information on members and Club expenditures. The Treasurer pays expenses for the operation and maintenance of the Club while maintaining accurate financial records. She will provide timely financial reports to the membership at the Spring and Fall meetings. The Treasurer will also provide financial reports at the request of any Executive Board member. Records must be kept for a minimum of seven (7) years. The Treasurer shall also be a signatory on the Club bank account.

5.5 Club Captain: The Club Captain, working with the Assistant Club Captain, shall be responsible for the following:

5.5.1 Preparing a schedule of events and presenting it to the Executive Board for approval. The schedule should avoid conflict with Provincial, District and local schedules.

5.5.2 Coordinating the activities of the following committees:

- Ringer Board
- Tournament Committee
- Rules and Handicap
- Match Play

5.5.3 Policies to be implemented by the Club Captain and her committees regarding:

- How scores are entered
- When handicaps are revised
- How cards are to be turned in
- Penalties
- Grouping players by flights
- Handicap limit

5.5.4 Planning and implementing the season's golf events for the Club.

- Determining dates and types of tournaments, tournament prize distributions, and organizing the tournament draws.
- Communicating tournament bookings with the Pro Shop and Prize Chair, including scheduling of tee times, Loonie pot and Proximity holes for tournaments.
- Updating the calendar of events and sending updates using emails via the Membership Executive.

- Posting Tournament results as well as communicating tournament results to the Website Representative, including upcoming events.
- Presenting the prizes for winners at each tournament.
- Year end - organizing the updates for trophy and bag tags of current winners. This will also include year-end Birdie winner and overall most improved player.
- Liaises with Executive Board, the Rules & Handicap committee and with golf professional(s) on rules and other golf situations, as necessary.
- Reports to the membership and Executive Committee on procedures and rules implemented for Club events.
- The Club Captain shall share her knowledge and duties to train the Assistant Club Captain in preparation for the position of Club Captain the following year.

5.6 Assistant Club Captain: Assistant Club Captain shall assist the Club Captain in all her duties.

5.7 Prize Chair: The Prize Chair will ensure the prize pot and Proximity sign up sheets are created and in the pro shop each week. She is responsible for the weekly hole prizes and any postings of winners in the clubhouse or online. The Prize Chair will organize and assist in coordinating all windup prizes and will be available to assist the Club Captain for any Tournament prizes that may be required. The Prize Chair will also be responsible for the organization of all the 50/50 draws. The Prize Chair is responsible for collecting and organizing the trophy engravings and Club Championship bag tags.

5.8 Social Convener: The Social Convener shall be responsible for organization of all social functions and book the meeting rooms accordingly. She shall co-ordinate food and/or beverages with the Woodvale Manager. She shall work closely with the Club Captains for the Fun tournaments. The Social functions may consist of the Spring/Social meeting, monthly executive meetings, the Rules & Handicap meeting, New Members Orientation meeting, Fun tournaments, Visitors Day luncheon, and Year End Banquet/Fall AGM.

5.9 E.G.A. Representative: The Edmonton Golf Association Representative shall perform all the duties as required by the Association-Ladies Division and for both Ladies and Men's Division when deemed necessary by the E.G.A. Board. She shall be responsible for coordinating inter-club competitions and the inter-club committees. The E.G.A. Representative shall participate in the coordination for any or all activities for E.G.A. events the Club is hosting as required by E.G.A. The E.G.A. Representative will coordinate the process in selecting the Club's representative to the Tournament of Champions in consultation with other members of the Executive. EGA sponsored events are Podersky Cup, Marshall Cup, Visiting Days and the City Ladies Senior Amateur Tournaments.

5.10 Membership Chair: The Membership Chair receives membership applications, normally from end of season in October until May of new season. She is responsible for

- Confirming payment received with Treasurer

- Maintaining an up-to-date list of members for each season
- Act as the liaison with MCARFA (currently Joan Kirillo 780-461-9815 / joan@mwgolf.ca or golf@mwgolf.ca) who will notify Golf Canada and update the Tee-On system
- Maintain current records of Golf Canada and Tee-On numbers of members
- Uses MWLGC Google email to share information to the membership regarding club events such as tournaments, changes to event dates, and general correspondence from members and the public.

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ARTICLE VI

MEMBERSHIP AND FEES

6.0. Membership is open to any female golfer as defined by Golf Canada. She shall be considered a member in good standing once annual membership fees are paid in full.

6.0.1 Members are asked to maintain an accurate current handicap. All scores should be entered as soon as possible after play, using the approved electronic handicap system.

6.0.2 Members are expected to be familiar with and play by the Rules of Golf.

6.0.3 All members of the Club shall pay an annual membership fee, as well as a complete registration form.

6.0.4 The Member is responsible to pay the Club for any bank charges (NSF, Stop Payment, etc.) the Club incurs.

6.0.5 The Executive Board determines the annual membership fee to meet the operational requirements of the Club and sets the date and time before which the fee must be paid. It will have authority to dispense with, increase, decrease, or otherwise change the membership fees to be paid as it deems fit.

6.0.6 Membership may be limited to two hundred (200) consisting of both day and business ladies, or such numbers as the Executive Board may approve and the Course can accommodate.

6.0.7 Returning Members must submit a registration form upon renewal to ensure they keep their spot for the upcoming season. Renewal applications will be accepted up to March 1st. Payment may accompany the registration form but must be received no later than March 1st of the upcoming golf season. Membership renewals after the registration deadline are dependant on registration numbers or as approved by the Executive Board.

6.0.8 After March 1st, new and returning members will be admitted to the league on a “first in, first registered” basis if there are vacancies.

6.0.9 The order for accepting memberships shall be as follows:

- Prior year members
- New members

6.0.10 Refund policy – if a member withdraws from the league before the Spring Meeting, they will be issued a full refund. If membership is cancelled after the Spring Meeting but before June 1st, a partial refund will be issued if the Club has already paid other fees as required by the MWLGC membership (i.e. Golf Canada, Alberta Golf Association, Edmonton Golf Association, Clubhouse Fees, etc.). No refunds will be issued after June 1st.

6.0.11 Each member in good standing of the Club is eligible to be elected or appointed to the Executive Board.

6.0.12 At the Fall Annual General Meeting, the voting members in good standing elect members to vacant positions on the Executive Board.

6.1 Honorary Life Membership may be conferred by unanimous approval of the Executive Board.

6.2 Medical Policy: The intent of medical leave (ie. pregnancy, surgery, family care, etc.) or other approved personal reasons is to allow a member to “keep her spot” on the membership roster in the event she is not able to golf for the entire golf season. This typically comes into play in years when the Executive Board caps the number of memberships resulting in the creation of a waiting list. In this situation, a member returning from medical leave would have priority over the waiting list.

In order for a member to apply for a leave, the following must be considered:

6.2.1 Member must provide a written request (an email will suffice) to the Membership Chair;

6.2.1.1 A response is sent to member approving the leave from the Club;

6.2.1.2 A leave is approved for a golf season (May – September), and only at the discretion of the Executive Board may the leave be longer.

6.2.2 The date of the leave will be established by the Executive.

6.2.3 There is no refund of Club fees after June 1st. There are no fees allocated or carried over to any following year. The member will be required to pay full membership costs in the returning year.

6.2.4 Members on medical leave are not considered members in good standing as their membership is “on hold”.

ARTICLE VII

STANDING RULES

7.0 Golf Canada shall apply as modified by the standing rules or local rules on the scoreboard.

7.1 Decisions of the Club Captain shall be final in all cases.

7.2 No one may compete in a special event until she has established a handicap or has a transfer of a handicap from another accredited course, unless the special event has a special section for such members.

7.3 If a person cannot play a match on a specified day, the match must be played before the next match play day. If a future date cannot be arranged, the person originally asking for the postponement must default.

7.4 In order to be eligible to play in the Club championship tournament, a member must have entered in the Golf Canada website five (5) 18 hole scores of which 3-18 or 6-9 hole scores must be played at the Mill Woods Golf Club during the current season prior to the championship qualifying day.

7.5 Local Rules: As indicated on the back of the scorecard and those posted before each tournament.

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ARTICLE VIII

MEETINGS

8.0 General Rules

8.0.1 The order of business at all meetings shall be as follows:

1. Review of the Agenda
2. Reading and approval of the minutes of the preceding meeting
3. Old Business
4. Reports of Officers and Chairperson.
5. New Business
6. Adjournment

8.1 Meeting Procedures

8.1.1 "Robert's Rules of Order, Revised" shall be the final authority as to parliamentary procedure at all meetings of all members insofar as they do not conflict with any provisions of these bylaws.

8.1.2 The President chairs Club meetings; or in the absence of the President, the Vice President will chair the meeting. In the case of the President and Vice President being absent, a chair shall be selected from those attending the meeting.

8.1.3 The Chair may adjourn the meeting with the consent of the simple majority of the members present at the meeting.

8.1.4 At the general and special meetings, each member has one vote. Voting at a meeting shall be conducted by a show of hands. When requested by at least five (5) members in good standing, voting may be done, instead, by ballot. A majority of the votes decides each issue, motion and resolution.

8.1.5 The Chair declares a resolution carried or lost. The decision of the Chair is final. In the event of a tie vote, the Chair will cast the deciding vote.

8.1.6 Notification of business to be included on the agenda for consideration at meetings shall be submitted in writing /email to the President not less than two (2) weeks prior to the meeting.

8.1.7 Meeting agenda to be sent to the membership one week prior to the meeting.

8.2 General Meetings: There shall be two general meetings per year, one in the spring and one in the fall, the dates of which shall be fixed by the Executive Board. Members shall be notified

of the date, time and place of said meetings, by email, at least one (1) week in advance. Ten (10) members in good standing in attendance at the meeting shall constitute a quorum.

8.3 Spring General Meeting: A Spring General Meeting for the membership shall be held during the month of April at a date, time, and location approved by the Executive Board. The purpose of the meeting is to welcome returning and new members, receive payment of membership fees, review Club objectives and summarize reports and recent decisions. Information relating to tee times, golfing competition sign ups, general golf course updates will be provided.

8.4 Annual General Meeting: The Annual General Meeting combined with the annual banquet and Club awards shall be held in October at the conclusion of the golf season at a place and time approved by the Executive Committee. The following Agenda shall be used for the Annual General Meeting:

- Call Meeting to Order
- Approve the Agenda
- Minutes of Last AGM Meeting
- Business arising from Minutes
- President's Remarks
- Treasurer's Report
- Committee Reports
- Unfinished Business
- New Business
- Election of Executive to Vacant Positions
- Adjournment

8.5 Request for Special Meeting: A special meeting may be requested by written petition of one-third (1/3) of the members of the Club. The Secretary shall cause notice to be given to all Club members in good standing in accordance with the preceding section of this article.

ARTICLE IX

9.0 AUDITING The fiscal year of the Club shall be January 1 to December 31. The books and records of this Club may be inspected by any member of the Club at the annual meeting provided for herein or at any time upon giving reasonable notice and arrange a time satisfactory to the officer or officers having charge of same. Each member of the Executive Board shall have access to such books and records at all times.

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ARTICLE X

10.0 LIABILITY: Members of the Executive Board who act in good faith and exercise due care shall not be held personally liable for the decisions they make while serving on the Executive Board.

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ARTICLE XI

11.0 EXPULSION

11.0.1 A member may be disqualified from membership for conduct or behaviour detrimental to the Club at the discretion of the Executive Board. In the event that any member is expelled, the expelled club member shall forfeit her fee.

11.0.2 In the event that a member should be banned from the Mill Woods Golf Course by Mill Woods Cultural and Recreation Facility Association (MCARFA), that member shall automatically be expelled from the ladies club and forfeit representation in the Mill Woods Ladies Golf Club.

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ARTICLE XII

12.0 BYLAWS

12.1 Bylaws should be revisited a minimum of every five (5) years.

12.2 A Bylaw committee will be formed and chaired by the Vice President. A Past President Member will be asked to join and provide continuity using her experience to interpret Bylaw relevance.

12.2.1 Six (6) months prior to a General Meeting, Membership is emailed a Notice of Bylaw Review, asking for volunteers to form a committee and for suggestions of any changes to current Bylaws, giving 2 weeks (14 days) for responses.

12.2.2 Five (5) months prior to a General Meeting, the committee meets to review Bylaws, giving consideration to any feedback from Membership and Executive.

12.2.3 Four (4) months prior to a General Meeting, the VP presents recommendations to Executive Board for approval, requiring 50% plus one of the votes.

12.2.4 If not approved, the Bylaws are returned to the committee for rewrite.

12.3 Once the Bylaws are approved by the Executive, they will be circulated to the Membership at least two weeks (14 days) prior to a General Meeting.

12.4 Amendments to the Bylaws will be adopted by a two-thirds majority of eligible votes at a General Meeting.

12.5 EARLIER VERSIONS

ANY EARLIER VERSIONS OF BYLAWS OF MILL WOODS LADIES GOLF CLUB ARE REPEALED. THIS DOCUMENT SHALL BE KNOWN AS "BYLAWS OF MILL WOODS LADIES GOLF CLUB 2023", DATED THIS _____ DAY OF _____, 2023.