

POPPY ESTATE SENIOR MEN'S GOLF CLUB



Policies and Procedures

Approved by the Executive Committee

14 September 2005

Revised 31 December 2011

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Revisions:

20 October 2005	Updated Executive committee for 2006. Revised section 5(a) (ii). See minutes of Executive Committee, dated 12 October 2005
02 April 2006	Revisions to sections 4.0 and 7(h). See Minutes of Executive Meeting of 29 March 2006
27 January 2007	Revisions to section 13(c). See Minutes of Executive Meeting of 17 January 2007
20 August 2009	Amalgamated the roles of Membership and Handicap Chairs. Removed reference to RCGA membership and handicap cards. Other minor changes
31 December 2011	Revision to section 5(iv) to change Executive Committee Quorum from 5 to 4. See Minutes of Executive Meeting of 15 December 2011. Revision to 7 (a) (Immediate Past President) to include responsibility for amending the Club Policies and Procedures. Revision to section 9(i) to change eligibility for Match Play Tournament to "must have played 10 games with The Club". See Minutes of Executive Meeting of 15 December 2011. Added reference to "Over 74 Championship". Clarification of eligibility for weekly prize money Other minor changes including formatting.

POPPY ESTATE SENIOR MEN'S GOLF CLUB

POLICIES AND PROCEDURES

1. NAME.

1. Poppy Estate Senior Men's Golf Club (hereafter referred to as "The Club").

2. PURPOSE.

1. A non-profit, unincorporated association dedicated to the promotion of the interests of golf.
2. To organize and maintain an association of golfers for the purpose of playing golf at least once each week, commencing about the first week of April in any year for a period of approximately six months, ("the season").
3. To maintain ongoing contact with the management of the Poppy Estate Golf Course for the purpose of maintaining good relations and to assist in resolving mutual problems and concerns as they may relate to The Club.
4. To maintain members' interest in The Club and the game of golf by providing interesting and challenging games and tournaments during the season.

3. MEMBERSHIP.

1. General.

- a. The number of memberships in The Club shall be set by the Executive Committee.
- b. A member is a golfer whose application for membership in The Club has been accepted by the Executive Committee and has paid the annual dues determined for the season.
- c. A member is entitled to play in all club tournaments (subject to P&P 8), attend the Spring Information Meeting, the Annual General Meeting (AGM), and the banquet at the end of the golf season and participate in any other club activities during the season.
- d. Membership in The Club is not transferable.

2. Honorary Members.

- a. Honorary membership shall be at the vote of the majority of the members at the AGM to extend an invitation to such persons that the Executive Committee has deemed to be in the best interest of The Club.
- b. Honorary memberships shall be for life.
- c. There shall not be more than three (3) Honorary Members.
- d. Honorary members shall not be required to pay annual dues.
- e. Honorary members shall have all the rights and privileges of membership in The Club, except that they shall have no voting rights in the Club.

3. Waiting List.

- a. The waiting list of applicants shall not exceed twenty-five (25) and shall be maintained in order of the receipt of the application.

4. Inactive List.

- a. A listing of members who, for health reasons, are unable to play but have stated their intent to return to play at the commencement of the next season. The number of members transferred to the 'inactive list' shall not exceed five (5) in any season.

4. MEMBERSHIP DUES.

1. Annual Dues.

- a. Membership dues shall be set annually by the Executive Committee to cover the operating costs of The Club. Any change in the annual dues shall be submitted for approval of the membership at the AGM.
- b. A member who has not paid the membership dues for the upcoming golf season by 31 December following the AGM shall cease to be a member of the club, unless determined otherwise by the Executive Committee.

2. Refund Policy.

- a. In the event of the death of a member the member's dues for the current season shall be refunded on a pro-rata basis.
- b. Prior to the first day of the season if a member, who has paid the membership dues for the upcoming season, advises the Secretary in writing that he is unable to play for the entire season he shall, at the sole discretion of the Executive Committee:
 - (1) Receive a full refund of the membership dues.
 - (2) Where inability to play is due to ill health and the member has stated his intent to return to play at the commencement of the next season, be placed on the "Inactive List" for a maximum of twelve months.

5. EXECUTIVE COMMITTEE.

1. An Executive Committee consisting of the immediate Past President, President, Vice-President, Secretary, Treasurer, Club Captain, Membership Chair, and Rules Chair shall manage the Club.
2. The President may appoint others to assist on the Executive Committee.
3. Members of the Executive Committee shall serve for one year commencing the day following the AGM. Committee members in good standing may stand for re-election
4. A quorum shall be four members of the Executive Committee.
5. At the first meeting of the Executive Committee, following the AGM, the Executive Committee members shall elect a President and Vice-President.
6. All other Executive Committee positions shall be appointed by the President.
7. The Executive Committee shall meet throughout the year at the request of the President.

6. EXECUTIVE COMMITTEE RESPONSIBILITIES.

1. Determine the policies and procedures, approval of an annual budget, approval of all expenditures in excess of \$100, and the general management of The Club.
2. Authorize, in addition to the Treasurer, two members of the Executive Committee to sign cheques on behalf of The Club.

3. Establish the annual membership dues. Any change to the annual dues shall be submitted for approval by the membership at the AGM.
4. Establish any "Special Assessments" necessary to cover extraordinary onetime costs. Such Assessments shall be submitted for approval by the membership at the AGM.
5. Set the annual operating budget.

7. EXECUTIVE COMMITTEE MEMBER DUTIES.

1. Immediate Past President.
 - a. Provide counsel and guidance to the President and members of the Executive Committee.
 - b. Chair the Nominating Committee.
 - c. Chair and arrange the AGM and banquet.
 - d. Update The Club's Policies and Procedures as amended by the Executive Committee.
2. President.
 - a. Preside over all meetings.
 - b. Be an ex-officio member of all committees.
 - c. Call meetings of the Executive Committee as required.
 - d. Make appointments to Ad Hoc committees as required.
 - e. Be the contact person with the management of the Poppy Estate Golf Course.
 - f. Perform other duties as may be required by the office of the President.
3. Vice-President.
 - a. In the absence of the President, preside at all club meetings.
 - b. Act as Chairman of all Ad Hoc committees
 - c. Perform duties as assigned by the President.
4. Secretary.
 - a. Keep, prepare and post minutes of meetings of the Executive Committee, Spring Information meeting and of the AGM.
 - b. Prepare and mail to the membership information pertaining to attendance and dates of meetings, etc. as required.
 - c. Receive and present all correspondence to the Executive Committee.
 - d. Answer correspondence as directed by the President.
 - e. Maintain The Club's correspondence files.
5. Treasurer.
 - a. Receive all funds paid to The Club and deposit such funds in the official depository.
 - b. Disburse funds as approved by the Executive Committee.
 - c. Prepare and present a financial budget forecast for the current year's operation to the Executive Committee for approval. Carryover at the end of the year shall not be less than \$300.00
 - d. Present financial reports to the membership at the AGM.
 - e. Present the books of accounts of The Club for inspection by the Executive Committee and/or authorized auditors, as required by the President.
 - f. Monitor cash flows and financial commitments to ensure the approved budget will not be exceeded
 - g. Approve payment of expenditures not exceeding \$100.00 without Executive Committee approval.
6. Club Captain.
 - a. Organize and conduct all tournaments and matches.
 - b. Determination of the winners of weekly matches.

- c. Set the dates of the Club Championship, Match Play Championship and Over 74 Championship.
- d. Organize and oversee Club Championships.
- e. Keep the Executive Committee informed of the program of weekly games, tournaments, etc and changes to course ratings.
- f. Post the rules for the weekly games.
- g. Participate in any discipline committees.
- h. Post on the bulletin board the current list of member's indices and handicaps.

7. Membership Chair.

- a. Maintains The Club's Membership, Waiting and Inactive lists.
- b. Provide the Executive Committee with all changes to the membership list.
- c. Submit names of applicants for Club membership to the Executive Committee for approval.
- d. Participate in any discipline committee.
- e. Provide advice and guidance to members in the operation of the club's computer system.
- f. Maintain a back-up of the data on the club's computer system.
- g. Responsible for the security, maintenance and operation of the club's computer system.

8. Rules Chair.

- a. Provide advice and guidance to members on the rules of golf, and any specific rules pertaining to the Poppy Estate Golf Course.
- b. Rule on any disagreement in the interpretation and/or the application of the rules of golf.
- c. Bring to the attention of the Executive Committee any infractions of the rules by a member.
- d. Participate in any discipline committees.

8. PARTICIPATION IN CLUB GAMES.

1. Weekly Games

- a. Shall be a member in good standing.
- b. Shall have a Club handicap to be eligible for prize money.

2. Club Championship.

- a. Shall be a member in good standing.
- b. Shall have played a minimum of ten games with The Club.
- c. A member can play in either the Over 74 Championship or the Club Championship, but not both.

3. Match Play Championship.

- a. Shall be a member in good standing.
- b. Shall have played a minimum of ten games with The Club.
- c. The draw shall consist of a maximum of 64 players. Should there be less than 64 but more than 32 players, a qualifying round shall be played prior to the start of the tournament.
- d. The tournament shall be played, where practical, on five consecutive Wednesdays and shall commence before July 1.
- e. Rescheduling of matches between players must be approved by the Club Captain.

4. Over 74 Championship.

- a. Shall be a member in good standing.
- b. A member must have played a minimum of ten games with The Club.
- c. A member must be over the age of 74 at the time of the tournament.
- d. A member can play in either the Over 74 Championship or the Club Championship, but not both.

9. ANNUAL GENERAL MEETING (AGM).

1. The AGM shall be held in late September or early October on a date approved by the majority of members at the previous AGM.
2. A quorum of the AGM shall be twenty-five (25) members
3. The Executive Committee shall set the agenda for the AGM at least one month before the meeting. A copy of the agenda shall be posted on The Club's bulletin board.
4. The date of the following year's AGM to be approved by a majority vote of the members in attendance.
5. The AGM shall be open to all members. Guests will only be permitted with the approval of the Executive Committee.
6. Financial statements and reports for the fiscal year shall be placed before the membership at the AGM.

10. ELECTION OF EXECUTIVE COMMITTEE MEMBERS.

1. The President shall appoint a nominating committee at least one month in advance of the AGM.
2. The nominating committee shall consist of two members of the Executive Committee. Where practical, one of the appointments shall be the Past President.
3. The election of members to the Executive Committee shall be held at the AGM.
4. The nominating committee shall make nominations, with the consent of those nominated, and presents the slate of nominees to the members at the AGM.
5. Nominations may be accepted from the floor at the AGM. Members so nominated must be in attendance and accept the nomination.
6. Members in attendance at the AGM shall vote by show of hands.
7. Election of a nominated member to the Executive committee shall be by a simple majority of the members present at the AGM.
8. There shall be no voting by proxy.
9. A member of the Executive Committee shall conduct the election.

11. FINANCIAL AUDIT.

1. The fiscal year of The Club shall commence the day following the AGM.
2. All books of accounts and reports, prepared by the Treasurer, shall be audited by two members of The Club appointed by the President. Such books and records shall be delivered to the auditors no later than thirty days following the AGM.
3. Records of all audited books and reports shall be kept for a minimum of three (3) years and be made available to any member to examine. Requests to examine audited records shall be submitted in writing to the Club Secretary.

12. RULES OF ORDER.

1. All matters of procedure not specifically provided for herein shall be governed by the "Roberts Rules of Order".

13. CLUB RULES RELATED TO PLAY.

1. General

- a. Club play shall be governed by the rules of golf established by the British Columbia Golf Association; modified, where appropriate, by the local rules of the Poppy Estate Golf Course. Where conflict exists between the rules of the British Columbia Golf Association and the local rules of the Poppy Estate Golf Course, the rules of the British Columbia Golf Association shall take precedence.
- b. Play from the White Tees.
- c. Putts must be holed out.

2. Registered Club Handicap

- a. A Registered Club handicap (as determined by the handicap system in the club computer) is defined as:
 - 1) Scores for a minimum of five (5) games played as a member of The Club, or
 - 2) A verified handicap from another club, or
 - 3) Providing the Membership Chair with a minimum of five (5) attested and dated score cards from other courses.
- b. No member shall have a club handicap greater than 32
- c. Players shall count maximum strokes over par as follows:
 - 1) Handicap: 1 to 18: Two strokes
 - 2) Handicap: 19 to 24: Three strokes
 - 3) Handicap: 25 to 32: Four strokes

3. Disqualification of Score Cards

- a. At the sole discretion of the Club Captain a member's scorecard may be disqualified for any of the following reasons:
 - 1) Not dated.
 - 2) Player's full name is not legible.
 - 3) Not signed by the player.
 - 4) Not attested by another member.

4. Winter Rules.

- a. Applied at the discretion of the Club Captain.
- b. A six-inch (6") improvement is permitted on fairways and roughs. No improvement is permitted on greens or in hazards.

5. Club Etiquette.

The following points of etiquette shall be observed:

- a. Avoid slow play
- b. Play ready golf
- c. Do not leave golf carts in front of the greens.
- d. Finish a short putt.
- e. Move promptly to the next tee - do not mark your card on the green or discuss the play.
- f. Maximum time to search for a lost ball is five (5) minutes.
- g. When necessary let the group behind play through.
- h. Slower players are encouraged to use a power cart.