



Governance and Operating Manual

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Preface

The Savage Creek Senior Men's Golf Club (the Club) is a golf club playing at the Savage Creek Golf Course in Richmond British Columbia.

As an unincorporated, not-for-profit organization, the Club is led by an elected xxxxxx-member executive.

The mission of the Club is to foster participation in golfing and social activities for the wellbeing, benefit, golfing enjoyment, and fellowship of its members.

This Governance and Policies and Procedures Manual is divided into two sections. The first section is the Bylaws which deal with the general rules and composition of the Club. The second section is the Policies and Procedures which deals more directly with the golfing activities of the Club. If there is a conflict between the sections, the bylaws take precedence.

Bylaws

1 Age Restriction

Country Meadows Senior Men's Golf Club is a Club for senior men 50 years of age and older. There will be no more than two classes of membership: - Active and Associate.

2 Privacy

The protection of member's personal information is of paramount importance to the Club and is only shared amongst Club Executives and Volunteers on a "need-to-know" basis.

No member shall use his membership in the club or his access to club member information for personal gain or to promote his or any other business.

3 New Members

New members must sign an Application form with personal information including address, phone number, e-mail address, and emergency contact person. By signing this form, the new member agrees to abide by the Club's By-laws and Rules. The Membership Renewal Form need only be submitted if there are changes to the personal information of the renewing member.

4 New Member Orientation

All new members are to attend an orientation meeting generally held in the month of February each year. The main purpose of the new member's orientation is to ensure each new member is aware of their obligations as members, and how to find important information in their member's Governance Manual. The orientation is also an excellent opportunity for new members to meet each other, and a number of Club Executives.

5 Active Member

An Active member is a person over the age of 50 who has been accepted for membership in the club and who plays regularly in club events and plays the minimum of 14 Monday club games.

The Club shall not exceed 120 paid-up Active members 50 years of age and over.

Any active member who has not fulfilled the requirement of 14 games played per season, for the current year, and cannot in good conscience guarantee to the Executive Committee's satisfaction that he will be available for weekly play during the following season, will have the option of resigning or being placed on the Associate list (if he has been an Active member for at least 3 years). If there are Extenuating Circumstances, due to health issues or civic duty, and not

work related, which caused the failure to comply, an email/letter is to be sent to the Membership chair for review by the Executive Committee, and the failure shall be waived if deemed appropriate by the Committee.

6 Associate Member

The Club will not entertain Associate membership during the first 5 years of operation.

7 Dues

Annual membership dues shall be established by the Executive and are due and payable by October 31 for the following year. New members will be charged an initiation fee

Any refund of annual dues is at the discretion of the Executive Committee.

Dues for membership that becomes effective after July 31 shall be established annually by the Executive Committee.

Upon a letter being received, requesting for medical reasons only, a fee refund, the Executive, depending on the circumstances, may reimburse the member in full or in part, providing he has not played a game that season. There will be no refund of annual dues to any member placed on the Associate list during the season.

8 Meetings

The Annual General Meeting shall be held in October unless otherwise ordered by the Executive.

Special meetings of the Club may be called by the Captain or the Executive and shall be called upon the written request of ten members of the Club.

For the conduct of business in a "deliberative assembly" (the Club) a quorum of a majority of the general membership shall be required. A quorum for any committee shall be a majority of the elected, appointed or alternate members of the committee.

The Executive shall meet regularly each month except December. Special meetings of the Executive may be called by the Captain and shall be called upon the written request of three members of the Executive.

9 Financial Report

The fiscal and membership year end shall be October 31, following which a Financial Report shall be submitted to the Executive and distributed to the general membership prior to the following season.

10 Financial Guidelines

- Finances will be recorded according to generally accepted accounting principles.
- An annual budget shall be prepared and approved by the majority of the Executive and distributed to the general membership.
- The budget will show a comparison to the past years actual.
- A financial statement will be presented at least quarterly to the Executive showing a comparison between actual and budget for each item. Between quarterly meetings the finance chairman will inform the Executive on the club's current financial position.
- At the end of each financial year, the finances will be reviewed by a committee of two (2) active members from the general membership, appointed by the Executive.
- The Executive must approve all expenditures.
- Any expenditure greater than \$2000 not in the approved annual budget must go to the general membership for approval.
- Toonie funds are not to be included in the General Account. They are to be recorded and reported separately.
- There will be three (3) signing officers, Captain, vice-Captain and Treasurer. Each cheque will require two (2) signatures.

11 Nominations

On or before the Executive meeting in July, a Nominating Committee of four members comprised of the two Vice-Captains, Membership Chair, plus a "Member At Large" shall be appointed by the Executive. It shall be the duty of this committee to nominate one (1) candidate for each of the offices to be filled at the Annual General Meeting in October. The Nominating Committee shall report on or before the Executive meeting in August at which time the nominations will be posted. During the Annual General Meeting additional nominations from the floor shall be permitted.

12 Officers

The Officers of the Club shall be:

- Captain,
- 1st Vice-Captain,
- 2nd Vice Captain
- Secretary,
- Treasurer
- Membership,
- Scheduler
- Starter
- Handicapper
- Merchandise
- Webmaster
- Social,
- Tournaments,
- Rules & Regulations,
- Health & Welfare,

The officers of the Club shall constitute the Executive.

13 Terms of Office

The terms of office shall be for two years or until their successors are elected or appointed. No member shall be eligible to serve more than two consecutive terms in the same office with the exception of positions determined by the Executive.

In the event an elected or appointed officer resigns, or for reason is removed from office, the Executive may, by a majority vote, appoint a *pro tem* replacement for the remainder of the term.

In the event the resigning officer is the Captain, the 1st Vice-Captain shall automatically fill that position unless he so declines in which case the Executive may appoint a *pro tem* replacement for the remainder of the term.

Such *pro tem* appointment shall not affect a member's right to be elected for the length of term described above.

14 Executive

The Executive shall have full power and authority over the affairs of the Club except for the election of officers which shall be reserved for the assembly of the membership at the Annual General Meeting.

The Club Executive shall meet regularly each month except for December. Executive members should have an up to date list of their duties and are expected to have an Alternate if the Executive member is absent. Each member of the Executive has one vote. An Alternate can vote in place of the executive member for whom he is the designated alternate.

15 Voting

All dues paying members shall have the right to vote at any regular or special general meeting of the assembly except if they are subject to disciplinary suspension.

Except at the Annual General Meeting, voting on motions concerning the affairs of the Club is restricted to the Officers of the Club, or alternates approved by the Executive.

A motion that has been previously adopted may be amended or rescinded, (i) by a two-thirds vote, or (ii) by a simple majority vote providing notice of the motion to amend or rescind was previously given.

16 Elections

In the event there is more than one candidate for any office, the officers shall be elected by ballot to serve for the period specified or until their successors are elected. When only one candidate exists, the Captain shall declare the nominee is elected by acclamation. Their term of office shall begin at the close of the Annual General Meeting at which they are elected.

17 Terms of Office

Terms of office will be for 2 years except for the Charity Tournament Chairman who shall be appointed annually. Half the Executive positions will be elected each year. In the event an elected officer resigns, the Executive may, by a majority vote, appoint a 'pro tem' replacement for the remainder of the term. In the event the resigning officer is the Captain, the 1st Vice-

Captain shall automatically fill the position unless he so declines in which case the Executive may appoint a 'pro tem' replacement for the remainder of the term. The position of Captain is for one two-year term without the possibility of extension. Terms of office will begin on November 1 and terminate on October 31 of the appropriate year. Whenever possible no executive member should serve more than two (2) consecutive terms in the same position. For purposes of continuity the positions of Secretary, Starter and Scheduler are exempt from the two term limit of office. Terms of committee appointments by the Captain or Executive shall be for one year. If for any reason an officer or committee chairman must be removed from office, Robert's Rules of Order will prevail.

18 Authority

The Club Bylaws and Policies and any special rules the Club may adopt, shall govern the operations and meetings of the Club in all cases to which they are applicable.

19 Committees

The Captain, or in the absence of the Captain, the Chair, shall appoint such Standing (permanent) and Special (temporary) committees as the Club or the Executive deem necessary to carry out the work or mission of the Club. The Captain shall be ex officio a member of all committees except the Nominating Committee.

Final reports of a Standing or Special Committee shall be submitted to the authoritative body to which it is responsible.

20 Policy Advisory Committee

To assure continuity of the management of the Club, a Policy Advisory Committee will be appointed each year. The committee will be the Past-Captains with the longest serving Captain as Chairman. Other members may be invited from time to time as needed to review, discuss and research issues suggested by the Executive and members. Policy reviews shall take place bi-annually following the appointment of a new Captain.

21 Web Presence

The Club Webmaster shall be appointed by the Captain and under his direction and with the aid of other club members will manage and keep the Club website up to date.

22 Amendments

These bylaws may be amended at any regular Executive meeting by a two-thirds vote provided the amendment has been submitted in writing by an Executive member at the previous regular committee meeting.

Members' at large requesting changes to the Bylaws must submit their Resolution in writing to the Club Secretary no later than four weeks prior to the Annual General Meeting. Each proposed resolution shall be signed and seconded and shall contain three additional signatures of Club members in support of the resolution.

Members may make motions or propose resolutions from the floor at the Annual General Meeting. Any such motions or resolutions may be deferred by the Executive to the following Annual General Meeting or Special Extraordinary Meeting of membership.

23 Policies & Procedures

The Club shall establish Policies and Procedures related to the operation of the Club and its golfing and social activities. These policies and Procedures must be approved by the Club Executive and presented to the members at an Annual meeting or Special General Meeting.

Policies and Procedures

1 Rules of Golf

The rules of golf as approved by the RCGA in conjunction with local rules which are posted on the Club's local Rules Board or on scorecards shall apply to all members.

2 Foursomes

Playing Foursomes will be established by a random draw conducted by the Scheduler using software authorized by the Executive.

3 Tee Times

SCSMGC has reserved Monday morning for Senior Men's play. Members are obligated to honour their assigned tee time unless cancelled in accordance with Article 16.

4 Cancellation of Tee Times

To cancel a day of golf:

- If a member knows he will be unable to honour his Tee time, he must cancel his Tee time in accordance with procedures posted on the weekly Club website.
- On the day of play, if a member is unable to play, he must call the **Club Starter**, as early as possible in advance of his Tee time in accordance with the above procedures.
- **'No Shows'** will not be tolerated and penalties will be assessed. Only extenuating circumstances will be considered.

5 Unavailable to Play

If a member plans to be away for any reason and/or be unavailable for **Club** play for any length of time, he must call the **Scheduler** prior to leaving and again on his return.

6 Check-In

Members are required to check-in with the **Starter** *at least thirty minutes* prior to their scheduled Tee time. The **Starter**, at his discretion, will reschedule 'late comers' to the next available Tee time.

7 No-Shows

No-Shows will be subject to the following penalties:

- **1st Time:** A warning from the Scheduler
- **2nd Time:** The member's name will be removed from further weekly draws until the member has reported to the **Starter** as a walk-on on a regular day of play, exclusive of tournament days.
- **3rd Time:** Membership will be suspended; the member's name removed from further weekly draws. No further tee times will be assigned and he will not have walk-on privileges until the offending member has confirmed to the **Scheduler** the date that he will be available for play after which his membership will be reinstated.
- **4th Time:** Membership will be terminated with no refund of annual dues paid.

Extenuating circumstances leading to suspension or termination of membership will be reviewed by the Executive.

8 Application Form

An Application Form shall be completed for any new membership and each year by all current members to confirm addresses, phone numbers and email addresses. A new member's receipt of a copy of the Membership Bylaws and Signature on the Application Form shall constitute acceptance of any and all penalties described in the bylaws.

9 Minimum Games per Season

Members are requested to play a minimum of fourteen Monday Club games per season. Extenuating circumstances for failing to comply will be reviewed by the Executive.

To be eligible for **Club** tournaments, a club handicap is required. In order to obtain an appropriate club handicap new members shall play a minimum of:

- Five **Club** games before the **Club's** mid-season tournament; and
- Eight Club games before the **Club** Championship.

10 Season

The **Club's** regular playing season is from the first week in March to the first week in October. However, these dates may be altered to suit course conditions and tournament dates.

11 Suggestions

All suggestions and grievances shall be submitted to the **Club Captain** in writing.

12 Card Captains

It is the responsibility of Card Captains (first name on the card or as otherwise agreed by "*fellow competitors*") to ensure that their foursomes are '*on-the-tee*', '*on deck*', or '*in-the-hole*' as required by the starting schedule.

13 Score Cards

The Card Captains of weekly foursomes are responsible for recording their team's scores and for having the score card "**Dated**", "**Signed**" and "**Attested**" before returning it to the Club **Handicapper**.

14 Recording Scores

Members should ensure **all** scores from scheduled Club play are entered in the **Club's** handicap computer to establish a **Handicap Factor**, **Club Handicap** and **Attendance Record**. Until an official course rating is obtained for Savage Creek Golf Course, scores from other courses should not be entered.

15 Course Repairs

Card Captains shall encourage all team members to replace divots and repair ball marks on green.

16 Shotgun Start

When there is a '**Shotgun Start**', Card Captains shall ensure foursomes are on the assigned Tees ahead of the designated Tee time.

17 Putts

All putts must be '*holed out*'. No '*Gimmee's*' in Men's Club stroke play. However, a **stroke**, a hole or a match may be conceded in **match** play events.

18 Hole-in-Ones

Holes-in-One will be duly celebrated at the Clubhouse the following Monday. The **Club 'Hole-in-One'** trophy will be presented at a later date.

19 Rules Committee

To deal with applying Golf Canada rules as they apply to the day's play at Savage Creek. The committee is made up of the elected Rules Chair, the Handicapper, the Tournament Chair and one or two members at large.

20 Disciplinary Committee

The committee shall act upon disciplinary situations regarding Club members. Chaired by the Membership chair, and includes both the 1st and 2nd Vice Captains.

Reporting Complaints:

Any member having any complaint against any other member exhibiting conduct that is contrary to the By-Laws or Golf Etiquette set out in the Members Manual may make the complaint in the form of a letter to the Club Captain for registration and, if deemed necessary, furtherance to the Disciplinary Committee for review and recommendations

Procedure:

Upon receipt of the complaint the committee shall:

- Interview all parties involved, and any witnesses to the event(s)

- Determine whether there were any infringements of the Club By-laws, or Golf Etiquette as outlined in Member's Manual
- Consult with the Captain on the most appropriate course of action
- Write to the parties involved advising them of the Committee's findings and any disciplinary actions resulting from the event(s).

Membership Obligations:

Members who fail to contact the Scheduler and/or Starter to cancel their scheduled tee time are considered "No Shows". Members are required to play 14 games each year on the Club's scheduled Wednesday dates from March to October in order to maintain their Active Membership. New members are required to assist at the Starter's Desk once during the season.

Members are required to play safely by:

- Waiting for members ahead to advance beyond reach before hitting
- Calling fore whenever their ball strays towards other players

Respectful Behaviour:

Savage Creek Senior Men's Golf Club is a respectful environment where senior men may exercise; enjoy challenges, and camaraderie while playing golf. Bullying or harassment are not acceptable and will not be tolerated by the Club.

Definitions:

Bullying or harassment is an unwanted behaviour that is verbally or physically abusive, vexatious or hostile, which creates an intimidating environment for any social activity. Harassment can also be discriminatory in nature. It can be based on someone's race, color age, or religion.

Bullying and Harassment is measured not by the intent of a person, or persons making the comments about another person, or actions they may have made towards another person. The Bullying and Harassment is determined rather on how those comments or actions would be received by a reasonable person to whom those comments or actions were directed.

Conduct Leading to Discipline:

The following conflicts, actions, or inactions of members may lead to disciplinary action:

- Bullying and Harassment
- Abusive Language
- Unsafe play
- Members failing to play the required 14 games each year to retain Active Membership
- No Shows
- Other infractions of the By-laws, or Golf Etiquette as described in the Members Manual

Actions on a Complaint:

Any member who is the subject of a complaint shall:

- Be given a copy of the complaint;
- Be informed of the name(s) of the complainant(s);
- Be directed to deliver to the Club Captain within five (5) days, a reply in writing setting out a concise statement of the member's reply to the complaint; and
- Have the right to a hearing with the Disciplinary Committee.

The Membership Chair shall preserve all complaint files indefinitely. Such files or records shall be regarded as confidential, open only to the Club Captain, Disciplinary Committee and the Appeal Committee.

Decisions:

All decisions of the Disciplinary Committee are to be promptly reported to the Club Captain in writing who shall communicate the decision to the Executive Committee. Subject to the outcome an Appeal, if applicable, all decisions of the Disciplinary Committee shall normally be deemed to take effect immediately and any member affected thereby shall comply forthwith.

The actual timing of the disciplinary measure will be determined by the Discipline/Appeal Committee but must be during the March to October golf season.

Enforcement of Disciplinary Decisions:

The disciplinary decisions reached by the Disciplinary Committee shall be enforced as follows:

Discrimination/Harassment/Bullying

- 1st Offence – Letter of Warning and a 4 week suspension.
- 2nd Offence – Formal Letter cancelling membership.

Disrespect and/or abusive language to a fellow member.

- 1st Offence – Letter of Warning and a 2 week suspension.
- 2nd Offence – Letter of Warning and a 4 week suspension.
- 3rd Offence – Formal Letter cancelling membership.

Unsafe Practice Swings and Unsafe Play – Infractions

- 1st Offence – Letter of Warning.
- 2nd Offence – Letter of Warning and a 3 week suspension.
- 3rd Offence – Formal letter cancelling membership.

No-Shows – As set forth in Policy 7.

Minimum 14 Games Played requirement, not attained (Policy 9).

Failure to comply with a Disciplinary Committee and/or Appeal Committee Ruling –

- Cancellation of membership.

Other – Infractions of the By-Laws and/or Golf Etiquette provisions of the Members Manual not mentioned above.

- 1st Offence – Letter of Warning.
- 2nd Offence – Letter of Warning with 1-week suspension.
- 3rd Offence – Appear Before Disciplinary Committee and the possible cancellation of membership.

21 Appeal Committee

Any member who is the subject of a Disciplinary Committee ruling may, by notice in writing to the Club Captain, appeal the decision of the Disciplinary Committee within five (5) days after the decision has been communicated to him. The notice of appeal shall contain a brief statement of the grounds for the appeal. The Club Captain shall appoint an Appeal Committee

made up of himself as Chairman, two (2) Executive officers and two (2) members-at-large to deal with the notice of appeal. The Chairman shall not vote unless it is necessary to enable the committee to arrive at a decision. The Club Captain shall determine a date for the Appeal Hearing and give written notice to the Appeal Committee and Appellant at least five (5) days prior to the date fixed. The Appeal Committee, after reviewing the notice of complaint, the notice of appeal and evidence given at the Appeal Hearing may at its discretion:

- Uphold the ruling of the Disciplinary Committee
- Alter the penalty imposed by the Disciplinary Committee, or
- Dismiss the complaint outright

The decision of a majority of the Appeal Committee shall be final, binding and conclusive of all matters dealt with. The decision shall be in writing.

22 Tournaments and Trophies

We are a Club based on fellowship, friendly competition, and enjoyment of playing the game of golf. While we are not a Club based solely on competition, we do hold some tournaments and weekly competitions.

The Tournament Chair has the responsibility of the trophies, their engraving, and the giveaway trophies.

Weekly and Tournament Prizes

To assure the Club maintains its emphasis on good fellowship tournament prizes will be limited to a trophy with a crested shirt and a monetary prize of a maximum of \$10. Weekly prizes are also limited to \$10. Members may win only one prize each week. Funding for weekly prizes and hole-in-one celebrations is generated from members' contributions to the Toonie Pot (\$2 per golfer collected weekly from members playing that week).

Closest to the Pin Competition

There will be a number of 'closest to the pin' holes each Club day. In keeping with our Club principle, "fair to all members", 'closest to the pin' holes should only be placed on holes all members could reasonably be expected to reach. Depending on tee box position and location of flag, Vice-Captains will have sole discretion on what may be used on that Club day. Second shot Chip-ins may be used on all Par 4 holes as well as closest to the line where a rope is placed on the fairway on all Par 4 holes.