



# CALABOGIE HIGHLANDS GOLF RESORT

## MEMBERS' ASSOCIATION

### CONSTITUTION and BY-LAWS

**Original Document Date April 13, 2015**

Amendment	Content	Date
I	Member of Good Standing	April 2016
II	Addition of Handicap Chair to Executive	April 2016
III	Change of Fiscal Year	April 2018
IV	Reduce size of Executive Committee Change titles for League Captains Change reference to Men's and Women's Association to Leagues	April 2019



**CALABOGIE HIGHLANDS GOLF RESORT**  
**MEMBERS' ASSOCIATION**  
**CONSTITUTION and BY-LAWS**

**TABLE OF CONTENTS**

<b>1. Article I</b>	<b>Name and Objectives</b>
<b>2. Article II</b>	<b>Fiscal Year</b>
<b>3. Article III</b>	<b>Operation of Members' Association</b>
<b>4. Article IV</b>	<b>By-Laws</b>
<b>5. Article V</b>	<b>Memberships and Dues</b>
<b>6. Article VI</b>	<b>Types of Meetings and Notices</b>
<b>7. Article VII</b>	<b>Voting</b>
<b>8. Article VIII</b>	<b>Officers</b>
<b>9. Article IX</b>	<b>Powers and Duties of the Executive</b>
<b>10. Article X</b>	<b>Standing Committees</b>
<b>11. Article XI</b>	<b>Amendments</b>
<b>12. Article XII</b>	<b>Complaint Resolution</b>
<b>13. Article XIII</b>	<b>Discipline</b>
<b>14. Article XIV</b>	<b>Golf</b>

**CALABOGIE HIGHLANDS GOLF RESORT**  
**MEMBERS' ASSOCIATION**  
**CONSTITUTION and BY-LAWS**

Herein called "Members' Association"

Calabogie Highlands Golf Resort herein called "The Club"

Calabogie Highlands Golf Resort Members' Association Executive herein called "The Executive"

**ARTICLE I - NAME AND OBJECTIVES**

**Section A**

**Name**

1. The name of the Organization shall be:

***CALABOGIE HIGHLANDS GOLF RESORT MEMBERS' ASSOCIATION***

**Section B**

**Affiliations**

1. The Club has affiliations with Golf Canada, Golf Ontario and the Ottawa Valley Golf Association.

**Section C**

**Objectives**

1. The objective of the Members' Association is:
  - a) To provide a broader base of participation in the formation of Men's, Women's and Mixed programs.
  - b) To provide a vehicle for increased membership involvement in the operation and administration of Men's, Women's and Mixed programs.
  - c) To promote and organize social activities among its members.
  - d) To render service to the Club

**ARTICLE II - FISCAL YEAR**

1. The fiscal year of the Members' Association shall commence on 15 October and end 14 October each year.

## ARTICLE III - OPERATION OF MEMBERS' ASSOCIATION

1. The Members' Association shall not be conducted or operated for profit and no part of any profits or funds from tournaments, membership fees, donations, fund raising or any other source shall inure to the benefit of any member or individual.

## ARTICLE IV- BY-LAWS

1. The Executive, by the power vested in them hereby establishes the By-laws of the Calabogie Highlands Golf Resort Members' Association. Every member is subject to these By-laws and subsequent approved amendments. In order to carry out the Constitution, the Members' Association shall from time to time adopt and revise the necessary By-Laws. (See Article XI)

## ARTICLE V- MEMBERSHIP AND DUES

### Section A - Eligibility

1. The following shall be eligible for membership and shall be considered as Members in Good Standing:
  - a) All LIFE members over the age of 18.
  - b) All REGULAR members over the age of 18.
  - c) All HONORARY members over the age of 18.
2. All members in good standing shall be eligible to participate in events operated by the Members' Association.
3. Definition of Member in Good Standing

For the purposes of "The Club", it's Management and Staff, a "Member in Good Standing" is a member who demonstrates their commitment to "The Club" by paying annual membership fees to "The Club", by demonstrating professional sportsman-like conduct and within the context of their available time *may* choose to volunteer time or skills.

- a) *Membership fees*: are comprised of annual golf membership dues, Golf Ontario fees and administration fees, where applicable, as verified by the management and/or staff.
- b) *Demonstrating Sportsman-like Conduct*: a "Member in Good Standing" will act in a respectful way while participating in golf activities on the course as well as around the facilities. Any interaction with management or staff, volunteers, other members and the general public will uphold sportsman-like conduct. Public displays of uncontrolled anger, outbursts of profanity and violation of club/golf rules are some examples that are not consistent with the behaviour this club promotes.
- c) *Commitment*: a belief that we are all responsible for the success of the "The Club" and not the belief that "all the work that needs to be done is the responsibility of paid employees" and/or "all the work that needs to be done is the responsibility of a small group of volunteers." "Members in Good Standing" are encouraged to volunteer to help in some way each year based on each Members' circumstances. "The Association"

recognizes that not all members will be called upon or are available to help each year and is an individual choice to volunteer.

## **Section B - Types of Memberships**

The Members' Association shall have the following types of members:

- d) Life Members - Members over the age of 18 who have paid to the Owners a onetime fee for life membership are entitled to all privileges including voting and holding office.
- e) Regular Members - Members over the age of 18 who have paid to the Owners the current year's annual membership fee are entitled to all privileges including voting and holding office.
- f) Honorary Members - All owners, dependents of owners, employees of The Club and persons to whom playing privileges have been given by the owners for any reason, over the age of 18, are entitled to all privileges **excluding voting and holding office in the Association**. They may serve in an advisory role or as a member of a sub-committee only.

Note: All Life Members and Honorary Members must pay to the Golf Ontario fee each year in order to maintain all playing privileges.

## **Section C - Membership Fees**

- 1. The Men's, Women's and Mixed League Executives will establish the yearly membership fees that are payable for participation in their respective Leagues.

## **Section D - Termination of Membership**

- 1. Any member in good standing may terminate his/her membership by:
  - a) Resignation in writing to The Executive.
- 2. Expulsion of any member for breach of conduct. (See ARTICLE XIII).

## **ARTICLE VI - TYPES OF MEETINGS AND NOTICE**

### **Section A - Meetings**

- 1. There will be one (1) Annual General Meeting of the Members' Association to be held in April.
- 2. Notice of Annual General Meetings shall be communicated to all eligible members in good standing fifteen (15) days prior to the date of the meeting.
- 3. A Special General Meeting may be called by the President on fifteen (15) days notice to the members prior to the date of such meeting.
- 4. There will be no less than two (2) meetings of The Executive each year, one in the Spring and one in the Fall.
- 5. The agenda of the Fall meeting will include: the appointment of the Officers from the Executives of the Men's, Women's and Mixed League elected officials; appointment of the Secretary if

necessary; annual reports of Officers and Coordinators; discussion of ideas about the following year's programs.

6. The agenda of the Spring meeting will include the presentation to the membership of the Members' Association's programs for the year.
7. Any member in good standing may attend any Executive meeting and may only participate if approved on the Agenda. Notice must be provided in advance of the intention to attend.

### **Section B - Conduct of Meetings**

1. All meetings of the Members' Association shall be conducted in accordance with "Robert's Rules of Parliamentary Procedure."
2. Two-thirds (2/3) of the Executive present constitute a Quorum.

## **ARTICLE VII - VOTING**

1. The following shall govern meetings:
  - a) Any member in good standing has the right to attend, participate and vote in the Annual General Meeting and any Special General Meetings.
  - b) Any HONORARY members in good standing may attend any meeting, but may NOT vote.

## **ARTICLE VIII – OFFICERS**

### **Section A - Officers**

The Officers of the Members' Association shall be:

1. Presidents of each of the Men's, Women's and Mixed Leagues.
2. Captains of both the Men's and Women's League
3. Secretary to be appointed by the Presiding President from the Members at Large.

### **Section B - Eligibility**

1. Officers must be a member in good standing over the age of eighteen (18).
2. In the event that an Officer holding two (2) voting positions simultaneously occurs an alternate shall be appointed by the Respective League Executive in order to maintain the number of votes described in Article VIII, Section A.

### **Section C - Term of Office**

1. Terms of Office shall be two (2) years, beginning 15th October and ending 14<sup>th</sup> October providing the Officer still holds his / her position on their Respective League Executive.

## **Section D - Duties**

### **1. Duties of the President**

- a) The President shall be the Chief Executive Officer of the Members' Association and the Members' Association's Executive.
- b) The presiding President shall be the elected President of the Men's or Women's League each alternating year.
- c) The President shall be responsible for arranging all meetings and to notify members of the same.
- d) The President shall be responsible to have the agenda prepared for each meeting and copies distributed to all.
- e) The President shall be responsible for distribution of final minutes to The Executive within ten (10) days of any meeting.
- f) The President shall not vote unless there is a tie.

### **2. Duties of the Secretary**

- a) The Secretary shall be responsible for keeping records, and recording minutes of all meetings of the Members' Association and The Executive. She / he shall be responsible for all correspondence.
- b) The Secretary shall be responsible for distribution of the final minutes to the President within seven (7) days of any meeting.

### **3. Duties of the League Captains**

- a) The League Captains are responsible to arrange and present to the Executive a full schedule of events. This must be done in liaison with the Club Manager/Owner, Club Captain and Club Pro. Other District and Regional events should be kept in mind when preparing this schedule.
- b) The League Captains will bring forth issues regarding the playing of golf for discussion and decision by the Executive in order to establish local rules.
- c) The League Captains will bring forth problems with the physical layout of the golf course for discussion and decision by the Executive.
- d) The League Captains will bring to the attention of the Executive any problems with members that may require disciplinary action.
- e) The League Captains will keep the Executive informed of all winners, awards and accomplishments within their respective Leagues.

## **ARTICLE IX - POWERS AND DUTIES OF THE EXECUTIVE**

- 1. The business of the Calabogie Highlands Members' Association shall be managed by its Executive and shall require a simple majority vote.

2. The Executive shall have the right by a two-thirds (2/3) majority vote only, to remove any Officer or Chairperson of a Committee for violation or neglect of duty.
3. If an Officer resigns or is removed during his/her term, the position shall be filled by appointment by The Executive from the corresponding League.

## **ARTICLE X - STANDING COMMITTEES**

1. From time to time, the President may establish a Committee, either Ad Hoc or Standing, to deal with any particular interest or function. The President may appoint a Chairperson accordingly.

## **ARTICLE XI - AMENDMENTS**

1. The Constitution and By-Laws of the Members' Association may be altered, repealed or amended by a vote of two-thirds (2/3) of the voting members present at any regular or special meeting of the Members' Association.
2. Any member wishing to recommend a change to the By-Laws must send the recommendation in writing to The Executive at least thirty (30) days prior to a Members' Association meeting. The recommended change will be posted and distributed to all members' fifteen (15) days prior to said meeting.

## **ARTICLE XII - COMPLAINT RESOLUTION**

### **Section 1 - Complaints**

1. Complaints will be acted upon, only if submitted to The Executive in writing.
2. The Executive will review the complaint, interview witnesses, and inform the complainant of their decision and action taken, in writing.
3. If the complaint involves one of The Executive Members', that member will be removed from discussions and decisions until an action has been taken and resolution reached.
4. If the complaint involves The Executive itself, the Club Manager/Owner will appoint one Executive member from each of the Men's, Women's and Mixed League who are not on the Members' Association Executive to review and take action.

## **ARTICLE XIII - DISCIPLINE**

1. Any member of the Association guilty of conduct, in the opinion of The Executive endangering the welfare or good order of the Association may be, by two-thirds (2/3) vote of the total Executive and in concert with the club owners be:
  - a) Censured
  - b) Suspended from Association activities without privileges for a stipulated period of time and/or
  - c) Expelled from Association activities



2. Members who have been expelled from Association activities may reapply for membership, and may be reinstated by a two-thirds (2/3) vote of The Executive, the season following the year they were expelled.

## **ARTICLE XIV– GOLF**

### **Section 1 - Rules of Play**

1. All Golf shall be played in accordance with the current edition of the “Rules of Golf” set forth by “*Golf Canada*”, and local rules approved by The Executive.