

## **SECTION I – Ladies’ Section**

### **SECTION 1.1 CONSTITUTION**

#### **ARTICLE I – NAME**

The organization shall be known as **THE MISSISSIPPI GOLF CLUB LTD – LADIES’ SECTION**, (herein known as the “**Ladies’ Section**”). The Mississippi Golf Club is governed by Golf Canada, and is a member of Golf Ontario and the Regional Ottawa Valley Golf Association (OVGA.)

#### **ARTICLE II – VISION, MISSION AND OBJECTIVES**

##### **VISION:**

To stimulate and promote interest in the game of golf for women at the Mississippi Golf Club.

##### **MISSION:**

- a) To encourage all women members to participate in and enjoy the game of golf, regardless of their level of experience;
- b) To provide the opportunity for socializing and networking;
- c) To expand the knowledge of the game;
- d) To provide the opportunity for competitive golf, for those wishing to participate;
- e) To inform and mentor new women members;
- f) To encourage the participation of junior female members.

##### **OBJECTIVES:**

- a) To promote objectives of the OVGA and Golf Canada.
- b) To manage our ladies’ tournaments and activities.
- c) To maintain ongoing communication between the Board of Directors, our Men’s and Junior Sections, and the OVGA.
- d) To raise funds to finance our activities.

#### **ARTICLE III – MEMBERSHIP**

All lady members who have paid senior, junior, intermediate membership, or who have elected to go on social holding, as well as ladies who have achieved honorary membership and are in good standing with Golf Canada, are considered Ladies’ Section members.

#### **ARTICLE IV – EXECUTIVE**

The Executive shall consist of:

1. Past President
2. President
3. Vice-President
4. Treasurer
5. Secretary
6. Ladies’ Captain
7. Ladies’ Co-Captain
8. House Chair

### **TERM OF OFFICE**

An elected representative shall serve a two-year term with the exception of the Secretary and the Treasurer who may serve for an unspecified term of office, to be reviewed annually. Thirty (30) days prior to the Fall General Meeting, an elected member must submit her name to the Nominating Committee if she does not wish to complete the full term. Each year of a term of office shall run from November 1<sup>st</sup> to October 31<sup>st</sup>.

### **SIGNING OFFICERS**

1. President
2. Treasurer
3. Captain
4. One additional executive member as agreed upon by the Executive

### **COMMITTEES**

1. Match Committee
2. House Committee
3. Audit Committee
4. Nominating Committee

## **ARTICLE V – DUTIES OF EXECUTIVE MEMBERS**

Executive members shall attend all Executive Meetings, Special and General Meetings, as required. All members of the Executive shall have a vote on the Executive.

### **Past President**

The President upon retiring shall become the Past President and chair of the Nominating Committee. She shall be responsible for providing continuity within the Executive Committee by acting in an advisory capacity. She may be designated as a signing officer.

### **President**

The President shall preside at all General Meetings of the members and all Executive Committee meetings. She shall oversee affairs and activities of the Ladies' Section of the club. She shall be an ex-officio member of all committees with the exception of the Nominating Committee. She shall be a signing officer of the Ladies' Section. She or her representative shall be present at all ladies' club events. She shall assume the duties of the Past President at the completion of her 2-year term. In the event of the resignation of a member of the Ladies Executive Committee, the President shall notify the Executive Committee and all attempts will be made to recruit from the current membership to appoint someone on an interim basis to the end of the current year. The position will then be eligible for election at the Fall General Meeting. The President or her representative shall represent the Ladies' Section and liaise with the Board of Directors and the Club Manager on all issues brought forward by the Executive Committee by attending the Board of Directors meetings in a non-voting capacity.

### **Vice-President**

The Vice-President shall perform the duties of the President in her absence or resignation and such duties as directed by the President. She shall be responsible for publicity of ladies' club events. She shall be a member of the Nominating Committee. She shall chair the Nominating Committee in the event of a vacancy in the Past President position. The Vice-President does not assume the position of President unless duly elected. The Vice-President shall be responsible to contact all new lady members to welcome them and provide an orientation session of the club facilities and activities. She shall coordinate the annual updating of the Ladies' Section Information Package. She may be designated as a signing officer.

### **Treasurer**

The Treasurer shall keep a full and accurate account of all monies received and shall deposit it in the name and to the credit of the Ladies' Section. She shall have the authority to receive and give receipts for all monies and endorse for deposit only on behalf of the Ladies' Section, all cheques, drafts, warrants, petty cash and orders for the payment of money. She shall present a report of the revenue and expenditures at each Executive and General Meeting. At the end of each fiscal year, she shall prepare financial statements and have her books audited by the Audit Committee. She shall be a signing officer for the Ladies' Section.

### **Secretary**

The Secretary shall maintain records of all meetings, including all motions and acceptances at meetings. Copies of these minutes shall be distributed to the Executive no later than two (2) weeks prior to the next scheduled meeting. She shall report the minutes from the previous meeting and handle correspondence as requested. She shall notify members of Executive and General Meetings. She may be designated as a signing officer.

### **Ladies' Captain**

The Ladies' Captain shall have the responsibility for establishing such committees as necessary to run the ladies' competitions of and outside the Club and any other responsibilities pertaining to games of the Ladies' Section. She shall liaise with the Men's Captain to set the Ladies' schedule of events. The Ladies' Captain shall present her program at the beginning of the year. At the Fall General Meeting she shall present a report of the year's activities and winners. These year-end reports will be added to the electronic drop box in the Captain's files which summarizes winners in past years. The Ladies' Captain shall also attend the spring OVGA meeting, or such meetings as necessary to the running of the games at the Club. The Ladies' Captain shall be a signing officer for the Ladies' Section.

### **Ladies Co-Captain**

The Ladies' Co-Captain will work as a team with the Ladies' Captain, sharing the above outlined duties and responsibilities. The Captain and Co-Captain positions shall be elected for a 2-year term in alternating years.

### **House Chair**

The House Chair shall be responsible for all house-related activities on behalf of the Ladies' Section and work in conjunction with the Club's House Chair on all house activities. She shall be a member of and responsible for the House Committee of the Ladies' Section. She shall work with the Kitchen Manager to arrange club catering for ladies' events. She shall be responsible for maintaining the necessary amenities for the ladies' locker room and lounge area. She shall be responsible for ladies' locker assignments and maintain a list of names and locker numbers. She will provide a completed locker list to the Club's Accountant for audit and billing purposes. She shall be responsible for laundering the face cloths and ensuring a clean continuous supply is available. She shall be responsible for all ladies' event fundraising 50/50 draws, with the exception of Twilight Ladies and Thursday Day Ladies. The House Chair shall liaise with the Manager when housekeeping duties are required. She may be designated as a signing officer.

## **ARTICLE VI – COMMITTEES AND DUTIES**

### **Nominating Committee**

The Nominating Committee shall be comprised of the Past President as chair, the Vice-President, and club member(s) not running for office. This committee shall prepare a slate of nominees for

positions that need to be filled on the Executive at least twenty (20) days prior to the Ladies' Fall General Meeting.

### **Audit Committee**

The Executive Committee shall select a MGC member with an accounting background to review the Ladies' Section Treasurer's records at the end of the fiscal year and to report this review to the Executive. The selected member cannot be an active member of the MGC Ladies' Section Executive Committee nor have responsibilities in managing any of the MGC Ladies' Section events.

### **House Committee**

The House Committee shall be chaired by the House Chair and shall consist of as many other members as required. She shall be responsible for the following committees: Fund-Raising, Telephone and Decorating.

1. The Fund-Raising Committee will plan the means of financing yearly projects and events as directed by the Executive. Approval by the Executive must be received for all fund-raising activities.
2. The Telephone Committee will contact members as directed by the House Chair.
3. The Decorating Committee will be responsible for decorating the golf club premises for special events and social occasions, as directed by the House Chair.

### **Match Committee**

The Match Committee shall be chaired by the Ladies' Captain or Co-Captain and shall include other members including the following representatives: OVGA, O'Brien Cup, Juniors, Twilight, Day Ladies, Inside Tournaments, Special Tournaments (i.e. Invitational, Member Guest), Rules, Historical, and Prizes. All of these representatives will operate under the direction of the chair and will form sub-committees as required. No Captain will be obligated to have all representatives every year.

### **Duties and Responsibilities of Representatives:**

1. The OVGA Representative shall attend meetings as required by OVGA and report on meeting activities. She shall perform all other duties as specified by the OVGA. She shall be responsible for displaying tournament posters for OVGA tournaments.
2. The O'Brien Cup Representative shall attend yearly meetings and report on any new developments to the Ladies' Captain. When Mississippi is the host club, she shall assist the Ladies' Captain with the running of the event.
3. The Juniors Representative shall act on all matters pertaining to the development of junior players and work in conjunction with the OVGA Rep, the Men's Section, and Pro Shop staff in furthering Junior Golf.
4. Each of the Twilight and Day Ladies' Representatives shall be responsible for running their particular program during the time period that has been arranged by the Ladies' Captain.
5. Each of the Inside and Special Tournaments Ladies' Representatives shall be responsible for displaying tournament posters, collecting entry fees, preparing draws, and arranging for scorers, prizes and meals, if necessary, with the appropriate committees.

6. The Rules Representative shall be responsible for determining local rules, clarifying rules for members, and establishing rules seminars when necessary. She may be designated to make official rule decisions during Ladies' tournaments.
7. The Historical Representative shall be responsible for maintaining statistical information under the direction of the Ladies' Captain or Executive.
8. The Prize Representative shall arrange for the purchase of prizes, as required. She shall be custodian of all trophies, their engraving, condition and location.

## **ARTICLE VII – MEETINGS**

### **Fall General Meeting:**

The Fall General Meeting shall be held no later than October 31<sup>st</sup> in each year, at such time and place as decided by the Executive, for the purpose of:

- Receiving of reports of the Executive,
- Election of officers,
- The transaction of such other business as may properly come before the meeting

### **Spring General Meeting:**

The Spring General Meeting shall be held before or on the date of the Ladies' Club Opening, as decided by the Executive, for the purpose of:

- Welcoming new members,
- Receiving of reports of the Executive, specifically the Treasurer's Report and Financial Statements from the previous fiscal year,
- Informing the female membership of the current year's events,
- Bringing forward information from the OVGA Captain's Meeting,
- The transaction of such other business as may properly come before the meeting.

### **Executive Meetings:**

Regular meetings of the Executive shall be scheduled at the request of the President, or a majority of the Executive members. A minimum of four (4) Executive Meetings shall be held during the year.

### **Special Meetings**

Special Meetings may be called by the President or a majority of the Executive members when business requires urgent attention that cannot wait until the next General Meeting.

### **ARTICLE VIII – FISCAL YEAR**

The fiscal year of the Ladies' Section of the Mississippi Golf Club Ltd shall be from January 1<sup>st</sup> to December 31<sup>st</sup>.

### **ARTICLE IX – QUORUM**

Fifteen (15) members shall constitute a quorum at a General Meeting. A majority of Executive members shall constitute a quorum at an Executive Meeting.

### **ARTICLE X – EXECUTION OF INSTRUMENTS**

Any two (2) signing officers shall sign all cheques and documents on behalf of the Mississippi Golf Club Ltd – Ladies' Section.

### **ARTICLE XI – AMENDMENTS**

This constitution may be amended by a 2/3-majority vote of those members in attendance at any General Meeting of the Ladies' Section providing a quorum has been met. The proposed amendments shall be presented at a General Meeting, but may not be voted upon until the next General Meeting. In addition, amendment proposals that come forth after the Spring General Meeting, can be voted on at the Fall General Meeting providing they have been posted on the bulletin board in the Ladies' lounge, posted on the Ladies' Section of the Club's website, and disseminated by email to the Ladies' Section members a minimum of thirty (30) days prior to the Fall General Meeting.