

CCAGA CONSTITUTION

Adopted at Toronto, Ontario

March 20, 2010

ARTICLE 1

Section 1 The name of this organization shall be Canadian Caribbean Amateur Golfers Association of Ontario herein after called the Club.

ARTICLE II

VISION

The primary objective of the Club shall be:

- (a) To attract a good spirited few who can forgo, forget, forgive and remember the reason we play the game.
- (b) To be a haven for those who know what matters is not whether you win, but whether the true spirit of competition prevails.

ARTICLE III

MEMBERSHIP

Section 1 Membership will be open to individuals and their families – Family members refers to spouse and dependents 18 years and under.

Section 2 The condition for membership in good standing requires compliance with the rules and regulations of the Club, the payment of dues or any other monies owed to the Club on a timely basis, as well as, loyalty to the Canadian Caribbean Amateur Golfers Association.

Section 3 Applications for membership in the Club shall be submitted to the Membership Director in writing, stating name, mailing address, telephone number and any other information required by the Club.
The Membership Director shall forward all applications to the Elective Officers for approval.

- Section 4 Memberships are non-transferable.
- Section 5 Membership shall afford member golfers and their guests a reasonable and regular opportunity to play golf with fellow members during the Ontario Golf season.
- Section 6 Guests of any member who are desirous of joining the Club, shall apply in writing and the application must be signed by a sponsoring member and countersigned by the Membership Director.
- Section 7 For the purpose of membership dues; the year begins January 1st and ends December 31st of each calendar year.
The Elective Officers, with a two-thirds majority may assign partial membership dues to a member if he or she has just cause.
- Section 8 Recognition shall be given to members who are in good standing for ten, fifteen, twenty and twenty-five consecutive years.
Members with twenty-five consecutive years shall be granted lifetime membership.

ARTICLE 1V

MEMBERSHIP FEE

- Section 1 All membership fees and dues shall be established by the Elective Officers of the Club in such amounts as they deem adequate to operate and maintain the Club.
Such fees and dues shall include dues such as those payable to the Ontario Golfers Associations (OGA).

ARTICLE V

INVITATION OF GUESTS

- Section 1 Each member of the Club who is in good standing shall be allowed to invite one (1) guest per week to a maximum of three (3) each week.
- Section 2 All guests are allowed a maximum of two (2) invitations per calendar year after that an application for membership should be offered as an option for additional play with the Club.

ARTICLE VI

OFFICERS

- Section 1 The Elective Officers shall be President, Secretary, Treasurer and the Immediate Past President.
Together, they shall exercise all powers of management of the Club.
- Section 2 The appointed Officers shall be a Tournament Director and a Membership Director whose duties shall be such as their title would indicate or, of such as may be assigned to them respectively from time to time.
- Section 3 The Elective and appointed Officers shall constitute and undertake the role of the Board of Directors.

ARTICLE VII

Section 1 **PRESIDENT**

- (1) The President as the club's leader, must, with the Elective Officers carry out educational and other program plans and cause all decisions to be put into practice.
- (2) He/she shall preside at all meetings of the club except when he/she calls on some other member of the committee to the chair.
- (3) He/she should start all meetings on time and carry them through on a definite schedule.
- (4) He/she should accept the responsibilities as a leader of the club and prepare themselves by studying the purpose and goals, acquainting themselves with the business to be handled and conducting all meetings and affairs of the organization in a business like manner with attention to time limits.

Section 2 **SECRETARY**

- (1) The Secretary shall keep all books belonging to their office in good order, conduct the correspondence of the club and to give such notice(s) to the members as may be necessary, or as may be directed by the President.
- (2) Keep file(s) wherein all meetings, notices, applications for membership, reports, and all other documents as may be ordered filed.
- (3) Summon and attend all meetings, take minutes of the proceedings and assist other Elective Officers in the execution of their duties.
- (4) Deliver to their successor all books, minutes and papers of the Club within seven (7) days.

Section 3 **TREASURER**

- (1) The Treasurer shall give to the Secretary a receipt for all monies received.
- (2) Deposit the same into the Bank approved by the Club within five (5) business days of the receipt.
- (3) Pay all drafts signed by the president and attested by the Secretary.
- (4) Number and file all vouchers.
- (5) Provide an audited financial report to the Club at end of June and the end of December each year including the annual financial report which shall be presented at the AGM.
- (6) Deliver all assets, monies, papers and books belonging to the Club, to their successor in office.

Section 4 **IMMEDIATE PAST-PRESIDENT**

- (1) The Immediate Past President shall provide continuity from the previous executive to the new executive to ensure the business of the Club continues uninterrupted.

Section 5 **TOURNAMENT DIRECTOR**

- (1) The Tournament Director shall arrange and schedule with the management of any golf course as necessary.
- (2) Conduct all intra-club and inter-club competitions.
- (3) Ensure that members adhere to the Rules of Golf and Amateur status.
- (4) Chair the Handicap Committee and make sure that all requirements of the RCGA Handicap System are met.
- (5) Collect all returned weekly score cards, submit all scores to the OGA and update the weekly standings.

MEMBERSHIP DIRECTOR

- (1) The Membership Director shall investigate and act upon all applications for membership and to recommend appropriate action to the Elective Officers.
- (2) With the assistance of the other Board Members shall present social, recreation and educational programs and fund raising for the club.

ARTICLE VIII

ELECTION OF OFFICERS

- Section 1 Any member in good standing may run for elective office. Members running for elective office shall be nominated by petition signed by at least three other members in good standing.

Proof of nomination must be forwarded to the Secretary of the Club at least two weeks prior to the AGM.

At least one week prior to the Annual General Meeting, a list of the names of the candidates nominated shall be published by the Secretary in such a manner as to inform all the members of the nominees and the position for which they are contesting.

- Section 2 Election of Officers shall be at the Annual General Meeting of the Club which shall be held between January 1st and March 31st each year. The Elective Officers of the Club shall provide notice, by publication of such meeting at least 21 days prior to that date.
- Section 3 The quorum for any meeting shall be 1/3 of the membership present in person or by proxy. Each active member in good standing shall be entitled to one vote.
- Section 4 Voting shall be by written ballot and the Elective Officers of the Club shall appoint a Committee of three (3) persons who are not members of the governing body or candidates for election to supervise the elections.
- Section 5 Election of officers shall be held on the last stated meeting of each term and shall be by written ballot and be strictly secret. Those names receiving the greatest number of votes cast by those present and entitled to vote at the meeting shall be declared elected.
- Section 6 No election shall be made from the floor for any elective officer except by unanimous consent and one ballot shall be cast as the vote of the Club.
- Section 7 No member of this Club who is not in good standing shall be eligible for elective office.
- Section 8 The term of office for Elective Officers shall be two (2) years.

ARTICLE IX

CONDUCT

- Section 1 There shall be an auditing committee appointed by the President at a General Meeting before the upcoming AGM, to audit the club finances and the reports of the Members of the Board of Directors of the club. The Elective Officers of the club shall, upon the request of the chairman of the Auditing Committee deliver to the said committee any and all papers, books or other documents in their possession or under their control that the said committee may require.

The chair of the Auditing Committee shall present a report at the AGM.

- Section 2 Any member in good standing, may, with the consent of the Club, terminate their membership therein, by demission provided no charges are pending against the member.
- Section 3 In the event that any member of the club shall commit any act that reflects discredit or disrepute on the club or shall refuse or neglect to comply with the rules and regulations adopted by the duly Elective Officers of the Club, such member shall be subject to disciplinary action which may include suspension or expulsion after 10 days' written notice and the right to be heard, by vote of not less than two-thirds of the Board of Directors, at any regular meeting or special meeting called for that purpose.
- Section 4 No member of the Club shall be suspended or expelled unless written charges, specifying the offences are presented by a member in good standing. The member in that event, will be served with a copy of the said charges, and given an opportunity to prepare and be heard in defence of the said charges. Notice of the charges must be communicated by the Secretary and be delivered either in person or by regular mail.
- Section 4 Should the Club be satisfied that any member, against whom charges are pending, is wilfully avoiding the serving of the same, then service of the charges is to be made by registered Mail, and after such service the Club may proceed with the matter as if the said member had been personally served therewith.

ARTICLE X

OPERATIONS

- Section 1 All business of this Club must originate and be determined at a regular general meeting of the Club.
- Section 2 Special meetings may be held at any time at the discretion of the President. In case of a Special Meeting, each member shall receive written notice of the time and place where such meeting will be held.
- Section 3 The funds of this Club shall be deposited at a Bank in the City of Toronto, with the approval of the Canadian Caribbean Amateur Golfers Association.

- Section 4 The signatures of two of the following, The President, Secretary and Treasurer shall be necessary for the withdrawal of any Funds.
- Section 5 There shall be an audit of the Financial Books of the Secretary and Treasurer of this Club annually, and the said report presented and filed with the Club.
- Section 6 The Elective Officers of the Club shall have the power to repeal or amend any Bylaws provided that such action shall not be effective until approval by greater than fifty percent vote of the members of the Club who are in attendance at a general meeting held in accordance with the provision contained herein.

ARTICLE XI

AMENDING TO THE CONSTITUTION

Amendments to the constitution shall be submitted to the Secretary no later than fourteen days prior to the AGM.

Constitutional amendments can only be made at an AGM by two-thirds majority vote of the members present or by proxy.

DISSOLUTION OF THE CLUB

Should the situation exist where the Club is to be dissolved, all assets of the Club shall be donated to a registered charity or a not for profit organisation of the members' choosing.

ENACTED: March 20, 2010

WITNESSED: Karl Killingbeck
 President

Sylvan Lalor
Secretary