

BYLAWS

ARTICLE 1. INTERPRETATION

In these Bylaws, unless the context otherwise requires:

- **AGM** (or Annual General Meeting) – refers to meeting the Club holds on an annual basis to review developments of the year just past, to elect new officers and to vote on major organizational policies
- **Club** – refers to the Victoria Chinese Golf Club
- **Executive** – refers to the currently elected executive members of the Club
- **Federation** – refers to the Federation of Chinese Golf Clubs, of which the Club is a member
- **General Meeting** (or Extraordinary General Meeting) – refers to a meeting convened to deal with any special business that requires attention prior to the AGM
- **Player** – refers to an individual who knows and understands the game of golf and the rules of golf
- **President** – refers to the elected and presiding member of the Executive
- **Probation** – refers to the period when a person’s membership is subject to critical examination and evaluation pending the Executive’s decision to revoke that membership
- **Special Business** – refers to business that, under these Bylaws, ought to be conducted at an AGM but requires attention prior to the AGM

ARTICLE 2. MEMBERSHIP

1. A Player that has paid the yearly membership dues (as set by the Executive), has completed and submitted a current membership form to the Executive, and has been accepted as a member by the Executive shall be considered to be a member in good standing with voting rights at the AGM.
2. A Player’s membership can be placed on probation by the Executive for the following reasons:
 - if the player, once rostered, does not show up for two (2) events without notifying the Pro Shop and the Executive within forty-eight (48) hours; or
 - if the player shows up to two (2) events inside thirty (30) minutes before their scheduled tee time.
3. A Player's membership can be revoked by the Executive for the following reasons:

- if the yearly membership dues have not been paid before the first event the member participates;
 - if the player is deemed by the Executive to have been disrespectful toward any other member of the Club, the Club itself, the Federation of Chinese Golf Clubs, or any affiliated golf club or other business the membership visits throughout the year; or
 - if a player continues to exhibit the pattern for which they were placed on probation.
4. The Executive shall have the authority to establish and define non-voting categories of membership.

ARTICLE 3. GENERAL MEETINGS

5. All general meetings are open to all current members of the Club.
6. A general meeting can be convened either by the Executive or by a petition signed by ten (10) percent of the voting members.
7. The notice for a general meeting must specify the date, time, and location of the meeting as set by the Executive and the general nature of the special business to be discussed at the general meeting.
8. The notice for a general meeting must be given to the voting members by email and posted on the website not less than two (2) weeks prior to the meeting.
9. The AGM must be held every calendar year in either October or November. The specific date, time and location of the AGM shall be designated by the President.
10. A quorum for a general meeting or the AGM shall consist of half the members of the executive plus one (1) or ten (10) percent of the voting members.
11. If at any time during a meeting there ceases to be a quorum present or a quorum is not present within thirty (30) minutes from the meeting start time, any business then in progress must be suspended and the meeting rescheduled to the following week.
12. If the President has not arrived to a meeting within fifteen (15) minutes from the meeting start time, those members in attendance may elect a temporary Chair to conduct the meeting.
13. All issues to be voted on shall be decided by a simple majority of those present at the meeting in which the vote takes place.

ARTICLE 4. PROCEEDINGS AT THE AGM

14. Business to be conducted at the AGM includes:
- the adoption of rules of order

- the report of the Executive
- the reading of the financial statement that has been reviewed or audited
- the election of the new Executive

ARTICLE 5. EXECUTIVE

15. The Executive shall have control of and be responsible for the management of the affairs and property of the Club.
16. Members of the Executive shall be approved by a majority vote of the members present and voting at the AGM.
17. The number of members on the Executive shall consist of no less than four (4) and no more than ten (10) at any time.
18. All members of the Executive must be prepared to serve an initial term of two (2) years. Appointments can be filled on an initial one (1) or two (2) year term to achieve staggered appointments for continuity.
19. No member of the Executive shall remain on the Executive for longer than three (3) consecutive terms or six (6) years. After having served the maximum terms, that same member may only return to the Executive after an intervening period of one (1) year.
20. The positions of the members of the Executive shall be determined at the first meeting of the Executive.
21. The Executive officer positions shall include the President, Vice-President, Secretary, Treasurer, Event Captain, and Communication Captain. The specific roles and responsibilities of each executive position are defined in the Club's Governance Policy.
22. Each Executive officer shall, upon election, immediately begin training in and performing their duties to the best of their ability and shall, where feasible, continue in office until their successors shall be duly elected and qualified.
23. Each Executive officer shall attend monthly meetings throughout the year.
24. The Executive officer positions that shall have authority to sign cheques or financial documents on behalf of the Club are the President, Vice-President, and Treasurer.

ARTICLE 6. EXECUTIVE MEETINGS

25. The first meeting of the new Executive shall be held no later than January 31 each calendar year with monthly meetings to follow.

26. The notice for an Executive meeting shall be sent to all members of the Executive no less than seven (7) days prior to the meeting date.
27. Special meetings of the Executive may be called by or at the request of the President or any two members of the Executive. The person or persons authorized to call special meetings of the Executive may fix any location as the place for holding the special meeting of the Executive called by them.
28. The notice for any special meeting of the Executive shall be given at least two (2) days in advance of the meeting by telephone or electronic methods or by written notice.
29. Any Executive member may waive notice of any meeting. The attendance of an Executive member at a meeting shall constitute a waiver of notice of such meeting, except where a member attends a meeting for the express purpose of objecting to the transaction of any business because the meeting was not lawfully called or convened. Neither the business to be transacted at, nor the purpose of, any regular meeting of the Executive needs to be specified in the notice or waiver of notice of such meeting, unless specifically required by law or by these Bylaws.
30. A quorum for an Executive meeting shall consist of at least sixty (60) percent of the Executive.
31. If at any time during a meeting there ceases to be a quorum present or a quorum is not present within thirty (30) minutes from the meeting start time, any business then in progress must be suspended and the meeting rescheduled to the following week.
32. If the President has not arrived at an Executive meeting within fifteen (15) minutes from the meeting start time, the Executive Officers in attendance may elect a temporary Chair to conduct the meeting.
33. All issues to be voted on shall be decided by a simple majority of those present at the meeting in which the vote takes place.
34. A majority of the Executive has the authority to suspend any member of the Executive who fails to fulfill any of his or her requirements as set forth in the Club's Governance Policy after such member has been given an opportunity to be heard in defense. The remaining Executive may forthwith immediately proceed to fill the vacated position. Members of the Executive who are removed for failure to meet any or all of the requirements are not entitled to vote at the AGM.

ARTICLE 7. PROCEEDINGS AT AN EXECUTIVE MEETING

35. Business to be conducted at an Executive meeting includes:
 - noting attendees and regrets
 - the adoption of minutes from the previous meeting
 - any unfinished business arising or postponed from a previous meeting

- the reading of any correspondence sent to the Club
- the reports of the Executive Officers
- the reports of any Standing or Special Committees
- any new business arising since the last meeting
- the announcement of the date for the next meeting

ARTICLE 8. COMMITTEES

36. There are no Standing Committees of the Club. Depending on the Club's needs, however, the President may establish or propose the creation of a committee and may delegate responsibilities or specific duties to other Executive Officers or members of the Club. Some examples of such committees could be:
- Entertainment Committee – This Committee may be responsible for all entertainment and social affairs given under the auspices of the Club.
 - Intercity Committee – This Committee shall oversee the management and running of the Intercity tournament held every four (4) years ensuring a comprehensive quality and high level of competition while maintaining comradery amongst competitors. This Committee would be responsible for planning and following the budget, attaining sponsorship and donations, gathering entries, acquiring prizes and trophies, preparing a schedule and program, organizing a registration night as well as a banquet, distributing prizes and trophies, and updating the results for the Federation.
 - Membership Committee – This Committee may be responsible for evaluating and recommending persons for membership; developing and recommending all policies, procedures and activities dealing with the introduction, consideration and admission of candidates for membership; developing and recommending any changes in membership privileges, classes or categories of membership or policies; developing ways to increase membership, tracking trends in changes to membership; and developing and recommending changes to policies, procedures, or activities dealing with disciplinary actions.
 - Special Committee – The President and Executive may from time to time create such other special committees as may be required for the proper conduct of the affairs of the Club. The acts of such special committees shall be subject to the direction and control of the Executive.
37. The Executive shall appoint a Chair and members for each committee from among the membership. All Club members shall be eligible for appointment to any committee. Spouses of the membership shall be eligible to assist any committee but may not hold a significant position on the committee. The committee chair and its members shall serve at the direction of the Executive.
38. All committees shall meet on a regular basis, but the Chair shall determine the specific times and dates for such meetings.

ARTICLE 9. PROCEEDS NOT FOR PERSONAL GAIN

39. The activities of the Club shall be carried on without purpose of personal gain for its members. Any income, profits, or other accretions to the Club shall be used in promoting the purposes of the Club. This provision is unalterable.

ARTICLE 10. ALLOCATION OF PROFITS AND PROCEDURE ON DISSOLUTION

40. In the event of winding up or dissolution of the Club, the assets remaining after the satisfaction of liabilities of the Club shall be distributed to one or more charitable organizations with purposes similar to those of the Club, or if this cannot be done, then the remaining assets shall be given or transferred to one or more charitable organizations to be agreed upon by a quorum of members. This provision is unalterable.

ARTICLE 9. BOOKS AND RECORDS

41. All minutes and records shall be open for the inspection of any member at such time and place as may be from time to time specified by the Executive.

ARTICLE 10. REVIEW AND AMENDMENT

42. Any change to these Bylaws will be by a majority vote at the AGM with the exception of changes that will have a legal implication for the Club, which can be made through a majority vote at a special meeting of the Executive.

These Bylaws were approved and adopted on the 3rd day of November in the year 2019.