



## **CHARTER OF THE PAKENHAM MEMBERS' ASSOCIATION**

**Approved by members on October 18, 2008**  
**Amended by members on October 22, 2011**  
**Amended by members on September 27, 2014**

### **Article I – ASSOCIATION NAME**

The name of this Association shall be the Pakenham Members' Association.

### **Article II – PURPOSE OF THE ASSOCIATION**

The purpose of the Association is to stimulate interest in golf at Pakenham Highlands Golf Club by:

1. Providing for and managing golf and social activities for its members.
2. Providing a convenient and authoritative body to govern Association competitions and events.
3. Raising funds on a “not-for-profit” basis to finance Association activities
4. Promoting the objectives of RCGA / Golf Canada and District Affiliates by:
  - a. maintaining and enforcing the Rules of Golf
  - b. maintaining and promoting a uniform system of handicapping
  - c. maintaining an appropriate course rating
5. Liaising with the Pakenham Highlands Golf Club ownership and management.

### **Article III - MEMBERSHIP IN THE ASSOCIATION**

1. Membership is deemed to any person who has paid the current season fees for single men or ladies, single senior men or ladies, married couple or senior married couple.
2. Membership shall also be available for employees of Pakenham Highlands Golf Club, provided that they pay the current Association fee. Employee members do not have voting privileges and are not eligible to hold Executive positions.
3. Memberships are individual and non-transferable.
4. Membership confers no voice or special privileges in connection with the operation of any golf course, clubhouse, or any facilities of the golf course or courses where the club may conduct its activities from time to time.

5. Memberships are for a calendar year only, with all memberships expiring on December 31, or such other date as may be designated by the Executive Committee of the Association.
6. In the event that any member shall commit any act that reflects discredit or disrepute on the Association or Club or shall refuse or neglect to comply with the rules and regulations adopted by the Executive Committee of the Association, such member shall be subject to suspension from Association or Club events by a vote of not less than two-thirds of the Executive Committee, at any regular meeting or special meeting called for that purpose. The member will be given at least 10 days written notice of such a meeting and have the right to be heard at that meeting.

#### **Article IV: ASSOCIATION FEES**

1. An annual Association fee shall be levied on all members.
2. The fee will be determined by the Executive Committee unless the increase is in excess of 10% of the previous year's fee in which case it requires the simple majority approval of the membership at the annual or a special meeting of the membership.
3. All expenditures, which will be for the general administration and promotion of Pakenham Highlands Golf Club, will require approval by a majority of the Executive Committee.

#### **Article V - MEETINGS**

1. The Annual Meeting of the Association shall be held in the month of the closing tournament. The Executive Committee shall provide notice, by publication on the club's notice board and/or by e-mail to members, of such meeting at least 21 days prior to that date.
2. A special meeting may be called by the Executive Committee or by any ten (10) members in good standing. The Executive Committee shall provide notice, by publication on the club's notice board and/or by e-mail to members, of such meeting at least 10 days prior to that date.
3. At every annual meeting, in addition to the election of the Executive Committee members due for election, the reports of the President and Captains', financial statements shall be presented. Members may consider and transact any other business at any meeting, either special or general, of the members.
4. Every Member having voting rights and being in good standing, shall be entitled to one vote on all matters and may exercise such right in person or by proxy (see attached).
5. A proxy holder must be a member of the Association and may hold no more than five (5) proxies. Reminder of Proxy will be in the notice of meeting specifying who may be a proxy holder.
6. Unless any member requests a written ballot, voting shall be conducted by a show of hands.
7. A simple majority of the votes cast by the members present shall determine the answer to questions at meetings except where the vote or consent of a greater number of members is required by this Charter.

8. Unless specifically provided for in the Charter of the Association, the procedures at all meetings of the Members of the Association shall be governed by Roberts' Rules of Order.

#### **Article VI – EXECUTIVE COMMITTEE**

1. The affairs of the Association shall be managed by an Executive Committee and they shall exercise all powers of management of the Association, not specifically excepted by this Charter. It shall consist of the Past President, the President, the Secretary/Treasurer, and the Men's and Ladies' Captains.
2. Executive Committee members shall be elected for a two (2) year term by the members at an annual meeting of the members.
3. The Executive Committee shall meet at such times and places as they may select and a majority of the Executive Committee shall constitute a quorum at any meeting.
4. In the case of any vacancy through death, resignation, disqualification or other cause, the remaining Executive Committee may elect a successor by majority vote to hold office for the unexpired term of the Executive Committee member whose place was vacant, and until the election of a successor.
5. The Executive Committee shall authorize and define the powers and duties of all other committees not set out in the Charter and appoint committee chairs and members.
6. Any Executive Committee member may be removed from office provided that a resolution to that effect is approved by two-thirds ( $\frac{2}{3}$ ) of the members present at a special meeting. Such Committee member will be given at least 10 days written notice of such a meeting and have the right to be heard at that meeting.

#### **Article VII – DUTIES OF EXECUTIVE OFFICERS**

##### **1. Past President**

- a. Shall Chair the nominating committee.

##### **2. President**

- a. Shall chair all meetings of the members and the Executive Committee.
- b. Shall be the principle liaison with the club owners and management for suggestions and concerns raised by members, for their resolution.
- c. Shall report to members the progress and actions taken.
- d. Shall review the Association Charter after two (2) years and shall report to the Executive Committee.
- e. Shall abstain from voting at Executive Committee and members meetings except, where a deciding vote is needed to break a tie.
- f. Shall be a signing officer of the association.
- g. Shall be ex-officio member of all committees.

### **3. Captains**

- a. Shall exercise general supervision over the affairs and activities of the membership and promote the objectives of RCGA / Golf Canada.
- b. Shall liaise with the members and the club management.
- c. Shall establish and oversee coordinators that may be required to manage activities such as Member's Night, Senior Men, etc.
- d. Shall prepare and present reports at the annual general meeting.
- e. Shall be signing officers of the association.
- f. Shall present a schedule of events for each upcoming season.
- g. Shall oversee each event during the season.
- h. Shall, as necessary, co-ordinate District, Branch and outside tournaments for their sectors.
- i. Shall participate in the Rules Committee and establish a set of local rules for the club.
- j. Shall participate as a member of the Green's Committee.
- k. When certified, shall sign Handicap cards for members.
- l. Shall oversee all official (non-social) tournament draws.
- m. Shall perform other duties as specified in the Captain's manuals.

### **4. Secretary/Treasurer**

- a. Shall prepare notices of all meeting of the membership and Executive Committee, complete with agendas.
- b. Shall act as recording secretary at meetings.
- c. Shall distribute all correspondence and minutes for meetings.
- d. Shall supervise the funds and receipts and disbursements of the Association.
- e. Shall maintain a full and accurate account of all monies and deposits in the name of the Pakenham Members' Association account.
- f. Shall have authority to receive and give receipts for all monies on behalf of the Association.
- g. Shall prepare and present an annual financial report at the annual general meeting and any special meeting requiring such a report.
- h. Shall maintain the current plus previous three (3) years' annual statements.
- i. Shall be a signing officer of the association.

## **Article VIII – COMMITTEES**

### **1. Nominating Committee**

- a. This Committee shall comprise the Past President and at least another two (2) members.
- b. It will be chaired by the Past President.
- c. Its primary functions are to:

- i. Identify potential candidates who are willing to allow their names to stand for positions on the Executive Committee;
- ii. Ensure that these candidates understand the duties of the positions as stated in the Association Charter; and
- iii. Report to the Executive Committee for announcement in the AGM notice.
- d. It will meet prior to the Annual General Meeting.

## **2. Rules and Greens Committee**

- a. This Committee shall comprise the Club Professional, the Club Superintendent and all Captains or their designate.
- b. It will be chaired by the Men's Captain.
- c. Its primary functions are to:
  - i. Set the "Local Rules" for the club;
  - ii. Identify areas of the golf course that require correction.
  - iii. Make recommendations for improvements.
  - iv. Assist in the planning of a program to complete the corrections.
  - v. Notify the Association on any changes to the "local Rules" or other up-dates on golf rules and course changes.
  - vi. Make all final decisions pertaining to the interpretation and decisions on rules.
- d. It will meet at the beginning of each year and at the call of any member of the committee as the need arises.

## **3. Handicap Committee**

- a. This Committee shall comprise the Club Professional and all Captains or their designate and any other members assigned by the Executive Committee.
- b. It will be co-chaired by the Men's and Ladies' Captains.
- c. Its primary function is to monitor a fair and proper system of handicaps in accordance with procedures set forth in the RCGA/Golf Canada Handicap System.
- d. It will meet at the beginning of each year and at the call of any member of the committee as the need arises.

## **Article IX – AMENDMENTS TO CHARTER**

The Charter may be amended by a majority vote of those members present at the annual general meeting. The proposed amendment must be provided to the members along with the notice of the meeting.

**Pakenham Members' Association**

**PROXY FORM**

**Approved by members on October 18, 2008**

\*\*\*\*\*

I (MEMBER NAME) .....

DO HEREBY APPOINT

.....

(ASSOCIATION MEMBER)

(A proxy nominee must be an Association Member in good standing)

TO BE MY PROXY TO VOTE AND ACT FOR AND ON MY BEHALF, INCLUDING THE ELECTION OF EXECUTIVE COMMITTEE MEMBERS FOR THE COMING YEAR, AT THE ANNUAL GENERAL (SPECIAL) MEETING OF THE Pakenham Members' Association TO BE HELD IN location ON date AND AT ANY ADJOURNMENT OR ADJOURNMENTS THEREOF.

DATED THIS ..... DAY OF .....

IN THE YEAR 20\_\_

SIGNED: .....)

(PRESIDENT or other Executive Committee Members)

\*\*\*\*\*

**IMPORTANT: A copy of this completed form must be returned to the Association prior to the meeting or be presented to a member of the Executive Committee by the designated proxy member before the meeting commences.**