

QUALICUM BEACH

MEMORIAL GOLF CLUB

SINCE 1913



Where Your Fun Begins

Mission

**TO PROVIDE AFFORDABLE
GOLF ON A BEAUTIFUL
AND WELL MAINTAINED GOLF
COURSE WITHIN A
HOSPITABLE AND FRIENDLY
ATMOSPHERE.**

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GOLF CLUB INFORMATION

CONTACT INFORMATION

469 MEMORIAL AVE.,
QUALICUM BEACH, BRITISH COLUMBIA,
V9K 1G8

PRO SHOP: 752-6312

FAX: 752-6550

WEBSITE: www.golfqualicum.ca

E-MAIL: proshopqbmgc@shaw.ca

MEMBER OF: Golf Canada
British Columbia Golf
National Golf Course Owners Association

**TEE TIME RESERVATIONS
& PRO SHOP:** 752-6312 / Online Booking

MAINTENANCE SHOP: 752-6370

RESTAURANT: 594-1150
(PIZZA) 594-1151

DEPARTMENT HEADS

HEAD GOLF PROFESSIONAL: Ross Mantell

COURSE SUPERINTENDANT: Rory Johnstone

CATERING: Oura Giakoumakis
Kalli Bourodemos

SECRETARY: David Green

OFFICERS 2015-2016

President:	Daniel Dunwoody
Vice president:	Nellie Pepin
Treasurer:	Alan Smith
Past President:	Shirley McGill

BOARD OF DIRECTORS 2015-2016

Daniel Dunwoody	Mike Meade
Stephen Eyres	Barb Borritt
Kerby Lowen	Alan Smith

COMMITTEES

Men's 18 Captain
Men's 9 Captain
Ladies 18 Captain
Ladies 9 Captain
Membership
House and Bar
Policy and Bylaws
Greens
Finance
Communication

CHAIRPERSON

Don Reid
Bob Huck
Barb Borritt
Leanne Terrell
Barb Borritt
Mike Meade
Stephen Eyres
Kerby Lowen
Alan Smith
Barb Borritt

- Updates will be available after the Annual General Meeting elections.

Town and Club Liaison

Mayor Tuenis Westbroek

ANNUAL DUES

March 1, 2016 to February 28, 2016

Initiation Fee:	\$1,000.⁰⁰ plus applicable tax
Active Members:	\$1250.⁰⁰ applicable taxes in
Golf Association Dues:	Men's \$42.⁰⁰ Ladies' \$43.⁰⁰
Intermediate Members:	\$300.⁰⁰ plus applicable tax
Junior Members:	\$175.⁰⁰ plus applicable tax Includes instruction program
Winter Members (2015/16): 6 month	\$499.⁰⁰ applicable taxes in
Leave of Absence:	\$312.⁵⁰. applicable taxes in

GREEN FEES

2016/17

All rates include applicable taxes

Regular Rate

18 holes	\$ 50.⁰⁰	9 holes	\$ 30.⁰⁰
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Value Rate (weekends and winter rate)

18 holes	\$ 42.⁰⁰	9 holes	\$ 26.⁰⁰
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Guest of Member

18 holes	\$ 42.⁰⁰	9 holes	\$ 26.⁰⁰
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Twilight

18 holes	\$ 33.⁰⁰	9 holes	\$ 22.⁰⁰
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Junior Rate

18 holes	\$ 22.⁰⁰	9 holes	\$ 22.⁰⁰
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- Summer Rates in effect April 15 to September 30.
- Winter Rates in effect October 1 to April 14.
- Value Rate- It will be the regular weekend and winter rate.
- Guest of Member Rate- A member must be playing in the same group for their guest to receive the discounted fee. A member can introduce up to three guests to receive the discounted fee.

Rental Fees

Driving Range

Small Bucket	\$3. ⁵⁰		
Large Bucket	\$7. ⁰⁰		
Adult Punch Pass	\$75. ⁰⁰	(30 small/15 large)	

Power Carts

Members

18 Holes	\$34. ⁰⁰	9 Holes	\$17. ⁰⁰
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Non-Members

18 Holes	\$40. ⁰⁰	9 Holes	\$20. ⁰⁰
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Punch Cards

50 nine hole rides	\$500. ⁰⁰ plus tax	(\$11. ²⁰ /ride)
25 nine hole rides	\$300. ⁰⁰ plus tax	(\$13. ⁴⁴ /ride)

Pull Carts

18 holes	\$5. ⁰⁰	9 holes	\$3. ⁵⁰
Yearly Pass Members	\$50. ⁰⁰ plus tax		

Club Rentals

18 holes	\$22. ⁰⁰	9 holes	\$17. ⁰⁰
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Events and Competitions

Men's Club

The men's club is sub-divided into two smaller clubs: Men's 18 hole and Men's 9 hole.

Men's 18 hole Club

The Men's 18 Hole Club plays Sunday a.m. The club's season commences in March and closes at the end of October. The club has its own executive. Cost to join the club is \$20.⁰⁰ plus an additional \$3.⁰⁰ per week.

Captain:	Don Reid
Vice-captain:	
Treasurer:	Rick Neugebauer
Draw Chairman:	Bob Hawkins

2016 Schedule is available on the website

<http://golfqualicum.ca/mens-club/>

Men's 9 Hole Club

The Men's 9 Hole Club is a social golf group which plays Saturday a.m. The club's season commences in March and closes at the end of October. The club has its own executive. Cost to join the club is \$20.⁰⁰.

Captain:	Bob Huck
Vice-captain:	Alan Smith
Treasurer:	Harry Bassett
Draw Chairman:	Ray Shaw

2016 Schedule is available on the website

<http://golfqualicum.ca/mens-club/>

Men's Nights

These are a nine hole individual format with dinner and prizes. There are 7 dates set for 2016 which are played on Wednesday evenings with tee times between 4:00 pm – 5:30 pm. Men's night events are run by the Pro Shop. Sign up as a single or enter a team.

Entry Fee:	Members	\$10. ⁰⁰
	Guests	\$25. ⁰⁰

Participants order off the menu for dinner. This is new for 2016

2016 Schedule is available on the website
<http://golfqualicum.ca/mens-night/>

Mid Island Seniors Golf Association (M.I.S.G.A.)

This is an organization comprised of North Island Golf Clubs that host 18 hole events for Senior Men every year. Each golf club is allotted a certain number of entrants for each event.

Cost:	Association Cost:	\$10. ⁰⁰ for first time members per year. \$5. ⁰⁰ for repeat members
	Event Cost:	Each facility sets its own prices.
Contact:	Doug Calder	

2016 Schedule is available at www.misga.ca

Ladies Club

The ladies club is divided into two smaller clubs: 18 Hole Ladies and 9 Hole Ladies.

18 Hole Ladies

The 18 hole ladies play every Wednesday morning in various competitions. The club has its own executive. Sign up in the Pro Shop by the Sunday prior to the event.

Captain	Anne Lajoie
Vice-captain	Karen Carignan
Secretary	Charlotte Squires
Treasurer	Lorna Allard
Match	Barb Birt / Sandi Reed

2016 Schedule is available on the website
<http://golfqualicum.ca/ladies-18-9-hole-clubs/>

9 Hole Ladies

The 9 hole ladies play every Monday morning in various competitions. They are run by an executive.

Captain	Leanne Terrell
Vice Captain	Ruth McBratney
Secretary	
Treasurer	Wendy Shaw

2016 Schedule is available on the website
<http://golfqualicum.ca/ladies-18-9-hole-clubs/>

Ladies' Night

Ladies' Night is a nine hole team-scramble format with dinner and prizes. There are six dates which are played on Wednesday evenings at 5:30 pm. This event is run by the Pro Shop. Sign up as a single or enter a team of four.

Entry Fee:	Members	\$35. ⁰⁰
	Guests	\$50. ⁰⁰

2016 Schedule is available on the website

<http://golfqualicum.ca/ladies-night/>

Mixed Events

These events are designed for members and guests to play golf, have dinner, and enjoy other social events in a friendly atmosphere. Watch for posters about each event throughout the year. Please pay and sign up in the pro shop.

Contacts: Pro Shop / Social Committee

2016 Schedule

<i>DATE</i>	<i>EVENT</i>	<i>FORMAT</i>
March 19	St. Patrick's Day	9 holes and dinner
April 16	Rude Pin	9 hole and dinner
May 28	Fire Works Golf	18 holes and dinner
TBA	Evens Wassen	Social
TBA	Battle of the Sexes	Golf and dinner
September 17	Adam and Eve	18 holes and dinner
December 14	Jingle Mingle	Social in Thalassa

Member Benefits

- Unlimited golf all year round.
- Eligibility for membership in Men's or Ladies' club.
- Eligibility for club events at discounted prices.
- Computerized handicapping service.
- Golf Canada membership (official recognized handicap).
- Guests of members play at a reduced green fee rate.
- Access to reciprocal rates at selected other island golf facilities.

- Access to practice facilities including; grass driving range, chipping green, putting green, and bunker.
- 10% discount on merchandise (includes, clothing, shoes, gloves, bags and accessories) in pro shop
- Access to golf instruction programs (individual, adult, junior) with 10% discount to members.
- Access to power cart usage discounts.

Reciprocal Clubs

Several golf courses have reduced green fee rates for Qualicum Beach Memorial Golf Club Members. To arrange a tee time, please phone the pro shop of the respective golf course. If you have any questions or require assistance, please contact your pro shop staff.

See our webpage for participating clubs
<http://golfqualicum.ca/reciprocal-courses/>

General Information

Brief History

The history of the Qualicum Beach Golf Course begins with its development in 1913 as a project of the late Brigadier General Noel Ernest Money. It was at this time an 18-hole course. When later

purchased by the Brown family, the golf course was reduced to a privately owned nine-hole course.

In 1981, the Town of Qualicum Beach purchased the course from the family of the late R.A. Brown Jr. Soon after, the Qualicum Beach Memorial Golf Club was established as a non-profit society.

It was the decision of the Town at this time that full responsibility for the golf course operation and maintenance be undertaken by the Golf Club. Apart from the cost of the initial purchase, all costs related to golf course and club operation are the responsibility of the Qualicum Beach Memorial Golf Club.

Operation

The affairs of the Qualicum Beach Memorial Golf Club are managed by a seven-member elected Board of Directors, a part time bookkeeper, a head professional, a restaurateur, and a grounds crew. All members of the Board of Directors are elected by the members at the AGM and must be club members in good standing. The Head Professional is under contract to the club. Pro-shop staff are his employees and report directly to him. The restaurant is also under contract and food services personnel are the responsibility of the contractor. The grounds crew is employed by the club with the supervisor reporting to the Board through the Greens Committee Chairman. Through a lease agreement with the Town, the club pays a substantial monthly rental fee. Club revenue is derived from members' dues, green fees, and fees earned from tournaments and

events. It should be noted the Caterers in the restaurant contribute approximately \$ 60,000 to the club per annum, including a monthly fixed rent, a high percentage of utilities (natural gas, BC Hydro and Town Utilities), as well as a percentage of gross sales. The Golf Club also supports community charities through donations or fee adjustments for special events.

The Board usually meets on the third Monday of each month. Minutes are kept by a recording secretary who may receive a modest honorarium from the club. The Club's annual meeting is usually held during the last week of May.

The golf course and clubhouse are open throughout the year except December 25th or any days when inclement conditions force closure.

Use of the Clubhouse

The services of the clubhouse are open to both members and the general public. In 1997, the Clubhouse was designated a non-smoking area.

Course Etiquette

All players are asked to observe the following:

- Appropriate attire: no tank tops, appropriate footwear.
- Courtesy toward all other players and respect for the game and the course.
- Punctuality: arrive for play 15 minutes prior to tee off.

- Reporting in: to the starter desk at the end of the first nine holes of play.
- Slow play: keep up to the play ahead and allow faster players through.
- Due care: avoid endangering the safety of others during play.
- Respect for the course – replace divots, repair ball marks.

Filing of Complaints

While the Board is not in the business of managing a restaurant, a Pro Shop or looking after the cleanliness of washrooms, it does have a high level interest in these services and to ensure the satisfactory and efficient delivery of the services. There is a three-step complaints procedure as shown below.

Complaints Procedure

1) First Level of complaint resolution:

- (a) Golf operations – Ross Mantell Golf Services
- (b) Restaurant – Oura, or in her absence Kalli
- (c) Janitorial – Ross Mantell Golf Services

Failure to resolve a complaint between the parties should lead to a written report agreed to by the parties and submitted for adjudication at the second level.

2) Second Level of complaint resolution:

- (d) Golf operations – Director, Course and Greens

- (e) Restaurant – Director, House & Bar
- (f) Janitorial – Director, House & Bar

3) Third Level: adjudication by the Board

Failure to resolve a complaint at the second level will cause the complaint to be submitted to the Board for adjudication. The Board shall be provided with a written report that fairly represents the position of the parties, and the reasons why the parties to cannot agree on a mutually acceptable resolution. The Board's decision shall be final.

The Board will not normally adjudicate any complaint where the parties have not followed the approved procedure outlined above.

Web Site

www.golfqualicum.ca

The web site, developed in 2005, created another vehicle of communication for members and an advertising tool. An E-News letter is published throughout the year. The calendar of events, membership information, golf rates, orientation guide, online tee time bookings and other information are located here.

Use of Golf Carts

Members are permitted to use their own power carts on the course and pay an annual trail fee. The fee is \$150.00 plus gst and users must provide proof of insurance for the cart. Carts must be licensed and may not be stored on golf course property. All pull carts or power carts are allowed no closer than 20 feet from any green.

Club Storage

Limited rental locker space for golf clubs and equipment is provided at the clubhouse. Enquire in the pro shop.

Emergency Social Services

The Clubhouse has been designated a location for Emergency Social Services in the event of a disaster.

Board of Directors

The Board of Directors consists of eight elected members; President, Vice President, Immediate Past President and five directors. The director's chair various committees if they choose which include Clubhouse, Finance, Greens, House and Bar, Communications and Membership.

General Functions of the Board

The general function of the Board of Directors is to plan and direct policies, to make decisions regarding the direction of the Golf Club that it serves in a manner that ensures that the goals and objectives of the Golf Club are achieved.

Basic Responsibilities of the Board

1. To direct the golf club on behalf of the members, who collectively are responsible to the Town for the obligations under the lease, in accordance with the stated Constitution and By-laws.
2. To facilitate the maintenance and improvements of the golf course in accordance with the lease with the Town of Qualicum Beach.
3. To ensure there is a competent manager in place to properly operate the Golf Club and aid in its ability to fulfill its obligations to the leasor. Also, to ensure there is a draft plan in place for the continued management of the Club beyond the current contract period.
4. To establish the rules by which board members, staff and volunteers will conduct the business of the golf club.
5. To develop short and long range goals and objectives and to approve the programs that meet those objectives
6. To ensure that policies and procedures are in place that will promote ongoing review and evaluation of policy development, program effectiveness, board, contractor and staff performance, membership trends and needs, etc.
7. To build and maintain a positive relationship with the Town of Qualicum Beach and the neighbors of the golf course.
8. To represent and advocate for the golf club in the community.

9. To ensure that there is provision for timely succession to the Board
10. To conduct interactive meetings with members for evaluation on the performance of the Board and the general progress of the Club.

General Distribution of Roles and Responsibilities between Board and Management

<u>BOARD</u>	<u>MANAGEMENT</u>
Governance - Recruits new members accord to Bylaws - Provides training to Board Members - Maintains minutes of Board Meetings - Enforces by-laws - Looks after fiduciary responsibilities - Approves all program ideas	Administration and Management - Implements Board approved programs - Carries out day to day operations
Makes overriding policies in areas of organization, programs, finances, personnel	Implements approved policies and report violations to the board.
Ensures the Club is properly run and proper procedures are followed.	Compiles information and reports to the board regularly. Alerts the board if unethical or illegal issues arise.
Develops and approves goals and plans.	Works with board to develop goals and plans.
Recruits, hires and evaluates Management	Hires and evaluates personnel
Represents Golf Club in the community	Assists board with community relations

Policies and Guidelines

1. Booking Tee Times – Regular Play

As basically a municipal golf course, we have both a mandate from the Town of Qualicum Beach and a financial need to welcome, encourage, and accommodate Green Fee players. Many of these players are, in fact, our major source of future members. On a year round basis Green Fee players utilize approximately 30% of tee times while providing almost 50% of the operating revenue to our club. It would be nice if 100% of the playing privileges could be retained for members but this is neither financially practical nor acceptable to our lessor. Your Board wishes to maintain as level a playing field as possible with regard to booking tee times. We sincerely hope we have done that while at the same time meeting the needs of our Club for a sustainable revenue base from Green Fees and the Town's desire to accommodate non-members, as well as member's need to accommodate visitors/guests.

This policy will be monitored for fairness and effectiveness however, as with all policies, fine tuning may be needed as we move ahead, so your suggestions are welcome.

Scheduled Tee Times

Starting times are scheduled with 7:00 A.M. the earliest during the summer, to two hours before dusk. Including the top of the hour there are 8 tee times each hour - one tee time every 7/8 minutes.

General Booking Arrangements:

All booking of tee times for members can be done by the internet or telephone. The online booking portal opens up at 8:00 am pacific standard time and the pro shop then begins taking phone calls at the same time for those individuals who choose not to book online.

Members may book tee times 8 days in advance commencing at 8:00 A.M. through our website or by calling the proshop (250-752-6312). Please see the pro shop to set up online booking credentials. The public can book 7 days in advance.

Bookings will only be accepted for groups of two to four players.

The maximum number of players per tee time is four.

No tee times will be reserved for single player booking requests. Players golfing as singles will be “fitted in” to groups not golfing as foursomes either at the time of the request or based on what is available upon arrival at the course on a first come, first served basis.

Bookings for twosomes should anticipate being matched with other golfers.

Only one player per group should make the booking for that group.

When booking a tee time via the telephone please inform the agent:

1. Booking name.

2. The day and approximation of your preferred tee time(s).
3. The number of players and last names in your group.
4. The number of holes (9 or 18) you are booking for.

The scheduled tee-time is firm. If the full group does not arrive in time for its scheduled tee off, those present must either tee off or make special arrangements suitable to the starter to delay its tee-time. Otherwise the booking is void. Players are requested to advise the pro shop, ASAP of any vacancies that occur in their group.

Those who originally book for 9 holes and wish to continue play will only be able to do so depending on course availability with green fee players settling whatever additional fees are required to meet the going rates for 18 holes.

Because this is a 9 hole golf course players who book for 18 holes are, in effect, booked for two 9 hole rounds. The second booking is scheduled approximately two hours after the first. Players booked for 18 holes are requested to report in to the starter desk at the end of the first 9 holes of play. Every effort will be made for them to start the 10th hole immediately after the group that has been announced to tee off on the first hole.

Special Booking Arrangements for Resident Groups:

For purposes of this policy a resident is defined as a club member or non-member who resides in District 69.

Block Booking privileges will be available to small groups of residents provided that the following conditions are met:

1. Block Bookings are restricted to tee times from 1:00 pm onwards.
2. All Block Booking is to be done by phone a maximum of 8 days in advance commencing at 8:00 AM. for members.
3. A maximum of three (3) tee times may be booked per phone call.
4. Block Booking is only available one occasion per week per group.

General Booking Arrangements also apply to Bookings for Resident Groups. (Exception: it will not be necessary to provide all the names in your group.)

Your Board reserves the right to withdraw or modify this privilege at any time for any group if deemed in the best interest of the club.

Special Booking Arrangements for Non-Residents of District 69 (Visitors)

Tourism is an important industry and this area is becoming a golfers destination. It is in the club's best interest to participate in this market.

Advance booking of tee times for non-residents is permitted at any time under the following conditions:

1. Bookings may be completed in person, by mail, phone or email.

2. Bookings will be accepted for groups of two or more players. (Larger groups may wish to investigate tournament play)
3. At least 75% of the group must be non-residents.
4. Payment of green fees shall be made by cash or credit card at the time the arrangement is being completed.
5. Monetary refunds will only be made on cancellations prior to 48 hours in advance of the tee time booked.
6. Refunds for cancellations for any reason within 48 hours of the scheduled tee-off time, including inclement weather conditions at tee time, will only be in the form of rain-checks and at the sole discretion of the Head Professional.
7. The maximum number of bookings under this arrangement is one per week per group. Visitors staying in the area are welcome to book tee times in accordance with General Booking Arrangements above.

Membership Fees Policy

Initiation Fee

A new member is required to pay the applicable entrance fee established by the Board of Directors.

Annual Fees

All current members are required to pay the annual fees set by the Board of Directors by the first day of the fiscal year (March 1st). Until such fees are paid, no member shall play in the new fiscal year unless green fees are paid. If the annual fees are not paid prior to the end of March membership shall be terminated.

The fees for new members joining after March 1st shall be pro-rated on a daily basis.

REFUNDS

Entrance Fee

- Non-refundable.

Annual Fees:

- Upon written request the annual fee shall be refunded on a pro-rated daily basis in the event of death.
- In exceptional circumstances the Board of Directors may approve a pro-rated refund of the annual fee upon receipt of a member's written request prior to the end of March.
- There shall be no refund of annual fees to a member suspended for misconduct under the provisions of Bylaw #6.
- There shall be no refund of annual fees to a member expelled under the provisions of Bylaw #7

Tape Recording of Meetings Policy

Objective

To establish the rules regarding tape recording of any and all meetings of the Qualicum Beach Memorial Golf Club.

Policy

The use of a tape recorder is a useful tool for people who wish to review information or make notes for future use. Commonly used by recording secretaries, it is also widely used by members of the public when attending informal or open meetings where information

exchange is possible. The taping of interviews or special meetings always requires permission. Of course, meetings “in camera” or meetings closed to the general public, rule against the use of all cameras or recording devices.

At the Qualicum Beach Memorial Golf Club there will be no recording of meetings, other than personal note taking, unless the Chair has received a request. Only then will taping be allowed if agreed to by the majority of members present.

Leaves of Absence Policy

SICK LEAVE

1. Prior to the payment of annual fees at the commencement of the fiscal year (March 1), a member may apply in writing to the Board of Directors for a leave of absence due to ill health. A medical certificate or doctor’s letter shall accompany the request.
2. If the leave is approved, the member shall pay no fees until returning to active play. At which time, the member’s annual fees shall be pro-rated on a daily basis for the balance of the applicable year.
3. During such leave the member shall not normally be permitted to play golf at the golf club, however in order to determine fitness prior to returning to active play the member may, at the discretion of the Head Professional, pay green fees and play a limited number of nine (9) hole rounds. These green fees are not refundable should the member be unable to complete the nine holes, nor will they be applied to the member’s annual fees on return to active regular membership.

PERSONAL LEAVE:

1. Prior to the payment of annual fees at the commencement of the fiscal year (March 1), a member may apply in writing to the Board of Directors for a personal leave of absence for the fiscal year.
2. If the leave is approved, a non-refundable fee equivalent to twenty-five percent (25%) shall be paid.
3. A member on personal leave shall be permitted to play at the golf club by paying applicable green fees.
4. A member on personal leave may elect to return to active regular membership by notifying the Board of Directors in writing, and paying the annual fee for the balance of the year on a pro-rated daily basis.
5. There shall be no extensions of one-year, personal leaves.

The October 2011 Board Report advised members about a revised policy for the refund of dues in the event of ill health, incapacitation or death. It has become apparent after several months that the policy was not explained sufficiently well enough. The policy is intended to apply to individuals who must **terminate** their membership due to the circumstances outlined above. The policy was never intended to be a refund while undergoing a period of rehabilitation or convalescence. A former member, who wishes to become a member again, and after a non member status of at least six months, will be required to pay an administration fee of \$300.00 to rejoin the club.

The Board introduced the policy in the spirit of compassion and understanding towards members who find themselves in these unfortunate circumstances.

Policy Regarding Alleged harassment

OBJECTIVE

To ensure that members, visitors, employees, contractors and volunteers are able to play golf, function and/or work in an environment that is free of harassment and abuse by establishing that:

- a) harassment is not tolerated anywhere within the Qualicum Beach Memorial Golf Club's jurisdiction;
- b) measures are in place to promote awareness of and sensitivity to potential harassment and to prevent incidents of harassment/abuse;
- c) members, visitors, employees, contractors and volunteers have recourse to appropriate mechanisms for redress where an alleged incident of harassment is shown to have occurred; and
- d) an appropriate response is made in a timely manner to each alleged incident of harassment.

DEFINITIONS

Volunteers include Members of the Board of Directors, Captains of the Ladies and Men's Clubs, and members that volunteer in any capacity for the good and well being of the Golf Club.

For purposes of this policy and procedures, **harassment** is defined as engaging in offensive behavior or conduct against another person that is known, or ought reasonably to be known, to be unwelcome, including, but not limited to, the exercise of power or attempt to exercise power, authority or control over others. Harassment may be:

personal, including offensive, embarrassing or harmful remarks directed at another person;

sexual, including advances, requests for sexual favours, actual sexual contact or other conduct of a sexual nature including personally offensive behaviour, comments and/or gestures which might

reasonably be expected to cause insecurity, discomfort, offence or humiliation to another person or group.

Harassment may take the following forms:

- a) **verbal**, including offensive words or jokes which demean persons a) b) c) on the basis of any form of discrimination, bullying, or intimidation
- b) **psychological**, including deliberate isolation or ostracism, condescending or patronising behaviour which undermines self-respect.
- c) **physical**, including unwelcome physical contact or assault, offensive gestures, threatening physical behaviour, physical bullying;

POLICY

The QUALICUM BEACH MEMORIAL GOLF CLUB is committed to promoting an environment in which all members, visitors, employees, contractors and volunteers are treated with dignity and respect and are free of harassment.

It is the commitment of the Golf Club that this policy shall apply to all levels of staff including management, and to members, visitors and volunteers.

The Golf Club shall not tolerate harassment on any of the grounds defined in 2.0 above or on any other grounds protected by human rights legislation. All incidents of harassment, when reported or discovered, shall lead to appropriate corrective and disciplinary action.

The Golf Club supports ongoing training to promote awareness of and sensitivity to potential harassment and to prevent incidents of harassment.

This policy is not intended to interfere with normal social interaction between people.

RESPONSIBILITY

The Board of Directors is authorized to issue such procedures as may be necessary to support this policy.

The Board of Directors is responsible for ensuring that all members, employees, contractors and volunteers are aware of:

- a) the issues addressed by this policy;
- b) the existence of this policy; and
- c) the existence of the supporting procedures issued under this policy.

REFERENCE DOCUMENTS

B.C. Human Rights Code and Golf Club Procedure: Alleged Harassment

Constitution and Bylaws

May 29, 2013 updated

SOCIETY ACT

Constitution

1. The name of the Society is the Qualicum Beach Memorial Golf Club.
2. The purpose of the Society is to provide for the members a golf club and clubhouse and to supply to the members all facilities incidental to the playing of golf.
3. The operations of the Society are to be chiefly carried on at Qualicum Beach, British Columbia. This provision is unalterable.

BY-LAWS

1. **TITLE**
The Society shall be called 'The Qualicum Beach Memorial Golf Club' hereinafter called 'The Club'.

2. THE FISCAL YEAR
The fiscal year shall begin on the first day of March and end on the last day of February of each year.
3. CONDITIONS OF MEMBERSHIP
All members shall be bound by these bylaws and the rules of the Club, both to the limitation of privileges enjoyed, if any, and penalties imposed.
4. MEMBERSHIP
No membership is transferable.

5. TYPES OF MEMBERSHIP
There shall be 5 classes of membership, to wit:
 - a. regular members
 - b. regular member – limited play
 - c. junior members
 - d. intermediate members
 - e. Honorary life members

DEFINITIONS

- a) Regular members are those members who, on being admitted to membership and on paying an initiation fee and annual dues, are entitled to all privileges of the Club.
- b) Regular member – Limited play. Any regular member may elect to receive a package of green fee tickets in lieu of yearly playing privileges. The Board will set the number of tickets received. These tickets are valid only for the year of issue. They may be used for the member or his/her guests. They may not be sold.
- c) Junior membership, on payment of stipulated dues, shall be open to persons from the ages of 12 to 18 inclusive, provided that the Board may limit the number of junior memberships. Junior members, in the fiscal year after attaining their 19th birthday, may take out regular membership, with the initiation fee being waived, or they may take out intermediate membership.
- d) Intermediate membership may be taken out by persons who:

- a. have been junior members for at least one year upon attaining their 19th birthday, or may apply for intermediate membership to the Board in the event had not been a junior member previously and who
- b. are under 25 years of age,
- c. provided the said members are continuing their education in high school, college or university.

Intermediate members, in the fiscal year after attaining their 25th birthday, shall be required to take out regular membership with the initiation fee reduced in accordance with current policy.

The Board shall determine the rights and privileges of junior and intermediate members from time to time, but in no event shall they have voting rights.

- e) Honorary life members shall be the late Mr. and Mrs. R.A.Brown's children and grandchildren and their spouses, who shall enjoy free playing privileges for their lifetimes.

6. SUSPENSION FOR MISCONDUCT

Any member, who in the opinion of a majority of the Board, infringes the bylaws or rules of the Club, or is guilty of conduct injurious to the reputation, interest or good order of the club, may be suspended from membership for a length of time determined by the Board.

There shall be no refund of annual dues paid by the suspended member for the period of the fiscal year during which the suspension occurs. Should the suspension remain in effect at the beginning of a subsequent year, a billing for the annual dues shall be mailed to the member at the same time as the billings for regular members are mailed. This billing shall be calculated pro-rata on the basis of the number of days of the forthcoming year that the suspended member's privileges shall be restored and this billing shall be payable within the normal thirty (30) day grace period.

No suspended member shall be granted the playing privileges accorded a green fee player while the suspension is in effect.

A member whose membership has been suspended under this clause may appeal such decision at the next regular meeting of the Board, if he or she gives written notice of such appeal to the Board

A member suspended by the Board must receive by mail at his or her last address provided to the Club the following:

- (a) notice of term of suspension
- (b) reason for suspension
- (c) procedure for appeal

7. EXPULSION OF MEMBER

Any member may be expelled from the Club for misconduct, or for not conforming to the rules and regulations of the Club, or for any good and valid reason, if two-thirds of the Board present at the meeting of the Board vote for the expulsion. The member's privileges shall terminate forthwith and there shall be no refund of initiation or annual dues.

A member whose membership has been terminated under this clause may appeal such decision at the next regular meeting of the Board, if he or she gives written notice of such appeal to the Board.

A member expelled by the Board under these provisions, must receive by mail at his or her address provided to the Club, the following:

- (a) notice of expulsion
- (b) reason for expulsion
- (c) procedure for appeal

8. ANNUAL MEETING

Subject to the provisions of the Society Act, the annual general meeting of the Club shall be held in the spring of each year, not more than fifteen (15) months after the previous annual meeting, at such time and place as determined by the Board.

All meetings of members shall be called by the President or, in his/her absence, the Vice-President of the Club.

At least fourteen (14) days before the date of the meeting, notice of time and place of any annual meeting shall be mailed to each regular member at his or her last address provided to the Club.

The business at an annual general meeting shall be:

- a) The adoption of rules of order,
- b) The consideration of the financial statements,
- c) The report of the directors
- d) The report of the auditor
- e) The election of president, if necessary, the vice-president, and directors
- f) The appointment of the auditor, and
- g) Such other business as, under these by-laws, ought to be transacted at an annual general meeting, or business, which is brought under consideration by the report of the directors, issued with the notice convening the meeting.

9. VOTING

Vote by proxy shall not be allowed at the annual meeting or any meeting of members. Each member shall be entitled to one vote.

Regular members only are entitled to notice of general meetings and to vote thereat.

10. QUORUM

A quorum for the transaction of business at any general meeting shall consist of 10% of the regular membership.

11. POSTING OF NOTICE deleted

12. MINUTES OF MEETINGS

Minutes of all meetings shall be taken by the Secretary and kept by the Secretary with the records of the Club.

13. GENERAL MEETINGS

Subject to the provisions of the Society Act, the Board on fourteen (14) days' notice may call general meetings of the members at any time by mailing a copy of a notice of the meeting to each regular member.

Requisition for General Meeting

- (1) In this section, "requisitionists" means the voting members who requisition a general meeting of the society under subsection (2).
- (2) The directors of a society, on the requisition of 10% or more of the voting members of the society must convene a general meeting of the society without delay.

14. BOARD OF DIRECTORS

The governance and management of the Club shall be vested in a Board of Directors consisting of a President, a Vice-President, an Immediate Past-President and five (5) Directors. No officer or director shall be entitled to any fee, salary or remuneration unless the members authorize such fee, salary or remuneration.

The Immediate Past-President shall not have voting privileges.

Each Director and officer of the Society shall be a regular member in good standing.

15. NOMINATION

There shall be a Nominating committee of not less than three members of the Club who shall be appointed by the Board at least ten (10) weeks prior to the holding of the annual general meeting. Unless altered by a majority vote of the Board for the current year only, the committee shall normally, at the minimum, be composed of the Past President and two members at large. The committee so appointed shall submit its report to the Board at least thirty (30) days prior to the date set for the annual meeting. This report shall list the names of members willing to stand for election to the Board at the annual meeting.

A list of nominees shall be posted in the clubhouse not less than twenty-one (21) days before the annual meeting date.

Any regular member in good standing may be nominated and seconded by fellow regular members in good standing for any position to be filled at the meeting, and accepted by the nominee by his/her signing of the nomination form

Nominations shall be closed and names submitted to the Board not less than seven (7) days before the annual general meeting. A list of those nominated shall be provided for each member present at the meeting with a note indicating the number of directors to be elected. The election shall take place at the annual general meeting, and the vote shall be by ballot. The Chair shall appoint two (2) scrutineers who shall advise the assembly of the names of the candidates elected.

16. ELECTION OF OFFICERS

At annual meetings the following officers shall be elected:

- i. (if there is no elected Vice-President), the position of President is open for election for a one-year term, followed by one (1) year as Past-President.
- ii. a Vice-President (for a three (3) year term) whose first twelve (12) months shall be served as Vice-President and second twelve (12) months as President and third twelve (12) months as Past-President.
- iii. the number of directors (for a two (2) year term) required bringing the total up to five (5), by filling the offices of those directors whose term of office has expired. Each retiring director shall be eligible for re-election.

The outgoing President shall become an ex-officio member of the Board without voting privileges.

17.REMOVAL OF DIRECTORS AND VACANCIES

1. The members may by special resolution remove a director before the expiration of his or her term of office.
2. Directors may, from time to time, resign.
3. The Board shall have power to fill vacancies occurring in their numbers in the course of the year and a member so appointed shall complete the unexpired term of office arising from the vacancy to which he or she was appointed.
4. If the office of President is vacated, this position shall be filled by the duly elected Vice-President, or if the Vice-President is unwilling or unable to serve as President, the Board shall appoint an interim President from the Board.
5. In the event of a vacancy in the Vice-President's position, a new Vice- President shall be appointed by the Board to serve until the next annual general meeting.

18. DUTIES OF THE PRESIDENT AND VICE-PRESIDENT

The President shall preside at all meetings of the Board and of the members and in his or her absence the Vice-President shall exercise the duties of the President

19,CLUB MANAGEMENT

The Club in accordance with the terms of a written contract shall retain a manager and/or golf professional.

20.AUDITOR

At the annual meeting of the Club, the Board shall recommend an auditor to members who shall vote to appoint an auditor for the ensuing fiscal year. If an auditor is not appointed at the annual general meeting, the Directors shall appoint an auditor not later than one month prior to the next annual meeting.

An auditor may be removed by ordinary resolution.

An auditor shall be informed forthwith in writing of appointment or removal.

The auditor may attend general meetings.

No Director and no employee of the Club shall be auditor.

21.FEES

The Board may at any time fix an initiation fee. Members shall be required to pay the amount of annual dues as determined by the Board for each class of

membership. Members' dues may be increased or decreased annually and the Board may change green fees at any time.

22.PAYMENT OF DUES

All members shall pay the full amount of their membership dues for the current year.

The due date for payment of dues is the first day of the new fiscal year, and until such dues are paid no member shall play in the new fiscal year unless green fees are paid. After thirty (30) days of non-payment of the dues the membership will be terminated.

23.BOARD MEETINGS

Meetings of the Board may be called at any time by the President or, in his or her absence, by the Vice-President. Notice of all such meetings shall be communicated to each director at least five (5) days before the date of the meeting.

Meetings of the Board may be held at any time without notice if all members are present and consent thereto, or if absent, Directors consent to the resolutions passed at the meeting from which they were absent.

All questions, save those required by these bylaws to have a special majority, shall be decided by a majority vote. In case of a tie, the President or, in his or her absence, the Vice-President may, if desired, exercise his or her vote.

Minutes of all Board meetings shall be taken by the Secretary or acting Secretary and kept in the Secretary's custody.

24.QUORUM OF DIRECTORS

Four members of the Board shall constitute a quorum.

25.INDEMNITY

Every Director of the Club shall be deemed to have assumed office on the express condition that the Club shall indemnify every Director and his or her heirs and personal representatives against all costs, charges and expenses which such Director actually and reasonably incurs in or about any action, suit or proceedings related to Club business which are brought, commenced or prosecuted against him or her in respect of any act, or omission, done or

permitted by him or her in the execution of his or her duties as a Director except when such costs, charges and expenses are occasioned by his or her willful neglect or default, all of which is subject to the Society Act.

26. POWERS OF THE BOARD

The Board shall have power to appoint such committees as it may deem advisable and desirable and prescribe their duties: to fill vacancies that may occur in any office; to enforce penalties for the violation of the bylaws or rules made by the Board; to call special meetings of the Club; to make and execute contracts in the name of the Club or authorize its officers or committees so to do; to appoint or dismiss any officer of the Club. It shall present at each annual meeting of the Club a financial statement and a report showing the financial condition, resources and obligations of the Club and make such recommendations as to its welfare as it may deem proper. It shall have power to make rules and regulations and to do all other things that it may deem necessary for the proper operation, governing and management of the Club.

The Board shall have the power to make contract, negotiate loans, sign and execute cheques, notes, mortgages, transfers, bills of sale, receipts and releases on behalf of the Club and to have complete charge and control of the Club and the administration of its affairs.

27.COMMITTEES

The President and Vice-President shall be ex-officio members of all committees that may be appointed by the Board from time to time

The Board may appoint persons to committees who are not Directors but who shall be members of the Club.

No committee shall incur any expense without the authority of the Board.

All committee recommendations are only in force after receipt of Board approval.

28.BORROWING

In order to carry out the purposes of the Club the Directors may, on behalf of and in the name of the Club, raise or secure the payment or repayment of money in the manner they decide, and, in particular but without limiting the

foregoing, by the issue of debentures. No debenture shall be issued without the sanction of a special resolution. The members may by special resolution restrict the borrowing powers of the Directors, but a restriction imposed expires at the next annual general meeting.

29. RULES OF THE GAME

The game of golf shall be played according to the rules adopted from time to time by the Royal and Ancient Club of St. Andrews, except insofar as the Directors of the Club supplement them.

30. PROCEDURE

Except as otherwise provided in these bylaws, all meetings of the Club shall be conducted in accordance with “Robert’s Rules of Order – Revised”.

31. INTERPRETATION

On all questions of interpretation of these bylaws the decision of the Board shall be final unless overruled by the members at a general meeting. All notices shall be considered given if posted to each member at the mailing address appearing on the register of the Club.

32. CHANGING BYLAWS

Any change to the Constitution or Bylaws shall not be repealed or altered or added to except by a special resolution of the Club with a seventy five percent (75%) majority vote passed by the members present and entitled to vote at a general meeting.

33. SEAL

The Seal of the Club shall be held in the custody of such officer as may be designated from time to time by the Board and shall be used only upon the direction of the Board.

34. GOOD STANDING

Members are in good standing if their current year membership dues are paid in full and are not serving a suspension for misconduct.

35. BUSINESS DISSOLUTION

On the winding up of and/or dissolution of the Club, any assets remaining after all debts have been paid, or provisions for payment made, including to the extent financially feasible, the refund to regular members of all, or a portion of, the prorata share of their prepaid dues for the balance of the golf season, shall be transferred to the Town of Qualicum Beach.