



MEMBER HANDBOOK



3525 Golf Course Ave. Terrace, B.C. V8G 4R1.
Phone: 250-635-2542
www.skeenagolf.com

TABLE OF CONTENTS

1. Introduction
 - 1.1. Welcome
2. Board of Directors
 - 2.1 Management Team
3. By-laws & Constitution
4. Golf information & procedures
 - 4.1 Opening day procedures
 - 4.2 Tee time booking policy
 - 4.3 Booking days for tee-times
 - 4.4 Phone bookings
 - 4.5 Member guest policy
 - 4.6 Checking in at the Pro Shop
5. Golf course information
 - 5.1 Dress code
 - 5.2 Tee-off time
 - 5.3 Fivesomes
 - 5.4 Course Starter
 - 5.5 Course Marshals
 - 5.6 Pace of play and accountability
 - 5.7 Power carts
 - 5.7(a) Rules of operating a motorized golf cart
 - 5.8 Cart paths
 - 5.9 Red Flag Policy
 - 5.10 Handicaps
 - 5.11 Practice facilities
 - 5.12 Shotgun starts
 - 5.13 Club storage and security
 - 5.14 Golf course regulations
 - 5.15 Reciprocal Rates
6. General information
 - 6.1 Hours of operation
7. Member's account receivable credit policy
 - 7.1 Credit policy
 - 7.2 Charging, billing, and payment of account procedures
 - 7.3 Refund policy
8. Code of conduct
 - 8.1 Club Mission
 - 8.2 Profanity
 - 8.3 Intoxication
 - 8.4 Dress code
 - 8.5 Smoking
 - 8.6 The responsible service of alcohol
9. Club information
 - 9.1 Loss of personal property and/of valuables
 - 9.2 Management of the Club and enforcement of Club policies
 - 9.3 Pets
 - 9.4 Social functions and ticket reservation

1. Introduction

1.1. Welcome:

Welcome to “The Friendly Club”, we are glad you are here!

This information is provided to help you, your family, and guests enjoy Skeena Valley Golf and Country Club to the fullest, and help you feel at home right away. Included are Club policies, rules and procedures pertinent to the golf course and clubhouse. Please contact the General Manager, Head Golf Professional, or a member of the Board of Directors if you have a question, concern or an issue that is not addressed here. Your input is valuable.

Watch for the “Whacker”, (the club newsletter) and information boards which detail upcoming events and keeps everyone up to date with club activities and information. We encourage you to take the time to read this information and retain it as a reference manual.

Skeena Valley Golf and Country Club Board of Directors, Management, and Staff

Note: The information contained in this booklet is general in nature and remains at all times subject to interpretation according to the by-laws of Skeena Valley Golf and Country Club.

2. Board of Directors:

Club President
Vice-President
Treasurer
Past President
Secretary
Ladies Club Captain
Outside Chairperson
Membership Chairperson
Inside Chairperson
Men’s Club Captain
Junior Chairperson
Plan of Progress Chairperson

2.1 Management Team:

General Manager
Head Golf Professional
Golf Course Superintendent
Chef / Kitchen Manager
Assistant Superintendent

3. By-Laws & Constitution

“SOCIETIES ACT”

SKEENA VALLEY GOLF AND COUNTRY CLUB

CONSTITUTION

1. The Name of the Society is “Skeena Valley Golf and Country Club” and for designation purposes is referred to in the By-Laws as the “Society”. “Club” in the By-Laws shall refer to the Men’s, Ladies and Junior sections and/or the Clubhouse facility itself.
2. The objects of the Society are:
 - a. To own, operate and maintain an organization with Clubhouse, Golf Course and other Recreational Facilities.
 - b. To promote Golf and other Sports.
 - c. To engage in any activities (except those named in Section 2, Subsection H of the *Societies Act*), or use the property owned by the Society for any purpose as may from time to time be deemed necessary and expedient by the Board of Directors and the Members of the Society.
 - d. To conduct and operate a Social Club.
3. The operations of the Society are to be chiefly carried on in the Kitimat-Stikine Regional District on property owned by the Society.
4. In the event of winding up or dissolution of the Society, any funds of the Society remaining after the satisfaction of its debts and liabilities, shall be given or transferred to such organizations concerned with the social problems or organizations promoting the same objects of this Society as may be determined by the members of the Society at the time of winding up or dissolution, and if effect cannot be given to the aforesaid provisions, then such funds shall be given or transferred to some other organization; provided that such organization referred to in this paragraph shall be a Charitable Organization, a Charitable Trust recognized by the Department of National Revenue of Canada as being qualified as such under the provisions of the *Income Tax Act of Canada* from time to time in effect. This provision is unalterable.

Revised September 17th, 1984

Approved November 1984

Revised December 1990

BY-LAWS

TABLE OF CONTENTS

Article I	Fiscal Year
Section 1	Date of Year end
Article II	Board of Directors
Section 1	Organization
Section 2	Powers
Section 3	Custody and Use of Seal of Society
Section 4	Officers of the Board of Directors
Section 5	Duties of the Board Officers
Article III	Committees
Section 1	Formation and General Rules
Section 2	Standing Committees
Section 3	Duties and Responsibilities
Article IV	Membership
Section 1	Members
Section 2	Classification of Membership
Section 3	Division of Membership
Section 4	Cost of Membership
Section 5	Delinquency
Section 6	Reprimand, Suspension and Expulsion
Article V	Elections
Section 1	Eligibility
Section 2	Board of Directors
Article VI	Meetings
Section 1	Annual General Meeting of Members
Section 2	Special General Meeting of Members
Section 3	Extraordinary Resolutions
Section 4	Regular Board Meetings
Section 5	Special Board Meetings
Section 6	Quorum of Annual or Special General Meetings
Section 7	Quorum of Board Meetings
Section 8	Order of Business at General Meetings

- Section 9 Order of Business at Board Meetings
- Section 10 Parliamentary Rules

Article VII Inspection of Books and Records by Members

- Section 1 Minutes of General and Board Meetings
- Section 2 Balance Sheets

Article VIII Society Rules

- Section 1 Formulation
- Section 2 Publication
- Section 3 Enforcement Penalties
- Section 4 Appeal

Article IX Complaints

- Section 1 Registering Complaints

Article X By-laws' Amendments

- Section 1 Procedure for Amending

Article XI Definitions

- Section 1 Definitions

BY-LAWS

Article I – Fiscal Year

Section 1 – Date of Year End

1. The fiscal year of the Society shall end on the 31st day of the month of October in each and every year

Article II – Board of Directors

Section 1 - Organization

1. The affairs of the Society shall be managed by a board of Directors, consisting of seven regular members, who shall direct the business affairs and conduct of the Society according to the By-Laws and the direction of the membership. Other

voting members of the Board shall be the immediate Past President and the current Men's and Ladies Club Captains.

Section 2 – Powers

1. All decisions of the Board shall be by majority vote of those present except where otherwise provided.
2. In addition to any and all powers conferred upon the Board by the *Societies Act*, these By-Laws, without in any manner or degree abrogating, limiting or modifying any such powers, grant to the Board the following authority:
 - a. To set forth the terms and conditions upon which a person may be accepted to membership. (Article IV)
 - b. To hear and determine charges made against any member of the Society or Club, full and final authority being hereby granted to reprimand, suspend or expel any member in accordance with article IV, Section 6, Paragraph 1. A member may be privately disciplined for just cause upon the affirmative vote of a majority of the Board, but suspension or expulsion shall require the affirmative vote of 100% of the voting members of the Board.
 - c. To elect from its members, a President, a Vice President, a Secretary and Treasurer, annually at its first meeting after the Annual General Meeting of the Society in each year as prescribed in Article II, Section 4. President and Vice-President to be elected from the Directors in the second year of their term.
 - d. To authorize the President to appoint Directors to each of the Standing Committees and to establish any Special Committees deemed necessary from time to time. President to define and delegate the duties and second years of their term.
 - e. To make, alter or amend the Societies rules and present to General Meeting for approval and to provide penalties for infractions of Rules and By-Laws, as prescribed in Article VIII and Article x.
 - f. To make or authorize the purchase of materials or supplies and to contract for whatever may be reasonably required in the operation and maintenance of the Clubhouse and other facilities/to make alterations, additions and improvements in the property of the Society and its facilities. Before any major alteration or additi

- i. To elect a presiding Officer in the event that both the President and Vice-President are absent.
 - j. To appoint or discharge a General and/or Pro/Manager and to determine the salary or remuneration to be paid to him/her.
 - k. To encourage, supervise or discharge all employees and concessioners and to determine the salary, wages or other compensation to be paid to each, taking into consideration the recommendations of the appropriate Committee Chairman.
 - l. To direct the President to call the Annual General Meeting and Special General Meeting of the Society, in accordance with Article VI, Sections 1 and 2.
 - m. To borrow money from the Society's banker or other lending institution approved by the Board, with the limitations that the amount so borrowed shall not at any time exceed Twenty thousand Dollars (\$20,000.00) beyond current reserves. The monies so borrowed shall be used for the purpose of carrying on the operation and maintenance of the club, or for the purpose of making such alterations, additions and improvements in the property of the Society and in the Clubhouse facilities, as the Board considers necessary, with the full power and authority to execute and deliver such security as may be required. Notwithstanding any provisions herein contained, the real property of the Society shall not be sold, mortgaged or otherwise encumbered, except by a special resolution at an Annual or Special General Meeting of the Society.
 - n. No debentures shall be issued without the sanction of a special resolution.
- 3.
- a. No remuneration or fee shall be paid to any Director of the Board with respect to his/her office without prior approval by the members of the Society at a General Meeting, provided always that the Board shall be permitted to contract with any Director for goods or services rendered or to be rendered.
 - b. There will be no reimbursement for personal expenses (i.e.: car use, gas, etc.) incurred by any Director in the performance of his duties without prior approval from the Board.

Section III – Custody and Use of the Seal of the Society

1. Deeds, transfers, licenses, contracts and engagements on behalf of the Society shall be signed by either the President or Vice-President, Manager or by another Director, and the Seal of the Society shall be affixed to such instruments as require the same.
2. Contracts in the ordinary course of the Club's operation may be entered into on behalf of the Society by the President, Vice-President, Manager or by any person authorized by the Board.

3. No Board member shall sign any cheque or document relating to his/her own person.
4. The Board of Directors may at any time, by resolution, direct the manner in which, and the person or persons by whom, any particular instrument, contract or obligations of the Society may or shall be executed.
5. The Seal of the Society shall be kept in the office and under Custody of the Societies legal representative.

Section IV – Officers of the Board

1. President
2. Vice-President
3. Secretary
4. Treasurer

Section V – Duties of the Board Officers

1. President:

- a. The President shall be the Chief Executive Officer of the Board performing any and all lawful duties incident to the office of the President.
- b. He/She shall preside at meetings of the Board and Society.
- c. He/She shall call Annual General Meetings and Special General Meetings of the Society, as provided in Article VI, Sections 1 and 2.
- d. He/She shall cause to be enforced, all rules and regulations of the Society and shall by and with the consent and approval of the Board, have the right to appoint or employ a Pro/manager or General/Manager.
- e. He/She shall appoint a Director to fill any vacancy that may occur on the Board.
- f. He/She shall appoint a Nominating Committee in accordance with Article V. Section 2, Paragraph 2.
- g. He/She shall appoint a Standing Committee Chairman and any other Committees as the Board or the members of the Society may require. He/She shall select the Chairman to head each Committee or seek a volunteer. He/She shall be an ex-officio member of all Committees.
- h. He/She shall make an Annual report to all the members.
- i. He/She shall perform all other such duties as properly may be required of him/her by the Board.

2. Vice-President:

- a. In the absence of the President, the Vice-President shall perform all of his duties; and if the Office of President should become vacant, the Vice-President shall hold office of the President until after the Next General Meeting.

3. Secretary:

- a. The Secretary shall keep accurate, legible minutes of all Board, Annual and Special General Meetings of the Society. A minute book with a copy of all minutes shall be available (at the Clubhouse) to any member wishing to see same.
- b. The Secretary shall answer correspondence under the direction of the President or presiding Committee Chairman.
- c. The Secretary shall keep a reference list of all Entrance Fee Certificate Holders.
- d. The Secretary shall post notices of all meetings, etc. and supply proof of same at all meetings as per the By-laws.

4. Treasurer:

- a. The Treasurer shall have general supervision of the financial affairs of the Society.
- b. He/She shall prepare and present to the Board for approval, a proposed budget of revenue and expenditures for the ensuing fiscal year.
- c. He/She shall be responsible for an accurate up-to-date accounting of the Board at each meeting as to the state of the finances.
- d. Prepare in conjunction with the bookkeeper, all the necessary data for the Societies Accountant to prepare the Annual Audit.
- e. Make sure that the Financial Audited Statement is prepared and ready for distribution at the Annual general Meeting of the Society.
- f. Be prepared to recommend fee restructuring and price increases in all areas covered by the Society, as needed the estimated budget expenditures.

Article III – Committees

Section 1 – Formation and General Rules

1. Each Committee shall be composed of an appointed Director and as many other persons as the Committee Chairman deems necessary.
2. No Committee shall have the right to obligate the Society in any way or in any sum in excess of the specific budgeted amount established for its use for the current fiscal year by the Board through the Treasurers Projected Budget for the year. At no time shall any Committee expend an amount in excess of One Hundred Dollars (\$100.00) unless specifically approved by the Board.
3. All Committees shall report to regular Board meetings and shall keep records of all their meetings and their sub-committee meetings. All Committees are at all times under direct supervision and control of the Board.

Section 2 – Standing Committees

1. Standing Committees shall be as follows:
 - a. Inside (house)
 - b. Outside (grounds)
 - c. Plan of Progress
 - d. Membership
 - e. Mens Club
 - f. Ladies Club
 - g. Junior Development
 - h. Pro-Manager

Section 3 – Duties and responsibilities of Committees

1. Inside (House) Committee:

The inside committee shall have general supervision of and responsibility for the care, maintenance and operation of the Clubhouse, bar and kitchen facilities and staff. It shall plan and budget for changes and improvements as to the Clubhouse and present to the Board for approval all its recommendations for all such changes and improvements, including the purchase of equipment and machinery. It shall, in concert with the Pro-Manager, determine the hours of operation of the building, the type of service to be provided to the members and their guests. It shall consider and make recommendations to the Board regarding general rules governing the ordinary use of the facilities of the Clubhouse by members and guests.

2. Outside (Grounds) Committee:

The outside committee shall have general supervision of and responsibility for the care and maintenance of all grounds and buildings. It shall plan and budget for changes and improvements to the grounds and buildings and present to the Board for approval, its recommendations for all such changes and improvements including the purchase of equipment and machinery. It shall, in concert with the General/Manager or Pro/Manager and the Grounds Superintendent, review personnel requirements and wages. It shall consider and make recommendations to the Board regarding rules and regulations governing the use of the golf course by members and guests.

3. Plan of Progress:

Main Objectives

- a. To establish a way and means to provide funds for improvements to and expansion of the golf course and facilities.
- b. To find ways to increase golf club revenue for purchase of needed equipment.
- c. To establish sub-committees as deemed necessary by Chairman and Board, i.e.: Finance, Building, and Outside Expansion. Each Sub-Committee so formed shall be given definite guidelines and shall report to the Chairman regularly to maintain contact with the Board and general membership.

4. Membership Committee:

- a. Society: The Membership Committee shall endeavor to obtain prospective members and new applications whenever memberships are available or in prospect. With the Board's approval, it shall have the authority to publicize the advantages of membership in any way deemed advisable, and to purchase the necessary advertising matter, application forms and other printed matter, within the budgetary allowance established by the Board.
- b. Club: It shall consider and make recommendations to the Board regarding classifications and the appropriate conditions and limits for each classification. They shall also prepare estimates of fees for various classifications for the decision of the Board.

5. Men's Club:

To direct the operation of the Men's Club with the current Club Captain to act as direct liaison with a seat on the Board.

6. Ladies Club:

To direct the operation of the Ladies Club with the current Club Captain to act as direct liaison with a seat on the Board.

7. Junior Development:

The Junior Development Committee Chairman shall be the liaison between the Men's and Ladies Club, Junior Development Chairman and the Board. His/Her responsibility will be to keep the Board informed as to the ongoing Junior Development Program, and to keep the two Junior Clubs active and operating.

8. Pro-Manager Committee:

To be chaired by Board President and composed of himself/herself, Treasurer and Secretary.

- a. Study current financial situation and prepare a draft of what to offer applicants, i.e.: incentive, salary, benefits, etc.
- b. Prepare advertising of position and requirements.
- c. Screen applications received and present most suitable to Board for discussion and decision.
- d. Prepare contract for position. President to present it to the favoured applicant.
- e. Contract to be signed when approved by applicant, President, Secretary and Treasurer.

Article IV - Membership

Section 1 – Members

1. Any person who may desire to become a member of the Society shall present or cause to be presented to the Board, an application on the form approved and supplied by the Board, signed by himself/herself referred to hereinafter as “Regular” member.
2. No applicant shall be considered a member of any kind until payment of the stipulated fee/fees.

Section 2 – Classification of Members

1. Society Membership – (Regular Member)
 - a. Entrance fee Certificate hold issued @ \$250.00.
 - b. Future certificate issue as decided by membership.
 - c. Privileges:
 - i. 20% rebate annual dues when paid before May 31st. (1977 Certificate issue only)
 - ii. Full Society voting rights.
 - iii. May be elected to Board of Directors.

2. Division of Golf Memberships

- a. Mens Club - 19 years of age and up
- b. Ladies Club - 19 years of age and up
- c. Junior Club - 10 – 18 years of age (juniors cannot become Society members)
- d. Family Membership - adults and juniors
- e. Senior citizens - age 65 and up

Section 3 – Cost of Membership

Society (Regular) Member

- a. Shall obtain entrance fee certificate (1977 issue) @ \$250.00 or future certificate issue when available at a cost set by society and in addition:
- b. Payment of annual golfing dues as set by Directors before start of golfing season.

Section 4 – Delinquency

- 1. Annual dues and locker rentals shall be payable by April 15 and in arrears on May 15th and shall be considered delinquent if not paid by May 31st of each year.

Section 5 – Reprimand, Suspension and Expulsion

- 1. The Board shall have the power, by the affirmative vote of all Board members, (no abstentions shall be permitted) to expel or suspend any Regular or Annual member whose conduct shall have been determined by the Board to be improper, unbecoming or likely to endanger the interest or reputation of the Society or who willfully commits a breach of the Constitution or By-Laws. No Member shall be expelled or suspended without being notified of the charge or complaint against him/her and without having first been given an opportunity to be heard by the Board at a Board Meeting called for that purpose.
- 2. A Society member shall cease to be a member in good standing of the Society when the Board of Directors has redeemed his/her Entrance Fee Certificate (1977), which said member has voluntarily released for sale.
- 3. On all subsequent Certificates, a member shall cease to be a member in good standing of the Society when yearly dues are not paid in full.

Article V – Elections

Section 1 – Eligibility

Eligible voters of the Society are Entrance Fee Certificate Holders only.

Section 2 – Board of Directors

1. The election of Directors shall be held at the Annual General Meeting of the Society and shall be by ballot only if needed. The voting shall be conducted and the ballots counted (when necessary) by two tellers appointed by the President for that purpose, neither of who shall be a member of the Board.
2. The President shall, at least thirty days prior to the Annual General Meeting, appoint a Nominating Committee of three regular members of the society, one of who shall be a member of the Board. This Committee shall endeavor to acquire acceptance of enough Society members to fill the position left vacant by term ending Directors. The list of accepting nominees shall be presented at the Annual General Meeting.
3. Nominations shall be accepted from the floor at the Annual General Meeting; however, all nominees must be Regular Members and must either accept the nomination in person or have presented a written acceptance of the nomination.
4. At the first election of Directors, three shall be elected for two years and four for one year. Thereafter, at each Annual General Meeting, the number of Directors elected shall alternate to keep the total at seven. All Directorships are for a two-year term and three shall be elected one year and four shall be elected the next.

Article VI – Meetings

Section 1 – Annual General Meeting of Members

1. The Annual General Meeting of the Society shall be held in the Clubhouse or at such other place in Terrace, British Columbia, and at such a time as the Board shall designate for the election of Directors and other Officers, and for the transaction of other business which properly may be brought before the meeting for action. It shall be held within ninety days of the end of each fiscal year and shall be called by the President, acting on behalf of the Board. Notice of the Annual General Meeting with full particulars of the time and place shall be advertised in the local paper and aired on local radio and television not less than fourteen days prior to the date of meeting.
2. An audited and detailed account of the Societies Financial state shall be available to all members attending the Annual General Meeting.

3. All members attending shall sign into the meeting. Only Regular members may vote.
4. Proxy voting is not permitted.

Section 2 – Special General Meeting of Members

Special General Meeting of the Society shall be called by the President acting on behalf of the Board, or upon written application of 10% of the voting members filed with secretary. In such cases, the meeting shall be held within twenty-one (21) days go receipt of the written application. Such application shall specify the reason for calling such a meeting, and shall contain notice of such motion or motions, which said members, propose to place before the members of the society. Special General Meetings shall be hld in the Clubhouse or at 1829 Ta s

Section 6 – Quorum of Annual or special General Meetings

Thirty (30) voting members of the society represented in person shall constitute a quorum at any General Meeting. If, within on half hour from the time appointed for the meeting, a quorum is not present, the meeting, if convened on the application of members, shall stand dissolved: in any other case it shall stand adjourned until the same time in the next week, at the same place without further notice thereof. If, at that adjourned meeting a quorum is not present within one half hour from the time appointed for the meeting, such members, never less than three (3), as are present in person shall be a quorum.

Section 7 – Quorum of Board Meetings

A quorum at any meeting of the Board shall consist of a majority of the voting members except in expulsion proceedings, when the quorum shall be all of the voting members.

Section 8 – Order of Business at General Meetings

1. The order of business at the Annual General Meeting of the Society shall be as follows:
 - a. Reading notice of Meeting and proof advertising same.
 - b. Report as to Quorum.
 - c. Reading and disposition of any unapproved minutes.
 - d. Reports of Officers and Committees.
 - e. Unfinished Business.
 - f. Election of Directors.
 - g. New Business.
 - h. Adjournment.
2. The order of business at Special General Meetings of the society shall be as follows:
 - a. Reading notice of Meeting and proof advertising same.
 - b. Report as to Quorum.
 - c. Business covered by notice of Motion.
 - d. Adjournment.

Section 9 – Order of Business at Board Meetings

1. The order of business at each regular Board Meeting shall be as follows:
 - a. Reading and disposition of any unapproved minutes.
 - b. Unfinished Business.
 - c. Reports of Officers and Committees.
 - d. New Business.
 - e. Adjournment.

If at any meeting, due to special circumstances, it appears advisable and expedient to alter the order of business, the President shall have the authority to do so.

Section 10 – Parliamentary Rules

The rules contained in the “Roberts Rules of Order Revised” shall govern the meeting in all cases to which they are applicable, and in which they are not inconsistent with the By-Laws or the Special rules of order of the Society.

Article VII – Inspection of Books and Records by Members

Section 1 – Minutes of General and Board Meetings

The Minute Book containing the minutes of General and Directors Meetings of the Society shall be open to the inspection of any member of the Society at the office of the Club, during office hours and the General manager shall supply him/her with such extracts there from as may be desired, upon payment cost of same.

Section 2 – Balance Sheets

A copy of all balance sheets as certified by the Societies Auditor, shall be filed in the office oot the Club and may be inspected by request during office hours by any member of the Society.

Article VIII – Society Rules

Section 1 – Formulation

All Society Rules governing Members, Guests, Officers Committees, Concessionaires and Employees shall be formulated by the Board on a simply majority type vote.

Section 2 – Publication

A copy of the By-Laws shall be available for any member of the Society to peruse at the Clubhouse and if said member wishes a copy, the Secretary for the cost of copying, which in no case shall exceed \$1.00, will provide it to him/her.

Section 3 – Enforcement and Penalties

Each Committee shall primarily be responsible for the enforcement of such Rules and By-Laws as relate to its particular function and the Board shall prescribe such penalties and levy such fines (subject to the maximum fine permitted under the *Societies Act*) for infractions as it deems just and proper.

Section 4 – Appeal

Any member shall have the right to appeal to the Board from the decision of any Committee with respect to its interpretation and enforcement of any Rule or By-Law, and the Board's decision in all such matters shall be final.

Article IX - Complaints

Section 1 – Registering Complaints

Any complaint made by a Member regarding the conduct of another Member or Guest, or the conduct or performance of any Officer, Director, Committee Member or other Employee of the Society, or regarding any phase of the operation of any Club facility, shall be submitted in writing by such complaining Member to the Secretary who shall transmit it to the Board for final discussion and disposition.

Article X – By-Laws' Amendments

Section 1 – Procedure for Amending

These By-Laws may be amended by a three-quarter affirmative vote of the Regular Members represented in person at any General Meeting of the society, provided that the proposed amended or amendments shall be posted on the Clubhouse Bulletin Board at least fourteen (14) days prior to the meeting at which the amendment or amendments are to be considered. No restrictions shall apply to the amending of a proposed amendment when being acted upon by the Society at its General Meeting. A notice of the time and place of the meeting shall be advertised in the local media fourteen (14) days prior to the meeting.

Article XI – Definitions

Section 1

1. Entrance Fee Certificate (1977 issue):
 - a. \$250.00 membership fee holder is a Society (Regular) Member.
2. Current Reserves:
 - a. Society money on hand (not assets)
3. Delinquency:
 - a. A loss of discount to “Regular Members” if annual fees not paid by May 31st, 1977, 1985
4. Quorum:
 - a. A majority of Officers (or members of a body) that when duly assemble, is legally competent to transact business.

Revised September 17th, 1984

Approved November 1984

Revised December 1990.4. Golf Information & Procedures:

4. Golf information & procedures

4.1 Opening day Procedures

- Opening day for play on the golf course will vary subject to weather and course conditions and will be announced. Prior to that the course is closed **KEEP OFF!**
- Effective the first day of play, all terms and conditions of membership and applicable playing restrictions will be in force.
- Golfers must book a tee time with the Pro-shop. Call 635-2542
- All golfers must check-in at the Pro-shop
- Members must have a current year bag tag displayed on their golf bag.
- Guests and green fee players must have a daily green fee tag (with current date stamp) displayed on their golf bag and each player must have a set of clubs.
- Golfers will be sent to the 1st or 10th tees by the Pro-shop staff
- Golfers must be at their respective tees on-time for tee-off
- Latecomers will have to wait for the next available tee time

Help us maximize play and usage of the golf course, by ensuring you are at your first tee, ready to tee-off on time. Please notify the Pro-shop as soon as possible, if you are unable to make your tee time, or if you need to cancel your booking. Golfers who are habitually late, or do not show up for their tee time, will be subject to disciplinary action.

4.2 TEE TIME BOOKING POLICY

- Members can book one week in advance.
- Please give names of all parties in your group
- Let staff know number of holes you wish to play (9 or 18)
- Let staff know if you want to book a power cart.
- Please phone and let staff know as soon as possible if you are going to cancel or change your tee time. This allows other members or guests to book that spot.
- Tee time booking with less than four persons may be filled by Proshop staff at their discretion. This helps with pace of play and maximizes the use of our facility.

4.3 Booking days for tee-times:

Members can book one week in advance.

Tuesday – Junior Day – 3:00 pm to 7:00 pm.

Wednesday – Men’s Day – 12:00 noon to 7:00 pm.

Thursday – Ladies Day – 3:00 pm to 7:00 pm.

4.4 Phone bookings:

Phone bookings will be accepted as follows:

- Accepted during pro shop hours.
- Pro shop hours will be posted.

Same day walk-in and verbal bookings accepted at the Pro Shop.

4.5 Member guest policy:

Members are encouraged to bring guests at all times.

4.6 Checking in at the Pro Shop:

All golfers **must** check in at the Pro Shop before making their way out to the first tee. This enables staff to advise of you course conditions, rules of the day, starting tee box, pace of play etc.

5. Golf Course Information

5.1 Dress code:

Appropriate golf attire is required for all players. It is expected that members will advise their guests of our dress requirements.

- Shorts - not shorter than six (6) inches above the knee.
- Shirts must be worn at all times.
- Shirts must have sleeves or a collar.
- No athletic shorts, muscle shirts, halter-tops, tank tops.

Pro Shop and Golf Course staff, Starters, and Marshals are empowered to deem and enforce the dress code. Players not complying will be asked to change, or will not be allowed to tee-off.

5.2 Tee-off time:

Your tee-off time is the time you should be ready to play on the first tee. The Starter and/or the Pro Shop will not accommodate latecomers by squeezing them in. Latecomers will encounter one of the following:

- The golfer(s) will be required to wait for the next available open time.
- At the discretion of the Starter and/or Pro Shop, the golfer will be requested to proceed directly to the hole they should be playing, had they teed-off on time.
- Play will be denied. A new tee time must be booked through the Pro Shop.

5.3 Fivesomes:

Groups of five may be permitted at the discretion of the Pro Shop, to accommodate the single golfer looking for a game. Play, in groups in excess of five players (sixsomes or larger) will not be permitted under any circumstance (during normal play, scramble or tournament play may have larger groups). Groups of five must play to a foursome pace of play. Violation of this policy can result in a seven (7) day suspension of all club privileges, both on the course and in the clubhouse.

5.4 Course Starter:

The Starter is tasked to manage the first tee and control the start and flow of group play throughout the course. The Starter will:

- Ensure play commences on time, in accordance with the booking sheet
- Ensure all members have a current membership tag displayed on their bag.
- Check all bag tags to determine golfers are teeing off in accordance with membership category restrictions.

- Ensure all green fee players have paid the applicable fee and are displaying a valid green fee tag on their bag.
- Combine groups of two or three to form a foursome.
- Ensure all golfers comply with the published dress code.
- Ensure that only alcoholic beverage purchased from the clubhouse or refreshment carts is consumed on the golf course.
- Advise golfers that personal coolers are not permitted on the golf course.
- Enforce all Club policies.

5.5 Course Marshals:

Marshals will patrol the course to ensure play flows smoothly, and to enforce all club policies. The Marshals will:

- Monitor the flow and speed of play. Slow players maybe asked to pick up ball and move ahead or step aside.
- Monitor and ensure dress code is observed at all times.
- Ensure that only alcoholic beverage purchased from the clubhouse or refreshment carts is consumed on the golf course.
- Advise golfers that personal coolers are not permitted on the golf course.
- Submit a daily report detailing any concerns or infractions.
- Advise slow players of the club's requirement to complete their round in four (4) hours 15 minutes.
- Have the right to ask players to leave.

5.6 Pace of play and accountability:

To maintain speed of play, the course Marshals have been instructed to enforce the following rules:

- Be ready to hit when it is your turn.
- Avoid taking excessive practice swings prior to hitting.
- Continuous putt.
- Keep pace with the group ahead of you.
- Pace of play should not take more than 15 minutes per hole.

FAST PLAY GOLF:

In order to aid speed of play, we suggest the following to help our membership speed it up a little bit. Please feel free to use these "rules" in your round.

1. We encourage golfers to play "ready golf", be at your ball with the proper club, ready to hit when it's your turn. This means every shot from your first drive to your last putt.

2. Set a time target for your group: four hours and 15 minutes for a group of four. Check your pace of play at the 5th, kiosk, and 14th holes.
3. Set a fast pace while walking toward your ball, marking its flight by a background object, such as a tree, bush, or shadow.
4. Determine distance and trajectory toward the green by noting yardage markers, wind direction, and obstructions before you reach your ball.
5. Have in mind two or three possible clubs before you reach your ball. Examine your lie and make a final selection.
6. Carry two or three clubs with you when you're sharing a cart and the other player's ball is far from or in greater difficulty than yours is.
7. Limit practice swings to odd lies. Don't take two or three when one will do.
8. Start walking toward the ball immediately after it's hit. Admire or lament the shot on route.
9. Repair ball marks, clean your ball, and study your line of putt while others are preparing to putt.
10. Know the rules for an unplayable lie: There are other options besides returning to the spot where the previous stroke was played, and a one-stroke penalty applies in any case.
11. Invite smaller or faster groups to play through if there is an open hole ahead or a back up develops while you're searching for a lost ball. Five (5) minute max for a lost ball (remember 15 min max to play each hole). In doubt play a provisional ball.

5.7 Power carts:

- 9 hole and 18 hole rates are posted in pro shop.
- Tournament, 10 pass and yearly passes are available.

Power carts are available for rent from the Pro Shop. A cart fee is assessed to member's carts that have been grandfathered. This fee is used to defray the maintenance costs of the cart paths. Use of privately owned carts is not allowed unless grandfathered. Exemptions may be made to out of town guests based on rental cart availability.

Pull carts are permitted on the golf course and available for rent at the Pro Shop.

5.7(a) Rules of Operating a Motorized Golf Cart:

1. Driving a cart recklessly and/or unsafe manner. A letter of reprimand will be given to the owner of said cart, only three letters will be given, at which time the cart owner will lose his right to operate a golf cart on our course.
2. Disobeying of, cart signs, keep carts on cart paths, 90 degree rule, stay 30 or more feet from all tees and greens (except if on cart path) or any sign put out by our staff in regards to golf cart operation. Will result in a letter of reprimand.
3. No person under the age of sixteen (16) can operate, a personal or rental golf cart unless accompanied by an adult. The adult must be in the cart anytime the cart is in motion. Will result in a letter of reprimand.
4. Driving a golf cart that is mechanically unsound, bad brakes, worn or loose front end parts or burning oil (smoking). Golf cart will not be allowed to operate on our course, until such time it is repaired and found to be safe. Course staff will determine this.
5. All golf carts must be insured, please check with your insurance agent.
6. Personal golf cart owners, you are responsible for your cart and its operation on our course. If you loan your cart you will be held responsible for that persons actions!

IF YOU ARE A PERSON, OTHER THAN CLOSE RELATIVES (WIVES, SONS, DAUGHTERS) USING OTHER PEOPLES GOLF CARTS THERE IS A \$10.00 TRAIL FEE PER EIGHTEEN HOLES OF GOLF OR TOURNAMENT TO BE PAID TO THE PRO SHOP BEFORE TEEIN OFF.

Failure to pay your trail fee, you will know longer be able to operate a golf cart on our course! Plus a letter of reprimand will go to the owner of the golf cart!

1999 Executive/Directors
Skeena Valley Golf & Country Club

5.8 Cart paths:

Golfers are requested to stay on the cart paths or the rough whenever possible. On par three (3) holes, please use the cart path only. The Pro Shop and Starter will inform golfers of the rule of the day for carts. Power cart privileges can be revoked if you fail to comply.

5.8 Red Flag policy:

Members who are physically challenged may apply for “Red Flag” privilege by submitting a written application to the office. Applications will be reviewed on an individual basis, and medical documentation may be requested.

- During optimum course conditions, carts displaying a red flag (obtainable from the Pro Shop) will be allowed inside of the white boundary line, but will be required to remain at least thirty (30) feet away from the actual green or any green-side bunkers.
- During minimal conditions (wet, but not excessively so), the ninety (90) degree rule will be in force. Carts displaying a red flag will be allowed some leeway in driving upon the fairways, but common sense should be used when deciding upon a direction in which to proceed. Where possible, the carts should use the rough. When the course is wet, no carts will be allowed inside of the white boundary lines at any time.
- During extreme conditions necessitating the use of “cart paths only”, there will be no red flags issued, and all carts will remain on the paths at all times during the play of each and every hole.
- The Pro Shop and Starters will inform each cart user of the conditions of the course and advise which rule is in effect that day. Marshals will be advised of the rule of the day and will strictly enforce these rules.

Course conditions will be assessed on a daily basis and may change throughout the day. The Golf Course Superintendent or Assistant will make the assessment in his/her absence. The Chairperson of the Outside Committee and or the General Manager will be consulted if they are present at the time. As conditions change throughout the day, reassessment may be implemented on the advice of the Starter or Marshals.

5.10 Handicaps:

The handicap computer is located in the clubhouse main entrance. Pro Shop staff will assist you if you need assistance entering your scores. All scores are to be posted. The system is designed to determine players potential by using only the lowest ten (10) of the last twenty, (20) scores entered. The gross score for any hole for handicap purpose, is limited to a specific number of strokes over par, as follows:

<i>Player's handicap:</i>	<i>Score limit (for handicap purpose):</i>
0 to plus	1 over par
1 to 18	2 over par
19 to 32	3 over par
33 and over	4 over par

5.11 Practice facilities:

Members and guests may practice at: putting green beside clubhouse, the warm-up nets, putting green, pitching range and bunker located beside 10 tee box.

5.12 Shotgun starts:

Members' shotgun starts may be scheduled periodically to accommodate tournaments (which provide essential revenue for the Club). Normal tee-time booking procedures are suspended for these events. Plan to arrive about a half-hour prior to tee-off to allow time to get to your designated hole. The Pro Shop or organizer will post the list detailing groups and the hole on which they will start.

5.13 Club storage and security:

Club storage and cleaning is provided (for members only) by the Club for a nominal fee. To register for this service, members must approach the Club's administration department. Members are reminded that anybody is allowed in the back shop and that storage is at their own risk. Neither the Pro Shop nor the Club assumes any responsibility for lost or damaged articles.

5.14 Golf course regulations:

- Please notify the Pro Shop of cancellations or changes to tee time bookings.
- Instructions from the course Starter or Marshals must be adhered to.
- Pull carts are not permitted on tee boxes or greens. Please place beside cart paths.
- Power carts are requested to keep to the cart paths. The 90-degree rule is in effect, unless otherwise posted. Must stay on cart paths around tee boxes and greens.
- Slow players are expected to allow faster groups to play through.
- Unless authorized by the Pro Shop, golfers are not to cut through and tee off from the tenth tee box.
- For personal safety, golfers are requested to stay off the tee box until it is their turn to tee off.
- For personal safety, do not take shelter under a tree during a lightening storm.
- No dogs allowed on Club property.
- In accordance with the British Columbia Liquor Licensing Act, only alcoholic beverages purchased through the Club may be consumed on the golf course.
- Please be aware of staff working on course.
- Single golfers have no right to play through other groups. They are encouraged to join up with other groups.

Take pride in your course, and do your part to help keep it in top condition:

- Replace divots on the fairways.
- Rake sand traps after playing out.
- Repair ball marks on the green.
- Deposit all garbage in receptacles provided.

- No personal coolers permitted on the course.

5.15 Reciprocal Rates:

We have reciprocal rate with our zone 7 clubs (Queen Charlottes to Vanderhoof) Rates will be posted each year. When booking your tee time at other courses identify yourself as a member of our club. You will be asked to show either your bag tag or handicap card to prove you are a member in good standing at our club.

6. General Information

6.1 Hours of operation:

Clubhouse	Monday to Sunday	06:00 am – 12:00 am (1:00 am - special functions)
Bar	Monday to Saturday	11:00 am – 1:00 am
	Sunday	11:00 am – 12:00 am
Kitchen	Friday to Tuesday	08:00 am – 8:00 pm*
	Wednesday, Thursday	08:00 am – 9:00 pm*
Pro Shop	Monday to Sunday	06:00 am – 10:00 pm (May to Aug)
		07:00 am – 8:00 pm (April, September)

(*as dictated by business and hours of daylight in May, June & July)

Inclement weather or lack of business during non-peak times may cause a deviation from the hours of operation as published.

7. Member's account receivable credit policy

7.1 Credit Policy:

Charging privileges will only be extended to members in good standing with the Clubhouse and Pro Shop. We require a credit card number to start an account. Each member is issued a membership card indicating a Club account number for charging purposes. This card must be presented upon request prior to charging a purchase. Members may be denied charging privileges if they are unable to produce their current membership card.

7.2 Charging, billing and payment of account procedures:

CHARGE ACCOUNT: An account against which members in good standing may charge green fees, food & beverage, and proshop items.

Charges including: food & beverages, green fees, and charges from the proshop will be cut off for billing purposes on the last day of the month.

- 1) Statements will be prepared and mailed in the first few days of the following month.
- 2) The account is due and payable upon receipt of the statement.
- 3) Payment must be received in full by the Club office no later than the last day of the month in which the statement is received.
- 4) The Club accepts payment by cash, check, Visa, MasterCard, Amex, or debit card.
- 5) Members who fail to pay any indebtedness to the Club or Pro-shop will no longer be a member in good standing, and will result in the following actions being taken:

Accounts 30 days or more past due date:

- Club charging privileges will be immediately suspended.
- Other clubs will be notified and charging privileges denied.

Accounts 60 days or more past due date:

- Suspension of all playing and clubhouse privileges.
- Name of the member will be posted in the Clubhouse and Pro-shop.

Note: Playing privileges will be re-instated upon payment of the amount outstanding, including any charges incurred in the collection of that indebtedness. Future credit privileges will be restricted until rescinded by the Board of Directors.

Accounts 90 days or more past due date:

- The Board of Directors may upon resolution, declare that the member forfeits their share to the Club, and any value from the forfeiture will be applied against the outstanding debt. The individual will still continue to be liable for any outstanding amount greater than the value of the forfeited share.
- This amount will be registered for collection.

Example of charges incurred in the month of May:

Statement date:	May 31 st	
Payment due date:	June 30 th	
30 days past due:	July 31 st	Charging privileges suspended.
60 days past due:	August 31 st	Suspension & name posted.
90 days past due:	Sept. 30 th	Share forfeited & registered for collection.

In the event a membership card is lost or stolen, the Club office must be notified immediately, as members will be held responsible for all charges placed on their account up to the point of notification.

7.3 Refund policy:

There is a \$50.00 administrative fee for all refunds of golf dues. Requests must be received in writing before May 31st, even if no golf has been played. No refunds after May 31st (extenuating circumstances will be reviewed by the Board of Directors on an individual basis).

8. Code of conduct

8.1 Club Mission:

The Mission of the Skeena Valley Golf and Country Club as a recreational facility is to provide an atmosphere of social enjoyment for all ages.

8.2 Profanity:

Use of profanity, excessively loud or inappropriate behavior will not be tolerated, and will be subject to disciplinary action.

The Skeena Valley Golf & Country Club prides itself on being recognized as the “friendly club” and has a commitment to ensure all members and guests including juniors feel welcome and comfortable at all times in the clubhouse and on the golf course.

Members are responsible for their conduct, and that of family and guests, and are required to ensure conduct is appropriate. Inappropriate behavior will be subject to disciplinary action.

8.3 Intoxication:

By virtue of the Liquor Control Act, the Club is prohibited from selling or serving liquor to any person who is, **or appears to be,** intoxicated.

8.4 Dress code:

Clubhouse dress code is to be observed at all times:

Skeena Valley Golf & Country Club is a soft spikes only facility. Shoes must be cleaned before entering the clubhouse.

8.5 Smoking:

The Skeena Valley Golf and Country Club clubhouse and out buildings are non-smoking environments. Smoking may be restricted on golf course in extreme forest fire conditions. Please use ashtrays in designated smoking areas.

8.6 The responsible service of Alcohol

The law dictates employees; management and the Club are legally obligated to:

- Prevent members and guests from reaching the point of intoxication.
- Withhold service of alcoholic beverages from any member or guest who appears intoxicated or displays any sign of intoxication.
- Deny service of alcohol to minors (under the age of 19).

The Board of Directors has instructed, and supports the actions of Club employees in denying service of alcoholic beverages to anyone who appears intoxicated, or who has consumed alcohol to the point of creating a potential disturbance, inconvenience or danger to themselves or others.

Alcoholic beverages will only be served in compliance with BCLB regulations. No person shall be permitted to bring alcoholic beverages on to the golf course, or in to the clubhouse. Only alcoholic beverages purchased from the Club may be consumed on the golf course, clubhouse or Club property. Personal coolers are not permitted on the golf course.

9. Club information

9.1 Loss of personal property and/of valuables:

Members or guests leaving personal property and valuables in lockers or on Club premises including vehicles in the parking lot do so at their own risk. Losses incurred are not the responsibility of the Club, and must be claimed through the individual's personal insurance.

9.2 Management of the Club and enforcement of Club policies:

Enforcement of Club policies is the responsibility of management and staff. Members and guests are requested not to interfere in the daily operation of the Club, but rather direct their concern(s) to the attention of the General Manager, Head Golf Professional, Golf Course Superintendent, or a member of the Board of Directors.

9.3 Pets:

Pets are not permitted on the golf course or in the clubhouse.

9.4 Social functions and ticket reservation:

Several social events are planned each season. Attendance is open to members and guests. These events will be promoted on posters displayed throughout the Club, and in the Club newsletter. Tickets must be reserved and paid for at the bar.

Young children accompanying adults at the Club must be supervised at all times.

Updated November 2004.