



# MANDATE OF THE COMPETITIONS COMMITTEE

Revised in January 2025

## Role

The role of the Competitions Committee is to provide information and recommendations to the Board of Directors regarding PGA of Québec competitions.

## Main functions :

- The committee must meet a minimum of 3 times per calendar year.
- The Committee president will report on the Committee's activities at each Board meeting, even if no formal meeting has been held.
- The committee's mandate must be reviewed every 2 years.
- Committee members must participate in a minimum of two (2) PGA of Québec competitions annually.

## Committee

- Review the committee's mandate every 2 years;
- Review the Orders of Merit (OOM) and any other instruments used to select players;
- Review all documentation on course setup standards;
- Pro-actively seek feedback from members on competitions: level of satisfaction, service offers and suggestions to improve our tour, etc...;
- Review entry fees for each competition;
- Organize a virtual meeting to announce competitions to members and explain what's new for the coming season.

## Rules and Policies

- Establish all competition rules;
- Establish all competition policies;
- Review competition eligibility criteria annually.

## Disciplinary Committee

- Is composed of 3 members of the competitions committee;
- Must act promptly when a situation is brought to his attention and must obtain the appropriate documentation to make an informed decision;
- When a situation is presented, it must be resolved within 7 days of the request (unless there are exceptional circumstances);
- The committee must refer to the sanctions set out in the Competition Rules document;
- If the situation requires, the request may be forwarded to the PGA of Canada or ITP Sports.

## **Composition**

The Committee is composed of a maximum of seven (7) members in good standing with the PGA of Québec.

- Of these 7 members, there will be two (2) officers (president and vice-president) and 5 directors;
- Of these 7 members, there must be at least one member of each gender;
- Of these 7 members, there must be at least one senior member (50 years and over);
- Of these 7 members, there must be at least one apprentice member;
- Of these 7 members, it would be desirable to have at least one member from each of the following regions: Eastern Townships/Mauricie, Montreal North, Montreal South and Québec City.

## Notes

- The Executive Director and the Committee President may appoint individuals as Committee members, even if they do not meet the above-mentioned parameters;
- There may be no suitable candidates available by region or gender;
- In the event of a vacancy, Rule 4.4 of the PGA of Québec By-laws will apply;
- All PGA du Québec employees may attend committee meetings and will be considered non-voting members.

## Terms

The duration of all terms of office (including that of the President and Vice-President) is 2 years, commencing in October. Each Director is eligible for election for three (3) consecutive full terms, and is then not eligible for re-election until a period of eleven (11) months has elapsed from the date on which such person ceased to be a Director.

## Nomination

As for members wishing to join the committee, a call for tenders will be sent by e-mail to all members in good standing if at least one position becomes vacant. Interested parties are asked to inform the Committee President and the Executive Director of their intention to join the Committee and the reasons why they would like to do so. The Committee will make a recommendation to the Executive Director. The Executive Director of the PGA of Québec will then make the final decision.

## **Committee President**

### Main Functions

- Work with the PGA of Québec staff to schedule committee meetings;
- Determine which members will sit on the Disciplinary Committee;
- Support committee members between meetings to accomplish their tasks;
- Sits on the Board of Directors to represent the Competitions Committee.

### Nomination

The vice-president of the committee will be elected as president of the committee at the end of the previous president's 2-year term.

Should the Vice-president change his mind, and no longer wish to be president, only one member of the Committee may stand for president. Should more than one member stand for the presidency, a vote will be held within the committee. In the event of a tie, the Executive Director, together with the outgoing president, will determine the next president.

The term of office is 2 years.

### **Vice-president**

#### Main Functions

- Support the Committee President;
- Take charge of one of the three sectors;
- Take notes at committee meetings.

### Nomination

Every two years, members who are not among the 2 officers may stand for the position of vice-president. Should more than one member stand for vice-president, a vote will be held within the committee. In the event of a tie, the Executive Director, together with the President, will determine the next Vice-President.

The term of office is 2 years.

### Notes

- The Competitions Committee is an operational committee reporting to the Board of Directors;
- Quorum is established when half the committee members plus one (1) are present;
- To keep the text simple, the masculine form has been adopted to designate, where appropriate, both men and women.
- Officer positions do not count towards the maximum of 3 re-elections as director. This means that a member of this committee could serve for 10 years.