



HALESWORTH GOLF CLUB

MEMBERS' GENERAL COMMITTEE CONSTITUTION

1. THE PROPRIETORS

- 1.1 Halesworth Golf Club is a proprietary club owned by Halesworth Golf Ltd. hereinafter referred to as 'the Proprietors'.
- 1.2 The aims of the Proprietors in relation to golf are:
 - (a) to establish, maintain and operate a golf club for the Members of the Club their guests and visitors, at the Club premises at Mells;
 - (b) to promote the game of golf and all things incidental to the playing of the game of golf; and
 - (c) to provide usual golf and clubhouse facilities to members of the Club, their guests and visitors.
- 1.3 The Proprietors shall have sole responsibility for all matters considered appropriate for the successful management of the Club. These will include the control and maintenance of the clubhouse and the courses, the appointment and control of golf club staff, all issues in relation to catering, the acceptance or otherwise of potential members, the setting and collection of joining and membership fees and all other financial aspects relating to Club management.

2. THE MEMBERS GENERAL COMMITTEE

- 2.1 A Members' General Committee (hereinafter referred to as 'The Committee'), will be elected annually at an Annual General Meeting.
- 2.2 The aims of the Committee are:
 - (a) to promote the game of golf and encourage membership of the Club in the surrounding area;
 - (b) to act as liaison where necessary between the Proprietors and the membership;
 - (c) to represent the wishes and interests of members whilst acknowledging the Proprietors' requirements;
 - (d) to lead by good example, whilst at the Club, in relation to general behaviour, etiquette, dress and respect and courteousness to all members of Club staff;

- (e) to act as ambassadors on behalf of the Club, and uphold it's good name and values with visitors to the Club and whilst at other golfing establishments;
- (f) to organise and manage internal competitive golf events;
- (g) to arrange inter-club matches both of a competitive and friendly nature;
- (h) to arrange and manage social events, for the benefit of members and guests, with the agreement of the Proprietors.

2.3 The Committee shall have neither responsibility for, nor jurisdiction over, any matter mentioned in Para 1.3 above, or for any other matter that may be, from time to time, directed by the Proprietors.

3. COMPOSITION OF THE COMMITTEE

3.1 The Committee shall be constituted the following posts, elected annually from the membership:

- (i) The Club Captain
- (ii) The Club Vice-Captain
- (iii) The Lady Captain
- (iv) The Lady Vice-Captain
- (v) The Seniors Captain
- (vi) The Junior Captain
- (vii) The Competition Secretary
- (viii) The Handicap Secretary
- (ix) The Treasurer
- (x) The Social Secretary
- (xi) The Committee Secretary
- (xii) The Immediate Past Club Captain (ex-officio standing for one year only).

In addition a representative of the Proprietors shall be entitled to attend and speak at all meetings of the Committee but will have no entitlement to vote.

3.2 Members of the Committee will be drawn from those current full members of the Club who have attained at least two years continuous membership.

3.3 All members of the Committee shall be retired annually at an Annual General Meeting but (with exception of the Immediate Past Captain) may seek re-election at such a meeting.

3.4 The Committee may nominate candidates as prospective members of the Committee for the succeeding year and shall convey such nominations to the whole membership

by written notice, at least six weeks prior to an Annual General Meeting. The membership will be invited to propose an alternative candidate(s) for any Committee position to be received by the Club Captain at least 14 days prior to an Annual General Meeting. Such nominations must include the name of the nominee, the post nominated, the name of the proposer and seconder and evidence that the person nominated is willing to stand.

In the event of two or more candidates being nominated for a particular post a secret ballot at an Annual General Meeting will be organised by the retiring committee.

- 3.5 Proposed candidates for any position on the Committee, whosoever may propose, must be sanctioned by the Proprietors prior to the acceptance of the nomination.
- 3.6 Should any elected member of the Committee leave the position, for whatever reason, earlier than the full term elected, the Committee may (by majority decision) choose one of the following options:
 - (a) Allow the post to remain vacant until the next Annual General Meeting;
 - (b) Co-opt any qualifying member to fill the post on a temporary basis until the next Annual General Meeting;
 - (c) Invite nominations, (as at 3.4 above), to fill the post from the membership and, where two or more nominations are received, organise an Extraordinary General Meeting where a secret ballot of all members present will be held. *(This will be particularly so in the case of the vacancy being that of Club Captain or Club Vice-Captain).*
- 3.7 The Committee may, at any time, co-opt a member of the Club, who may have particular expertise or experience, in a matter either under discussion or to be discussed. The period of co-opting may be for just one, or several, meetings of the Committee.

4. ROLE AND RESPONSIBILITY OF THE COMMITTEE

- 4.1 Individual roles of members of the Committee are listed below but collectively the Committee will be responsible for ensuring that the aims and objectives listed at 2.2 above are recognised and fulfilled.
- 4.2 The Committee shall be a run on a 'not for profit' basis but may raise funds from club competition entrance fees, legal lotteries, (e.g. 100 club) and social events, involving the game of golf or otherwise. Funds raising in whatever form, either existing or proposed, shall be with the express agreement of the Proprietors, only.
- 4.3 Funds will only be used for the benefit of all members and not for individual gain. Examples of use of funds are – payment of competition prizes, sponsorship of club teams in county competition, trophy engraving, refreshments for presentation evening and other events, to which all members are invited, and the like.

- 4.4 Sufficient funds shall be retained to permit payment of known and anticipated expenditure and the Committee will not allow the bank account(s) to become overdrawn nor to secure, or attempt to secure, any overdraft facility.
- 4.5 The financial year for the Committee will be from *1st October to 30th September*. The Committee will produce audited accounts at the Annual General Meeting for the latest financial year.
- 4.6 The Committee shall have no power to incur any expense on behalf of the Proprietors without prior authority thereof, nor to give any warranty on behalf of the Proprietors.
- 4.7 The Committee may act as a disciplinary body in respect of the breach, by members, of any of the rules of competitions arranged and managed by the Committee. Guidelines in respect of the manner in which disciplinary matters shall be addressed and resolved are shown at paragraph 6 below.
- 4.8 The Committee has neither responsibility for, nor authority over, breaches of the Proprietors' club rules, save to report to the Proprietors any observed serious breach.
- 4.9 The Committee will meet at least once per month through the golfing year and at any other time as considered necessary. Five members of the Committee will constitute a quorum, one of whom must be the Club Captain or Club Vice-Captain, who will chair the meeting. All members of the Committee will be advised of the time and date of any meeting and furnished with an agenda.
- 4.10 Minutes of all matters discussed by the Committee, whether at monthly meetings or otherwise, will be taken and retained. A copy of the minutes will be furnished to all current Committee members and to the Proprietors, and made available for inspection by any club member. Minutes, once agreed and after necessary amendments made, will be signed and dated as a true record by the chair of the meeting.
- 4.11 In matters where a vote is necessary, this will be conducted by show of hands, and the result of the votes, for and against a motion, recorded in the minutes. Where the vote results in a tie the chair of the meeting shall have a casting vote.
- 4.12 The Committee will arrange an Annual General Meeting to be held in the month of December. All members shall be notified, by written notice displayed in the clubhouse, of the time, date and agenda for the meeting, at least six weeks prior to the date of the meeting. The notice will also contain Committee nominations for the Committee for the succeeding year.
- 4.13 Members will be invited to notify the Club Captain at least 14 days prior to the date of the meeting of -
 - (a) Any motion for inclusion on the agenda. (There will be no facility for Any Other Business to be introduced at the meeting);
 - (b) Nominations for any position on the Committee in accordance with 3.4 and 3.5 above.

The Committee shall have the right to refuse to allow the inclusion of a motion, or motions, put forward as prospective agenda items, and will furnish the member proposing, the reasons for the decision to refuse, either verbally or in writing.

- 4.14 The Committee shall have the power to appoint, subject to agreement of the Proprietors, a sub-committee for the purpose of furthering or researching any particular activity within the area of responsibility of the Committee. Such a sub-committee will comprise of at least three members of the existing Committee and other non-committee members of the Club as may be deemed necessary or expedient. Any such sub-committee shall keep minutes of its proceedings which shall be made available to the Committee and the proprietors and open to view by any Club member.
- 4.15 Any such appointed sub-committee will report findings to the whole Committee who will have the opportunity to discuss results and implement or otherwise, with amendment if necessary, such findings.
- 4.16 There shall be one standing sub-committee to fulfil the requirements of the Council of National Golf Unions (CONGU) rules for handicapping as defined by the World Handicap System. This will be known as the Handicap Sub-Committee and will comprise the Club Captain, the Handicap Secretary, the Competition Secretary and a representative of the Seniors. In addition, with the approval of the Club Committee, the Handicap Sub-Committee may appoint a deputy Handicap Secretary and can co-opt another member, if deemed necessary to broaden the sub-committee's peer oversight. Neither the deputy Handicap Secretary, nor the co-opted member, need be members of the main club committee. The Ladies Handicap Committee is separate from the Men's and consists of three lady members, one of whom is the Ladies Handicap secretary.
- 4.17 The Committee shall, in all of its activities, recognise and comply with the Rules of Golf and Amateur Status, as laid down from time to time, by the Royal and Ancient Golf Club of St Andrews (The R and A)
- 4.18 The Committee shall comply with the CONGU rules and regulations of the handicapping scheme and any conditions, imposed in the scheme, by the English Golf Union.

5. INDIVIDUAL DUTIES AND RESPONSIBILITIES

- 5.1 The Committee has a collective responsibility for all matters in paras. 4.1 to 4.18 above, but, in addition, a duty to ensure that individual members' duties are satisfactorily administered, providing assistance and support where necessary. These individual duties and responsibilities are as follows:-
- (a) Club Captain –
- (i) Develop the Captain's role within the Club and as a representative;
 - (ii) Represent the Club in external activities, e.g. matches;
 - (iii) Be present at as many Club activities as possible;

- (iv) Chair meetings of the Committee, the Handicap Sub-Committee, the Annual General Meeting and any Extraordinary General Meeting;
- (v) Act as primary liaison with the Proprietor's representative as required;
- (vi) Play an active role in Club team selection;
- (vii) Work closely with the Vice-Captain to prepare him for his role in the succeeding year;
- (viii) Remain a Committee member for one year as immediate past Captain to provide continuity and support to the incoming Captain.

(b) Club Vice-Captain –

- (i) Support the Club Captain in all his roles and stand in for him at his express request or in his absence;
- (ii) Be present at as many Club activities as possible;
- (iii) Maintain a close relationship with the Club Captain to prepare adequately for year as Club Captain;
- (iv) Prepare, in consultation with Lady Vice-Captain, Senior's Secretary, Junior Organiser and the Proprietors, the fixture list for his year as Captain;
- (v) Select his Vice Captain in accordance with 3.5 above and propose to the Committee at, or prior to, the September Committee meeting.

(c) Lady Captain –

- (i) Represent the interests of lady members at meetings of the Committee;
- (ii) Report on the activities of the ladies sections.

(d) Lady Vice-Captain –

- (i) Stand in for the Lady Captain in her absence;
- (ii) Represent the interests of lady members at meetings of the Committee;
- (iii) Ensure that a ladies fixture list is prepared for the ensuing year.

(e) Seniors Captain –

- (i) Represent the interests of senior members (55 plus) at meetings of the Committee;
- (ii) Report on the activities of the seniors section;
- (iii) Ensure that a seniors' fixture list for the ensuing year is prepared.

(f) Junior Captain –

- (i) Represent the interests of junior club members at meetings of the Committee;
- (ii) Report on activities of the junior section.

(g) Competition Secretary –

- (i) Post entry sheets on notice board for all monthly, trophy and knockout competitions;
- (ii) Post order of play draw sheets on notice board as necessary;
- (iii) Prepare scorecards for all monthly and trophy competitions;
- (iv) Collect entry fees for all monthly, trophy and knockout competitions;
- (v) Collate, compute and post results of all monthly and trophy competitions;

- (vi) Post handicap lists as updated by the computing of competition results;
 - (vii) Pay prize monies to the Proprietor for adding to winners' club cards;
 - (viii) Pass to treasurer the balance of monies collected from monthly, trophy and knockout competitions;
 - (ix) Maintain an honours list through the year to enable trophies and prizes to be presented at the presentation evening;
 - (x) Ensure all trophies are engraved prior to the presentation evening.
- (h) Handicap Secretary –
- (i) Formulate and maintain up to date handicaps for all Club members under the rules of CONGU;
 - (ii) Issue handicaps to new members on the basis of either a previous club handicap or the acceptance of three cards for handicap;
 - (iii) Collect and compute supplementary cards and issue revised handicaps as necessary;
 - (iv) Liaise with secretaries of other clubs where a member holds membership elsewhere;
 - (v) Post any revised handicap list;
 - (vi) Attend handicap sub-committee meetings;
 - (vii) Perform an annual review of all members' handicaps under the rules of CONGU.
- (i) Treasurer –
- (i) Organise the method of collection of monies;
 - (ii) Collect and account for all income from golf and social events;
 - (iii) Write cheques for all outgoings and account for all items of expenditure;
 - (iv) Report current financial situation at each meeting of the Committee;
 - (v) Prepare audited, annual income and expenditure account (*as at 30th September*) for the Annual General Meeting;
 - (vi) *Two signatures required for cheques. Signatories shall include, treasurer Club Captain, Vice-Captain and Social Secretary only.*
- (j) Social Secretary –
- (i) Liaise with the Proprietors for authority and guidance on proposed social events;
 - (ii) Arrange, organise and manage, with support where necessary, all social events whether golfing or otherwise;
 - (iii) Pass to the treasurer any monies outstanding after the event.
- (k) Committee Secretary –
- (i) Record, reproduce and circulate to all Committee members, minutes of each Committee meeting;
 - (ii) Retain the signed copy of the minutes of previous Committee meetings;
 - (iii) Record minutes of the Annual General Meeting and of any Extraordinary General Meeting;
 - (iv) Reproduce and make available to attendees the immediately previous Annual General Meeting minutes at the Annual General Meeting;
 - (v) Post details of the Annual General Meeting, the agenda and Committee nominations for posts at least six weeks prior to the meeting – notice to

- include invitation for members to nominate and propose motions for the agenda;
- (vi) Prepare and post any notice as required by the Committee.

- (l) Immediate Past Captain –
 - (i) Attend meetings of the Committee to provide continuity and to act in an advisory role.

6. THE COMMITTEE AS A DISCIPLINARY AUTHORITY

- 6.1 The Committee shall have power to act as a discipline authority only in matters involving breaches of rules by members in competitive golf arranged and managed by the Committee. Before commencing any disciplinary procedure the Proprietors shall be informed.
- 6.2 For all competitive golf events the Committee shall:-
 - (a) Prescribe rules for entry by way of qualification, handicap, format etc. and make these rules available to all entrants;
 - (b) Set entry fees and post entry/start sheets;
 - (c) Prescribe and display rules relating to payment of entry fees, failure to show, lateness on the tee, leaving the course before completion of round, slow play, return of scorecards, etc.
- 6.3 The Committee shall appoint, as necessary, a discipline sub-committee consisting of at least three Committee members, one of whom shall be the Club Captain or Club Vice-Captain, to investigate any known, alleged or suspected breach of any prescribed rule. No member of the Committee who is witness to the events under review shall be allowed to act as part of the sub-committee.
- 6.4 During the course of the investigation the discipline sub-committee may take evidence from any member, with knowledge of, or witness to, the incident(s) under review. Opportunity will also be given to the member under review, to give reason or excuse, either verbally or in writing.
- 6.5 Where a member is found, on the balance of probability, to be in breach of a prescribed rule, a number of possible sanctions will be available. These will include no further action, warning, penalty strokes, disqualification, loss of hole or match in match play and suspension from a number of future Club competitions. The member will be advised of the decision and sanction either verbally or in writing, as appropriate.
- 6.6 In determining a penalty for the breach or breaches, the sub-committee will take full cognisance of the rules of golf, as currently applied by the R and A, and rules of handicapping, as laid down by CONGU.

- 6.7 The discipline sub-committee will report its conclusions to the full Committee at the next meeting of the Committee.

7. EXTRAORDINARY GENERAL MEETINGS

- 7.1 An Extraordinary General Meeting may be called at anytime by:-
- (a) The Committee;
 - (b) Written request to the Committee signed by at least ten members.
- 7.2 When the request for such a meeting is called by the membership the notice to the Committee must contain details of the motion, resolution or other business which it is proposed to bring forward. The Committee must act expeditiously in arranging the meeting.
- 7.3 The Committee will post notice of such meeting, providing the date, time and details of the motion/resolution/business. Such notice will also include an invitation to the membership for amendment to the proposed motion/resolution/business.
- 7.4 Notice for an Extraordinary General Meeting must be posted at least 21 days before the date of the meeting and any amendments to the proposal(s), must be received by the Club Captain, in writing, at least seven days prior to the meeting, unless amendment is proposed by the Committee. In either case the Committee will post details of any proposed amendment(s) at least 5 days prior to the meeting.
- 7.5 The meeting will be chaired by the Club Captain or, in his absence, the Club Vice-Captain. A quorum for an Extraordinary General Meeting will be *ten members*.
- 7.6 All attendee members of the Club shall have the right to speak and where a vote is necessary this will be carried out by *either a show of hands or closed ballot, as decided by the chair of the meeting*.

8. AMENDMENTS TO THIS CONSTITUTION

This Constitution may only be amended at an Annual General Meeting or an Extraordinary General Meeting. However, the Proprietors shall have the reserved right to amend this Constitution at any time.