

# THE SOUTH BUCKINGHAMSHIRE GOLF CLUB

## CONSTITUTION

### 1. General

- 1.1 The name of the Club shall be The South Buckinghamshire Golf Club, hereafter referred to as 'the Club'.
- 1.2 The logo of the Club shall be the same as the one of The South Buckinghamshire Golf Course.
- 1.3 The Club shall be affiliated to the England Golf, which includes: the English Women's Golf Association and the Ladies Golf Union.
- 1.4 The Club will abide by the Rules and Etiquette of Golf as laid down by the Royal and Ancient Golf Club of St. Andrews.
- 1.5 The Club shall be affiliated to the Berks, Bucks and Oxon Union of Golf.
- 1.6 The Club shall pay all affiliation fees as required by the unions, for all paid up members on the date stated by the relevant body.

### 2. Objectives

- 2.1 The Club shall hold the following as its aims and objectives and shall strive to fulfil these aims and objectives at all times:
  - 2.1.1 To fulfil the general objectives and functions of a golf Club and sports Club and by undertaking such activities as may be reasonably necessary and/or incidental to such objectives;
  - 2.1.2 To generally promote the game of golf for the benefit of members and the local community;
  - 2.1.3 To provide access to golf for players of all standards in a friendly and welcoming atmosphere that does not discriminate on the grounds of gender, age, race, religion or belief, sexual orientation or disability;
  - 2.1.4 To arrange regular roll-up times, internal competitions, matches with other clubs and social events for members;
  - 2.1.5 To provide the accurate management of golf club competitions including the issuing and monitoring of handicaps in accordance with CONGU regulations.
  - 2.1.6 To provide special events and an inviting environment especially for beginners and young members.

### 3. Membership

- 3.1 The membership of the Club shall consist of the 3 Classes of membership: Junior, Adult, and Senior Members. The Management Committee may from time to time review and adjust the membership class structure, including age brackets.



- 3.2 The Club may also admit Temporary members. Persons admitted as Temporary Members may be granted such privileges as the Committee shall determine. The terms of Temporary Membership shall be those fixed by the Committee from time to time. Any payment requested of Temporary Members shall be payable in advance.
- 3.3 All members shall pay an annual subscription to join the Club in advance. The membership year runs from 1st of April to 31st of March. Subscriptions shall be fixed by the Management Committee. The annual change in subscription will be no more than £10 or 5% of the previous year's subscription; whichever is the greater. Any proposed change above these amounts will require to be approved by the Members at a General Meeting of the Club.
- 3.4 All members joining the Club shall be deemed to accept the terms of this Constitution and any Bylaws from time to time adopted by the Club in particular including the requirement to conduct themselves in accordance with any conduct rules, equity policy and disciplinary procedures.
- 3.5 Membership is open to all and no application shall be refused on grounds of gender, gender reassignment, age, race, religion or belief, sexual orientation, marriage and civil partnership, pregnancy and maternity or disability.

The election and admission of all Classes of members shall be in the hands of the Management Committee, who shall have the power to reject any nomination.

- 3.6 A list of the names, addresses and contact details of the Club membership shall be kept and maintained by the Management Committee. Members shall immediately notify any change of these data to the Management Committee.
- 3.7 The Club currently has no upper limit in relation to the number of Memberships that may be accepted; however the Committee has the right to introduce a maximum quota if deemed necessary.
- 3.8 Annual subscriptions shall be due on 1st of March and must be paid by 31st of March. In the event that any member's annual subscription has not been timely paid their membership shall be automatically terminated. The Management Committee shall intimate termination to the member in writing. No Member shall be entitled to enter any competition prior to payment of the annual subscription or instalment of any moneys due to the Club.
- 3.9 Should any member in the opinion of the Committee, commit any wilful breach of the Constitution or the Rules and Regulations of the Club, or be guilty of improper, dishonest or unworthy conduct, or fail to make payments of monies due to the Club after due notice, or be guilty of conduct unbecoming or prejudicial to the interests of the Club, whether within the Club's precincts or outside them, or become insolvent, the Committee shall have the power:
- 3.9.1 To reprimand such member;
- 3.9.2 To call upon such member to rectify any misconduct;
- 3.9.3 To expel such member;
- 3.9.4 To deprive such member of any or all rights and advantages of his or her membership during such time or period as the Committee in its absolute discretion may deem fit and advisable;
- 3.9.5 To call upon such member in writing to resign, and if he or she fails to resign, within 30 (Thirty) days of the date of such request, to expel such member;



- 3.9.6 To call upon such member in writing to appear before the Committee and there explain his or her conduct and should such member fail to appear when called upon, to expel or otherwise deal with such member as provided in this Constitution;
- 3.9.7 To declare such member ineligible for re-election.
- 3.10 Right of Appeal
- 3.10.1 Any member expelled or called upon to resign by the Committee, shall have the right to appeal against the Committee's decision to a Special General Meeting of Full Members by giving notice to that effect to the Committee within 1 (One) month of its decision.
- 3.10.2 Such Special General Meeting shall be convened without delay after the member concerned has notified in writing his or her desire thus to appeal and has deposited with the Club a sum of money which, in the opinion of the Committee would be sufficient to cover all reasonable expenses which would be incurred in convening and holding the Special General Meeting.
- 3.10.3 Only in the event of the member's appeal proving successful shall the deposit be refunded.
- 3.10.4 Where an appeal has been lodged in respect any decision of the Committee, the Committee's decision shall remain in abeyance, but the member concerned shall, from the date of such decision until the decision of the Special General Meeting, be precluded from all privileges of membership.
- 3.10.5 A Special General Meeting convened to hear an appeal in terms of this clause shall have the power to confirm, revoke or vary the decision of the Committee within the terms of Clause 30 hereof.

#### **4. Management of the Club**

- 4.1 There shall be a Management Committee responsible for the overall management of the Club and shall have the power to make Bylaws. The Management Committee, respectively its members ("Secretaries") will be elected by the members at the AGM or, if need be, at an extraordinary GM.
- 4.2 The Management Committee shall consist of the following Officers:
- 4.2.1 Chairman (elected biannually)
- 4.2.2 All Captains and Vice Captains (elected annually)
- 4.2.3 Finance Secretary (also: Treasurer) (elected biannually)
- 4.2.4 Competitions Secretary (elected biannually)
- 4.2.5 General Secretary (elected biannually)
- 4.2.6 Handicap Secretary (elected biannually)
- 4.2.7 Additional Committee Members elected for their potential to add value to managing the Club. (elected annually)
- 4.3 For detailed description of every Secretary's scope of functions see appendix A.



- 4.4 The Management Committee should include a minimum of 25% of either gender.
- 4.5 Secretaries and Additional Committee Members shall be elected for 1 or 2 years, as stated above, and can be re-elected any number of times. The Vice-Captain shall succeed the Captain as Captain subject to proper nomination and the approval by simple majority of members present and voting at the Annual General Meeting.
- 4.6 Secretaries who are not a member of the Club cannot vote in Committee or Sub-Committee meetings.
- 4.7 The Management Committee shall:
- 4.7.1 Establish club policies and oversee the administration of those policies
  - 4.7.2 Oversee the fiscal management of the club including setting annual subscriptions, membership categories, entrance fees, and level of audit requirement.
  - 4.7.3 Be responsible for the creation and enforcement of bylaws of the Club
  - 4.7.4 Approve membership applications and welcome new members
  - 4.7.5 Review and approve recommendations made by the clubs appointed sub committees.
  - 4.7.6 Deal with serious and/or repetitive conduct issues.
- 4.8 The Management Committee shall hold meetings from time to time as may be required for the despatch of all competent business. The Chairman shall call a meeting of the Committee at any time on a written requisition addressed to him by a) any five Secretaries or b) any 15 members of the Club. Committee meetings shall be called with minimum 7 days notice unless obvious urgency requires shorter notice.
- 4.9 The Management Committee may take any decisions it deems necessary to properly manage the Club. Management Committee decisions require the majority of the votes and presence of at least 50% of voting Secretaries. Decisions can also be taken by electronic communication, in which case they require majority of all voting officers.
- 4.10 Management Committee decisions must not override the club constitution.
- 4.11 The members of the Management Committee shall also be trustees of the Club and shall hold any property of the Club in their name and shall be entitled to be sued or sue as trustees of the Club. They shall be indemnified by the Club where acting in good faith in their capacity as trustees of the Club.
- 4.12 There shall also be the following sub-committees of the Club:
- 4.12.1 Finance and Audit Committee (Chaired by the Treasurer)
  - 4.12.2 Competitions and Matches Committee (Chaired by the Competitions Secretary)
  - 4.12.3 Communications Committee (Chaired by the General Secretary)
  - 4.12.4 Handicap Committee (Chaired by the Handicap Secretary)
- 4.13 All Secretaries shall be granted a special yearly membership fee covering all golf union cost associated with their membership.



4.14 Beginning on the 1<sup>st</sup> of April 2018, Secretaries and Additional Committee Members shall receive yearly benefits towards green fees/season tickets reflecting their relative workload in running the club. The total yearly value of such benefits shall not exceed £3,000 for the whole Committee over and above what the club receives as “free golf equivalent” from the South Buckinghamshire Council. A list of the benefits for each officer in the following year shall be compiled and published by the Committee together with the agenda for each AGM.

4.15 The Management Committee may decide to assign additional, paid tasks to Officers (at arm’s length), which would otherwise be purchased from third parties.

## **5. General Meetings**

5.1 A General Meeting may be called by the Management Committee or by 30 Members of the Club. Any such request must be submitted to the chairman by written motion, setting out the rationale and basis for the General Meeting being called.

5.2 No business shall be transacted at a General Meeting other than that of which notice has been given in the motion calling that special general meeting.

5.3 At least 28 calendar days’ notice of a general meeting must be given to the full Club membership. Notice to members shall be deemed to have been served by electronic post or by properly addressing, prepaying and posting a letter containing the notice and shall be deemed to have been effected at the time at which the letter would be delivered in the ordinary course of (electronic) post.

5.4 All members of the Club may vote at General Meetings

5.5 Quorum of any General Meeting shall be 10% of the Club members. In the event that there are insufficient numbers of members to form a quorum, the Management Committee shall have the power to call a further General Meeting at which twenty members present shall form a quorum.

5.6 Any decisions other than amending the constitution shall be reached by a simple majority of the members present and who possess the right to vote.

## **6. The Annual General Meeting**

6.1 The Annual General Meeting shall be held once per calendar year, and may be attended only by members present and who possess the right to vote, and shall have as its main business:

6.1.1 The presentation of the Management Committee Report for the past year.

6.1.2 The election of any Committee members as required to complete the Committee.

6.1.3 Approval of the minutes of the last Annual General Meeting and any other General Meetings held during that year.

6.1.4 Approval of the audited accounts for the last financial year and appoint any auditors.

6.1.5 Consider and approve any changes to the Constitution.

6.1.6 Deal with any other relevant business.

6.2 An agenda giving notice of the Annual General Meeting must be circulated by email and made otherwise accessible to the members along with a copy of the audited accounts, details



of candidates for office bearer posts and voting slips to all Club members at least 14 calendar days in advance.

- 6.3 The quorum for any Annual General Meeting shall be 30 Club members.
- 6.4 Voting on any matters other than a change to the constitution shall be by simple majority of Club members present and voting.
- 6.4.1 Nominations for Secretaries must be posted at least 21 calendar days in advance of the Annual General Meeting.
- 6.4.2 Each nomination shall require one proposer who shall be a voting member of the Club.
- 6.4.3 Elections shall be conducted on a simple majority of Club members present and voting or voting by post.
- 6.4.4 In the event of there being no nomination for a post within the stipulated time then nominations may be accepted at the Annual General Meeting.
- 6.4.5 In the event that no person is voted in to a post or in the event of resignation or retiral from a position, the Captain or Vice-Captain will undertake the duties until such time as the post is filled. Elections to fill such a vacant post should take place at a general meeting and shall be subject to the same rules as at the Annual General Meeting.
- 6.4.6 All Club members shall have the right to vote by post or e-mail if they are unable to be present in person.
- 6.4.7 Any member exercising his right under this clause 6.4.6 shall do so by letter or e-mail addressed to the chairman, stating the member's postal address and membership number and stating clearly his vote in respect of the nominations and motions set out in the Notice calling the General Meeting or Annual General Meeting, to reach the chairman not later than 24 hours before the date of the General Meeting or Annual General Meeting in question.
- 6.4.8 The completed voting slips, letters and e-mails shall be kept in a sealed envelope clearly marked 'votes'. These votes will be counted along with those cast at the General Meeting.
- 6.4.9 In calculating a quorum of an Annual General Meeting, no count can be taken of those Members who have exercised their voting right by post.

## 7. **Finance**

- 7.1 The financial year shall run from 1<sup>st</sup> of April to December 31<sup>st</sup> in 2017. Thereafter, the financial year shall run from 1<sup>st</sup> of January to December 31<sup>st</sup>.
- 7.2 The Treasurer shall be responsible for securing the preparation of Annual Accounts of the Club and laying these before the Annual General Meeting.
- 7.3 The accounts shall be certified by the Club's independent Auditor as approved at the Annual General Meeting.
- 7.4 All cheques drawn against the Club's funds shall be signed by the Treasurer and one other office-bearer.

**8. Dissolution or Winding Up of the Club**

- 8.1 The Club is non-profit-making and all profits and surpluses will be used to maintain and or improve the Club facilities or to carry out the objectives of the Club.
- 8.2 No profit or surplus shall be distributed
- 8.3 If upon winding up or dissolution of the Club there remains after the satisfaction of all debts and liabilities any property whatsoever this shall be transferred back to the members.

**9. The Constitution.**

- 9.1 The Constitution shall only be altered by consent of two thirds of voting members present at a General Meeting.
- 9.2 The Constitution and Bylaws in force from time to time shall be binding on the Club office-bearers and members.

**10. Complaints**

All complaints must be made in writing to the chairman and signed by the persons complaining; and none shall be attended to unless this rule is complied with. The chairman shall submit all such complaints to the Management Committee, who shall take the matter into their consideration, and they shall have the power to give such deliverance or order thereon as they consider necessary.

**11. General**

Nothing in this constitution shall affect the rights and/or obligations of club members under common law, which will supersede in any case of contradiction.

This constitution has been approved in accordance with 9.1 above, and accepted as the constitution for the South Buckinghamshire Golf Club,

Date:

12.3.2018

Signed:

