

BAWBURGH GOLF CLUB

MEN'S SECTION

CONSTITUTION

(Updated 9th December

2024 and remains current

until further notice)

CONTENTS

1. Definitions
2. Objective
3. Membership
4. Responsibilities
5. Committee Representation and Duties
6. Annual General Meeting
7. Extraordinary General Meeting
8. Committee Meetings
9. Alteration of Constitution

1. DEFINITIONS

- 1.1. **AGM** means Annual General Meeting of the Men's Section;
- 1.2. **EGM** means Extraordinary General Meeting of the Men's Section;
- 1.3. **Executive Committee** means the Club executive committee;
- 1.4. **Golf Club** means Bawburgh Golf Club;
- 1.5. **Handicap Committee** means the Club handicap committee;
- 1.6. **Men's Committee** means the committee of the Men's Section;
- 1.7. **Men's Competitions** excludes any competitions organised by the Ladies, Veterans and Junior Sections and by the Golf Club Office.

This Constitution relates specifically and only to activities on the 18-hole course at the Golf Club, and not to any committees, teams or competitions organised on the Easton 9-hole course. However, members of the Easton 9-hole course may participate in Men's Section teams and competitions on the 18-hole course.

2. OBJECTIVE

The objective of the elected Men's Committee is to represent the competition interests of the male members of the Golf Club, whilst ensuring enjoyment, golfing etiquette and fairness for all through, but not limited to:

- 2.1. the organisation of a variety of competitions, championships and knockouts;
- 2.2. the selection of teams to represent the Golf Club in any county, national and/or other matches and/or competitions;
- 2.3. the management of income and expenses of the Men's Section for the benefit of its members;
- 2.4. the monitoring of players' handicap indexes to ensure accurate and fair play at all times;

3. MEMBERSHIP

All male members of the Golf Club shall automatically be members of the Men's Section, free of charge, but only male members of the Golf Club aged 18 or more can be elected or co-opted on to the Men's Committee.

Membership of the Men's Section and/or Men's Committee shall automatically terminate on cessation of membership of the Golf Club.

The members of the committee are volunteers appointed by the members and act as agents of the members and do not accept any liability for the decisions which they make, which are made in good faith and in the interests of the members generally.

Members will be bound by the constitution and the rules of each competition so long as they remain members of the club.

The Committee shall only deal with matters which arise or actions of members which occur on the premises of Bawburgh Golf Club or the 18 and 9 hole golf courses. All other matters are the sole responsibility of Bawburgh Golf Club.

4. RESPONSIBILITIES

The Men's Committee shall be responsible for:

- 4.1. organising competitions, together with of the specific rules thereof, in accordance with the rules laid down by the R&A, England Golf, the World Handicap System and the Norfolk County Golf Union, but excluding course definition, position of holes and course closure, each of which are the responsibility of the Golf Club;
- 4.2. publishing an ongoing calendar of matches and competitions in advance for members;
- 4.3. inclusion of lady members of the Golf Club, as specified in the individual competition rules;
- 4.4. setting and collection of competition entry fees, setting and distribution of prizes and trophies, including determining the proportion of entry fees to be used for prizes which, in the main, shall be vouchers issued by the Golf Club on behalf of the Men's Committee;
- 4.5. recording and publishing competition results in a timely manner;
- 4.6. dealing with any rules or other issues arising from any competitions, championships, knockouts or matches;
- 4.7. preparing, implementing and maintaining such policies, procedures and other documents as shall be required for the efficient running of the Men's Section including, but not limited to, a Code of Conduct, a Bad Weather Policy and a Prize Voucher Matrix;
- 4.8. consulting with, outsourcing to, and monitoring any related duties of the Golf Club Office including but not limited to updates of noticeboards and the website Members Area, competition tee bookings, entry fee collections, scorecard preparation, results publication, handicap index updates and prize distribution on behalf of the Men's Committee;
- 4.9. in the event of insolvency of the Golf Club, retaining all assets that are the property of the Men's Section, including the bank balance, trophies, honours boards, team shirts and any other stock and, in the event of the winding up of the Men's Committee, disposal of the assets and donating any surplus funds to charity or as the Men's Committee deems fit;
- 4.10. ensuring laws and best practices are followed by the Golf Club in respect of health and safety, equality, diversity, inclusion and safe-guarding.

5. COMMITTEE REPRESENTATION AND DUTIES

5.1. The **CAPTAIN** shall:

- 5.1.1. serve a one-year term only, from 1st January, as elected at the previous AGM, receiving free membership during his tenure as decreed and offered by the Golf Club;
- 5.1.2. arrange and select teams for inter-club matches, including Norfolk County Golf Union competitions - Myhill Trophy, Cullington Cup, Scratch Knockout, Handicap League and Barnard Trophy (in association with the Veterans' Section Captain) - plus any inter-club friendlies and/or national competitions;
- 5.1.3. administer and/or oversee (along with the Secretary) any issues arising from grievances or complaints under the Code of Conduct;
- 5.1.4. represent the Men's Committee as a member of Executive Committee;
- 5.1.5. represent the Men's Committee as member of Handicap Committee.

5.2. The **VICE-CAPTAIN** shall:

- 5.2.1. serve a one-year term only, from 1st January, as elected at the previous AGM;
- 5.2.2. assist the Captain arranging and selecting teams for inter-club matches;

- 5.2.3. represent the Men's Committee as a member of Executive Committee;
- 5.2.4. deputise for the Captain as required.
- 5.3. The **IMMEDIATE PAST CAPTAIN** shall:
 - 5.3.1. serve a one-year term only, from 1st January, immediately following his year as Captain.
- 5.4. The **SECRETARY** shall:
 - 5.4.1. serve a maximum three-year term, from 1st January, as elected at the previous AGM, but may seek re-election at the end of that term;
 - 5.4.2. be paid an honorarium on or about 1st August in each year of his tenure in the amount of 50% of his annual Golf Club membership fee, or a pro-rata thereof if he does not complete his tenure;
 - 5.4.3. be responsible for booking the dates and venues for committee meetings and the AGM, preparing agendas and minutes as required, including highlighting responsibilities and timescales for any action points arising from the meetings;
 - 5.4.4. be responsible for updating (at least annually) and maintaining all rules for competitions organised by the Men's Committee, together with any policies, procedures or other documents in accordance with the instructions of the Men's Committee;
 - 5.4.5. administer and/or oversee (along with the Captain) any issues arising from grievances or complaints under the Code of Conduct.
- 5.5. The **TREASURER** shall:
 - 5.5.1. serve a maximum three-year term, from 1st January, as elected at the previous AGM, but may seek re-election at the end of that term;
 - 5.5.2. prepare an income and expenditure budget for the Men's section to be approved by the Men's Committee, preferably before the start of each financial year, including advice regarding the management and accounting requirements of funds held by the Men's Section;
 - 5.5.3. be responsible for ensuring all monies due are collected and paid into the Men's Section bank account, and for ensuring all payments are attributable to the Men's Section in line with the bank mandate and within agreed budget lines or, if outside of budget, refer to the Men's Committee for approval;
 - 5.5.4. maintain and submit accounts to date at each committee meeting, together with any budget adjustments for approval;
 - 5.5.5. prepare financial year end figures to be independently reviewed by a person with the appropriate expertise and experience, and present these at the AGM;
 - 5.5.6. provide a financial report for the Executive Committee upon request;
 - 5.5.7. be responsible for arranging the replacement, repair and/or engraving of the Men's Section trophies and honours boards as required;
 - 5.5.8. prepare and maintain an inventory of all assets owned by the Men's Section.

- 5.6. The **HANDICAP SECRETARY** shall:
- 5.6.1. serve a maximum three-year term, from 1st January, as elected at the previous AGM, but may seek re-election at the end of that term;
 - 5.6.2. represent the Men's Committee as a member of Handicap Committee;
 - 5.6.3. meet with the handicap secretaries of the Ladies' and Veterans' Sections on a regular basis, reporting to the Handicap Committee no less than twice per year, and to the Men's Committee at its meetings as required;
 - 5.6.4. ensure that the handicaps of all members of the Men's Section are in accordance with the requirements of the World Handicap System;
 - 5.6.5. ensure that competitions, and the members playing in them, are in accordance with the requirements of the World Handicap System.
- 5.7. The Men's Committee shall meet as soon as practical after each AGM to invite a minimum of two members of the Golf Club to join the committee. A maximum of four more members can be added to the committee at any time.
- 5.8. Co-opted members of the Men's Committee shall serve a term of no longer than two years, starting from 1st January of the year they are co-opted, but they may seek re-election at the end of that term.
- 5.9. All members of the Men's Committee shall have full voting rights.
- 5.10. The Men's Committee meetings, and any AGM or EGM, shall be governed by the normal rules of debate and committee procedures. All decisions shall be taken on a show of hands of those present and eligible to vote, i.e. male members aged 18 or more, unless the lack of a simple majority shall require a secret ballot. If the votes are even, then the chairperson shall be entitled to a casting vote.
- 5.11. If any elected officer of the Men's Committee resigns, or leaves the committee for any reason, the Captain shall assume or delegate their responsibilities until such time that an EGM can be held, and a new officer elected.
- 5.12. If the Captain resigns, or leaves the committee for any reason, the Vice-Captain shall assume his responsibilities until the next AGM.

6. ANNUAL GENERAL MEETING

- 6.1. The Annual General Meeting will be held during the month of December and will be chaired by the Captain or his delegated representative;
- 6.2. No less than 28 days before the date of the AGM, the Secretary shall:
 - 6.2.1. place an announcement on the Men's Section notice board advising the date and venue of the AGM seeking nominations for any committee positions that are available for election or re-election, and asking for details of any relevant matters that members would like to include on the agenda;
 - 6.2.2. send an e-mail to all male members of the Golf Club advising the date of the and venue of the AGM seeking nominations for any committee positions that are available for election or re-election, and asking for details of any relevant matters that members would like to include on the agenda;
- 6.3. Nominations for each available position must be made in writing to the Secretary by a proposer and seconder, both of whom will be male members of the Golf Club (aged 18 or more), no later than 7 days before the AGM. The proposer will ensure that the nominee is willing to accept the position to which the nomination relates. If only one nomination is received for the relevant position, then that person shall automatically be elected without a vote. In the event of there being more than one nomination there shall be a secret ballot at the AGM to determine which nominee shall be elected;
- 6.4. The nomination of the Captain and Vice-Captain shall be subject to the approval of the Golf Club's management;
- 6.5. The elected Vice-Captain will be expected to accept the nomination of the following year's captaincy;
- 6.6. The quorum of an AGM shall be eight male members of the Golf Club (aged 18 or more), not including the current Captain, Vice-Captain, Secretary or Treasurer, but either the Captain or Vice-Captain and either the Secretary or Treasurer must be in attendance;
- 6.7. The Secretary will maintain a record of the AGM in the form of typed minutes, which will be submitted to the Men's Committee no later than 14 days after the AGM and published to the male members of the Golf Club no later than 28 days after the AGM. Approval of the minutes will be recognised by the signature of the Captain, or his delegated representative, at the next AGM.

7. EXTRAORDINARY GENERAL MEETING

- 7.1. An Extraordinary General Meeting shall be convened at any time by the Secretary upon direction of the Men's Committee, or as expeditiously as possible by the Captain or Secretary on receiving a requisition signed by not less than twenty male members of the Golf Club (aged 18 or more) requesting such a meeting. The requisition must state the objectives of the proposal, The EGM will be chaired by the Captain or his delegated representative;
- 7.2. No less than 14 days before the date of the EGM, the Secretary shall:
 - 7.2.1. place an announcement, on the Men's Section notice board, advising the date and venue of the EGM and specifying the matters to be discussed;
 - 7.2.2. send an e-mail to all male members of the Golf Club advising the date of the and venue of the EGM, and specifying the matters to be discussed;
- 7.3. The quorum for an EGM shall be fifteen male members of the Golf Club (aged 18 or more), not

including the current Captain, Vice-Captain, Secretary or Treasurer but either the Captain or Vice-Captain and either the Secretary or Treasurer must be in attendance;

- 7.4. The Secretary will maintain a record of the EGM in the form of typed minutes, which will be submitted to the Men's Committee no later than 14 days after the EGM and published to the members of the Golf Club no later than 28 days after the AGM. Approval of the minutes will be recognised by the signature of the Captain, or his delegated representative, at the next committee meeting.

8. COMMITTEE MEETINGS

- 8.1. The Men's Committee shall meet when required, but no less frequently than quarterly;
- 8.2. The quorum of the Men's Committee shall be four including, as a minimum, either the Captain or Vice-Captain and either the Secretary or Treasurer;
- 8.3. The meetings shall be chaired by the Men's Captain or his delegated representative;
- 8.4. Those unable to attend Men's Committee meetings should formally tender their apologies in advance and will not be entitled to participate in any vote at that meeting;
- 8.5. The Men's Committee will maintain records of their meetings in the form of typed minutes which will be submitted to the Men's Committee no later than 14 days after the relevant meeting and published to the members of the Golf Club no later than 28 days after the meeting. Approval of the minutes will be recognised by the signature of the Captain, or his delegated representative, at the next committee meeting.

9. ALTERATION OF CONSTITUTION

Alteration of the Constitution may only be made at an AGM or an EGM

