

CHALGRAVE MANOR GOLF CLUB

CONSTITUTION

(REVISED FEBUARY 2013)

Contents

Constitution Definitions	3
Chalgrave Constitution	4
1.1 Objectives	4
1.2 Membership	4
1.3 General Committee.....	4
1.4 Executive Committee	5
1.5 Sub Committees	6
1.6 Frequency of Meeting	7
1.7 Committee Procedures	7
1.8 Nominations of Officers and other committee members	8
1.9 General Meetings.....	9
1.10 Disciplinary Procedures	10
1.11 Financial Discipline	10
1.12 Auditor.....	10
1.13 Members Guests.....	10
1.14 Dress Code	11
1.15 Golf Rules	11
1.16 Affiliations.....	11
1.17 Constitutional Amendments.....	11

Constitution Definitions

Chalgrave Manor Golf Club (hereinafter called “the Club”)

Chalgrave Manor Golf Club Limited (hereinafter called “the Management Company”)

Chalgrave Constitution

1.1 Objectives

- a) To promote and provide for the benefits of its members all activities associated with the playing of golf including recreational and social events and generally to foster a spirit of good fellowship amongst its members.
- b) To foster and cement good relations with the Management Company.
- c) Whilst maintaining its independence from the Management Company, to promote the interests of the Management Company and to assist its officers in the administration of the course and clubhouse.

1.2 Membership

- a) The course is a proprietary course and the Club will only accept as members those persons who have been accepted by the Management Company as golf course members. Such persons are automatically accepted for the duration of that membership to be members of the club.
- b) Honorary life membership may be granted to any member who has given exceptional service to the Club. Such membership may only be granted by joint agreement of the General Committee and the Management Company.
- c) A junior member is a member under the age of 18 years at the date of admission. On election, junior members are required to serve a one year probationary period. Junior members shall not be eligible for election to the committee or to attend or vote at any General Meeting, nor to renew their Junior Membership upon attaining the age of 18.

1.3 General Committee

- a) Each year at the AGM the officers and up to 8 additional members will be elected in accordance with Section 1.8.
- b) General Committee of officers and elected members will meet within 21 days following the AGM to
 - I. Appoint Additional Members for the Executive Committee.
 - II. Appoint Members of various Sub- Committees.
 - III. Appoint or Re-Appoint (where appropriate) the President of the Club in accordance with Section 1.8 a.
- c) General Committee will meet at least 28 days prior to the AGM
 - I. To consider any matters to be raised at the AGM.
 - II. To review Officers and Committee Members seeking re-election at the AGM.
 - III. To endorse the Captain & Vice Captains selection for the next Vice-Captain as per section 1.8 e III.
- d) Additional meetings of the General Committee may be called by the Executive Committee or at the request of any 5 members of the General Committee to decide or discuss any exceptional matters.

1.4 Executive Committee

Management of the affairs of the club will be by an Executive Committee comprised of the following officers;

President

Chairman

Men's Captain

Men's Vice-Captain

Immediate Men's Past Captain

Lady Captain

Lady Vice-Captain

Senior Captain

Hon Treasurer

Handicaps & Competitions Secretary

& up to 3 Additional Members from the General Committee

a) This committee will meet every 6 weeks to aid in the management of the club and ensure that the sub committees are effective.

- Standard Agenda
 - Directors Report
 - Finance Report
 - Captains Reports including Team Reports
 - Handicaps & Competitions Comps Report
 - Junior Report
 - County Report
 - A.O.B.

1.5 Sub Committees

The General Committee, at its meeting following the Annual General Meeting at which it is appointed, shall form from its membership into the following Sub Committees. These groups will meet on a frequency basis that suits that particular group.

FINANCE COMMITTEE – Hon Treasurer, Chairman, President and one other elected committee member.

Purpose - To supervise the financial affairs of the Club.

HANDICAPS & COMPETITIONS COMMITTEE – Handicaps & Competitions Secretary, Ladies Competition Secretary and 2 elected committee members.

Purpose - Allot and maintain handicaps of its Members in accordance with Unified Handicapping System, Maintain a record of handicaps on computer, Organise and run competitions and ensure that, after every qualifying competition, a CSS is calculated and all scores submitted to Central Database of Handicaps, Ensure results are sent to the Management Company for notice-board and website. Ensure that a list of Members' handicaps are available on the notice-board and updated at the end of each month.

CAPTAIN'S COMMITTEE – Men's Captain, Men's Vice-Captain, Immediate Past Captain, Lady Captain, Lady Vice-Captain, Senior Captain, Senior Vice-Captain and 2 elected committee members.

Purpose - To deliver the captain's programme of social events during the year focusing on the 3 main events Captains Day, Charity Day & Presentation Night together with any other events.

JUNIOR COMMITTEE – 4 elected committee members (one of whom to be nominated as Junior Co-ordinator).

Purpose - To provide a group that will support and develop the junior section. Ensure suitable coaching sessions, arrange / administer competitions.

TEAM COMMITTEE – Captain, Vice-Captain, and captains of any of the club teams (e.g. Mid Handicap / Scratch).

Purpose - To ensure that the club teams have committee support to ensure best possible chance in all competitions.

1.6 Frequency of Meeting

- a) The General Committee shall meet as defined in section 1.3 above.
- b) The Executive Committee shall meet every 6 weeks or more frequently as required.
- c) The Sub Committees shall meet as agreed by the Chairman of that committee.

1.7 Committee Procedures

- a) All meetings shall be conducted in an orderly manner and governed by the normal rules of debate and committee procedures.
- b) At any meeting all decisions shall be taken on a show of hands, unless a majority of those present and voting request a secret ballot. In the event of an equality of votes the chairman of any meeting shall be entitled to a second or casting vote.
- c) At any General Committee meeting nine of their number shall be a quorum and in the absence of the chairman any member elected by the members present may be Chairman of it.
- d) At any Executive Committee meeting five of their number present shall be a quorum and in the absence of the chairman any member elected by the members present may be Chairman of it.
- e) At any Sub Committee meeting two thirds of their number present shall be a quorum.
- f) At any Members meeting twenty of their numbers entitled to attend and vote shall be a quorum.
- g) Any Committee member who fails to attend three consecutive meetings of any committee without giving a reason acceptable to it shall cease automatically to be a member of that committee and the Executive Committee.
- h) The Executive Committee may fill any casual vacancy arising on any Committee from outside the Executive Committee and they shall serve until the next Annual General Meeting.

1.8 Nominations of Officers and other committee members

- a) The President shall be elected to office by the General Committee, and will be an ex officio member of the General and Executive Committees with full voting rights, for a period of 3 years after which he / she will retire but be eligible for re-election for a further term.
- b) The Chairman will be an ex officio member of the General and Executive Committees with no voting rights, however he / she will have the casting vote if required. He / She will hold office for a maximum of two years from the date of the Annual General Meeting at which he / she was elected after which he / she will retire but be eligible for re-election. The duties of the Chairman will be to co-ordinate the work of the General and Executive Committees, liaise with sub-committees.
- c) The Hon. Treasurer shall be ex officio member of the General and Executive Committees with full voting rights. He / She will hold office for a maximum of two years from the date of the Annual General Meeting at which he / she was elected after which he / she will retire but be eligible for re-election. The Hon Treasurer will be responsible for the Club's financial matters and overseeing the financial duties and discipline set out in Section 1.11.
- d) The Handicap & Competitions Secretary shall be ex officio member of the General and Executive Committees with full voting rights. He / She will hold office for a maximum of two years from the date of the Annual General Meeting at which he / she was elected after which he / she will retire but be eligible for re-election. The Handicap & Competitions Secretary will be responsible for the operation of the handicaps and competitions in accordance with Section 1.5 above.
- e) The Men's Captain, Vice-Captain and Immediate Past Captain shall be ex officio members of the General and Executive Committees. The Men's Captain shall hold office for one year ending on the 31st May when they shall retire and become Immediate Past Captain for one year and the Vice-Captain shall become Captain in his stead.
 - I. The duties of the Captain are to represent the Club at matches, main competitions, and social occasions, to maintain contact with members and other clubs and generally act as an ambassador for Chalgrave Manor Golf Club.
 - II. The Captain may attend and vote on any or all of the sub-committees.
 - III. The Men's Captain and Vice-Captain and Immediate Past Captain shall nominate a member to be the next Vice-Captain, who shall be endorsed by the General Committee, and the Annual General Meeting shall be informed. The Vice-Captain will act for the Captain when the Captain is not available.
- f) The Ladies Captain and Ladies Vice-Captain shall be ex officio members of the General and Executive Committees and shall be elected in accordance with the terms of the Ladies Section constitution.
- g) The Ladies Competition Secretary shall be an ex officio member of the General Committee and shall be appointed in accordance with the terms of the Ladies Section constitution.
- h) The Seniors Captain shall be an ex officio member of the General and Executive Committees and shall be elected in accordance with the terms of the Seniors Section constitution.
- i) All additional members of the General Committee (except those specified in sections a to h above) shall hold office for a maximum of two years from the date of the Annual General Meeting at which they were elected after which they will retire but be eligible for re-election.
- j) Any member of the Club (not being a Junior Member as defined in Clause 1.2 (c) hereof) may nominate or second another member for membership of the General Committee or for the post of Chairman or Hon Treasurer. The consent of the nominee must be obtained before any nomination is lodged. Every nomination must be in writing, signed by the proposer and seconded and lodged with the Chairman on or before the 1st October in each year. A list of nominees and their proposers and seconders shall be affixed to the Club notice board not less than fourteen days before the Annual General Meeting. If insufficient nominations are received, further nominations duly proposed and seconded may be made from the floor at The Annual General Meeting from those members present and entitled to vote.
- k) A minute secretary may be appointed by the Executive Committee and be ex officio member of the Executive Committee with no voting rights. The duties of the Secretary will be determined by the Executive Committee

1.9 General Meetings

- a) Annual General Meetings
 - I. Annual General Meeting shall be held during November each year
 - II. At least twenty one days before the date a note will be placed on Club Notice Board advising -
 - i. The date of the Annual General Meeting.
 - ii. A list of Nominations to the General Committee.
 - III. The business to be transacted at the Annual General Meeting shall include but not be limited to -
 - i. Acceptance of previous AGM /EGM minutes.
 - ii. Receiving reports on the activities of the club during the year from the Chairman, Men's Captain, Lady Captain, Senior's Captain and Junior Co-ordinator.
 - iii. Receiving the Accounts and Hon Treasurer Reports.
 - iv. The retirement and election of Officers and General Committee members.
 - v. The appointment of Auditors.
 - vi. Motions and Amendments.
 - vii. Any other business as the General Committee deems appropriate.
- b) Extraordinary General Meetings
 - I. Extraordinary General Meetings shall be convened by the Chairman forthwith upon receiving a notification of a resolution of the Executive Committee or a requisition signed by not less than 40 members requesting such a meeting be called. The requisition must state the objects of the meeting and if the chairman does not within 7 days from receipt of the requisition proceed to convene a meeting, the requisitioners may themselves convene a meeting. At least 21 clear days written notice specifying the business to be transacted shall be posted on the Club Notice Board.
- c) Amendments and Proposals
 - I. Written proposals should be submitted to the Chairman by the 1st October, seconded by two other members.
 - II. No amendment, other than a motion for an adjournment shall be moved to any resolution at any General Meeting unless written notice of the amendment shall have been given to the Chairman not less than 10 days prior to the meeting. Whenever such notice is received it shall be forthwith posted on the Club notice board.

1.10 Disciplinary Procedures

- a) Misconduct may have taken place either on the course, inside or outside the clubhouse. The Executive Committee shall, upon receiving a complaint duly signed by not less than 2 members concerning another member, inform the member in writing giving 7 days notice of any proposed action. A 3 person disciplinary group will be created from members of the Executive Committee. They will interview that member and where, after giving the due consideration to the matter, it considers such complaint to be justified either
 - I. Issue a warning against repetition , OR
 - II. Suspend the member concerned from taking part in competitions organised by the Club for such a period it deems appropriate , OR
 - III. In cases of serious misconduct, notwithstanding the provisions of Clause 1.10 (a), take such further action as it thinks fit. The disciplinary group will recommend to the Executive Committee who, providing that such resolution is passed by a majority of not less than two thirds of all those entitled to attend and vote, may recommend to the Management Company that the member is expelled from the Club.
- b) Any member expelled shall have the right to appeal and represent himself / herself to the Management Company. The appeal must be lodged within 21 days of his / her expulsion. If the expulsion is not confirmed the member shall be reinstated.
- c) Any member expelled in accordance with the rules or otherwise ceasing to be a member of the Club shall forfeit all such rights to, or claims upon, the Club, its property or funds.
- d) All Disciplinary Procedures will be conducted within the guidelines of England Golf.

1.11 Financial Discipline

- a) The Hon. Treasurer shall keep proper records and books of account with respect to all income and outgoings of the Club and the matters in respect of which these occur and must lay before the members at the Annual General Meeting an income and expenditure account containing all the information relating to the Club's income, expenditure, assets and liabilities reflected in those records.
- b) The accounts of the Club shall be made up to the 31st August in each year, audited by the person appointed by the Club for that purpose.
- c) The Hon. Treasurer shall be responsible for ensuring that all monies received for the Club are forthwith paid into the Club's account at a bank appointed by the Executive Committee and shall lay before every meeting of the Finance Committee an up-to-date account of the Club's finances.
- d) All cheques and other instruments drawn on, or any directions given to, the Club's Bank shall be signed by not less than two of the following officers, viz, the Chairman, President or Hon. Treasurer.

1.12 Auditor

- a) The Committee shall nominate an Auditor who will examine the books and records of the Club and to report on the accounts then laid before the Members. At every AGM a resolution to re-appoint the Auditor shall be tabled.
- b) No Officer or Executive Committee member may be appointed auditor.

1.13 Members Guests

Members shall at all times be responsible for the conduct of their guests whilst on the course or in the Clubhouse and for ensuring that all green fees payable have been duly paid before the commencement of play. Guests include non-members attending any functions or competition organised by the Club.

1.14 Dress Code

- a) Smart, casual dress is required at all times, both on the course and in the Clubhouse.
- b) On the golf course this does NOT include Jeans, Collarless shirts, Football shirts, Tracksuits or Shell suits. Golf sports shoes should be worn on the course. Tailored Shorts (not football shorts) may be worn with sports socks.
- c) The Clubhouse does not have a spike bar, all golf shoes, whether spikes or soft spikes must be removed before coming in to the bar.

1.15 Golf Rules

- a) The rules of the game shall be those of the Royal & Ancient Golf Club at St Andrews, as amended from time to time (but exclusive of local rules) , together with such local rules as the Management Company, in conjunction with the Handicap & Competitions Committee, may enact to suit the peculiarities of the course.
- b) Members are to abide by the Royal & Ancient rules on any Amateur Status.
- c) Members are to conform to the rules of England Golf, the Bedfordshire County Golf Union, and the Bedfordshire Ladies County Golf Association (or their respective successor organisations).
- d) The Club shall adopt and observe the rules of the Council of National Golf Unions UNIFIED HANDICAPPING SYSTEM (and any subsequent amendments) and any conditions imposed within the Scheme by England Golf.

1.16 Affiliations

The Club shall affiliate to England Golf, the Bedfordshire County Golf Union, the Ladies Golf Union and the Bedfordshire Ladies County Golf Association (or their respective successor organisations).

1.17 Constitutional Amendments

The constitution may only be amended by a resolution of the members passed at an Annual General Meeting or an Extraordinary General Meeting called for that purpose and carried by a majority of not less than two thirds of those present and eligible to vote.