

SENIOR SECTION CONSTITUTION



The section will be managed by a committee (cttee) of 7 members. Their duties are detailed below:

CAPTAIN

- Oversee and facilitate timely and accurate communication – e-mails, newsletters and website
- Chair and organise meetings - papers and dates.
- Provide cover for other cttee members as necessary

VICE-CAPTAIN

- Support and deputise for the Captain in his absence
- Organise the Christmas lunch and raffle
- Provide cover for other cttee members as necessary

PAST CAPTAIN

- Provide assistance and advice as required

TREASURER

- Collect annual subscriptions
- Collect fees for internal and external fixtures and organised events and bank the same
- Properly manage the senior section account
- Prepare and present annual statement to AGM and interim reports on request
- Arrange for account to be audited
- Liaise with club officers as required

INTERNAL FIXTURES SECRETARY

- Organise internal fixtures and inform members of dates and details
- Present summary reports to meetings as required
- Liaise with External Fixtures secretary re fixture dates

EXTERNAL FIXTURES SECRETARY

- Organise external fixtures and inform members of dates and details
- Present summary reports to meetings as required
- Liaise with Internal Fixtures secretary re fixture dates

SECTION SECRETARY

- Assist Captain to organise meetings, act as secretary for the same and take the minutes
- Maintain Section Contacts list
- Update website and publish information on request of cttee members
- Act as conduit for cttee members communications as required

The cttee officers will be elected at each AGM. The Vice-Captain will automatically become the Captain for the following season and before that will choose his Vice-Captain.

Members' issues for the AGM and Cttee meeting must be submitted to the Captain in writing 7 days before the meeting.

A quorum of 3 members must be present at cttee meetings.

An extraordinary general meeting (EGM) may be requested in writing to the Captain by any section member. The request must be endorsed by at least 6 other members and the meeting, if agreed, must be attended by a minimum of 20 section members (not incl the cttee). 21 days' notice of an EGM will be given.