

ELSHAM GOLF CLUB



SENIORS SECTION

CONSTITUTION

27 Feb 2025

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ELSHAM GOLF CLUB - SENIORS SECTION CONSTITUTION 2024

SECTION NAME

The section shall be known as Elsham Golf Club - Seniors Section and will henceforth be referred to in this document as 'Section'.

SECTION OBJECTIVES

To promote friendly and social golf through roll-ups, competitions, away days and inter club matches. And to arrange social events providing financial subsidy to the same as appropriate and within applicable financial constraints.

MEMBERSHIP REQUIREMENTS

Membership of the Section is open to Full Members of Elsham Golf Club who have attained the age of sixty years, paid Club and Section subscriptions and agree to be bound by Club rules, Section rules and this written constitution. A password protected list of members and contact details is maintained and published on the Section website: Elshamseniorgolf.

SECTION RULES

Section rules are detailed at **Appendix 1** to this constitution.

GOVERNANCE

Committee

The section is governed by an elected committee (cttee) who's executive officers are voted in at a General Meeting. The cttee is responsible for managing all section affairs and communication with Club officers. The cttee shall consist of up to a maximum of 10 officers: the Captain, the Vice-Captain, the Immediate Past Captain, the Section Secretary, the Section Treasurer, an Internal Fixtures Secretary, an External Fixtures Secretary and up to 3 additional members elected or co-opted (one of which being the Club Men's Captain to act as Liaison Officer). The responsibilities of the committee officers are detailed at **Appendix 2** to this constitution.

General Meetings

Annual General Meeting (AGM)

A call-in notice will be published 4 weeks before the meeting. Meeting papers shall be posted on the notice board and communicated via e-mail/website 14 days before the meeting. Members must submit issues and/or proposals for consideration under AOB in writing to the Captain and Secretary 21 days before the meeting. Proposals require a proposer and a seconder whose details must be included in the submission. There shall be no further items taken under AOB but amendments to existing motions from the floor may be discussed provided there is a proposer and seconder for the same. Proposals will be voted in by a 'show of hands' majority.

Extraordinary General Meeting (EGM)

An EGM may be requested in writing to the Captain by any section member. The submission must be sufficiently detailed and the motion must be endorsed by at least 6 other members. The EGM, if authorised, must be attended by a minimum of 20 section members (not incl the cttee). The membership will be given 21 days' notice of an EGM.

If a ballot is deemed necessary to appoint a cttee officer, completed voting papers must be submitted to the Secretary 10 days before the meeting. Members unable to attend an AGM/EGM may submit votes by proxy in writing or via e-mail to the Secretary 10 days before the meeting.

SECTION DISSOLUTION

If a dissolution of the Section is required, the Committee shall have the power to settle all outstanding debts. Any remaining funds will be distributed as agreed by the members at an EGM.

CONSTITUTION AMENDMENTS

This written Constitution and its appendices are the agreed basis upon which the Section is to be governed and may be amended only by agreement of section members through an AGM or EGM.

APPENDIX 1 - SECTION RULES

BEHAVIOUR & GRIEVANCE

Section members are ultimately responsible for their own actions, dress and etiquette on and off the course. A **zero tolerance** policy is in place with regards to any perceived harassment. If the issue cannot be resolved at the time of occurrence and between the effected parties, the member has the right to refer it to the section Captain for further consideration and appropriate action.

The committee reserve the right to suspend or cancel the membership of any player who does not conform to the aforementioned policy.

SECTION SUBSCRIPTIONS

The annual subscription stands at £5 (as at 2025/26) and must be paid immediately on joining. Joining may be done on the home page of the seniors website or by contacting a committee member. Subscriptions for existing members renew on 1st January renewal payments will be made via HDID by 28th February.

FIXTURES

The fixtures list for the year is produced by the internal & external fixtures secretaries in the autumn of the previous year and submitted by the section secretary to the club for approval by club officers. Once ratified, the club professional populates the club diary and the associated section events list is uploaded to the seniors website.

Match or competition fees are used to pay for food, green fees and/or prizes. Balances of the same shall be paid to section funds. Cash prizes will be credited to the member's green card.

Internal Fixtures Guidelines

- Competitions are open to all subscribed members but to be eligible for prizes, players must have completed 5 18 hole qualifying rounds or equivalent in the 12 months prior to the competition date.
- Members are responsible for assuring their eligibility via My England Golf and HDID websites or applications.
- Registration and payment of competition fees will normally be via HDID entry maintained by the Internal Fixtures Secretary (IFS).
- Competition format and random draws will be communicated to registered players in good time. Formats of annual competitions may be found on the seniors website.

External Fixtures Guidelines

- To be eligible for selection, subscribed members must have completed 5 qualifying 18 hole rounds or equivalent in the 12 months prior to the competition date.
- Members are responsible for assuring their eligibility via My England Golf and HDID websites or applications.
- Before the season commences, the External Fixtures Secretary (EFS) will open registration for the Team Squad via the ClubV1 Members Hub
- Once accepted, players must enter their availability for matches and keep this updated in a timely fashion throughout the season. Team selection will be based on the following:
 - If available, the Captain and Vice-Captain will be automatically selected
 - Remaining players will be selected on a random and fair basis
 - The team list will include up to 3 reserves
 - The Captain's decision is final
- EFS will copy the final team selection and match result to the Section Secretary for publication to the section website

APPENDIX 2 - THE COMMITTEE

The Committee will hold regular meetings, normally monthly, to manage the affairs of the Section, consider members' issues, communicate its findings and plan events for the year ahead. The minimum quorum for Committee Meetings is four.

The Committee has 7 executive officers and 1 regular co-opted member (as at 2024). Their responsibilities are shown below:

The **Captain** will:

- Oversee and facilitate timely and accurate communication – e-mails, newsletters and website
- Chair meetings
- Provide cover for other Cttee members as necessary

The **Vice-Captain** will:

- Support and deputise for the Captain in his absence
- Organise the Christmas lunch and raffle
- Provide cover for other Cttee members as necessary
- Name a candidate for vice-Capt elect (*see footnote*)

The **Immediate Past Captain** will:

- Provide assistance and advice as required

The **Treasurer** will:

- Collect annual subscriptions
- Collect fees for internal and external fixtures and organised events and bank the same
- Determine Prize funds, allocate and award as necessary.
- Properly manage the 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

The **Internal Fixtures Secretary** will:

- 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
- Maintain custody and upkeep of Section Trophies and Awards.

The **External Fixtures Secretary** will:

- 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

The **Section Secretary** will:

- Organise meetings on behalf of the Captain, act as secretary for the same and take the minutes
- Maintain the Section Contacts list, e-mail distribution list and events list
- Update website and publish information by request of cttee members
- Act as conduit for cttee members' communications as necessary

The regular co-opted member shall be the **Club Mens Captain** who will act as Liaison Officer and present a monthly section activity report, (compiled by the section secretary), at his own club committee meeting.

All officers bar the Immediate Past Captain and the Liaison Officer will effectively resign at midnight the day before the AGM and a new committee will be elected at the same.

Footnote: In the autumn of the vice-captain's tenure he will inform the cttee of his candidate for vice-captain elect. His name, along with candidates for the other executive officers, shall be elected at the next AGM.