



12 MAR 2024

China Fleet Men's Golf Section

Constitution



CHINA FLEET COUNTRY CLUB MEN'S GOLF SECTION

CONSTITUTION

1. **GENERAL**

- 1.1. The Section shall be called "China Fleet Men's Golf Section". The status of The Section shall be that of a Non-profit making unincorporated association of the Members.

2. **OBJECT**

- 2.1. The object of the Men's Golf Section (hereinafter called "The Section") is to promote and encourage the playing of golf to all male members of the China Fleet Country Club. The section shall incorporate into its function the support for all junior and senior section activities where requested.

3. **AUTHORITIES FOR THE CONDUCT OF THE GAME OF GOLF**

- 3.1. The Section recognises the Royal and Ancient Golf Club of St Andrews (R&A) as the ruling body of Amateur Golf and agrees to abide by the Rules of Golf and Amateur Status laid down by the R&A.

4. **EQUALITY AND DIVERSITY**

- 4.1. The Section adopts England Golf Equality and Diversity Policy.
- 4.2. The Section respects the rights, dignity and worth of every person and will treat everyone equally regardless of age, ability, gender, race, ethnicity, religious belief, sexuality or social/economic status.
- 4.3. The Section is committed to everyone having the right to enjoy their sport in an environment free from the threat of intimidation, harassment and abuse.
- 4.4. All Section members have a responsibility to oppose discriminatory behaviour and promote equality of opportunity.
- 4.5. The Section will deal with any incidence of discriminatory behaviour seriously, according to club disciplinary procedures.
- 4.6. The Equality and Diversity Policy will be made available for all members on Committee website

5. **MEMBERSHIP**

- 5.1. To qualify for membership of The Men's Golf Section, a male golfer must be a paying golf member of the China Fleet Country Club.

6. **TRUSTEES AND SOCIETY PROPERTY**

- 6.1. There will be 3 Trustees of The Section who are the Treasurer, Captain & Secretary.
- 6.2. The property of The Section shall be held in the names of the Trustees for the time being.

- 6.3. A General Meeting may remove or appoint Trustees at any time (except that the Treasurer cannot be removed as a Trustee as long as he or she is Treasurer but ceases to be a Trustee on ceasing to be Treasurer when the new Treasurer automatically becomes a Trustee).

7. INDEMNITY OF TRUSTEES

- 7.1. The Trustees shall be indemnified from all liability arising out of their carrying out in good faith their duties as Trustees of The Section and such indemnity will be provided by the Members of the assets of The Section are inadequate to provide same.

8. COMMITTEE

- 8.1. The management of The Section shall be vested in a Committee consisting of 5 elected officials (Captain, Vice-Captain, Honorary Secretary, Honorary Treasurer and Competitions' Secretary) together with the Past Captain, Seniors Captain *and up to as many additional committee members as required for any future commitments.*
- 8.2. Each member of the committee shall be entitled to vote at meetings. In the case of any decision by the Committee culminating in an even vote, the captain (or in his absence the Vice-Captain) shall have the casting vote.
- 8.3. By invitation, representatives from the management of the China Fleet Country Club may participate in Committee Meetings but shall not be eligible to vote.
- 8.4. Five members of the Committee shall form a quorum with minimum of 1 Trustee present.
- 8.5. Nomination of Officers and members of the committee, who must be members of the CFCC golf club, must be sent to the secretary in writing not later than ONE month before the Annual General Meeting (AGM) and their nomination is displayed on the golf club notice board for not less than 14 days before such meeting together with the nominees' proposer and seconder. Both the proposer and seconder must be members of the CFCC golf club.
- 8.6. Nominees for the office of Captain or Vice-Captain should where possible have served a minimum period of ONE year as a committee member or have previous experience of a golf club committee and shall provide evidence of that experience.
- 8.7. The five elected officials shall hold office for not more than three years (two years for The Captain, which may be extended by one further year under exceptional circumstances) without seeking re-election. In normal circumstances, any elected official having served for a maximum of five years continuously as Honorary Secretary, Honorary Treasurer and Competitions' Secretary (or in a combination of these positions) must stand down from the Committee for at least 12 months unless re-elected, exceptionally, by the members at the AGM.

9. MEETINGS

- 9.1. The AGM shall normally be held on the second Tuesday of March each year.
- 9.2. Committee Meetings shall be convened by the captain (or vice captain when deputised) as required.
- 9.3. As a minimum, however, 3 Committee Meetings shall be held each year.
- 9.4. Extraordinary General Meetings can be convened at any time at the request of either 3 elected Committee Members or 10 Members of The Section.

10. DUTIES AND RESPONSIBILITIES OF ELECTED OFFICIALS

10.1. CAPTAIN

- 10.1.1. To act as a representative and ambassador for The Men's Golf Section.
- 10.1.2. To oversee the smooth running of The Section.
- 10.1.3. To encourage maximum participation in and enjoyment of The Section.
- 10.1.4. To chair AGM and Committee Meetings.
- 10.1.5. To determine, in broad outline and in conjunction with the Competition Secretary, the fixture list for upcoming year.
- 10.1.6. To liaise, as necessary, with the Golf Manager on general matters concerning The Section's activities.
- 10.1.7. To determine, with the Club's Golf Manager, the menus and dining arrangements for visiting team matches.
- 10.1.8. To select and captain representative teams
- 10.1.9. To attend the Golf Management meetings
- 10.1.10. To raise the club profile within the County, as the opportunity presents itself.
- 10.1.11. To encourage recruitment to The Section and to welcome new members.
- 10.1.12. Captain reserves the right to deputise the role of representative team captain on any Men's Section Event. This requires prior approval from Committee.

10.2. MENS' VICE-CAPTAIN

- 10.2.1. To support and, deputise when necessary for all roles of the captain.

10.3. HONORARY SECRETARY

- 10.3.1. To communicate and arrange on provisional fixture dates with other clubs after consultation with the captain.
- 10.3.2. To advise the captain and other Clubs of final fixture dates.
- 10.3.3. To arrange tee times for matches against other clubs.
- 10.3.4. To determine, with the Captain and Golf Manager, the rescheduling of fixtures that have been cancelled or delayed for any reason.
- 10.3.5. To conduct all correspondence concerning The Section after consultation with the Men's Captain.
- 10.3.6. To make and maintain records of the minutes of the AGM and Committee Meetings.
- 10.3.7. To post a copy of the AGM and Committee Meeting Minutes on the Men's Section's Notice Board and website.
- 10.3.8. Responsible for Data Protection Compliance.

10.4. HONORARY TREASURER

- 10.4.1. The Treasurer and one of two nominated member(s) shall authorise the signing of cheques, Bacs or Faster Payments.
- 10.4.2. To maintain accurate and up to date financial accounts and records.
- 10.4.3. To bank, all monies received regularly and to verify and authorise the settlement of all accounts promptly.
- 10.4.4. To produce a balance sheet at each Committee Meeting to include, where possible, a forecast of forthcoming income and expenditure.
- 10.4.5. To present a financial report at the AGM to cover the following:
 - A statement of Income & Expenditure for the past year
 - A Balance Sheet showing the current state of the funds

11.5. COMPETITIONS SECRETARY

- 11.5.1. To discuss and agree on the detailed annual fixture list with the Golf Manager for inclusion in the Club's Fixture List.
- 11.5.2. To produce posters and notices for 'In-House' Men's golfing events.
- 11.5.3. To prepare and check 'In-House' competition cards.
- 11.5.4. To enforce competition rules and conditions of play.
- 11.5.5. To maintain records of all 'In House' competitions. (This shall be managed by Golf Manager via automated systems)
- 11.5.6. To liaise with the Captain and Vice-Captain in the event of the need to reschedule 'In- House' competitions.
- 11.5.7. To arrange the engraving of all The Section's Trophies for presentation at the *annual Turkey Trot 1 competition*.

11. FINANCE AND ACCOUNTS

- 11.1. Annual accounts are to be prepared and a Balance Sheet presented to the members at the AGM.
- 11.2. Although no statutory audit is required any member of The Section may request that the accounts be audited. Such an audit is to be conducted by not less than one elected, and one non-elected member of The Committee.
- 11.3. Cheques are to be signed by the Treasurer and any one of two authorised members whose signatures are held by bank mandate.
- 11.4. All spending must be approved by majority vote during committee meetings. The captain has the authority to spend up to £100 cash on unforeseen exceptional expenditure. This must be notified to the committee as soon as practicable.

12. CONDUCT ON THE COURSE

- 12.1. If in the opinion of the Committee, the conduct of any member of The Section is detrimental or prejudicial to the interest on The Section, the Committee, at their discretion, or on receipt of a written complaint shall instruct the said person to furnish an explanation concerning the matter within 7 days. On receipt of a reply, the Committee shall meet as early as possible, and in any event within 28 days, to adjudicate on the matter and make a recommendation to the Golf Committee of the China Fleet Country Club.

13. COMPETITIONS

- 13.1. Competitions shall be held at such times and under such conditions and rules, as the Committee shall determine.
- 13.2. The decision of the Committee, on any point arising out of a competition, shall be final and binding on competitions.

14. HANDICAP COMMITTEE

- 14.1. *For normal handicapping purposes the WHS automated system shall be used and managed by the Golf Manager.*
- 14.2. *The formation of a handicap committee is managed by Golf Management. Where any member highlights that handicap review is required, a committee will be convened for this purpose.*

15. COMPLAINTS

- 15.1. Complaints concerning the administration of The Section must be put in writing to the Honorary Secretary and responded to within 14 working days.

16. SUGGESTIONS AND COMMENTS

- 16.1. Suggestions and comments concerning the administration of The Section are to be submitted to the Honorary Secretary in writing.

17. UNRESOLVED MATTERS

- 17.1. Any matters that the Committee is unable to resolve are to be referred to the Management of the China Fleet Country Club.

18. NOTICES

- 18.1. No notes, notices or other written forms of communication are to be fixed to the Men's Golf Notice Board without prior permission of the Honorary Secretary.

19. MEMBERS RESPONSIBILITIES

- 19.1. Each member shall, in addition to the rules imposed by the China Fleet Country Club also be required to observe the Constitution of The Section, as detailed.

20. AMENDMENTS TO THE CONSTITUTION

- 20.1. Notice of any proposal to amend or alter this Constitution must be given in writing to the Honorary Secretary in such good time to enable him to circulate it to all members of The Section at least 4 weeks before the date of the AGM or Extraordinary General Meeting called for that purpose.
- 20.2. Approval shall be by the vote of two-thirds of the members present as such meeting, with the captain having the right of a casting vote.

21. AUTHORITY

- 21.1. "The China Fleet Club Committee" has authority in all matters concerning "The Club" and no decisions or actions taken by The Men's Golf Section shall be contrary to their policies.

22. DISSOLUTION

- 22.1. The Section may be wound up at any time if agreed by two-thirds of those members present and voting at any General Meeting. In the event of winding up, any assets remaining after all debts have been paid shall be distributed among the membership.

This constitution was updated at AGM dated 12 Mar 2024. All changes from previous version are in italics.

Captain: *Stephen Smith*

Secretary: Dave Callaghan Treasurer: Andrew Sullivan