



Meole Brace Golf Club Constitution

December 2020

1. Name

1.1. The name of the Club shall be the Meole Brace Golf Club, hereafter referred to as 'The Club' and that the rules in force be those of the Royal and Ancient Golf Club of St Andrews together with any special rules published by the English Golf Union and the Executive Committee of the Club

1.2. The Club shall affiliate to the English Golf Union, The Shropshire and Herefordshire Union of Golf Clubs, and The Ladies' Golf Union.

1.3. Equality Statement:

Meole Brace Golf Club is fully committed to supporting the principle and practice of equality of opportunity. No Member or prospective member should receive less favourable treatment on the grounds of: age, disability, gender reassignment, marriage / civil partnership, pregnancy / maternity, race, religion / belief, sex / sexual orientation.

Meole Brace Golf Club is also committed to promoting equal access to club activities for all potential participants, by identifying potential barriers to involvement and implementing best practice policies and procedures to overcome such barriers.

Meole Brace Golf Club is committed to ensuring that, members, participants and volunteers are able to conduct their activities free from direct or indirect discrimination, harassment or inappropriate behaviour.

1.4. Commitment to Action

Meole Brace Golf Club will take all reasonable actions to:

Ensure that no individual or group will be discriminated against in their pursuit of membership or participation as a member or its administration for any personal characteristic other than those necessary for the membership applied for.

Produce and maintain an action plan to ensure that the intent articulated in this statement is delivered through the policies, procedures and practices of the club.

Consider the use of appropriate action to tackle under-representation where it has been identified.

Publicise the adherence to the principles of equality of opportunity.

Have policies and procedures to prevent unfair treatment, discrimination (whether direct or indirect), harassment or victimisation of its members and management committees.

2. Objectives

2.1. The Club shall hold the following as its aims and objectives and shall strive to fulfil these aims and objectives at all times:

2.1.1. To fulfil the general objectives and functions of a golf Club and sports Club and by undertaking such activities as may be reasonably necessary and/or incidental to such objectives;

2.1.2. To generally promote the game of golf for the benefit of members and the local community;

2.1.3. To provide a social and competitive environment for players of all standards in a friendly and welcoming atmosphere that does not discriminate as outlined in the Equality Statement.

2.1.4. To arrange competitions and matches for members;

3. Membership

3.1. The membership of the Club shall consist of

3.1.1. Full Members

3.1.2. Lady Members

3.1.3. Senior members (55 years and over for play, 65 years and over for membership fees)

3.1.4. Junior members (up 17 years)

3.1.5. Intermediate Members (18-24 yrs)

3.1.6. Honorary members

3.1.7. Overseas members

3.2. All members shall pay an annual subscription to join the Club; the membership fee for each category of membership shall be decided by the Executive Committee

3.3. All members joining the Club shall be deemed to accept the terms of this Constitution and the Meole Brace Golf Club Rules which may from time to time be adopted by the Club in particular including the requirement to conduct themselves in accordance with any conduct rules, *equality policy* and disciplinary procedures.

3.4. The Club shall include within its Club Rules the process for any person seeking membership of the Club. This process shall reflect that *membership is open to all in accordance with the clubs Equality Policy*

3.5. Annual subscriptions shall be due on last day of February and should be paid by 1st March, Subscriptions not paid by 15th March will result in the membership ceasing

3.6. The Club shall provide notice of subscriptions due, including methods of payment available to members.

4. Management of The Club

4.1. There shall be an Executive Committee responsible for the overall management of the Club

4.2. There shall also be the following sub committees of the Club:

4.2.1. Ladies' Sub Committee – see appendix for Terms of Reference

4.2.2. Senior Men's Sub Committee - see appendix for Terms of Reference

4.2.3. Matches and handicaps will be managed by the Competition Secretary, the Club Secretary and the Captain.

4.2.4. *Equality Committee*

4.2.5. Other Sub- Committees if so required in the Rules, or by Executive Committee resolution

4.3. All Executive Committee members must be members of the Club.

4.4. Offices shall be held for 1 year

4.5. The remit and rules for each Sub-committee shall be set by the Executive Committee - see appendix for Terms of Reference

4.6. Each Sub-committee shall have a chair person who will be a member of and report to the Executive Committee.

5. Composition and Responsibilities of Executive Committee

5.1. The Executive Committee shall consist of the following 15 office-bearers:

5.1.1. President [Immediate Past Captain]

5.1.2. Captain

5.1.3. Vice Captain

5.1.4. Honorary Treasurer

5.1.5. Honorary Secretary

5.1.6. Competition Secretary

5.1.7. The Ladies' Captain and Secretary

5.1.8. The Senior Men's Captain and Secretary

5.1.9. Up to 7 elected Club members

5.2. Normally, President, (retiring Captain) Captain and Vice-Captain (next year's Captain) will be elected at the Club AGM to serve for three years and will not be eligible for re-election to these posts for at least one year.

5.3. Honorary Treasurer and Honorary Secretary will be elected at the Club AGM annually.

5.4. All ordinary members of the Executive Committee will be elected at the Club AGM to serve for one year. Such members of the Executive Committee shall be eligible to stand for re-election.

5.5. The Executive Committee shall

5.5.1. be responsible for the Rules of the Club

5.5.2. set annual membership and competition fees

5.5.3. Make and alter the rules governing the conduct of members of the Club and the conditions for the conduct of competitions, providing that the same shall not be inconsistent with the constitution or the Rules of Golf of The Royal and Ancient Golf Club of St. Andrews, compliance with such shall be deemed to be a rule of the Club at all times.

5.5.4. Impose disciplinary sanctions upon members as set out in the Rules of the Club.

5.6. The Executive Committee will not have power to purchase, sell, or lease heritably property without specific authority of members at a General Meeting

5.7. The Executive Committee shall ensure that members are aware of the following disclaimer:-

"The Club will not be responsible for any items left unattended in the car park, clubhouse or locker/dressing rooms. The Club accepts no liability for any damage to third party property and injury, loss or damage to persons (players or public) or their property whilst on the golf course, in the clubhouse or other areas of the grounds. It is recommended that all members have adequate personal golf insurance in respect of such matters."

6. General Meetings

6.1. A general meeting may be called by the Executive Committee.

6.2. There shall be a special general meeting if twenty-five members so request by notice to the Secretary in writing, specifying the business to be dealt with. The meeting shall be held on a date determined by the Executive Committee, within one month after the first Committee meeting after the Secretary shall have received the said notice. Each notice shall be accompanied by a deposit of £50.00 which may be refunded in whole or in part at the discretion of those attending and entitled to vote at the special general meeting.

6.3. At least 14 calendar days notice of a general meeting must be sent to the full Club membership, and posted on the Club notice board

6.4. All members of the Club may vote at General Meetings

6.5. Quorum of any General Meeting shall be 12 Club members.

6.6. Any decisions shall be reached by a simple majority of the voting members present.

7. The Annual General Meeting

7.1. The AGM shall be held once per calendar year , and shall have as its main business:

7.2. The presentation of the Executive Committee Report for the past year.

7.3. The election of any office-bearers and/or Ordinary Executive Committee members

7.4. Approval of the minutes of the last AGM and any other General Meetings held during that year

7.5. Approval of the Independently Verified accounts for the last financial year and appoint any accountants.

7.6. Should the independently verified accounts be unavailable at this time, then the treasurer will give an end year financial statement subject to the full audited accounts being presented to the Executive Committee within 3 months.

7.7. Consider and approve any changes to the Constitution

7.8. Deal with any other business previously notified to the Secretary in writing 21 days before the AGM such that it may be published in the agenda.

7.9. An agenda giving notice of the AGM must be posted on the club notice board at least 14 calendar days in advance.

7.10. The quorum for any AGM shall be 12 Club members.

7.11. Voting on any matters shall be by simple majority of Club members present.

7.12. Nominations for office-bearers and ordinary Executive Committee members must be posted at least 14 calendar days in advance of the AGM and closed one calendar day before the meeting.

7.13. Each new nomination shall require a proposer and seconder who shall be members of the Club.

7.14. Elections shall be conducted on a simple majority of Club members present and voting. Lady Full Members are entitled to vote for officers or Membership of the Executive Committee and have equal voting rights with Men Full Members on all Club matters.

7.15. In the event of there being no nomination for a post within the stipulated time then nominations may be accepted at the AGM.

7.16. In the event that no person is voted in to a post or in the event of resignation or retiring from a position, the Captain or Vice Captain or their appointee will undertake the duties until such time as the post is filled. Elections to fill such a vacant post should take place at a general meeting and shall be subject to the same rules as at the AGM.

8. Finance

8.1. The financial year shall run from 1st March to the last day of February.

8.2. The Treasurer shall be responsible for securing the preparation of Annual Accounts of the Club and laying these before the AGM.

8.3. The accounts shall be certified by the Club's independent verifier as approved at the AGM.

8.4. All cheques drawn against the Club's funds shall be signed by two Executive Committee members from 4 nominated by the Executive Committee.

8.5. All male members of the Club shall be jointly liable for the financial liabilities of the Men's section. All female members shall be jointly liable for their sub section financial liabilities.

9. Dissolution or Winding Up of the Club

9.1. The Club is non-profit-making and all profits and surpluses will be used to maintain and or improve the Club facilities or to carry out the objectives of the Club.

9.2. No profit or surplus shall be distributed (other than to another non-profit making body on a winding up or dissolution of the Club, see 9.3).

9.3. If, upon winding up or dissolution of the Club, there remains after the satisfaction of all debts and liabilities, any assets whatsoever this shall be transferred either equally to members of the club of at least 3 years standing, or any association to which the Club is affiliated or, to some other organisation or organisations having objects similar to the Club. This organisation shall be determined by the members of the Club by resolution passed at a General Meeting

9.4. A resolution to dissolve the club can only be passed at an AGM or GM through a 75% majority vote of members.

10. The Constitution.

10.1. The Constitution shall only be altered by consent of a simple majority of members present at a General Meeting.

10.2. The Constitution and Standing orders/Bylaws in force from time to time shall be binding on the Club office-bearers and members.

This constitution has been approved in accordance with 10.1 above, and accepted as the constitution for the Meole Brace Golf Club, at a general meeting of Club Members on 9th December 2020

Signed,

Club Captain

Date

Ladies Captain

Date

Seniors Captain

Date

Hon Secretary

Date

Appendix

Ladies' and Senior Men's' Sections - Terms of reference

1. These Guide Lines for the Ladies' and Senior Men's Sub Committees are part of the Constitution of Meole Brace Golf Club.
2. Each Sub Committee shall be managed by not more than 5 officers and up to a maximum of 6, other members.
3. The Vice-Captain shall nominate for the approval of the Sub Committee the succeeding Vice-Captain for the forthcoming year. The Vice-Captain automatically becomes Captain for the year following their Vice Captancy.
4. All the Officers and Committee Members shall retire annually but are eligible for re – election.
5. A Quorum to consist of four – 2 Officers and 2 Committee Members.
6. The immediate Past Captain shall serve for 1 year ex–officio, and then shall be eligible for re–election as a full Sub Committee Member.
7. The Sub Committees shall have the power to co–opt up to two Members for a specified time.
8. Nominations for the Sub Committee must be posted on the relevant notice board at least 14 days prior to the Sub Committee General Meeting.
9. All Officers and Sub Committee members, with the exception of the Captain and Vice Captain, will be elected at the Sub Committee General Meeting.
10. Some financial arrangements may be required for the purposes and aims of the section and these arrangements may be implemented only with approval of the Executive Committee. Annual accounts shall be prepared, checked independently, and presented to the Executive committee for approval and recording.
11. Governed by section 8 of Meole Brace Golf Club Constitution, the financial year of the Section shall end 31 October each year (Ladies) & last day of February each year (Seniors), and the sub committee General Meeting shall be held shortly before the date of the Club Annual General Meeting.
12. The Section Captain, or, in their absence, the Vice-Captain, shall have the casting vote at meetings.
13. The Sub Committee shall transact the business of the Section; arrange a programme of Club Competitions under English Golf Union rules and select Members to represent the Club in appropriate team competitions. This programme shall be presented to the Executive Committee once per year for approval.