

# Mile End Golf Club Members Constitution

## 1. Mile End Golf Club Members' Constitution

- 1 The following constitution lays down the rule and principles for all members of Mile End Golf Club. It is to be read in conjunction with the Proprietors' Rules for Mile Golf Club.

## 2. Purpose of the Mile End Golf Club Members Committee

- 2 The purpose of the Mile End Golf Club Members' Committee (hereafter known as the Members' Committee) is to organize competitions, matches and social events for the benefit of all members of the club and to ensure that the rules of the club are strictly adhered to. This constitution shall apply to all members of Mile End Golf Club.

## 3. Terms of Reference

The Members' Committee shall be responsible for the following:

- 3.1 Convene an Annual General Meeting.
- 3.2 Produce and manage an annual programme of competitions. The proprietors in consultation with the Competitions and Section Committees' representatives publish programmes.
- 3.3 Arrange, on behalf of Mile End Golf Club, participation and registration of The Club in appropriate national and county competitions.
- 3.4 Arrange friendly matches against other clubs.
- 3.5 Determine entry fees for Club Competitions and manage these monies along with those from social and fund raising events
- 3.6 Appoint a Competitions Committee
- 3.7 Co-ordination of all sections within the club.
- 3.8 Appoint a Handicap Committee.
- 3.9 Arrange and manage social events for the benefit of the members.
- 3.10 Maintain an on-going review of the Constitution

## 4. Membership of the Committee

- 4.1 All Adult Members of Mile End Golf Club may stand for election to the Members' Committee. Once elected at an AGM they shall serve on the Committee for two years at the end of which period they may seek re-election
- 4.2 The Members' Committee shall comprise the following:
- 4.3 The Club Captain shall normally be Chairman of the Members' Committee during his/her year in office. (He/She may nominate an alternative to act as Chairman from amongst the other members of the Committee)
- 4.4 The Lady/Men's section Captain
- 4.5 The Club Vice Captain
- 4.6 The Lady/Men's section Vice Captain
- 4.7 Secretary to the Members' Committee (elected at the AGM)
- 4.8 Treasurer to the Members' Committee (elected at the AG.M)
- 4.8.1 The treasurer to serve from 1<sup>st</sup> April after the AGM to 31<sup>st</sup> March the following year and to present a statement of accounts at the following AGM.
- 4.9 Immediate past Club Captain
- 4.10 Immediate past Lady Captain

- 4.11 The Seniors Captain. The Seniors Captain may nominate the Seniors Vice Captain to take his place and have the same voting rights
- 4.12 The Junior Organiser (appointed jointly by the proprietors and the Club Captain)
- 4.13 Six other members elected at the AGM.
- 4.14 The proprietors or their nominated representative is invited to attend Members' Committee meetings in a non- voting capacity.
- 4.15 Once elected, any member wishing to resign from the Committee may do so by notifying his/her intention in writing to the Chairman. Members' Committee vacancies as and when they occur, may be filled by a club member on a temporary co-opted basis (with voting rights) until the position is filled in the prescribed manner at the next AGM.

## 5. **The Annual General Meeting**

- 5.1 An Annual General Meeting shall be held in November of each calendar year.
- 5.2 A notice convening the AGM. shall be posted on the Club notice board at least two months in advance of the meeting.
- 5.3 Any Resolution for consideration at the AGM shall be notified to the Members' Secretary not less than three weeks in advance of the AGM. The resolution shall be proposed and seconded by members entitled to attend.
- 5.4 Not less than 2 weeks prior to the date of the AGM., the Members' Secretary will publish a complete agenda for the meeting which shall include details of all resolutions submitted in accordance with 5.4 above.
- 5.5 Not less than 2 weeks prior to the date of the AGM the Members' Secretary will publish a list of all committee vacancies that will occur in the following year.
- 5.6 Unapproved minutes of the previous AGM. shall be made available to members by posting on the Club notice board. Additional copies will be made available through the Club shop or Club Secretary.

### **AG.M Agenda**

- 5.7 At each AGM the members of Mile End Golf Club shall:
- 5.8 Receive and consider an Annual report from the Chairman and the Proprietors.
- 5.9 Receive and consider an annual statement of accounts for the preceding accounting period.
- 5.10 Appoint Auditors for the following year.
- 5.11 Receive notice of the appointment of the Vice Captains elect for the club and its sections for the forthcoming year.
- 5.12 Conduct any business submitted in accordance with clause 5.4.

### Voting at the Annual General Meeting

- 5.14 All members of Mile End Golf Club are entitled to attend the Club's AGM and all adult members of Mile End Golf Club in attendance at the AGM shall be entitled to vote on any resolution requiring a decision by majority vote.

## 6. **Alterations to Constitution**

- 6.1 Alterations and amendments to the Constitution can only be approved for implementation at an AGM. or at a special meeting (EGM.) called to receive a resolution to make alterations or amendments.

7. **Extraordinary General Meetings**

- 7.1 An EGM may be called by the Members' Committee or by a written request signed by not less than twenty members of the Club
- 7.2 Notice of date, time and location of an EGM will be published on the notice board by the Members' Committee Secretary in the form of an Agenda which will include a full transcript of the proposal.
- 7.3 At least three weeks shall elapse from the date of publication of the notice to convene and the EGM being held.

8. **Members' Committee**

- 8.1 Meetings of the Members' Committee shall be held no less than 8 times between 1<sup>st</sup> January and the 31<sup>st</sup> December in the same year.
- 8.2 The Members' Committee Secretary shall produce a meeting agenda not later than seven days prior to the date of the meeting. Any Committee Member wishing to raise a matter other than that covered by the standard agenda must inform the Members' Secretary in writing at least ten days prior to the meeting.
- 8.3 Should the records show that a Committee Member has been unable to attend regularly then he/she may be asked by the Chairman of the committee to stand down and a replacement co-opted to fill the vacancy.
- 8.4 The minutes of the meetings are to be recorded by the Members' Committee Secretary who will produce a copy for each Committee Member, and post a copy on the Club Notice Board. Once approved at the subsequent meeting the Chairman will sign the minutes as a true and correct record of the proceedings and a copy will be kept in the club records. A further copy will be posted on the club notice board for the benefit of members.
- 8.5 Meetings shall include reports from all section of the Club as well as from sub-committees.
- 8.6 The Members' Committee shall be quorate when 8 members are present.
- 8.7 Time will be allowed at committee meetings for Any other Business but this shall be of an important nature where there has not been time to include the matter on the agenda. Such requests must be raised with the chairman prior to commencement of the meeting who will rule if it is may raised under AOB.

9. **Sub-Committees**

- 9.1 Sub committees will be appointed as required. Normally sub-committee members will be drawn from committee members, but full members of the club who are not members of the committee may be invited to join a sub-committee.
- 9.2 The appointment of members to the following committees is a mandatory requirement of this Constitution:
  - 9.2.1 Handicap Committee: To regulate the handicaps of all members in accordance with The Council of National Golf Unions Unified Handicapping System 2008-2011 and subsequent amendments.
  - 9.2.2 Competitions Committee: To be responsible for the general conduct and organisation of all competitions within all sections of the Club. This Committee will have powers to impose appropriate sanctions for infringements of competition rules and must ensure that all Club Competition rules are available from the shop and are posted on the notice board. Members shall have the right of appeal to the Club Committee, and addressed in the first instance to the Club Captain.

- 9.2.3 Social Committee: To organise and co-ordinate the running of all social events on behalf of the members

10. **Appointment of Vice Captain for Mile End Golf Club**

- 10.1 The appointment of the Club Vice-Captain for the following year will be made by the end of September preceding his/her appointment. Such appointments are the prerogative of a captaincy group comprising current members of the club who are past Captains, past Lady Captains, current Captains and Vice Captains acting as a single body. Their combined decision shall then be put to the Proprietors who shall have the final say on any such appointment The Captain shall inform the Members' Committee of their decision.
- 10.2 The Appointment of the men's/ladies section Vice-Captain
- The appointment of the men's/ladies section Vice Captain for the following year will be made by the end of September preceding his/her appointment. Such appointments are the prerogative of the past Men's/Ladies Captains and the current Men's/Ladies Captain and Vice Captain. Their combined decision shall then be put to the Proprietors who shall have the final say on any such appointment. The current section Captain shall then inform the members' of their decision.
- 10.3 The Appointment of the Senior Vice-Captain
- The appointment of the Senior Vice-Captain shall be made by ballot in October of each year at the Annual Meeting of the Seniors Section. All senior members present at the Annual Meeting shall have the right to vote. The Seniors Section Secretary must receive nominations no later than the last day of September. It is the responsibility of the current Senior Captain to obtain approval from the Proprietors for the list of nominees prior to the ballot taking place. The Senior Captain will inform the Proprietors and the Members' Committee of their decision.
- 10.4 The Appointment of the Junior Vice-Captain
- The appointment of the Junior Vice-Captain for the following year shall be made by the end of September preceding his/her appointment. The appointment is made by the Junior Organiser, current Junior Captain and Junior Vice Captain. The Junior Organiser will then inform the Club Captain and Proprietors of their candidate, for their approval. The Junior Organiser will inform the Members' Committee of the decision.
- 10.5 During their period of office the club, and section captains (as defined in sections 10.1-10.4) shall be entitled to receive indicators of office (*currently blazer, brooch, or jumper*) as determined by the general committee, and to be entitled to enter club competitions without charge.

11. **Ladies Section**

- 11.1 The Ladies section is open to all adult Lady Members and is an integral part of Mile End Golf Club and will be run in compliance with the rules of this constitution and will conduct itself in the spirit expected of Mile End Golf Club and the ethos of its proprietors. This section will publish rules and regulations it deems appropriate, for the proper running of the Section. These rules will include rules for the competitions it runs in consultation with the Competitions Committee. These rules will be made available to all its members.

12. **Seniors Section**

- 12.1 The Seniors' section is open to all male members on reaching their 55th birthday and is an integral part of Mile End Golf Club and will be run within in compliance with the rules of this constitution and will conduct itself in the spirit expected of Mile End Golf Club and the ethos of its proprietors. This section will publish rules and regulations it deems appropriate, for the proper running of the Section. These will include rules for the competitions it runs in consultation with the Competitions Committee. These rules will be made available to all its members.

13. **Juniors Section**

- 13.1 This section is to be known as the Mile End Junior Section and its purpose is to develop and maintain the highest standards of golf in a spirit of competitive enjoyment and good friendship.

- 13.2 Membership of The Juniors Section will be open to all Junior Members of Mile End Golf Club on attaining the age of 8 years and last until the end of the season of their 18th year. As such, members will be eligible to play in all competitions and matches organised by, and on behalf of, the Junior Section.
- 13.3 The Section will be run by the Junior Organizer supported by his/her assistant, Junior Captain and Junior Vice-Captain.
- 13.4 The Members' Committee will appoint a Junior Organizer who will have overall responsibility for running that section. He/she will be responsible to the Club Captain for the general conduct of all juniors.
- 13.5 He/she is to keep minutes of all meetings of the section including the Annual Meeting. He/she is to place a notice on the Junior Section notice board notifying members of the date, time and location of any events, competitions or matters of interest to the Junior Section.

**Funds and Accounts**

14.

- 14.1 The accounting period for the Members' Committee shall be from 1st April to the 31st March in the following year. The Treasurer shall maintain cash records and documents of all transactions. The accounts must be available for audit at any time. The Treasurer is to produce a balance sheet for the AGM and a statement of all Club accounts at each Members' Committee meeting.

- 14.2 Cheques are to be signed by any two of the three authorized signatories, one of whom must be the Treasurer. The additional authorised signatories are the Captain and one other appointed by the Members' Committee.

15. **Trophies**

- 15.1 All perpetual trophies are retained securely in the clubhouse. No member shall take away without permission of the Members' Committee any trophy. All trophies are catalogued and insured by the Proprietors. All donated trophies are accepted on the understanding they become the property of Mile End Golf Club.

16. **Dress**

- 16.1 Dress rules for the club shall be decided by the Proprietors and displayed in the clubhouse.