



## **CONSTITUTION**

### **1. Club Name**

The name of the organisation shall be Skelmorlie Golf Club, hereinafter referred to as the 'Club'.

### **2. Objectives**

The Club is established to pursue the following objectives:

1. Participation in the sport of Golf hereinafter referred to as the 'sport'.
2. The organisation, management and development of Skelmorlie Golf Club for all members of the club.
3. Competitive play for members.
4. The provision of playing and social facilities for its members.
5. Promoting and maintaining the highest standards of technical competence and safety in the sport.
6. Upholding the rules of the sport.
7. Providing equal opportunities for successful participation by all sections of the community.
8. The promotion of the sport.

### **3. Affiliation**

- The Club shall be affiliated to Golf's National Governing Body.

### **4. Membership**

1. All members are subject to the Club's Constitution, Club Rules and the regulations of the Sport's National Governing Body & Golf's Ruling Authority.
2. Membership is open to all and no application for membership will be refused on other than reasonable grounds.
3. There will be no discrimination on grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex; sexual orientation, political or other opinion.
4. Members of the Club shall be enrolled within one of the following categories:
  - Adult Ordinary
  - Senior
  - Country
  - Twenties 2
  - Twenties 1
  - Intermediate
  - Student
  - Junior
  - Life
  - Honorary
  - Social
5. Any rejected membership application may be appealed to a body other than the committee/individuals making the original decision.
6. All applications for membership shall be accompanied by the appropriate annual membership fee or part thereof within 30 Days, which shall thereafter be payable on demand and in advance on the 1<sup>st</sup> February.
7. The members of the following categories shall be entitled to vote at General or Annual General Meetings – Includes all of the above categories shown in clause 4.4 but with the exception of Social and Junior memberships categories.
8. The members of the following categories may be elected and serve on the Management Committee – Includes all of the above categories at clause 4.4 but with the exception of Social and Junior memberships categories.
9. All members will receive a copy/be given an electronic version/website link of/to the Club rules, the Club's child protection policy & the Club constitution.

10. No portion of Club income and property shall be paid or transferred directly or indirectly by way of dividend, distribution, bonus, honoraria or otherwise howsoever by way of profit to the members.

## **5. Suspension, Refusal or Termination of Membership**

The management committee shall be entitled to:

1. Refuse any application for membership on the grounds that such membership would be prejudicial to the objectives of the Club as set out in clause 2.2 of this constitution.
2. For good and sufficient reason be able to refuse renewal of any existing membership or terminate or suspend any membership, provided that the member concerned shall have the right to be heard by the full management committee before a final decision is made.
3. Any reason for refusal or termination must be communicated in writing to the individual and can be appealed to a body other than the committee/individuals making the original decision e.g. disciplinary committee or AGM.
4. Any member who fails to pay their fees by the date required, shall forfeit their right to representation on the management committee and at general meetings, and shall be suspended from taking part in any event under the control of the Club until such fees are paid.
5. Any member under suspension shall be barred from taking part in any match or event under the control of the Club.
6. Notification of the termination of a membership will be forwarded to the Governing Body.

## **6. General Meetings**

Annual General Meeting (AGM).

The AGM shall be held each year at such time and place as determined by the management committee, at approximately twelve monthly intervals, but no more than fourteen months after the date of the previous AGM. At each AGM the following business shall be conducted:

1. Receive and confirm the minutes of the previous AGM.
2. Presentation of the Captain's report.
3. Presentation of the Club's financial accounts for the year.

4. Presentation of the Club's projected financial situation for the forthcoming year, and the setting of all fees
5. Election of officers to the management committee.
6. Any other business brought before the meeting which has been submitted in writing to the secretary not less than seven days prior to the AGM, and any other business deemed relevant by the Captain.
  - Notice for an AGM shall be a minimum of 21 days.
  - A quorum for an AGM shall be 25 members.

### **7. Extraordinary General Meeting (EGM)**

An EGM may be called upon the written demand of:

- 33% of the membership.
- The Club Captain.
- 2/3 majority of the management committee.

Notice for an EGM shall be of a minimum of fourteen days notice, and stating the business to be discussed.

### **8. Rules for General Meetings**

1. A minimum of twenty one days notice in writing shall be given to all members, except in the event of an EGM where the notice shall be a minimum of fourteen days.
2. The Captain, or in their absence a member selected by the meeting, will take the Chair.
3. All members shall register with the Secretary prior to the start of the meeting.
4. Each voting member shall have one vote.
5. All votes shall be determined by a simple majority. In the event of a tied vote, the Captain may exercise a casting vote.
6. The quorum shall be one quarter of those eligible to vote, or twenty five such members, which ever is the smaller.

7. The secretary shall keep the minutes of the meetings and record all proceedings and resolutions.

## **9. Election of Officers to The Management Committee**

1. The members of the management committee shall be drawn from the voting membership.
2. Candidates shall be elected to serve for 2 years, by ballot at the AGM, and shall be members of the management committee from the conclusion of that AGM until the conclusion of the period ending AGM.
3. All nominations of candidates for election shall: have the consent of the nominee; be in writing; be seconded; be received by the secretary not less than fourteen days before the AGM.
4. Uncontested posts may be filled by nomination(s) and election at the AGM.
5. The Secretary shall post on the Club noticeboard a list of all nominations not less than seven days prior to the AGM.

## **10. Members of the Management Committee**

The management committee shall consist of the following officers:

- (1) Captain
- (2) Vice Captain
- (3) Secretary
- (4) Treasurer
- (5) Match Secretary
- (6) Greens Convenor
- (7) Marketing Convenor
- (8) Commercial Development
- (9) House/Social Convenor

The Captain, Vice Captain, Secretary and Treasurer posts will be known as the executive.

There will be two additional Non Management Committee Roles:

- Trained Child and Vulnerable Adult Protection Officer.
- Junior Convenor (Youth Development Officer).

1. As detailed above, all elected members of the management committee shall be entitled to one vote each at General Meetings, except the chair of the meeting who may have the deciding vote in the event of a tie.
2. The committee may co-opt any member to any unfilled post until the conclusion of the following AGM, providing that the number of co-optees shall not exceed one third of the total number of persons serving on the committee at that time.
3. The management committee may appoint any sub-committees it may deem necessary to deal with the matters of the Club, until the conclusion of the following AGM. The proceedings of all such committees shall be reported to the management committee by a representative elected by that sub-committee.

## **11. Rules For The Management Committee**

1. The Captain shall chair the meeting, or in their absence one of the Vice Captain or Secretary or finally a nominee from the committee in the event of all those mentioned being absent.
2. Fourteen days notice of any meeting of the management committee shall be given by the Secretary, except when:
  - The date of the meeting had been agreed at the previous management meeting, in which case seven days notice shall be given.
3. In an emergency the Chairperson may call a meeting at four days notice.
4. Quorum shall be four of those officers entitled to vote, as listed at clause 10.
5. All members of the management committee as listed at clause 10 shall be entitled to vote.
6. All votes shall be determined by a simple majority. In the event of a tied vote, the Chair may exercise a casting vote.

## **12. Finance**

1. The income and property of the Club, however derived, shall be applied solely towards the objectives of the Club as set out in clause 2, of this constitution.
2. The Club shall have the power to raise money by means of yearly subscriptions and affiliation fees as recommended by the management committee at the annual general meeting.

3. Audited accounts and books shall be kept showing the financial affairs and intrusions of the Club.
4. All monies shall be lodged in a bank account in the name of the Club.
5. The Captain, Vice-Captain, Treasurer and Secretary shall be authorised signatories to sign cheques on behalf of the Club, of which two signatories shall be needed.
6. The financial year of the Club shall run from the 1<sup>st</sup> October to the 30<sup>th</sup> September.

### **13. Amendments to the Constitution**

1. This constitution may only be amended by a proposal passed by a majority of members present and entitled to vote at an Annual or Extraordinary General Meeting.

### **14. The Dissolution of the Club.**

1. Any resolution to dissolve the Club may be passed at any General Meeting provided that:
  - I. The terms of the proposed resolution are received by the Secretary at least forty two days before the meeting at which the resolution is to be brought forward, and that at least twenty eight days of the proposed resolution shall be given in writing by the secretary to all members, and that such a resolution shall receive the assent of two thirds of those present and entitled to vote.
  - II. If, upon the winding up or dissolution of the Club there remains after the satisfaction of all the Club's debts and liabilities any property whatsoever, the same shall be given or transferred to some other organisation or organisations having objects (that is, aims and activities) similar to the objects of the Club by a resolution passed at a general meeting at or before the time of the dissolution, and in so far as effect cannot be given to such provision then to some charitable objects.

### **15. Club Rules**

Once elected the management committee will be responsible for the running of the Club on the basis of the constitution and with full regard to the rules of the club as laid out. The club rules will be under the authority of the management committee and can be modified without general meeting to meet the needs of operating the club, provided that any modification to the rules is notified in writing to the members of the club.

**Declaration**

It is hereby certified that this document represents a true and most up to date version of the Constitution of Skelmorlie Golf Club.

**SIGNATURES**

Captain .....

Date .....

Secretary .....

Date .....



# Appendix 1

## Definitions

### Skelmorlie Golf Club Membership Categories.

The following categories are used to define the membership of Skelmorlie Golf Club.

<b>Voting Membership Categories:</b>	
Ordinary	Full Adult Playing Membership.
Senior	Any Adult Aged 76 and Above on the 1 <sup>st</sup> February.
Twenties 2	Any Adult Aged 26 to 29 on the 1 <sup>st</sup> February.
Twenties 1	Any Adult Aged Age 21 to 25 on the 1 <sup>st</sup> February.
Intermediate	Any Adult Aged Age 18 to 20 on the 1 <sup>st</sup> February.
Student	Any Person in Full Time Education.
Country	Any Adult Resident More than 30 Miles from SGC.
Honorary	Specially Awarded Membership at No Charge.
Lifetime	Prepaid Membership – Affiliation Fees Due at Current Rate.
<b>Non Membership Voting Categories:</b>	
Junior	Young Person Aged Under 18.
Social	Adult Use of the Clubhouse and Access to Social Events.

### Club Appeals Body Definition.

There will be an appeals body available for situations where an individual wishes to appeal a decision. This can include but is not limited to matters relating to a member suspension or rejection and can include questions of serious concern relating to a committee or executive decision. An appeal body will be formed from the last three available past captains of the club.

## Management Structure

Primary responsibility of the management committee is for all financial and administrative duties of the Golf Club, along with the duties outlined in each of the various job descriptions for each post.

<b>Skelmorlie Golf Club Management Committee</b>				
<b>Captain</b>	<b>Vice Captain</b>	(Executive)	<b>Treasurer</b>	<b>Secretary</b>
Match Sec	Greens	House / Social	Marketing	Commercial

The operation of the management committee is set in the constitution but is summarised in operational terms as follows.

- The executive is collectively responsible for the day to day running of all Club business.
- The executive shall consist of the Captain, Vice-Captain, Treasurer & Secretary.
- The committee shall consist of 4 executive members & 5 others. Thus the committee will normally consist of 9 members.
- Committee Members (Convenors) shall be elected for 2 years at a general meeting.
- Any vacancy occurring on the committee shall be filled by a nominee of the committee for the remainder of the year subject to being co-opted. Under exceptional circumstances, retiring convenors may be re-elected immediately if agreed at a general meeting.
- Management meetings are to be held on a monthly basis with a minimum of 7 days' notice given. In the event of urgent business, 24 hours' notice will suffice. The time & date of meetings shall be notified in an appropriate manner.
- A quorum of 4 will suffice for all business to be decided.
- The secretary should make every effort to ensure a quorum will be present at any meeting.

- Equally all conveners should, if possible, contact the secretary as soon as possible if they know that they will be unable to attend a meeting. This will allow Club business to progress smoothly.
- All convenors need to submit a written report on their monthly activities prior to the meeting.
- The captain shall be the chairperson of all meetings but in their absence the vice-captain shall preside. Failing both, a chairperson shall be chosen.
- The chairperson will have a casting vote as well as a deliberative vote.
- A set agenda for each meeting will be followed.
- All management meetings must be minuted.
- The committee shall have unlimited powers during its term of office subject to the articles contained within the constitution.

## **Appendix 2**

### **Management Committee Job Descriptions**

#### **1 – Club Captain – Executive Committee Position**

1. Term of office – 2 years subject to AGM approval
2. Take part in executive decisions.
3. Chair committee meetings.
4. Appoint & oversee all convenorships.
5. Oversee the general running of the Club.
6. Represent the Club in any official capacity deemed necessary.
7. Promote the Club and its development with the best interests of its members in mind and within the constraints of its financial position and capabilities.
8. Liaise with outside organisations to maximise external support to achieve the above aims.
9. Provide the final level of adjudication in any disciplinary matters relating to paid employees of the Club in accordance with employment law.

10. Adjudicate on any disciplinary issues relating to members in accordance with the rules and the constitution of the Club.

## **2 – Vice Captain – Executive Committee Position**

1. Term of office – 2 years subject to AGM approval
2. Take part in executive decisions.
3. Support the captain at all times.
4. Take on the captain's role in the event of the captain being unavailable.
5. Liaise with bar staff. Check bar stock reports and pricing.
6. Ensure staff are being trained in accordance with written procedures.
7. Oversee with the House/Social convenor that cleanliness standards within the clubhouse including the kitchen are being maintained.
8. Issue contracts of employment to new members of staff within 12 weeks of the commencement of employment ensuring that statutory minimum wage regulations are not breached.
9. Liaise with outside regulatory bodies and ensure compliance with fire and environmental regulations in conjunction with the Club Secretary.

## **3 – Secretary – Executive Committee Position**

1. Term of office – 2 years subject to AGM approval.
2. Take part in executive decisions.
3. Mail sorting & distribution to relevant conveners.
4. Maintain a diary of Club events, visiting parties etc.
5. Maintain a list of Club members contact details.
6. Ensure records of committee meetings are kept.
7. Retain any legal documents, licenses, certificates issued by regulatory bodies etc.
8. Convey written decisions by committee to members and outside organisations.
9. Take minutes of the monthly committee meetings.
10. Type up the minutes for distribution to committee members prior to the next meeting.
11. Provide letters of welcome to prospective new members.
13. Post notices on the Club noticeboard.

14. Undertake fee notifications & liaise with credit providers at subscription renewal.

#### **4 – Treasurer – Executive Committee Position**

1. Term of office – 2 years subject to AGM approval.
2. Take part in executive decisions.
3. Responsible for financial running of Club: pay staff wages, pay invoices, prepare budgets, bank monies and provide monthly financial information to the bookkeepers.
4. Approve budget proposals of individual convenorships.
5. Prepare budgets and cash flow projections for bankers and other lending institutions.
6. Prepare financial statements and arrange for their audit in accordance with the requirement of the constitution.
7. Oversee the work of the outside bookkeeping arrangement.
8. Approve submission of quarterly VAT returns to HM Customs & Excise.
9. Liaise with VAT and PAYE inspectorate when required.
10. Approve capital expenditure applications in accordance with the constraints placed by bankers.
11. Prepare any financial projections for any business planning the Club deems necessary to obtain financial support from lending institutions.
12. Prepare financial reporting to present to members at general meetings, such as the AGM.

#### **5 – House / Social – Non Executive Committee Position**

1. Term of office – 2 years.
2. Set house budget in consultation with the vice captain and submit to the treasurer for approval timeously.
3. Identify maintenance requirements and bring same to committee for approval.
4. Responsible for all clubhouse fundraising activities not covered by commercial development or marketing.
5. Plan & organise social events for members.
6. Lead the social activities team or sub committee.

## **6 – Greens – Non Executive Committee Position**

1. Term of office – 2 years.
2. Liaise with greenstaff on all course planning & finances.
3. Set greens budget in consultation with head greenkeeper and submit to the treasurer for approval timeously.
4. Develop and review a 5-year capital expenditure plan in consultation with the head greenkeeper for consideration by the committee.
5. Monitor course expenditure against the pre-set budgets.
6. Monitor the course programme, ensuring any major work has been brought to the attention of the membership well in advance of the commencement of such work.
7. Adjudicate over disciplinary matters in relation to the greenstaff and liaise over wage negotiations/ holidays.
8. Issue contracts of employment to new members of staff within 12 weeks of the commencement of employment ensuring that statutory minimum wage regulations are not breached.
9. Oversee apprentice-training programmes.

## **7 – Commercial Development – Non Executive Committee Position**

1. Term of office – 2 years.
2. Work with the marketing post to grow the Club via an increase in overall membership.
3. Design and implement a strategy to bring additional visitor revenue.
4. Explore and develop other income funding opportunities.
5. Review and make recommendations on the Clubs Business Plan.

## **8 – Marketing – Non Executive Committee Position**

1. Term of office – 2 years.
2. Responsibility for the maintenance of current sponsorship arrangements and the development of new initiatives, including but not limited to:
  - Website initiatives to encourage increased visitors from the UK and abroad.
  - Initiatives to increase membership.
  - Advertising on all available media including the Internet and social media, and printed material.

3. Issue letters to current and prospective sponsors of tees and competitions timeously.
4. Arrange for VAT invoices to be rendered to those sponsors and oversee the collection of payment from sponsors.

### **9 – Match Secretary – Non Executive Committee Position**

1. Term of office – 2 years.
2. Organise & oversee Club competitions as appropriate for all membership categories.
3. Issue & maintain CONGU handicaps for all members including maintenance of handicap software.
4. Handle all Club correspondence on match & handicap related matters.
5. Organise & provide detailed fixture list each season for all competitions.
6. Organise annual prize giving.
7. Assist management committee with running of all open competitions. Organise match results to be published in local press as appropriate.
8. Oversee the match sub-committee.

## **Appendix 3**

### **Sub Committees and / or Action Teams**

Sub Committees and on certain occasions action teams, are necessary to support the management committee by carrying out additional tasks that are necessary for the running & the further development of the Golf Club.

Such sub committees are not part of the management committee & therefore do not have to attend the monthly committee meetings.

The captain & vice-captain shall coordinate the sub committees when they are active and whenever possible appoint an appropriate member of the management committee to lead or support their activities and to report on development and outcomes as they occur.

Actions teams when required will be notified in advance to the management committee along with a plan for the actions being undertaken and the individual acting as the team leader. (A designated member of the Management Committee)

## **Appendix 4**

### **Notes:**

1. All conveners should strive to submit a written report of their activities or future activities, 1 week prior to the committee meeting to allow fellow committee members a chance to read & prepare questions or answers as necessary if appropriate.
2. There is no need for conveners to read out their own reports. Only matters that require discussion from their reports should be raised at the meeting. These matters should be highlighted in the conveners report as AOB.

### **Management Committee Meeting Agenda**

#### Sample Agenda

1. Start meeting at 7.00pm – Chairperson
2. Approval of minutes of the previous meeting – All
3. Matters arising from minutes of previous meeting – All



4. Correspondence – Secretary
5. Financial Report – Treasurer
6. Matters arising from conveners reports (Notes 1 & 2) – All
7. AOB – All
8. Date of Next Meeting – All
9. Close of Meeting (9.00pm Approx.) – Chairperson

### **Convener Report Form (Sample)**

To be submitted 5 days before committee meeting to the Club Secretary.

Convenors Name

Phone No

E-mail Address

Report Action Past Month

Report AOB Issues for discussion at committee meeting

Any Other Additional Comment.

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