

## CONSTITUTION

### 1 NAME

The section shall be known as FERNDOWN FOREST GOLF CLUB – SENIORS SECTION

### 2 OBJECTIVES

To encourage members of Ferndown Forest Golf Club to join the Seniors Section when eligible.  
To promote competition, friendly and social golf, through regular competitions, roll-ups and matches.  
To arrange social occasions as appropriate and provide a financial subsidy to events within budget constraints.

### 3 THE COMMITTEE

The section shall elect their Committee, which will be responsible for dealing with the affairs of the Seniors Section of Ferndown Forest Golf Club. The Committee shall consist of Seven Officers:

The Captain  
Vice-Captain  
Secretary  
Treasurer  
Handicap/Competitions Secretary  
Match Secretary  
One Committee Member

The Committee has the right to co-opt any number of individuals onto the Committee where their knowledge and experience can be used for specific issues. The duration of such appointments will be for the remainder of the Club year or a lesser period if specifically stated. All co-opted members may offer themselves for re-election.

### 4 RESPONSIBILITIES OF THE COMMITTEE

To manage all the affairs of the Seniors Section.  
To organise all inter club competitions.  
To maintain proper financial records.  
To hold regular Committee meetings, but not less than six times a year.  
To organize the Annual General Meeting (AGM) and all nominations for the Committee.  
To provide copies of Minutes of Meetings for all Members on notice board.  
To inform members of competitions, handicaps, matches etc. via notice board.

### 5 QUORUM

The quorum for Committee Meetings shall be four. A meeting may proceed with less than four present but a final vote cannot be taken on any issue.

### 6 NOMINATIONS AND ELECTION OF OFFICERS

Nomination papers shall be posted on the notice board six weeks prior to the date of the AGM. The last date for nominations shall be two weeks before the AGM. All nominations for the Committee must have elected Ferndown Forest Golf Club as his home club.

### 7 RESOLUTIONS

Any motion for discussion at the AGM shall constitute special business and shall therefore be notified to the Secretary in writing at least six weeks before the AGM for inclusion in the pre AGM notice to members. Resolutions shall be in writing and signed by the proposer and seconder

#### 8. AGM

The agenda for the AGM including all resolutions shall be posted on the notice board at least two weeks before the AGM. The AGM should be held during the month of January. At all General meetings, twelve members shall constitute a quorum. Only members of the Seniors Section may debate or vote on any resolution.

#### 9. NEW CAPTAIN AND COMMITTEE

The new Captain and Committee shall take up office immediately after the AGM.

#### 10. CHANGES TO THE CONSTITUTION

Changes to the Constitution shall only be made with the approval of members at an AGM or an Extra Ordinary General Meeting (EGM).

The Committee may, when they deem necessary, convene an EGM at any time that an important matter needs to be debated or brought to the Members attention. Twenty-eight days notice of an EGM shall be given to all Members giving details of the motion to be discussed. No other business shall be raised at the meeting, but amendments to the motion may be discussed if there is a proposer and seconder.

#### 11. MEMBERSHIP

Membership of the Seniors Section is open to male members who have attained the age of fifty-five years and limited to members of Ferndown Forest Golf Club. All Members must have a bona-fide handicap, are registered members of the Seniors Section and have paid the appropriate annual seniors subscription.

#### 12. SUBSCRIPTIONS

An annual subscription shall be payable by all members, to allow them to participate in the events organised by the committee. The rate of subscription will be determined each year by the committee and will be sufficient to cover organisational expenses.

#### 13. COMPETITIONS AND MATCHES

The Committee selects the format for Monday competitions and organises other competitions where appropriate. Prizes for competitions shall be at the discretion of the Committee, in addition to the Monday competitions the Committee shall arrange both home and away fixtures against local clubs.

#### 14. CAPTAIN

The Seniors Captain would normally have served as Vice-Captain and will take up the position of Captain by acclaim at the AGM. In the event of the resignation of the Captain before completion of his term of office the Vice-Captain will immediately assume the position of Captain. If there is no Vice-Captain then the Committee must call an EGM where nominations for the Captain should be sought and a ballot held if more than one nominee. In the meantime a member of the Committee should be selected by the remaining members of the Committee to assume the responsibility of Captain until a successor is appointed.

#### 15. DUTIES AND RESPONSIBILITIES OF OFFICERS

##### a) Captain

To act as Chairman at each meeting of the committee, the AGM and any EGM. To select all teams for matches against other clubs and to place the results on the notice board. Liaising with Club Captains. Liaising with Club Management. Making Speeches. To be responsible for the purchase, security and maintenance of club trophies. Presenting Trophies and Prizes, ensuring that engraving of Trophies is done at the appropriate time. To promote the good standing of the Seniors Section of Ferndown Forest Golf Club. The Captain will be appointed by the elevation of the current Vice-Captain. He shall normally hold office for one year commencing at the AGM.

##### b) Vice-Captain

The Vice-Captain is the Captain elect and in that capacity is expected to assist and fully support the Captain in his duties

c) Secretary

To conduct correspondence with respect to matters concerning the Committee. To keep proper minutes of all Committee and General Meetings. In consultation with the Chairman to arrange the agenda for and to convene all meetings of the Committee. To arrange the AGM. To ensure that nomination papers are posted on the notice board at least four weeks before the AGM.

The Secretary's appointment shall be by election at the AGM. He shall serve for one year and be eligible for re-election after such time.

d) Treasurer

To be responsible for all monies received over the year, keeping proper records of all financial transactions within the Seniors Section, including a list of paid up members. A copy of this list shall be provided to all Committee Members who will be advised when new members join to enable them to update their records at the appropriate time. To provide an up to date income and expenditure schedule at each Committee meeting. To provide an Annual Financial Statement to all members at the AGM. The Committee should approve all expenses in excess of Ten Pounds. A Bank Account in the name of Ferndown Forest Golf Club, Seniors Section should be in existence with the Treasurer and two other members of the Committee being signatories and withdrawals are to be allowed when authorised by any two of these signatories.

The Treasurer's appointment shall be by election at the AGM. He shall serve for one year and be eligible for re-election after such time.

e) Handicap/Competitions Secretary

To organise all weekly Competitions, recording results and changes to Handicaps on notice board. To provide an Annual Fixture List showing all matches and competitions for the forthcoming year. To Chair the Competition and Handicapping Sub-Committee during items of business concerning handicaps.

f) Match Secretary

To organise a series of fixtures against other clubs both at home and away. To organise the catering for matches where necessary.

16. DISCIPLINE

The full Committee shall carry out all disciplinary matters. The committee reserves the right to exclude any member breaching generally accepted standards of behaviour.

17 GENERAL

The Members of the Committee will endeavour to maintain good relations with the proprietor of Ferndown Forest Golf Club and ensure that all members of the Seniors Section observe the rules of golf and the etiquette of the game. It is expected that Committee Members will at all times carry out the wishes of the Captain and give him their support and to uphold the goodwill of the section.

18. ANNUAL LUNCH

The Annual Lunch should be held during December and will normally be the Captain's last official social function. On this occasion the Captain will organise the menu, prize giving for the year's events and invitations to the proprietors of Ferndown Forest Golf Club. The Committee will determine any subsidy towards the cost for members.

19. CLOTHING ATTIRE ON COURSE AND ETIQUETTE

All members are responsible for their own actions and their dress and etiquette whilst at the club. The Captain will deal with any deviation from club rules regarding conduct and dress. If the response from the member is negative then the Captain will convene a meeting of the Committee to discuss what course of action is to be taken.

## 20. VOTING PROCEDURE

All nominations for the Committee must comply with the following:

Nominee to be a paid up member of the Club and Seniors Section.

Nominee to be proposed and seconded in writing by two members of the Seniors Section.

Voting papers to be handed to Secretary two weeks before voting at meeting.

Any objections to be in writing and the matter addressed and resolved prior to voting at meeting.

Nominations/objections for any post may be made from the floor. However the nomination must have been put in writing to the Secretary twenty eight days before the meeting setting out the reasons for this action together with the names of the proposer and seconder and any other members that wish to be associated with this action.

## 21 DISSOLUTION

In the event of dissolution of the Seniors section, the committee shall have power to settle all outstanding debts and donate the remaining funds to the Captain's nominated charity for the year.

## 22. CHANGES TO THIS CONSTITUTION

This Constitution is the agreed basis upon which the Seniors Section of Ferndown Forest Golf Club is to be organized and should not be altered or amended without the agreement of the Seniors Section Members at an AGM or EGM.

## 23. COPIES OF THIS CONSTITUTION

A copy of this constitution should be given to all Members. Signature of the Committee forming this Document:

CAPTAIN	R Matthews
VICE-CAPTAIN	D Pope
SECRETARY	I Shephard
TREASURER	K Broom
HANDICAP/ COMPETITIONS SECRETARY.	J Moore
COMMITTEE MEMBERS	J Drake J Biggin

DATE. 11<sup>th</sup> January 2016