



East Horton Golf Club Seniors Section

Glossary of Terms, Constitution and Governance & Standing Orders

Glossary of Terms

EHGC	East Horton Golf Club
Section	East Horton Golf Club Seniors Section
AGM	Annual General Meeting
EGM	Extraordinary General Meeting
Captain	Senior Section Captain
Vice-Captain	Senior Section Vice Captain
Treasurer	Senior Section Treasurer
Secretary	Senior Section Secretary
CM	Senior Section Committee Member
GC	Senior Section General Committee

1. Constitution and Governance

- 1.1 The Section will be known as the East Horton Golf Club Seniors Section
- 1.2 The objective of the Section is to promote the game of golf amongst members of EHGC that have achieved the age of 55 years.
- 1.3 The Section is committed to the principles of equality and diversity throughout its membership. The Section considers that everyone should play their part in making golf inclusive and aims to ensure that all people, irrespective of their background, ability or protected characteristics, have a genuine and equal opportunity to become a member or participate in the section and will embed these values within all areas of its activity.
- 1.4 The Section will operate within the rules of EHGC, the R&A and England Golf, unless otherwise determined by a rule of the GC or the Captain or their representative on match day.
- 1.5 All business of the Section will be conducted by the GC, which will be elected annually at the Sections AGM. The core GC will comprise of a Captain, Vice-Captain, Secretary, Treasurer and at least two other members (the total number of committee members, above the core standard, will be decided at the AGM on a year by year basis). All committee members must at all times be fully paid up members of EHGC and the Senior Section. Should there be less than six nominees for the GC at the time of the AGM the GC may co-opt members onto the GC to bring the total number to six at any time during the year without recourse to the Section Membership. The GC may, at its discretion, co-opt members onto the committee at any time for special projects or required skills without recourse to the Section membership.
- 1.6 The GC will meet at least every twelve weeks, or more frequently should sufficient business require. The following records will be kept and managed by the Section's Sec or suitable person in their absence.
 - Date of meeting
 - Record of attendance
 - Record of agenda and matters discussedA meeting will require a minimum quorum of three elected Committee Members.

- 1.7 Minutes of all meetings to be retained and submitted for approval as a true record at the next meeting, once approved they will be signed as a true record by the Captain and Secretary or other nominated Committee member.
- 1.8 The Secretary will deal with all correspondence and will give notice of all meetings to be held.
- 1.9 The Treasurer will keep accurate records of the Section's funds and all financial transactions. Statement of accounts will be presented to the elected committee on a quarterly basis or more often if required by the committee.
- 1.10 The GC is required to approve any transaction above £250. A full audited balance sheet shall be available to all members at the AGM.
- 1.11 Section funds will be held by a bank or building society appointed at the discretion of the Committee. The selected bank must comply with Financial Services Authority Regulations
- 1.12 All cheques shall be co-signed by two approved members of the Section
- 1.13 All meetings shall only be attended by fully paid up members of the Section.
- 1.14 The GC shall make recommendations to the membership present at the AGM. The Treasurer, with the agreement of the outgoing Committee, shall make recommendations regarding subscriptions and fees to the membership present at the AGM, who will determine the membership fees for the ensuing year.
- 1.15 The AGM will be held in the month of January each year, wherever possible, or as soon after as can be arranged.
- 1.16 In the event of the Section falling to six or fewer, an EGM shall be called to dissolve the Section. Following the clearance of any outstanding debts, the assets of the Section will be discussed and following a majority agreement be donated to a suitable charity or charities approved by members.
- 1.17 In the event of any Section monies, held on deposit in any bank account or building society, of which any Section member is a signatory to any such account, then that member agrees that any windfall shares, or financial payments, that result from a take-over or demutualisation of such bank or building society are for the benefit of the Section as a whole and not an individual
- 1.18 It is incumbent on the GC to determine and administer the rules of the Section. The determination and administration shall be agreed by a simple majority of the GC. Any member not adhering to the rules may be sanctioned by the GC as it sees fit, up to and including expulsion from the Section. The rules shall include an appeal process if members disagree with any of the rules, or sanctions. These rules may be amended, altered, added, deleted or any way changed by the GC at any time at its complete discretion. The rules shall be made available to all Section members at the AGM and at any time during the year if and when substantive changes are made.

2. Standing Orders - Agendas and Rules of Debate

- 2.1 Members shall be informed in writing of forthcoming meetings; all general meetings (including AGM) not less than 21 days prior to the date; Committee meetings not less than 7 days.
- 2.2 All propositions shall be in the hands of the Secretary not less than 14 days before any general meeting and such propositions shall appear on the agenda for that meeting.
- 2.3 An agenda shall be displayed on the Seniors' Section notice boards in the clubhouse changing rooms not less than seven days before any general meeting.
- 2.4 All motions shall be proposed and seconded by full members. Those members must be present at the meeting for the motion to be discussed; although the Chairperson may waive this rule in exceptional circumstances with the majority agreement of the GC.
- 2.5 Any amendments to a motion can be taken from the floor, providing that they do not oppose the motion, and that they have been properly proposed and seconded.

- 2.6 Points of order must be taken immediately they are raised and before any further discussion takes place. The Chairpersons decision on a point of order is final.
- 2.7 Each member shall have one vote per motion by a show of hands; a simple majority of those present will carry motions and amendments and will be recorded.
- 2.8 A time limit may be set for the discussion of each motion. The member making the proposal will have the right of reply.

3. Standing Orders - Election of Committee Members

- 3.1 All nominations for the Sections GC shall be in the hands of the Secretary fourteen clear days before the AGM.
- 3.2 Such nominations, including those of members seeking re-election, shall specify the position nominated and carry the names and signatories of the member proposing and seconding, who must be members of the Section.
- 3.3 Acceptance will be a simple majority of members present at the AGM, except where only one nomination is received for each post available. In those circumstances the nominee may be elected unopposed and no vote taken.
- 3.4 If no nominations are received the Chairperson shall ask for nominations from the floor. If none are forthcoming the position may be held open and subsequently filled by a member co-opted onto the committee. Such co-opted persons may seek re-election to the committee at the next AGM.
- 3.5 Election of the Section Captain will take place, and upon election that person will be the Chairperson and conduct all further business.
- 3.6 The Chairperson shall decide the order of election to the committee and the meeting shall be informed of the order of election before the votes are taken.
- 3.7 The Quorum for extraordinary and annual general meetings shall be 25% of the Section membership.
- 3.8 Extraordinary General Meetings may be called by members on production of a petition signed by a minimum of 20% of fully paid up members. The GC shall determine the time and venue of such meetings; however they will be conducted within a timely manner.
- 3.9 No other business shall be discussed at the EGM other than that for which the meeting was convened.
- 3.10 A signed register shall be kept of all members in attendance at all AGM's and EGM's.
- 3.11 All meetings will be conducted in an orderly manner with full regard for Standing Orders. Failure to observe these can result in expulsion from the meeting.
- 3.12 The Chairperson can under extraordinary circumstances wave Standing Orders.

Notes - Changes from previous versions

Layout updated and various terms changed to reflect changes to England Golf, etc

1.3 new article added re equalities statement

Various articles re-numbered

1.5 changed to allow for greater number of committee members

1.18 new article added to clarify role of the committee in determining and administering the Rules of the section, sanctions and appeals procedure.

The Rules of the Section have now been removed from this document to a stand alone document.