

BROOME MANOR GOLF CLUB.

CONSTITUTION and RULES.

ARTICLE 1. NAME and AFFILIATION.

- (i) The Club shall be called the 'BROOME MANOR GOLF CLUB.'
- (ii) The Club shall be affiliated to :-The English Golf Union
The English Ladies Golf Association, the Wiltshire County Golf Union,
The Wiltshire Ladies Golf Association.

ARTICLE 2. OBJECTS.

The objects of the Club shall be to organise competitions, arrange matches, issue handicaps, and promote social activities for its members.

ARTICLE 3. MEMBERSHIP.

- (i) Membership of the Club shall be available to all users of Broome Manor Golf Complex, and others, who apply for membership on the official application form, and whose applications are accepted by the Management Committee of the Club.
- (ii) Persons accepted for membership shall pay a Joining Fee as recommended by the Management Committee and ratified by the Annual General Meeting, in addition to an annual subscription.
- (iii) Full Membership entitles the member to the full privileges of the Club. New or renewing members who are over 55 years of age on 1st April of the current season may choose either Full Membership or Senior Weekday Membership. Either Full or Junior Membership may be chosen by new or renewing members under 18 years of age on 1st April of the current season. Senior Weekday and Junior members may attend, but do not have any voting rights at an Annual or Extraordinary General Meeting.
- (iv) Having an official EGU or ELGA handicap, and following payment of the appropriate subscription, a member may enter any relevant competition, subject to the rules and information published in the current edition of the Club Diary.
- (v) The annual subscriptions for Full, Senior Weekday and Junior Membership shall each be recommended by the Management Committee and ratified by the Annual General Meeting. The annual subscriptions shall be due on 1st February, and payable not later than 31st March prior to the applicable season. New members shall submit monies due with their official application form.
- (vi) The Management Committee of the Club may suspend or terminate the membership, or suspend the handicap, of any member whose conduct is considered detrimental to the well being and good name of the Club.

ARTICLE 4. OFFICERS OF THE CLUB.

- (i) The Officers of the Club shall be :-
CHAIRMAN, SECRETARY, TREASURER, CLUB CAPTAIN and VICE CAPTAIN. All Officers, except the Secretary and Treasurer, shall be elected annually by the Management Committee. The incoming Captain will nominate a member of the club to be his Vice Captain.
- (ii) The Secretary and Treasurer shall be appointed by the Management Committee to hold office until such time as he or she resigns, or is removed from office by the Management Committee.
- (iii) The Secretary shall be paid a salary, the amount of which shall be recommended by the Management Committee, and ratified by the Annual General Meeting.
- (iv) The Treasurer may be paid a fee, the amount of which shall be determined by the Management Committee.

ARTICLE 5. MANAGEMENT COMMITTEE.

- (i) The management of the Club shall be vested in the Management Committee.
- (ii) The Management Committee shall comprise of the Officers of the Club, the Lady Captain the Lady Vice- Captain, the Seniors Captain, the Seniors Vice-Captain, the Junior Organiser, the Course Professional, the Complex Manager, the Wiltshire League Captain, together with up to six elected members all of whom must be full members of the Club.
- (iii) Each section shall nominate their representatives for the Management Committee (i.e. Lady Vice Captain, Senior Vice Captain and Junior Organiser).
- (iv) Elected members shall retire after two years, but each member so retiring shall be eligible for re-election.
- (v) Each year, half the elected members shall retire at the A.G.M., the members so retiring being those who have been the longest in office since their most recent election. Elected members having served equal periods in office shall retire, in the absence of agreement, by lot.
- (vi) All members of the Management Committee shall be informed of meetings and five members eligible to vote shall form a quorum.
- (vii) The Club Captain and the Club Vice-Captain and all members of the Management Committee elected by the A.G.M. and one representative from the Seniors, Ladies and Junior Sections together with the Wiltshire League Captain shall have full voting rights.
- (viii) Decisions at meetings of the Committee are made by a simple majority and in the event of equality of voting the Chairman, or acting Chairman of that meeting, shall have a casting vote.
- (ix) Any casual vacancy on the Management Committee or any office arising between Annual General Meetings may be filled by the Management Committee.
- (x) Sub Committees may be elected by the Management Committee to deal with specific areas of responsibility.

ARTICLE 6. **ACCOUNTS.**

- (i) The Club's finances shall be administered by a Finance Committee comprising of the Officers of the Club, and the Treasurer shall keep the Club's accounts.
- (ii) The Officers of the Club shall be custodians of the Club's funds and their signatures shall be lodged at the bank from which two shall be required to sign cheques on the Club's accounts.
- (iii) As soon as is practicable, after the end of the financial year on 31st October, there shall be prepared a statement of the assets and liabilities of the Club and a statement of income and expenditure during the year, which statements shall be audited by the Auditor not less than 28 days before the A.G.M..
- (iv) The auditor shall be a professional accountant and shall not be a member of the Management Committee. He shall be appointed by each A.G.M. and shall hold office until the next A.G.M.. The Auditor is not an Officer of the Club.
- (v) The financial year shall end on 31st October, and all accounts shall be settled by that date. An audited statement of accounts shall be ready fourteen days prior to the A.G.M..

ARTICLE 7. **ANNUAL GENERAL MEETING.**

- (i) The Annual General Meeting shall be convened during the first quarter of the next financial year.
- (ii) Notice of the A.G.M. shall be informed to the members at least four weeks prior to the date.
- (iii) The A.G.M. shall review the audited accounts, as laid down in Article 6, hear reports from the Secretary and Treasurer, appoint an Auditor, elect a Committee and conduct any business on the agenda.

ARTICLE 8. **LADIES SECTION.**

- (i) The Club shall make provision for a Ladies Section which shall include both Full members and Senior Weekday members.

ARTICLE 9. **JUNIOR SECTION.**

- (i) The Club shall make provision for a Junior Section

ARTICLE 10. **SENIORS SECTION.**

- (i) The Club shall make provision for a men's Seniors Section which shall include those Senior Weekday members and Full members over 55 years of age who wish to participate in the competitions organised by the Seniors Section.

ARTICLE 11. **TROPHIES.**

- (i) All trophies presented to the Club for annual competition shall remain the property of the Club, and must be returned to the Club on application from the Secretary.
- (ii) The Secretary and Treasurer shall act as Trustees and shall satisfy themselves that the trophies are adequately insured and kept in safe custody.
- (iii) In the event of the Club disbanding, the Trustees shall act as custodians of the Club's assets and trophies until such time as an Extraordinary General Meeting is convened to determine their disposal.

ARTICLE 12. COMPETITIONS.

- (i) All competitions shall be played under the Rules of Golf as laid down by the Royal and Ancient Golf Club of St.Andrews, and subject to the Local Rules of the course in play at the time of competition.
- (ii) The Secretary shall be responsible for the planning and organisation of all competitions, subject to the agreement of the Management Committee, and shall exhibit, in a prominent position in the Clubhouse, due notice of all competitions.

ARTICLE 13. HANDICAPS.

- (i) The Management Committee shall elect from its members a Handicap Committee, comprising of four members plus the Secretary.
- (ii) After due notice to all members of the handicap committee, three shall form a quorum.

ARTICLE 14 AMENDMENTS.

- (i) This Constitution may be amended by an A.G.M. of the Club.
- (ii) All amendments shall be subject to a two-thirds majority of all members present and eligible to vote.
- (iii) A motion by any member to alter or amend the Constitution must be submitted in writing to the Secretary, together with the names of a Proposer and Seconder, at least fourteen days prior to the A.G.M..
- (iv) Amendments to the Constitution as recommended by the Management Committee must be indicated in the general notice of the A.G.M..

ARTICLE 15. EXTRAORDINARY A.G.M.

- (i) An Extraordinary General meeting may be convened by the Secretary, a majority vote of the Management Committee, or on request of not less than ten full members of the Club.
- (i) A minimum of fourteen days notice must be given to all members of the Club by way of a notice posted on the Main notice board.

ARTICLE 16. **COMPLAINTS or DISPUTES**

- (i) Any member having cause for complaint against or dispute with either a member or the Management Committee, must submit it in writing to the Secretary with the relevant facts in order that the issue may be resolved.

ARTICLE 17. **DISCIPLINARY COMMITTEE.**

- (i) A Disciplinary Committee, comprising of the Officers of the Club will investigate all reported matters of misconduct or matters detrimental to the good name of the Club.
- (ii) The Disciplinary Committee may suspend the handicap of any member, and will recommend to the Management Committee, for its approval, any further action deemed necessary.
- (iii) A member's right to reply will at all times be honoured.
- (iv) The Disciplinary Committee will meet within seven days of any reported misdemeanour, and may co-opt the Lady Captain, the Senior Captain or the Junior Organiser as desired.

ARTICLE 18. **HONORARY MEMBERSHIP.**

- (i) Honourary membership of the Club may be granted by the Management Committee to any member in recognition of significant achievement, or contribution to, or on behalf of, the Club.

ARTICLE 19. **INDEMNITY.**

The Trustees and members of the Management Committee shall not be liable (otherwise than as members) for any loss suffered by the Club as a result of the discharge of their respective duties on its behalf, except such loss as arises from their respective wilful default, and they shall be entitled to an indemnity out of the assets of the Club for all expenses and other liabilities incurred by them in the discharge of their duties.