

Studley Wood Golf Club

Seniors' Section Constitution

Annual General Meeting

The Seniors' Annual General meeting shall be held each year in March as determined by the Seniors' Committee. The Seniors' Captain Shall preside over the AGM. Seniors may submit items for the agenda of the AGM. These must be in writing and placed with a member of the committee at least 14 days prior to the AGM.

Committee

At their Annual General Meeting, the members of the Seniors' Section shall appoint a committee to control seniors' matters within the Club. The Committee shall be composed of the Captain, Vice-Captain plus Treasurer and up to five elected members.

Election of Captain, Vice-Captain and Treasurer

At each AGM the preceding years Vice-Captain shall be officially welcomed and introduced as the new Captain. He will then take over as Chairman of the AGM.

The Seniors Captain will serve on the Men's Committee and the General Committee during his year of office.

Candidates for the Vice-Captain and Treasurer may be proposed and seconded, in writing, at least 14 days prior to the AGM.

The Vice-Captain will be responsible for arranging the matches for the following year.

The Treasurer to ensure sound financial management of Seniors' funds.

Election of Committee Members

Nominations for Committee Members may be proposed and seconded, in writing at least 14 days prior to the AGM.

Elected members shall serve for one year. A retiring member will be eligible for re-election.

One of the elected members will act as Secretary to the Seniors' Committee.

Under the leadership of the Captain, the committee roles include:

1. Responsibility for Tours and Away Days.
2. Securing smooth administration for twice weekly Roll Up.
3. Efficient arrangements for up to 20 Inter-Club matches.
4. Efficient arrangements for Seniors' Silverware and official competitions.
5. Liaison and General Club Committees and Studley Wood Management.
6. Establishing and delivering Seniors' Monthly Programme.
7. Charitable and Social Events, including those in collaboration with other sections of the Club.
8. Ensuring sound financial management of Seniors' Funds.
9. Ensuring clear recording and reporting of Committee decisions.
10. Maintaining the Studley Wood Seniors Website.
11. Maintaining the Seniors' noticeboard.

Should there be **more than 5** nominations to serve on the committee then the process as detailed in **Appendix A** to the constitution shall be followed.

APPENDIX A

ELECTION OF COMMITTEE MEMBERS AT SENIORS' AGM

Ratified at Seniors' AGM February 2017

1. Nominations with Proposer and Seconder can be made up to 14 days before the AGM by completing the sheet on the Seniors' noticeboard.
2. In addition to the 3 officers, a maximum of 5 Committee members can be elected, so if there are up to 5 nominations then a vote will be held at the AGM to confirm their election.
3. However, if there are **more than 5** nominations the following process will be followed.
 - I. *Nominees will submit a Pen Picture of a maximum of 200 words to the Captain within 5 days of the nominations closing. This should include skills, experience and the possible responsibilities that nominees would be happy to carry out subject to agreement by the Captain.
 - II. *The Captain will produce a paper with all submitted Pen Pictures and circulate this by e-mail and display on Seniors' noticeboard to all members at least 6 days before the AGM together with voting slips with all names of nominees entered.
 - III. Members will be able to vote by email or in paper form to be received by the agreed Returning Officer up to 2 days before the AGM. Members will be asked to vote for a maximum of 5 nominees.
 - IV. *All dates will be included in these papers when AGM date is determined.
 - V. *The Captain will collate the results and announce the 5 successful nominees, based on the total votes they received, at the AGM.

Updated 21/2/17