

Studley Wood Golf Club

Seniors' Section Constitution

- 1)** Members of the Studley Wood Golf Club can join the Seniors' Section if they are aged 55 or over and may enter Seniors' competitions and roll ups subject to satisfying competition qualifying requirements and to payment of relevant entry fees.
- 2)** The Constitution sets out the rules and procedures governing the administration of the Seniors' Section. These provisions are subject to the right of veto, which may be exercised by the management of Studley Wood Golf Club.
- 3)** Changes to the Constitution can only be made at an AGM following the procedure for all motions stated below. Any changes to the Constitution must be actioned by the Seniors' Committee who have responsibility for ensuring compliance. Changes to AGM procedures, including arrangements for the submission of motions and nominations for Committee membership, cannot be applied retrospectively and therefore any such changes approved at an AGM shall be applied at subsequent meetings.
- 4)** In circumstances where a decision is required that cannot wait for an AGM the Committee may find they need to take action, which does not fulfil the requirements of a particular clause in the Constitution. In this case they must immediately inform all members of the Seniors' Section and if seniors choose, an Extraordinary General Meeting may be called to review a decision that the Committee has chosen to make.
- 5)** The Seniors' Captain shall preside over the Annual General Meeting, which shall be held each year in April as determined by the Seniors' Committee. The AGM will receive Captain and Committee reports, including a year end financial statement; elect a committee for the year ahead and consider any motions submitted in accordance with the procedure set out below. The AGM shall not consider motions from the meeting that have not been submitted in accordance with paragraph 7.
 - i.** During the debate of a motion at the AGM an amendment can be proposed. An amendment cannot introduce a new proposal, but can only modify the original motion.
 - ii.** If the proposer of the original motion accepts the amendment and it is seconded and the Captain/Chairman agrees it is a modification of the original motion; the amendment will be put to the vote and if supported by a majority the amendment replaces the original motion and is deemed approved. Only one agreed amendment can be proposed and voted upon.
 - iii.** If the proposer of the original motion does not accept the amendment, then the original motion must be voted upon first and if supported by a majority is deemed approved.

- iv. If it fails then the agreed amended proposal can be voted upon.
- 6) The meeting shall be quorate if a minimum of 25 members are in attendance. If not quorate then a new date must be set and three weeks notice given of the new date. All motions and nominations on the agenda will be carried forward unless withdrawn by the proposer. No new motions will be accepted.
 - 7) Seniors wishing to present motions for discussion at the AGM must submit a written or email proposal which must be lodged with a member of the Committee at least 21 days before the AGM. Motions must be seconded by another member of the Seniors' Section.
 - 8) The agenda for the AGM, including motions and details of nominees for membership of the Committee, will be circulated to all seniors by email and published at least 14 days before the AGM.
 - 9) At their Annual General Meeting, the members of the Seniors' Section shall appoint a committee to oversee and manage seniors' matters within the Club. The Committee shall be composed of the Captain, Vice-Captain plus Treasurer and up to six other elected members.
 - 10) An Extraordinary General meeting shall be held if 25 or more members of the Seniors' Section submit a written request specifying the purpose. If so requested, a meeting must be held as soon as possible and no later than 3 weeks after the request is submitted. An EGM that does not have a quorum will not be reconvened at a later date.

Election of Captain, Vice-Captain and Treasurer

- 11) At each AGM the preceding years Vice-Captain shall be officially endorsed as the new Seniors' 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.
- 12) Candidates for the position of Vice-Captain and, when necessary for the appointment of a new Treasurer, will be proposed and seconded, in writing, at least 21 days prior to the AGM. Details of nominations will be circulated to all members of the Seniors Section at least 14 days before the AGM.
- 13) Terms of Office holders shall be as follows:
 - The Captain shall serve for one year and may remain on the Committee for a further year as Past Captain in order to provide continuity and support the Captain.
 - The Vice Captain will serve for one year before becoming Captain.
 - The Treasurer will hold office for three years.

- 14)** The Vice-Captain will deputise for the Captain as required and take responsibility for arranging the inter club matches for the following year. The Treasurer will be responsible for the sound financial management of Seniors' funds

Election of Committee Members

- 15)** Nominations for Committee membership must be proposed and seconded in writing and submitted to a member of the Seniors Committee, at least 21 days prior to the AGM. The Seniors' Captain will ensure that details of all nominations are circulated to seniors at least 14 days before the AGM. Existing Committee members who have not completed their term will not need to seek re- election at the AGM.
- 16)** If there are more nominations than vacant positions to serve on the committee then the election process set out in Appendix A shall be followed.
- 17)** Committee members may serve for a maximum term of three years. However if a committee member takes the position as an Officer then he may remain on the Committee as an officer for the duration of their term as Captain, Vice Captain or Treasurer.
- 18)** Committee members retiring at the end of their three year term, shall not seek re-election for at least one year, unless at the close of nominations three weeks before the AGM, there are insufficient new nominees for Committee membership. In these circumstances retiring committee members will be allowed to seek nomination to stand for a further year.
- 19)** At the conclusion of the Treasurer's three year term in office, he will retire from the Committee and from his office but if there are no nominations for the position of Treasurer at the end of the period for nominations, the retiring Treasurer can be nominated to serve for a further year as Treasurer.
- 20)** One of the elected members will act as Secretary to the Seniors' Committee. Under the leadership of the Captain, the committee roles include:
- Securing smooth administration for twice weekly Roll Up.
 - Efficient arrangements for up to 20 Inter-Club matches.
 - Efficient arrangements for Seniors' Silverware and official competitions.
 - Liaison and engagement in Club Committees and with Studley Wood Management.
 - Establishing and delivering Seniors' Monthly Programme.
 - Organisation of tours and Away Days.
 - Charitable and Social Events, including those in collaboration with other sections of the Club.
 - Ensuring sound financial management of Seniors' Funds.

- Ensuring that any complaints or disciplinary issues are investigated and resolved in accordance with the Clubs complaints and disciplinary processes.
- Ensuring clear recording and reporting of Committee decisions.
- Maintaining the Studley Wood Seniors Website.
- Maintaining the Seniors' noticeboard.

21) The Seniors' Committee, AGMs and EGMs shall make decisions on the basis of majority voting and in the event of a tie, the Captain will have a casting vote.

22) The Seniors' Committee may co-opt other seniors to perform a specific task or to provide specific advice/guidance. Co-opted seniors may attend Committee meetings but will not be entitled to vote.

23) All Committee members serve subject to satisfactory performance and behaviour.

Annex A

ELECTION OF COMMITTEE MEMBERS AT SENIORS' AGM

1. Nominations with Proposer and Secunder can be made not later than 21 days before the AGM by completing the sheet on the Seniors' noticeboard and informing the Committee accordingly
2. In addition to the 3 officers, a maximum of 6 members can serve on the committee. Where there are vacancies on the Committee and the number of nominees for election equals the number of vacancies, a confirmatory vote will be held at the AGM to endorse the appointments to the Committee.
3. However, if there are **more** nominations than vacant positions available, after compulsory and other retirements have been taken into consideration, the following process will be followed.
4. 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.
5. 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.

6. 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.

7. The Captain will count the votes and announce the results at the AGM

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