

EASTHAMPSTEAD GOLF CLUB

THE CONSTITUTION

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CLUB MEMBERS ARE REQUESTED NOT TO REMOVE THIS DOCUMENT  
FROM THE NOTICE BOARD

1. TITLE

The name of the Club is EASTHAMPSTEAD GOLF CLUB, hereinafter known as the Club.

2. HEADQUARTERS

The Headquarters of the Club is Downshire Golf Course.

3. OBJECTS

The objects for which the Club is established are:

i. To provide a handicapping and competition facility in accordance with the Rules of the Royal and Ancient Golf Club of St. Andrews.

ii. To promote and carry on a Club in order to encourage activities between Members of the Club and generally to afford them all the usual privileges, advantages and conveniences due to a Club Member.

4. COMMITTEE OF MANAGEMENT

There shall be a Committee for the Management of the affairs of the Club and it shall consist of the Captain, the Captain-elect, the Secretary and the Treasurer, namely the Officers, plus not less than four Members duly elected to form the General Committee.

No Member of the Committee or Officer of the Club shall receive any remuneration for his services in the capacity of Member of the Committee or other Office.

The Office of an Officer or a Member of the Committee shall be vacated in any of the following events, namely:-

i. If he resign his Office by notice in writing under his hand and handed to the Secretary.

ii. If he ceases to be a Member of the Committee by virtue of, or becomes prohibited from being a Member of the Committee by reason of, any order made under any provisions of the Constitution.

iii. If he ceases to be a Member of the Club.

The committee shall have the power to fill any vacancy in their own number during the year for the unexpired term of the Member creating the vacancy, subject to confirmation at the following General Committee Meeting.

5. MEMBERS

The number of the Members of the Club is declared to be unlimited.

The Committee may from time to time examine the terms and conditions on which any further or other persons shall be admitted to the Club. Nevertheless, no person shall be admitted to the membership unless and until he shall have signed an application for membership, proposed and seconded by a Member of the Club and shall have paid his Subscription. It shall rest with the Committee whether any such application shall or shall not be admitted to the Membership.

Membership shall not be transferrable.

6. GENERAL MEETINGS OF THE COMMITTEE

The Committee shall call a General Meeting whenever they think fit, and Extraordinary Meetings shall also be convened on such requisition by not less than twenty such requisitionists from the Membership of the Club.

7. NOTICE OF GENERAL COMMITTEE MEETINGS

A General Committee Meeting for the normal business of the Club or for the passing of a Specific Resolution shall be called by twenty-one days notice at the least. Every notice shall be in writing and shall specify the place, the day and the time of the Meeting.

8. PROCEDURES AT GENERAL COMMITTEE MEETINGS

All business shall be deemed special that is transacted at General Committee Meetings.

No business shall be transacted at any General Committee Meeting unless a quorum is present. A quorum shall consist of one Officer and four Committee Members present in person and shall be a quorum for all purposes.

9. ORDER OF MEETINGS

The captain shall act as Chairman of the Committee and preside as Chairman at every General Committee Meeting of the Club. In his absence the captain-elect (Vice-captain) will deputise accordingly. If he also be absent then the remaining Officers and Committee Members present shall choose one of their body to be Chairman for that Meeting.

**10. SUB COMMITTEES**

The Committee may delegate any of their powers to any Member of their body or to a sub-Committee consisting of Members of their body as they think fit. Any member so appointed and any such sub-Committee so formed shall in the exercise of the powers so delegated conform to any regulations that may be imposed on or it by the Committee.

The meetings and proceedings of any such sub-Committee consisting of two or more Members shall be governed by the provisions of those rules regulating the meetings and proceedings of the committee so far as the same are applicable and are not superseded by any regulations made by the sub-Committee within the constitution.

**11. ANNUAL GENERAL MEETINGS**

The Club in each year shall hold its Annual General Meeting before the end of November and not more than thirteen months shall elapse between the date of one Annual General Meeting of the Club and the next. The Annual General Meeting shall be held at such time and place as the committee may determine. The financial year shall end on the 31st October.

A quorum for an Annual General Meeting shall be at least one tenth of the current membership.

At the Annual General Meeting and every subsequent Annual General Meeting of the Club, all Officers and Members of the Committee shall retire from Office.

**12. ELECTION OF MEMBERS OF THE COMMITTEE**

Before resigning from his year in office as Captain the affairs and accounts of the Club will be presented by him to the Annual General Meeting. Following this, the incoming Captain for the coming year, being the then current vice-captain, will be introduced to the Annual General meeting having been proposed and accepted by the Committee. After affirmation by the Members present, the incoming captain will take the Chair and nominate his Committee to the Annual General Meeting having previously given at least twenty-eight (28) days prior notice of his intentions. Such candidates for the Committee being deemed to have all the necessary qualifications. The Members of the Club may nominate such General Committee Members, such nominations to be given to the Secretary in writing at least twenty-eight days prior to the Annual General Meeting and must be formally proposed and seconded. Such candidates being deemed to have all necessary qualifications.

12. ELECTION OF MEMBERS OF THE COMMITTEE (contd)

Any general Member of the Committee so appointed shall hold office until the next following Annual General Meeting but shall then be eligible for re-election.

13. ANNUAL SUBSCRIPTIONS

An annual subscription is to be paid by all Members within two months following the Annual General Meeting. Those Members not renewing within that time will become lapsed Members and will be ineligible to enter competitions until the due subscription is paid. Such lapsed members will not hold office or sit as a Member of the Committee until renewal is completed.

The annual subscription is to be a sum determined within the Committee prior to the Annual General Meeting. It is then proposed for consideration and adoption at the Annual General Meeting.

14. MINUTES

The Committee of Management shall cause Minutes to be made:

- i. Of all appointments of Members of the Committee
- ii. Of the names of the Members of the Committee present at each Meeting of the Committee
- iii. Of all the resolutions and proceedings at all Meetings of the Club and Committee.

15. ACCOUNTS

The Committee shall cause proper books of account to be kept.

Such books of account shall be kept by the Treasurer and shall always be open to inspection by Members of the Committee. Save as aforesaid no Member shall have the right of inspecting any book of account or book or document of the Club, unless authorised by the Committee or by the Club in General Meeting. The Committee shall from time to time cause to be prepared and to be laid before the Club in General Meeting, income and expenditure accounts, balance sheets and reports.

All cheques, promissory notes, drafts, bills of exchange and other negotiable or transferable instruments, and all receipts for monies paid to the Club shall be signed, drawn, accepted, endorsed or otherwise executed, as the case may be, by any two of the following signatories: Captain, Treasurer or Secretary, or in any such manner as the Committee from time to time by

15. ACCOUNTS (cont'd)

resolution determine provided that no such resolution shall authorise the signing of cheques or other transferable instruments other than by the Captain, Treasurer or Secretary.

16. AUDIT

Once at least each year the Accounts of the Club shall be examined and the correctness of the Balance Sheet and the Income and Expenditure Account by a competent independent Accountant approved by the Committee. The Auditor's Report shall be read before the Club in Annual General Meeting and shall be open to inspection as required by the Constitution. A copy of the Auditor's Report accompanied by printed copies of the Balance Sheet, the Income and Expenditure Account and any other relevant documents shall be made available to Members at the Annual General Meeting.

Every account when audited and approved by an Annual General Meeting shall be conclusive, except as regards any error discovered therein within three months next after approval thereof. Whenever such an error is discovered within that period, the account shall be forthwith corrected and thereupon shall be conclusive.

17. AMENDMENTS TO CONSTITUTION

Wherein any amendment be considered to the Constitution must be by resolution or motion put to an Annual General Meeting.