

Constitution



1. Club Name

The Club will be called the Mitsubishi Social Golf Club (MSGC).

2. Objectives

- a. MSGC exists to provide members and their guests with the opportunity to enjoy playing the game of golf and the associated social activities and friendships
- b. We want to be known as a welcoming and inclusive golf Club that members consider as family, and ensure we treat others as we would like to be treated.
- c. We want to deliver on the wishes and expectations of members and visitors/guests, and will listen and act upon feedback.
- d. We will strive to be honest and transparent in all decision making and actions.
- e. We want to create an enjoyable atmosphere for members and their guests.
- f. We want all members to take pride in the club.
- g. We want to have strong participation in golf competitions.
- h. We want to provide and manage a financial plan that maintains a strong and healthy financial position for the club, and provides sufficient funds for Club activities.

3. Membership

- a. Full and Junior membership will be open to anyone who may wish to apply. Full membership will include all competition playing rights with the club, voting rights and eligibility to nominate for the Executive Committee. Junior membership shall include all playing rights but will exclude voting rights and eligibility to nominate for the Executive Committee.
- b. Away membership may be offered to anyone with an official GA handicap who is not a member of MSGC to enable them to participate in all competitions run by the Club. However, Away Membership does NOT provide any voting rights, nor eligibility to be elected to the Executive Committee.
- c. Applications for membership do not require a supporting nomination by an existing member.
- d. Only those who have paid their annual subscriptions, with the exception of Life Members, will be considered Full, Away or Junior members.
- e. The Executive Committee reserve the right to deny, suspend or cancel a membership if considered appropriate by the majority of the Executive Committee.

4. Life Membership

- a. The Executive Committee will have authority to elect any past or present member to Life Membership.
- b. Life Membership is based on the member having given the Club significant service over a minimum period of 10 years.
- c. Significant service must include service on the Club's Executive Committee in any capacity.
- d. Nominations for Life Membership
 - i. Any member of the Club can formally nominate another member for Life Membership.

Constitution (Continued)

- ii. The nomination should be in writing and seconded by at least one other member.
- e. A Life Member shall be accorded due recognition on the club's Honour Board, and shall have the annual membership subscription waived.

5. Club Management

- a. Management of the Club will rest with the Executive Committee, consisting of the President, Vice President, Captain, Vice Captain, Treasurer, Secretary and at least 2 other Club members.
- b. All offices will become vacant at the AGM.
- c. Only Full members of the Club can be nominated for the Executive Committee and their nomination must be presented in writing by another member, duly signed by the presenter and the nominee.
- d. If there are more candidates than vacancies then an election will be held by ballot at the AGM to fill the vacancy. If there are no multiple nominations, then the person nominated is called as duly elected.
- e. Proxy votes for Executive Committee elections will be allowed from absent members, if their candidacy is advised in writing.
- f. In the event of an Executive Committee position being vacant it can be filled outside the process described in para 8 (g):
 - i. Where the vacancy is an Office holder, the Executive Committee may promote a member of that Committee into the vacancy or canvas the membership for nominations to fill the vacancy. If the position is to be filled from outside the existing Executive Committee the member must be elected in accordance with para 5 (c).
 - ii. Where the vacancy is for a non-Office holding position the member must be elected in accordance with para 5 (c) and 5 (d).
- g. A Match Committee will be appointed to oversee the interpretation of the rules of golf, review match days conditions, implement any temporary rules considered appropriate, and resolve any issues that may arise in relation to rules interpretation. The Match Committee will also rule on any handicapping issues in accordance with The R&A Rules of Handicapping procedures.
- h. The Match Committee, shall be comprised of Club Captain (Chair), Vice Captain and a nominated Executive Committee member.
- i. The Executive Committee may appoint a sub-committee for any purpose it sees fit to undertake works as directed by the Executive Committee.

6. Executive Committee Role

Essentially the role of the Executive Committee is to:

- a. Run the affairs of the club.
- b. Prepare playing program/s for the club.
- c. Determine sponsors and prizemoney of competitions.
- d. Appoint tee masters and schedule roster.
- e. Implement strategies for raising funds for the club and to attract new membership.

Constitution (Continued)

7. Executive Committee Meetings

- a. The President shall chair the Executive Committee meetings and in his/her absence the Vice President will take the chair. Should neither be present the President may nominate a chair, OR the Executive Committee may nominate a chair if a replacement has not been organised.
- b. All members of the Executive Committee have equal voting rights, but in the case of a tied vote the Chairperson has the casting vote.
- c. At any Executive Committee meeting, 4 members will be considered a quorum.
- d. Meetings will be held as often as necessary, but at least one meeting should occur every 2 months.

8. The Annual General Meeting (AGM)

- a. Is to be held at a time and place the Executive Committee determines.
- b. A notice of the meeting will be sent to all members 30 calendar days before the scheduled date for the AGM. Members will be invited to submit agenda items to be received no later than 10 calendar days before the scheduled date for the AGM. The agenda will be published and released to members no less than 7 days prior to the meeting. Following publishing of the agenda no new business may be added to the agenda nor raised at the AGM.
- c. The meeting must occur prior to the Club's playing year so that officers may be duly elected before the new season commences.
- d. Minutes of the proceedings will be recorded.
- e. At every AGM, the minutes of the previous AGM, the President's Report and Treasurer's Report on Balance Sheet and statement of accounts for the immediately preceding year, and Captain's Report must be presented to the membership for acceptance.
- f. The existing Executive Committee shall be dissolved and a Returning Officer appointed to conduct the elections for the new Executive Committee.
- g. Nominations for positions on the Executive Committee will be presented for acceptance or voting upon by the members should multiple nominations be received.

9. General Meetings (GM)

- a. May be called by the Executive Committee at any time.
- b. A notice must be sent to members about the meeting at least 14 days prior to the meeting being held.
- c. The subject matter must be disclosed in an agenda for the meeting.
- d. The meeting will be chaired by the President or in his/her absence the Vice President. Should neither be present the President may nominate a chair, OR the Executive Committee may nominate a chair if a replacement has not been organised.

10. Alteration of the Constitution

- a. The Constitution may be altered or added to at the AGM, a GM or via an online method of feedback and voting.
- b. At least 50% of members must vote for a quorum to be declared and nothing can be passed without 66% of those voting being in the affirmative.

Constitution (Continued)

11. Polls

- a. A poll may be requested at any AGM, GM or via an online method, in respect of anything except elections.
- b. The poll must be held between 2 and 14 days after the request was raised, and must be open for a minimum of 24 hours and maximum of 72 hours.
- c. The President will give directions about carrying out the poll.

12. Duties of Officers

- a. All Executive Committee Members shall endeavour to:
 - iii. Provide a friendly and enjoyable environment for members and guests.
 - iv. Attract new membership.
 - v. Assist with and ensure successful running of golf days and golf functions.
 - vi. Encourage junior golf and new adult golfers.
 - vii. Conduct meetings in a constructive, friendly and efficient manner.
 - viii. Communicate with members as appropriate.
 - ix. Discourage anti-social behaviour among members and investigate any reported incidents.
 - x. Keep discussions within Executive Committee meetings confidential as appropriate.
 - xi. Set an example for members both in conduct and adherence to the rules of golf.
- b. President
 - i. Guide the direction of the Club, in accordance with the consensus of the Executive Committee and the wishes of the members.
 - ii. Run match day tee meetings.
 - iii. In general be the representative and spokesperson for the Club, but may delegate this role to various Executive Committee members as appropriate.
 - iv. Act as chair at all executive and general meetings.
 - v. Ensure regular Executive Committee meetings are held in accordance with para 7 (d).
 - vi. Assist with relationship management with sponsors and other bodies as required.
- c. Vice President (VP)
 - i. The VP is the back up for the President in all matters, and will fill in for the President when the President is unavailable.
- d. Club Captain
 - i. Provide guidance on rules for all members and the executive committee.
 - ii. Have a comprehensive knowledge of and uphold the rules and traditions of the game.
 - iii. At his/her discretion may introduce temporary playing conditions and communicate them to the members.

Constitution (Continued)

- iv. At his/her discretion organise tee grouping for specific competitions as considered necessary.
- v. Organise, advise members, and run Club competitions.
- vi. Keep accurate records of results and be responsible for ensuring competition results are recorded in Golf Australia endorsed handicapping system.
- vii. Advise handicaps in accordance with Golf Australia handicapping process.
- viii. Chair meetings of the Match Committee.
- e. Vice-Captain (VC)
 - i. Work with and assist the Captain in the performance of his/her duties.
 - ii. In the event of the Captain not being able to fulfill his/her duties, the Vice Captain will step into the role.
- f. Treasurer
 - i. Maintain financial records of the Club's incomings and outgoings.
 - ii. Pay into the bank any monies received (or delegate as necessary).
 - iii. Advise current financial position at each Executive Committee meeting.
 - iv. Produce account statements and other financial records as required by the executive committee.
 - v. Organise signatories of the bank accounts which are usually (but not limited to) the President and Treasurer.
- g. Secretary
 - i. Organise notification of meetings to Executive Committee members and members as appropriate.
 - ii. Produce and distribute agendas, minutes and accompanying documents for all Executive Committee meetings and the AGM.
 - iii. Distribute information received from Golf Australia to the Executive Committee and if directed to all club members.
 - iv. Organise meetings as agreed by the Executive Committee and ensure all appropriate paperwork is supplied.
 - v. Be responsible for ensuring Executive Committee meetings and AGM minutes are published on the club website and distributed to members as appropriate.
 - vi. Be responsible for ensuring Saturday competition results are published in the Sunday Mail.

13. Payments

Any member or other person who has out of pocket expenses authorised and incurred on behalf of the Club, will be reimbursed on provision of receipts if requested.

14. Subscriptions/Membership

- a. The annual subscription will be determined by the executive committee and advised to members at the AGM.

Constitution (Continued)

- b. The subscription is payable after the AGM and will be no later than one calendar month (to be known as a grace period) after the first day of competition for the year.
- c. Only Full and Junior members can attend and vote at any official meeting.

15. Competitions and Matches

- a. The Executive Committee will be responsible for and control all competitions and matches and their decision will be final. The Club Captain will manage all competitions on behalf of the Executive Committee.

- b. Anyone who has not paid their subscription before the grace period has elapsed, may participate in competitions, but will not be eligible for competition trophies. Only after their membership subscription has been paid will they be eligible for trophies from that point onwards.

16. Playing Rules

The playing rules are those adopted by Golf Australia, and include any local rules advised by the Club Captain.

17. Interpretation of Playing Rules

In the event of any doubt or difficulty advising as to the meaning of any rules, the Match Committee shall have the power to pronounce a decision, which shall be final.

18. Rights of Appeal

Members wishing to appeal a decision made by the Executive Committee or Club Captain may do so in writing, detailing their grounds for appeal, within 7 calendar days of the decision being made. If the appeal involves handicaps or playing rules/conditions it will be referred to the Match Committee. All other appeals will be referred to the Executive Committee. Any decision on the appeal reached by either of these committees will be considered final and not subject to further appeal.