



Men's Section Constitution

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1. Purpose of this Constitution:

The purpose of this document is to outline and clarify the structures, rules and authorities by which the Men's Section of the Chesfield Downs Golf Club is managed and how it functions through its Committee and membership.

2. Scope of this Constitution:

The scope of the Constitution is aimed at covering all aspects of the Men's Section, within the Rules of Golf as laid down by The Royal and Ancient Rules Ltd (the R&A), and the rules and conditions set out by the owners of Chesfield Downs Golf Club, the Club Committee, the National Council of Golf Clubs (CONGU), England Golf and Hertfordshire Golf Limited.

3. Changes to the Men's Section's Constitution:

Any changes to the constitution MUST be approved by the Annual General Meeting (AGM) or an Extraordinary General Meeting (EGM).

The Constitution and any amendments are required to be approved by the Club Committee, prior to being agreed by the Men's Section AGM or EGM.

The Men's Section Committee may call an EGM at any time provided they give the membership notice, by posting their intentions on the Men's Section notice board and the Men's Section website at least 2 weeks in advance of the date.

If 30 or more members seek an EGM at any time, then the Men's Section Committee must arrange one within 2 weeks of notification, to specifically discuss only the tabled item or items.

If the Committee has called the AGM/EGM then the meeting will be a quorum providing a minimum of 4 Committee members are present including the Captain or Vice-Captain.

If the members have called an EGM then that meeting will be a quorum providing a minimum of 10 members, excluding Men's Section Committee members, attend and must be chaired by the Captain or Vice-Captain.

Each change to this Constitution will have a date of the AGM/EGM and the change itself noted and referenced.

4. The Club Committee and the Men's Section.

All Club-wide golfing activities of Chesfield Downs are managed by a Club Committee on which the Men's, Ladies, Junior's and Senior Sections are represented. The Men's Captain and Men's Vice-Captain serve on the Club Committee.

5. Eligibility for the Men's Section Competitions

The Men's Section at Chesfield Downs is the organising body for all male members of Chesfield Downs subject to the member meeting the following criteria:

- They have completed Men's Section registration form;
- They have paid the appropriate registration fee.

- Once a member has a CONGU handicap he is eligible to play in Men's Section competitions.

Junior Boys will be invited to formally join the Men's Section and to play within their competitions, abiding by the requirements as stated within our "Conditions of Competitions", if they meet the following criteria:

- They have been recommended by the junior organiser;
- They are 14 years of age or older;
- They hold a CONGU handicap of 28 or less as required by England Golf Competitions.

The Committee will assist in ensuring that all young people and vulnerable adults who are involved in club activities will have a safe and positive experience. They will assist in ensuring such young people and vulnerable adults are protected by the Club's Safeguarding policy and procedures.

The Men's section is additionally the organising body for weekend 'fun' and winter league competitions, in which members of the Ladies' Section can participate and juniors with club handicaps of higher than 28 (boys) or 36 (girls) allotted under CONGU clause K (1.5) will be eligible to receive a prize or other award and can be included in the results of the competitions organised by the Section provided they qualify and play off a maximum handicap of 28 for boys and 36 for girls.

6. Qualification for Competitions

Members must be registered members of the Men's Section and have acquired a CONGU handicap and comply with the 'Conditions of Competitions of the Men's Section'.

The cost of the "competition entry fee" will be agreed annually at the Men's Section AGM, in the light of the Section's financial position.

"Conditions of Competitions" may be amended at any time by the Competition's Secretary on behalf of the Committee.

7. The Men's Section's Committee and Voting Rights.

The Captain and the Committee oversee the Section through its own structures and organisation and is financially free-standing.

No individual by reason of serving as Committee Member shall be under any financial liability except for payment of membership and competition entry fees and payment for services or other items provided for them by the Club.

The Men's Section Committee is selected by the incoming Men's Section Captain and operates as follows:

- Each member of the committee plus the nominated Vice-Captain is entitled to one vote.
- The Captain, as Chairman, has a casting vote in the event of an equal vote.
- The Committee has a quorum providing the Captain and/or Vice-Captain is present and at least 3 other Committee members.

8. Obligations of the Men's Section Committee

The Men's Section Committee will meet monthly, or as determined by the Captain, and will act as the decision making body for all matters relating to the Men's Section.

The Obligation of the Men's Committee:

- Ensure all members have competitive (scratch and league matches), mixed and fun competitions within the Rules of Golf, within the "Conditions of Competition of the Men's Section" and within the spirit of the game of golf.
- Ensure handicaps are allocated and maintained with the CONGU Unified Handicapping System.
- Ensure varied social activities are promoted and supported for both Men's Section events and Club-wide events and new members are encouraged to participate in Section events.
- Ensure inter-Club and inter-Section matches are provided and encouraged for members.
- Maintain financial records and ensure financial probity of the Section. Present to the AGM an audited, "Income & Expenditure account" and "Balance Sheet", at the AGM each year.
- Elevate any issue that requires resolution to the Club Committee.
- Ensure all matters comply with current legislation (eg. GDPR, Golf Club Safeguarding Policy, etc.).

9. Appointments and changes to the Men's Section Committee Members

Captain

The Men's Section Captain is elected for a period of one Calendar year. The term of office starts on 1st January. Should the Captain not be able to continue in his role as Captain, the Vice-Captain will automatically take over as Captain to finish the term, followed by his normal term as Captain.

Vice-Captain

Nominations for Vice-Captain must be proposed and seconded on the necessary nominations form exhibited on the notice board and the Men's Section website. All nominations may be subject to a suitability interview conducted by the General Manager, the Club Captain, the Men's Captain and the Men's Vice-Captain. Subject to their unanimous approval, if there is more than one approved candidate, an election by members will take place to determine the role. If only one candidate is acceptable, they will automatically be appointed Vice-Captain and no voting will be necessary.

When appointed, the Men's Section Vice-Captain has a term of 1 year. The Vice-Captain automatically becomes Men's Section Captain after one year. To be considered for the Men's Section Vice-Captain position:

- Only members who have been a Home 7-day member for 3 years or longer and have played in a minimum of 6 qualifying competitions in the previous 12 months when nominated will be considered for Vice-Captain.
- In addition, the member must have served on the Men's Section Committee, in some capacity, in the current year or one of the two previous years (this rule will be waived if there are no acceptable nominations).
- If the Vice-Captain, during his year as Vice-Captain, is not able to continue as Vice-Captain for any reason, an election will be held to elect a new Vice-Captain.

- Should the Vice-Captain, after a year as Vice-Captain, not be able to accept the position as Captain for any reason, the first option will go to the previous year's Captain to continue with the Captaincy for another term.
- In the event that the Captain is not able to do another term, the Men's Section Committee will vote for an Acting Captain, until an election can be held.
- Only members of the existing Men's Section Committee are eligible to be Acting Captain.

Committee Members

The Men's Section Captain must arrange to exhibit on the Men's Section notice board and the Men's Section website the following:

- Nomination sheet for committee positions.
- The closing date for nominations.
- The date and time of the AGM (which may be moved at the discretion of the Captain).

Nominations for Committee Members must be made on the nomination sheets exhibited on the notice board and/or the Men's Section Website:

- Only members with 2 year's completed membership are eligible for the Treasurer position and those with 1 year's membership are eligible for the other Committee positions.
- Each Committee Secretary is selected by the incoming Captain and announced at the Men's Section AGM. Each Committee Secretary will serve for a period of 1 year from 1st January. Each Committee Secretary shall be eligible for re-appointment.
- Should a Committee Member not be able to continue or be de-selected by the Captain, the Captain will select a replacement.

10. Code of Conduct

All members must comply with the Club's Code of Conduct.

The purpose of the Code of Conduct procedure is to assist in managing rules, procedures and standards set by the Club, the Club Committee or the Men's Section Committee in reference to the Club facilities, The Rules of Golf, the golf course or our Constitution or the Men's Section "Conditions of Competitions".

For matters which arise from these breaches whilst the member is playing in the Men's section Competitions the following will apply:

- Should a member have a query in regard to these rules, procedures and standards they should, in the first instance, seek advice from a Committee Member.
- Should the Committee Member be unable to resolve the matter, either personally or by reference to another party, then the matter should be raised with the Men's Section Captain for his direction.
- If the Men's Section Captain feels the issue should be dealt with at Committee level then the matter will be raised at the next available Committee meeting for a decision.
- Members who breach the rules, procedures or standards set by the Club or the Committee will be asked to explain themselves to the Men's Section Captain. The Captain will consult the Committee Members as necessary, before making a decision as to a remedy for the breach.
- The decision of the Men's Section Captain is final subject to appeal to the Club Captain.

For matters outside the Men's Section competitions the Club Captain will deal with the issue, subject to appeal to the General Manager.