



NOTTINGHAMSHIRE UNION OF GOLF CLUBS

CONSTITUTION

1: **NAME:**

1.1 The name of the Union shall be the Nottinghamshire Union of Golf Clubs, hereinafter referred to as "the Union".

2: **OBJECTS:**

The objects of the Union shall be:

2.1: To promote and administer amateur golf in Nottinghamshire.

2.2: To encourage and assist its member clubs.

2.3: To uphold and abide by the Rules of Golf and the Rules of Amateur Status as laid down by the Royal and Ancient Golf Club of St. Andrews Limited, hereinafter referred to as "the R & A".

2.4: To assist and co-operate with England Golf hereinafter referred to as "EG" and the Midland Golf Union Limited, hereinafter referred to as "the MGU", and abide by such Rules as laid down from time to time insofar as they affect the Union.

2.5: To assist and co-operate with the Council of National Golf Unions, hereinafter referred to as "CONGU", and ensure that the Union and its members comply with the Rules of the current World Handicap System as implemented by CONGU, hereinafter referred to as "WHS Handicap System", and any later amendments.

2.6: **EQUITY:**

In the activities for which it is constituted the Union has adopted the England Golf Generic Equity Statement and the Equity and Equal Opportunities Policy of EG.

The Union will:

§ support the principle and practice of equity, equality, and equality of opportunity.

§ challenge discrimination, indirect, direct, intentional, or unintentional.

§ monitor and review practices, procedures, and Rules to ensure that equity aims are addressed within the business of the Union.

§ work with EG to ensure that all people, irrespective of their age, gender, ability, social status, race, ethnic origin, religious belief, disability, or sexual preference have a genuine and equal opportunity to participate in golf.



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2.7: **CHILD PROTECTION:**

In the activities for which it is constituted the Union recognises its responsibility to safeguard the welfare of children and young people and is committed to ensuring that all children and young people have a safe and positive experience when playing golf. The Union is committed to working with EG to ensure the sport of golf is one within which children and young people involved can flourish in a safe environment.

2.8: **DRUG TESTING:**

The Union supports the EG Anti-doping Policy which provides for competitors in Union events to be tested for the taking of prohibited drugs.

2.9: **NOT FOR PROFIT:**

The Union is a non-profit making organisation and shall not make a distribution of any profits or surpluses save to another non-profit making body. In the event of the dissolution of the Union the assets and property of the Union shall be distributed only to non-profit making bodies as shall be directed by the Executive Committee of the Union.

3: **MEMBERSHIP:**

3.1: Membership of the Union shall be open to golf clubs within the County of Nottinghamshire and other Clubs which have affiliated to the Union which agree to the following conditions:

3.1.1: To abide by the Rules of the Union.

3.1.2: To abide by the Rules of Golf and the Rules of Amateur Status as laid down by the R & A.

3.1.3: To abide by the Rules of the WHS Handicapping System.

3.1.4: To provide a Constitution and Rules which shall have been approved by the Union and which must contain in particular the requirement that all Officers and the Handicap and Competition Committee are elected by the Club members and furthermore that the Handicap Committee members are responsible for the WHS Handicapping System within the Club.

3.1.5: To agree that the Union, providing that they give reasonable notice, shall be granted courtesy of the course and clubhouse on up to three occasions a year for Union events, and in addition the nominated County course shall provide the courtesy of the course for the Union County Championships, and Inter-club Finals.

3.1.6: To immediately inform the Union of any change in the design and length of the course.

3.1.7: To immediately inform the Union of any change of ownership of the Club and new conditions imposed.



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4: **SUBSCRIPTIONS:**

- 4.1: All subscriptions payable by Member Clubs shall become due and payable 2 months following the club's annual subscription renewal date. A representative of the Club whose subscription is unpaid 1 month after the due date shall not be entitled to attend or vote at any meeting of the Executive Committee, and no member of that Club shall be allowed to play in any competition of the Union.
- 4.2: A member Club that has not paid the subscription 3 months after the due date will cease to be a member of the Union. The Council shall have the right to consider an appeal from a Club that has lost its membership and when extenuating circumstances prevail, may recommend to the Executive Committee the Club's reinstatement.
- 4.3 All affiliated member clubs shall inform the Union of the number of members liable to pay an affiliation fee to both England Golf and the Nottinghamshire Union. Each affiliated Club shall, without dispute, allow the Union, through the appointed County Treasurer or other elected Officer, access to that part of members club records that provide the information of numbers liable to pay such fees without compromising any data protection legislation which is in force at the time.

5: **AFFILIATION AND DISAFFILIATION:**

- 5.1: Affiliation of new Clubs shall be approved at a meeting of the Executive Committee within the guidelines laid down by EG.
- 5.2: Disaffiliation of a Club shall also be approved at a meeting of the Executive Committee.
- 5.3: Any appeal against the decision of the Executive Committee to refuse to affiliate, or to disaffiliate, a Club shall be made in writing to the County Secretary within fourteen days of the Club being notified of such decision. If such an appeal is received the Executive Committee of the Union shall have the power to review the matter and make a decision and such finding shall be final.
- 5.4: Any Club wishing to disaffiliate from the Union must give notice of such intention to the County Secretary on or before the 31st October in any year, otherwise the member Club shall be liable to pay the appropriate annual rate of subscription for the ensuing year.

6: **MANAGEMENT OF THE UNION:**

- 6.1: The management of the Union shall be vested in the Executive Committee.
- 6.2: The Executive Committee shall consist of the following members:
- 6.3: One representative nominated by each Club.
- 6.4: The Office Holders elected under Rule 8.



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- 6.5: Past Presidents of the Union, hereinafter referred to as “Past Presidents”.
- 6.6: The representatives of the Union on the General Committee of EG and Council of the MGU elected under Regulation 8 below.
- 7: **THE COUNCIL:**
- 7.1: The Council shall consist of the President, Deputy President, the Past Presidents, up to five Vice Presidents (hereinafter called the Vice Presidents), the County Secretary, the County Treasurer, the Chair of Junior Golf, the Seniors Secretary, and other persons who may be invited to attend.
- 7.2: In each alternate year commencing 2014/2015 the Council shall nominate the Deputy President for approval by the Executive Committee from amongst the Vice Presidents, other Office Holders and any other person who may be considered appropriate.
- 7.3: The Council shall from time to time nominate for approval by the Executive Committee such number of Vice Presidents as shall be necessary to maintain their number at five. In addition, The Council may nominate for approval by the Executive Committee a retiring Vice-President for the title of Lifetime Vice President.
- 7.4: The Council shall consider matters and problems as and when necessary and make recommendations to the Executive Committee.
- 8: **THE OFFICE HOLDERS OF THE UNION:**
- The Office Holders (herein after referred to as Officers) of the Union shall be:
- 8.1: The President; the Deputy President; the Past Presidents; the Vice Presidents; the County Secretary; the County Treasurer; the Chair of Junior Golf; the Seniors Secretary; the Lead Course Assessment Official; the Lead Tournament Panel Official and the County Captain.
- 8.2: Subject to Rule 8.3, all the Officers except the Past Presidents shall be elected annually at the Annual General Meeting of the Union and shall be members of golf clubs affiliated to the Union.
- 8.3: The Council may, in exceptional circumstances, advise the Executive Committee that a particular person should be nominated as an Officer of the Union despite not qualifying for the office under Rule 8.2.
- 8.4: If at any time a vacancy shall arise in any of the following Offices:
- the County Secretary
 - the County Treasurer

or any other Office or position which the Council or the Executive Committee shall consider appropriate then the Council shall carry out a selection process which shall include the following:



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- advertising for a successor
- interviewing applicants
- settling the terms of the appointments

and shall then recommend to the Executive Committee the appointments and the terms thereof.

- 8.5: If any such appointment is not effected at an Annual General Meeting the successful candidates may serve pending the following Annual General Meeting at which the appointment may be confirmed pursuant to Rule 8.2.
- 8.6: The President shall not serve for more than two years subject only to Rule 17.1
- 8.6.1: The President having completed his term of office shall become a Past President and remain a member of the Council.
- 8.7: The Deputy President shall serve in each alternate year commencing 2014/2015. The Vice Presidents shall fulfil the role of the Deputy President in those alternate years when a Deputy President is not in office.
- 9: **DUTIES OF THE OFFICERS:**
- 9.1: The President shall represent the Union at the various Championships, Matches, County Dinners and other events as may be necessary. Such duties shall be shared as and when necessary, with the Deputy President, Past Presidents and the Vice Presidents. The President is an ex-officio member of all the Committees of the Union.
- 9.2: The President shall be responsible for the smooth running of the administrative side of the Union and will chair the Annual General Meeting, Council, Executive and Finance meetings.
- 9.3: The Vice Presidents shall assume such duties as the Council shall from time to time recommend.
- 9.4: The County Captain shall supervise the County first team matches of the Union, and the County Second Team Captain shall, in consultation with the County Captain, supervise the County second team matches of the Union.
- 9.5: The County Secretary shall be responsible for: the convening of meetings as directed; the taking of minutes at such meetings which shall be kept as a permanent record; the organisation and administration of County Championships and competitions; attending to the day to day business of the Union by acting on his own initiative, but shall inform the President of any decisions taken.
- 9.6: The County Treasurer shall be responsible for all financial transactions of the Union and shall undertake such duties as the Executive Committee requires. He shall ensure that accounts for the Union are prepared each year and audited by an appointed auditor who is not an Officer of the Union.



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- 9.7 The Chair of Junior Golf shall manage day to day matters relating to junior golf on behalf of the NUGC as necessary, including items of correspondence.
- 9.8 The Seniors Secretary shall manage day to day matters relating to seniors golf on behalf of the NUGC as necessary and shall work in conjunction with the Seniors Captain.
- 9.9 The Lead Course Assessment Official shall manage all day to day matters relating to golf course assessment on behalf of the NUGC as necessary.
- 9.10 The Lead Tournament Panel Official shall manage all matters relating to competition officials on behalf of the NUGC as required.

10: **THE SELECTION COMMITTEE:**

- 10.1: The Selection Committee shall consist of the President, the Deputy President, a Vice President, the County Captain, the Captain of the County Second Team, the County Secretary, and the Chairman of Junior Golf. They shall be responsible for the selection of Union teams and all matters concerning County matches. The President shall chair the meeting.

11: **VOTING AT MEETINGS:**

- 11.1: At the Annual General Meeting and at meetings of the Executive Committee only the duly appointed Club representatives, or their authorised deputies, shall be entitled to vote on behalf of their Clubs.
- 11.2: At the Annual General Meeting and at meetings of the Executive Committee a vote shall be taken on a show of hands, but if any voting member shall require a poll vote the votes cast shall be calculated on the basis that each Club representative has one vote for each fifty (or part of fifty) Club members.
- 11.3: At Council meetings voting shall be on a show of hands.
- 11.4: The President shall have a casting vote (in addition to his own vote) which he may use at his discretion.
- 11.5: Officers of the Union who receive an Honorarium are not allowed to vote on matters concerning their Honorarium.

12: **QUORUM:**

- 12.1: The Quorum for the Annual General Meeting and any meeting of the Executive Committee shall be ten Club representatives, plus two Officers, one being the County Secretary or a person acting as the County Secretary.
- 12.2: The Quorum for any meeting of the Council shall be seven, plus the County Secretary or a person acting as the County Secretary.



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- 12.3: Should there not be a quorum at a meeting the County Secretary shall reconvene the meeting as a soon as possible. If there is still not a quorum, the meeting may then take place provided all Members have been notified.
- 13: **ANNUAL GENERAL MEETING:**
- 13.1: The Annual General Meeting of the Union shall take place in March when elections shall be held for the Officers of the Union. An Annual Account for the previous year shall be submitted for approval by the meeting. The County Secretary shall give notice of at least twenty-eight days of such meeting to all Officers of the Union and the Secretary of each Member Club, together with an Agenda showing the matters to be discussed and any papers relating to such matters. Any person wishing to put forward a proposal or nomination must give notice in writing to the County Secretary no later than fourteen days prior to the meeting.
- 14: **EXECUTIVE COMMITTEE MEETINGS:**
- Meetings of the Committee shall be held as required.
- 14.1: Formal propositions calling for a vote at Executive Committee meetings must reach the County Secretary no later than 28 days prior to the meeting.
- 14.2: A Special Meeting of the Executive Committee may be convened at any time by the County Secretary. The County Secretary must also convene a meeting upon written request being made by any five Member Clubs, such written request stating the business which the Clubs wish to bring before the Special Meeting. Twenty eight days notice of the Special Meeting shall be given by the County Secretary to the Officers of the Union and the Secretary of each Member Club, and no business shall be considered at the Special Meeting of which notice has not been given in accordance with this Rule.
- 15: **NOTICES:**
- 15.1: Any Notice required to be given under the Rules shall be properly sent either by ordinary mail or by electronic mail.
- 16: **CHANGE OF RULES:**
- 16.1: No Rule of the Union shall be repealed or altered, and no new Rule shall be approved without a majority of at least two-thirds of the votes cast by those present and entitled to vote at the Executive Committee meeting. Twenty-one days notice of any proposed alteration or addition must be given by the Secretary of the Union to all the affiliated clubs.
- 17: **RESIGNATION OR DEATH:**
- 17.1: If, during the course of a year, the President shall die or resign, then his predecessor shall be asked by the Council to carry out the duties for the remainder of the President's period of office. Should this not be



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possible, the Council shall recommend to the Executive Committee a replacement to fill the vacancy until the next Annual General Meeting.

17.2: In the case of a nominated Club representative resigning, or dying, then the Club shall name a replacement.

18: **HONORARIA TO OFFICERS:**

18.1: Honoraria payable to Officers of the Union, and payments to cover out-of-pocket expenses incurred on behalf of the Union shall be paid as decided by the Executive Committee and shall be reviewed annually.

19: **PROCEDURE AND CONDUCT OF DISCIPLINARY COMMITTEE:**

19.1: The Procedure shall be as recommended by EG. Should there be such an incident, the County Secretary shall immediately notify EG and also the Insurance Company if necessary. The Disciplinary Committee shall consist of the President and four individual members from affiliated clubs nominated by the Council.

As amended the Annual General Meeting on 2 March 2022