



**DORSET**

THE RULES AND REGULATIONS

OF THE

DORSET COUNTY GOLF UNION

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## 1. NAME

- (i) The Union shall be called "The Dorset County Golf Union" (The Union).
- (ii) 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 Council of the Union.

## 2. CONSTITUTION AND MEMBERSHIP

The Union shall consist of all Golf Clubs ("Member Clubs") in the County which:

- (i) recognise the Rules of Golf as authorised by the Royal and Ancient Golf Club of St Andrews, and
- (ii) give control to its members or a committee thereof of the handicapping of its members in accordance with the World Handicapping System (WHS) for the time being in force, and
- (iii) undertake to conform with the Rules and Regulations of the Union, and
- (iv) agree to comply with the rules of the England Golf (EG).

## 3. OBJECTS

The objects of the Union shall be:

- (i) to further the interests of Amateur Golf
- (ii) to assist in maintaining a uniform system of handicapping
- (iii) to arrange a County Amateur Championship and such other Championships and Golf Meetings as the Executive Committee may from time to time decide
- (iv) to arrange and manage Matches with other Counties
- (v) to co-operate with the Royal and Ancient Golf Club of St Andrews, England Golf and other Golf Unions in all matters relating to amateur golf
- (vi) to receive Entrance Fees, Subscriptions, Donations or Contributions in furtherance of all or any of these objects or to provide the expenses of the Union.

## 4. GOVERNING BODY

The Governing body shall be called "The Council" and the management of the affairs of the Union shall be vested in it.

## 5. "THE COUNCIL"

- (a) The Council shall consist of the Officers hereinafter mentioned and up to two representatives of each Member club (for which Club subscriptions have been paid to the Union).
- (b) The Council shall appoint an Executive Committee to conduct the affairs of the Union between the meetings of the Council, and such powers shall be vested in it as the Council may from time to time decide.
- (c) The Chairman of the meetings of the Council shall be the Chairman or in his absence the President or in his absence whosoever is elected by the meeting to be the chairman of meetings of the Council.

## 6. ANNUAL MEETING

- (a) The Annual Meeting of the Council shall be held each calendar year at either a suitable venue or through a suitable media platform for the purpose of:-
  - (i) receiving the report of the Executive Committee on the affairs of the Union during the preceding year and the financial statement (duly audited) for the year ending on the preceding 31 December
  - (ii) electing the Officers of the Union and Members of the Executive Committee as required
  - (iii) appointing an Auditor
  - (iv) transacting the general business of the Union and such other special business of which proper notice shall have been given.
- (b) The election of Officers shall be by vote of those representatives present at the Annual Meeting. Each representative has one vote.
- (c) Not less than 14 days' notice of the Annual Meeting shall be given by the Secretary to the Secretary of each Club in the Union.

(d) At least one representative of each of seven Member Clubs shall form a quorum at all meetings of the Council.

(e) All past Presidents of the Union are entitled to attend and address the Annual Meeting of the Council, but they shall have no voting right.

## 7. SPECIAL MEETING

A special meeting of the Council must be called at the request, in writing served on the Secretary, of five clubs in the Union or four members of the Executive Committee. 28 days' notice in writing of the meeting shall be given to each member of the Council and at any such meeting eight members of the Council shall form a quorum.

## 8. ALTERATIONS TO RULES AND REGULATIONS

No Rule or Regulation of the Union shall be made, repealed, or altered save by a majority of two thirds of the representatives present at the meeting of the Council. A clear 28 days' notice of such proposed addition, repeal, or alteration, shall be given in writing to the Secretary of each Member Club and upon consideration of such proposals it shall be competent of the Meeting of the Council to pass them but without modification or amendment.

## 9. OFFICERS

The Officers of the Union shall be responsible for defining, developing, and implementing the strategic plan ensuring effective governance through the implementation of appropriate policies and procedures.

(a) The Officers of the Union shall be the President, whoever is Vice President or Immediate Past President, Performance Director, Treasurer, Secretary, Golf Development Officer, Chairman, Tournament & Competitions Officer, Club Services Officer, Club Representative Officer (without portfolio). The Secretary and Performance Director shall not have the right to vote.

NB<sup>1</sup> The County's EG representative to attend the EG Council/Executive Committee which is now only one member from each County Union will be the Secretary. The Executive Committee will also elect or make provision for representation on the South West and the South East Executive Committees. Two representatives are nominated to serve on the SWCGA Executive Committee; they shall be the President or Chairman and Secretary. Representation on the South East Executive as required.

NB<sup>2</sup> The Vice President will serve one year, and the Past President will serve one year and therefore only one of them will be in office at any one time.

(b) **Nomination for the Office of President** The nomination of President shall be made by the Executive Committee and shall be submitted to the Council for election at the appropriate Annual Meeting of the Council and the President shall hold office for up to two years until the election of his successor. Should the President resign or be unavailable to continue with his term of office then the Immediate Past President or Vice President (whoever is an Officer at the time) will assume the Presidency with immediate effect.

(c) **Nomination for the Office of Treasurer** The nomination to the council for election of Treasurer shall only be made by the Executive Committee and shall be submitted to the Council for election at the appropriate Annual Meeting of the Council. The Treasurer shall hold office for up to three years and can serve up to two terms before standing down for one year.

(d) **Nomination for the Office of Vice President** The nomination to the council for election of the Vice President shall only be made by the Executive Committee having consulted with the President and having consulted with the Member Clubs as to any nominations that they wish to have considered and shall be submitted to the Council for election at the appropriate Annual Meeting of the Council. The Vice President shall hold office for up to one year during the last year of the then existing President.

(e) **The Performance Director** shall be appointed by the Executive Committee on terms as agreed by the Executive Committee. The position of Performance Director, when vacant, will be advertised within all Dorset Golf Clubs, it may also be advertised nationally if the Executive see fit.

(f) **The Immediate Past President** shall be a member of the Executive Committee for one year following his term of office as President.

(g) **The Secretary** shall be appointed by the Executive Committee on terms as agreed by the Executive Committee. The position of Secretary, when vacant, will be advertised within all Dorset Golf Clubs, it may also be advertised nationally if the Executive see fit.

(h) **The Golf Development Officer** The nomination to the council for election of the Golf Development Officer shall only be made by the Executive Committee and shall be submitted to the Council for election at the appropriate Annual Meeting of the Council. The Golf Development Officer shall hold office for up to three years and can serve up to two terms before standing down for one year.

(i) **The Tournaments & Competitions Officer** The nomination to the council for election of the Tournaments & Competitions Officer shall only be made by the Executive Committee having consulted with the Member Clubs as to any nominations that they wish to have considered and shall be submitted to the Council for election at the appropriate Annual Meeting of the Council. The Tournaments & Competitions Officer shall hold office for up to three years and can serve up to two terms before standing down for one year.

(j) **Chairman** The nomination of Chairman shall be made by the Executive Committee and shall be submitted to the Council for election at the appropriate Annual Meeting of the Council and the Chairman shall hold office for up to three years and can serve up to two terms before standing down for one year.

(k) **The Club Services Officer** The nomination to the council for election of the Club Services Officer shall only be made by the Executive Committee shall only be made by the Executive Committee having consulted with the Member Clubs as to any nominations that they wish to have considered and shall be submitted to the Council for election at the appropriate Annual Meeting of the Council. The Club Services Officer shall hold office for up to three years and can serve up to two terms before standing down for one year.

(l) **The Club Representative Officer (without portfolio)** The nomination to the council for election of the Club Representative Officer shall only be made by the Executive Committee having consulted with the Member Clubs as to any nominations that they wish to have considered and shall be submitted to the Council for election at the appropriate Annual Meeting of the Council. The Club Representative Officer shall hold office for up to three years and can serve up to two terms before standing down for one year.

(m) Should any office of the Union fall following the Annual Meeting, the Executive Committee is empowered to fill that vacancy until the next Annual Meeting of the Council.

NB. Member Clubs are invited to submit nominations for consideration for the offices becoming vacant within paragraphs 9(d), 9(i), 9(k) and 9(l) only. Nominations are to be served in writing to the Secretary before 31<sup>st</sup> December in the year previous to a vacancy becoming available.

#### Extended Executive Committee

The Extended Executive Committee will include volunteers appointed by the Executive Committee which may include but not be limited to Team Managers, Assistant Team Managers, Coaches for the county teams and development programmes.

### 10. EXECUTIVE COMMITTEE

The Executive Committee shall consist of the Officers of the Union as described in paragraph 9.

The attendance of at least four Members shall constitute a quorum. The Chairman, or in his absence the President, or in his absence whoever is elected by the meeting shall be the chairman of the Executive Committee. The Chairman shall require the Secretary to summon meetings as he deems necessary or at the request in writing of not less than four Members of the Executive Committee.

Members of the Extended Executive Committee may be invited to attend all or part of Executive Committee meetings with a non-voting capacity.

All powers and duties relating to disciplinary matters delegated by England Golf to Members Counties shall be exercised by the appropriate Sub-Committee appointed by the Executive to comply with the instruction for the Procedure and Conduct of the Disciplinary Committees as may be prescribed by England Golf from time to time.

The procedure and conduct of such Sub-Committees including those dealing with any right of appeal shall follow precisely that prescribed by England Golf.

The Executive Committee shall be indemnified by the Council in respect of all acts matters and action committed by them in the name of the Union and duly authorised by the Council.

The Executive Committee shall have the power to co-opt such persons as they shall consider fit and who may be invited by the Executive Committee to attend all or any meetings but who shall not have any power to vote.

The Executive Committee shall have the power to appoint such sub-committees made up of such members (subject to the following sub-paragraph) as the Executive Committee shall consider fit, in order to advise the Executive

Committee on any matter and/or carry out such of the duties and responsibilities of the Executive Committee as the Executive Committee shall consider fit. All Sub Committees shall refer recommendations to the Executive Committee for decision making.

The composition of any sub-committee must include at least one member of the Executive Committee and a member of the Executive Committee must sit as chairman who shall have the right to vote and have a second or casting vote in the event of equality of votes.

## 11. SUBSCRIPTIONS

(a) Subscriptions shall consist of:

- (i) the annual subscription fixed by England Golf.
- (ii) such subscription to the Union as the Council shall fix at each Annual Meeting.

(b) Annual Subscriptions are due in full from all Home Playing Members at a Member Club for any part of a Club Subscription Year for which they are a member. Clubs should ensure their away members i.e., members whose handicaps are held at another club, are not charged an affiliation fee.

**“Playing Members” Definition:** Affiliation fees are payable for all playing categories of membership, which is defined as anyone who has a contract with the club providing playing rights on an SSS rated course. A contract is any legal agreement, whether or not subject to payment, by which individuals become playing members of the club. This includes all categories of playing member, including but not limited to Full, Senior, Junior, Honorary, Temporary, Country, Overseas, 5&6 Day, Flexible or Points based. Playing rights also includes affiliated clubs linked to public or other courses where the member’s actual contract to play the course is with a third party.

“Clubs Subscription Year” means:

- for Clubs that have the same subscription year for all Home Playing Members then that year.
- for Clubs that have a different subscription year for each Home Playing Member (commonly known as a rolling subscription) then the Club is to fix the date of its choosing, and upon which date the number of Home Playing Members shall be used to calculate the subscription.
- in each case it is the duty of the Club to inform the Union of its Club Subscription Year due date.

(c) Payment shall be calculated on the number of Home Playing Members of a Club one month after the Club’s Subscription Year due date (‘the First Relevant Date’) and shall be payable no later than one month after the First Relevant Date.

(d) A further payment may be due in respect of late renewals by Home Playing Members or, new Home Playing Members joining between the First Relevant Date and the end of the seventh month of a Club’s Subscription Year. If a further payment is due, it shall be payable no later than eight months after the First Relevant Date.

(e) **Multiple Clubs:** Where an individual is a member of more than one club in England, they should only pay England Golf fees once at their home club. Where the individual is a member of more than one club in the same County, they should pay only one County fee at their home club. Where they are a member of clubs in different Counties, they should pay a County fee in each case.

## 12. SECRETARY

The Secretary shall:

- keep correct Minutes of the Council and Executive Committee and produce such book at all meetings thereof
- give notice of all meetings of the Council and Executive Committee
- ensure a record is kept of all financial transactions and shall assist the Treasurer in preparing an annual Financial Statement as of 31st December previous, which will be presented to the Hon Auditor
- generally receive, and with the assistance and guidance of the Treasurer, dispose of according to the instructions of the Council all monies received and paid by the Union and act in accordance with the instructions of the Council or Executive Committee
- when the annual financial statement has been audited and signed by the Hon Auditor, the Secretary shall send a copy of the financial statement to each Member Club with the notice convening the Annual Meeting of the Council
- keep a roll of Member Clubs and give all notices required by the Rules for the time being
- be responsible for writing to the Member Clubs to request any nominations for Executive posts prior to the deadline set so they may be considered by the Executive Committee

### **13. TREASURER**

The Treasurer shall assist and give guidance to the Secretary on all matters of finance. They should meet on a regular basis, or as directed by the Executive Committee. They should discuss matters that affect the running of the County's finances such as Annual income, budget proposals and reserve funds/savings.

### **14. RESIGNATIONS**

Any Member Club wishing to resign its Membership must give notice thereof in writing to the Secretary on or before the 1<sup>st</sup> December on any year otherwise the Club shall be liable to pay its subscriptions for the ensuing year.

### **15. VOTING**

At Meetings of the Council and the Executive Committee decisions shall be taken by a show of hands and, in case of equality of votes, the chairman of the Meeting shall have a casting vote in addition to his original vote.

### **16. GOLF MEETINGS, MATCHES AND COMPETITIONS**

(a) Golf Meetings shall be held each year at which there shall be competitions to decide such County Championships as may be sanctioned by the Council. Member Clubs other than those on municipal courses shall make or arrange to make their courses available without charge as reasonably required by the Executive for meetings, matches and competitions.

(b) The Competitions Sub-Committee shall be responsible for all Championships, Competitions and Golf Meetings organised on behalf of the Dorset County Golf Union, as defined in the DCGU Policy Document.

### **17. CLUB DELEGATES**

(a) In accordance with the new rules of England Golf each Affiliated Club is asked to appoint a delegate ('Club Delegate') to act as a point of liaison between the Affiliated Club and Member County.

(b) There is to be at least two Club Delegates' meetings per calendar year (one of which is to be the Annual Meeting) to consider matters including, but not limited to, the following:

- (i) providing information and an opportunity for discussion on the work of the England Golf and the County to the Club Delegates; and
- (ii) providing an opportunity for Club Delegates to raise and discuss concerns of their club members on all golfing matters.

(c) At least 14 clear days' notice in writing shall be given of every Club Delegates' meeting, specifying the place, the day, and the hour of the meeting.

(d) The County shall report back to England Golf on the outcome of their respective Club Delegates' meetings at general meetings of the County and such other times that may arise from time to time.