

SENIOR GOLFERS' SOCIETY OF EASTERN PROVINCE

EXECUTIVE SUMMARY OF CONSTITUTION

1. Name

Senior Golfers' Society of Eastern Province

2. Definitions

- Society :Senior Golfers' Society of Eastern Province
- Union :Senior Golfers' Union of South Africa
- Republic :Republic of South Africa
- Member :amateur male golfer admitted to membership of the Society
- Admitted :Inducted
- Committee :Committee as constituted under clause 16
- Secretary :Honorary Secretary or Acting Secretary of the Society
- Financial year :Period commencing on 1st January and ending on 31st December of that year

3. Preamble

- Member of SGUSA
- Jurisdiction same as EPGU
- Abide by rulings of SGUSA

4. Headquarters

Port Elizabeth

5. Principal object

- Provide golfing amenities and promote fellowship and comradeship among members

6. Subsidiary objects

- 6.1. Promote encourage and foster the game of golf in general and particularly among members
- 6.2. Organise golf meetings, competition and tournaments etc for the benefit of members
- 6.3. Co-operate with SAGU and member Societies in arranging golf matches, tournaments etc.
- 6.4. Raise and administer funds to carry out the objectives including payments to members or donations or grants to approved causes
- 6.5. Acquire and deal with moveable and immovable property
- 6.6. Invest funds not immediately required
- 6.7. Safeguard and further the interests of the Society and its members

7. Rules of Golf

- 7.1. Bound by Rules of Golf (plus amendments) issued by R&A

8. Assets, funds, profits and gains

- 8.1. Used solely for investment or the objects of the Society as set out in this constitution
- 8.2. Does not preclude payment to members for travel, subsistence or out of pocket expenses or other remuneration for services rendered to or on behalf of the Society

9. Liability of members

- Society is a body corporate, not for gain, existing independently of its members with perpetual succession.
- Members not liable for debts, engagements or liabilities of the Society beyond subscriptions or other fees due in terms of this constitution

10. Membership classes

- 10.1. Active Member
- 10.2. Veteran Senior
- 10.3. Honorary Life
- 10.4. Non-playing
- 10.5. Transferee

11. Election to membership

- 11.1. Candidate, qualified in terms of 10.1, proposed and seconded by members of at least 3 years standing who are not members of the Committee, provided that a member who has proposed or seconded a candidate may not propose or second another candidate within 12 months from the date the previous "Application for Membership" has been considered by the Committee.
- 11.2. Proposer to address letter to Honorary Secretary, endorsed by Secunder and supported by 3 members of at least 2 years standing. All to be personally acquainted with candidate. Letter to contain:
 - Full name
 - Residential Address
 - Occupation
 - Date of Birth
 - Brief summary of sporting history or community service
 - Comment on why he will make a suitable candidateNo candidate considered for election unless nominated after his 55th birthday and before his 70th birthday
- 11.3. If Committee satisfied, Secretary to send "Application for Admission to Membership" package to proposer for completion and signature by Candidate and Proposer.
- 11.4. Completed "Application for Admission to Membership" form delivered to Secretary who adds Candidate to Wait List. Committee decides when Candidate inducted as Active Member
- 11.5. Secretary to advise Candidate when elected to membership and, subject to payment of entrance fee, subscription and levies, if any, shall be inducted
- 11.6. New members failing to meet their playing commitment may be requested to transfer to non-playing membership. If occurs prior to completion of 3 years as active member – membership may be terminated
- 11.7. Election to membership within discretion of Committee who may refuse without assigning reasons therefore. If refused, at least 2 years must elapse before a further nomination can be considered
- 11.8. Proposal for membership is strictly confidential and should not be conveyed to the Candidate, failing which the proposal may be rejected

12. Transfer or termination of membership

- 12.1. Committee decides what action to take in the event of breach of obligations, insufficient interest in Society or ceases to be a member of a golf club. Committee can transfer members to non-playing or terminate membership.
- 12.2. Committee may terminate membership for conduct unbecoming or prejudicial to interests of the Society

- 12.3. Committee must give member opportunity to be heard and can only terminate by 2/3rds majority vote at meeting of at least 6 Committee members
- 12.4. Member who has been terminated by Committee has no right of action or claim against Society or Committee or any members or be entitled to any refund of subscriptions or levies

13. Privilege of members

- 13.1. Right to enjoy privileges & advantages of membership including right to participate in functions, meetings, tournaments and events of the Union and other Societies
- 13.2. No entitlement to privileges if levy, fees or other payments due are >6 months in arrear

14. Entrance fees and subscriptions

- 14.1. Committee to set entrance fees, subscriptions and levies to be effective from beginning of the next financial year
- 14.2. No entrance fee on admittance of transferees
- 14.3. Annual subscription due at beginning of financial year. Levy due date determined by Committee. If not paid within 6 months, final notice to be sent by Secretary. If not paid within 1 month thereafter – membership automatically terminated
- 14.4. Committee may determine conditions for re-instatement

15. Management of Society

Affairs and activities are managed by Committee under this Constitution

16. Composition & election of Committee

- 16.1. Committee must be Active Members and consists of President, Vice-President, Captain, Honorary Secretary, Honorary Treasurer, plus 5 members (preferably one from outside Port Elizabeth)
- 16.2. President retires after 1 year in office – all others retire annually but are eligible for re-election
- 16.3. Prior to AGM Committee to nominate Office bearers and a Committee of 5 members for ensuing year
- 16.4. Nomination for new Committee to be included in AGM pack sent to members. Members can submit other names for consideration but must be supported by 10 members and must be submitted to Secretary at least 7 days before AGM. Committee will then be elected by ballot
- 16.5. Committee may fill interim vacancies

17. Meetings of Committee

- 17.1. Secretary convenes meeting on request of President or 2 Committee members or at least once per quarter. President determines time and venue
- 17.2. President or Vice president or Captain (in that order) or if all absent, a Committee member appointed by the members present shall act as Chairman and shall have a casting as well as a deliberative vote
- 17.3. Quorum is 5 members
- 17.4. President and Vice-President are ex-officio members of all sub-committees – if absent , Captain to act as their alternate
- 17.5. Secretary takes minutes and circulates to all Committee members

18. Powers of Committee

Power to do all things necessary to carry out and promote the objects of the Society including the following;

- 18.1. Adopt, amend and rescind by-laws
- 18.2. Nominate office bearers and Committee members
- 18.3. Appoint sub-committees and delegate powers to them
- 18.4. Receive monies and authorise investment and expenditure
- 18.5. Open banking or other public or financial institution accounts
- 18.6. Appoint and authorise officers to act on its behalf in the acquisition or alienation of property, investment of funds or conduct of legal proceedings
- 18.7. Organise, promote and stage golf tournaments, competitions and inter-society matches and prescribe rules for the right of entry and the conduct thereof
- 18.8. Appoint any person to represent the Society on any golf or other sporting body
- 18.9. Fill any vacancies on the Committee and to co-opt members to serve on the Committee or sub-committees

19. Books of account

- 19.1. Books of account to be kept by Honorary Treasurer and together with all other papers and documents relating to the business of the Society shall be accessible to Committee members
- 19.2. Honorary Treasurer to ensure Annual Financial Statements prepared for consideration and adoption at AGM

20. Banking Account

Moneys to be deposited with Bank, Public or other financial institution. All cheques or withdrawal forms to be signed by any 2 office bearers. Manner of EFT decided by Committee

21. Auditors

- 21.1. Annual Financial Statements to be audited by Auditor as appointed at AGM
- 21.2. If vacancy occurs during the year, Committee to appoint Auditor

22. AGM

14 days notice for AGM held within 60 days after end of financial year

23. Procedure at AGM

- 23.1. President or Vice president or Captain (in that order) or if all absent, a member appointed by the members present shall act as Chairman
- 23.2. Quorum is 15 members – if quorum not present within ½ hour, Chairman to adjourn meeting to the same day in the following week at the same time and place as postponed meeting. Regardless of number, members present at adjourned meeting to constitute a quorum and may transact the business of the AGM
- 23.3. Only business of which notice has been given may be discussed at the AGM. Chairman has discretion to allow amendment to wording of resolutions of which notice has been given
- 23.4. Secretary takes minutes of the AGM which are approved at the next meeting of the Committee
- 23.5. Resolutions put to AGM to be passed by majority of members present
- 23.6. Members present have 1 vote and Chairman has additional casting vote. Voting by show of hands unless a secret ballot is demanded by 10 members present. Voting for Committee members to be by ballot

24. Business at AGM

- 24.1. Confirm minutes of preceding AGM and any Special General Meetings
- 24.2. Receive and consider the President's report
- 24.3. Receive and consider the audited Financial Statements
- 24.4. Elect members to serve on the Committee
- 24.5. Appoint Auditor
- 24.6. Elect life members
- 24.7. Consider resolutions of which notice has been given including any written resolution proposed by 10 members and delivered >7 days before AGM
- 24.8. Consider any matter brought forward by the Committee
- 24.9. Consider any further business which may be transacted at an AGM

25. Special General Meeting

- 25.1. Committee may at any time convene a Special General Meeting and also shall do so if requested by 10 members
- 25.2. Secretary to give 21 days' notice to members of date, time, place, and business to be transacted
- 25.3. No other business to be discussed
- 25.4. Same procedure as AGM shall apply except if quorum not present, meeting is dissolved

26. Amendment of Constitution

Only repealed or amended by resolution at AGM or Special General Meeting by not less than 2/3rds of members present

27. Dissolution of Society

- 27.1. Only dissolved, wound up or placed in liquidation by resolution at Special General Meeting passed by 2/3rds of members present
- 27.2. If, at a Special General Meeting, it is resolved to dissolve, wind up or place in liquidation, a liquidator is to be appointed at that meeting. After payment of debts and satisfaction of Liabilities all remaining assets to be given or transferred to SASGU or other society or union having similar objectives to Society

28. Notices

- 28.1. All notices to be in writing and signed by the Secretary
- 28.2. Notices posted or electronically transmitted by Internet, e-mail, facsimile or by personal delivery to the last known address of members deemed to constitute effective notice except notice of a hearing called relating to the conduct of a member shall only be given by registered mail or personal delivery to the last known address of the member
- 28.3. Accidental omission to give notice or non-receipt of such notice shall not invalidate the meeting or proceeding to which the notice relates or any decision taken thereat

29. Repeal

Rule book of the Society dated June 2003 is repealed with effect from 4th December 2008