



DONNINGTON GROVE
COUNTRY CLUB

Donnington Grove Country Club

CLUB CONSTITUTION

- 1. Status and Objectives**
- i The Donnington Grove Country Club Golf Committee is a non-profit making organisation.
 - ii The Objectives of the Donnington Grove Country Club Golf Committee are to:
 - a) Organise competitions, arrange matches, issue and Administer handicaps, and promote social activities for the members of Donnington Grove Country Club.
 - b) Set and implement competition rules and General Rules of the Club including dress code, and rules regarding behaviour whilst on company premises.
- 2. The Company**
- i The course and all facilities are owned and operated by the Company, (Sandtrend Limited). The Company has control of the Club and the staff, and shall have the right to close any part of the company for golf days, or other events.
- 3. Membership**
- i Membership categories and fees are set by the Company, as the owners of Donnington Grove Country Club.
 - ii The Company shall also fix numbers and conditions of membership and the scale of charges for visitors.
- 4. The Club**
- ‘The Club’ referred to in this constitution means the committee and all other category of members of Donnington Grove Golf Club.
- 5. Role of the Golf Committee**
- Subject to the agreement of the Company, the Golf Committee shall be responsible for:
- i The election of the Officers of the Club and members of the Committee.
 - ii The control of its own operating budget funded from income from competition entry fees and social events. (The Company may provide financial support at its discretion, for special golfing and social events, and by granting courtesy of the course for golf matches).
 - iii The arrangement of competitions and matches.
 - iv The issue and administration of handicaps.
 - v The organisation of social events for members.
 - vi Consideration of complaints or matters referred to them by the Company.
 - vii Representing the views of members to the Company on the maintenance of the golf course, local rules and other relevant matters.
 - viii Arrangements for the Annual General Meeting.
 - viii Administration of Disciplinary procedures.
- 6. Authorities and Conduct of the Game**
- i The Club recognises the Royal and Ancient Golf Club of St. Andrews as the ruling body of Amateur Golf, and agrees to abide by the Rules of Golf and Amateur Status as laid down by the R&A from time to time.

- ii The Club operates the Unified Handicap System (UHS) controlled by CONGU (the Council of National Golf Unions) for member's handicaps. All members of the Club will be bound by the principles and rules of the CONGU UHS and any conditions imposed within the Scheme by the English Golf Union, and any amendments thereto.
- iii The Club agrees to comply with the Constitution and Rules of the English Golf Union, the English Ladies Golf Association and of the Berks Bucks and Oxon Union of Golf Clubs and Berkshire Ladies Golf Association as a condition of affiliation to those bodies.
- iv The Company agrees to pay all per capita subscriptions due to the County Union, Ladies County Union, the English Golf Union and the English Ladies Golf Association, in respect of all male and female playing members of whatever category.
- v The Club shall, whenever necessary, exercise the disciplinary powers delegated to them under the EGU constitution in respect of any breach of the Rules of the Union, or for conduct which prejudices the interests of the Union in the game.

7. Club Rules

The Committee will produce a Rule Book, and Competition manual, which will be given to, or made available to each member. These Rules will include,

- Disciplinary Procedures,
- Course Etiquette,
- Competition Entry Procedures,
- Competition guidelines

All of which may be subject to change from time to time as the committee see fit, and do not form part of this document. All members will be required to comply with those Rules and this Constitution as part of their membership obligations.

8. Officers of the Club and Membership of the Committee

- i The Officers of the Club shall be:
 - CLUB CAPTAIN
 - CLUB VICE CAPTAIN
 - LADIES CAPTAIN
 - SENIORS CAPTAIN
 - COMPETITION SECRETARY
 - TREASURER.
- ii The Committee shall comprise of the Officers of the Club, and a minimum of 2 elected members representatives. Additionally, the following shall be members of the committee each in a non-voting role
 - The Club President
 - The Company Representative
 - The Golf Manager
 - The Course Manager
- iii The Committee can co-opt additional members to fill any vacancy that occurs, and to fulfil any role which the Committee deems to be necessary.
- iv The Chairman of the Committee is the Club Captain. The Club Captain is also the Chairman of the Annual General Meeting and of any Special General Meeting that may be called.

9. Election to the committee

- i Representatives of the Company (The Company Representative, The Golf Manager and the Course Manager) will be appointed to the Committee by the Company. The Club President, The Club Captain, The Club Vice-Captain, the Lady Captain and the Senior Captain will be appointed to the Committee as defined in this document. All other members of the Committee (Elected Members) shall be elected by a postal ballot of all adult members of the club. Details of nominations and voting paper's will be forwarded to members in February of each year. Corporate Members will be entitled to one vote per company, allocated to their nominated representative.
- ii Nomination will be open to any member who has been, or will have been by 1st April following, a Member of the Club for more than 6 months.
- iii Nominations must be proposed by another member, and must be supported by two seconds.
- iv Elected Members will be appointed to the Committee for a two-year tenure, following which Committee members must submit themselves for re-election.
- v Elected Committee Members may serve two consecutive terms only, after which they must wait for a further two years before they may stand again for election, unless no other candidates come forward, in which case an existing committee member may then put his/her name forward.
- vi A notice seeking nominations for election to the Committee will be posted on the Club Notice Board and website on 1st working day of January of each Club year. Closing dates for nominations will be Midnight on 31st January.
- vii Candidates will be required to submit a short statement outlining their suitability for election as a Committee Member and the contribution they would make to the successful running of the Club. These statements will be sent to members along with their voting papers by 14th February
- viii All voting papers must be returned to the Club by 28th February to be valid.
- ix Members will be asked to vote, indicating which candidates they support up to the maximum number of vacancies available. The votes will be totalled by candidate and ranked down to the number of vacancies available.
- x In the event of a tie for the last available place, a ballot of the elected members of the outgoing Committee will decide the election. In the event of a further tie, the tied candidates will draw lots.
- xi If there are only sufficient or less than sufficient nominations to fill the vacancies, those nominated will be considered elected subject to the approval by the members of the existing committee, and no ballot will take place.
- xii Co-opted members of the Committee must stand for re-election at the end of the year in which they were co-opted if they wish to continue on the Committee.
- xiii The Company reserves the right to approve any nomination for election or co-option to the Committee.
- xiv The new Committee members will be appointed from the ballot and/or co-opted members if required, by 1st April of that year

- 10. Club Captain**
- i The Club Captain is automatically appointed for a term of one year, commencing on 1st April each year, having served the previous year as Vice Captain.
 - ii In the event of the position of Club Captain becoming vacant during the year, the Club Vice Captain will take over as acting Club Captain until the 1st April following, when he becomes officially the Club Captain.
 - iii In the event that the Club Vice Captain is unable to take on the role of Club Captain, the Committee will select a suitable candidate to assume the role of Club Captain. If thought desirable, the Committee may recommend that the outgoing Club Captain continues until the end of a second year.
 - iv Unless asked by the Committee to stay on as Club Captain in the circumstances above, the Captain will automatically resign from the Committee at the end of his year in office, and may not stand for re-election to the committee for two years.
 - v The committee may however, invite an outgoing Club Captain to remain on committee, as a co-opted Committee member, after the end of his/her year in office to fill any vacant role other than that of Club Vice Captain, Seniors Captain, Seniors Vice Captain or Ladies Captain.
- 11. Club Vice Captain**
- i The Club Vice Captain shall be nominated by the current Club Vice Captain subject to the approval of the club committee.
 - ii The Club Vice Captain must be a full seven-day member who has been a member of the Club for a minimum of 24 months on the date on which he becomes Vice Captain.
 - iii In the event that the office of Club Vice Captain falls vacant during the year, the Captain and the Committee will select a suitable candidate
- 12. Ladies Captain**
- i The Ladies Captain is automatically appointed for a term of one year, commencing on 1st April, having served the previous year as Ladies Vice Captain.
 - li In the event of the position of Ladies Captain becoming vacant during the year, the Ladies Vice Captain will serve as acting Ladies Captain until the 1st April following, when she becomes officially the Ladies Captain.
 - iii In the event that the Ladies Vice Captain is unable to take on the role of Ladies Captain, the Committee will select a suitable candidate to assume the role of Ladies Captain. If thought desirable, the Committee may recommend that the outgoing Ladies Captain continues until the end of a second year.
 - iv Unless asked by the Committee to stay on as Ladies Captain in the circumstances above, the Ladies Captain will automatically resign from the Committee at the end of her year in office, and may not stand for re-election to the committee for two years.
- 13. Ladies Vice Captain**
- i The Ladies Vice Captain shall be nominated by the current Lady Vice Captain subject to the approval of the club committee.
 - ii In this context alone, an eligible lady member is any adult female member, whether 5-day, or 7-day member, that has been a member of the golf club for a minimum of 12 months on the date on which she becomes Vice Captain.
 - lii In the event that the office of Ladies Vice Captain falls vacant during the year, a new suitable candidate will be proposed.

- 14. Senior Men's Captain**
- i The Senior Men's Captain is automatically appointed for a term of one year, commencing on 1st April, having served the previous year as Senior Men's Vice Captain.
 - ii In the event of the position of Senior Men's Captain becoming vacant during the year, the Senior Men's Vice Captain will serve as acting Senior Men's Captain until the 1st April following, when he becomes officially Senior Men's Captain.
 - iii In the event that the Senior Men's Vice Captain is unable to take on the role of Senior Men's Captain, the Committee will select a suitable candidate to assume the role of Senior Men's Captain. If thought desirable, the Committee may recommend that the outgoing Senior Men's Captain continues until the end of a second year.
 - iv Unless asked by the Committee to stay on as Senior Men's Captain in the circumstances above, the Senior Men's Captain will automatically resign from the Committee at the end of his year in office, and may not stand for election for two years.
- 15. Senior Men's Vice Captain**
- i The Senior Men's Vice Captain shall be nominated by the current Senior Men's Vice Captain subject to the approval of the club committee.
 - ii In this context alone, an eligible Senior male member is any adult male member over the age of 55, whether a 5 day, or 7 day member that has been a member of the golf club for a minimum of 12 months on the date on which he becomes Seniors Vice Captain
 - iii In the event that the office of Senior Men's Vice Captain falls vacant during the year, a new suitable candidate will be proposed by the seniors section.
- 16. Club President**
- i The Club President shall be selected by the Committee for a term of 3 years, commencing on the 1st June of the relevant year.
 - ii In the event that the office of Club President falls vacant during the tenure, the Committee will select a suitable candidate to fill the role.
 - iii The Club President must be a full seven-day member who has previously served a full year as Club Captain, Ladies Captain or Seniors Captain.
 - iv The post of Club President is honorary. The role is to support the Club Captain and the committee and to promote the membership and the Club.
 - v The Club President is entitled to a President's day.
 - vi The closing date for nominations for Club President will be the February Committee meeting of the relevant year. The Committee will vote in the Club President no later than the April committee meeting of the relevant year.
- 17. Nominating club Officers**
- Other than the positions The Club Captain, The Club Vice-Captain, The Lady Captain, The Seniors Captain, and the President, deciding who shall be offered to fulfil the various positions of the Officers of the Club is the responsibility of the incoming Club Captain. As is appointing co-opted members to carry out the role of officer of the club subject to the approval of the committee.

- 18. Removal of an Officer or Committee member**
- i If at any time an officer or elected member of the Committee is found guilty of serious misconduct or a serious breach of Club Rules or is deemed guilty of unfit behaviour by the Committee or the Company, under the Club's disciplinary procedure, they shall be automatically expelled from the Committee.
 - ii If at any time a majority of the members of the Committee believe that any Officer of the Club or elected or co-opted Committee member is not adequately performing his or her duties, this shall be brought to the attention of the committee member by the Chairman. If, within a reasonable period of time, no improvement is forthcoming, the Committee members may take a vote of no confidence. A vote of No Confidence will be carried if two-thirds of the members of the Committee so vote. If the vote of No Confidence is carried, the offending committee member will be required to stand down forthwith.
- 19. Annual General Meeting**
- An Annual General Meeting will be held not later than 31st March in each year to transact the following:
- i To confirm the minutes of the previous Annual General Meeting and any Special General Meetings.
 - ii To discuss matters arising from those minutes.
 - iii To receive, approve and adopt the Captain's Report.
 - iv To receive, approve and adopt the Treasurer's Report and financial statement for the preceding financial year.
 - v To consider, and if necessary vote on, any notice of motions of which due notice has been lodged with the Committee Chairman.
 - vi The Company reserves the right to approve the inclusion of any motion proposed on the agenda of any Annual General Meeting.
- 20. Special General Meeting**
- i The Committee may at any time convene a Special General Meeting of members of the Club to discuss matters which it considers of sufficient substance and importance to warrant formal consultation of the members and which concern significant changes to the facilities of the Club, members access to use of those facilities or the Rules and Terms of Reference of the Committee, any vote taken and approved at this meeting affecting existing club rules will be deemed sufficient to change, without the need to present to the Annual General Meeting.
 - ii The Company reserves the right to approve for discussion any issue involving the company and the way they operate, prior to the convening of any Special General Meeting.
- 21. Notices**
- i Notice of any motion for consideration at any Annual General Meeting must be given or posted to either the Club Captain or the Club President in writing, not less than 21 days prior to the meeting, stating the terms of the motion and the names of the proposer and two seconds, all of whom, must be adult voting members.
 - ii Notices of the Annual General Meeting and any Special General Meeting will be notified to all adult voting Members

on the club notice boards and on the club's website no later than 21 days prior to the date of the meeting.

- iii A copy of every notice convening a General Meeting and of every motion or resolution for consideration at the meeting will be posted on the club's notice boards and on the Club's website for a period of 14 days prior to the meeting.

22. Quorums and Voting

- i Voting within club elections and at general meetings will be restricted to all adult individual members, husband and wife members and one nominated representative of each corporate membership, Juniors do not get a vote.
- ii Ten members present, one of which must be an officer of the club, that are entitled to vote, shall form a quorum. If a quorum is not present within 30 minutes of the time fixed for the start of the meeting, the meeting shall stand adjourned until the same day and hour in the following week, when the members present are all entitled to vote, it shall be deemed to form a quorum.
- iii The Chairman, (The Club Captain), or in his absence the Club Vice Captain, both of whom should have been asked to attend, shall preside at all general meetings. In the absence of both officers, the voting members present shall elect a chairman from their number, preferably another officer of the club, if in attendance.
- iv All business shall, unless otherwise provided for in the Constitution, be decided by a simple majority vote of those listed as present and entitled to vote, based on a show of hands.
- v A declaration by the Chairman that a resolution has, on a show of hands, been carried shall be conclusive unless a ballot is demanded by at least 5 members present.
- vi The Chairman of the meeting shall refrain from voting unless an equal number of votes for and against are cast, that being the case the Chairman shall be entitled to the casting vote.
- vii Minutes must be taken in all Annual General Meetings and presented at the following Annual General Meeting and minutes must be taken in all Special General Meetings and presented at the following Annual General Meeting.