

# **PETER ALLISS MASTERS (PAM)**

(Registered charity number 1113745)

Adopted on 26<sup>th</sup> September 2005 (Amended 25-01-2010 & 19-09-2016)

## **BYE LAWS & RULES**

### **C) POSTAL ADDRESS**

The address of the charity is, for the sake of convenience, that of the Treasurer:

C/O R Feldwick,  
Wychwood,  
Quarry Bank,  
Utkinton,  
Tarporley  
Cheshire  
CW6 0LR

### **D) MEMBERSHIP**

#### **2.1 Eligibility.**

2.1.1 Membership is open to all individuals over eighteen or organisations that have shown, or have the potential to show, that they are able to make a contribution to the promotion of the Charity's object.

2.1.2 An authorised person of a member organisation (see 2.2 (3) below) may not also be an individual member. However, members of that organisation may join as an individual member of PAM

#### **2.2 Application and Acceptance**

2.2.1 Membership is normally by the invitation of the Trustees made to either individuals or organisations.

2.2.2 Applications may also be made in writing explaining the reasons for applying and what they can contribute towards the Object of the Charity.

2.2.3 Member organisations must nominate one person as its authorised representative. (see Clause 15 *Representatives of Other Bodies* in the Constitution).

2.2.5 Applications must be approved by the Trustees.

2.2.5 The Trustees may only refuse an application for membership if, acting reasonably and properly, they consider it to be in the best interests of the Charity to refuse the application and must inform the applicant in writing of the reasons for the refusal within twenty-one days of the decision.

2.2.6. The Trustees must consider any written representations the applicant may make about the decision. The Trustees' decision following any written representations must be notified to the applicant in writing but shall be final.

2.2.6 Membership is not transferable to anyone else.

2.2.7 No membership fee is payable

### **2.3 Termination of Membership.**

See constitution Clause 8 Termination of Membership

### **2.4 Membership Register**

The Chairman will maintain a register of members, which must be made available to any member upon request, to include:

(1) Individuals:

Name and address  
Telephone number  
E-mail address (if applicable)  
Golf Club or other Organisation  
Date of joining

(2) Organisations and corporate bodies etc.:

Name and address of organisation  
Telephone number  
Authorised representative (who will be entitled to vote)  
E-mail address (if applicable)  
Date of joining

## **E) TRUSTEES RESPONSIBILITIES**

In addition to and in amplification of the roles of the Trustees, as described in the constitution, the specific responsibilities of the Officers are as follows:

### **3.1 CHAIRMAN**

- 3.1.1 Overall responsibility for the management of the Charity within the scope of the constitution.
- 3.1.2 Calling and chairmanship of trustee, executive committee, general and special meetings.
- 3.1.3 Production of minutes for all meetings in accordance with the constitution.
- 3.1.4 Maintenance of the Charity's membership list and records (see Section 2.4 above).
- 3.1.5 Co-ordination of all non-golfing related aspects of the Peter Alliss Masters golf tournament and other events in which the charity may, from time to time participate, relating to dinners, prize givings and powered wheelchair presentations

### **3.2 SECRETARY**

- 3.2.1 Running of the annual Peter Alliss Masters Golf Tournament. (see Section **6 ANNUAL PETER ALLISS MASTERS GOLF TOURNAMENT**)
- 3.2.2 Provide secretarial support to the Executive Committee as necessary

**F) 3.3 TREASURER**

3.3.1 Management of all financial matters in accordance with the constitution.

3.3.2 Submission of the Annual Return to the Charity Commission.

**4 EXECUTIVE COMMITTEE**

4.1 An Executive Committee will administer the activities of the charity in support of the Trustees.

4.2 The Trustees will sit on the Executive Committee.

4.3 Members may be co-opted onto the Executive Committee by the Trustee and will not be limited by number.

4.4 Running of the annual Peter Alliss Masters Golf Tournament. (see Section 6)

4.5 Maintaining records relating to the donation of powered wheelchairs by the charity and its members.

4.6 Management of the PAM Powered Wheelchair Scheme (see Section 7)

**5 FINANCIAL CONTROL**

**5.1 Accounting Year**

The Charity's accounting year will run from 1st January to 31st December.

**5.2 Banking Arrangements**

5.2.1 Bankers: Natwest, High Street, Tarporley, Cheshire, CW6 0LR

5.2.2 Accounts maintained: Current Account no. 70507678  
Reserve Account no 70511187

**5.3 ON LINE BANKING**

The accounts will be managed via the bank's "on line" facility. Only the Treasurer and Chairman (registered users) will have appropriate "on line" access. No restrictions apply to the disbursement of funds by authorised signatories through this facility.

5.3.1 Bank Mandates: Authorised signatories on bank accounts are:

Chairman  
Secretary  
Treasurer

of whom any two must sign all cheques from the bank accounts except:

- a) Transactions where the value does not exceed £100
- b) Transfers between the current and reserve accounts

when only the Treasurer need sign.

#### **5.4 Control of Expenditure**

5.4.1 Authority must be sought in advance of any commitment to expend the Charity's funds on the following basis:

- a) For intended expenditure of £500 or more with the unanimous sanction of all the Trustees.
- b) For intended expenditure of over £100 but less than £500 with the sanction of any two Trustees.
- c) For intended expenditure of £100 or less with the sanction of any one Trustee.

5.4.2 Irrespective of the amount involved the details of any commitment to expend the charity's funds must be advised to the Treasurer.

## **6 ANNUAL PETER ALLISS MASTERS GOLF TOURNAMENT**

This tournament is run by the Charity in order to recognise the achievements of both individuals and organisations that have contributed to the generation of funding for the purchase of powered wheelchairs for handicapped children.

### **6.1 Financial Aspects**

- 6.1.1 The overall cost of this tournament, including associated accommodation for all eligible participants, is borne by the charity out of funding accrued from discount paid by the registered powered wheelchair dealers as agreed in the terms of the *Peter Alliss Masters Powered Wheelchair Scheme* (see section 7).
- 6.1.2 The number of places in the tournament offered to participating clubs etc. is commensurate with the value of wheelchairs purchased through the *Peter Alliss Masters Powered Wheelchair Scheme* (see Appendix 1) at a rate defined by the executive committee.
- 6.1.3 Other interested participants may play in the event but at the sole discretion of the executive committee and pay in advance for their place at a rate defined by the committee.

### **6.2 Running and Control**

Overall responsibility for the running and control rests with the Secretary who, in conjunction with other members of the committee, will manage all activities relating to the event as follows:

- (1) Players, tee times, draw, handicaps etc.
- (2) Arrangements with golf club, photographer, prizes etc. etc.
- (3) Liaison with Chairman relating to his role (3.1 (5) above)
- (4) Accommodation & catering arrangements for participants
- (5) Liaison with Treasurer in respect of the financial arrangements

of the event.

## **7 PAM POWERED WHEELCHAIR SCHEME**

See Appendix 1 & 1a

## **8 MEETINGS**

### **8.1 Rules for the conduct of meetings**

The rules governing meetings and the associated requirements regarding notices in calling them and the necessary numbers relating to quorums are covered in the Charity's constitution. Each meeting should have:

- (1) a previously published agenda
- (2) minutes recorded
- (3) a record of all members who attended.

### **8.2 Members Proposals & Discussion points**

8.2.1 Members wishing to raise items for discussion at any AGM and general meeting, including an Annual General Meeting should do so 14 days before the scheduled time of the meeting.

8.2.2 Any member's proposal to be tabled at any general meeting must be seconded by another member and be received by the Chairman of Trustees at least 14 days prior to the scheduled date of the meeting.

### **8.3 Voting by Proxy**

Members, who are unable to attend a previously notified general meeting, may complete and return a proxy form (see Appendix 3) indicating their voting preferences. This must be received at the charity's registered address at least 48 hours in advance of the meeting.

# **APPENDIX 1**



## **Peter Alliss Masters (PAM) Registered Charity No.1113745**

### **G) PAM: Rules of the Powered Wheelchair Scheme (Direct Route)**

#### **INTRODUCTION**

The basis of the scheme is that golf clubs (and other participating organisations) will identify a powered wheelchair dealer to supply powered wheelchairs for children from any appropriate manufacturer. It is the dealer's responsibility, after having negotiated the cost of the chair with the manufacturer, to agree the cost with the golf club (or organisation). This must take into account that the dealers will be required to pay the PAM 10% of the invoiced cost of every chair ordered and supplied under the scheme. This is to fund the place(s) granted to the participating golf clubs (or other organisations) in the annual Peter Allis Masters Golf Tournament.

#### **PROCEDURES**

1. Participating golf clubs (or organisations) identify a dealer, or dealers, with whom they would like to deal. The PAM Treasurer must be advised of the name and address of the dealer(s) concerned.
2. The PAM Treasurer sends a "PAM POWERED WHEELCHAIR SCHEME – APPLICATION TO BECOME A REGISTERED DEALER" (see attached ) to the dealer (if the dealer has not already joined the scheme).
3. The dealer(s) will assess the prospective recipients (children) on behalf of the golf club (or organisation). They will advise the type of chair needed and appropriate cost involved.
4. On a final agreed specification, the golf club (or organisation) orders the chair(s) via the dealer(s).
5. The dealer negotiates the best deal with the selected manufacturer(s), bearing in mind the need to pay PAM 10% of the cost. They then order the chair(s).
6. The manufacturer(s) supplies the dealer with the chair(s).
7. PAM supplies the golf ball control knobs and appropriate stickers for attachment to the chair(s) by the dealer.
8. The dealer delivers the chair(s), as and when agreed with the golf club (or organisation).
9. The dealer invoices the golf club (or organisation) for the full agreed cost of the chair(s).

10. The dealer sends a copy of the invoice to the PAM Treasurer.
11. The Treasurer issues a PAM invoice to the dealer for 10% of the invoiced cost of each chair.
12. The golf club (or organisation) pays the dealer(s) invoice(s) in accordance with the agreed terms.
13. The dealer pays the PAM invoice within 30 days.

### ***ELIGIBILITY FOR THE PAM ANNUAL GOLF TOURNAMENT.***

PAM will award a place or places for participation at the next Peter Alliss Masters based on a points system (see **Tournament Packages** below) relating to the amount of funding raised and spent on wheelchairs up to the 30<sup>th</sup> September that year. To confirm eligibility a copy of the relative dealer's invoice(s) needs to have been passed to the PAM Treasurer of the Peter Alliss Masters Charity by that date. It follows that points gained for chairs donated after that date will count towards the following year's tournament. The only exceptions to this will be as follows:

1. Where funding to cover the value of chairs, to be donated at some time in the future, has actually been paid over to and is held in the books of the Peter Alliss Masters as at 30<sup>th</sup> September.
2. Places that will be granted relative to the actual donation of chairs at that year's PAM golf tournament.

Any balance of points arising that is insufficient to earn a place (or further place), may be carried forward until the following year, at the discretion of the PAM Treasurer.

### **H) TOURNAMENT PACKAGES**

One point will be awarded for every £10 raised and spent on powered wheelchairs. Accrued points may then be redeemed on the following basis:

- GOLD: 300 points (2 nights Dinner plus B&B and entry to the tournament)
- SILVER 210 points (1 nights Dinner plus B&B and entry to the tournament)
- BRONZE 110 points (entry to the tournament and dinner)

Full details of the content of each package are contained in the "How to join in" section in the PAM website

Points earned can be converted into any combination of the three packages thereby giving Clubs and Societies maximum flexibility to decide for themselves how best to allocate their earned places.

### **I) OTHER WAYS TO GAIN ENTRY**

The above rules of the scheme cover the standard method of entry to the PAM tournament but there are other ways to gain entry

1. Regional Route – Clubs running a golf event with the winner going forward to a Regional final the ultimate winner gaining a free place (plus full accommodation) at the tournament. Full details and entry forms etc. available on the PAM website (Promotional Material).

2. A limited number of packages each year may be available for purchase strictly at the discretion of the PAM Committee. These are priced as follows:

GOLD	£350
SILVER	£245
BRONZE	£125





**Peter Alliss Masters (PAM)  
Registered Charity No.1113745**

**PAM POWERED WHEELCHAIR SCHEME  
APPLICATION TO BECOME A REGISTERED DEALER**

DEALER NAME		WEBSITE	
ADDRESS		CONTACT NAME	
POST CODE		EMAIL ADDRESS	

The Peter Alliss Masters website [www.peterallissmasters.org](http://www.peterallissmasters.org) explains the aims, background and objectives of the charity. In joining our Powered Wheelchair Scheme and becoming a registered PAM Golf Chair Dealer you agree to adhere to the procedures outlined in the attached “**PAM: Rules of the Powered Wheelchair Scheme**”. Please recognise that failure to do so may jeopardise the participating golf club’s involvement in the Peter Alliss Masters Golf Tournament.

Please sign the bottom of this form to confirm your wish to become a **PAM Golf Chair Dealer** and your ongoing acceptance of the procedures. This agreement will cover all chairs supplied in the future under this scheme irrespective of the clubs or organisations with whom you work. It can only be cancelled by you or PAM in writing.

Signed for Dealer.....

Signed for PAM.....

Date.....

Date.....

Please return this form to the following address:

**Ray Feldwick**  
Wychwood  
Quarry Bank  
Utkinton  
Tarpoley  
Cheshire  
CW6 0LR

# Peter Alliss Masters Annual General Meeting .....

Form of Proxy (For use by members not attending the AGM)

**I, being a member of the Peter Alliss Masters, hereby appoint the chair of the meeting or**

.....

(see note 1) as my proxy to vote for me and on my behalf throughout the Annual General Meeting of the **Peter Alliss Masters** to be held on at \_\_\_\_\_ on \_\_\_\_\_..... and at every adjournment thereof. I understand that the agenda for the meeting is published on the charity's website at least 10 days prior to the meeting.

Unless otherwise indicated below, or upon any matter properly before the meeting but not referred to below, my proxy may exercise their discretion as to how they vote and whether or not they abstain from voting (see note 2).

	For	Against
Motion 1 - to adopt the minutes of the ..... AGM		
Motion 2 - to adopt the Annual Report		
Motion 3 - To adopt the audited accounts		

### Notes and Instructions

- 1 If you wish the chair of the meeting to act as your proxy, leave this line blank, otherwise write the name of your proxy in block capitals. If your proxy is unable to attend the meeting, your proxy reverts to the chair unless you delete the words "the chair of the meeting or".
- 2 Mark the way in which you want your proxy to vote by ticking the appropriate box against the motion(s) on which you want your proxy to vote. If you leave this section blank, your proxy will be able to vote as they see fit.
- 3 To be valid, this form of proxy must be received by the Treasurer and Trustee of the charity at the registered office, C/O R Feldwick, Wychwood, Quarry Bank, Utkinton, Tarporley, Cheshire CW6 0LR at least 48 hours before the time appointed time for the meeting. *Note that Proxy Forms may be sent electronically.*
- 4 By completing and returning this form you are not prevented from attending the meeting in person if you later decide to do so. However, your attendance revokes the appointment of proxy.
- 5 In order for your proxy to be valid, you must sign this form and ensure that your name, address and membership number shown overleaf are correct.

NAME.....

ADDRESS.....

.....

REPRESENTING\*.....

SIGNED .....

\* Leave blank if you are an individual member