



# Brampton Park Golf Club

## Competitions Committees

### Terms of Reference

#### 1. **Authority**

1.1 Responsibility for management of Members' Competitions and Handicaps has been delegated to the following Committees by the Manager of Brampton Park Golf Club:

1.1.1 Men's Committee

1.1.2 Ladies Committee

#### 2. **Officers**

2.1 The officers of the Club shall be the Captain, the Vice-Captain, the Lady Captain and the Lady Vice-Captain.

2.2 The Captain, Vice-Captain, Lady Captain and the Lady Vice-Captain shall be proposed by panels of Past Captains and their appointments shall be confirmed at an Annual General Meeting of Members.

2.3 Only a 7-Day Members shall be eligible to be an officer of the Club.

2.4 A Junior Organiser shall be nominated by the Committees to be responsible for the organisation of junior golf. This appointment shall be ratified by the BPGC Manager after the necessary statutory checks to ensure fitness for post have been completed.

#### 3. **Committees**

3.1 The Committees shall be the Men's Committee, and the Ladies' Committee.

3.2 These committees shall exercise the powers vested in them by these Terms of Reference.

##### 3.3 **Constitution of the Committees**

3.3.1 The constitution of the Men's Committee shall be as follows:

3.3.1.1 The Captain.

3.3.1.2 The Vice-Captain.

3.3.1.3 A Member elected from the Senior Men's Section of the Club.

3.3.1.4 Five elected male 7 or 5-Day Members.

3.3.1.5 In addition the Captain may appoint one male Member of his own choosing.

3.3.2 The Men's Committee shall be responsible for all aspects of Members' competitions and handicaps save Ladies' competitions, handicaps and Mixed competitions.

3.3.3 The constitution of the Ladies' Committee shall be as follows:

3.3.3.1 The Lady Captain.

3.3.3.2 The Lady Vice-Captain.

3.3.3.3 Six elected female 7 or 5-Day Members.

3.3.3.4 In addition, the Lady Captain may appoint two female Members of her own choosing.

3.3.3.5 The Ladies' Committee shall be responsible for all aspects of Ladies' competitions and handicaps and additionally Mixed competitions.

#### **4 Members' Annual General Meeting**

4.1 The Members will hold a General Meeting of Members Annually on the Club premises in order to confirm appointments of Club Officers and to elect Committee Members.

4.2 The General Meetings will be co-chaired by the Captain and the Lady Captain.

4.3 A record of the proceedings of General Meetings is to be maintained by the Committee.

4.4 The Agenda for the General Meetings is at Enclosure 1.

##### **4.5 Date of Annual General Meeting**

4.5.1 Ordinarily the General Meeting will be held on the last Wednesday in November.

4.5.2 Members of the Club shall be given at least 28 days' notice of the Annual General Meeting and the notice shall specify the business to be transacted.

4.6 Every Member of the Club may attend meetings and vote at such meetings. Every such Member has one vote.

##### **4.7 Passing of Resolutions**

4.7.1 At any general meeting a declaration by the chairman that a resolution has been carried, or carried unanimously, or carried by a particular majority, or lost, or not carried by a particular majority and an entry to that effect made in the record of proceedings of the Club shall be conclusive evidence of the fact without proof of the number or proportion of the votes recorded in favour or against the resolution, unless a poll is demanded by the chairman or by at least one tenth of the Members present and entitled to vote and the voting Members must then be recorded by tellers appointed by the Chairman of the meeting. These records of votes shall be retained until the next general meeting.

##### **4.8 Confirmation of Officers**

4.8.1 The appointments of Captain, Vice-Captain, Lady Captain and Lady Vice-Captain shall be confirmed at each Annual General Meeting of the Club to hold office immediately following the Annual General Meeting at which they are confirmed.

4.8.2 A Junior Captain shall also be appointed by the Captains, following consultation with the Junior Organiser, and will come into office and retire from office simultaneously with the Captain and Lady Captain.

#### **4.9 Election of Committee Members**

4.9.1 At every Annual General Meeting of the Club two persons shall retire in rotation from each of the Men's and Ladies' Committees.

4.9.2 The retiring Members are eligible for re-election at the same or any subsequent general meeting of the Club.

4.9.3 Retirement shall be in order of seniority of election and in case of equal seniority the order of retirement must be determined by lot drawn by the Captain of the relevant Committee.

4.9.4 A list of the candidates offering themselves for election must be posted in a conspicuous place in the Clubhouse of the Club at least 7 days before the date of the Annual General Meeting.

4.9.5 Every Member present at the Annual General Meeting and entitled to vote may vote for the number of candidates equal to the number of vacancies.

4.9.6 Any ballot paper containing fewer votes than there are vacancies shall be treated as a spoilt paper and will be discounted.

4.9.7 If insufficient candidates offer themselves for election the Captain and Lady Captain may appoint Members to the Committees to fill the remaining vacancies.

4.9.8 If 2 or more candidates obtain an equal number of votes, the chairman must select by lot from such candidates the candidate or candidates who is or are to be elected.

#### **4.9.9 Casual Vacancies**

4.9.9.1 Any casual vacancy arising on any of the Committees may be filled by an appointment by the Captain of the affected Committee and the Member so appointed shall hold office until the next Annual General Meeting.

### **5. Proceedings of the Committees**

5.1 At all meetings of the Men's Committee the Captain or, in his absence the Vice-Captain, shall preside. If neither is present within 10 minutes after the time appointed for holding the meeting, the meeting shall choose its own chairman.

5.2 At all meetings of the Ladies' Committee the Lady Captain or, in her absence, the Lady Vice-Captain shall preside. If neither is present within 10 minutes after the time appointed for holding the meeting, the meeting shall choose its own chairman.

5.3 No committee shall have the power to incur any expense or give any warranty on behalf of the Club.

#### **5.4 Quorum**

5.4.1 A quorum shall be 5 Members in the case of the Men's and Ladies' Committees.

5.5 **Votes**

5.5.1 Every Member of a committee shall have one vote on every question. Voting shall be by a show of hands or otherwise as the chairman of the meeting shall direct.

5.6 **Minutes**

5.6.1 Every committee shall elect a secretary from among its members. The secretary shall keep minutes of the proceedings of each meeting, which shall be read and confirmed at the next meeting and signed by the chairman of that meeting as correct. Once signed they shall be conclusive evidence of the events of such meeting, and a copy shall be passed to the Manager BPGC.

5.7 **Sub Committees**

5.7.1 All committees shall have the power to appoint sub-committees consisting of members of that committee and other Members of the Club as it may deem necessary or expedient for the object of furthering any particular activity of the Members and the committee may depute or refer to each sub-committee such powers and duties of the committee as it may determine other than those conferred upon the committee in these Terms of reference. Each such sub-committee shall keep minutes of its proceedings which it shall produce to its parent committee and shall conduct its business in accordance with the directions of the parent committee.

**BRAMPTON PARK GOLF CLUB MEMBERS' AGM XX NOVEMBER 20XX AGENDA**

**Item 1** – Introduction and Welcome

**Item 2** – Captains' Charity

**Item 3** – Role of Golf Committee Going Forward

**Item 4** – RB Golf Update

**Item 5** – Men's Captain's Review

**Item 6** – Lady Captain's Review

**Item 7** – Committee Reports

Finance

Competitions

Handicaps

**Item 8** – Confirmation of Officers

Men's Captain 20XX

Lady Captain 20XX

Senior Men's Section Captain 20XX

Junior Captain 20XX

Men's Vice-Captain 20XX

Lady Vice-Captain 20XX

**Item 9** – Election of Golf Committee

**Item 10** – Captains' Project 20XX

**Item 11** – Any Other Business