



Terms of Reference for the Operation of the Club Sections

These Terms of Reference allow the sections to manage and control the competition, social activity and any associated affairs particular to the section under the overall responsibility and guidance of the Executive Committee and in accordance with the Constitution and Rules of Gaudet Luce Golf Club and of the regulating bodies for Golf in England.

Sections are defined as follows:

Gents Section

Within these terms of reference a gentleman member is defined as any male member of the club aged 18 or over as of 1st January of the current year.

Ladies Section

Within these terms of reference a lady member is defined as any lady member of Gaudet Luce Golf Club aged 18 or over as of 1st January of the current year.

Senior Section

Membership of the Section shall be open to any gentleman member of Gaudet Luce Golf Club on their 55th birthday – the option to play in Senior Section events may be taken at any point during the year following the member's birthday.

Junior Section

Any girl or boy up to the age of 18 as of 1st January of the current year.

Section Representatives

- a) Gents, Ladies and Senior sections shall comprise of Competition representative, Finance representative, Handicap representative and Communications representative, all of whom will work under the relevant Executive Committee Officer and will report directly to that Officer. These representatives shall meet quarterly. The section

positions to be elected at the section Annual Meeting and shall ideally be for a period of 2 years each.

Team Captains may be elected at the section Annual Meeting with nominations from the floor and meet with the above representatives ideally quarterly.

- b) Representatives for the junior section to be filled by invitation, following a majority vote by existing committee members. Committee members will be expected to serve two years in post. When retiring from the committee, they will be required to hand over to the incumbent. Committee members will be expected to show commitment to the Junior section as a whole and not to have any bias towards individual juniors. Potential committee members to be invited annually prior to the Junior Annual Meeting.

Section Finance

The finances of the section are to be recorded and controlled by the section Finance Representative.

These funds are generated from:

Credit balances brought forward from previous years

Funds from section competitions, after prize money has been deducted

Profits from Open Competitions organised by section members (excluding open competitions specifically organised for Charity).

The Finance Representative is responsible for authorising the payment of all normal operating expenses of the section including trophy engraving etc

After meeting all normal operating expenses the section may, subject to the approval of members at the annual meeting and the overall supervision of the Club Finance Chair allocate section funds as subsidies for the benefit of the section members in ways such as section 'away days' open to all section members, prize presentation events, support to section members in external competitions etc.

Open Competitions

The section may organise Open Competitions relevant to their section subject to the annual approval of the Executive Committee and the Management. The Finance Representative for the section shall be responsible for the collation,

auditing and recording of all income and expenses relating to Open Competitions and in the case of Charity Open Competitions for ensuring the appropriate amounts are authorised to be passed to the charities in a timely manner through the Finance Chair

Section Annual Meetings

Section Annual meetings will be chaired by the Executive Chairman and attended by at least one other member of the Executive board.

Section Annual Meetings will be open to any member of that section. Each section to hold their Annual Meeting between 21 and 3 days prior to the Club Annual General Meeting normally held in January.

Date of the both the club Annual General Meeting and section Annual Meeting will be posted by the Club Communications Chair following agreement with the individual section and nomination forms for the individual roles will be posted in the locker rooms by the Club Communications Chair no later than 30 days before the date of the Section Annual Meeting and nominations will cease 8 days prior to that meeting.

Any two members of the section may nominate a candidate, with their permission, for a vacant position.

No member may nominate or second more than 2 people for vacant positions.

In the event of two or more candidates being nominated a ballot will be held at the Annual Meeting.

Voting at the Annual Meeting may be by any category of member who has paid Union and Capitation fees for the year.

Only section members present at the Annual Meeting shall be entitled to vote.

The vote will be adjudicated by an independent member of the Executive Committee.

In the event of a tied vote the election will be decided by the drawing of lots, overseen and adjudicated by the member of the Executive present.

In the event of no member being nominated for a vacancy, nominations (proposed and seconded) may be taken from the floor at the Section Annual Meeting.

In the event of more than one such nomination a vote will be taken of those present. The vote to be overseen and adjudicated by the independent member of the Executive.

In the event of a tied result the election will be decided by the drawing of lots overseen by the Executive member or Chairperson of the meeting as above.

In the event of any of the section representatives leaving their position mid-term, a majority of the remaining representatives may co-opt a replacement member to fill the role for the remainder of the club year, taking their role with immediate effect. Such person will be eligible to stand for election for a 2 year period at the following Section Annual Meeting

Section members may make proposals for consideration at the Section Annual Meeting. Such proposals must be submitted in writing to the Club Communications Officer at least 8 days prior to the meeting. Any vote at the Annual meeting on members' proposals will not be binding until ratification by the Executive Committee.

Minutes of the meeting should be prepared by the section Communications representative and copied to the Executive Committee as soon as possible following the meeting.

Section Annual Meetings Agenda:

Executive Chairman

Apologies for absence

Team Captain(s) report

Competition representatives report

Finance representative report

Elections

Allocation of section residual funds

No views expressed at the Annual Meeting shall be regarded as binding upon the section, club or owners.

July 2024