



Knighton Heath Golf Club
Men's Seniors Section Committee
Terms of Reference

Authority

The Men's Seniors Section Committee is a subcommittee of the Knighton Heath Golf Club Captains Committee, from which it derives its delegated authority. This Terms of Reference has been approved by the Captains Committee and any changes to its content must be also be approved by that committee.

For the avoidance of doubt, where there is a conflict between these Terms of Reference and the Memorandum & Articles of Association ("Club Rules" – as amended), the more onerous requirement of the Club Rules or these Terms of Reference will prevail.

Purpose

- Delivery of the club strategy with specific responsibility for the Seniors Section.
- Advising the Captains Committee on matters pertaining to senior members.
- Co-operating in support of any activities for the benefit of the Club when requested by the Captain's Committee or the Management Committee.
- Complying with any policy requirements of the Club or as requested by the Management Committee/Captain's Committee
- Ensuring members of the Seniors Section have access to competitions, services and facilities as provided by the club.

Objectives

The objectives of the Seniors Section Committee are to:

- Develop the Seniors Section of the Club and encourage participation in competition and social events.
- Administer Seniors Section competitions in compliance with the Seniors Competition Rules.
- Arrange Seniors Section competition fixtures with other clubs, having due regard for other section, inter-club or society matches organised.
- Oversee the balance of funds for the Seniors Section, including the raising and dispersal of funds in respect of Seniors Section events and any surplus arising there from and maintain proper financial records.
- Organize the Seniors Section Annual General Meeting (AGM) and all nominations for the Committee.
- Provide copies of Minutes of Meetings for all members on the club web site.

The Committee

The Committee shall be elected at the Seniors Section AGM. The Committee shall consist of a maximum of nine and a minimum of six members:

Seniors Captain
Seniors Vice-Captain
Seniors Secretary
Seniors Treasurer
Seniors Competitions Secretary
Seniors Fixtures Secretary
Seniors Match Secretary
Two Committee Members

The Club President (or their alternate) may also sit on the Seniors Committee serving as an observer and adviser with no voting rights.

In addition, the Committee has the right to co-opt any number of individuals onto the Committee where their knowledge and experience can be used for specific purposes. The duration of such appointments will be for the remainder of the Club year or a lesser period if specifically stated. All co-opted members may offer themselves for election.

A separate document titled "Key Roles and Responsibilities of Seniors Committee Members" is maintained by the Seniors Section Committee and should be read in conjunction with this Terms of Reference.

Quorum

The quorum for Committee Meetings shall be five. A meeting may proceed with less than five present but a final vote cannot be taken on any issue. Committee Meetings shall be chaired by the Seniors Captain or, in his absence, the Seniors Vice-Captain or any other Committee Member nominated by the Seniors Captain.

Committee Meeting Frequency

Meetings shall be held at least once every calendar month. Additional "specific issues" meetings may be convened by the Secretary, at the request of the Seniors Captain.

The Secretary shall circulate the agenda and supporting documentation to the Committee Members a reasonable period in advance of each meeting.

The Draft of the Minutes, as approved for issue by the Chairman, shall be circulated in advance of the next meeting and presented to that meeting for formal adoption.

Nominations and Election of Committee Members

Nomination papers for the election of members shall be posted on the Seniors Section Notice Board five weeks prior to the date of the Seniors Section AGM.

The last date for the return of nominations shall be three weeks before the Seniors Section AGM. Postal voting forms for the election of nominated members will be available on the Seniors Section Notice Board two weeks before the Seniors Section AGM and must be received in the Managers Office by the Seniors Section AGM date.

Membership

Membership of the Seniors Section is open to male members who have attained the age of sixty years and limited to members of Knighton Heath Golf Club.

Seniors Section Annual General Meeting

Notice of the Seniors Section AGM is posted on the Seniors Section Notice Board six weeks before the Seniors Section AGM date. The agenda for the Seniors Section AGM including all resolutions and any items, received in writing, for Any Other Business shall be posted on the Seniors Section Notice Board at least two weeks before the Seniors Section AGM.

The Seniors Section AGM should be held during the month of September at least four weeks before the club AGM. The number of Seniors Section Members that shall constitute a quorum will be determined as 10% of the total number of Seniors Section Members. Only members of the Seniors Section attending the AGM may speak or vote on any resolution unless invited to speak by the Chairman.

New Captain and Committee

The new Captain and Committee shall take up office immediately after the Seniors Section AGM.

The Seniors Captain would normally (but not necessarily) have served as Vice-Captain.

The Captain, Vice-Captain and other Committee Members are elected by voting at the Seniors Section AGM.

The Captain and Vice-Captain:

- shall not be a Director of the club
- should be playing members of at least 5 years standing
- shall stand for a term of one year
- may if elected by the members serve a subsequent term(s) in the same office.

Other Committee Members:

- shall not be a Director of the club
- should be playing members of at least 2 years standing
- shall serve for a term of three years
- at the end of their 1st term of office they shall retire but be eligible for re-election for a second term
- may only stand for more than two consecutive terms should there be insufficient nominations.

In the event of the resignation of the Captain before completion of his term of office the Vice-Captain will immediately assume the position of Captain. If there is no Vice-Captain then the Committee must call an Extraordinary General Meeting where nominations for the Captain should be sought and a ballot held if more than one nominee.

In the meantime, a member of the Committee should be selected by the remaining members of the Committee to assume the responsibility of Captain until a successor is appointed.

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