



**CEDAR VALLEY GOLF CLUB
MEMBERSHIP COMMITTEE
CONSTITUTION**

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CONSTITUTION OF THE MEMBERSHIP COMMITTEE OF CEDAR VALLEY GOLF CLUB

1. OBJECTS

The objects of the Membership Committee (hereinafter called the Committee) are:-

1. To liaise with the Board of Directors of Cedar valley Gold Club limited (hereinafter called the company) and any of its committees in the interest of golf.
2. Independently of, but subject to any rules laid down by the company, encourage and develop the widest possible participation in the playing of golf as an amateur sport and provide opportunities for members to engage in other sporting and Social activities for their benefits and enjoyment.

2. MEMBERSHIP

Every shareholding, non-shareholding and honorary members of the Club shall automatically be a member of the Membership and shall cease to be a member immediately upon the suspension or revocation of his membership of the Club.

3. MANAGEMENT

(1) The affairs of the Membership shall be managed by a Committee comprising the following:-

- a. a President
- b. a Secretary
- c. a Treasurer
- d. Men's Golf Captain
- e. Ladies' Golf captain
- f. Men's Golf Vice-Captain
- g. Ladies' Golf Vice-Captain
- h. Activities Director
- i. Membership Director

(2) The duties of the Committee shall be:-

- (a) to raise money by such means as it deems appropriate for the provision of social activities for its members;
- (b) to arrange and participate in golf tournaments in Antigua and Barbuda and abroad;
- (c) in collaboration with the club, to provide for the maintenance of the Rules of Golf including disciplinary proceedings against infractions thereof and to promulgate and uphold standards of behavior for the most beneficial enjoyment by all persons of the facilities provided, and activities arranged by the Club and the Committee.

(3) The members of the Committee shall be elected at the annual general meeting of the Membership to be held before the fifteenth day of

March each year, and subject to termination of office by resignation or otherwise, shall remain in office from the first of April following their annual general meeting. The Committee shall have the power to fill any vacancy that may occur between elections.

- (4) All members of the Committee shall retire at the end of their term of office (or where the member was appointed to fill a vacancy at the expiration of the term of the substantive holder) but shall be eligible for re-election. A member may resign at any time by giving notice in writing to the secretary and immediately upon receipt thereof he/she shall cease to be a member of the Committee.
- (5) Subject to these rules, the Committee shall have power to conduct its meetings and other activities providing that 4 members are present to constitute a quorum.

4. ALLOCATION OF RESPONSIBILITIES

(1.) PRESIDENT

The President shall be the chief co-ordinator of all activities of the Membership and the chief liaison officer between the Membership and the Club. He shall superintend the functions allocated to other members of the Committee and preside at all its meetings and meetings of the Membership and prepare and present each year to the Membership a report on the activities of the Membership.

(2.) TREASURER

The Treasurer shall:-

- (a) control funds generated by activities organized by the Committee or otherwise raised or obtained including tournament fees;
- (b) control all expenditure for various competitions, awards, prizes, promotion and any other expense incurred by the Committee;
- (c) prepare and present to the Membership Committee interim financial statements every 90 days of the Committee year.
- (d) Prepare a statement of income and expenditure at the end of the Committee year and submit the same for audit by such persons as the Membership may elect for the purpose;
- (e) Receive and control funds generated through gifts, donations or any other means.

(3.) MEMBERSHIP DIRECTOR

The Membership Director shall, consistent with the rules of the Club, devise and implement schemes designed to increase numbers of the Membership.

Twice in the Committee year provide the Membership Committee with an updated and accurate list of all valid Members, their addresses and phone numbers.

(4.) ACTIVITIES DIRECTOR

The activities Director shall organize, promote and superintend social events designed to foster fraternization among members and, in particular, to create opportunities for new members to become acquainted with existing members; to expose them to the facilities provided by the Club and the Committee; and to encourage all members to play a full and active role in the work of the Committee. He shall, in consultation with the President and others concerned arrange for the provision of refreshments at activities arranged by the Committee whenever appropriate.

(5.) MEN'S AND LADIES' GOLF CAPTAINS.

The Men's and Ladies' Golf Captains are responsible for scheduling, organizing, promoting, running, scoring and recording all the golf tournaments placed at the premises of the Club. It shall be their responsibility to:-

- (a) in liaison with other Committee members obtain new sponsored golf competitions as well as continue with the past ones;
- (b) obtain and present all tournament trophies and prizes;
- (c) set up a golf tournament programme for both junior and adult members who wish instruction;
- (d) choose the members of the teams that can best represent the Membership in inter-club matches, and to work closely with the Committee to choose the best teams of which members may be a part;
- (e) in conjunction with the President, appoint a Rules Committee prior to all tournaments of 18 holes and over;
- (f) in liaison with the Club, be responsible for the placement of tee markers and holes for all tournaments played at the premises of the club;
- (g) together with Vice-Captains serve as the Greens Committee to assist and advise the management of the Club in the care, maintenance and improvement of the golf course;
- (h) appoint a Handicap Chairman whose responsibility it shall be to keep the members handicapped up-to-date in accordance with rules of the U.S.G.A.

(6.) MEN'S AND LADIES' GOLF VICE-CAPTAINS.

It shall be responsibility of the Vice-Captains to assist the Golf Captains in the performance of their responsibilities and when necessary to deputize for them and to attend meetings of the Committee.

(7.) SECRETARY

The Secretary shall aid and assist the President in the discharge of his/her functions and shall, subject to any directions as may be given to him/her from time to time by the President, conduct the correspondence of the Committee and have custody of all documents belonging to the Membership. He/she shall keep full and correct minutes of all proceedings at meetings of the Committee and the Membership and (save as herein provided otherwise) shall be the custodian of property of the Committee.

5. MEMBERSHIP MEETINGS

- (1) At least fourteen days notice of any general Membership meeting, whether extraordinary or otherwise, specifying the business to be transacted and the place, day and hour of the meeting, shall be sent to every member by letter to his/her last known place of abode in Antigua and Barbuda and placed prominently in the Club.
- (2) The quorum at any general meeting shall be one third of the current membership.
- (3) In the event that a quorum is not present, the meeting will be adjourned to a time and place decided by the Committee at which meeting, whether or not a quorum is then present, the business may be transacted.
- (4) The Committee shall call an extra-ordinary general meeting as required or when any question of urgent importance shall arise and shall be bound to do so on receiving a requisition signed by not less than ten members specifying the business to be transacted.
- (5) Save as herein provided, the Membership shall regulate the procedure at its meetings including the adjournment and cancellation thereof.

6. AUDITORS

Two members shall be appointed at the annual general meeting at which the members of the Committee are elected and they or one of them shall audit the statement of income and expenditure to be prepared by the Treasurer and report there-on to the President who shall cause the accounts together with the report to be submitted to the annual general meeting.

7. RESIGNATION BY COMMITTEE MEMBERS

Any Committee Member wishing to resign from his/her position mid term may do so by submitting written notice thereof to the Secretary no less than 30 days prior to the date of the intended resignation.

Upon acceptance of the resignation by the Committee the Membership Committee, by majority vote, enlist the assistance of any other valid Member of the Club to fill the vacancy position. The exceptions to this rule will be Secretary to becoming Acting President in the event of the President resigning and for Vice- Captains become Acting Captains in the event of a captain resignation.

8. AMENDMENT AND ALTERATION OF RULES

The Committee shall have power to recommend amendment or alteration to this constitution but no such amendment or alteration shall take effect until the same has been confirmed by a two-thirds majority of the members present at a general meeting whether extra-ordinary or otherwise.

9. MEMBERS OF NON-FINANCIAL STATUS

At the time of any tournament being run by the Committee, any player in a non-financial status with the club, shall automatically be ineligible to take part in that particular tournament.