

Cardiac Rehab Golf Society – Constitution

1. **Name** : Cardiac Rehab Golf Society (hereinafter referred to as CRGS)

2. **Aims & Objectives** : CRGS is primarily for past and present cardiac patients, supporters and associates of Basingstoke & Alton Cardiac Rehab Charity Ltd (BACR) to play social and competitive golf at courses within reasonable travelling distance of Alton. In addition it aims to provide donations, by way of money or specific gifts to (BACR).

3. **Membership**: Membership is granted to any person who satisfactorily completes a Membership Joining Form who is approved by the Committee and who pays the prescribed fee. The committee may set limits on numbers of members or handicap criteria as they see fit. Members shall be bound by the rules of golf of the R & A, shall adhere to any instructions from the CRGS Officers or official representative of golf clubs being played by the society.

4. **Management**: The management of CRGS shall be delegated to an elected committee who shall consist of the following Officers:

- i) President
- ii) Captain
- iii) Secretary
- iv) Treasurer
- v) Fixtures Organiser
- vi) Handicap Secretary

A member may be elected to fill more than one position. A maximum of four other persons may be elected to the committee to fulfil such other functions as the committee may decide. The committee will agree specific duties of the Officers and committee members. The Officers and committee shall be elected for a term of three years and may be proposed and re-elected for further terms of office should they wish. In the event of resignation or death a replacement may be appointed by the Committee to fill any casual vacancy until the next Annual General Meeting (AGM) of Members when normal nomination procedure will apply

5. **Meetings**: CRGS will hold an AGM each year at which all members may attend. The President or Captain shall chair any General Meeting and have a casting vote. A person may only vote by attendance at the meeting however they can be represented at the meeting by a proxy who will need to provide written authority to the Secretary before the meeting commences. The Secretary will give 30 days notice of meeting on the BACR web site and/or by email to members. The Chairman of the Meeting may permit questions and discussion (but not a resolution) under "Any Other Business". A member wishing to propose a resolution not on the Notice of Meeting must submit it to the Secretary at least 14 days before the meeting. The Notice of Meeting shall include, but not limited to, resolutions on; i) Approval of Accounts ii) Election of Officers and Committee iii) Proposal on future Subscriptions.

Nominations for Officers & Committee which must include a seconder must be sent to the Secretary to be received at least 14 days in advance of a meeting. The AGM shall be held in the Spring of each year following completion of the annual accounts for the previous financial year. The Secretary will give 30 days notice of the meeting. Any member may request an Extraordinary General Meeting (EGM) giving the Secretary 30 days notice to convene providing the request details the subject matter and any resolutions to be proposed and is signed by at least 15 members. The Committee shall hold regular meetings at a time and place to suit their needs.

6. Committee Duties: The Captain shall chair all meetings and in his absence the President shall chair the meetings. The chair of the meeting shall have a casting vote. The Committee is responsible for all aspects of CRGS. It shall have authority to act on behalf of members and must ensure it complies with all reasonable requests from BACR concerning the use of the BACR name and any use of BACR facilities. The Committee will agree specific responsibilities for Officers & members which shall include, but not limited to, responsibilities for financial record keeping, banking authorities, arranging recording and keeping minutes of meetings, communications to members and others, arranging venues for match fixtures, arrangement of member competitions. In addition it will be responsible for membership criteria and handicapping system, fundraising initiatives, donation decisions, presentation and safe keeping of trophies, policy on course suitability, etiquette & appointment of deputies for elected Officers. The Committee is not empowered to arrange loan or overdraft facilities or to encumber CRGS by way of lease of premises or equipment. In the event CRGS is dissolved it is the responsibility of the committee to ensure that any net assets remaining devolve to BACR.

7. Finances: The treasurer will maintain financial records for the society and produce reports for regular committee meetings and accounts on an annual basis which will be available to the membership.

The society will maintain a bank account with HSBC and committee members will be authorised signatories on the account.

All cheque payments will require two authorised signatures, internet banking payments can be actioned by just one authorised user, normally the treasurer or one other committee member.

The society will also have access to internet banking for payments in and out of the account and the treasurer will be empowered to make payments on their own, one other committee member will also be an authorised user and also be empowered to make payments on their own.

Bank statements will be reviewed monthly by one of the committee apart from the treasurer.

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