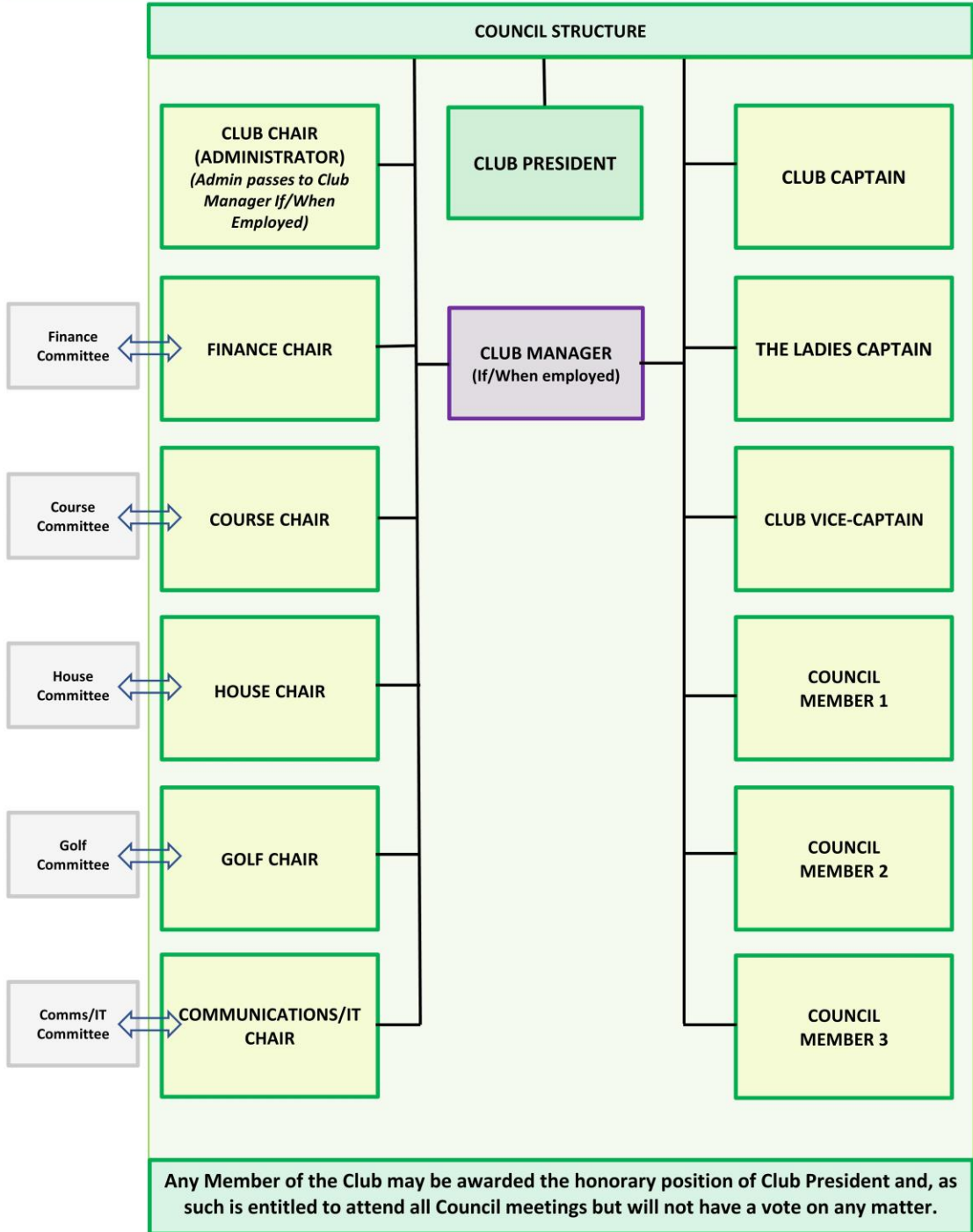


**PENRITH GOLF CLUB  
PROPOSED STRUCTURE FOR THE COUNCIL AND ITS COMMITTEES**



**If/When a Club Manager is employed that person will take on all the administrative duties previously undertaken by the Club Chair (Administrator)  
The Club Manager will not have a vote on any matter put to the Council or on any Committee attended.**

## **PENRITH GOLF CLUB**

### **PROPOSED STRUCTURE FOR THE COUNCIL AND ITS COMMITTEES (INCLUDING ELECTION PROCEDURES FOR THE 2022 AGM)**

#### **1. THE COUNCIL**

The business and affairs of the Club will be overseen and managed by a Council, consisting of the Club Chair, the Club Captain, the Ladies Captain, the Club Vice-Captain, three Council Members and the Chairs of five Committees (Finance, Course, House, Golf, Communications/IT). The foregoing 12 positions are hereinafter referred to as Officers of the Club, and 7 will form a quorum.

Where any position on the Council is not filled at an election, or becomes vacant, the Council will co-opt an Officer from amongst the Voting Members of the Club.

All Officers, including those who have been co-opted will serve on the Council from the date of their election or co-option until the next Annual General Meeting, when they will be eligible to seek re-election for any one position on the Council.

Meetings of the Council will take place at least once per month. The Club Chair will have a casting vote in the Council. Whenever the Club Chair is absent, the Council will appoint another Officer to undertake those duties.

The Ladies Captain will take her position on the Council as an Officer by virtue of her election according to the rules within the constitution of the Ladies Section of the Club. Should she relinquish her role as an Officer for any reason, then the Ladies Vice-Captain will take on the role as an Officer for the remaining term on the Council. Should the Ladies Vice-Captain relinquish her role as an Officer then the position on the Council will remain vacant until the next round of elections.

The Council is empowered to delegate any of its functions to the committees represented on the Council (Finance, Course, House, Golf, and Communications/IT).

The Council is also empowered to form any number of committees for any specific purposes which may arise, and these committees will report back to the Council. Such committees will be chaired by an Officer who will be appointed by the Council. Voting Members of the Club may be asked to join such committees.

A Voting Member of the Club is any member aged 18 and over at the date any election is due to take place and who may belong to any category of membership other than that of Social Member and/or Second Club Member.

The Council may, at its own discretion, advertise and engage a person for the position of Club Manager on such terms as it agrees. As an employee, the Club Manager will attend all meetings of the Council and will take on the duties and responsibilities of administration which had previously been undertaken by the Club Chair. The Club Manager will have no vote on the Council, and will be entitled to attend, without voting rights, any committee authorised to report back to the Council.

The President of the Club, though not an Officer, will be entitled to attend Council Meetings, without voting rights and will not be included in the count for a quorum.

## **2. COMMITTEE COMPOSITION, DUTIES AND RESPONSIBILITIES**

### **CLUB CHAIR (ADMINISTRATOR)**

#### **a) Duties as Club Chair**

The Club Chair is entitled to attend and vote on any matter raised in Council or in any other Committee authorised by the Council. The Club Chair will chair all General Meetings of the Club. In the absence of the Club Chair, the Council will appoint an Officer to undertake any of these duties.

#### **b) Duties and Responsibilities as Administrator**

In the absence of a Club Manager, the Club Chair will be responsible for Health and Safety, HR, Safeguarding, Byelaws, Policies and Procedures, the maintenance and safekeeping of any Club records, Club Contracts and Employee Contracts of Employment (including appraisals of performance undertaken in relation to employees and those contracted to the Club) and minutes of all meetings of the Council. The Club Chair is entitled to seek assistance from any Officer in the performance of these tasks and will ensure that proper minutes of all Council Meetings are taken.

### **FINANCE COMMITTEE**

The Council will appoint a Finance Committee under the Finance Chair to oversee all aspects of the finances of the Club. Those elected to the positions as Chairs of Course, House, Golf, and Communications/IT will be members of this committee.

Duties and responsibilities of the Finance Committee include Accounting Procedures, Bookkeeping, Payroll and the preparation of Reports and Budgets. Prior to the Annual General Meeting this committee will assess and prepare a report for the Council on proposed subscriptions for the ensuing year.

### **COURSE COMMITTEE**

The Course Committee will consist of its Chair, at least one Officer, and the Head Greenkeeper.

Duties and responsibilities of the Course Committee include Greens Keeping Staff, Greens and Course Equipment, Course and Course Facilities Maintenance and Course Budgets.

### **HOUSE COMMITTEE**

The House Committee will consist of its Chair, at least one Officer, and the Steward/Caterer.

Duties and responsibilities of the House Committee include Bar, Catering, Marketing, House Maintenance and Repair together with House Budgets.

## **GOLF COMMITTEE**

The Golf Committee will consist of its Chair, at least one Officer, and any contracted Club Professional.

Duties and responsibilities of the Golf Committee include Competitions, Handicaps, Marketing, Visitors, Practice Facilities and Golf Budgets.

## **COMMUNICATIONS/IT COMMITTEE**

The Communications/IT Committee will consist of its Chair and at least two Officers.

Duties and responsibilities of the Communications/IT Committee include all aspects of IT which may include Administration and Office Software, Communications with Members, Marketing Requirements, Back-up, Archive requirements and Website Maintenance.

### **3. GENERAL CONDITIONS RELATING TO COMMITTEES REPORTING TO THE COUNCIL**

All Officers and any Voting Member co-opted to one of the Council's Committees must sign the Code of Conduct, which sets out the standards of personal behaviour and conduct required. They will confirm having read and understood their obligations at their first meeting and sign the Code of Conduct form which will then be placed with Club records.

Wherever Officers are included in the composition of the following Council Committees (Course, House, Golf, and Communications/IT), they will be appointed at the first meeting of the Council following its election, or whenever it becomes necessary to replace an Officer.

The Chairs of all Committees authorised by the Council may co-opt any Voting Member from the Club Membership to serve alongside existing committee members, provided the Council has given its approval. All such co-opted Voting Members will be entitled to vote on any subject raised in that committee.

The Chairs of all committees reporting to the Council will have a casting vote within those committees but the Club Chair, when in attendance at such committees, will only have a single vote.

**4. CODE OF CONDUCT/STATEMENT OF VALUES FORM**

As a member of PGC Council or one of its committees, I agree to the following values and commit to behaving in a manner which reflects the leadership responsibility invested in me to represent the members.

I understand that failure to adhere to these shared values could result in my dismissal from The Council: -

- I will endeavour to attend any Council or committee meeting to which I am appointed.
- I will act solely in the interests of PGC. I will not gain any benefits, financial or otherwise, for myself, my family or friends.
- I will act with integrity at all times and not place myself under any financial obligation to any outside individual or organisation that might seek to influence my role at PGC.
- I will make decisions that are impartial, fair and taken on merit, using the best evidence available, without discrimination or bias towards any group or individual.
- I will be accountable for my actions and decisions to the members, through scrutiny by my fellow Council members, or whatever group is appropriate to my role.
- I, along with fellow Council members, will be open about the decisions and actions that are taken, and will share such information through the appropriate channel with the membership.
- I will be truthful at all times and pledge to declare any private interests that may conflict with my club duties.

Name .....

Signature .....

Date .....

## **5. ELECTION PROCEDURES FOR 2022 AGM**

- 1) Nomination sheets will be placed on the Club Notice Board 28 days prior to an election and will remain displayed until 7 days before the election. No additions will be allowed after this latter date.**
- 2) Any person standing for any position on the Council must be a “Voting Member” at the time the election is due to take place and have a period of continuous Club Membership no less than 24 months.**
- 3) A Voting Member of the Club is any member aged 18 and over at the date any election is due to take place and who may belong to any category of membership other than that of Social Member and/or Second Club Member.**
- 4) Any Club Member involved in the nominations process must only propose or second one person for one position.**
- 5) No individual may stand for more than one position on the Council.**
- 6) There will be no limit on the number of individuals standing for any one position on the Council.**
- 7) For the 2022 AGM, the positions of Club President and Vice-Captain will be included on the nomination sheets and, following discussions within the Interim Committee, names will be put forward for election or ratification.**
- 8) For the 2022 AGM electronic voting will be arranged and, in addition, all Voting Members will be given the opportunity to vote by proxy.**
- 9) Those who wish to vote by proxy should contact Gail Gravett by email: - [gail.gravett1@gmail.com](mailto:gail.gravett1@gmail.com). Alternatively, proxy forms will be available in the Pros Shop at the Club.**
- 10) Completed proxy votes are to be placed in a sealed envelope and deposited in a locked ballot box in the Pros shop.**
- 11) At the AGM two Voting Members of the Club, to be chosen from those who volunteer at the meeting, will attend and take part in the count of the proxy votes, along with the administrator of the electronic vote. The administrator will then disclose the result of the electronic vote and add the proxy results in the presence of the two volunteers before passing the overall result to the Chair of the meeting.**
- 12) Should a tie be announced for any position voted upon, then a ballot will be taken from the Voting Members attending the AGM to determine the outcome.**