

Appendix A Sections Constitutions in accordance with Article 5.

Wednesday Section

RULES & CONSTITUTION

1 The Section shall be called "The Heaton Moor Golf Club Wednesday Section".
(The Wednesday Section)

2 All gentlemen, Seven Day, Six Day and Intermediate Members of Heaton Moor Golf Club, are eligible to join the Wednesday Section on payment of the appropriate subscription, which subscription shall be a nominal amount.

The Officers of the Wednesday Section shall be a Chairman, Secretary and Treasurer, who shall be elected at the Annual General Meeting (AGM).

The Committee shall consist of the Officers and five other members who shall be elected by ballot if necessary at the AGM.

The management of the Wednesday Section shall be vested in such Committee and at any meeting thereof, four shall form a quorum.

The Chairman shall be nominated by the Past Chairmen and elected, to serve for one year only, at the AGM.

The Committee shall have full power to fill any vacancies in their number which may occur before the AGM and shall be responsible for the proper management of the Wednesday Section and in particular, but not exclusively, determine or regulate:

i) The subscription payable for membership.
ii) Competition fees and selection of prizes.
iii) Times of play and tees available for the Wednesday Section competitions, subject to the prior approval of the General Committee of Heaton Moor Golf Club.

3 NOMINATION OF OFFICERS AND COMMITTEE

A paper for the nomination of Officers and Committee for the ensuing year shall be posted by the Secretary on the Wednesday Section notice board and remain for 28 clear days and shall be withdrawn 7 clear days prior to the AGM.

No member shall be elected as an Officer of the Wednesday Section or to serve on the Committee unless his name appears on such nomination paper, duly proposed and seconded by members of the

Wednesday Section. If there are more nominations than required, the election shall be by ballot.

4 CHAIRMAN

The Chairman shall preside at all meetings of the Wednesday Section Committee and, in the absence of the Chairman, the Secretary shall preside.

5 SECRETARY & TREASURER

The Secretary shall record in a book kept for that purpose, the dates and proceedings of all meetings of the Wednesday Section Committee and the minutes of the previous meeting shall be read at each meeting. The Secretary shall summon all meetings of the Committee, enrol members and give notices required by the Rules for the time being, or that the Committee may authorise.

The Treasurer shall receive and pay all monies due to and from the Wednesday Section, shall keep an account of the same and shall submit a statement, duly audited, to the AGM. Such audited statement shall also be made available to the Treasurer of Heaton Moor Golf Club.

6 MEETINGS

The AGM of the Wednesday Section shall be held in the month of October, of which not less than 7 clear days notice shall be given, at which the Officers' reports shall be presented, the Officers and Committee elected and other general business transacted.

A Special General Meeting (SGM) shall at any time be summoned by the Secretary on the instructions of the Committee or on receipt of a requisition signed by at least 15 members of the Wednesday Section. 7 clear days notice of such Meeting shall be given to all members of the Wednesday Section, stating its object.

7 VOTING

All members of the Wednesday Section shall be entitled to attend and to vote at the AGM or SGM.

8 ALTERATION OF RULES

The Rules of the Wednesday Section may be altered only by resolution proposed, seconded and carried by three quarters of the Members present and voting at the AGM or SGM convened for that purpose. Any such alteration must then be approved by the General Committee of Heaton Moor Golf Club.

9 GENERAL

All members of the Wednesday Section are bound by the Rules and Bye-laws of Heaton Moor Golf Club.

LADIES SECTION

HMGC LADIES SECTION CONSTITUTION RULES GOVERNING THE ADMINISTRATION OF THE LADIES SECTION

Rule 1 - Section Name

The Section shall be called the 'Heaton Moor Golf Club Ladies Section (Ladies Section).

Rule 2 - Membership

All Ladies who are 7, 6, 5 day and Intermediate Members are eligible to be part of the Ladies Section. There is no separate fee payable.

Rule 3 – Ladies Competitions

The Ladies Section main competition day is Tuesday which is when all Majors, EG Medals, Exchange Days, Invitation Days & Opens will be played. In addition, there are Alternate Day Competitions, Bell Cup, ECICS (Shield), Friendlies, 9 Hole League, Exchange Days, Interclub Day Competitions which will be played on allocated days and Tee Times.

Rule 4 – Officers and Management

The Five Officers of the Ladies Section are the Lady Captain, Lady Vice Captain, Secretary, Competitions & Handicap and Treasurer.

The Committee shall consist of the Five Officers and Four other nominated members which will be Assistant Secretary, Assistant Match & Handicap, Assistant Treasurer and New Member/Academy Coordinator.

The Management of the Ladies Section will be undertaken by the Committee and at any meeting four shall form a quorum.

In addition, there are a number of volunteers from the Ladies Section who will undertake allocated responsibilities and tasks.

Rule 5 – Nomination of Officers and Committee

The nomination sheet for the Five Officers and Four Committee Members is put up not less than 18 days before the AGM (rule 7.3) and is taken down 4 days before the AGM.

The Lady Captain and Lady Vice are proposed and accepted by default through the Past Lady Captain's.

No member shall be elected an Officer of the Ladies Section or serve on the Committee unless her name appears on the nomination paper and is proposed and seconded by a voting member of the Ladies Section. If there are more nominations than required, the election will be by a ballot.

Rule 6 – Officers Roles

The main role of the Five Officers is to support the Ladies Section (and the Club) and ensure that the day to day running of the Section is as efficient and effective as possible.

Lady Captain

The figurehead of the Section and will be the Head at all Committee Meetings – in her absence the Lady Vice will take her place. Full responsibilities/tasks are detailed in her Outline of Duties Document. In addition, the Lady Captain will meet once a month with the Men's Captain to discuss matter of mutual interest to both sections. In the absence of the Lady Captain, the Lady Vice Captain will meet the Men's Captain or Vice Captain in his absence.

Lady Vice Captain

Supports the Lady Captain and the Section. Full responsibilities/tasks are detailed in her Outline of Duties Document.

Ladies Secretary

To support the Lady Captain and the Section to ensure that documented procedures and processes are followed. She will chair the Committee Meetings and take Minutes following which they will be circulated. Full responsibilities/tasks are detailed in her Outline of Duties Document.

Ladies Match & Handicap/Ground

To support to the Lady Captain and the Section to ensure that the Handicap Procedure for the Ladies Section Competitions are in place. Full responsibilities/tasks are detailed in the Match & Handicap documentation.

Treasurer

To support the Lady Captain and the Section to ensure that income and expenditure are recorded accurately into the accounts and submitted for Audit. Full responsibilities/tasks are detailed in the Ladies Section Financial Procedures Document.

Rule 7 - Meetings

The Ladies Committee will hold Monthly Committee Meetings for the transaction of any business required to ensure that the Section is running effectively. Competitions & Handicap, Treasurer will provide Reports which support their roles.

The Annual General Meeting (AGM) will be held on the Friday prior the Club AGM and Lady Members should receive notice of this at least 14 Days before the AGM (Rule 25.4). A notice of which should be put on the notice board together with an Apologies List.

A Special General Meeting shall at any time be summoned by the Secretary on the instructions of the Committee when in receipt of a resolution signed by at least 15 voting lady members of the Ladies Section. Seven clear day's notice of the Meeting will be given to all members of the Ladies Section and state its object.

Rule 8 – Voting

All 7, 6, 5 Day and Intermediate Members of the Ladies Section shall be entitled to attend and to vote at the Annual General Meeting (AGM) held on the Friday prior to the Club AGM and at any Special General Meeting (SGM). Proxy Voting would be available to those members who were unable to attend.

Rule 9 – Alteration of the Rules

The Rules of the Ladies Section may be altered only by a resolution proposed, seconded and carried by 75% of the voting Members present at the Annual General Meeting or at a Special General Meeting convened for that purpose.

Rule 10 – General

All Members of the Ladies Section are bound by the Articles of Association and Bye Laws of Heaton Moor Golf Club Limited.

SENIOR SECTION

SENIORS SECTION RULES

1. The Section shall be called "The Heaton Moor Golf Club Seniors Section" (The Seniors Section).
2. All male playing members, 7 Day, 6 Day and 5 Day, are eligible to join the Seniors Section once they are in their 55th year and on payment of the appropriate subscription.

3. OFFICERS AND MANAGEMENT

- a) The Officers of the Seniors Section shall be Chairman, Vice Chairman, Secretary and Treasurer, who shall be elected at the Annual General Meeting.
- b) The Committee shall consist of the Officers and four Committee Members, who shall be elected by ballot if necessary at the Annual General Meeting.
- c) The Management of the Seniors Section shall be vested in such Committee and at any meeting thereof, four shall form a quorum.
- d) The Vice Chairman shall be nominated by the Past Chairmen and elected to serve for one year at the Annual General Meeting. After his term of office he shall be Chairman.
- e) The Committee shall have full power to fill any vacancies in their number which may occur before the Annual General Meeting and shall be responsible for the proper management of the Seniors Section and in particular, but not exclusively, determine or regulate:
 - i) The joining age
 - ii) The subscription payable for membership
 - iii) Competition fees (including Seniors Open) and selection of prizes
 - iv) Match fees, which are payable whether or not lunch is taken
 - v) The selection of teams for inter-club matches

4. NOMINATION OF OFFICERS AND COMMITTEE

A paper for the nomination of Officers and Committee for the ensuing year shall be posted by the Secretary on the Seniors Section notice board and remain for 28 clear days and shall be withdrawn 7 clear days prior to the Annual General Meeting.

No member shall be elected an Officer of the Seniors Section or to serve on the Committee unless his name appears on such nomination paper, duly proposed and seconded by members of the Seniors Section. If there are more nominations than required, the election shall be by ballot.

5. CHAIRMAN

The Chairman shall preside at all meetings of the Seniors Section and the Seniors Section Committee, in the absence of the Chairman, the Vice Chairman shall preside.

6. SECRETARY

The Secretary shall record the dates and proceedings of all meetings of the Seniors Section Committee. The minutes of the previous meetings shall be read at each meeting and a copy made available to the Heaton Moor Golf Club Secretary if required. The Secretary shall summon all meetings of the Committee and give notices required by the Rules or that the Committee may authorise. He shall be responsible for all dealings with other golf clubs regarding matches. He shall also be responsible for all dealings with Heaton Moor Golf Club, through the Secretary.

7. TREASURER

The Treasurer shall enrol members, receive and pay all monies due to and from the Seniors Section, shall keep an account of the same and shall submit a statement to the Annual General Meeting. Such statement shall also be made available to the Treasurer of Heaton Moor Golf Club. The Accounts must be audited prior to the AGM.

8. MEETINGS

The Annual General Meeting of the Seniors Section shall be held in the month of March, of which not less than 7 clear days notice shall be given, at which the Officers Reports shall be presented, the Officers and Committee elected and other general business transacted.

A Special General Meeting may at any time be summoned by the Secretary on the instructions of the Committee or on receipt of a request by at least 15 members of the Seniors Section. Seven clear days notice of such meeting, stating its object, shall be given to all members of the Seniors Section.

9. VOTING

All members of the Seniors Section shall be entitled to attend and to vote at the Annual General meeting and at a Special General Meeting.

10. DISBANDMENT

In the event of the Seniors Section being disbanded, any money accrued by the Section is the property of Heaton Moor Golf Club.

11. ALTERATION OF RULES

The Rules of the Seniors Section may be altered only by resolution proposed, seconded and carried by three quarters of the members present and voting at the Annual General Meeting or at a Special General Meeting convened for that purpose. Any such alteration must then be approved by the Committee of Heaton Moor Golf Club.

12. GENERAL

All members of the Seniors Section are bound by the Rules and Byelaws of Heaton Moor Golf Club.

MEN'S SECTION

HMGC LIMITED : MENS SECTION CONSTITUTION

RULES GOVERNING THE ADMINISTRATION OF THE MEN'S SECTION

Rule 1 - Section Name

The Section shall be called the 'Heaton Moor Golf Club Men's Section (Men's Section)."

Rule 2 - Membership

All Men who are 7, 6, 5 day and Intermediate Members are automatically members of the Men's Section.

Rule 3 – Men's Competitions

The Men's Section main competition day is Saturday. There are occasionally two day Major competitions with the second day being played on Sunday.

Rule 4 – Officers and Management

The Four Officers of the Men's Section are the Men's Captain, Men's Vice Captain, Secretary and Match & Handicap.

The Committee shall consist of the Four Officers and three other nominated members which will be Assistant Secretary, Assistant Match & Handicap and the Wednesday Section Chairman.

The Management of the Men's Section will be undertaken by the Committee and at any meeting four shall form a quorum.

Rule 5 – Officers Roles

The main role of the Officers is to support the Men's Section and the Men's Captain and ensure that the day to day running of the Section is as efficient and effective as possible.

Men's Captain

The figurehead of the Section and will be the Head at all Committee Meetings – in his absence the Men's Vice will take his place. Full responsibilities/tasks are detailed in his Outline of Duties Document. In addition, the Men's Captain will meet once a month with the Ladies Captain to

discuss matters of mutual interest to both sections. In the absence of Men's Captain, the Men's Vice Captain will meet with the Lady Captain (or her Vice).

Men's Vice Captain

Supports the Men's Captain and the Section. Full responsibilities/tasks are detailed in his Outline of Duties Document.

Men's Secretary

To support the Men's Captain and the Section to ensure that documented procedures and processes are followed. He will chair the Committee Meetings and take Minutes following which they will be circulated.

Men's Match & Handicap

To support the Men's Captain and the Section to ensure that the Handicap Procedures for the Men's Section Competitions are in place. Full responsibilities/tasks are detailed in the Match & Handicap documentation.

Rule 6 - Meetings

The Men's Committee will hold Monthly Committee Meetings for the transaction of any business required to ensure that the Section is running effectively. The Secretary, Treasurer and Match & Handicap will provide Reports which support their roles.

The Annual General Meeting (AGM) will be held in February and Members of the Men's section should receive notice of this at least 14 Days before the AGM (Rule 25.4). A notice of which should be put on the notice board together with an Apologies List.

A Special General Meeting shall at any time be summoned by the Secretary on the instructions of the Committee or on receipt of a requisition signed by at least 15 members of the Men's Section. Seven clear day's notice of the Meeting will be given to all members of the Men's Section and state its object.

Rule 7 – Voting

All 7, 6, 5 day and Intermediate Members of the Men's Section shall be entitled to attend and to vote at the Annual General Meeting (AGM) held in February and at any Special General Meeting (SGM).

Rule 8 – Alteration of the Rules

The Rules of the Men's Section may be altered only by a resolution proposed, seconded and carried by three quarters of the Members present and voting at the Annual General Meeting or at a Special General Meeting convened for that purpose. Any such alterations must then be approved by the Board of Heaton Moor Golf Club Ltd.

Rule 9 – General

All Members of the Men's Section are bound by the Rules and Bye Laws of HMGC Ltd

27.11.2023.

Junior Section

- 1) The Section shall be called "Heaton Moor Golf Club Junior Section".
- 2) All members under the age of 18 will automatically be a member of the Junior Section.
- 3) The Junior Committee is accountable to HMGC Board of Directors and abide by the Club's Bye-Laws.
- 4) The Committee will consist of - Chair, Secretary, Treasurer, M&H Secretary, Coaching Organiser, Club Welfare Officer and 2 x Parent Representatives (The Junior Captain will be invited to attend meetings as appropriate. Each Committee Member shall serve for a minimum term of 3 years beginning 1st Saturday in March. The Junior Chairman will be responsible for nominating Committee Members, which must be seconded by a voting member.
- 5) The Committee shall be responsible for maintaining Junior Accounts which should be available to be viewed if requested by a Board Member or Auditor.
- 6) The Committee is responsible for continuously working towards Safe Golf Accreditation.
- 7) A Personnel Register of Volunteers who require Self Declaration Checks and Disclosure Barring Service (DBS) checks will be maintained, including attendance at Safeguarding Workshops.
- 8) The Committee will review and update the Club Safeguarding Policy annually.
- 9) The Committee is responsible for the organisation of Junior Competitions.
- 10) The Committee is responsible for working with other section of HMGC for Junior Recruitment Initiatives and Junior Coaching.
- 11) The Committee is responsible for applying for and ensuring appropriate use of monetary donations from outside agencies.
- 12) The committee shall meet every 4-6 weeks. 4 Members shall form a quorum at each meeting.

February 2024