

# Birchill Golf Society

## Constitution

All Committee Members are to be given and are to read a copy of this Constitution on taking up a position on the Golf Society Committee. The Constitution is to be agreed annually at the Annual General Meeting [AGM] by the Society Members and should be signed by the Club Captain and the Society Secretary. A signed copy is to be held by the Society Secretary and published on the Society website

### HISTORY

The Society has been in existence since 2005, when a group of golfers from Antrim, like minded in the promotion of friendship through the game of golf, formed the Society.

### NAME

The Society is called "Birchill Golf Society" (BGS)

### OBJECTIVES

Principal objective of the Society is the promotion of friendship through participation in the game of golf and to foster the interests of its members in golf by arranging a calendar of golf fixtures throughout the year open to all members.

### ELIGIBILITY

Membership is available to anybody who lives in Antrim or the surrounding areas. In certain circumstances application for membership of the BGS will be reviewed for those outside of this eligibility.

### MEMBERSHIP

- Any eligible person may apply for membership of which there will be two categories namely, Full Members and Honorary Members.
- Full Member – any person provided that they have paid the minimum annual subscription set by the committee.
- Honorary Member – any person who has given exceptional service to the Society may be awarded this status by the Committee, will have the same rights as Full Members above, but will not be required to pay the minimum annual subscription set by the committee.
- The current list of members are available to view online [birchillgs.com](http://birchillgs.com)
- Membership is £35.00 per calendar year running from 1<sup>st</sup> January until the 31<sup>st</sup> December

### APPLICATION FOR MEMBERSHIP

To apply for membership an eligible applicant must satisfy the following criteria:

- Be proposed and seconded by an existing BGS member.
- Secure a 100% yes vote from all BGS Full Members.
- Membership shall lapse if subscription in subsequent years is not paid by the 28th February.
- Any person whose membership so lapses, shall be required to re-apply as above.
- The Committee reserves the right to close the membership at any time.
- Any Member wishing to resign his membership, should tender written notice to the Secretary and on acceptance by the Committee, his membership shall cease accordingly.

### OFFICERS

The Society shall have the following Officers;

- Captain/Chairman - elected on a one year term
- Vice-Captain
- Past Captain
- Secretary
- Handicap Secretary
- Treasurer
- Committee Assistant

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- These officers will collectively form the Committee which will administer the Society.
- Voting shall require a majority to pass any motion.
- The term of office shall run for 1 calendar year from 1st January to 31st December.
- The Committee may co-opt additional members as they think fit.
- The Committee will make nominations for officers as vacancies arise, but any Full Member of the Society has the right to apply for any post.
- Election will be by majority vote at the AGM.
- All officers, except the Captain, may serve as many terms as they wish and must offer themselves for re-election at each AGM. Other nominees must be proposed and seconded to the Secretary.

## MEMBERSHIP

Subscriptions will be due before the first annual outing.

- Annual subscriptions will cover various expenses incurred by the Society, such as:
- Provision of prizes
- Offsetting costs to selected Society events
- Incidental expenses, e.g. publicity, web site
- Social events
- This will be decided by the Committee

## ACCOUNTS

The Treasurer will keep such accounts as necessary to record the financial transactions of the Society. Accounts will be presented to the Annual General Meeting each year, made up to 31st December in each year.

## COMMUNICATIONS

- The principal information centre is BGS Website ([www.birchillgs.com](http://www.birchillgs.com)) where all relevant details of the Society's activities and information is made available. It is the responsibility of members to ensure they keep informed by visiting the website.
- Results, scores and handicap records are also shown on the following website [www.birchillgs.com](http://www.birchillgs.com) and main

## GOLF AND GENERAL PLAY

- The Society and its members agree to abide by the rules of golf laid down by the Golf Union Ireland
- The members must adhere to any additional rules in operation at the golf clubs visited by the Society.
- The committee will adopt a system of handicapping deemed fair for all involved.
- The Handicap Secretary is responsible for administration of the handicap system and will review handicaps after every competition as well as any other occasions, as required.
- A full record of all competitions and handicaps will be kept by the committee and is available for all members to view online at [www.birchillgs.com](http://www.birchillgs.com)

## COMPETITION RULES

- Competition rules are set out by the committee.
- The competitions are open to all BGS Members who have paid their annual subscription fee.
- Members wishing to play in a Society competition will need to inform the organiser. Note - should there be a limit on the number of entrants, participation will be on a 'first come/first served' basis.
- In all competitions, players must use their Society handicap. It is the responsibility of each player to check what this is prior to the competition starting.
- Members will need to familiarise themselves with the local rules appertaining to each golf course played.
- Competition cards must be marked (not own card) and signed by each player (or team), immediately on leaving the final green and then handed in to the Organiser. Unsigned competitions cards will be discounted.
- Should Members wish to bring a guest(s) to participate in one of the competitions, this should be discussed in the first instance with the Organiser, to determine if sufficient places exist. The guest is the sole responsibility of the Member, including the payment of any entrance fees. The Member must be prepared to partner their guest(s)

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throughout the day. The same handicap procedure set down in section 4 will apply to guests. Note – there may also be a limitation on what prizes will be available to guests and this should be checked at the time of booking.

## ETIQUETTE

- All Members (and any guests) must comply with the rules of etiquette as defined by the R&A, including any special local standards which may be in operation as applied by the host golf club.
- Standards of dress should accord with that as set down by each golf club visited.
- Official BGS Polo Shirts should be worn at all organised golf events, below together with any other attire deemed appropriate and advised by the event organiser. Trousers should be appropriate for golf, i.e. no denim/jean type material is permitted.
- Golf shoes should be worn by all players.
- Particular attention should be paid to repairing pitch marks on the greens, replacing divots and raking over bunkers after use. Speed of play should be encouraged at all times, to ensure that any following golf parties are not unduly held up. Following parties should be called through where applicable.
- All Members should behave in a courteous and convivial manner to other Society Members, as well as to all Members and Staff at host clubs.

## DISCIPLINARY

- Members reported to the Society by a host club who have made a complaint, could face immediate expulsion from the Society, subject to the Committee being able to review and consider the reported facts. Society Members are also encouraged to report any such incidents which they may witness and believe will reflect poorly on the Society.
- Any Member shall forfeit his membership of the Society if his behaviour is deemed to be unacceptable by the Committee.
- A Member who threatens or carries out violent conduct to any Member of the Society shall be deemed unacceptable behaviour and could face immediate expulsion from the Society, subject to the Committee being able to review and consider the reported facts.
- A Member who has been reported to the Committee for being in breach of any rule(s) as set down in the Society's Constitution, will be advised of the circumstances in writing and will have 7 days in which to respond to any allegation contained therein. The Committee will consider any response in mitigation and may call the Member to attend a Committee hearing. The outcome of the Committee decision will be notified to the Member in writing within 7 days of the hearing and will be final.

## SOCIETY EVENTS

- It is one of the primary purposes of the Society that it shall hold golf meetings at which members and guests may participate.
- It shall be the duty of the Committee to appoint someone to organise each such event. Presently, the following are annual fixtures:
- This fixture list may be varied at the discretion of the Committee.
- No persons under the age of 16 may attend any organised society outings and also no persons under the age of 18 may attend the annual golf trip.

## ORGANISATION OF EVENTS

- Until changes are made otherwise, the following events are organised by the following BGS members:
- Robin Connolly, Robert Hagan, Kevin Wilson, Colin Hamill

## TROPHIES AND OTHER ASSETS

- During the course of its history, the Society has purchased trophies for which competitions should be held annually
- Winners of these trophies are entitled to keep them in their personal custody with the custodian's responsibility for their engraving and safe keeping.
- Ownership of these trophies rests with the Society, and the Secretary, is obliged to keep records of who holds custody of each trophy.

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## ANNUAL GENERAL MEETING – AGM

- The AGM will be held in January each year.
- All members of the Committee are to be in attendance. All Members will be invited and details containing timings and venue to be communicated to the Members by December. The Annual General Meeting shall be chaired by the Captain and the AGM agenda to be as follows:
- Apologies
- Approval of previous AGM minutes and matters arising
- Captain's report
- Treasurer's report
- Secretary's report
- Membership/administration report
- Fixtures report
- Handicap Secretary's Report
- Incoming Captain's address
- Election of Committee
- Discussion and identification of potential courses to visit in future
- Any Other Business
- Any member who wishes to add to the agenda should address the committee accordingly
- Nominations for Committee members will be sought in advance of the AGM.

## RULES - Handicaps

- Handicaps are managed by the Handicap Secretary using The Society Edition of the Handicap Master
- Software package details can be obtained from the following website [www.birchillgs.com](http://www.birchillgs.com)
- Handicap adjustments will be made after each BGS event
- Casual cards are an acceptable method of reducing a player's handicap within the BGS. Members
- Who have scored 40 points or more in any competition outside of the Society competitions are expected to submit their card to the Handicap Secretary. Note that these are classed as casual cards

## MATCHPLAY COMPETITIONS

- Singles - Full difference between the handicaps of the players.

## CAPTAIN TERMS OF REFERENCE

- Will act as Chairperson of the Society and in addition will carry out duties appropriate for the office of a Captain of a Golf Society.
- The Captain may serve in office for more than one year and as of the January AGM any person nominated for these offices must have been a member of the Society for at least three years.
- Previous Captains may be re-elected to that office but not within a three year period. All other officers may serve as many terms as they wish.
- The Captain is elected each year at the AGM. At the same time the Captain will announce his Vice Captain for the forthcoming year.
- The Captain is expected to participate in all organised events during his year of office.
- It is considered an honour to be the Captain of the BGS and the Captain should be afforded the utmost of respect from all other members.
- The Captain is responsible for the selection of teams to represent the Society in any competitions or other games.

## VICE CAPTAIN TERMS OF REFERENCE

- Will act as Vice-Chairperson of the Society and assist the Captain at all times.
- Will deputise in the absence of the Captain assuming the Captain's responsibilities.
- Vice-Captain will remain in post for one calendar year upon which he will automatically assume the responsibilities of Captain [unless exceptional circumstances exist]

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## SECRETARY TERMS OF REFERENCE RESPONSIBILITY

The Society Secretary is responsible to the Captain and Vice-Captain and has overall responsibility for all administrative matters relating to the Society.

### DUTIES

- Act on behalf of the Society in the absence of the Captain and Vice-Captain.
- Advise committee members on matters of business where appropriate.
- Convene and organise AGM and committee meetings and any other meetings as directed by the committee, circulate agendas and other relevant papers.
- Set the agenda for and record the minutes of all meetings and Society business.
- Issue and receive all Society correspondence.
- Liaise with other golf clubs on matters of mutual interest.
- Investigate complaints, prepare findings to the committee and finalise responses.
- Deal with enquiries from Society members and refer enquiries to the relevant committee member.
- Liaise with the Society webmaster to ensure that the most recent information is posted on the Society website.
- Maintain copies of the Rules of Golf, Rules of Amateur Status and Decisions on the Rules of Golf and give advice to committee and members where appropriate.
- Advise committee and members on rules-related issues.
- Any other duties so stipulated by the Captain or Vice-Captain.

## HANDICAP SECRETARY TERMS OF REFERENCE

- The Society Handicap Secretary is responsible for the input of all scores and the maintenance of all handicap records for all members of the society, software maintenance, data input, handicap integrity, handicap reporting and responsible for all complaints regarding handicaps
- Adjustments to handicaps
- Attends all Society Committee Meetings as advised by the Secretary.

## TREASURER/ASSISTANT TREASURER TERMS OF REFERENCE

The Treasurer is charged with custody of the Society's funds. The Treasurer plays a vital role in the financial management of the Society and must report to the committee and society members, where required, on the accountability of the Society. The Society Treasurer assisted by the Assistant Treasurer is responsible for the recording and disbursement of all monies and therefore, they will require good organisational and accounting skills and be able to complete the following tasks:

- Maintain accurate financial records.
- Prepare a Society budget for the forthcoming year describing all sources of projected income and expenditure.
- Prepare and present financial reports to the committee at general meetings.
- Present signed financial reports to the society AGM.
- Be a signatory on all Society transactions.
- Authorise and be accountable for all Society petty cash transactions.
- Assist the Society in being fiscally responsible.
- The Secretary should meet with the Treasurer as often as is requested during term.
- It is the responsibility of the Treasurer of the Society to ensure that the accounts of the Society are sufficiently up to date to allow presentation of any details required without undue delay.
- The Treasurer shall sign the annual financial report of the Society having satisfied himself as to its contents.
- The outgoing Treasurer and Secretary should ensure that an operating balance remains in the Society account to facilitate basic administration functions of the society.

## BANK ACCOUNT

- All cheques made payable from the account should be crossed 'account of payee only'.
- The Treasurer must maintain either a bound account book for recording details of the financial affairs of the society or use a computer based program from which printouts can be made in the format of an account book.

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- If a computer based system is used, appropriate back-up arrangements must be put in place to avoid irretrievable loss of data. Normal bookkeeping practices must be observed particularly in that entries should never be changed but any errors corrected by a new entry.
- All monies and cheques, etc. received should be paid into the Society bank account, recorded in the account book and, for cash received, a receipt issued from the numbered counterfoil receipt book.

## PAYMENTS AND RECEIPTS

- Where money receipts are numerous (e.g. subscriptions), a separate book may be maintained, where subscriptions may be analysed: termly, annual or life. Such a book should be ruled off and the total brought into the main account book each time payments are made into the bank.
- Where frequent purchases are made from a supplier, it is advisable to check the statement of account to ensure that it accords with the society's records. If cash payments are made, all transactions should be supported by receipts.
- The purpose for each payment or receipt should be recorded in the account book (e.g. hire of room, purchase of stationery, subscriptions). At the end of each term, the account book should be ruled off, added up and balanced. The bank statements should be reconciled with the balance shown in the account book. On changeover of Treasurer, the accounts should be formally signed over to the new Treasurer after balance. The bank concerned should be notified of change of account holder(s)
- All invoices, statements of accounts, receipt and cheque stubs should be properly filed and retained.
- All applications for refunds in respect of minor authorised expenditure by members should only be made on production of a receipt or a written statement of the reason for the expenditure.

## AUDIT

It is important to keep full and well-organised financial records: this makes it easier for people inspecting the records to carry out their job. It is expected that the Committee will nominate 2 persons from the Society who are Full Members to conduct and end of year financial audit of the accounts – The Audit Team.

The Audit Team must be given complete freedom to investigate and the Treasurer or person responsible for the financial management must give every assistance, particularly in the production of documents, etc.

The audit team inspecting the records should ensure that the Treasurer has:

- Reconciled the bank statement with the receipt and payment book balance
- Checked that the cash in hand agrees with the receipt and payment book
- Checked that all members have paid their subscriptions
- Kept a proper record of the subscriptions paid
- Kept a proper record of equipment and other assets belonging to the society and where such assets are stored

Signature of Golf Society Captain: Albert Hagan

*Albert Hagan*

E-Signed – 07/02/25

Signature of Golf Society Secretary: Robin Connolly

*Robin Connolly*

E-Signed 07/02/25