



**LAUDER GOLF CLUB**

# **CONSTITUTION**

**2010  
Amended**

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## 1. **Name of the Golf Club.**

The name of The Club is The Royal Burgh of Lauder Golf Club, henceforth referred to as “The Club” and the registered address shall be Galashiels Road, Lauder, TD2 6RS.

## 2. **Objectives.**

- 2-1. The promotion and development of the game of golf played in accordance with the rules fixed from time to time by the Rules of Golf and Rules of Amateur Status as approved by R & A Rules Limited (R&A).
- 2-2. To arrange the programme of golfing events and competitions.
- 2-3. To determine the handicaps of all playing members
- 2-4. To uphold the rules of The Club and to bring them to the attention of members and visitors who breach such rules.
- 2-5. To actively uphold golfing etiquette.
- 2-6. To initiate and organise social activities.
- 2-7. To take opportunities to publicise The Club's activities and promote the interests and reputation of The Club.
- 2-8. To deal with the complaints of members and to bring them to the attention of The Club Committee if necessary.
- 2-9. To arbitrate in disputes between members.

## 3. **Membership**

- 3-1 Persons wishing to become a member of The Club must make application to do so on the appropriate Membership Application Form (Appendix 3). All applicants should be given a copy of The Club's Constitution, Rules and Bye-Laws and be asked to confirm on the application form that he/she is willing to abide by The Club's Constitution, Rules and Bye-Laws before being accepted as a member.

- 3-2 The membership of the Club shall be divided into the following categories:
- a. Full Gentlemen Members.
  - b. Full Lady Members.
  - c. Category (3-2a) members who reach the state pension age before the 31<sup>st</sup> December and have been a full member in the previous year. They shall be eligible for reduced subscriptions for the following year.
  - d. Category (3-2b) members who reach the state pension age before the 31<sup>st</sup> December and have been a full member in the previous year. They shall be eligible for reduced subscriptions for the following year.
  - e. Juvenile Membership. Such Members will be aged 12 to 16 years of age and shall be permitted to play off the same tees as full members. Time restrictions may be applied by the management committee if considered necessary.
  - f. Junior Membership. Such Members shall be under 12 years of age and shall be permitted to play off the junior tees with time restrictions on play.
  - g. Student membership. Such Members will be aged over 16 years of age and still in full time education or an apprenticeship, subject to proof, shall be permitted to play off the same tees as full members. Time restrictions may be applied by the management committee if considered necessary.
  - h. End of Season Members. These are members who received a reduced subscription for the current year by joining The Club after the month of August of that current year.
- 3-3 Only members from categories a, b, c and d will be eligible to vote at meetings of The Club and be elected as office-bearers.
- 3-4 The amount of membership fee payable by various classes of members shall be determined from time to time by the Committee and confirmed at the Annual General Meeting or at a special meeting of the members of The Club.
- 3-5 Membership fees are payable yearly in advance on or before 30<sup>th</sup> April. The amount due will be notified to each member within reasonable time following the Annual General Meeting. A Member whose membership fee is unpaid shall be considered a lapsed member of The Club.

## 4. **Committee**

- 4-1 The business of The Club will be managed by the office bearers and committee members.
- 4-2 All office bearers and committee members must be full members of The Club.
- 4-3 The office bearers shall consist of,
- a. Honorary President (Non-Voting)
  - b. Captain,
  - c. Vice-Captain
  - d. Honorary Secretary
  - e. Honorary Treasurer
  - f. Green Convenor
  - g. Competition Secretary
  - h. Handicap Secretary
  - i. Ladies' Captain
  - j. Ladies' Vice-Captain
  - k. Seniors' Captain
- 4-4 The office bearers shall form a committee.
- 4-5 Additional Elected Members
- a. The Office Bearers have the right to co-opt any number of individuals onto the Committee where their knowledge and experience can be used for specific issues. The duration of such appointments can be for a lesser specified period.
  - b. No individual may hold more than two (2) posts on the Committee. In the event that the AGM is unable to fill all the elected posts on the Committee, the task of filling such posts is delegated to the Committee.

4-6 The Committee may make the following additional appointments from within the membership of the Club at its first meeting after the AGM.

a. Trophy Secretary.

b. Junior Organiser.

4-7 The Committee shall make bye-laws and local rules for the management of The Club. Such bye-laws and local rules shall be posted on the notice board or another prominent place in the Clubhouse.

## 5. **Nomination of Office Bearers**

5-1 The Office Bearers shall be appointed as follows,

a. **Honorary President**

By invitation and recommendation of the Committee. This position does not carry any voting rights.

b. **Captain**

By the elevation of the current Vice-Captain, He shall normally hold office for one year commencing at the Annual General Meeting. By recommendation and sanction of the full Committee the term of office of the club Captain may be extended if required.

c. **Vice-Captain**

By decision of the incoming Club Captain at a committee meeting and subject to the approval of the full committee. Proposals for Vice-Captain must be submitted 14 days before the committee meeting scheduled to take place prior to the AGM applicable to the Captain taking office. He shall take office when his predecessor succeeds to the Captaincy.

d. **Honorary Secretary**

The appointment shall be by election at the Annual General Meeting. He shall serve for two years and be eligible for re-election after such time.

e. **Honorary Treasurer**

The appointment shall be by election at the Annual General Meeting. He shall serve for two years and be eligible for re-election after such time.

f. **Greens' Convener**

The appointment shall be by election at the Annual General Meeting. He shall serve for two years and be eligible for re-election after such time.

g. **Competition Secretary**

The appointment shall be by election at the Annual General Meeting. He shall serve for two years and be eligible for re-election after such time.

h. **Handicap Secretary**

The appointment shall be by election at the Annual General Meeting. He shall serve for two years and be eligible for re-election after such time.

i. **Ladies' Captain**

By the elevation of the current Lady Vice-Captain, She shall normally hold office for one year commencing at Ladies Annual General Meeting. By recommendation and sanction of the Ladies Committee the term of office of the club Captain may be extended if required.

j. **Ladies' Vice-Captain**

By decision of the incoming Lady Captain at a committee meeting and subject to the approval of the full committee. Proposals for Vice-Captain must be submitted 14 days before the committee meeting scheduled to take place prior to the AGM applicable to the Captain taking office. She shall take office when her predecessor succeeds to the Captaincy.

k. **Seniors' Captain**

Elected in accordance with Rule 15-1

## 6. **Election of Office Bearers**

- 6-1 The election of Office Bearers, in accordance with Rule 5, shall take place at the Annual General Meeting when a position becomes vacant.
- 6-2 Existing Office Bearers seeking re-election do not have to re-apply or be nominated. Unless notified to the Honorary Secretary their wishes to stand down or resign in accordance with Rule 8, existing Office Bearers seek re-election.
- 6-3 Nomination forms stating the vacant position or positions shall be posted on the main notice board in The Clubhouse at least four (4) full weeks prior to the date of the AGM.
- 6-4 Each candidate seeking election shall be proposed by a fully paid up member of The Club and seconded by three other fully paid up members. Details of the position, name of the candidate, proposer and seconders must be clearly shown on the nomination paper (Appendix 2). The nomination form for each candidate seeking election shall be forwarded to the Honorary Secretary at least 14 days before the AGM. All nomination papers received after that date will be disregarded and the candidate informed.
- 6-5 The election at the AGM shall be by ballot. In every case, a nomination must be validated at the AGM by the consent of the member nominated.
- 6-6 If the ballot does not produce a clear cut result because two or more of the candidates have polled an equal number of votes, those who have tied shall be subjected to a second ballot. If there is still a tie then lots shall be drawn to select the successful candidate.

## 7. **Duties and Responsibilities of Committee Members.**

### 7-1 **Honorary President**

The Honorary President shall promote The Club and take opportunities to publicise The Club's activities and forward the interests and reputation of The Club

### 7-2 **Captain**

The Captain's duties are wide-ranging and traditional, but he is especially concerned with the welfare and conduct of the members and will promote the good standing of The Club. As a "first citizen" of The Club, He is normally expected to preside at all ceremonial, club and team occasions. He nominates the Vice Captain subject to ratification by the Committee under Rule 5-1c.



**7-3 Vice-Captain**

The Vice Captain is the Captain Elect, and in that capacity he is expected to assist and support the Captain in his duties.

**7-4 Honorary Secretary**

To ensure and uphold the constitution of The Club. To conduct correspondence with respect to matters concerning the Committee. To keep proper minutes of all meetings in consultation with the Captain, to arrange the agenda for and convene all meetings of the Committee, to keep such books, documents and records as the Committee may require, to give all notices required by the Committees Rules/Regulations.

**7-5 Honorary Treasurer**

To supervise all financial transactions of The Club; namely the receipt of all membership fees, visitor green fees, competition and all social event receipts connected with the Club and any other income received from time to time; to control and supervise all club expenditure and to report to the Committee as required on behalf of all sections of the club. The Honorary Treasurer will prepare before each AGM a statement of accounts for presentation to the committee at a committee meeting prior to the AGM and present and report on all The Clubs financial affairs at the Annual General Meeting.

**7-6 Greens' Convener**

To control and supervise the day to day running of the golf course including taking control of and managing the greens staff activities. The Greens Convener will report to the committee on the state of the golf course and prepare where necessary any report that may be required.

**7-7 Competition Secretary**

The Competition Secretary is responsible for organising the annual programme of club competitions and matches.

**7-8 Handicap Secretary**

The Handicap Secretary will be responsible for the successful running, recording and allocation of member's handicaps.

### 7-9 **Ladies' Captain**

The Lady Captain's duties are wide-ranging and traditional, but she is especially concerned with the welfare and conduct of the Lady members and will promote the good standing of The Club. As a "first citizen" of The Club, she is normally expected to preside at all ceremonial, club and team occasions relating to the ladies section. She nominates the Lady Vice Captain subject to ratification by the Committee under Rule 5-1j.

### 7-10 **Ladies' Vice-Captain**

The Vice Captain is the Captain Elect, and in that capacity she is expected to assist and support the Captain in her duties.

### 7-11 **Seniors' Captain**

The Seniors' Captain's duties are wide-ranging and traditional, but he is especially concerned with the welfare and conduct of the senior members and will promote the good standing of The Club. As a "first citizen" of The Club, he is normally expected to preside at all ceremonial, club and team occasions relating to the seniors section.

## 8. **Resignation of Committee Members**

8-1 In the event of the resignation of the Captain before the completion of his/her term of office, the Captain Elect becomes Captain and continues to hold that office until the second AGM following the date of resignation of the Captain.

8-2 In the event of the resignation of the Captain Elect, the Captain shall appoint a replacement for the remainder of the year subject only to the agreement of the Committee. Rule 5-1c.

8-3 In the event of the resignation of both the Captain and the Captain Elect, the Committee shall appoint a new Captain and Vice Captain to hold office until the second AGM following the resignation.

8-4 In the event of the resignation of a Committee member whose post is normally subject to election at a General Meeting, more than four (4) months prior to the next AGM, nomination forms shall be made available to the membership by display on the main notice board. All nominations received will be subject to a vote by the members of the Committee. The nominee receiving the most votes will be requested to join the committee for the remainder of The Club year.

- 8-5 Any Committee member who is absent without notification or apology from three (3) consecutive meetings shall be deemed to have resigned.
- 8-6 Any member wishing to resign membership of The Club shall notify his/her intention to do so to the Honorary Secretary on or before the effective date of resignation.

## 9. **Committee Meetings.**

- 9-1 The Committee shall meet at least every second month and normally this shall take place on the evening of the last Thursday of the month. The Secretary will notify Committee members after the AGM of the months in which meetings will take place. Sub-committees and any other meeting may be arranged as required.
- 9-2 The Secretary may at any time at his/her discretion, and shall at the request in writing of any three members of the Committee call a meeting of the Committee. The Secretary shall give a minimum of 5 days written notice of such a meeting to every member of the Committee, and the notice shall state the nature of the business or quote precisely the motion to be discussed.
- 9-3 Each of the members of the Committee shall have the right to vote at Committee meetings and, in the event of a tied vote, the Captain shall have the right to a casting vote.
- 9-4 The attendance record of each Committee member shall be published in the Secretary's report at the AGM.

## 10. **Annual General Meetings**

- 10-1 The Annual General Meeting of The Club shall be held as soon as possible after 15th November, but not later than 1<sup>st</sup> March, the date being decided by the Committee. Notice of the AGM, and reference to any special business (AOCB) to be discussed (full details to be published on The Club notice board), shall be sent to each member at his/her last known address at least fourteen (14) days before the date of the meeting.
- 10-2 Any motion for discussion at the AGM shall constitute special business (AOCB) and shall therefore be notified to the Secretary in writing at least four (4) weeks before the AGM for inclusion of details in the pre-AGM notice to members.
- 10-3 Any motion or recommendation brought by the committee shall be considered as duly proposed and seconded.

- 10-4 The Captain shall normally take the Chair at General Meetings, at which he shall have the right to a casting vote (in addition to his/her vote as an ordinary member).
- 10-5 The Annual General Meeting shall normally, when convened, take the format as laid down in Appendix 1.

## 11. **Extraordinary General Meetings**

- 11-1 The Committee may, when they deem it necessary, convene an Extraordinary General Meeting (EGM). The Committee shall also convene such a meeting within twenty-eight (28) days of receipt by the Secretary of a request signed by no fewer than twenty (20) members who have full voting rights.
- 11-2 The request shall contain details of the motion to be proposed by the members requesting the meeting. The notice convening an EGM shall be sent to each member at his/her last known address at least fourteen (14) days before the date of the meeting and it shall contain details of the motion to be discussed. No other business shall be raised at the meeting, but amendments to the motion may be discussed if there is a proposer and seconder.

## 12. **General Meeting Procedure**

- 12-1 Members may wish to discuss and debate a motion under special business (AOCB) put to a General Meeting before voting on its acceptance.
- 12-2 An amendment to the wording of the original motion may arise out of this debate.
- 12-3 A member wishing to propose such an amendment must specifically state, "I propose an amendment to the motion" and then proceed to carefully state the additional or revised form of words.
- 12-4 The amendment must be seconded and the meeting will then vote on the acceptance or not of the amendment to the wording of the motion.
- 12-5 If the amended wording is accepted the meeting must now vote on the amendment to the motion. The vote is to either accept the amendment to the motion (with the freshly agreed form of words) or reject it. If the amendment is rejected, the original proposal is back on the table and subject to a vote.

- 12-6 If the amendment to the original motion is accepted, it is not permissible to re-visit the original motion and vote on it. Once an amendment is accepted, the original motion no longer exists as far as the General Meeting is concerned.
- 12-7 Experience shows that organisations, on rare occasions, end up with unsatisfactorily worded rules as a result of these procedures due to the 'heat of the moment'. If this occurs then the Club will have to 'live' with the new rules until the next General Meeting.

### 13. **Quorum**

- 13-1 At all General Meetings of The Club, twenty (20) members shall constitute a quorum.
- 13-2 At all committee meetings 6 members shall constitute a quorum.

### 14. **Ladies' Section**

- 14-1 The Ladies section shall elect their Sub-Committee of Ladies Captain, Vice-Captain, and other officers to deal with the affairs of the section. They shall make their own rules for the conduct of Ladies' competitions, and in respect of other matters not covered by The Club Rules and Regulations. All rules so made and/or amended shall require the Committee's approval. The Lady Captain and Vice-Captain are automatically Office Bearers.

### 15. **Gents Senior Section (LEGGs)**

- 15-1 The Seniors' section shall elect their Sub-Committee, Captain and other officers to deal with the affairs of the section. They shall make their own rules for the conduct of seniors' competitions, and in respect of other matters not covered by The Club Rules and Bye-Laws. All rules so made and/or amended shall require the Committee's approval. The Seniors' Captain is automatically an Office Bearer.

### 16. **Junior Section**

- 16-1 It shall be the responsibility of the Junior Organiser to promote the development of golf for Juvenile/Junior members of The Club. This position shall normally entail the organisation of coaching sessions, a Junior Club Championship, and other competitions/events as appropriate. Members eligible to attend junior events will normally come from categories 3-2e and 3-2f. The Junior Organiser is automatically a member of the Committee.

## 17. **Complaints**

- 17.1 All complaints must be made in writing to the Honorary Secretary and shall be submitted to and considered by the Committee. None shall be attended to unless this form is complied with.
- 17.2 All members involved with the complaint will be given equal consideration on the context of the complaint.

## 18. **Discipline**

The Club shall duly exercise disciplinary powers as follows.

- 18-1 Power to expel any member who has wilfully acted contrary to any of the Rules or Bye-Laws of The Club, or who, by offensive or disagreeable conduct shall have become unacceptable to other members of The Club.
- 18-2 The Committee may, at their discretion, send to such an offender a private notice giving him/her the opportunity to resign from The Club to avoid the ignominy of expulsion.
- 18-3 Any member having been expelled or having resigned to avoid being expelled shall have his/her name entered in The Club's records as 'persona non grata' and shall not be entitled to recover any moneys paid by him/her to The Club.
- 18-4 No person who is 'persona non grata' shall be readmitted into membership without the unanimous approval of the Committee.
- 18-5 The Committee has the power to suspend or take any other action that it feels appropriate.

## 19. **Rules of the Game**

- 19-1 The Club agrees to recognise the Royal & Ancient Golf Club of St. Andrews (R&A) as the ruling body of Amateur Golf and shall abide by the Rules of Golf and the Rules of Amateur Status as laid down from time to time by the R&A Rules Limited.
- 19-2 The Club agrees to comply with the Council of National Golf Unions' Regulations and the Rules of the Standard Scratch Score & Unified Handicapping Scheme and any conditions imposed within the scheme by the Scottish Golf Union.

- 19-3 The Club agrees to comply with the constitution and Rules of the Scottish Golf Union, the Ladies Golf Union as laid down from time to time. The Club shall pay all subscriptions due to the Scottish Golf Union, Ladies Golf Union and to the Borders Golf Association.
- 19-4 The Committee shall have the power to make 'Local Rules' from time to time to meet the individual requirements of The Club, but within the limits allowed in the R&A Rules.

## 20. **Handicaps**

- 20-1 The Club agrees to comply with the Council of National Golf Unions' Regulations and Rules of the Standard Scratch Score & Handicapping Scheme and any conditions imposed within the scheme by the Scottish Golf Union.
- 20-2 The rights and obligations of players, with which all members should make themselves conversant, are described in Clause 13 of the CONGU scheme, which stipulates that a player has one handicap that is administered by their nominated Home Club.

## 21. **Team Selection Policy**

- 21-1 The Captain will take responsibility to select teams to represent The Club when required to do so. It will be the Captain's responsibility to select team players, organise and display details of competitions on The Club's notice board and to ensure that members entering such competitions are informed of start times and any other information relevant to the success of the occasion.

## 22. **Dogs**

- 22-1 No dogs are allowed to accompany a member or visitor (with the exception of a blind person) during a medal or competition round.

## 23. **Suggestions**

- 23-1 Suggestions are welcomed by the Committee. Such comments shall be made in writing to the Honorary Secretary and signed, with the name also printed legibly.



## 24. **Dress**

24-1 Minimum standards of dress shall be laid down in the Bye-Laws authorised by the Committee and prominently displayed on the main notice board. Any member or guest of a member who fails to conform to those standards shall be required to leave the course or Clubhouse. Any member who persists in ignoring the dress regulations shall be dealt with under Rule 18.

## 25. **Litter**

25-1 Any member who wilfully deposits litter (packages, paper, drink cans etc.) on the course or in the Clubhouse, other than in waste bins shall be liable to one month's suspension on the first offence. A repetition of the offence shall be dealt with under Rule 18. Members may also tactfully request non-members not to deposit litter on the course.

## 26. **Golfing Guests and Visitors**

26-1 Members may introduce golfing guests on payment of the appropriate green fee provided there is no club competition in progress, and provided the guest is not for any reason barred. Members are reminded that they are responsible for the standard of behaviour and etiquette of their guest(s) while they are on the course or in the Clubhouse.

## 27. **Alterations to Rules and Regulations.**

27-1 No alterations shall be made to any of the rules contained in the Constitution of The Club except at the Annual General Meeting or at an Extraordinary General Meeting. Notice of the terms of any alteration, addition or innovation to be proposed at the Annual General Meeting must be given to the Secretary 10 weeks prior to the AGM and can only be adopted if at least two thirds of the members present at the meeting vote in favour.

## 28. **Dissolution**

28-1 The Club may be dissolved by a resolution passed after two successive Special General Meetings called for that purpose and advertised before the meeting at an interval of not less than fourteen (14) days and not more than six (6) months. Such proposals to dissolve the Club shall take effect only if agreed by a two-thirds majority of members present and voting at the meetings. Surplus funds of the Club, if it is dissolved, shall be transferred either to :-

- a) Another charitable institution or voluntary organisation having similar objects as the members of the Club may determine. OR
- b) Shall be applied for some other local charitable purpose.



# Bye-Laws

## Conditions of Play

### 1. **Playing Combinations**

Only two-ball, three-ball and four ball matches are recognised and authorised by The Club. Although single players are permitted, they have no standing on the course and must not interfere with properly constituted games or matches. Players competing in matches or organised competitions shall always have precedence on the course.

### 2. **Playing Equipment**

Players may not share the same set of clubs during play except where this is permissible within official club competitions under the R&A Rules of Golf.

### 3. **Sequence of Play**

Once started, all the games or matches should play holes in their proper sequence. Players who fail to do so have no standing on the course for the remainder of their round of golf.

Players are reminded that play must be continuous at all times. Players who start their round of golf must complete the number of holes required by the competition. Players will only be allowed to discontinue the round (walk in) on good medical grounds or urgent family matters. Failure to comply will result in disciplinary action Rule 18.

All Members are reminded that players entering competitions must honour their commitment to play in the competition entered. Failure to appear at the time and place prescribed in the Start Sheet published on the Notice Board will result in forfeiting the right to play in the three (3) handicap counting competitions as prescribed by the committee.

### 4. **Breaches of Etiquette and Slow Play**

Breaches of etiquette and slow play are to be discouraged and serious instances of either should be taken up at the time with the offenders or promptly reported to the Captain or Secretary so that they may be dealt with. Committee members have the power to order any player from the course if the breach is sufficiently serious, e.g. abuse of the putting surface. If the offending player is a member, then the matter will be brought before the Committee for appropriate action. If the offending player is not a member, then the Committee member must quietly inform the individual of his/her name, the reason for the action, the powers under which he is acting and take the name of the offending player.

The offending player then has two choices:

- a) To leave the course, in which event, subject to the agreement of The Club, the player may be allowed to play on the course in the future.
- b) To finish his/her game in which event the Committee member must not try to evict the offending player but to report the identity of the player to The Club immediately, after which that player will become 'persona non grata'.

## **General**

### **1. Dress**

A clean and tidy standard of dress is required at all times.

### **2. Car Park**

The car parking areas are clearly defined and must be used properly and sensibly. Careless/selfish parking in any of the access areas is not acceptable, and members who persistently offend in this respect risk disciplinary action (Rule 18). Cars are parked at owners' risk.

### **3. Clubhouse**

- a. Golf equipment must not be washed in the hand basins.
- b. Furniture and Fittings: Members causing damage to furniture and fittings will be expected to pay for the required repairs or restoration. Such individuals may be called to account for their actions in front of the Committee (Rule 18).

## **Definitions**

|       |  |
|-------|--|
| AOCB  | Any Other Competent Business               |
| LEGGS | Lauder Elderly Gentleman's Golfing Society |

# Appendix 1

## Annual General Meeting Procedure

- 1 The Annual General Meeting shall normally, when convened, take the format as follows.
  - a. The Chairman (normally the Captain) will formally bring the meeting to order.
  - b. The Chairman will welcome all members that have attended.
  - c. The Chairman will ask and ensure that all members present have a copy of the agenda relevant to the meeting.
  - d. The meeting will begin and will proceed with the agenda as follows.

### 2. **APOLOGIES for ABSENCE**

Apologies for absence will be noted and confirmed.

### 3. **MINUTES of PREVIOUS MEETING**

Minutes of the previous year's AGM will be presented to the meeting and the Captain will ask if there are any matters arising as a result of these minutes.

### 4. **MATTERS ARISING**

- a. If there are matters arising the Captain will ask the relevant person/persons responsible to stand and reply to the question outstanding.
- b. If there are no matters arising the Captain will call for approval of the previous year's minutes. The name of the person proposing acceptance of the minutes and the seconder will be noted and the minutes will be approved.

### 5. **CAPTAIN'S ADDRESS to the MEETING.**

The Captain will address the meeting

## 6. **TREASURER'S REPORT**

The treasurer will ensure that all members attending the meeting have a copy of the financial report. The Treasurer will make a statement and confirm the contents of the financial report. On conclusion of the statement the Captain will call for approval of the previous year's Financial Report. The name of the person proposing acceptance of the report and the seconder will be noted and the Financial Report will be approved.

## 7. **SECRETARY'S REPORT**

The Secretary will report on the general condition and health of The Club and report to The Club of any outstanding issues affecting the members.

## 8. **GREENS' CONVENER'S REPORT**

The Greens' Convener will report to The Club the general condition of the golf course and update The Club on any outstanding issues.

## 9. **COMPETITION SECRETARY'S REPORT**

The competition secretary will report on the competitions played during the year and update The Club on any changes that affect play.

## 10. **LADY CAPTAIN'S REPORT**

The lady Captain will report on the progress of the ladies section for the year and update the club on any outstanding developments

## 11 **SENIOR CAPTAIN'S REPORT**

The Senior Captain will report on the progress of the senior section for the year and update the club on any outstanding developments

## 12. **ELECTION of CAPTAIN and COMMITTEE MEMBERS**

- a. If a new Captain is to be appointed, the current Captain will thank all members including the Vice-Captain for their support throughout the year.
- b. The Captain will now invite the Captain Elect (Vice-Captain) to approach the chair.
- c. The Captain will now stand down.
- d. The Vice-Captain will now take the Chair and become Captain of The Club.

- e. The new Captain will now thank everyone for their support while he was Vice-Captain, express his thanks in being elected to the position of Captain and take control of the meeting.
- f. The new Captain will now propose the Vice-Captain for the year and ask the members for approval and for the nomination to be seconded.
- g. The Vice-Captain is now elected to the committee.
- h. The Captain will now ask the Secretary if there are any outstanding matters concerning the election of committee members.
- i. The chairman will announce to the meeting the matters outstanding and inform the meeting of the committee members that are standing down who seek re-election. The chairman will now announce the names of the total number of candidates and to which position the candidates seek election.
- j. If Nomination Forms have been received for one or all committee positions the election of that committee member or members to fill the positions will now be formally convened. See Rule 5.
- k. On confirmation of a successful ballot the chairman will announce to the meeting the results of who will be on The Committee and the position held on the Committee for the following year.
- l. If the position on the Committee is not contested the committee member seeking re-election will be deemed to have been elected to the position on the Committee previously held.

13. **A.O.C.B.**

- a. The Captain will ask the secretary if any notification has been received in writing of any other matters raised. (Constitution Rule 10)
- b. If other matters have been received for discussion the Secretary will take the chair and formally put these matters to the meeting in the order of having been received. (Constitution Rule 12).

14. **MEETING AJOURNED**

The Captain will thank everyone for attending and adjourn the meeting.

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# Appendix 2

## Committee Nomination Form.

I would like to propose that (name of candidate) .....

be elected to The Royal Burgh of Lauder Golf Club Committee as

(state position).....

Date: ...../...../.....

Name of Candidate: ..... Club Number: .....

Signature: .....

Name of Proposer: ..... Club Number: .....

Signature: .....

Name of 1<sup>st</sup> Seconder: ..... Club Number: .....

Signature: .....

Name of 2<sup>nd</sup> Seconder: ..... Club Number: .....

Signature: .....

Name of 3<sup>rd</sup> Seconder: ..... Club Number: .....

Signature: .....

- Notes. 1. Complete the form above in Block Capitals and sign where required.  
2. Forward this Nomination Form to the club secretary to be received at least 14 days before the Annual General Meeting at which the proposed candidate seeks election.

-----ooOoo-----