**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year shall be posted by the Secretary on the Wednesday Section notice board and remain for 28 clear days and shall be withdrawn 7 clear days prior to the AGM.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 or 5 day Lady 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, Match & 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. All other members are required to be Proposed and Seconded.

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 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.

***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. The Secretary, Match & Handicap and Ground, Treasurer will provide Reports which support their roles.

The Annual General Meeting (AGM) will be held in February 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 or on receipt of a requisition signed by at least 15 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 5,6 and 7 Day Members of the Ladies 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). As agreed at the 2020 Ladies AGM, 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 XXXXX (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.

**Rule 10 – General**

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

**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
	1. The Officers of the Seniors Section shall be Chairman, Vice Chairman, Secretary and Treasurer, who shall be elected at the Annual General Meeting.
	2. The Committee shall consist of the Officers and four Committee Members, who shall be elected by ballot if necessary at the Annual General Meeting.
	3. The Management of the Seniors Section shall be vested in such Committee and at any meeting thereof, four shall form a quorum.
	4. 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.
	5. 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

1. 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.

1. 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.

1. 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.

1. 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.

1. 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.

1. 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.

1. DISBANDMENT

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

1. 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.

1. GENERAL

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