

SCOTTISH DEAF GOLF ASSOCIATION
www.scottishdeafgolf.org.uk

THE SDGA
CONSTITUTION



1. The association shall be called The Scottish Deaf Golf Association (S.D.G.A.) and is hereafter referred to as "the Association".
2. The aim of the Association shall be to promote, encourage and provide training and support for and participation in golfing activities by deaf, profoundly deaf and hearing impaired persons. For the purposes of advancing participation in golf among the Deaf Community, the Association shall organise competitions and events so that its members can enjoy the sport and enhance their knowledge of all matters relating to golf.

The Association shall be a non profit making organisation.

3. Membership shall be available as either Full or Associate

Full Membership:

The Association shall be open to all deaf and hard of hearing male and female golfers.

Persons from foreign countries but residing in Scotland can apply, but may be ineligible for internationals.

This confers full voting rights, eligibility for election to the Management Committee and the opportunity to participate in golfing competitions

Associate Membership:

The Association shall be open to all male and female, including hearing people, but shall be not a competitor to all SDGA golfing events. An Associate Member can attend at any General meetings, or can be co-opted to the Sub-Committee of the Association, but do not have full voting rights at any meetings.

Should an Associate Member wish to apply for Full Membership, they can apply to the Management Committee at any time.

Membership Applications

A completed application form, together with the payment will be submitted to the Office Bearers for approval. If the application is turned down, the applicant's payment shall be returned with a letter explaining the decision. Applicant shall have Right of Appeal.

If an associate member shall change to full membership they can do so with the approval of the Management Committee and on payment of the additional subscription.

Subscriptions

Membership year runs from the first day of March to the last day of February.

Method of Subscription for Membership will be decided for each ensuring year by a resolution passed at the Annual General Meeting.

4. The management and control of the Association shall be in the hands of the elected Office Bearers who has been a member after one year.

The Office Bearers shall consist of Chairperson, Secretary, Treasurer and Match Secretary.

Office Bearers shall be elected at the Annual General Meeting to act for two year and shall be eligible for re-election.

The Office Bearers shall meet on a regular basis on dates agreed by its members, but not less than 2 times a year.

A quorum of at least 50% of Office Bearers must be present before any business can take place.

5. Control and duties of the Management Committee

The Chairperson:

Shall chair all meetings and in the event of there being an equality of votes at any meeting the Chairperson shall have the casting vote.

Shall ensure all Members abide by the Constitution and the Rules of the Association and implement the Complaints Procedure.

In the event of the Chair being absent, Committee is to elect one for the duration of the meeting, a casting vote if required to be taken by the Secretary.

The Secretary:

Shall be take minutes of all meetings.

Shall refer all correspondence received to the Office Bearers.

Shall be the Association correspondent and deal with any queries and research or investigate matters when requested by the Office Bearers.

Shall be responsible for ensuring that notices for all General Meetings of the Association are properly circulated to all Members and other interested parties.

Shall maintain a membership register that will be available for inspection by any member by appointment.

The Treasurer:

Shall be responsible for the funds of the Association and shall pay all demands when ordered to do so by the Office Bearers.

Shall be responsible for maintaining proper financial books and records and rendering a full and clear account to every Office Bearers meeting. All receipts and invoices to be kept for two years – Duration of Term.

Shall be responsible for preparing an annual report and financial accounts for the year to 31st December. These to be submitted within 3 weeks of the year-end, together with the financial books and records, for external inspection or audit

The Match Secretary

Shall be responsible for the score cards after each competition and to assess whether handicap should be changed according to form, to check individuals on club's handicap. A handicap record file to be kept and maintained.

Shall organise competitions & outings and set standards for competitions (Rulebook)

Removal of Committee Members

Any Office Bearer may be removed by a majority resolution of the Members present at an Extraordinary or Special General Meeting.

If any Office Bearer dies, resigns, be removed or becomes unfit or incapable to act due to insanity, incapacity through illness, bankruptcy and criminal proceedings: they shall give up all books, documents, money and property of the Association in their possession and render an account of their actions on behalf of the Association since the last AGM to the Office Bearers.

6. Additional Duties of Office Bearer:

The Office Bearers collectively shall be responsible for ensuring that each elected Member of the Office Bearers carries out his duties correctly.

All Office Bearers are responsible for the safekeeping of any Association records or documents held by them during their tenure of office.

The Office Bearers shall have the power to co-opt an individual(s) by invitation as an adviser but with no voting powers.

The Office Bearers shall ensure there is sufficient help to organise and advise on golfing events and other functions that may take place.

The Office Bearers shall ensure that the Constitution of the Association is complied with and that all the members of the Association abide by the Association rules. Copies of the Constitution and the Association rules will be given to all members and also be displayed on the Association notice board. Members will be notified by post of any amendments.

The Office Bearers shall ensure that all Members of the Association are kept informed of all relevant events (i.e. golfing competitions, fund-raising events, etc.) by notices.

The Office Bearers shall ensure that a copy of the last annual financial statement and Report of the Inspector or Auditor thereon is kept with the minutes of the AGM.

The Office Bearers shall, subject to inspection or audit, approve the annual financial statements prepared by the Treasurer for submission to the Inspector or Auditor.

The Office Bearers shall, in accordance with the Association's Complaints Procedure (annexed hereto), deal expeditiously with any complaints or disputes that have been referred to it.

The Office Bearers shall have the right to suspend member(s) on a fixed term of suspension for any breach of the Constitution and Association rules.

In the event of dissolution of the Association the Office Bearer then in office shall ensure that the dissolution is carried out in accordance with the Constitution.

7. Finance:

General

The Association shall operate a bank account. Any cheques or promissory notes must be signed by the Treasurer plus any two selected Office Bearer members.

The Treasurer and the Office Bearers are responsible for ensuring all monies are received in respect of subscriptions, fines, donations and competition fees.

Each year the Office Bearers shall appoint a person, who is not a member of the Association Committee to inspect or audit the annual financial statements of the Association before they are presented to the Annual General Meeting.

Any Office Bearer or any other party misapplying the Association funds shall repay the amount misapplied and shall be excluded from the Association without prejudice to their liability to prosecution for such misapplication.

8. Inspection or Audit:

Each inspection or audit report should state whether:

- (a) proper books of account have been kept.
- (b) information required was obtained.
- (c) the rules relating to the Associations finance have been followed.
- (d) the financial statements show a true and fair view of the Associations financial affairs at the year-end.
- (e) there are negative balances and if so then brief details and reasons are required.

9. Meetings:

Meetings shall be held at the premises anywhere in Scotland to be agreed by Office Bearers.

Annual General Meetings

The Annual General Meeting shall be held in October each year at a venue within Perth.

A quorum of 30% of the Association's Members must be present before any business can take place.

Four weeks prior to the date of the Annual General Meeting, the Association shall give notice of the meeting and invite Members to propose any motions to be considered at the meeting. Any motions must be proposed and seconded and sent to the Secretary for consideration by the Office Bearers to arrive not less than two weeks before the date of the Annual General Meeting. Any motions properly proposed and seconded shall be sent to all Members stating the business to be transacted not less than ten days prior to the date of the Annual General Meeting.

The Office Bearers shall have the power to submit emergency motions to the Annual General Meeting.

Other General Meetings

An Extra-Ordinary or Special General Meeting can be called by a written proposal submitted to the Chairperson or Secretary and signed by not less than 51% of the Members entitled to vote.

The Chairperson or Secretary must convene a Office Bearer meeting within two weeks of receiving the proposal. The Office Bearers shall give notice of the general meeting to the Members stating the proposal and a date for the General Meeting. This notice must be sent not less than ten days prior to the proposed date of the meeting.

World Deaf Golf Championship Sub-Committee

The Committee shall consist of the Secretary and two selected members to investigate and organise entry. The Committee shall select a Captain to lead the national team and shall participate in these meetings.

10. Voluntary Dissolution:

The Association may at any time be dissolved by consent of 75% of its members, testified by their signatures to an instruction of dissolution in the form prescribed by the Treasury Regulations. On dissolution, the Association's surplus funds, and property, if any, shall be disposed of by the Office Bearers either:

To a deaf charity or placed with Deaf Action at Head Office, 49 Albany Street, Edinburgh, EH1 3QY on trust for 5 years, to allow for the possibility of re-constituting the Association, at the expiration of which they shall be disposed of to a National Deaf Charity as decided by Deaf Action, but always with the proviso that none of the Association's assets may be distributed or otherwise applied (on being wound up or at any time) except to further its charitable purposes'

11. Notices:

Any summonses and notices shall be deemed to have been duly served if addressed to the Member or person for whom they are intended at the last address intimated by them to the Association.

12. Copies of the Constitution and Rules:

The Secretary shall deliver to every person on demand a copy of the Constitution and Rules for a small fee to be decided by the Committee.

13. Amendment of Constitution:

No addition to the Constitution shall be made, nor shall any part of the Constitution be amended or rescinded unless with the consent of a majority of the members present at a General Meeting of which notice has been given specifying the intention to propose an addition, amendment and/or a rescinding.

No change is valid until registered in the minutes of Annual General Meeting.