

## **AWC GOLF SOCIETY CONSTITUTION**

### **APPOINTMENT OF OFFICIALS**

1. **Captain.** The Captain is responsible to the Cmdt, through the Chief of Staff (COS) for the following:

- a. The supervision, management and conduct of the Society.
- b. Ensuring that the club is administered and its funds accounted for in accordance with AP 3223 and QR 90.
- c. The preparation and issue of detailed rules for the club.
- d. The issue of comprehensive terms of reference to all committee members.

2. **Committee.** The AWC Golf Society will be administered by a committee elected by the members for that purpose at an Annual General Meeting (AGM). The committee is to oversee the day to day management and control of the club. As a minimum, the committee will comprise of the following:

- a. Chairman who will be the Captain.
- b. Secretary.
- c. Treasurer.
- d. Handicap Member.
- e. Competitions Secretary.

3. **Membership.** Membership is open to all personnel, both Service and civilian, who are, or have been employed within the AWC. Membership will cease when membership subscriptions are not paid. There will be only one category of membership, that of full member status. All members will be eligible for appointment of committee status and will have full voting rights at the AGM.

### **MEETINGS**

4. The types of meeting that may be held in connection with the management of the Society are:

- a. Annual General Meetings.
- b. Extraordinary General Meetings.
- c. Committee Meetings.

5. **Annual General Meeting.** An AGM is to be held during each 12-month accounting period. The meeting is to be chaired by the Captain and is to be attended by all members not on essential duty. Matters dealt with at the AGM will include finance, ratification of the annual audited balance sheet, election of committee members, Society policy and plans for future events.

6. **Extraordinary General Meeting (EGM).** An EGM of the Society may be called at any time by the Captain or by the wish of one fifth of the members notified to the Captain in writing to discuss any matters which cannot be held over to the next AGM.

7. **Committee Meetings.** The Society committee is to meet at least monthly and is to be chaired by the Captain. Matters such as finances, future events and members suggestions and complaints are to be discussed.

8. **Notification.** Notification of an AGM or EGM is to be posted on the AWC Golf Society web-site at least 5 working days before the meeting. Any agenda items are to be submitted to the Captain prior to the meeting.

9. **Minutes.** Minutes of all meetings are to be posted on the AWC Golf Society web-site within 5 working days of the meeting.

## **FINANCE**

10. **Financial Planning.** The Society is to decide how its activities are to be financed and the committee is to have funds at its disposal to cover the cost of the Society's activities. A financial plan is to be produced prior to the start of the financial year and ratified at an EGM.

11. **Expenditure.** The committee is to control all ordinary expenditure on behalf of the Society in accordance with the financial plan. Extraordinary expenditure is not to exceed £100 per item or an aggregate of £500 per annum unless authorised by a general meeting. The Captain may authorise minor expenditure up to £50 without reference to the committee.

12. **Accounting and Audit.** The Society's funds are to be accounted for in accordance with the instructions contained in AP3223, Leaflet 702. The books of accounts and associated records are subject to audit by the Service Funds Audit Board and are to be made available to the Board as and when required.

13. **Subscriptions.** Rates of subscriptions are to be decided at a general meeting of the club.

a. **Absence from Unit.** Subscriptions are to continue to be levied during periods of annual leave but are not to be charged for other authorised absences e.g. sick leave, detachments etc for periods in excess of one calendar month.

b. **Payment of Subscriptions.** Members are to pay their subscriptions on or about the 10th of the month. Names of those members who have not paid their subscriptions by the 20th of the month are to be passed to the Captain. Continued non-payment will result in the member having their membership of the Society withdrawn.

14. **Discipline.** Members of the Society are expected to behave in an appropriate manner during all matches. We are always guests at golf clubs and are expected to dress and behave according to the individual club rules. Any transgression from acceptable behaviour is to be reported to the committee who have the power to suspend members or end their membership of the Society.

## **DISPOSAL OF FUNDS**

15. On the closure of the Society the balance of the Society's funds will revert to the SIF.

**D Huggins**

Flt Lt

OIC AWC GS

09 Mar 11