



East Midlands Regional Rules

1 Introduction

- 1.1 In these rules:
- 1.2 the "Region" means The Golf Club Managers' Association - East Midlands Region.
- 1.3 the "Rules" means the Rules of the Region.
- 1.4 "Members" means current Members of the Region.
- 1.5 the "National Association" means the "Golf Club Managers' Association"
- 1.6 the "Steering Group" means the Regional Steering Group as defined in rule 6 herein
- 1.7 the "Manager" means the Regional Manager
- 1.8 The "Immediate Past Captain" shall mean the Captain of the Region whose term of office immediately preceded that of the current Captain of the region.

2 Title

- 2.1 The Region shall be called "The Golf Club Managers' Association - East Midlands Region".
- 2.2 The Region will primarily serve members from clubs within the Region's borders as defined by the National Association.

3 Objective

- 3.1 To meet at least twice annually to provide the opportunity for Members of the Region to discuss and exchange ideas on golf club management, and other business related matters, and to facilitate networking and communication.
- 3.2 To provide the opportunity to play golf, enhance professional working relationships and exchange views and obtain advice.
- 3.3 To participate in golf competitions and fixtures arranged by the Region.

4 Membership

- 4.1 Membership of the Region shall be confined to persons who are members of the National Association, having qualified under the current Rules of the National Association.
- 4.2 The Steering Group shall consider the election of Honorary Life Members in recognition of outstanding service to the GCMA and golf in general. Such Members will be nominated for election at the AGM.
- 4.3 Regional Honorary Life Membership is not transferrable to another Region.
- 4.4 Any Member intending to resign from the Region shall give notice in writing to the Manager by 31st December.

4.5 Members shall be deemed to have resigned from the Region should they fail to pay their subscription by the due date or cease to be members of the National Association.

4.6 Members by joining the Region will be deemed to have accepted the Rules and Bye-laws of the Region.

5 Equality

5.1 The Region, in common with the National Association, are fully committed to supporting the principle and practice of equality of opportunity. No Member should receive less favourable treatment on the grounds of age, gender, disability, race, parental or marital status, pregnancy, religion or belief, sexual orientation or gender reassignment or should be disadvantaged by conditions or requirements that cannot be shown to be relevant to performance.

6 Management of the region

6.1 There shall be a Regional Steering Group which shall consist of the Regions Captain, Vice- Captain, Immediate Past Captain, Regional Manager, Past Regional Manager and up to four further full members.

6.2 At least 50% of Steering Group members shall be managers in post where possible.

6.3 The members of the Steering Committee who are not officers shall serve for one year after which they may offer themselves for re-election at the AGM.

6.4 In the event of a vacancy arising on the Steering Group during the year, between AGM's, the Steering Group, may, at their discretion, co-opt replacement/additional members of the Region to sit on the Steering Group, who will serve until the following AGM when they may seek election in the prescribed manner.

6.5 The Steering Group shall meet a minimum of twice a year at approximately six-monthly intervals with a minimum of 4 Steering Group Members required to form a quorum.

6.6 The Regional Manager, or in their absence the Current Captain, shall chair all meetings of the Steering Group.

6.7 Decisions taken will be by simple majority of those Steering Group Members present, and will be minuted by the Regional Manager. In the event of the failure to reach a clear decision the Chairman of the meeting will have a casting vote.

7 Data Protection

7.1 The Region collects and maintains personal information in order to carry out its functions as a Region of the National Association, provide membership services and comply with certain statutory obligations. All personal information is treated with the utmost confidentiality and with appropriate levels of security in accordance with the Data Protection Act 1998.

8 The captain of the region

8.1 Shall be a member of the Region.

8.2 Shall be elected to office at the Annual General Meeting.

8.3 Their term of office shall be for 1 Year from the Annual General Meeting at which they were elected.

8.4 They shall be nominated by the Regional Steering Group.

9 The vice captain of the region

9.1 Shall be a member of the Region.

9.2 Shall be elected to office at the Annual General Meeting.

9.3 Their term of office shall be 1 Year from the Annual General Meeting at which they were elected.

9.4 They shall be nominated by the Regional Steering Group.

10 The regional manager

10.1 Shall be a member of the Region.

10.2 Shall be elected at the Annual General Meeting. The term of office shall be 4 years from the AGM at which the election takes place and the Regional Manager will be eligible for re-election at the end of this period. However, he/she must be re-elected annually at the AGM. The Steering Group will ensure it has a succession plan in place. To this end, the Regional Manager should give 12 months' notice of his/her intention to retire from the post.

10.3 The Regional Manager shall convene a meeting of the Steering Group a minimum of twice a year.

10.4 The Terms of Reference for the Manager will be determined by the Steering Group, following the guidelines produced by the Association. The main responsibilities are: -

10.4.1 Preparing and maintaining Annual Accounts for the Region which shall be signed by either the Captain or the Immediate Past Captain and thereafter within 30 days a copy of the balance sheet will be forwarded, for filing purposes, to the National Association.

10.4.2 Making all payments on behalf of the Region.

10.4.3 Maintaining a bank account in the name of the Region.

10.4.4 Taking minutes of all meetings and Steering Group meetings and distributing them as appropriate after such meetings.

10.4.5 Arranging annual fixtures.

10.5 The Regional Manager shall attend National Committee Meetings and the National Conference as representative of the Region.

10.6 The Regional Manager shall receive an annual honorarium which shall be determined by the Steering Group.

10.7 The Regional Manager shall be reimbursed for all reasonable travel and subsistence expenses.

10.8 The Region shall pay for the Regional Manager's National Association Subscription.

10.9 The Regional Manager will not pay a Regional Subscription.

11 Chairman

11.1 The Region's Captain shall chair regional and general meetings. In their absence the Vice-Captain will act as Chairman and in their absence the Regional Manager. In exceptional circumstances, in the absence of all three of the aforementioned, the Chairman may be nominated from those Members present. However, there must be at least 15 Members present to form a quorum.

12 General Meetings

12.1 The Annual General Meeting shall normally take place at the Winter Meeting.

12.2 A minimum of 28 days' notice of such meeting shall be given in writing to every member, stating the date, time and place of the meeting and the general nature of the business to be conducted.

12.3 The purpose of the meeting shall be to elect the Regional Officers, receive the financial statement of accounts, set subscriptions for the next year and vote on resolutions received.

12.4 Any resolutions to be put before the meeting must be notified in writing to the Regional Manager at least 21 days prior to the Meeting and details of such resolution shall be given in writing to every member at least 14 days prior to the meeting.

12.5 Voting, except for matters as in 13.1 below, will be by simple majority.

12.6 All members of the Region are entitled to vote at General Meetings.

12.7 The Steering Group may, upon giving at least 28 days' notice, call an Extraordinary General meeting, and shall be bound to do so on receiving a requisition signed by at least 15 Members of the Region stating the purpose for which they desire the meeting to be called and the resolution to be put to the meeting.

13 Rules, regulations and bye-laws

13.1 No Rule of the Region shall be repealed or altered and no new rule shall be introduced unless voted upon and agreed save by 75% of all the Members present in person at a General Meeting of the Region.

13.2 Notice in writing of the intention to propose a new rule or alteration, with particulars thereof, shall be placed in writing to the Regional Manager at least twenty-one (21) days prior to a General Meeting of the Region.

13.3 All Members shall be bound to submit to the Rules and Regulations and Bye-Laws of the Region and shall accept as final the Steering Group's interpretation thereof and decisions thereon.

13.4 The Steering Group is empowered to make, repeal and amend from time to time such Bye-Laws as they may consider necessary for the administration of the Region. These shall be binding on Members until set aside by a General Meeting of the Region.

13.5 No Rule of the Region shall contradict a National Association Rule

14 Subscriptions

14.1 Regional Subscriptions have now been incorporated into the National Subscription.

14.2 Members whose subscription has not been paid by 1st February shall not be entitled to exercise any of the privileges of membership until such sums have been paid.

14.3 The name of any Member so in arrears on 1st February shall, at the discretion of the Steering Group, be erased from the Register of Members.

14.4 Such Members, on application to the Steering Group, may be reinstated on payment of their outstanding subscriptions

15 Annual competitions, fixtures and matches

15.1 These will be arranged annually by the Regional Manager in conjunction with the Steering Group and a list of fixtures shall be circulated to all Members as soon as practical.

15.2 All current Members are eligible to play and the individual conditions of each competition will be agreed by the Steering Group.

15.3 All trophies remain the property of the Region and may be held by the respective competition winner for 1 year.

15.4 The Region is responsible for the engraving of such trophies and trophy winners must, therefore, return the relevant trophy in good time to the Regional Manager to enable it to be engraved before it is awarded to the next winner.

15.5 A list of all trophies and the current holders shall be kept by the Regional Manager.

15.6 Representation in National Events and Meetings shall be determined at Steering Group Meetings, taking into account any rules set by the National Association.

16 Winding up

16.1 If the Region is wound up or dissolved then, after settling all the liabilities and debts of the Region, the Steering Group shall dispose of the net assets remaining to the adjacent regions as agreed with the

National Association.

17 Notices

17.1 Any notice that is required to be served in writing may be served either personally or by sending it through the post in a prepaid letter addressed to such Member at their address or by email to the email address of such member as notified to the Regional Manager.

17.2 Any notice served by post shall be deemed to have been served 48 hours after it was posted. Notice sent by email shall be deemed to have been served 12 hours after it is sent, unless notified otherwise by the intended recipient's server.

18 National association captain

18.1 Regions are invited to submit to the National Association suitable candidates for the post of National Captain prior to 1st April each year. Such nominations shall be agreed by the Steering Group.