

**CONSTITUTION OF
DISCOVERY BAY RESIDENTS'
GOLF SOCIETY
(FOUNDED 1992)**

CONTENTS

- 1. Name of Society**
- 2. Address of Society**
- 3. Objectives**
- 4. Membership**
- 5. Entrance Fees & Subscription**
- 6. Committee**
- 7. Finance**
- 8. Handicaps**
- 9. Competitions**
- 10. Meetings**
- 11. Amendment to Constitution**
- 12. Liability**
- 13. Conduct**
- 14. Winding Up**

Annexe. Committee Duties & Responsibilities

1. The name of the society shall be Discovery Bay Residents' Golf Society (also known as DBRGS)
2. The registered address of the society is:
Discovery Bay Recreation Club
Discovery Bay
Lantau Island
Hong Kong

3. OBJECTIVES

The objectives of the Club are to:

Encourage, promote, participate in and provide opportunities for:-

- (a) the playing of Golf within and outside of Hong Kong; and
- (b) the playing of such other game or sport as may be from time to time approved by the Committee

Provide social entertainment and functions in the furtherance of the objects.

Provide for any matters incidental to the objectives.

4. MEMBERSHIP

- a) Membership shall be open to any amateur Golfer at the discretion of the Committee upon application and the paying of the pre-requisite joining fee and any associated costs. He or she must be in possession of a bona fide handicap registered with the HKGA and be allocated a GHIN No. for future processing of scores. A golfer will be able to join without a GHIN but will be regarded as a social player and not eligible to win the Nett prizes.

- b) Honorary Membership may be awarded at the discretion of the Committee and the recipients will not be required to pay Annual Subscriptions but will have no voting rights.
- c) It is a condition of the Society that all Members possess a valid handicap from the Hong Kong Golf Association or their respective private Club (unless joining as a Social member as in para a)
- d) Country Membership may be offered to those residing outside of Hong Kong and who wish to retain their Membership, but must maintain a valid handicap, and must provide their own insurance.
- e) Honorary Members, who may be appointed by the Committee when it considers that it would be in the interests of the Club that such persons be made Honorary Members

5. ENTRANCE FEES, GREEN FEES & SUBSCRIPTION

- a) Each Member will be billed for both a Joining Fee and an Annual Subscription at a rate to be determined by the Committee. All joining and subscription fees are to be paid in advance, Green Fees are to be paid in advance or on the day at the discretion of the Committee.
- b) Membership shall run from 1 January -31 December
- c) Anyone joining mid-year will pay the full joining fee and Annual Subscription, however at the discretion of the Committee Pro-rata rates may be offered.
- d) Committee Members will receive free Annual Membership for each year that they remain in Office and for the following year after their departure.

6. COMMITTEE

- a) The Committee shall be elected by Members at the Annual General Meeting and shall comprise the following:
 Hon. President
 Chairman
 Treasurer
 Membership & Handicap Secretary
 Secretary
 Social Secretary & Events Committee x 3
- b) Any Member who has been a Member for at least 12 months may offer themselves for one of the Committee positions.
- c) An Events Committee are to arrange for flight groupings, timing, collecting of scorecards and recording of scores, prize-giving and to monitor and report to the Committee and issues regarding slow play, and any other breaches of Society rules.
- d) Committee Members will be elected at Annual General Meetings or Special Meetings where necessary. To stand for election a member must be both nominated and seconded. The candidate with the highest number of votes will be elected.
- e) As deemed necessary, the Committee may co-opt any Member to serve as an Exco member until the next AGM/SGM where they will be eligible for election as in 6 (d)

f) The Committee shall be collectively responsible and may delegate its functions among its officers.

7. FINANCE

- a) The Society Bank Account shall normally be kept at a branch of HSBC. The Treasurer may suggest a change if the Bank fails to provide a service to acceptable levels. However, any change can only be made with a majority support of the whole Committee.
- b) The Society must maintain accurate records of Income and Expenditure incurred during its financial year (ending 31 Dec)
- c) The Society's cheque book must be kept by the Treasurer and must be signed by two of the three authorised signatories (who may be any Member of the Committee).
- d) The Treasurer will update the Committee on the Society's financial status at each regular meeting.
- e) The Treasurer will provide the Committee with a reconciliation of the Society's bank Balance twice a year. This will be due on 31 March and 30 November (or the last meeting prior to the Club Championships). In addition the Treasurer will provide a Profit & Loss statement for each period (due by the meetings in June and November).
- f) Any Society expenditure at DBGC must be approved by a Member of the Committee.
- g) The Society Accounts will be internally audited bi-annually, by a sub-committee nominated by the Chairman.
- h) Any Member may ask to see the Society's financial records. A minimum of two weeks' notice must be given.

8. HANDICAPS

- a) Society Handicaps of the Members shall be at the discretion of the Committee.
- b) The Society will follow the current HKGA and USGA rules regarding handicaps.
- c) A Member who wins a Society event against the field will have their handicap reduced by 2 shots at the next event they attend, and 1 shot at the following event (irrespective of any adjustments made in the interim by HKGA). The Handicap Secretary's decision is Final.
This will only apply in events against the field and not knockout competitions.

9. COMPETITIONS

- a) The Events Committee shall be responsible for running all Society events.
- b) Competition prizes will be chosen by the Events Committee. Sponsored prizes may be accepted subject to Committee approval.
- c) All competitions will be open to all Members unless a qualification is required.
- d) The Events Committee shall allocate start times, pairings, and publish start sheet to all participants in advance of the day's play.

- e) Events will follow procedure as laid down by DBGCC, however the Committee may from time to time announce Lift, Clean and Place (usually in heavy/wet conditions).
- f) If there is a tie on a monthly competition a count back will determine the winner, using the last 9 holes, last 6 holes and last 3 commencing from Hole 18.

10. MEETINGS

ANNUAL GENERAL MEETING

- a) There shall be an Annual General Meeting prior to presentation of the Club Championships held (usually) in December.
- b) All Committee Members shall hold Office for a period of 12 months following the AGM and may offer themselves up for re-election.
- c) The Secretary shall give the Members 14 days' notice of an upcoming AGM.
- d) Nominations for Committee positions must be made in writing (or by email) to the Secretary not less than 7 days prior to the AGM.
- e) A General meeting may be called by the Committee at any time or by 20% of the Membership upon request the Secretary to do so.
- f) The quorum for an Annual General Meeting, or a Special Meeting, will be 25% of the total Membership (including proxy votes).
- g) In the event that a quorum is not present, the meeting will be deferred until the next event. The Committee will notify members again, and the number present at that second meeting will constitute the quorum.
- (h) Any Member unable to attend the AGM/SGM may nominate a Proxy to vote on his/her behalf. Nominated Proxies should be sent to the Secretary by email no later than 7 days prior to the Meeting.

SPECIAL GENERAL MEETING

- a) The Committee, or 20% of the Membership (by written request to the Secretary), may call for a Special General Meeting to discuss any business matter of interest to the Society.
- b) A Special General Meeting shall possess and may exercise the functions and powers of an Annual General Meeting.
- c) The Members of the Society must be notified in writing at least 14 days prior to a Special General Meeting.
- d) The Quorum for any General Meeting shall be 25% of the Membership (including Proxy Votes)
- e) In the event that a Quorum is not present, the Meeting shall be deferred to the next scheduled event. The Committee shall notify Members again, and the number present at the second meeting will constitute a Quorum.

COMMITTEE MEETINGS

- a) The Committee shall meet in January, June and November. Impromptu Committee meetings may be called at the end of a monthly event.
- b) The quorum of the Committee Meetings shall be 50% of Committee and at any meeting it may regulate its own procedure.

11. AMENDMENT TO THE CONSTITUTION

The Constitution may be altered, rescinded or added to by a resolution moved on the Committee and passed by at least two-thirds of those Members (and Proxies) present and entitled to vote at any General Meeting of the Society. Any amendments must receive the approval of the Registrar of Societies, prior to becoming effective.

12. LIABILITY

- a) The Club will not be responsible for and will not indemnify its members against injury, loss or damage to person or property suffered by any golf game or other activity whatsoever in which the Club is a participant.
- b) Any liability involving persons, other than Society members, will be the responsibility of the Society's voting members.

13. CONDUCT

- a) The Society reserves the right to take disciplinary action against any Member who fails to uphold a high standard of conduct in any Golf Course or Clubhouse, thereby bringing the name of the Society into disrepute.
- b) The Committee may, when it considers that the interests and welfare of the Society so require, invite a Member to resign from the Society.
- c) The Membership of a Member invited to resign shall be deemed terminated fourteen days after the posting to him of a letter including such invitation.

14. WINDING UP

- a) The Club shall be dissolved if at any General Meeting of the Club a resolution to that effect is passed by at least three-fourths of those members present.
- b) If the Club shall be dissolved, any surplus assets remaining after the satisfaction of all its liabilities shall be paid out or distributed in such manner as the members shall be resolution direct
- c) Any difference of opinion as to the meaning of any of the Clauses of this Constitution shall be decided by the Committee.

Fabio Lavarone

Chairman

Amended 1 December 2017

Annexe

COMMITTEE DUTIES AND RESPONSIBILITIES.

Hon. PRESIDENT

To oversee the event, and to offer advice to Committee as appropriate, and acting as Committee Chairman in the absence of the Chairman.

CHAIRMAN

Responsible for Chairing Meetings and offering advice and guidance to the Committee.

Has a casting vote at any General Meeting, Committee Meeting or Sub-Committee meeting; and to,

Prepare and deliver to the Annual Meeting and report of the Club's activities in the past year.

TREASURER

Responsible for the Society's total finances maintaining accurate records of Income and Expenditure and reporting as such to the Committee on a regular basis.

MEMBERSHIP & HANDICAP SECRETARY

Responsible for maintaining a complete record of Members' details, Handicap & GHIN records together with home address, email addresses and contact numbers. In addition, the Membership Secretary is to inform all new members of their acceptance into the Society.

Hon.SECRETARY

Responsible for maintaining accurate minutes and all correspondence from outside of the Society, responding in a timely manner.

EVENTS AND SOCIAL COMMITTEE

Should arrange dates and fixtures, liaise and co-ordinate with Members. Compile and promulgate start sheets, collection of completed scorecards, completing match results, handicap adjustments, and prize presentation. Liaising with DBGC regarding all competition requirements, together with social requirements. Advise Members of any local handicap adjustments, and of all other events that may affect the Society.