



Constitution of The Cayman Islands Golf Association

Article 1

Name

The name of this organization shall be the Cayman Islands Golf Association.

Article 2

Objects

This Association has been formed and exists as a non-profit organization for the purpose of promoting and conserving throughout the Cayman Islands the best interests and the true spirit of the game of golf as embodied in its ancient and honorable tradition. To this end the objects of this Association are:

- (a) To adopt, enforce and interpret a rule or test of amateur standing in accordance with the rules established by the Royal and Ancient Golf Club of St. Andrews, Scotland.
- (b) To adopt, enforce and interpret rules for the playing of the game as laid down from time to time by the Royal and Ancient Golf Club of St. Andrews, Scotland, or such other body accepted by the Association.
- (c) To hold each year such championships and events as may from time to time be arranged and to decide where and under which conditions they shall be played.
- (d) To maintain a system of course ratings for the purposes of handicapping. All handicaps Competitions under the jurisdiction of the Association shall be conducted under such ratings.
- (e) To promote and encourage the development of golf at all levels.
- (f) To liaise with national and international golf authorities throughout the world and in particular to maintain close liaison with the Royal and Ancient Golf Club of St. Andrews, Scotland and the United States Golf Association.
- (g) In general to act as an authoritative national body in the arbitration of controversies and in the final determination of all questions which may arise relating to the game of golf in the Cayman Islands.

Article 3

Definitions in this Constitution

Whenever the masculine gender is used it is deemed to include the feminine.

"Members" mean individuals who are fully paid subscribers of the Cayman Islands Golf Association. "Proxies" where allowed in committees and general meetings hereafter described must be typed or written before meetings. Any proxy given hereunder shall be valid for the first meeting after the date thereon unless specifically endorsed to the contrary. No person shall be proxy for more than ten others.

"Present" shall mean by person or by proxy when used therein in relation to a General Meeting.

Article 4

Members

The subscription of this Constitution or the acceptance of an application for membership in the Association shall bind each member to uphold all the provisions of the Constitution.

The subscribers to this Constitution shall be the Founder Members of the Association without any further application being necessary.

Article 5

Election of Members

Candidates (other than the Founder Members) applying for membership. A candidate may apply for membership at any time, but he shall not be eligible until he has attained the age of eighteen years. Candidates under eighteen years of age may apply to be Junior CIGA members. Candidates shall submit an application in writing in the approved form to the secretary. Such form to include the candidates full name, contact details, current handicap index if available and to be signed to confirm acceptance of the terms of the constitution. Separate forms are provided for adult and junior members.

Approval or refusal of applications for members is in the Executive Committee's discretion without assigning any reason therefore.

Article 6

Officers

(a) The Officers of the Association shall consist of a President, a Vice-President, a Treasurer and a Secretary who shall each be elected annually by the members of the Association from their number at the Annual General Meeting. The first Officers shall be elected by the Founder Members at a meeting to be held forthwith upon the subscription of this Constitution.

All Officers shall hold office until the next following Annual General Meeting. Officers may be removed at any time on a vote by written ballot of at least two-thirds of all the members of the Association. Officers may resign at any time, and acceptance of their resignations shall not be necessary.

(b) The offices of Secretary and Treasurer may be held by the same person.

(c) The office of Secretary or Treasurer shall not be held by the person holding the office of President or Vice-President.

(d) President: The President shall be the Chairman of all Executive and General Committee meetings. He shall chair all Special General and Annual General Meetings of the Association. He shall also present at the Annual General Meeting an annual report.

(e) Vice-President: The Vice-President shall take the chair for Executive and General Committee meetings and for all other meetings from which the President is absent.

(f) Treasurer: The Treasurer shall keep full and accurate accounts and disburse funds under the direction of the General Committee and shall submit his accounts and all vouchers to the General Committee and to the Auditor whenever so required and shall conform to such regulations and directions as the General Committee shall from time to time prescribe. He shall have the authority to receive and to give receipt for all monies due and payable to the Association from any source whatsoever and to endorse on behalf of the Association all cheques, drafts, notes, warrants and orders and to give full discharge for the same. He shall have the power to sign all cheques, drafts, notes, warrants and orders for payment of money. He shall present at the Annual General Meeting a financial report. He shall also be a financial advisor to any committees or subcommittees that are involved in the raising of funds for the Association. In general he is expected to perform the normal duties incident to his office.

(g) Secretary: The Secretary shall keep proper minutes of all meetings of the Association General Committee, serve all notices, be in charge of all correspondence of the Association, and present at the Annual General Meeting a full annual report of all matters pertaining to the Association including a summary of all actions taken during the year. He shall also perform the duty of producing information sheets, newsletters and other promotional material to provide the general membership with up-to- date knowledge of the various functions, events, interests and data of the Association. He shall work closely with all committees and sub-committees to assist them in the promotion of their events, projects and interests and to also publish any information given through the press media or any other medium as required, he or his delegate shall be spokesman to the press concerning all Association functions, events, and policies.

Article 7 General Committee

(a) Composition of General Committee

The General Committee shall be composed of the Officers and an additional five members elected from the membership of the Association at the Association Annual General Meeting.

The first members of the General Committee shall be elected by the Founder Members at a meeting to be held forthwith upon the subscription of this Constitution.

All elected members shall hold office until the next following Annual General Meeting but may be reelected when their term of office ends.

(b) General Powers

The General Committee shall be charged with general control and supervision of the interest of the Association and in addition shall undertake such duties as may be entrusted to them by resolution of a General Meeting of the Association. They shall have the power to appoint any committees or subcommittees necessary to consider and report on any matter touching the interest of the Association. The Chairmen of all committees shall be members of the General Committee. The Chairmen of subcommittees are to be appointed by the General

Committee and such persons may not necessarily be members of the General Committee but must be members in good standing of the Association.

The General Committee shall meet at least four times during each calendar year for the transaction of the business of the Association.

Seven days notice of such meetings giving the time and the place shall be given to each member of the General Committee. Such notice may be given in writing or telephone. Five members of the General Committee shall form a quorum. The President or any two members of the General Committee may call a meeting of the General Committee.

Vacancies occurring on the General Committee shall be filled by appointment by the General Committee. Vacancies on all other committee and sub-committees may be filled through appointment by the General Committee or the appropriate committee chairman.

(c) Election of Members to office and to the General Committee

Members seeking election to be Officers or to the General Committee should notify the secretary in writing prior to the Annual General Meeting. The Nominations Committee shall be responsible for circulating the membership in its endeavor to find candidates for election to office and to the General Committee. The Nominations Committee shall give notice to its members of all names of members seeking election. No member of the Association shall be proposed unless he has signified in writing his willingness to accept office if elected. In the event that the number of members so proposed does not exceed the number of vacancies, they shall be declared duly elected to the office or position for which they have been proposed. If the number of members so proposed is less than the number of vacancies, the General Committee shall be authorized to appoint sufficient members to complete the number of its elected members to serve until the next Annual General Meeting. In the event that the number of members so proposed exceeds the number of vacancies a ballot shall be held.

An election shall be determined by a simple majority of the voting members present and their proxies

Article 8

Executive Committee

The Executive Committee shall consist of the President and Vice-President of the General Committee and three members elected from the General Committee by the General Committee. The Executive Committee will be charged with the day to day control and supervision of the interests of the Association and shall carry out the resolutions and instructions of the General Committee to the best of their ability.

The Executive Committee shall purchase and maintain such office equipment, stationery and all other items that are required for the smooth operation of the Association.

The Executive Committee shall meet monthly to execute the affairs of the Association.

Three members of the Executive Committee shall form a quorum, one of whom must be either the President or the Vice-President.

Chairmen of committees and sub-committees shall report as directed by the Executive Committee

Article 9

Rules of Golf Committee

The General Committee shall appoint one of its members as Chairman of the Rules of Golf Committee who shall select and appoint to his committee not less than three other members of the Association. The Rules of Golf Committee shall meet to consider any question on the Rules of Golf and to deal with proposals relating to

or matters arising out of the Rules. A quorum shall be two members. On all questions or interpretations of the Rules, the committee shall be the final authority in the Cayman Islands.

The Committee shall meet at least four times each year to review any correspondence, and rule on queries or matters relating to Amateur Status. The Committee shall encourage the understanding of the Rules of Golf through the holding of seminars, meetings or through the local media to provide the membership with greater knowledge, particularly when the Rules have been revised.

The Rules of Golf Committee shall be available to all other committees in the running of golfing events.

It shall review the conditions of play and visit the sites of championships and make its recommendations to the committees involved.

The Committee shall be available to all organized golf clubs to offer assistance in queries and disputes pertaining to the Rules of Golf and to offer suggestions for improvement if it is deemed necessary.

The Secretary of the Association shall be in attendance at all meetings and take minutes and attend to correspondence and other matters relating to the committee

Article 10

The Championship Committee

The General Committee shall appoint one of its members as Chairman of the Championship Committee who shall select and appoint to his committee not less than three other members of the Association. A quorum shall be two members.

The Championship Committee shall have control of all championships and other Association competitions and all matters relating thereto. With the approval of the General Committee, the Committee shall have the power to invite to the Cayman Islands representative teams from overseas and to send teams abroad and to make all arrangements in connection therewith.

The Committee shall have control of the funds received from entrance fees payable by competitors in the championships, the gate money and any other monies which may be collected by or on behalf of the Committee in connection with the championships. The Committee shall not incur any financial liability beyond the funds under their control without the approval of the General Committee.

The Treasurer of the Association shall set up an account for each championship and an audited financial statement of each must be presented to the Annual General Meeting.

The Championship Committee shall provide all required volunteers; equipment, communications and anything else required providing a smooth running championship. It shall consult with the Rules of Golf Committee and inspect a course or courses where a championship is to be held. It shall provide the Conditions of Play, consult with the course operator for course conditions and pin and tee placements. In general, it shall carryout the full running of each championship or competition of the Association.

The Secretary of the Association shall be in attendance at all meetings and take minutes and attend to correspondence and other matters relating to correspondence and other matters relating to the committee

Article 11
Handicapping

The Chairman of the Handicapping Committee shall be appointed by the General Committee. He shall select and appoint not less than three members to serve with him on the committee. A quorum shall be two members.

This committee shall consult all local golf clubs to enforce the agreed system and method of Handicapping as adopted by the General Committee. The Committee shall be aware of any changes or proposed changes in handicapping methods by overseas governing bodies. The Committee shall offer a Handicapping service to those members who are not members of any golf club.

In handicap events run or sponsored by the Association only those handicaps which are evolved through the adopted system and method of the Association will be allowed. Overseas competitors participating in Association handicap events must provide authorized handicap cards to the Secretary or the Chairman of the Championship Committee before the handicaps will be accepted for that competition. This only applies to competitors from countries that have adopted the same system and method as the General Committee.

Overseas competitors participating in Association handicap events that do not use the same system as adopted by the General Committee must provide their last twenty gross scores on regulation golf courses and these scores must be verified and confirmed by an official of that course of that country. The official shall also provide the following information:

- (a) the length of the course from each set of markers
- (b) the rating of the course from each set of markers
- (c) the par of the course from each set of markers and
- (d) such other information as may be required

The Handicapping Committee shall be available to review each local course annually to determine that the correct course rating is being utilized for effective handicapping. If the course has been changed in any way, the Committee shall be available to re-rate the course in accordance with the latest accepted methods

Article 12
Nominations Committee

The Nominations Committee shall consist of a Chairman and at least two other members of the Association appointed by the General Committee. The Nominations Committee shall be formed at least three months in advance of the date of the Annual General Meeting. A quorum shall be two members

Article 13
Grievances

Any member having a complaint or grievance shall register his complaint in writing to the Secretary who will investigate and consider the matter with the General Committee who shall investigate and resolve the matter. The General Committee may request the person or persons involved to attend such meetings as may be required to resolve the complaint or grievance.

For the avoidance of doubt the jurisdiction of the General Committee does not extend to matters within the Rules of Golf Committee's responsibilities.

Article 14
Subscription

The annual subscription for each category of membership shall be set by the General Committee each year.

The annual subscription is payable to the Treasurer on the 1st of January of each year and no member shall be entitled to the privileges of the Association after 1st of February unless his subscription is paid. If a subscription of a member is unpaid by the 31st of March he shall cease to be a member.

There may be a reinstatement fee instituted by the Executive Committee for any member who has allowed his membership to lapse. No refunds of subscriptions are made

Article 15
Financial Year

The financial year of the Association shall begin on 1st January and end on 31st December

Article 16
Notification of Election

On the successful application of a candidate, under Article 5, the Secretary shall notify him, in writing, furnishing him with a copy of the Constitution of the Association, but he shall not participate in any of the privileges of the Association until he has paid his subscription. Should he neglect to do so within two months of the date of his election, he shall be considered as having declined membership.

Candidates elected after 30th June shall pay one-half of the amount of the annual subscription for that year

Article 17
Honorary Members

The General Committee shall be empowered to invite persons to become honorary members of the Association. Honorary members shall not pay subscriptions and shall not have any voting privileges

Article 18
Honorary Life Members

The General Committee shall be empowered to elect Life Members of the Association, who shall be entitled to vote in the Association's affairs, enjoy the whole rights and privileges of ordinary members and likewise be subject to the conditions of the Constitution of the Association, except that Life Members shall not pay annual subscriptions

Article 19
List of Members

Alphabetical lists of Members, Honorary Members and Honorary Life Members shall be prepared annually. Each member of the General Committee and Executive Committee shall receive one copy.

Article 20
Addresses of Members

Members shall communicate in writing to the Secretary any change of address. All notices sent to them under the address registered in the books of the Association shall be held to be duly delivered.

Article 21
Resignations

Any member wishing to withdraw from the Association shall notify the Secretary in writing not later than 31st December. Should he fail to do so he shall be liable for his subscription for the ensuing year, at the discretion of the Executive Committee

Article 22
General Meeting

A General Meeting of the Association shall be held each year on or before 31st May at which fifteen members present shall form a quorum provided that for the purposes of this Article and a Special General Meeting under Article 23, if the necessary quorum is not attained, then the meeting shall be adjourned to the same place and time exactly a week later, and notice thereof must be published on or before the date of such later meeting, and at such meeting the quorum shall be those present. Members shall be notified not less than twenty-one days in advance of the Annual General Meeting. Order of business:

- (a) Minutes of previous meeting
- (b) Adoption of minutes
- (c) Secretary's report
- (d) Treasurer's report
- (e) Reports of Committees
- (f) President's report
- (g) Election for vacancies on General Committee
- (h) Appointment of Auditor
- (i) Any other business
- (j) Motion to adjourn

A majority of votes shall determine any question

Article 23
Special General Meeting

Special General Meetings may be called by the General Committee or may be called at the written request of ten members in good standing duly signed by each member with its proposal clearly stated. Notice of any such meeting shall be given not less than thirty days in advance.

The Notice shall specify the resolution or resolutions to be proposed at the meeting, and to these resolutions, or to any amendments thereon, the discussion shall be strictly confined.

Subject to the proviso to Article 22, twenty members must be present to constitute a Special General Meeting and no resolutions shall be valid unless it obtains concurrence of seventy-five percent of the members present.

Article 24
Amendments to the Constitution

The General Committee will set the date for a Special General Meeting upon receiving proposed amendments to the Constitution of the Association. Any proposed amendments shall be submitted to the Secretary who will give notice to the general membership at least thirty days in advance of the Special General Meeting.

Amendments to the Constitution may be proposed by the General Committee or any member of the Association.

Proposed amendments shall have the names and signatures of at least ten members supporting the proposal or resolution. At a Special General Meeting to consider the proposed amendments to the Constitution twenty members shall constitute a quorum and no amendment shall be adopted unless it has been obtained the concurrence of at least seventy-five per cent of the members present. Only items contained in the agenda for the meeting will be open for discussion

Article 25 **Accounts**

All monies received on account of the Association shall be regularly paid into the banking accounts of the General Committee and all payments on the account of the General Committee shall be made by cheque drawn on those accounts. All cheques shall be signed by any two members of the Executive Committee. The accounts of the General Committee and of any committees appointed by the General Committee shall be audited by an auditor appointed annually by the Association at the Annual General Meeting. At the Annual General Meeting the General Committee, through the Treasurer, shall present their accounts for the preceding financial year and a Balance Sheet as of 31st December immediately preceding.

The assets and income shall be applied exclusively in the furtherance of the purposes of the Cayman Islands Golf Association.

No portion of the assets and income of the Cayman Islands Golf Association shall be distributed as profit or dividend directly or indirectly to the controllers, shareholders, owners or members of the Association, unless such distribution is intended for the legitimate purpose of compensating a person for services to further the activities of the non-profit organisation or paying for expenses incurred on behalf of the non-profit organisation.

Article 26 **Conduct of Members**

If the conduct of any member is such that it may be of detriment to the Association, the General Committee shall meet to determine what disciplinary action should be taken. If suspension or expulsion is mooted then a vote by ballot shall be taken. To be effective at least two-thirds of those present must vote for the motion and such suspension or expulsion shall not be effective until the member has been heard by the General Committee and the General Committee has confirmed the suspension or expulsion.

A suspended or an expelled member shall be removed from membership in the Association and shall not have any claim on its privileges. Suspension will not be less than six months nor more than two years. Expulsion shall be for at least four years after which time the expelled member may apply for reinstatement

Article 27 **Trophies**

Any Association trophies, except those won outright, shall remain the property of the Association and they shall not on any occasion be taken from any display cases of the Association except with special permission from the Executive Committee

Article 28
Voting Procedure at Meetings

Any question proposed for consideration under Articles 7, 22 and 23 shall, unless otherwise directed by this Constitution, be decided on a show of hands unless a ballot is (before or after the declaration of the result of the show of hands) demanded by the chairman of the meeting or by at least five members present. Unless a poll is so demanded, a declaration by the chairman that a question proposed for consideration has been carried on a show of hands, or carried unanimously or by a particular majority or lost shall be conclusive evidence of the fact without proof of the number or proportion of the votes recorded in favor or against such question. If a ballot is duly demanded it shall be taken in such manner as the chairman may direct and the result of the ballot shall be deemed to be the resolution of the meeting at which the poll was demanded