# ESTEC Golf Club Constitution

## 1 Name and Location

The Club shall be called the ESTEC Golf Club, located at Noordwijk.

## 2 Purpose

The objectives of the ESTEC Golf Club are to further the knowledge and skills of the game of golf and to provide for its members facilities for playing and practicing the game in a social environment.

## 3 Affiliations

The Club is one of the Sports, Social and Cultural Committee (SSCC) clubs of the European Space Technology and Research Centre (ESTEC), situated in Noordwijk, the Netherlands, and subject to the rules and regulations set out in the Constitution of the SSCC.

The Club is affiliated to the Nederlandse Golf Federatie (NGF), and rules imposed by the NGF on its members apply, except when in conflict with SSCC regulations, which have precedence.

## 4 Membership

The Club accepts as members persons who are part of the ESTEC Community[1].

## 4.1 Membership Categories

The Club has six categories of membership:

- Full Members
- Non-playing Members
- Junior Members
- Honorary Members
- Country Members
- Invited Members

[1] Please refer to Section 13 Definitions

As Full Members, the Club accepts:

- ESTEC Employees[1]
- ESTEC Staff-Members[1]
- ESTEC Pensioners[1]
- Direct Family Members[1] who are above the age for Junior Membership

As Non-playing Members, the Club accepts ESTEC Community members, who wish to participate in its social activities.

As Junior Members the Club accepts the children of ESTEC employees, who, at the start of the membership year, have not yet reached the age of 21 years.

Honorary Members shall be nominated by the Committee for election at a General Meeting. The status shall be for life unless rescinded by a vote at a subsequent General Meeting. A list of Honorary Members shall be posted on the club website.

As Country Members the Club accepts ESTEC pensioners and their partners who live permanently outside the Netherlands, and ESTEC staff who have been posted elsewhere and live outside the Netherlands.

As Invited Members the Committee may decide to accept former members who no longer have site-access rights sufficient for them to become members. Invited Members shall be responsible for arranging their own access to the site.

## 4.2 Membership Rights

All Members (except Non-playing Members) have rights of access to the Golf Club facilities as dictated by the Committee, subject to the rules and regulations of the ESTEC Security Directives.

Non-playing Members do not have playing rights on the ESTEC course, or the right to invite playing guests.

Any Member may attend General Meetings of the Golf Club, but only Full Members in good standing hold voting rights.

## 5 Membership and Entry Fees

An Entry Fee shall be charged to new members, except Non-playing Members and Honorary Members; the level of which shall be decided by a General Meeting.

The level of the annual Membership Fees shall be decided by a General Meeting of the Club.

The annual Membership Fee for a Non-playing Member shall not exceed 25% of that for a Full Member.

A Non-playing Member may only transfer to Full Membership by paying the fees, including the Entry Fee, as applicable.

Honorary Members shall not be required to pay an annual Membership Fee.

The Committee shall decide on suitable methods of payment of fees.

A green fee shall be charged for guest players, the level of which shall be set at a General Meeting. Payment of the green fees is the responsibility of the member inviting the guest.

The membership year is the calendar year.

Any member who has not paid the membership dues by the end of February may be deemed to have resigned, at the discretion of the Committee.

A member is defined to be in 'good standing' only when all fees have been paid and the member is not the subject of disciplinary action (see Section 8).

## 6 Access to the Course

The ESTEC Course is an integral part of the ESTEC complex and as such is accessible to anyone in ESTEC. The playing of golf on the course is allowed only for Members in good standing, (except for Non-playing Members, see Section 5), their guests and invitees of the Club.

The Committee shall issue Club Rules concerning play and practice on the course and adjacent areas in the interests of safety. Failure by a member

or guest to comply with such rules may result in disciplinary action (see Section 8).

## 7 Play

All members, except Non-playing Members, in good standing (see Section 5), may participate in official tournaments, within the limitations (age, handicap, etc.) stipulated by the Committee for the tournament.

At any time, the current issue of the "Rules of Golf" of the Royal and Ancient Golf Club of St. Andrews governs all play and general conduct on the course. The Committee shall establish such Local Rules as are deemed necessary to cover special local conditions and/or to clarify the rules of golf.

## 8 Disciplinary Action

Disciplinary action may be taken against any member for failure to comply with the Constitution and/or rules of the Club.

The disciplinary action to be imposed shall be determined by a Disciplinary Action Committee (DAC). This Committee shall be chaired by the Club Chairman and shall consist of at least five persons including at least two persons who are not on the Club Committee. The DAC shall be appointed by the Club Committee.

The DAC shall give the member notification of a hearing, to which the member shall be invited and given the opportunity to present his/her case. The DAC shall present its recommendations to the Club Committee for endorsement. The Committee shall notify the member of the results of the hearing and its decision, in writing.

## 9 The Club Committee

The Club Committee shall be elected annually by Full Members attending the Annual General Meeting. Only Full Members may stand for election. A list of candidates, proposed by the committee and including others proposed and seconded by members shall be announced in due time before the election.

Full members wishing to vote in the election but unable to attend the meeting may send a dated and signed proxy form to another member to

vote on their behalf. No more than three proxies may be assigned per member.

Committee members shall be elected by simple majority. In the event of a tied vote, the outgoing chairman shall have a casting vote.

The Committee shall comprise a maximum of nine members. The Chairman and the treasurer shall be directly elected to their respective positions at the AGM. Subsequently, as decided within the Committee, the other elected members shall take up the following responsibilities: Club Secretary, Club Captain, Lady Captain, Competitions Secretary, Handicap Secretary, Membership Secretary and Course Manager.

Committee members may undertake or the Committee may nominate club members to undertake other functions (e.g. Webmaster, Equipment Officer, GVB examiners etc.) necessary for the proper running of the club. (See Appendix).

In the event of a member, other than the Chairman or Treasurer, leaving the Committee during the course of the year, the Committee may co-opt a replacement until the next General Meeting. In the case of the Chairman or Treasurer, the Committee may either nominate one from within the existing elected Committee or call for a General Meeting.

While the Committee shall decide its own internal working methods, the final authority and responsibility rest with the Chairman and Treasurer for financial matters and with the Chairman for other matters. The Committee is empowered to employ paid assistance on behalf of the Club.

As a minimum the EGC committee shall ensure the fulfilment of the following club obligations towards the SSCC:

- The club shall hold at least one General Meeting inviting all its members and the SSCC Execom
- A club representative shall participate to all SSCC committee meetings
- The club committee shall provide to the SSCC Execom in due time the Club's annual Chairman's report and the Treasurers annual report

The Committee is empowered to act on behalf of the Club and to take binding decisions, within the limitations stated in Section 11.

## 10 General Meetings

Within the boundaries laid down in this Constitution, a General Meeting of the membership has the highest authority in Club matters. Specifically, an Annual General Meeting (AGM) shall be held not earlier than two months before the end of the Club Year, at a location in or near ESTEC. This meeting shall satisfy the requirements of the SSCC for an Annual General Meeting. The following points shall appear on the AGM agenda:

- Chairman's Report about Club activities in the past year
- The audited Treasurer's Report and proposed budget put forward for approval
- Discussion and vote on propositions from the Committee, including propositions put forward on behalf of Club members
- Election of Chairman and Treasurer
- Election of other Committee members.
- Any Other Business (AOB)

A General Meeting (GM) shall be held upon a decision by the Committee or upon petition by at least 25% of the members with voting rights. The petition shall state the reason for the meeting, which shall be held within six weeks of receipt by the committee of the petition.

The Committee shall notify members of the date, venue and draft agenda for a General Meeting not less than six weeks in advance of the meeting.

Members with voting rights may submit proposals to the Club Secretary for inclusion in the agenda at least two weeks in advance of the date of a GM. Proposals for changes to the Constitution must be received by the Club Secretary at least five weeks before the date of a meeting.

The final agenda, including the list of candidates in case of an election, shall be published not less than one week prior to a meeting.

Nomination for election to the committee shall be submitted to the Club Secretary together with the name of the proposing and seconding members not less than two weeks before the date of a meeting.

A member making a proposal shall briefly explain the substance and the reason for the proposal to the General Meeting.

If modifications to the Constitution are proposed, details of the proposals shall be forwarded, by the Committee, to all members at least four weeks before the meeting.

The Chairman shall preside over a General Meeting. In the absence of the Chairman, the General Meeting shall elect a moderator for this task.

Minutes of a General Meeting shall be taken and forwarded to all members, not more than four weeks after the date of the meeting. The Minutes shall summarize the events of the Meeting and, in particular, record all decisions taken. They shall be signed by the Chairman.

## 11 Major Decisions

Decisions about termination of the Club, sale or acquisition of major items of property, and similar far-reaching decisions, may only be made by a General Meeting.

In case of termination of the Club, all the Club's assets shall be transferred to the SSCC, after all obligations of the Club have been fulfilled.

## 12 Procedure for Changes to the Constitution

Changes to this Constitution can only be decided by a General Meeting, according to the procedure laid down in Section 10.

## 13 Definitions

**ESTEC Employees**

ESTEC staff-members, young graduate trainees, research fellows with ESTEC as their duty station and permanent (more than one year) contractors working on the ESTEC Site during their engagement at ESTEC.

**ESTEC Staff-Members**

ESA Staff members with ESTEC as their duty station.

**ESTEC Pensioners**

Retired ESA staff in an ESA pension scheme or formerly in the ESA provident fund. Also includes former contractors that have been given an Area 1 badge on retiring.

**Direct Family Members**

Direct family members covers the “partner” of ESTEC employees or ESTEC pensioners (provided that the partner is resident at the same address) and their dependent children, as recognised by ESA administration. By definition family members will be in possession of an ESTEC Area 1 badge.

**ESTEC Community**

Comprises all at ESTEC, ESTEC employees, ESTEC Pensioners and direct family members.

# Appendix

## Subcommittees

The Club Committee, at its discretion, may be supported by subordinate subcommittees. The addition or deletion of such sub-committees or modification to their terms of reference shall not be taken to imply a change to the constitution.

Such subcommittees may include but not be limited to:

- Greens Committee: This committee is appointed by and under the responsibility of the Course Manager. It gives advice on any proposed major changes to the course or on matters affecting general course maintenance.
- Rules and Handicap Committee: This committee is appointed by and under the responsibility of the Handicap Secretary. Its brief is to monitor the individual and overall handicap situation in the club and to give advice on irregularities arising during competitions.
- Competition Committee: This committee, under the chairmanship of the Competitions Secretary is responsible for preparing the competition calendar and running and administering all events therein. The committee is free to co-opt as many helpers as it needs. The committee is responsible for keeping and publishing the competition results record.
- GVB/NGF Committee: This committee is appointed by the Club Secretary and responsible for NGF liaison, GVB examinations and preliminary golf training.