



NATO GOLF CLUB



CONSTITUTION

(Written: February 1st, 1997)
(Updated: 31 January 2010 and 16 March 2015)

1. NAME

The legal name of the Club is '**NATO GOLF CLUB**'. It is also known by its short title '**NGC**'.

2. AUTHORITY

Formed in 1989, the NGC is an approved NATO Club by the authority of the NATO Cultural and Sporting Clubs Co-ordinating Committee (NCSC/CCSO).

3. OBJECTIVE

The objective of the NGC is to promote the technical, health and social aspects of the game of golf, by providing the opportunity for all personnel working at, or associated with NATO HQ and other NATO bodies located in Brussels, to play golf regularly in Belgium or periodically abroad.

4. MEMBERSHIP

a. Membership of the NGC is open to all serving or retired civilian and military members of NATO HQ (accredited Delegations, International Staff or International Military Staff), of other NATO bodies, of other diplomatic missions in Belgium from NATO member nations, to all contractors working at or for NATO, and others having an association with NATO (holding a NATO site pass or membership in the NATO Staff Centre). The Committee may consider others, nominated by a Regular Member, for membership, should such membership be judged to be in the interest of NATO and the NGC. Dependants of a NGC member may also become members of the Club.

b. All members of the NGC must have an established golf handicap of 36 or less, or must have a "Brevet d'Aptitude" (Certificate provided by a Club Professional, after successful completion of a course).

c. There are three types of members in NGC. They are described below.

d. **Types of Members:**

(1) **Regular** - all serving civilian and military members of NATO HQ (accredited Allied or Partner Delegations, International Staff or International Military Staff), or of other NATO bodies located in Brussels, may become Regular Members.

(2) **Associate** – all dependants of Regular Members, all retired civilian and military members of NATO HQ (accredited Delegations, International Staff International Military Staff), of other NATO bodies, of other diplomatic missions in Belgium from NATO member nations, contractors working at or for NATO, and others having an association with NATO (holding a NATO site pass or membership in the NATO Staff Centre) may become Associate Members. Nominations by a Regular Member of an individual, whose membership would be beneficial to the NGC, will be considered by the NGC Committee. The Committee will inform the Nominee and the member who nominated her/him within 30 days of receipt of the request. The decision of the Committee will be final.

(3) **Overseas** – all members of NGC (both Regular and Associate) who no longer live in Belgium may become Overseas Members.

e. **Guests** A NGC member may invite a friend or acquaintance to play in a Club competition or event. The member will be responsible for the conduct and comportment of their guest. Guests are not eligible to win competition prizes and may play in only two NGC competitions per year. If they wish to play in more, the sponsoring member may wish to nominate them for Associate membership,

5. **ACTIVITIES**

During each year the Committee will arrange NGC tournaments, Inter-club competitions, away weekends, longer golf trips and, if there is interest, social events.

6. **PREMISES**

The NGC will, whenever appropriate and possible, use the NATO Staff Centre for Committee meetings, general meetings and social activities.

7. **INSTITUTIONS**

The NGC has two institutions:

a. **The General Assembly**

The General Assembly is composed of all members of the NGC.

i. The General Assembly shall convene, on invitation by the Committee, at least once a year. It will meet, as early as possible in the New Year, to conduct its Annual General Meeting (AGM). On that occasion, the General Assembly shall address the following items:

- the President's annual report,
 - the Captain's annual report,
 - the Treasurer's annual report,
 - election or re-election of Committee members, and
 - other items, as indicated by the Secretary in the meeting agenda.
- ii. **Quorum.** In order to take decisions, 30% of the Regular and Associate Members must be present at the meeting.
- b. **The Committee** The Committee is composed of the following officers:
- i. **President**
- The President shall represent the NGC, as necessary, at Club and other events. She/he shall ensure that the Club's objective is met.
 - The President shall be responsible for the smooth and efficient running of the NGC. He/she is answerable to the Members. All other members of the Committee are answerable to the President.
- ii. **Captain**
- The Captain shall be responsible for arranging Club competitions that will be carried out in compliance with the Rules of Golf.
 - The Captain shall maintain a Club handicap for all members of the NGC.
 - The Captain shall select NGC Teams for inter-club competitions, and normally lead those teams.
- iii. **Secretary**
- The Secretary shall be responsible for the efficient administration of the NGC, including the production of the minutes of Committee meetings.
 - The Secretary shall communicate Committee decisions, competition results and other Club information to members of the NGC, via electronic mail and the Club website.
 - If a **Webmaster** has not been appointed, the Secretary shall be responsible for the efficient operation of the Club's Internet website.
- iv. **Treasurer**
- The Treasurer shall be responsible for the efficient management of NGC finances. She/he shall maintain the Club's financial records and produce the Club's annual financial statement, within a month of the end of the year.
 - The Treasurer shall maintain an up to date NGC membership list for use by the Captain in planning competitions and maintaining handicaps, and by the Secretary for communications with members.

- If a **Property Manager** has not been appointed, the Treasurer shall be responsible for maintaining the Club's stock of kit (balls, towels, pitch repair tools, caps, jackets, wine, etc.) for use as competition prizes or for sale to members.
- v. Additional posts may be created according to the needs of good management of the club and with the recommendation of the Committee. Notice of the creation of the post and appointment of the incumbent will be made by the Secretary to the membership by electronic mail and posting to the website. The members will be asked to approve the post creation and the appointment of the individual by election prior to, or confirmation at, the next regular AGM.
- vi. Candidates for the Committee shall be nominated by a member in good standing of the NGC, and seconded by another NGC member.
- vii. If there is more than one nominee for any Committee position, all NGC members in good standing will be asked to select between the candidates by a vote. Elections, if necessary, shall be held in the month before the AGM, so that the new Committee can be confirmed at that meeting. The President may invite a Member to fill any Committee post vacated during the year. The selected individual must then be elected before or confirmed at the next AGM.
- viii. All members of the Club are eligible to become a member of the Committee. Only the President must be a Regular Member.
- ix. Committee members shall be elected for one year, but may seek re-election. There is no limit to the number of times an officer may be re-elected, except for the President who may only hold his/her post for a maximum of 5 consecutive years.
- x. The Committee shall meet, at the call of the President, as necessary and at least bi-monthly, to conduct Club business. Minutes of those meetings shall be posted on the NGC's Internet website.

8. FEES

a. Annual Membership Fees

- (1) Membership fees will be collected annually from all NGC members to cover the Club's administrative costs and other costs in support of Club competitions and events. Payment is due before the AGM to the NATO Golf Club bank account, or in cash to the Treasurer. To be a member in good standing, a member must have paid her/his annual membership fees for the current year.
- (2) The Committee, based on a recommendation by the Treasurer in his/her Annual Report, will propose changes to the annual membership fees. To take effect, the new fees must be approved by a simple majority of the membership by an electronic vote, or by the majority of members present at the AGM. Fees for Regular and Associate Members will be the same, while fees for Overseas Members will be less.

b. **Green Fees** Green fees for NGC events will be negotiated by the Captain, or the event sponsor, and are to be paid on the day by those NGC members taking part. The Committee may decide to subsidise green fees for players representing NGC on official inter-club competitions.

10. **CLUB FINANCES**

a. Club funds are derived primarily from membership fees, but may be supplemented by the sale of NGC kit to members, or by donations.

b. Club funds will be managed by the Treasurer and overseen by the President. The Treasurer may expend Club funds within guidelines agreed by the Committee. All income and expenditures will be reported to the membership in the Treasurer's Annual Report. At the AGM, the membership may give additional guidance to the Committee, as necessary. The Club funds shall be used to support the Club's objectives, as defined above. A member of the Committee, other than the recipient, must approve an expenditure of Club funds.

c. The Treasurer will maintain up to date Club financial records, ensuring full accountability, first to the Committee and ultimately to the full membership. The Club's accounts are to be audited once per year, under arrangements made by the Committee.

d. The Club's financial year runs from 1st January to 31st December annually.

11. **AMENDMENTS**

The Constitution can be amended by a simple majority vote of the membership. Normally this will be done at the AGM, but could also be done by email.

12. **DISSOLUTION**

a. The NGC can be dissolved by a simple majority vote of the General Assembly.

b. In case of dissolution, the assets of the Club shall be transferred to a charitable organisation working to achieve, in broad terms, the objectives of the NGC. The closing Committee will determine the receiving charity.

**Rick Froh
President
16 March 2015**