



THE CONSTITUTION

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THE CONSTITUTION

1. DESCRIPTION

The Organisation shall be called “**IKEJA GOLF CLUB**” and is hereafter in the Constitution referred to as “the **CLUB**”.

2. AIMS AND OBJECTIVES

The aims and objectives of the Club are:-

- a) to promote Golf:
 - in the Club by encouraging its members to play the game:
 - in the country at large: and thereby
- b) promote an atmosphere of cordial interaction

3. MEMBERSHIP

The Club shall consist of:

Members	(Maximum 750)
Lady Members	(Maximum 300)
Honorary Members	(Open)
Temporary Members	(Open)
Junior Members	(Open)

3.1 MEMBERS

Any male person of 18 years and above, whose application has been approved by the committee and has paid all the necessary fees (joining and annual subscription) shall be admitted as a Member. A Member may or may not have a current Club Handicap.

Members shall enjoy the full rights of the Club (inclusive of voting rights and playing rights all through the week) but shall not be eligible to hold any office until after five years of joining the Club and the possession of a valid Club Handicap

Club Handicap must be maintained by playing four monthly mugs in the golf year. Failure to play four monthly mugs in the year without permission or clearance from the Committee shall immediately cause the handicap to lapse. Restoration of the handicap must be through the existing handicapping process of the Club.

3.2 LADY MEMBERS

Any lady, 18 years and above, whose application has been approved by the Membership Committee and has paid all the necessary fees (joining

and annual subscriptions); shall be admitted as a Lady Member. She may or may not have a current Club Handicap

A Lady Member is eligible to play in all ladies, Club and sponsored competitions, and shall be entitled to the full privileges of the Club (as restricted to the Ladies Section). A Lady Member has full playing rights if there are no competitions.

When a Lady Member loses her handicap, restitution shall be in accordance with the procedure as in the Male Section. See Article 3.1 (provided always that L.G.U procedure for handicap purposes is adhered to).

3.3 HONORARY MEMBERS

The Club Committee may at its discretion recommend to the General Meeting of members distinguished persons who have rendered special service to this Club in particular and to Golf in general be invited to accept Honorary Membership of the Club. Such invited persons may be from within or outside the Club.

The total number of Honorary Members must not at any time exceed number approved by the General Meeting of the Members. An Honorary Member shall pay neither entrance fees nor annual subscription. However, a member elected from within the Club may elect to continue to pay annual subscriptions which would entitle him to vote and be voted for. Ordinarily, Honorary Members shall have no voting rights.

The Incumbent Governor (and his/her spouse) of Lagos State shall be bestowed with the right and privileges of Honorary Membership of the Club. The Governor, in consonances thereto shall be bestowed with the title of Patron of Ikeja Golf Club. Any member who is seventy (70) years and above and in good financial standing with at least twenty (20) years of unbroken membership of the Club is eligible.

3.4 TEMPORARY MEMBERS

Any person with a valid handicap and who is a member of a recognized Golf Club and is visiting Ikeja for a short period not exceeding 6 months may apply to become a Temporary Member.

The application must be approved by the Membership Secretary and endorsed by the captain of the Club. Such person shall pay the prescribed subscription and will be allowed to operate a bar book and enjoy the privileges of Members of the Club, save that he shall not

participate in the organised competitions of the Club, except as a guest.

A Temporary Member will be required to pay an entrance fee equivalent to 25% of the entrance fee of new members and will have no vote or voice in the management of the Club. Temporary membership is restricted to a maximum of six (6) months, non-renewable.

3.5 JUNIOR MEMBERS

Children of members, aged between 6 and 18 years, with the approval of the Committee, and on payment of the requisite subscription, may be designed "Junior Playing Members". Those with Club handicap shall have full course rights and be eligible to play in Club competitions. Those without handicap must play with members (ladies or gentlemen) and in a manner not to impede any other match.

Junior Member (without handicap) are not permitted to play:

- a. After 4:00pm - Mondays to Fridays inclusive
- b. All day Saturdays and Sunday-mornings.
- c. On Competition days – except on those days when a junior members' competition has been arranged.
- d. On the morning of public holidays.
- e. Children under 6 years of age are not permitted on the course at any time.

3.6 CORPORATE MEMBERSHIP

A corporate organisation whose application has been approved by the Committee and has paid all the necessary fees (joining and annual subscription), shall be admitted as a Corporate Member. The corporate membership is exclusively open to the executive/senior management staff of corporate organisations and the competition of such staff can only be changed once annually.

The corporate membership classification and fees (joining and annual subscription) will be determined by successive management committees.

The Corporate Member shall be entitled to the following rights: -

- a. Full privileges in regard to the use of the course from Tuesdays, through Fridays and Saturdays/Sundays/Public Holiday, provided that there is no competition.
- b. Full rights to play maximum of four monthly medals in any Golf year and as a guest in sponsored competitions.

- c. The participation of corporate members in Club competitions is restricted to their invitation to such, as Guests.
- d. Corporate members cannot vote nor be voted for in the Club
- e. The privileges of the use of the Club is limited to the corporate member.

4. MEMBERSHIP ELIGIBILITY AND RIGHTS

Any person 18 years and above wishing to play golf may apply for membership of the Club. Application for membership shall be made on the prescribed form available at the Club House from the Membership Secretary. Applications must be proposed and seconded by members of at least two years in good standing in the Club. The proposal forms must be countersigned by two members of the Committee. All duly completed forms shall be displayed for a minimum period of one calendar month. Any written objection to the candidate's application by a member shall render the application invalid only after the committee has ascertained the reasonableness of the objection.

The Committee's decision shall be final. The Committee shall hold meetings to consider membership four times in the Golf Year: May, August, November and February at which quorum shall not be less than six members.

Committee meetings to consider all aspects of membership shall be separate from the main committee activities of the club and these meeting shall have the Membership Secretary as the Secretary, who will keep the minutes of the meeting.

At these meetings, application shall be considered in chronological order. All applicants must, upon invitation, attend the meeting at which their applications are to be considered and must be accompanied by either their proposers or seconders. No candidate will be considered in the absence of either the proposer or seconder.

After interview of applicants by the committee, decisions shall be reached by secret ballot at which two black balls shall exclude. Successful candidates shall be duly advised with notices thereof pasted on the membership board within one week of the meeting by the Membership Secretary.

In the event of an application not being successful, the Committee shall not be obliged to disclose their reasons. Upon admission, successful applicants are enjoined to pay the relevant enjoining fees and annual subscription within 30 days of election. Any applicant, who fails to pay the necessary fees within 30 days of election, any applicant, who fails to pay the necessary fees within 30 days of election, will have such membership automatically withdrawn. In exceptional cases, however, the committee may review such cases upon the recommendation of the Membership Secretary.

4.1 GRIEVANCES RESOLUTION MECHANISM

Any member of the Club who alleges that any of his membership rights has been, is being, or is likely to be infringed upon by a fellow member may seek redress in accordance with the under-mentioned procedure.

4.1.1 An aggrieved member shall forward a duly signed complaint containing particulars of the complaint and the nature of the redress sought, to the committee of the Club through the secretary. The committee will forward such complaint to the Disciplinary Sub-Committee.

On receipt of the complaint, the Disciplinary Sub-Committee shall invite and hear the party (ies) who must physically be present. Upon taking the evidence, from either the complainant and/or the alleged offender, the Sub-Committee will make a recommendation to the Club Committee who shall arrive on a decision based on simple majority.

4.1.2 Provided that in the event of any of the parties being dissatisfied with the decision of the committee, an appeal shall lie to the Club's Board of Trustees which shall hear and determine the case within three months.

4.1.3 Provided further that any further appeal from the decision of the Board of Trustees shall lie to the court, whose decision shall be final and binding on all parties of the complaint notwithstanding any provision of any other law or rule to the contrary.

4.1.4 All grievances presented to the Club Committee must be golf/golf Club interpersonal relationship(s). All issues involving members outside the Club relationship should be handled on individual basis outside of the Club.

5. ENTRANCE FEES AND SUBSCRIPTION

a. Entrance fees and subscriptions are obligatorily payable by members. Such fees shall be determined at a General meeting.

Mode of Payment

i. As the Club's financial year runs from January 1 to December 31, payment of Annual Subscription shall be made in the following manner.

ii. 50% on 1st January and 50% in 1st July or the entire sum on 1st of January. Any person joining before 1st of July will be required to pay a full year's subscription. However, any person joining after 1st of July shall pay 50% of the annual subscription for that year.

b. A member whose subscription remains unpaid by 1st of March or 1st September respectively will be deemed to have left the Club. Reinstatement of such members within the year will be subject to normal application procedures, save that such a member must pay 50% of due subscription for the period as penalty in addition to normal subscription. Any change in fees or subscription must be agreed at a General Meeting of the members.

c. Ex-members i.e. members who have for one reason or the other failed to pay their annual subscription and not qualified as per(5b above)wishing to re-join, shall pay fees equivalent to 50% of the current entrance fees.

Without prejudice to any aspect of the constitution, the outgoing Committee shall each year propose to the AGM, its recommendations for changes in fees for the ensuing Club year.

6. TERMINATION OF MEMBERSHIP

a. Any member may resign his membership by giving the Membership Secretary notice in writing to that effect.

b. The Committee of the Club alone is empowered to terminate the membership of any member of the Club. The conditions under which the committee may terminate membership are as follows:

1. Continuous and unrepentant infringement of the Rules and Regulations governing the play of Golf.

2. Continuous infringement of the Rules of Etiquette on the course and in the Club premises.
3. Any conduct which in the opinion of the committee is considered unbecoming of a member of the Club as a Golfer.
4. Any member suspended for more than three times shall have his/her membership automatically terminated.

The Committee may, at a meeting duly called for Disciplinary purposes, determine the Termination of Membership.

The Committee may, upon giving reasonable and due notice, invite the members concerned to appear in person for the purpose of fair determination of the issue. Representations may also, in addition to personal appearance, be made in writing. The quorum at such meeting shall be a minimum of six members of the committee and minutes of such meeting shall be duly recorded.

- c. Members whose dues are not paid within the prescribed time shall have their membership automatically terminated.
- d. Consideration for re-admission of terminated members may only be considered after a minimum of three years from the substantive period of termination. The Committee, in entertaining the request for consideration, after due period, may, if fully satisfied, grant the applicant leave to re-apply for membership. Such applicant will then undergo the existing Admission procedure for membership.

6.1 VOLUNTARY SUSPENSION OF MEMBERSHIP

Members who wish to suspend their membership of the Club for reasons of absence for a period of not less than one year can do so subject to the following provisions:

- a. An application for voluntary suspension of membership will be sent to the committee of the Club through the Membership Secretary.
- b. The application will convey reasons for request of suspension and period for which the suspension is sought.
- c. The Committee of the Club will consider the application for approval or otherwise.
- d. Where approval is granted or otherwise, it will be communicated in writing to the member.

- e. The member will pay 50% of the annual subscription and full levies imposed by the Club for the period of the voluntary suspension.

7. MANAGEMENT STRUCTURE

7.1 Elected Officers

7.1a The management of the Club shall be vested in the Committee of the Club which shall consist of the following elected officers:

- i. Captain
- ii. Vice-Captain
- iii. Captain, Lady Section
- iv. Honorary Secretary
- v. Honorary Treasurer
- vi. Membership Secretary
- vii. Immediate Past Captain (Non-Elective)
- viii. Competition Secretary

7.1b Members seeking office in the committee shall be accomplished and respectable playing members. A member shall be eligible to hold office after five years of joining and holding a valid Club handicap.

7.2 Appointed Positions

7.2a The Captain shall appoint members to assist the Committee and assign them with the following responsibilities:

- i. Course maintenance
- ii. Handicap
- iii. Bar/kitchen
- iv. House
- v. Caddy

7.2b The names of members appointed by the Captain and assigned with the above responsibilities shall be approved by the committee of elected members and the list placed on the Notice Board for the information of the Club members.

7.3 Vice-captain

Members seeking the position of Vice Captain must either:

- a. Have served in two consecutive Committee or

b. Have been members, with valid Club handicaps, who have been members of the Club for at least eight years.

7.4 Captain

Members seeking the position of Captain must either:

- a. have served in the Committee in the position of Vice - Captain; or
- b. have served in two Committees consecutively; or
- c. Be members in good standing in the Club, holding valid Club handicap, who have been members for at least eight years.

7.5 OPERATIONAL MODE OF THE MANAGEMENT COMMITTEE

7.5a The committee of the Club shall meet under the Chairmanship of the Captain, or in his absence the Vice-Captain or in his absence the Immediate Past Captain or in the absence of these officers, the meeting shall elect from among those present a chairman. The chairman of the meeting shall have a casting vote.

7.5b. Six (6) members of the Committee shall form a quorum.

7.5c. In the event of any office (save that of the Captain) becoming vacant, the Committee shall elect from among themselves to fill the vacancy. Failing this, the Committee shall co-opt from eligible members of the Club.

7.5d. In the event of the office of the Captain becoming vacant, the Vice-Captain shall assume the position; failing which the Committee may invite any of the Past Captains to assume the position or failing which the Committee may elect any member who have served on the Committee for a minimum period of two years.

7.5e. The Committee shall be empowered to co-opt any eligible member to carry out any specific duty they consider necessary.

7.5f. Members, whose subscriptions are in arrears as at 28th February, shall not be entitled to hold office in the ensuing Golf year.

7.5g. Any member of the Committee who is absent from three consecutive meetings without apology, shall be deemed to have vacated his seat.

7.5h. Meetings of the Committee shall be called by the Honorary Secretary and be held in the Club House at least once a month. One of the meetings

should be held not later than 15th of the month. The Honorary Secretary will be required to give a minimum of seven days' notice in writing to all Committee members.

7.5i. The Minutes of the Committee meetings shall be kept by the Secretary and shall be pasted on the Notice Board within 10 days of each meeting.

7.5j. The Treasurer shall present monthly accounts to the Committee for scrutiny.

7.6 REMOVAL OF THE COMMITTEE

The Committee may be removed from office by the under mentioned provisions:

- i. Whenever a notice of weighty allegation signed by not less than 75 eligible and voting members of the Club stating acts or conduct which are in violation of the Club's Constitution or are inimical to the general interest of the Club is placed on the Notice Board and a copy given to the Honorary President of the Club.
- ii. The Honorary President of the Club, on receipt of the notice, will within seven days call an Emergency General Meeting to consider whether the allegation(s) should be investigated or not (Quorum as with all General Meetings: 40).
- iii. A decision not to investigate the allegation(s) closes the matter.
- iv. A decision to investigate the allegation(s) or not shall be reached by two thirds majority of members attending and voting.
- v. The decision to investigate the allegation(s) will be passed to the Disciplinary Sub-Committee for that purpose at the meeting. The Disciplinary Sub-Committee will within fourteen (14) days investigate the allegation(s) express an opinion and make recommendation (including disciplinary measures as deemed fit) to an Emergency General Meeting through the Honorary President of the Club. During the investigation, the committee will be given every opportunity to explain defending itself.
- vi. At the Emergency General Meeting, the report of the investigation Sub-committee will be deliberated upon. A decision to remove the committee or not will only be reached by votes of paid up members of not less than two-thirds majority of those present at the Emergency General Meeting.

- vii. Upon removal of the committee, the Honorary President shall immediately at the same EGM install a Caretaker Committee of some past Captains under his chairmanship to manage the affairs of the Club for an **interim period** pending fresh election of a new Committee.

7.7 REMOVAL OF A COMMITTEE MEMBER

A committee member may be removed with the under mentioned provisions:

- i. When a notice of any allegation signed by not less than fifty eligible and voting members of the Club stating acts or conduct deemed unsatisfactory in the performance of his functions or act or conduct deemed disgraceful to his person and office is placed on the Notice Board and a copy given to the Honorary President of the Club.
- ii. The Honorary President of the Club, on receipt of the notice, will within seven days call an Emergency General Meeting to consider the allegation whether it should be investigated or not. (Quorum as with all General Meetings:40).
- iii. A decision not to investigate the allegations closes the matter.
- iv. A decision whether or not to investigate the allegations shall be reached by two - thirds majority of members attending and voting.
- v. The decision to investigate the allegations will be passed to Disciplinary Sub-Committee will within fourteen day investigate the allegation, express an opinion and make recommendation (including disciplinary measures as deemed fit) to an Emergency General Meeting through the Honorary President of the Club. During the investigations, the Committee Member will be given every opportunity to explain and defend him/herself.
- vi. At the Emergency General Meeting, the report of the investigating sub-committee will be deliberated upon. A decision to remove the committee member or not will be reached only by votes of paid up members of not less than two-thirds majority of those present at the Emergency General Meeting.
- vii. Upon removal replacement shall ensure as per the provision of Constitution. Article 7.5 (d-e).

7.8 DISCIPLINARY COMMITTEE

a. There shall be a standing Disciplinary Sub-committee during the tenure of an elected Committee which shall be responsible for the investigation of any matter may be referred to it. Article 7.6 (V).

b. The Sub-Committee shall consist of six members (one of whom will be a legal practitioner) appointed by the House. A list of nine (9) names shall be presented by the committee of the Club, at the AGM, out of which six (6) members with the highest votes by the show of hands shall be elected.

8. TRUSTEES

a. The Trustees of the Club (hereinafter called The Trustees) for the purpose of part C of the Companies and Allied Matters Decree, 1990 shall be five in number and shall be known as **(The Registered Trustees of Ikeja golf Club)**.

b. The Committee shall nominate five members, chosen from Honorary Members and Club members of at least fifteen years standing who have shown exceptional interest in the Club to serve as Trustees. The Committee shall nominate from these five, an Honorary President of the Club. He shall serve as the chairman of the Board of Trustees as well as the chairman of all General Meetings of the Club members. The nomination shall be validated at each AGM.

c. A Trustee shall serve a 4 years term. Renewable for another term of 4 years only, subject to confirmation of the next Annual General Meeting. When a vacancy occurs, the committee shall elect a qualified member to fill the vacancy; this shall be ratified or validated at the next AGM.

d. Any Trustee may be removed from office by a resolution passed by a simple majority of members present and voting thereon at an Annual or other general meeting, the notice of the said meeting and agenda thereof must have been communicated to the Trustee to be removed in accordance with the provision of Article 10.

e. Unless so removed, ever Trustees shall hold office subject to article 8©.

f. For the avoidance of doubt, the provision of article 8 © of the constitution and Rule 22 of the Operational Rules notwithstanding, any Trustee of the Club shall cease to hold office if he:

i. Becomes insane; or

ii. Is incapable by reason of ill-health from discharging his duties as a Trustee; or

- iii. Resigns his office; or
- iv. Is declared bankrupt pursuant to any law in force in Nigeria or otherwise by order of court of competent jurisdiction, or
- v. Ceases to reside in Nigeria, or
- vi. Is convicted of any offence involving dishonesty by a court of competent jurisdiction.
- vii. The Trustee shall apply to the Corporate Affairs Commission for a Certificate of Incorporation under part C of the Companies and Allied Matters Decree 1990.
- viii. If such certificate is granted, the trustees shall have power to hold on behalf of the Club any land or building for the use of the Club on such terms as may from time to time be agreed upon and subject to such condition as the commission may impose.

9. COMMON SEAL

- a. The Club shall have a common seal.
- b. Such common seal shall be kept in the custody of the Secretary who shall produce it whenever required for use by the Trustees.
- c. All documents to be executed by the Trustees shall be signed by at least three of them and sealed with the common seal.
- d. The logo of the Club shall be inscribed on the Common Seal of the Club.

10. GENERAL MEETINGS

- a. The AGM of the Club, to be chaired by the Honorary President of the Club, shall be held on the last Thursday in March of each year, unless that Thursday is a scheduled Public Holiday, in which case the meeting shall be held seven days earlier.
- b. Notice of the AGM shall be posted on the Notice Board of the Club at least 21 days before the date appointed for the meeting. The notice will detail the Agenda, which will include a Report from the Captain upon the affairs of the Club and the presentation of financial report for 12 months ended previous 31st December by the Treasurer.
- c. Nomination for position of elected officers shall close two days prior to the date of the Annual General Meeting, and such nominations shall be proposed and seconded by fully paid up members of at least five years standing. Such

nominations must be duly validated by the signature of the nominee. Only fully paid up members of at least five years standing are eligible for nomination.

d. Only fully paid up gentlemen members of the Ikeja Golf Club as at proceeding 28th February, shall be entitled to vote at a general meeting.

e. No motion shall be moved at any General Meeting unless notice therefore shall have been posted to the Secretary, on the Club Notice Board at least 7 days before the date of the meeting. Notice of any motion must be given in writing to the secretary at least 14 days before the date of the meeting. Proposals for motions may only be made by fully paid-up members. Amendments to motions which do not materially change the substance of the motion can be submitted provided they are filed with the secretary and posted on the notice board at least two days before the meeting.

f. Any subject may be debated at any General Meeting at the discretion of the Chairman. However, motions can only be moved on subjects that have been submitted to the Secretary (See Article 10.e).

g. The committee may, at any time and whenever requested in writing by at least 40 members, call an Extra Ordinary must be given with a statement of its objects to the Secretary for posting on the Club Notice Board at least 14 days before the date of the meeting.

h. At the General Meeting, including Extra Ordinary General meeting, forty full paid-up members shall form a quorum, and all resolutions shall be decided by a simple majority except that any resolution to change any provision in the Constitution of the Club shall only be deemed to have been passed if the votes in favour thereof are twice as many as those recorded against those members present and eligible to vote and voting.

i. All votes shall be by secret ballot, except in the instance of automatic election of a member of the committee, when there is a single nomination.

j. The Honorary President of the Club or in his absence, a member of the Board of Trustees shall take the chair at all General Meeting. In the absence of these officers, a Chairman of the meeting shall be elected from members present at the meeting.

k. Minutes of General Meetings shall be kept and pasted on the Club notice board within 4 weeks of said General Meeting and may also, upon request, be circulated to individual club members.

l. The General Meeting of all members shall have oversight powers (disciplinary and supervisory) over the management of the Club the Committee at any time in the golf year.

11. LADIES SECTION

The ladies sections shall operate under Ladies Golfing (LGU) ruling. The Ladies section will be headed by a duly elected Captain who will chair the Ladies Sub-Committee comprised of:

1. Captain, Lady Section
2. Immediate Past Captain, Lady Section
3. Vice-Captain, Lady Section
4. Hon Secretary, Lady Section
5. Treasurer, Lady Section
6. Handicap Secretary, Lady Section

The ladies section will hold their Annual General Meeting on the Wednesday preceding the Club Annual General Meeting.

The procedure to be followed shall be same as for the AGM of the Club (See Article 10). The Ladies Sub-Committee Meeting will be held monthly under the Chairmanship of the Captain, Lady Section. In Her absence, the vice - Captain will take the chair. In the absence of both officers, the committee will elect one from among themselves to preside. Quorum for ladies sub-committee meetings is three and the ladies sub-committee has the power to co-opt, to replace members on leave or who have resigned their position.

All Rules and Regulations for the operation of the Ladies Section will be consistent with the Constitution, Operational Rules and Bye-Laws of the Club.

12. DISCIPLINE

Club members are responsible for seeing that the Rules and Bye laws of the Club are upheld by any person using the Club facilities. Any infringement must be

reported to the Club captain or, in his absence, a member of the Club Committee may hold disciplinary hearing (quorum being six) and depending upon its findings, it shall warn, suspend or take any other appropriate action including termination of members.

All disciplinary matters will be handled by the Club Committee sitting in a Disciplinary Session.

13. LOCAL RULES, BYE LAWS AND REGULATIONS

The committee shall be empowered to make such Local Rules, Bye - laws and Regulations as it appears to them to be in the general interest of the members of the Club, provided that no such Local Rules, Bye - laws or Regulations shall infringe this Constitution or the Rules of Golf.

14. RULES OF GOLF

The game of Golf shall be played according to the Rules of the Royal and Ancient Golf Club of St. Andrews, for the time being in force, and subject to such Bye-Laws, or Local Rules as may be made from time to time by the Club Committee.

15. INTERPRETATION OF THE CONSTITUTION OF THE CLUB, REGULATIONS, LOCAL RULES AND BYE LAWS

Any question concerning the interpretation of the Constitution of the Club, Regulations, Local Rules and Bye-Laws and any instance not provided for by the Constitution of the Club, Regulations, Local Rules and Bye-Laws, shall be referred to the Club Committee whose decision shall be final.

16. CHANGES IN THE CONSTITUTION, RULES AND BYE-LAWS OF THE CLUB

a. The Constitution may be added to, or amended by resolution at any General Meeting, provided that no such resolution shall be deemed to have been passed unless the votes in favour thereof are at least twice as many as those recorded against.

b. Changes of, and amendments to Bye-Laws and Local Rules may be made from time to time by the Committee of the Club, provided the number voting in favour is twice the number against of members present of members present and voting.

c. No addition, alteration or amendment shall be made to or in this **CONSTITUTION/RULES AND REGULATIONS** for the time being in force, unless the

same have been previously submitted to and approved by the Registrar General of the Corporate Affairs Commission, Abuja.

17. NON-MEMBERS, VISITORS AND GUESTS

Such persons may be permitted to use the Club facilities in accordance with the Constitution, Local rules and Bye-laws of the Club in force at the time.

18. CHILDREN

Children under 18 years of age are not permitted on Club premises after 1900 hours. Exception to this rule may be made for specific functions by formal Committee decision.

19. SUGGESTIONS AND COMPLAINTS

All suggestions and complaints on the operation of the Club shall be made in writing to the Honorary Secretary for submission to the Club Committee at the next meeting whose decision thereon shall be final.

20. TROPHIES

Once a trophy has been accepted as an Annual Club Trophy, it becomes the property of the Club and may not be removed from the premises of the Club.

21. INCOME AND PROPERTY OF THE CLUB

a. No Club property shall be removed from the Club premises without the prior consent of the Club Committee.

b. The income and property of the Club howsoever derived shall be applied solely towards the promotion of the objects of the Club as set forth in the constitution; and no portion thereof shall be paid or transferred directly or indirectly, by way of dividend, bonus, or otherwise by way of profit, to the members of the Club; provided that nothing herein shall prevent the payment, in good faith, of reasonable and proper remuneration to any officer or servant of the Club in return for the service actually rendered to the Club but so that no member of the Committee shall be appointed to any salaried office of the Club or any office of the Club paid by fees; and that no remuneration or other benefits in money or kind shall be given by the Club to any member of the Committee except repayment of

out-of-pocket expenses or reasonable and proper rent for premises demised or let to the Club.

22. DISSOLUTION OF THE IKEJA GOLF CLUB

If at any General Meeting a resolution of the dissolution of the Club is passed by a majority of Ordinary Members present at a Special General Meeting held not less than six weeks thereafter, (of which not less than four weeks written notice shall have been given to each member) and at which not less than one half of the members shall be present, that resolution shall be confirmed by a voting thereon. The Trustees of the Club shall thereupon, or at such future date as shall be specified in the resolution, proceed to realize the property of the Club and after the discharge of the liabilities, shall donate the same to some other Club or Clubs, having objects similar to the objects of the Ikeja golf Club.

Such Club or Clubs will be determined by the Members present at the dissolving General Meeting and so far as effect cannot be given to the aforesaid provision then to some charitable or educational object. Upon completion of such donation, the Club shall dissolve.

MARCH, 2010

CHAPTER TWO

OPERATIONAL RULES

1. Hereunder set-forth, are the operating Rules, amplifying the provisions of the **Constitution of Ikeja Golf Club**.
2. These rules are an integral part of the constitution of the Club. Any changes envisaged shall ensue only in accordance with Article 16 of the Constitution.

3. MEMBERSHIP

- a. The primary objective of the Club is golfing. Therefore preference shall always be given to Golfers with Handicap during the admission process.
- b. All applications must be duly signed by qualified fee paying members in accordance with Article 4 of the Constitution and further counter-signed by two members of the Club Committee.
- c. Admission of members into the Club is the responsibility of the Club Committee in accordance with Article 4 of the Constitution. No other body within the Club is authorised to perform this function.

- d. Balloting for admission must be made by the use of black and white balls. Each applicant must be voted for individually immediately after the interview. Each committee member attending the meeting of the Committee to consider membership shall have two balls-one black and one white. Voting must be made by each member dropping either of the balls into a bag. A white ball is approval for admission, whilst a black ball is a rejection. In consideration of admission, two black balls shall exclude.
- e. No candidate shall be admitted unless the proposal form has been duly exhibited on the Notice Board in accordance with Article 4 of the Constitution.
- f. It is mandatory that at interviews which membership applications are to be considered, one of the sponsors of the candidate must accompany such applicant.
- g. Applicants are not entitled to any rights until their applications have been considered and approved by the Committee.
- h. The Membership Secretary must write to each applicant giving at least 14 days' notice of interview dates. Also, a summary of all applicants to be interviewed must be placed on the Notice Board with the names of both sponsors for at least 14 days before such meeting. Where a candidate feels that his/her name has been wrongly omitted by the Membership Secretary, the applicant may appeal in form of a letter to the Membership Secretary with a copy to the captain, stating reasons. Where there appears to be a genuine case, the Captain may direct that such name be included for interview.
- i. Under no circumstances may admission be allowed unless in accordance with the Constitution.
- j. No money shall be received from any applicant until admission has been approved by the Club Committee
- k. No member shall propose or second more than four applicants in any Golf year. This however does not affect the members of the Committee who are to support applicants in their capacity as officers of the Club
- l. All applicants awaiting confirmation of admission are regarded as visitors and may use the Club House facilities as guests of members.
- m. Applicants who intend to play golf during the period of waiting must pay the necessary green fees. They shall not take part in any Club competition unless as guests.

4. BEHAVIOUR

- a. As Golf is primarily a game of etiquette, members are expected to behave in a respectable manner as it befits the status of a golfer. The use of unbecoming language or undue heated exchange of words which may upset the decorum of the Club is not allowed and may lead to censure from the Committee.
- b. Members and their guests are expected to dress in a manner befitting the status of a golfing Club. The wearing of denim (jeans or trousers) and shorts which are more than four-inches above the knees is not allowed in the Club House or on the course. Shirts without sleeves are not allowed. Any member infringing these rules may be asked to leave the Club premises by any member of the Club Committee.
- c. For the safety of members, domestic pets are not allowed under any circumstances within the Club House area.
- d. Children under five years of age are not allowed on the Course. They are allowed in the Club House until 1900 hours and must at all times be under the control of a responsible adult.
- e. No outside private parties or any other parties which predominantly attract more non-members may hold in the Club premises.
- f. If the members wish to hold parties involving the exclusive use of the Club facilities (House and/or course), application must be made to the Club Committee for approval. Such applications are to be approved by two-thirds of the Committee members present, voting by secret ballot at its usual monthly meeting. In case of a refusal, the Committee is not obliged to disclose its reason.
- g. Private parties amongst members may hold, in as much as such parties do not prevent the other members of the Club from using the facilities on such occasion.
- h. No assets of the Club (crockery, equipment and Club House fittings, etc.) may be removed from the Club house except for repairs.

5. COMPETITIONS

- a. The Club Committee has, total control over all the competitions. Any external or sponsored competition to be played under the auspices of **Ikeja Golf Club** can only take place with the approval of the Club Committee.
- b. The course cannot be closed for private competitions.
- c. No one official of the Club is authorised to close the course, save as in Article 6 (1) of these Rules.

6. MANAGEMENT OF THE CLUB

DUTIES

The management of the Club shall be in accordance with Article 7.1 of the Constitution. The responsibilities of the officers of the Club shall be as follows:

1. CAPTAIN

He shall be the chief Executive of the Club. He shall be responsible for coordinating the activities of the various officers of the Club. All matters relating to the playing of golf, both off and on the course, are under his control and he is empowered to take decisions (including course closure when necessary) considered appropriate for the improvement and development of the course subject to ratification by the Club Committee and where appropriate, by all members in a general meeting. He shall chair all meetings which he attends.

However, he must not, as a co-coordinator, unduly interfere with the functions of duly elected officers of the Club unless in his opinion and that of Club Committee, such officer is not effectively carrying out his duties. He shall directly supervise the course, competition, handicap, and caddy affairs through members appointed for these assignments. (See article 7.1a-7.2b of the Constitution).

2. VICE-CAPTAIN

The Vice-Captain is to assist the Captain in the execution of his duties. Therefore, he is expected to carry out the duties assigned to him by the Captain. He shall deputize for the Captain in his absence. He shall in addition oversee the Bar/Kitchen and the Club House assisted by members appointed for the assignments. (See Article 7.1 a-b of the Constitution and Article 6(5-10) of the Operational Rules).

3. CAPTAIN-LADY SECTION

The Captain, Lady section is a member of the Club Committee and shall supervise the Ladies section (see Article 11 of the Constitution) and render reports with accounts to the Committee of the Club at its monthly meetings.

4. HONORARY SECRETARY

The Secretary shall carry out all secretarial duties of the Club. He is responsible for calling Committee and General Meetings of the Club in the line with the Constitution. He shall record and publish the minutes of the Committee and General Meetings as prescribed in the Constitution. He shall, with assistance of the Club Manager, be responsible for staff personnel and welfare. He shall be

responsible, with the assistance of the Club Manager, for the implementation of the decisions of the Club Committee that cut across other functions. He shall be the custodian of the Club Seal and all permanent records of the Club.

In line responsibility, the Secretary shall be next to the Vice-Captain.

5. HONORARY TREASURER

He is the Chief Financial Officer of the Club and will be expected to report to the members, at least once a year-at the Annual General Meeting, the audited accounts of the Club. He must be a signatory to all the Club's bank accounts. He shall present monthly accounts to the Committee and a fuller quarterly report with recommendations for the next quarter. The Annual Financial Report must be placed on the Notice Board at least 10 days before the Annual General Meeting to enable members study them.

While the management committee may consider the out-sourcing of certain services, especially bar and kitchen services to contractors for a term of not more than 2 years each, renewable, every decision to engage or disengage such must be agreed by a majority of two thirds (2/3) of elected officers of the Club at a meeting in which such decision is to be made. Such decisions should be pasted on the Club's board immediately it is made''.

6. BAR MEMBER

He is member appointed to the Committee by the Captain to be in the overall control of the Bar/Kitchen activities and shall be responsible for the management of the Bar/Kitchen staff. Whilst the primary function of the Bar and Kitchen is to provide service to members, he is however expected to operate, producing a small profit. The Club shall provide the necessary hardware and staff costs. He shall make available, report of the Bar activities monthly and detailed report quarterly to the Committee of the Club.

7. MEMBERSHIP SECRETARY

He is an elected member of the Committee of the Club; see Article 7.1 of the Constitution. In this position, he is responsible for coordinating the admission of members in line with the requirements of the Constitution. He shall also act as the secretary to the Membership Committee. Where objections are made to any applications, he shall make sure that such objections are made available to the Committee prior to interview. He shall ensure that, on admission, each new member is given a copy of the Club Constitution and Rules. He shall maintain a

current list of members, showing their Club status and such list must be published quarterly.

8. COURSE MEMBER

He is a member appointed by the Captain assigned with the responsibility of ensuring that the course is maintained to acceptable standards and that appropriate improvements are made to the course. (See Article 7.1a of the Constitution) However, he may not carry out significant changes to the course without the approval of the Club Committee. Where major alterations to the course are to take place, such changes must be displayed on the Notice Board for members to make comments before approval by the Committee. He is responsible for ensuring that all Club property associated with the maintenance of the course is well maintained. He is responsible for the overall control of the ground staff.

9. COMPETITION SECRETARY

He is an elected member of the Committee. He is responsible for arranging dates for all competitions as approved by the Committee and for the organization thereof, including draws, starting and compilation of results and prizes. Once a company or person has agreed to sponsor a competition, the Competition Secretary must ensure that adequate follow-up is carried out. He will make the competition pleasurable for members, sponsors and guests. Copies of all correspondence must be made available to the Captain and Honorary Secretary. A quarterly programme of agreed competitions with sponsors must be presented to the Club Committee.

The Competition Secretary is responsible for ensuring that all trophies approved by the Club Committee are acquired and securely kept. Permanent trophies must be kept safely and at inter-Club matches, trophies must be made available for presentation at the match location on the match day.

10. HANDICAP MEMBER

He is a member appointed by the Captain to assist in managing and maintaining the handicapping system of the Club. Despite this, every member is responsible for his/her own handicap.

Joining members from other Clubs must present a handicap certificate from their home Club, but the Handicap Member may insist that such member fulfils the existing handicap requirements of the Club and may assign handicap as duly assessed by him

11. HOUSE MEMBER

He is a member appointed by the Captain assigned with the responsibilities of the maintenance of all Club assets, besides those used in the course maintenance. He shall, however, present to the Committee detailed analysis of anticipated expenses for approval (See Article 7.2a of the Constitution).

Emergency approval of expenses may, however, be made by the Captain in conjunction with the Treasurer and such shall subsequently be presented to the Club Committee for approval. The House Member shall be responsible for the overall security of the Club house and properties.

12. CADDY SUPERVISOR

He is a member appointed by the Captain to ensure that adequate caddy complement is available at all times (See Article 7.1a of the Constitution). He shall ensure the good behaviour and general welfare of the caddies vis-à-vis their service to the Club.

13. THE CLUB MANAGER

The Club shall appoint a Club Manager who will be responsible for assisting any member of the Committee in carrying out any aspect of the duties delegated to him. The appointment of such Manager shall be by the Club Committee. He shall be responsible directly to the Club Captain, but will have a strong dotted line relationship to the various Committee Members. He shall be responsible for the day-to-day running of Club affairs, ensuring that adequate discipline is maintained amongst staff. He must immediately report any irregularity to the Club official concerned and to the Captain.

14. THE CLUB PROFESSIONAL

There shall be a Club professional (PRO). He shall be responsible, through the Captain to the Club Committee who shall determine his fees and assess his competence vis-à-vis the requirement of the Club. He shall be responsible for coaching the members of the Club. All fees paid for such coaching are payable to the professional as fees. The fees shall be agreed with the Committee. He shall

assist the Club Captain and Course Officers with respect to all aspects affecting the course and the game of golf when called upon. He shall have assistant/trainee professionals responsible to him, whose number and selection at any time, shall be agreed with the Committee. The Club shall contribute to the proper training of such Pro Assistant.

The Pro shall run, on behalf of the Club, a Pro Shop on the Club premises. The nature of the enterprise shall be agreed with the Committee (i.e. Sole Ownership; Partnership with Club or Public Liability Company etc.).

15. COMMITTEE MEETINGS

a. Any member of the committee may insist that vote be taken on any issue. A majority vote shall carry with exception to other provisions of the Constitution.

b. In the event of a tie, the Captain or Protem Chairman has a casting vote. All officers of the Club shall submit a monthly report at the monthly Committee meeting for debate and decisions.

c. The committee may invite the Club Manager and the Club Professional to attend Committee Meetings as necessary.

However, shall not have voting rights.

16. TENURE

a. No officer shall hold any office for more than three years.

b. Any member who has served in the Committee for a total of seven years shall not be eligible to hold office any further, but shall immediately be eligible for approbation for Honorary Membership of the Club.

17. THE CLUB ACCOUNT

a. The Club shall maintain as many bank accounts as the Committee approves. However, the Club shall maintain a separate account for the Bar/kitchen. Signatories to the Club cheques shall be as follows:

i. MAIN ACCOUNT OR DEPOSIT ACCOUNT

The Treasurer-as first signatory; with anyone of the following: Captain, Vice-Captain or Secretary.

ii. BAR ACCOUNT

The Treasurer as first signatory with any of the following: Captain, Vice-Captain or Secretary. Change of signatories must be made within the first month of the new Committee Year. Disbursements shall be for Bar/kitchen consumables (not hardware and staff costs). (See article 5 of Operational Rules.)

18. PAYMENTS

- a. All payments to the Club shall be made by cheque. Cash payments are not allowed.
- b. However, during competitions, the Club may allow the use of cash coupons for the purchase of Bar/food by visitors.
- c. Receipts must be issued for all payments.
- d. Each member is expected to maintain a Bar Book which must always be in credit. Members whose Bar Books are in debit shall be refused the use of Bar/facilities and may be barred from participation in any competition until the accounts are cleared.
- e. No money shall be received from applicants until their membership has been approved.
- f. The Committee may from time to time determine the amount payable by members as competition fees. Such accounts shall be debited to each player's account. Every member, whose name has been drawn for competition, shall pay fees whether he played or not.
- g. However, with the exception of (f) above, no debit shall be made on any member's account without explicit approval of such member.
- h. Any member issuing an out of Lagos cheque shall be responsible for the necessary charges. Any charges for returned cheques shall be debited to such members account
- i. The captain, Lady Section shall render reports with accounts of the Ladies section to the Committee of the Club at its monthly meetings.

19. AUDITORS

The Auditors of the Club shall be appointed at every Annual General Meeting

The Auditors shall be expected to sign the Financial Statement of the Treasurer and give appropriate reports as and when necessary.

The Club Committee is empowered to negotiate fees where necessary with the Auditors-which must be tabled at and approved by the Annual General Meeting

20. TENDERS SUB-COMMITTEE

- a. There shall be a standing Tenders Sub-Committee which shall be responsible for the consideration and approval of expenditure on any item whose value is over N300, 000.00
- b. The Sub-Committee shall consist of six members appointed by the Board of Trustees for a period of three years. The list of the members shall be presented at the AGM in which a new Club Committee is elected for approval.

21. FIVE (5) YEAR ROLLING PLAN SUB-COMMITTEE

- a. The Management Committee shall submit for members' consideration and approval, a five year Rolling Plan for the development of the Club, at each Biannual General meeting
- b. This plan shall focus on the development objectives of the Club and facilitate each management committee's performance.
- c. Each year's management committee report shall incorporate the year's performance against the rolling plan.
- d. A review subcommittee of five (5) members (including the immediate past Captain of the Club) should set up to supervise the process and report on the performance of the rolling plan, through the Captain, at each Biannual General Meeting. The tenure of the subcommittees shall be three (3) years.

21.1 TERMS OF REFERENCE

- a. To openly request for memoranda from members of the Club, that will form part of the inputs into the work of the sub-committee.
- b. To articulate the plan and targets of the Club, in terms of Golf Course, Club House, administration and values.
- c. To monitor the rolling plan that focuses on the Development Objectives of the Club and facilities each Management Committee performance.
- d. To evaluate the performance of each year's Management Committee on the basis of actualising the Rolling plan.

21.2 CLUB PROJECTS

To ensure that each Club Project approved and commenced upon and where not completed by a Management Committee of the Club, must of essential be completed by any Incoming Committee before any other project is embarked upon, except where it is clearly understood and accepted that a subsequent project will not disturb the timely completion of the project at hand.

22. VOTING

Election of Officers shall be by secret ballot. Each eligible voter shall be given a booklet containing all available vacancies. The Club Manager/Secretary shall arrange for ballot boxes to be placed at conspicuous place within the members' area. Such boxes shall be properly designated as to the office. Voting shall be all day from 8am to 6pm on the AGM day. No proxy shall be allowed. As at the time of election the Captain shall declare all offices vacant and the President of the Board of Trustees shall take charge of the election, failing which, a member of the Board of Trustees, failing which their immediate past Captain shall preside over the election. The presiding Officer shall invite two members who shall assist in counting the votes. After all the votes have been counted; the presiding officer shall announce the winner. The vote of the Captain shall be the last. Immediately after the election of the Captain, the presiding officer shall vacate the seat and the newly elected Captain shall assume office.

23. HONOURARY MEMBERS

For the purpose of the new Constitution, all existing life Vice Presidents of the Club are deemed Honorary Members, but may continue to retain the title "Life Vice President", as the Honorary Membership for life. an Honorary Member may opt to pay Annual Dues and thereby qualify to take active part in running the affairs of the Club (see Article 3.3of the Constitution). The incumbent Club President, however,(being a Trustee, primarily and so Chairman of the Board of Trustees, by the new provisions(see Article 8)shall continue in those posts until the four year period from his nomination is over. He shall, however be deemed eligible for nomination for a further term as Trustee and President, subject to election by the Committee and validation or ratification by the AGM.

24. VISITORS

The committee may decide that any visitor using the Club/House facilities shall pay a levy to be debited to the account of the host or hostess.

The Management Committee

Ikeja Golf Club

Ikeja

March 2011.