

## **CONSTITUTION OF THE MADIBAZ GOLF CLUB**

### **DEFINITIONS**

In this constitution, unless the context otherwise indicates -

“Club” means the Madibaz Golf Club;

“University” means the Nelson Mandela University ;

“Student” means a registered bona fide student at the Nelson Mandela University;

“SGM” means Special General Meeting

“AGM.” means the Annual General Meeting

“Members” mean the registered members of the club;

“SC” means the Nelson Mandela University Sport Committee

“USSA” means University Sport South Africa

“EPGU” means Eastern Province Golf Union

“EPWG” means Eastern Province Women’s Golf

“SAGU” means South African Golf Union

### **1 NAME**

The name of this club shall be the Nelson Mandela University Madibaz Golf Club (hereinafter referred to as the Club).

### **2 STATUS**

As a club registered at the University, the Club has no legal standing and operates under the auspices of the University Sport Committee.

### **3 VISION**

**The vision of the Club is to be recognised as one of the premier university golf clubs in South Africa.**

### **4 MISSION**

The mission of the Club is:

- 4.1. To provide the University students the opportunity to participate in the sport on competitive and recreational levels.
- 4.2. To use every opportunity to market the University positively through presenting professional golf programs and achieving excellent results.

- 4.3. To present and become involved in outreach programs within the framework of the coordinated program of Madibaz Sport.

## **5 AIMS AND OBJECTIVES**

The aims and objectives of the Club shall be the following: (Describe within framework of mission)

5.1 To be recognized universally as one of the leading University Golf Clubs in South Africa.

- To create a sustainable funding mechanism;
- To introduce innovative technology solutions to develop the golf skills of Madibaz students;
- To market the Madibaz Golf Club to scholars at schools in the Eastern and Southern Cape;
- To implement and maintain transformation and gender programs.

## **6 COLOURS**

The colors of the Club shall be as contained in the corporate sport branding guide of the University.

## **7 FUNCTIONING**

The Club has full responsibility and independent decision-making powers in all golf related matters subject to the following:

- 7.1 Madibaz Sport co-ordinates and arranges all general matters concerning sport, such as controlling and supervising the use of facilities, clubhouses, etc.
- 7.2 Participation of the Club in all tournaments and leagues, both locally and at tertiary level, shall be with the approval of Madibaz Sport and coordinated by Club Manager
- 7.3 The Chairperson of the Club shall attend all the meetings of Chairpersons Forum of all University Sports Clubs. At such meetings, which are held at least four times a year, common sports matters are discussed.
- 7.4 The Director of Madibaz Sport will oversee all negotiations entered into with sponsors for the Club.
- 7.5. The Director of Madibaz Sport will oversee all contractual negotiations on behalf of the Club and Other specific matters pertaining to Golf and the Nelson Mandela University Madibaz Golf Club.

## **8 AFFILIATION**

- 8.1 The Club shall affiliate to the Humewood Golf Club in Port Elizabeth which in turn affiliates to the SA Golf Union (SAGU)

8.2 The Club shall affiliate to USSA Golf.

## **9 MEMBERSHIP**

The following persons shall be eligible for membership of the Club.

9.1 Only bona fide registered students and members of staff in the service of of the University may be registered members of the Golf Club.

9.2 All Nelson Mandela University Sport Clubs are in principle open clubs. The Club, however, has the right, by a majority vote at an Annual General Meeting, to determine whether non-bona fide students may or may not become members of the Club. The nature and character of the Club, as a student club, must however always be retained.

9.3 Only bona fide students of the University may participate in Inter-varsity, USSA and SA Tertiary tournaments.

## **10 VOTING RIGHTS**

10.1 All student members of the University registered with the Club as well as Staff and Community members who have paid their membership fees for the year have the right to vote at the AGM, General Meetings, Special General Meetings and elections of the Club.

10.2 Members to whom the Club Committee has offered membership may also vote at meetings. These members may not exceed 20% of the total members of the Club.

## **11 MEETINGS**

### **11.1 GENERAL MEETINGS**

11.1.1 The Club shall hold at least two General Meetings per year to report back to members on the activities of the Club during the course of the year.

11.1.2 Notice of a General meeting must be given seven days before the meeting. The agenda must accompany the notice.

11.1.3 A notice of any meeting of members of the Club is only deemed official if the notice has been electronically communicated to all registered members of the Club.

11.1.4 A quorum at any of the members' meetings of the Club is constituted by 20% of the members.

### **11.2 SPECIAL GENERAL MEETINGS**

11.2.1 A Special General Meeting can be called by the Executive of the Club or at the written request of 10% of the members, to make Constitutional changes prior to the AGM or to inform members of

important business.

- 11.2.2 Notice of the SGM and the Agenda of the meeting must be circulated to members 7 days before the meeting.

### **11.3 ANNUAL GENERAL MEETING (AGM)**

- 11.3.1 An AGM must be held during September or October of each year.
- 11.3.2 Notice of an AGM must be given to the members at least seven days in advance. The agenda must accompany the notice.
- 11.3.3 Copies of minutes of the previous AGM, SGM (if convened), annual report and financial report, must be handed in to the relevant Deputy Director: Sport.
- 11.3.4 If a quorum is not present at the time of the duly convened AGM the meeting will be postponed for 30 minutes after which it will proceed as if a quorum were present.
- 11.3.5 Resolutions taken at an AGM are only binding if they are adopted by a majority vote and within the framework of the authority of the Club in terms of the Constitution and Madibaz Sport policies.

## **12 EXECUTIVE COMMITTEE**

- 12.1 The Club affairs shall be controlled and directed by the Executive Committee which shall be elected at the AGM and shall consist of the following: -
- 12.1.1 President (Honorary)
  - 12.1.2 Vice Presidents (Honorary)
  - 12.1.3 Chairperson (must be a bona-fide student)
  - 12.1.4 Club Captain (Men - student)
  - 12.1.5 Club Captain (Ladies - student)
  - 12.1.6 Club Secretary (student)
  - 12.1.7 Sport Manager: Golf
  - 12.1.8 Additional member: Finance, Budget & Management Accounts
  - 12.1.9 Additional member: Fixtures, Marketing, Social, Fines
  - 12.1.10 Ex officio Members: The Director of Madibaz Sport and Deputy Directors may attend on invitation
- 12.2 Nominations for the various portfolios shall be called for 7 days prior to the meeting and will be closed one day before the meeting. If not enough nominations are received nominations may be called for and accepted at the meeting.
- 12.3 Members may be re-elected in their current portfolios. If no nominations

are received for a specific portfolio and the present member in that portfolio is available for re-election that person shall be deemed to have been elected.

12.4 Voting at the meeting shall be by secret ballot.

### **13 FUNCTIONS OF THE EXECUTIVE COMMITTEE (Refer to Appendix A)**

13.1 The Executive Committee of the Club in accordance with the relevant Sport Manager shall organize and co-ordinate the activities and determine the strategic direction of the Club.

13.2 The Executive Committee of the Club shall meet quarterly and report to the members at general meetings where decisions will be noted.

13.3 All disciplinary matters in the Club and against its members while participating in any kind of matches must be reported to the Director of Madibaz Sport and the Deputy Director Performance Sport of Madibaz Sport.

13.4 The Director of Madibaz Sport shall have the power, in any disciplinary matter submitted to him, to take the matter up with the Club via the Executive Committee which will act as the disciplinary committee. Any matter may be referred to the Director of Madibaz Sport for settlement.

13.5 The Executive Committee shall hear, deal with, consider and decide upon protests or reports submitted by members.

13.6 The Sport Manager, Chairperson and Executive Committee shall be responsible for:

12.6.1 Determining policy for the Club, subject to the general policy of Madibaz Sport.

12.6.2 Provide guidance to Manager Golf on needs within the Club and Club members on general managerial matters;

12.6.3 Establish action and maintain a strategic plan for the Club with the accompanying managerial guidelines for achieving the set objectives;

12.6.4 Perform Executive duties as contained in the Constitution provisions concerning office and portfolios;

12.6.5 Regularly evaluate to determine the success achieved by the Club.

13.7 Vacancies on the Executive Committee may be filled by elections called by the Executive during the year or by co-opting members into the vacancies.

13.8 The Executive may appoint sub-committees as the need arises.

#### **4 MEETINGS OF THE EXECUTIVE COMMITTEE**

- 14.1 Quarterly meetings must be held
- 14.2 Minutes of meetings must be circulated to all Executive members as well as a copy must be handed in to the Deputy Director of Sport within 7 days after the meeting.
- 14.3 Ex officio members of the Executive must receive formal notice of all meetings.

#### **15 FINANCE**

- 15.1 Financial administration must be in accordance with the general Procurement policies and guidelines of the University and Madibaz Sport..
- 15.2 No orders for sport equipment, clothing or any capital items may be placed without the prior approval of the Manager Golf subject to confirmation by the Director of Sport.

#### **16 COLORS AND AWARDS (COLORS COMMITTEE)**

- 16.1 Members who have obtained full Provincial, USSA National or National colours during the year will be nominated for Nelson Mandela University Madibaz Colours. Nominations will be finalized by the committee and presented to the Sport Committee before the last day of September.
- 16.2 Members who performed exceptionally during the year will be nominated for the various awards presented by Nelson Mandela University Madibaz Sport at the annual Sport Awards and Achievers function.

#### **17 CONSTITUTIONAL AMENDMENTS**

- 17.1 This constitution may only be amended at Special General Meeting preceding the AGM and only if such amendments are subject to the rules and regulations as determined by Madibaz Sport.
- 17.2 An amendment shall be adopted only if at least two-thirds of the members present at the meeting vote in favor of such amendment.

#### **18 DISSOLUTION OF THE CLUB**

Should the Club be dissolved, all equipment, apparatus and documents shall be entrusted to the care of the Director of Madibaz Sport.

**This constitution and all amendments thereto are subject to the General policies, rules and regulations of Madibaz Sport**

THIS CONSTITUTION WAS ADOPTED ON 17/09/2006 AND AMENDED ON THE FOLLOWING DATES:

- 03 August 2014. Position of President was voted in by Members. Name of the Club was changed from NMMU Golf Club to NMMU Madibaz Golf Club and NMMU Sport to NMMU Madibaz Sport.
- Amendments to the Constitution were voted in by Members at the AGM held on 28 October 2015

**APPENDIX A  
EXECUTIVE COMMITTEE ROLE DESCRIPTIONS**

<b>Title: PRESIDENT</b>	<b>Date Described: 5 February 2015</b>
<b>Main Purpose of the position:</b>  The President is responsible for strategic guidance and will assist in the planning, organizing, and carrying out responsibilities associated with the successful operation of the Club.	
<b>Main tasks include the following:</b> <ul style="list-style-type: none"><li>• Charged with providing leadership and direction to the Committee</li><li>• Responsible for ensuring that the Committee fulfils its responsibilities for the governance and success of the club.</li><li>• Attend as many as possible executive committee meetings with the role of providing strategic guidance.</li><li>• On-going analysis and monitoring of the operations of the Club to provide continuous improvements.</li><li>• Assist in goal setting in order to achieve set results.</li><li>• Optimize the relationship between the Committee, any paid employees, volunteers and other members, and to achieve the club's agreed goals.</li><li>• The Presidents is generally the spokesperson for the club and should work to maintain key relationships within and outside of the club.</li><li>• Assist in the development of partnerships with sponsors, funding agencies, local and state government, shared facility users and organisations that are relevant to the goals of the Club.</li><li>• Attend all Executive Committee meetings.</li></ul>	

<b>Title: VICE-PRESIDENT</b>	<b>Date Described: 5 February 2015</b>
<p><b>Main Purpose of the position:</b>  The Vice President is responsible for assisting the President to fulfill his/her responsibilities for the governance and success of the club. This may mean chairing meetings at short notice. The Vice President role is commonly regarded as preparation for the next President. At times the Vice President will need to work with the President to help him/her understand concerns and alternative points of view within the club.</p> <p><b>Main tasks include the following:</b></p> <ul style="list-style-type: none"> <li>• In the event of the President being unable to fulfil his/her duties to step into that role.</li> <li>• In the absence of the President, chair Committee meetings ensuring that they are run efficiently and effectively.</li> <li>• Assist the President in deciding which matters are dealt with by the Executive, the full Committee and delegated to Committees.</li> <li>• Coordinate Club planning to ensure appropriate plans are developed, presented to and reviewed by the Committee, and enacted as required.</li> <li>• Represent the Club at Executive Committee meetings and forums.</li> <li>• Other duties as nominated by the Executive Committee.</li> </ul>	

<b>Title: MANAGER</b>	<b>Date Described: 5 February 2015</b>
<p><b>Main Purpose of the position:</b>  The President is responsible for for the successful operation of all aspects of the Club and its associated facilities.</p> <p><b>Main tasks include the following:</b></p> <ul style="list-style-type: none"> <li>• Ensure that clear lines of communication are established and maintained between all members of the executive.</li> <li>• To play a significant role, in conjunction with the executive committee, in leading the Club towards the achievement of its strategic and tactical goals.</li> <li>• To manage the allocation of bursaries, Order of Merit Tournaments, selection of USSA teams and OOM ranking list.</li> <li>• To professionally manage and administer efficiently and effectively all aspects of running the Club on a day to day basis</li> <li>• To contribute to the achievement of the Club's financial goals and in particular that of increasing year on year revenue and profitability.</li> <li>• To action all directions from the Executive Committee in a timely, professional and effective manner.</li> <li>• Attend all Executive Committee meetings.</li> </ul>	



<b>Title: SECRETARY</b>	<b>Date Described: 5 February 2015</b>
<p><b>Main Purpose of the position:</b> The Secretary is the primary administration officer of the Club and is responsible for the accurate documentation of the executive committee meetings.</p> <p><b>Main tasks include the following:</b></p> <ul style="list-style-type: none"> <li>• Responsible for the documentation and communication of the activities of the Executive Committee.</li> <li>• Maintain confidentiality on relevant matters and have the ability to delegate tasks and supervise others.</li> <li>• Prepare agendas, prepare and distribute minutes, receive and disseminate correspondence to and from the club.</li> <li>• Maintain records of the Executive Committee meetings and ensure effective management of the records.</li> <li>• Is responsible for ensuring that accurate and sufficient documentation exists to meet legal requirements</li> </ul>	

<b>Title: CHAIRPERSON</b>	<b>Date Described: 5 February 2015</b>
<p><b>Main Purpose of the position:</b> The Chairperson of a club is seen to be a figurehead, ambassador and a principal officer for a club. A Chairperson will chair and lead meetings within the club and be responsible for key decision-making and leadership within the club, in consultation with other committee members.</p> <p><b>Main tasks include the following:</b></p> <ul style="list-style-type: none"> <li>• To chair and control meetings of the executive committee.</li> <li>• To act as principal officer within the club, and make decisions whenever the need arises, in consultation with other officers when appropriate.</li> <li>• To represent the club at external meetings when required.</li> <li>• To be involved, where appropriate, in the co-ordination of club activities.</li> </ul>	

<b>Title: CAPTAIN</b>	<b>Date Described: 5 February 2015</b>
<p><b>Main Purpose of the position:</b> The Club Captain is responsible for the management and well being of the playing members of your Club.</p> <p><b>Main tasks include the following:</b></p> <ul style="list-style-type: none"> <li>• Act as the link between the club's players and the executive committee.</li> <li>• Work with the Club Manager in ensuring efficient transition of new student</li> </ul>	

- player details.
- Ensure Club morale and spirit is maintained amongst the playing members.
- Maintain discipline amongst the players including imposing sanctions as outlined in Club rules.
- Assist the Club Manager in identifying key markets for recruiting players.
- Attend all executive committee meetings.

<b>Title: FUNCTIONS AND EVENTS</b>	<b>Date Described: 5 February 2015</b>
<p><b>Main Purpose of the position:</b> The Functions and Events coordinator is responsible for the organization of in-house and off premises Functions and Events and to ensure that it meets the standards and expectations of the Nelson Mandela University.</p> <p><b>Main tasks include the following:</b></p> <ul style="list-style-type: none"> <li>• Responsible for the co-ordination and smooth running of events.</li> <li>• Assist the Club Manager in the implementing of marketing strategies designed to achieve budgeted targets.</li> <li>• Issuing relevant reports and maintaining schedule of events via the Club Manager.</li> <li>• Attend all executive committee meetings.</li> </ul>	

<b>Title: EPGU REPRESENTATIVE</b>	<b>Date Described: 5 February 2015</b>
<p><b>Main Purpose of the position:</b> The main purpose of the EPGU representative is to provide strategic guidance and to ensure clear communication channels between the EPGU and the Nelson Mandela University Madibaz Golf Club.</p> <p><b>Main tasks include the following:</b></p> <ul style="list-style-type: none"> <li>• Provide a clear communication channel between the EPGU and Madibaz Golf Club.</li> <li>• Identify opportunities for collaboration in order to achieve set strategic goals for Eastern Province and Nelson Mandela University golf.</li> <li>• Provide strategic guidance in matters related to policies, programs and procedures.</li> <li>• Attend all executive committee meetings.</li> </ul>	

<b>Title: FINANCE</b>	<b>Date Described: 5 February 2015</b>
<p><b>Main Purpose of the position:</b> The Treasurer is responsible for the financial supervision of the club to allow the Committee to provide good governance of the club.</p>	

**Main tasks include the following:**

- Providing monthly income and expenditure reports to the Executive Committee via the Club Manager.
- Monitoring and interpreting cash flows and predicting future trends.
- Producing accurate financial reports to specific deadlines.
- Is responsible for ensuring that accurate and sufficient documentation exists to meet legal requirements.
- Attend all Executive Committee meetings.