

**THE FEDERATION OF EUROPEAN GOLF GREENKEEPERS
ASSOCIATIONS**

CONSTITUTION AND RULES – FEBRUARY 2015

1. TITLE

The name of the organisation shall be The Federation of European Golf Greenkeepers Associations, hereafter referred to as “The Federation”.

2. OBJECTS

The Federation shall be a non-profit making organisation whose objectives are:

- i) To promote and encourage the international development of greenkeeping.
- ii) To strengthen the bonds of friendship existing between its members.
- iii) To encourage the formation of new greenkeeping associations representing the greenkeeping activities of all European countries regardless of size.
- iv) To arrange an Annual Conference for members of The Federation.
- v) The Federation shall concern itself solely with matters of an international nature and shall not have jurisdiction over the domestic affairs of its members, of which it recognises the complete independence.

3. FEDERATION OFFICES

The office of The Federation shall be at such place as shall, from time to time, be fixed by the Board of Management.

4. MEMBERSHIP

The Federation shall consist of a minimum of five Full Members.

The following organisations, at the discretion of the Board of Management, shall be eligible for membership:

- i) Any European greenkeeping Association representing the greenkeeping activities of its country shall be eligible for Full Membership provided that the country has at least one golf course within its boundaries.
- ii) Any greenkeeping Association outside Europe representing the greenkeeping activities of its country shall be eligible for Affiliated Membership Category 1 provided that the country has at least one golf course within its boundaries. Affiliate members Category 1 shall have no voting rights.
- iii) Any Country within Europe not yet having established a Greenkeeping Association and in its early stages of Golf development will be eligible for Affiliated Membership Category 2, providing they have one golf course Any Country receiving this Membership would be partnered with a Full member Association, who would work with them as a mentor during its Membership period. This membership would be reviewed annually as to whether the Country has reached the requirements to become a full Member. Affiliated Membership Category 2 shall have no voting rights

5. RESIGNATION OF MEMBERS

Any member shall be entitled to resign from membership on giving notice in writing to The Federation at any time.

6. EXPULSION OF MEMBERS

All members shall observe the Constitution and Rules of the Federation. In the event of their violation any member may be expelled by a majority of two thirds of those present and voting at an Annual General Meeting or an Extraordinary General Meeting. In the event of a member resigning or leaving the Federation for any reason, such members shall have no claim either actual or implied on the funds of The Federation.

7. THE BOARD OF MANAGEMENT

The Board of Management shall be elected at the Annual General Meeting and shall comprise of Chairman, Vice-Chairman and three other members.

The Chairman and Vice Chairman will be elected from within the board and approved by the Member Associations at the AGM.

The Board of Management will also co-opt an Industry Representative onto the board, who will represent the Patron Members and will serve for a period determined by the Board of Management.

Nominations for board members must be made by Full Members of The Federation and notified to the Chief Executive Officer at least twenty-one days prior to the Annual General Meeting.

Nominations will only be accepted from the Home Association of which the person is a member or affiliated to, and nominations are limited to:

- Any person employed as a Greenkeeper at a golf club within the Country of the Home Association.
- Any person employed by or affiliated to the Home Association
- Any person currently employed by a golf club within the Country of the Home Association.
- Any person attached to another golf industry body – e.g. National Golf Federation - within the country of the Home Association.

The Chairman shall hold office for a period of two years and on completion of his term of office may be re-elected Chairman for a period of two years only, subject to the approval of the Annual General Meeting.

The Vice-Chairman shall hold office for a period of two years and on completion of his term of office may be elected Chairman or re-elected Vice-Chairman for a further period of two years only, subject to the approval of the Annual General Meeting. The Vice-Chairman would then normally go on to become the new Chairman, subject to the approval of the Board and Annual General Meeting of Members.

A Board Member shall hold office for a period of two years and on completion of this term of office may be re-elected in that capacity for a further period of two years only subject to the approval of the Annual General Meeting whereupon the member shall cease to hold office unless elected to the office of Vice-Chairman or Chairman by the nomination of the Board and agreement of the Annual General Meeting. Nevertheless,

of the first three Board Members appointed, one selected by ballot, shall retire from office after one year being eligible for re-election for a further period of two years only whereupon the member shall cease to hold office unless elected to the office of Vice-Chairman or Chairman by the Annual General Meeting.

8. THE BOARD OF MANAGEMENT'S DUTIES AND POWER

The Board of Management shall be empowered to run The Federation within the rules of the Constitution.

The Chairman shall call meetings of the Board. He shall further call a meeting at the special request of at least two members of the Board. The members shall receive notice of the dates and venues of the meetings as well as minutes of those meetings.

Duties of the Board:

- i) To appoint individuals who shall represent The Federation in other organisations.
- ii) To present to the Annual General Meeting reports on the past year's administration and accounts of The Federation.
- iii) To submit a Budget and recommendations on Membership Subscriptions for the coming year.
- iv) The Board of Management may create sub-committees for any purpose and co-opt Members to serve thereon. The Board may at its discretion delegate powers to sub-committees within the Rules of the Constitution. The Board may also, at its discretion, decide upon individuals or representatives of outside organisations who may be authorised to attend the Annual General Meeting, without voting rights.
- v) The Board of Management shall appoint a Chief Executive Officer to administer the affairs of The Federation. It shall establish the conditions of the post and such other posts as shall from time to time be required to attend to the affairs of the Federation. The Chief Executive Officer shall not be a member of the Board of Management but shall attend meetings of the Board of Management. He/she shall have no voting rights at such meetings. The Board of Management shall determine the duties of the Chief Executive Officer who will act under the general instruction of the Board in administering The Federation's affairs.

9. ANNUAL GENERAL MEETING

The Annual General Meeting shall be held not later than 28th February each year at the place and on the date decided at the Annual General Meeting of the previous year. The Board may subsequently, in the interest of The Federation, substitute another date and place for the meeting.

The business to be conducted at the Annual General Meeting shall be:

- i) To receive the Board's Report on the year's administration.
- ii) To receive and approve a Statement of the Accounts for the past year.
- iii) To approve Membership Subscriptions and the Budget for the following year.
- iv) Where appropriate, to elect the officers of Chairman, Vice Chairman and Board Member.

- v) To consider matters relating to membership.
- vi) The appointment of auditors.
- vii) To consider matters submitted by the Board, or by resolution from any member in accordance with the Constitution, and to take decisions thereon.

10. EXTRAORDINARY GENERAL MEETING

The Chairman shall be empowered to call an Extraordinary General Meeting at any time and shall do so upon receipt of a formal request in writing and signed by at least one-fifth of the members. This request shall specify the nature of the proposed resolution and no other business shall be discussed at such a meeting.

11. PROCEDURE FOR CALLING GENERAL MEETINGS

A notice, indicating the date, time and venue of each Annual General Meeting, together with a copy of the Agenda shall be sent to each member Association at least six weeks before the meeting. This shall be reduced to four weeks in respect of an Extraordinary General Meeting. Minutes of each meeting shall be delivered to each member not later than two months after the meeting.

12. VOTING POWERS AND PROXIES.

Each Full Member shall have one equal vote at the Annual General Meeting or any Extraordinary General Meeting and votes cannot be cast by proxy. Members of the member Associations may attend such meetings in a non-voting capacity.

13. RESOLUTIONS

Any resolution to be submitted to the Annual General Meeting shall be forwarded in writing and received by the Chief Executive Officer not later than two months before the date of the Annual General Meeting. Such resolutions shall be circulated to member Associations with Board of Management comments not later than one month prior to the Annual General Meeting. Notice of an amendment to any proposed resolution must be submitted in writing and reach the Chief Executive Officer not less than twenty-one days before the Annual General Meeting.

14. ALTERATION OF CONSTITUTION

To repeal or amend any of the Rules or create new Rules in this Constitution, it shall be necessary that such repeal, alteration or addition be passed by a two thirds majority of the Full Members present and voting at a General Meeting of the Federation.

15. DISSOLUTION

A General Meeting cannot enter into the procedure of dissolution if two-thirds of the Full Members are not present. Another General Meeting shall be called and this second General Meeting will then have the power of decision without consideration of the number of Full Members attending the Meeting. Agreement to dissolution will require a majority of two-thirds of the Full Members present. The decision for dissolution must include the distribution of the assets of The Federation.

16. FINANCE

- i). The financial year shall run from 1st January to the 31th December.
- ii). The finances of The Federation shall consist of:

- a) The annual subscriptions.
- b) All other sources of income approved by the Board and appertaining to the work of The Federation
- c) All monies received on account of subscriptions, donations and money raising activities, interest on capital and monies from any other source shall be applied in carrying out the objectives of The Federation and in paying the expenses of The Federation as approved by the Board of Management

17. CONFLICT OF INTEREST

The Federation shall not enter into any action that is in conflict with the best interests of a member association.

18. INTERPRETATION OF CONSTITUTION AND RULES

- i). The English text will be used for the interpretation of the Constitution and Rules.
- ii). Any matter not covered by this Constitution and the Rules therein and any question as to the interpretation thereof shall be determined by the Board of Management whose decision shall be final.

APPENDIX TO BOARD OF MANAGEMENT ELECTIONS

Guidelines for Home Associations when selecting:

- *Experienced person familiar with the greenkeeping industry*
- *Track record of support for greenkeepers*
- *Track record of successful employment within the Home Association Country*

The Process of election:

- *Full Support of the Board of the Home Association to be provided to the FEGGA Board in writing not less than 21 days ahead of the Annual AGM – e.g. Statement from Chairman plus excerpt from Committee minutes confirming the nomination.*
- *Chairman of the Home Association to speak on behalf of the Home Association in support of their nominee to the FEGGA Conference.*
- *The Nominee to speak to the Conference giving full details of employment, achievements and relevant information.*

The original Constitution has been established and implemented by the Annual General Meeting in Harrogate on the 23rd January 1997 and revised by the Annual General Meeting in Slovenia on the 10th February 2007. Revised by the Annual General Meeting in Portugal on the 14th February 2015