



THE BRITISH MINIGOLF ASSOCIATION

CONSTITUTION

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1. NAME

1.1 The Association will be known as **The British Minigolf Association**, hereafter also referred to as the **BMGA** or the **Association**.

1.2 **The British Minigolf Association**, is the UK's National Governing Body (NGB) for the sport of minigolf, which includes both adventure golf and crazy golf.

1.3 **The British Minigolf Association** is a **not-for-profit organisation**.

1.4 The **Association** shall affiliate to the European Minigolf Federation (EMF) and the World Minigolf Federation (WMF) and may apply for affiliation to any other body whose activities shall be deemed to be beneficial to the sport, Association and its members.

1.5 **The British Minigolf Association** logo (*item (i), below*), plays an important role and gives a visual representation that distinguishes us apart from other sporting national governing bodies in the UK.

Use of the **BMGA** logo should be kept to the following:

1. Our official website, Twitter page, Facebook page or other future official media mediums; or
2. Any official promotion material or Association correspondence, i.e. event posters, association business cards, formal emails / letters to course owners or other relevant sporting organisations: and
3. Our official **BMGA** Great Britain team kit, i.e. Polo shirts, shorts, tracksuits, caps and team bags.

Any use of the **BMGA** logo by our affiliated clubs, registered courses, membership and officials, must have prior permission of use given by the Association's executive committee by email or in writing.



Item (i) The BMGA logo

2. AIMS

The aims of the Association are:

2.1 To bring together those who enjoy playing minigolf, adventure golf and crazy golf in a spirit of good sportsmanship. Minigolf is an inclusive activity which is available to anyone regardless of age, gender, sexual orientation, race, nationality, religion and disability. These aims are in line with the WMF Core values (Teamwork, Respect, Passion and Connecting generations.)

2.2 To encourage the playing of minigolf as a competitive sport.

2.3 To organise national tournaments, including a British Open and British Championship, and regional tournaments.

2.4 To promote and increase the profile of minigolf in the UK by welcoming new members.

2.5 To encourage the development of new, skill-based minigolf courses in the UK.

2.6 To represent the interests of its members at both national and international level, with regards to the authorities, other sports associations, the media and the general public.

2.7 To monitor and ensure the BMGA continues to be guided by the existing system specific rules from the World Minigolf Federation (WMF) regulations. Continue being one of the leading countries in developing the Minigolf Open Standard (MOS) system set of rules.

3. MEMBERSHIP

All members will be subject to the regulations of the BMGA Constitution. By joining the Association will be deemed to accept these regulations and the Competition Rules of the Association.

3.1 Category of Members

- Individual Tour Pro membership
- Junior membership
- Honorary membership
- Non Playing membership
- Affiliate membership (Courses – Section 3.5; Clubs – Section 4)

3.2 Admission Regulations for Individual Tour Pro and Junior Members

3.2.1 Full individual membership is open to all British minigolf players aged at least nineteen years old.

3.2.2 Junior membership is open to all British minigolf players up to nineteen years old, including the year in which they reach their nineteenth birthday. Tour Pro Junior membership is free to all juniors up to their nineteenth birthday. For a Junior Tour Pro to have the right to vote at an AGM they must have reached the following criteria's:

- i) Junior has reached the age of 14+.
- ii) Junior will have had to of played 5+ ranking BMGA tournaments during the previous calendar year.

3.2.3 Non-British minigolf players may join the Association.

3.2.4 Membership will take effect upon payment of the subscription.

3.2.5 Membership remains current until December 31st each year, after which the subscription is due for renewal.

3.2.6 Members joining the BMGA after 1st March but before the 1st October in any year are liable for the full annual subscription.

3.2.7 The membership of a player who joins the BMGA on or after 1st October in any given year, will remain current until 31st December of the following year.

3.2.8 Failure of members, current on 31st December, to pay their subscription by 1st March of the following year, will result in termination of their membership. Membership will be reinstated upon receipt of the subscription, but an interruption of membership rights will apply in which voting rights for the AGM and their ability to be nominated for EC position will be affected.

3.3 Admission Regulations for Honorary Members

3.3.1 Honorary membership is awarded by the Executive Committee in recognition of outstanding service to the BMGA and minigolf sport.

3.4 Admission Regulations for Non-Playing Members

3.4.1 Non-playing membership is open to all persons who are interested in the BMGA but do not wish to become playing members.

3.4.2 In order to follow the activities of the BMGA, non playing members should register their interest via the BMGA website or BMGA Facebook page.

3.4.3 There is no subscription applicable to this category of membership.

3.5 Admission Regulations for Affiliate Members (Courses)

3.5.1 Affiliate membership is open to all minigolf courses that wish to associate with the BMGA.

3.5.2 Affiliate courses who wish to stage a recognised BMGA competition, must be registered with both the BMGA and World Minigolf Federation (WMF), and the appropriate course registration fee must be paid by the BMGA to the WMF.

3.6 Benefits of BMGA Membership

3.6.1 Reduced entry fees for key events on the calendar for individual tour pro and honorary members (British Masters, British Open and British Championships.) Plus exclusive early entry to the Single & Doubles Matchplay events.

3.6.2 Special pre-event practice day rates at tournament venues on the calendar (some venues will offer these rates during a temporary agreed time period, or the entire period of the courses open season.)

3.6.3 The right to propose motions for discussion at the Annual General Meeting, and to attend and vote at the AGM, and at an EGM if convened.

3.6.4 Regular updates via email from the Executive Committee, including minutes from their meetings and any other important announcements.

3.6.5 The opportunity to stand for election as a member of the BMGA Executive Committee (subject to criteria).

3.6.6 The opportunity to be selected to represent Great Britain at an International Tournament (subject to criteria).

3.7 Right of the Association with Regards to Membership

The Executive Committee reserves the right to:

3.7.1 Withdraw (for whole of the year) or suspend (for part of the year) membership without refund of subscription in cases where misbehaviour or disregard for the BMGA Constitution and Competition Rules has occurred and been evidenced. The reason for such a withdrawal or suspension of membership is to be communicated in writing to the individual concerned (Section 5 point 5.4.12 and Section 8.1).

3.7.2 Refuse at its discretion any application for membership in exceptional circumstances. The reason for such refusal is to be communicated in writing to the individual concerned.

3.8 Right of Appeal of Members

3.8.1 An appeal against refusal of admission or an imposed sanction can be submitted in writing to the Executive Committee within fourteen days of the written communication (Points 3.7.1, 3.7.2 and Section 8.1). The EC will consider the appeal within fourteen days of receipt of the appeal, and the outcome will be communicated in writing within seven days of the committee reviewing this appeal.

3.9 Duties of BMGA Members

3.9.1 Members wishing to benefit from reduced fees for practice day rates at specific affiliated courses should show their membership/tour card when paying. This reduced fee will have been negotiated either by the Executive Committee for BMGA run events, or by the Club for BMGA supported events. Any BMGA member refused the negotiated discounted fee at a BMGA affiliated course should inform the BMGA EC. Tour Pro Membership must avoid confrontation with course management and pay the full price for the round/rounds, if expected to.

3.9.2 Members must abide by the BMGA Constitution, BMGA Competition Rules, and the decisions of the Executive Committee subject to the right of appeal (Sections 3.8 and 8.1).

3.9.3 Members must support the stated aims of the BMGA (which incorporates the WMF ‘core values.’), by promoting a spirit of friendly, competitive fair play throughout the BMGA tour. In addition, it is hoped that members will seek to promote and publicise the sport to non members.

3.9.4 Members both playing and non-playing, must treat one another with due consideration.

3.9.5 Members have the right to freedom of expression but must refrain from making public destructive criticism of the BMGA Constitution, BMGA Competition Rules or the elected Executive Committee and its work or decisions. Constructive feedback and suggestions for improvement are welcomed and should be submitted in writing to the Executive Committee at any time, or verbally at the Annual General Meeting.

3.9.6 Members must refrain from any activity which is harmful to the BMGA or which may be damaging to its good standing or the friendly spirit of the BMGA Tour or damaging to its good relationship as an Affiliated Association of the EMF and/or the WMF. This rule includes misuse of social media on the BMGA's official Facebook page.

3.9.7 In addition to members, Point 3.9.6 also applies to non members. The Executive Committee reserves the right to refuse at its discretion any application by a non member to participate in any BMGA Tour ranking event.

3.9.8 Members who wish to transfer to another minigolf club (Section 4), are required to inform the Membership Officer of the BMGA in writing during the open transfer period of 1st January to the 1st March.

4. MINIGOLF CLUBS

All minigolf clubs are encouraged to affiliate to the BMGA, and they should retain a register of all their members. Complete and return the 'Club player list' to the EC before the 31st March each year.

4.1 Affiliation - Benefits

Affiliation to the BMGA affords clubs several benefits:

4.1.1 The club can hold a club open event which qualifies for ranking points for both the Order of Merit and BMGA Shield.

4.1.2 The club open event will be publicised and reported on by the BMGA on their website and social media platforms.

4.1.3 The club is eligible to enter a team or teams, in the BMGA Club Championship.

4.1.4 The club becomes part of the BMGA mini golfing community, and the Club Captain is a reciprocal point of contact for the club members and the BMGA Executive Committee.

4.2 Affiliation – Criteria

Affiliation to the BMGA requires certain criteria to be fulfilled:

4.2.1 There must at least one club member who is a BMGA individual tour pro member.

4.2.2 Each affiliated minigolf club must nominate and register a Club Captain for the calendar year by the close of each AGM.

4.2.3 Each affiliated minigolf club will be required to make a payment to the BMGA as a contribution towards the cost of course registration fees required by the World Minigolf Federation. This payment will be calculated based on £1, for every adult player who competes at each club's open event.

4.3 Club Member Transfers

4.3.1 Players who are not yet a member of a club may join a minigolf club at any time during the year. Their will be a minimum period of 1 months' notice to the EC, if a club wishes the player to participate in the BMGA Club Championship.

4.3.2 Members who wish to leave their own club may do so at any time during the year but may not join another club outside the transfer window (Point 4.3.4).

4.3.3 Members who wish to leave their own minigolf club and join another minigolf club must do so during the transfer window as defined in Point 4.3.4

4.3.4 The transfer window operates from 1st January to 1st March each year. A player can make only one club transfer during this period.

4.3.5 Notification of intention to transfer club membership must be submitted in writing. It must be sent to the Membership Officer of the BMGA, as well as to both captains of the minigolf clubs involved.

4.3.6 In exceptional circumstances, e.g. dissolution of a minigolf club, or a non-conciliatory dispute between individual and current minigolf club. A player can apply to make a transfer outside the period stated in Point 4.3.4. This request should be submitted in writing to the Membership Officer of the BMGA with a full reason for the transfer. The Executive Committee will then consider the request and make their decision known in writing to the person concerned. Both club captains involved will also be notified by the EC whether or not, the transfer request is agreed.

(Note* the move may be accepted by the EC but could result in the individual being made 'not available' to the new club for the Club Championship that season.)

5. EXECUTIVE COMMITTEE

The Association will be managed by the Executive Committee, hereafter also referred to as the EC, which will consist of a maximum of seven members. These committee members are voluntary and unpaid.

5.1 Structure

The Executive Committee shall contain, as far as possible, the following posts:

- Chairperson
- Secretary
- Finance Officer
- Membership Officer
- Tournament Officer
- Publicity, Social Media and IT Officer
- Club and Development Officer

5.2 Election and Length of Office

5.2.1 Each member of the Executive Committee shall be a current paid up member or an honorary member of the Association.

5.2.2 The Executive Committee members are elected at the Annual General Meeting.

5.2.3 The term of office for members of the Executive Committee shall be two years, here defined as the period between every second Annual General Meeting.

5.2.4 There is no limit to the number of times that members of the Executive Committee may be re-elected.

5.2.5 If necessary, a member of the Executive Committee may serve in more than one capacity simultaneously (e.g. Finance Officer and IT Officer). In such cases the committee member shall nevertheless have only one vote.

5.2.6 The Executive Committee shall have the power to appoint sub committees as necessary to fulfil its business. These sub committees may contain non-EC members.

5.2.7 If a vacancy in the Executive Committee occurs between Annual General Meetings, the EC must inform the members in writing of the vacancy and conduct an election in accordance with Points 5.2.8 to 5.2.11 within two months of the position becoming vacant.

5.2.8 Any individual tour pro, honorary or eligible junior member of the Association may stand for a position on the Executive Committee provided that they:

- Declare their intention to stand for office in writing to the Chairperson or a nominated officer at least twenty-one days before the AGM is to be held.
- Include a one page A4 manifesto with their application stating their suitability for the role, including any potential conflict of interest (Point 5.6.1). Guidelines for the manifesto will be provided by the EC.
- Have enjoyed full and uninterrupted membership of the Association for a minimum of twelve months preceding the date of the election (Section 3 point 3.2.8).

5.2.9 Voting shall be by secret ballot, and all individual tour pro, honorary and eligible junior members shall have one vote for each position available on the Executive Committee.

5.2.10 The administration of the voting process referred to in Point 5.2.9, must be overseen by two members of the Executive Committee, neither of whom are seeking re-election themselves, nor are related to any of the candidates. In the unlikely event of all EC members seeking re-election at the same AGM, the EC will nominate a returning officer from outside the EC to oversee the voting process.

5.2.11 The nominee receiving the greatest number of votes will be adjudged to have been elected. In the event that a vote is tied, a second ballot will be held involving those nominees who jointly received the highest number of votes. If the second ballot is also tied, the winner shall be determined by drawing of lots.

5.2.12 Only current members of the Executive Committee may stand for the position of Chairperson of the Association. This position will be decided annually at the first Executive Committee meeting after the AGM.

5.3 Quorum and Convening of the Executive Committee

5.3.1 The Executive Committee will meet either in person or remotely a minimum of four times in a calendar year. It may hold additional meetings on the request of the Chairperson or at least half of its members.

5.3.2 The shortest period in which a meeting can be convened is fourteen days.

5.3.3 A quorum shall be four members of the Executive Committee appointed prior to or at the most recent AGM.

5.3.4 Each member of the Executive Committee shall have one vote.

5.3.5 Motions are passed by a simple majority.

5.3.6 If a vote is tied, the vote of the Chairperson shall be the casting vote.

5.3.7 Minutes must be taken of the Executive Committee meetings and retained, as they form part of the BMGA records. The EC will send minutes of their meetings via email to all individual tour pro, honorary members and eligible junior members.

5.4 Areas of Responsibility and Duties of the Executive Committee

The areas of responsibility of the Executive Committee are wide ranging and shall include but not be limited to the following:

5.4.1 Day to day administration of the Association, including the maintenance of the Association's historical records, and the safekeeping of equipment.

5.4.2 Deciding upon venues and dates for future tournaments to set the annual tour calendar.

5.4.3 Organising and running all BMGA ranking tournaments with the exception of:

- Minigolf club open tournaments which are organised and run by the relevant affiliated minigolf club. These events are supported by the BMGA.
- World Crazy Golf Championships which are organised and run by Hastings Adventure Golf. This event is supported by the BMGA.

5.4.4 Develop the annual criteria for selection and selecting all GB teams to participate in International tournaments both in the UK and abroad.

5.4.5 Managing and reviewing the finances of the Association.

5.4.6 Promoting the Association's publicity and marketing strategies to ensure continued growth of the sport and working towards an application to Sport England for the purposes of;

i) Minigolf, to be recognised as a sport in its own right.

ii) Recognise the British Minigolf Association (also known as BMGA), as the only National Governing Body (NGB) with long tied relationships with both the EMF, and WMF since 1998.

5.4.7 Ensuring compliance with all Constitution and Competition Rules of the Association.

5.4.8 Implementing all motions passed by the members of the BMGA at the most recent AGM. In addition, this policy applies to all motions passed at previous AGM's unless a counter motion has been subsequently passed.

5.4.9 The Executive Committee will regularly communicate with the BMGA membership and seek feedback by use of post tournament surveys and online forums. The EC will facilitate the annual Players Forum to give players the opportunity to express their opinions. Members will be given at least fourteen days notice of the Forum, which will take place over a tournament weekend. Members may submit items for discussion in advance. Minutes will be taken and discussed by the EC at their next meeting, and sent by email to individual tour pro, honorary and eligible junior members.

5.4.10 Any BMGA individual tour pro, honorary or eligible junior member may email the Secretary of the Executive Committee with a specific point they would like the EC to discuss. This point will be discussed at the next meeting of the EC. A response will be given in writing to the person concerned and included in the minutes of the meeting, whilst preserving confidentiality if required.

5.4.11 Serving and representing the interests of BMGA members and British Minigolf at meetings with external organisations, both domestic and international.

5.4.12 Conducting disciplinary hearings of members who seriously infringe either the BMGA Constitution or Competition Rules. The Executive Committee will be responsible for taking any action of suspension or discipline following such hearings (Section 3 points 3.7.1 and 3.7.2, and Section 8.1).

5.4.13 The BMGA Executive Committee have the authority to manage and make the appropriate decisions relating to Points 5.4.1 to 5.4.12, including any other decisions made in the best interest of the BMGA and its members.

5.5 Duties of Executive Committee Members

The duties inevitably will require a flexible approach and may include a crossover of roles between individual committee members. The Executive Committee will always maintain neutrality and fairness towards all members of the BMGA.

5.5.1 Chairperson – Focus the organisation on the key aims of the BMGA, to increase the profile of minigolf in the UK, bring together those who enjoy playing minigolf at all levels and to encourage the development of new skill-based minigolf courses in the UK. The chairperson will chair the EC meetings, will show leadership to other members of the EC, and coordinate their activities.

5.5.2 Secretary – Responsible for taking the minutes of Executive Committee meetings and sending out the same to members via email, together with any other important announcements arising between formal EC meetings. Managing day to day enquiries from members via email.

5.5.3 Finance Officer – Manage the administration of BMGA funds, including the maintenance of the financial records, working in conjunction with the Chairperson and other EC members. Preparing the annual accounts of the BMGA, together with a financial report for approval by the members of the Association at the AGM.

5.5.4 Membership Officer – Manage the membership requirements for both new and existing members, including maintaining the membership records. Communication of key events, and liaison with tournament organisers to maximise entry numbers. Promotion of the BMGA to all players, especially novices and course owners at tournaments to ensure a steady influx of new members.

5.5.5 Tournament Officer – Focus on the tour calendar, manage the administration of the tournaments, and work with other officers present to ensure the smooth running of those tournaments. Ensuring the BMGA continue to be guided by the tournament playing rules set out by the WMF.

5.5.6 Publicity, Social Media and IT Officer – Ensure the EC takes on board a proactive marketing approach. Work closely with the Club and Development Officer. Promotion of the BMGA especially with the course owners to maximise publicity in the run up to every tournament, and to drive ongoing awareness of activities and events. Development of the BMGA website, and computer software improvements for running tournaments. Ensure all areas including new computer programs and websites are fully utilised to grow the sport.

5.5.7 Club and Development Officer – Focus on development of the game including our relationships with courses around the UK. Encouraging new and existing players by arranging opportunities for practice and coaching. Organise the Players Forum. Developing the club scene and promoting more club members to participate in tournaments. This role offers support and direction to members keen on exploring and creating local clubs and leagues.

5.6 Declaration of Interests

5.6.1 Members of the Executive Committee should, on election reiterate any interests that they have in minigolf, be it as a course owner, course builder, equipment supplier, or any other relevant pursuit, outside that of the Association, which could create a conflict of interest with their BMGA post (Point 5.2.8).

5.6.2 Members of the Executive Committee should also declare any interests that they have outside of minigolf that they may consider could create a conflict.

5.6.3 If there is any doubt, then an interest should be declared.

5.6.4 Members should also declare any interest that arises during their tenure on the Executive Committee.

5.6.5 A list of interests will be kept and made available to view by any member of the Association on request.

6. FINANCE

The financial year of the Association shall run from 1st January to 31st December each year.

6.1 Finance Officer and Annual Accounts

6.1.1 The Finance Officer will be responsible for the finances and the maintenance of the financial records of the Association, including the annual payment for the public liability insurance (PLI) prior to the playing season each calendar year.

6.1.2 A statement of the annual accounts consisting of a Profit and Loss Account and a Balance Sheet together with supporting Notes to the Accounts, will be presented by the Finance Officer at the Annual General Meeting.

6.2 Revenue

The BMGA obtains the funds necessary for the fulfilment of its duties from the following sources:

- Membership subscriptions
- Entry fees (net of course hires and prize monies) from tournaments
- Sponsorship
- Fundraising
- Donations

6.3 Membership Subscriptions, Entry Fees and Sponsorship

6.3.1 The setting of membership fees and tournament entry fees (except for club open events and the World Crazy Golf Championships) is decided by the Executive Committee.

6.3.2 If an active member has a debt owing to the BMGA for more than two months, he/she forgoes their rights as a member.

6.3.3 The Executive Committee of the BMGA has the right to make agreements with third parties with regards to sponsorships of the Association as a whole or for individual events.

6.3.4 Members, both individual and affiliate are able to seek their own commercial sponsorship for themselves or their own club events. However, existing sponsorship agreements made by the Executive Committee of the BMGA must be respected.

6.4 Funds and Fund Holdings

6.4.1 All funds (except petty cash) belonging to the Association shall be deposited with a bank, building society or PayPal account. The title of any such account shall include the words "British Minigolf Association."

6.4.2 The bank, building society or PayPal account shall be operated by cheques and transfers executed on behalf of the Association by the Finance Officer. The Chairperson should also be a signatory/named user on the account.

6.4.3 Any surplus funds shall be invested as decided by the Executive Committee.

6.4.4 Liability for debts is limited to the assets of the Association. Officers and members of the Association shall have no personal liability for the Association's debts.

7. ANNUAL GENERAL MEETING

7.1 Purpose of the AGM

The AGM is authorised, amongst other matters, to carry out the following functions:

7.1.1 Consideration and approval of the minutes of the previous year's AGM.

7.1.2 Receive written reports from the Chairperson and other Officers of the Executive Committee.

7.1.3 Receive and approve the Annual Accounts together with a written report from the Finance Officer.

7.1.4 Acknowledgements to retiring members of the Executive Committee.

7.1.5 Election and re-election of members to the Executive Committee.

7.1.6 Approval or rejection of motions submitted by members and the Executive Committee to make changes to the Constitution Rules and Competition Rules, and on any other matters.

7.1.7 Provide a forum under Any Other Business at which members may put forward ideas and proposals in relation to the running of the Association, tournament organisation, and both the promotion and development of the sport.

7.2 Structure and Voting Rights

7.2.1 The ordinary AGM is held every year, not earlier than 1st January and not later than either the date of the first tournament of the playing season or 28th/29th February, unless there are exceptional circumstances. The AGM must be held in person, unless there are exceptional circumstances, in which case it can be held remotely.

7.2.2 All members must be informed of the date of the AGM via email. The Agenda, together with the Annual Accounts and Finance Report, must be sent to them at least twenty-eight days in advance.

7.2.3 Members (individual tour pro and eligible juniors) wishing to vote at the AGM or via proxy, must have paid their membership fees at least forty-eight hours prior to the AGM.

7.2.4 Proxy voting via a specific form is allowed on all motions that have been agreed by the Executive Committee in accordance with Point 7.3.3 and that have been made available prior to the AGM, and that require a simple yes/no answer.

7.2.5 Each Executive Committee member has one personal vote.

7.2.6 Each current individual tour pro and honorary member not on the Executive Committee has one personal vote.

7.2.7 Each current junior Tour Pro member aged fourteen years plus and has played 5 BMGA ranking events in the previous tournament calendar, has one personal vote.

7.2.8 Non-playing and affiliate members do not have a voting right.

7.2.9 Voting by proxy has been used by the BMGA for well over six years. Its purpose is to engage as many of the Tour Pro membership (in its various forms) so that they have their say on motions presented at the AGM when they know they can't attend.

Each motion therefore must have rationale included within the AGM pack and require the proxy voter to simply answer Yes / No or Abstain. Proxy votes are sent to the secretary and the proxy vote deadline must set at a minimum of twelve hours before an AGM or EGM.

7.3 Motions

7.3.1 Motions can be proposed for the Annual and Extraordinary General Meetings by the Executive Committee, Individual Tour Pro, Honorary and eligible Junior Tour Pro members.

7.3.2 Motions must be submitted with a rationale to the Association not later than fourteen days before the date of the AGM. It is the responsibility of each member who submits a motion(s), to ensure that both the motion and the rationale is specific and clear, and the motion requires a Yes / No vote.

7.3.3 A list of all the motions submitted to the Association should be distributed to members at least seven days before the AGM. If a motion does not fit the guidelines stated in Point 7.3.2 it will be rejected by the Executive Committee but can be raised as a point under Any Other Business (AOB) at the AGM. The EC will inform the member in writing of the reason for rejection.

7.3.4 All motions submitted by members that do fit the guidelines stated in Point 7.3.2 must be voted upon at the AGM, including proxy votes submitted in advance of the meeting. The intention should be to discuss all motions, but this is subject to time constraints.

7.3.5 Any motion that is passed at the AGM will be implemented by the Executive Committee as soon as is practicable.

7.4 Quorum and Passing of Motions

7.4.1 A quorum shall be a minimum of seven individual tour pro, honorary and eligible junior tour pro members, including members voting by proxy. In the event that the minimum number of members has not been achieved, the AGM becomes invalid, and a new AGM date must be arranged.

7.4.2 All current BMGA individual tour pro, honorary, and eligible junior tour pro members aged fourteen years and over and have played 5 BMGA ranking events in the previous tournament calendar shall be entitled to attend.

7.4.3 Elections held and motions passed at the AGM are decided by a simple majority, with the exception as stated under Section 10 Dissolution.

7.4.4 All eligible members may vote in favour of or against a motion, and abstentions are permitted.

7.4.5 A tied vote will result in the motion not being passed.

7.5 Minutes

7.5.1 Minutes must be taken at the AGM and distributed to all eligible members not later than sixty days after the meeting.

7.5.2 Members have a maximum of thirty days after distribution of the minutes to inform the Chairperson in writing of any errors or omissions requiring amendments. Once this thirty day period has been reached the minutes must be amended and distributed again to members not later than thirty days thereafter. This process will greatly facilitate the approval of the minutes at the next year's AGM.

7.6 Extraordinary General Meetings

7.6.1 An Extraordinary General Meeting can be called in exceptional circumstances by a majority vote of the Executive Committee, or by at least fifteen individual tour pro, honorary and eligible junior tour pro members (including two club captains).

7.6.2 An Extraordinary General Meeting can be convened with as little as fourteen days notice.

7.6.3 An Extraordinary General Meeting must be held in person, unless there are exceptional circumstances, in which case it can be held remotely.

7.6.4 A quorum for an Extraordinary General Meeting shall be ten individual tour pro, honorary and eligible junior tour pro members, including members voting by proxy. All current BMGA eligible members shall be entitled to attend.

8. DISCIPLINE AND APPEALS

This section deals with complaints made against members (Section 8.1), officers (Section 8.2), and votes of no confidence in officers and the entire Executive Committee (Section 8.3) during the course of a year, and the subsequent disciplinary procedures necessary to deal with those issues.

If the complaint made relates to an alleged criminal offence, then the complainant can report this matter directly to the police. Criminal offences are outside the remit of the Executive Committee.

The Executive Committee will consider all complaints in confidence with respect, sensitivity and impartiality to the best of their ability.

This section is not intended to cover incidents of bad behaviour during tournaments, as these will usually be covered in the Competition Rules at the time of the tournament. However, if an incident is

not raised or not satisfactorily resolved during the day of the tournament, the following procedures are available.

8.1 Complaint and Discipline Procedure re Members

All complaints (whether they are made by members or non members) regarding the behaviour of members of the Association should be submitted in writing to the Chairperson. The title of the written communication must clearly state the name of the person to whom the complaint refers, and this official complaint must include the names of witnesses or other evidence that increases the validity of the complaint.

If any officer of the Executive Committee is related or closely associated with either party involved in the complaint, the officer will be required to absent himself/herself from the investigation to avoid any accusation of bias. Unless indicated to the contrary, the Chairperson will lead the investigation, head the hearing and be responsible for written communications.

The Executive Committee will meet, either in person or remotely, to consider the complaint within fourteen days of that complaint being lodged. It will be the Chairperson's responsibility to notify in writing the member against whom the complaint was made and ask for their version of events, which should include names of witnesses or other evidence to be considered. The member will be asked to respond within fourteen days. The EC will meet within fourteen days of receiving this response, and will then verify the accuracy of any evidence submitted by both parties, and can only pass judgement once these procedures have been followed. The EC then has the power to take appropriate disciplinary action (Section 5 point 5.4.12).

The outcome of a disciplinary hearing should be notified in writing to the person who lodged the complaint and the member against whom the complaint was made at the same time, and within seven days of the hearing.

There will be one right to appeal to the Executive Committee following the notification of disciplinary action, provided this appeal is submitted in writing within fourteen days of the notification of the outcome of the hearing. The committee will consider the appeal within fourteen days of receipt of the same, and the outcome of their meeting will be notified in writing within seven days.

8.2 Complaint and Discipline Procedure re Officer

If the official complaint and any subsequent appeal is against an officer of the Association, then the procedures outlined in Section 8.1 will be followed with two differences.

Firstly, only the other officers of the Executive Committee will meet, either in person or remotely, to hear any complaint within fourteen days of that complaint being lodged.

Secondly, to ensure the Executive Committee remains impartial, the remaining members of the committee must appoint a person from the EC to head the hearing who is from a different club to the officer. This person must be neutral, fair and have no particularly close allegiances to either party in the official complaint.

If the official complaint and any subsequent appeal is against the Chairperson of the Association, the procedures outlined in the previous paragraphs will still be followed with one exception. The other members of the Executive Committee will appoint the most experienced EC member available to act as temporary Chairperson, to organise and chair the hearing into the official complaint.

8.3 Vote of No Confidence Procedure against an Officer or Officers of the Association

In order to ensure that officers of the Association conduct themselves with integrity and professionalism at all times, individual tour pro, honorary and eligible junior members can call for a vote of no confidence against an officer or officers. The procedures already outlined in Section 8.2 will be followed with two differences.

Firstly, the email or document sent to the Chairperson must be from at least five individual tour pro, honorary and eligible junior members, including three club captains.

Secondly, if the officer chooses not to defend his or her position, this will be taken as his or her resignation, and an election to fill the vacancy will be required. If the officer chooses to defend his or her position, he or she must outline why they disagree with the vote of no confidence in a maximum of one thousand words. The Chairperson will then email both statements to the members, who will vote as to whether the officer should stay in office or go. This will be by a simple majority vote, and in the event of a tie, the officer will leave. The Chairperson will inform the officer in writing of the decision made by the members, and will also email the members with the result of the vote and to seek a successor if required. If the vote of no confidence is against the Chairperson of the Association, then the procedures outlined in the fourth paragraph of Section 8.2 will take place.

If the vote of no confidence is against the entire Executive Committee, then the procedures outlined in the previous paragraphs of Section 8.3 will be followed with one difference. A vote of no confidence against the entire committee must be submitted by at least ten individual tour pro, honorary and eligible junior members, including three club captains of the Association. If the EC choose not to defend their position, this will be taken as their resignation, and a fresh election of EC officers will then take place within thirty days. If the EC choose to defend their position, they must jointly outline why they disagree with the vote of no confidence. The Chairperson will then email both statements to the members. A vote will then take place, and if the EC win this vote, there is no fresh election and they remain in office. If the EC lose this vote, a fresh election of EC officers will then take place within thirty days of the vote of no confidence, in accordance with Section 5 points 5.2.8 to 5.2.11. The original EC officers will have the right to stand again for office.

9. AMENDMENTS TO THE CONSTITUTION

The Constitution can only be changed at an AGM or EGM through a simple majority vote on a motion proposed by an eligible member (Section 7 point 7.3.1).

10. DISSOLUTION

A resolution to dissolve the Association can only be passed at an AGM or EGM. All individual tour pro, honorary and eligible junior tour pro members are entitled to vote in person or by proxy votes. A majority of three quarters of the votes cast is needed to pass the resolution.

In the event of a dissolution, any assets of the Association shall be distributed to the affiliated minigolf clubs in existence at the date of the meeting on an equal basis.
The EMF and the WMF must be informed in writing immediately.
All UK courses registered by BMGA will no longer be affiliated to the WMF as competition courses.

Constitution draft update: 26th April 2021



