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# SAGES National Constitution

## 1. Organisational

### 1.1 Name of the Society.

- 1.1.1 The name of the Society is SAGES Senior Golfers (South African Golfing Embassadors Society for Senior Golfers).
- 1.1.2 The abbreviated name of the Society is 'SAGES'.
- 1.1.3 SAGES is registered as a Public Benefit Organisation (PBO) with registration number 930007958 covering all current and possible future branches within SAGES.
- 1.1.4 SAGES annually apply for Tax Exemption at the South African Revenue Service (SARS). Tax exemption no 9155881163. Can apply on SARS e-filing or manually at the SARS Tax Exemption Unit.
- 1.1.5 Website address <https://www.sagesseniorgolfers.co.za>.

### 1.2 Abbreviated name and insignia

- 1.2.1 The abbreviated name and insignia of SAGES shall
  - 1.2.1.1 Be worn on official SAGES apparel by members in good standing with SAGES.
  - 1.2.1.2 Be used by branches on all SAGES official correspondence, advertising material and/or any medium used by SAGES.
- 1.2.2 The use of Branch and/or Sponsors' insignia on SAGES apparel, correspondence and/or advertising material must be approved by the National Management Committee

### 1.3 Definitions

In this Constitution the following words and phrases shall bear the following stated meanings:

- 1.3.1 **SAGES Senior Golfers.**  
Refers to the Society. SAGES is a non-profit organisation consisting of affiliated branches located within the boundaries of the Republic of South Africa.
- 1.3.2 **Branch**  
Branches (current and future) affiliated with SAGES (Annexure A SAGES Constitution contains a list of branches affiliated to SAGES).
- 1.3.3 **SAGES Member**  
A member of a SAGES branch (Refer paragraph 2.1 of the SAGES Constitution).
- 1.3.4 **Domicile**  
Shall mean the SAGES branch where he/she is a member

- 1.3.5 **National Executive Council (NEC)**  
 Refers to the NEC of SAGES as constituted in terms of paragraph 3.1 of the SAGES Constitution. (Consists of National President, National Vice-President, National Secretary, National Treasurer & 2 representatives of each branch)
- 1.3.6 **National Management Committee (NMC)**  
 Refers to the following committee members elected by the National Executive Council of the Society: National President, National Vice-President, National Secretary and National Treasurer. Refer to paragraph 3.2 of the SAGES Constitution.
- 1.3.7 **Branch Management Committee (BMC)**  
 Refer to committee members elected by a branch. Jurisdiction of the BMC is restricted to the specific branch where they were elected. BMC positions include a Chairperson, Branch Secretary, Branch Treasurer and additional committee members. Refer to paragraph 3.3 of the SAGES Constitution.
- 1.3.8 **Term of Office (NMC & Branch Committee)**  
 Refer to the period any committee member can serve on a Branch and/or National Committee. All committee members will be eligible indefinitely. A legally constituted process must be followed annually to elect or re-elect them as committee members.
- 1.3.9 **Nomination and election process**  
 Refer to SAGES Operations Manual paragraph 4.2
- 1.3.10 **Disputes regarding definitions.**  
 In case of doubt as to the meaning of any words and/or paragraphs used in the Constitution, the interpretation of the NEC/NMC shall be binding upon SAGES. The English edition shall be the overruling publication. No branch or member or ex-member shall be entitled to litigate in any Court of law regarding the interpretation of any Article in this Constitution.

## **1.4 The primary objective of SAGES.**

The primary objective of SAGES is the promotion of golfing and social recreational activities amongst its members.

## **1.5 Secondary objectives of the Society.**

Flowing from its principal objective, the secondary objectives of SAGES are:

- 1.5.1 To promote and co-ordinate the activities of its branches and to bring about and maintain close co-operation between them.
- 1.5.2 To promote and foster the game of golf in the Republic of South Africa and particularly among its members.

- 1.5.3 To organise and run golf tournaments, matches and events at International, National, Provincial, Regional and Branch level for the benefit of SAGES members.
- 1.5.4 To organise local and international tours for the SAGES members.
- 1.5.5 To affiliate to any local or foreign society having objectives the same as or like those of the Society.
- 1.5.6 To formulate rules of conduct to be observed by SAGES members and to take such steps to ensure that these are observed.
- 1.5.7 To raise and generate funds for the attainment of its primary and secondary objectives (internal as well as external).
- 1.5.8 To promote and co-ordinate the raising of funds for donations to charities or other worthy causes within the Republic of South Africa as determined by the NEC/NMC/BMC from time to time.
- 1.5.9 To invest any funds not immediately required by SAGES in such a manner as may be decided by the NMC.
- 1.5.10 Generally, to further the interests of SAGES, its branches and the members thereof as may be seen fit by the NEC/NMC.

## **1.6 Dress Code.**

Members will conform to the dress code in Annexure B SAGES Constitution as laid down by the NEC/NMC.

## **1.7 Headquarters.**

- 1.7.1 The headquarters of SAGES shall be at the address of the incumbent national secretary or another suitable address that the NEC/NMC may decide upon.
- 1.7.2 A Branch shall endeavour to establish its Headquarters at one of the golf clubs in its area, or at such other place as the BMC may from time to time decide.

## **1.8 Rules of golf.**

- 1.8.1 SAGES accepts and is bound by the Rules of Golf and such amendments or additions thereto as may be adopted by the R&A St. Andrews and Golf RSA.
- 1.8.2 Handicaps Network Africa plays a vital role in administering golf in South Africa and SAGES will adhere to and apply rules implemented by this governing body.
- 1.8.3 SAGES Branches will also adhere to the local rules implemented by golf courses where SAGES games are played.

## **1.9 Assets, Funds, Profits and Gains**

- 1.9.1 The assets, funds, profits, and gains of SAGES shall be solely utilised for promoting the objectives of the Society as set out in this Constitution and shall not be distributed to any unauthorised organisation, person, or persons.

- 1.9.2 Excluded from Par 1.9.1 and subject to approval of the NEC/NMC and/or Branch Committee are the following:
  - 1.9.1.1 Donations to charity organisations
  - 1.9.1.2 Honorariums, travelling costs, accommodation costs, any out-of-pocket expenses, allowances or other remuneration for services rendered by a SAGES member or a committee member on behalf of SAGES
- 1.9.3 Elected committees must manage the funds of SAGES to the best of their ability considering/adhering to the objectives of SAGES.
- 1.9.4 At least 50% of the annual net income of SAGES is to be utilised in pursuance of the objectives of and effective management of SAGES.
- 1.9.5 Surplus funds may be invested in interest bearing investments.
- 1.9.6 Cognisance must be taken of the fact that all the branches is seen as one entity and, if the total amount of interest earned exceeds a tax-free threshold, SAGES could incur a tax liability with SARS.

## **1.10 Liability**

### **1.10.1 SAGES liability**

SAGES is registered as a Public Benefit Organisation (PBO) not for gain, having an existence independent of its branches with perpetual succession (of members and committee members). All its assets shall be registered and held in the name SAGES.

### **1.10.2 Branch liability**

The liability of branches towards SAGES shall be limited to the payment of subscriptions to the NMC as provided for in Paragraph 2.1.4. of the SAGES Constitution.

### **1.10.3 Member liability**

The liability of members towards Branches shall be limited to the payment of subscriptions to their affiliated branch as provided for in Paragraph 2.1.4. of the SAGES Constitution.

### **1.10.4 Committee members**

Committee members (NEC, NMC & Branch) shall not be allowed to enter into any credit agreements or other financial arrangements with third parties on behalf of SAGES and/or the Branch. This includes among other things bank overdraft agreements, buying equipment and/or clothing in terms of a credit agreement, obtaining credit to organise tournaments or functions, etc.

## **1.11 Financial year**

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

## **1.12 Banking accounts**

- 1.12.1 All monies paid to SAGES shall be deposited in the name of SAGES at a bank approved by the NMC or BMC.
- 1.12.2 Opening a banking account with a financial institution.
  - 1.12.2.1 NMC and BMC must abide to the rules and regulations of the chosen financial institution.
  - 1.12.2.2 The President/Chairperson, National Treasurer/Treasurer and the National Secretary/Secretary are authorized to sign documentation on behalf of the NMC/BMC.
  - 1.12.2.3 All Financial activities of the NMC/BMC are handled by the National Treasurer/Branch Treasurer.
  - 1.12.2.4 All decision taken to invest monies on behalf of SAGES, must be made at a legally constituted meeting of the relevant committee.
  - 1.12.2.5 All decisions taken to change the banking account of the NMC or branch, must be made at a legally constituted meeting of the relevant committee.

## **1.13 Books of account.**

- 1.13.1 **National level**
  - 1.13.1.1 Books of account of the affairs of SAGES shall be kept by the National Treasurer
  - 1.13.1.2 Such books, together with all other papers and documents connected with or relating to the business or affairs of SAGES, shall be accessible to the NEC.
- 1.13.2 **Branch Level**
  - 1.13.2.1 Books of account of the affairs of a branch shall be kept by the Branch Treasurer
  - 1.13.2.2 In order to comply with SARS Tax exemption regulations, branches will provide the National Treasurer annually (not later than 28 February of each year) with a certified copy of their Books of Account of the previous year. Example of books of account – Refer to Operations Manual Annexure B.

## **1.14 Auditors**

- 1.14.1 **National level**
  - 1.14.1.1 NEC annually appoints an independent Registered Public Accountant at the Annual General Meeting.
  - 1.14.1.2 The Annual Financial Statements of the NMC and the Society will be prepared in accordance with generally accepted accounting principles.

- 1.14.1.3 In the event of the Registered Public Accountant not being able to fulfil their duties during the year, the NMC will appoint an interim Registered Public Accountant to do so.
- 1.14.1.4 If the Annual General Meeting does not take place, the current Registered Public Accountant will automatically be appointed for another year.

#### 1.14.2 **Branch Level**

- 1.14.2.1 A branch annually appoints a qualified and competent Accounting Officer at the Branch Annual General Meeting.
- 1.14.2.2 In the event of the Accounting Officer not being able to fulfil their duties during the year, the BMC will appoint an interim Accounting officer to do so.
- 1.14.2.3 In the event that the Annual General Meeting cannot take place, the current Accounting Officer will automatically be appointed for another year.

### 1.15 **Amendment of Constitution and Annexures to the Constitution**

The Constitution and Annexures to the Constitution shall not be amended or repealed, except

- 1.15.1. If a resolution is passed at a NEC Annual General Meeting or at a Special Meeting called for that purpose.
- 1.15.2 At least two-thirds of the NEC should be present at such a meeting.
- 1.15.3 If for any valid reason an AGM or Special Meeting cannot be held in person, the NMC can/may use/implement alternative processes to address the specific matters/issues.
- 1.15.4 Any amendments to the constitution shall be submitted to the South African Revenue Services.

### 1.16 **Dissolution.**

- 1.16.1 Dissolution of SAGES
  - 1.16.1.1 Can only be done if a resolution is passed at an Annual General Meeting or at a Special Meeting of the NEC called for this purpose. Paragraph 5.1.4 of the Operations Manual specifies the protocol applicable to Special Meetings. At least two-thirds of the NEC should be present at such a meeting.
  - 1.16.1.2 If at a Special Meeting of the NEC it is resolved that SAGES be dissolved or wound up or placed in liquidation, a liquidator shall be appointed at the meeting.
  - 1.16.1.3 If after payment of all debts and liabilities of SAGES, any assets remain, the assets shall be given or transferred to some other golfing Society or Association having similar objectives than SAGES.

1.16.1.4 If for any valid reason an AGM or Special meeting cannot be held in person, the NMC can/may use/implement alternative processes to address the specific matters/issues.

#### 1.16.2 **Dissolution of a branch**

1.16.2.1 Can only be done if a resolution is passed at an Annual General Meeting or at a Special Meeting of the Branch called for this purpose.

1.16.2.2 Paragraph 5.3.6 of the Operations Manual specifies the protocol applicable to Special Meetings.

1.16.2.3 At least two-thirds of the Branch should be present at such a meeting.

1.16.2.4 If at a Special Meeting of the Branch it is resolved that the branch be dissolved or wound up or placed in liquidation, a liquidator shall be appointed at the meeting.

1.16.2.5 If after payment of all debts and liabilities of the Branch, any assets remain, the assets shall be given or transferred to some other golfing Society or Association having similar objectives than SAGES. If for any valid reason an AGM or Special meeting cannot be held in person, the NMC can/may use/implement alternative processes to address the specific matters/issues.

1.16.2.6 A member's liability will be limited to the amount of their annual subscription at time of dissolution.

1.16.2.7 If for any valid reason an AGM or Special Meeting cannot be held in person, the NMC can/may use/implement alternative processes to address the specific matters/issues. No action shall be taken to dissolve a branch without consultation with and prior approval of the NMC.

### 1.17 **Notices**

1.17.1 All notices to be given in terms of this Constitution shall be in writing and signed by the National Secretary.

1.17.2 Notices posted to the last known address of NEC, NMC or BMC members will constitute an effective notice.

1.17.3 The accidental omission to give notice, as provided, or the non-receipt of such notice, shall not invalidate any meeting or decision taken thereat.

### 1.18 **Repeal**

All repeals of previous versions of the Constitution and Annexures will be documented in Annexure C of the SAGES Constitution.

## **2. Organisational structure of SAGES**

### **2.1 Members (See SAGES Operations Manual paragraph 2)**

#### **2.1.1 Membership Criteria**

- 2.1.1.1 Amateur golfers older than 50 and affiliated at a golf club with an official HNA registration number can apply/become a member of SAGES.
- 2.1.1.2 SAGES will not discriminate against any member or potential member on grounds of race, colour, religion, sexual orientation and/or gender.

#### **2.1.2 Application for membership.**

- 2.1.2.1 Potential members must comply with the qualifications specified in Paragraph 2.1.1 of the SAGES Constitution.
- 2.1.2.2 Complete a New Member application form available on the Sages Website 'sagesseniorgolfers.co.za'. Completed form must be send to the Branch Secretary.
- 2.1.2.3 Such application shall be proposed by a Branch member and seconded by another Branch member.

#### **2.1.3 Classes of members in branches.**

##### **2.1.3.1 Full members (Men & Women)**

- 2.1.3.1.1 Members (including Branch Honorary members) that have paid the applicable subscriptions (joining and/or annual subscriptions) to their branch.
- 2.1.3.1.2 Honorary Life Members (see paragraph 2.1.3.5) are regarded as full members
- 2.1.3.1.3 Full members share in all the rights and privileges SAGES offer to its members (participating in organised tournaments on all levels of SAGES, paying subsidized green fees where applicable, having voting rights at meetings and the right to wear SAGES clothing and insignia).

##### **2.1.3.2 Outstanding payment member (Member in Arrears)**

- 2.1.3.2.1 Refers to a member that has not paid his/her annual branch subscriptions.
- 2.1.3.2.2 Outstanding payment members will forfeit all their SAGES rights and privileges until their subscriptions have been paid in full.
- 2.1.3.2.3 These members will be flagged as an outstanding payment member in the branch members list.

### 2.1.3.3 **Honorary Member**

- 2.1.3.3.1 The NEC with a simple majority may bestow Honorary Membership upon any person or institution who is not affiliated to SAGES for a period of time or as long as the person or institution is associated with SAGES.
- 2.1.3.3.2 Procedure, Criteria and Benefits – refer to SAGES Operations Manual paragraph 2.5.4

### 2.1.3.4 **Honorary Life Members**

- 2.1.3.4.1 Branches that wish to nominate a member of Sages for honorary life membership shall apply and submit the supporting documentation to the National Management Committee.
- 2.1.3.4.2 Automatic granting of honorary life membership
  - 2.1.3.4.2.1 National President, National Vice-President, National Secretary and National Treasurer after serving at least 4 years on the National Management Committee
- 2.1.3.4.3 Procedure, criteria and benefits – refer to operations manual paragraph 2.4.7.4

### 2.1.3.5 **Honorary Branch Member**

- 2.1.3.5.1 Branches that wish to nominate a branch member for Honorary Branch Life Membership will apply and submit supporting documentation to their branch committee for approval.
- 2.1.3.4.4 Procedure, Criteria and Benefits – refer to Operations Manual paragraph 2.5.6

### 2.1.3.6 **Exemptions**

- 2.1.3.6.1 Paragraph 2.1.1.1 will not apply to those members referred to in paragraphs 2.1.3.3, 2.1.3.4 and 2.1.3.5.

## 2.1.4 **Subscriptions (Refer to paragraph 3 in the SAGES Operations Manual)**

### 2.1.4.1 **Funding**

2.1.4.1.1 SAGES shall be funded by

2.1.4.1.1.1 Subscriptions paid by the SAGES members.

2.1.4.1.1.2 Sponsorships obtained on National and Regional levels.

2.1.4.1.2 Regional & Branch sponsorships should not be in conflict with National sponsors

### 2.1.4.2 **National/NMC Level**

2.1.4.2.2 Subscriptions (existing & new members) as well as joining fees( new members) payable to the NMC will be determined by the NMC and approved by the NEC. See paragraph 2.1.4.4 of the SAGES Constitution.

### 2.1.4.3 **Branch Level**

2.1.4.3.1 Subscriptions payable to Branches for current as well as new members will be determined by the BMC.

2.1.4.3.2 When determining the branch subscription, the BMC must take cognisance of the subscription determined by the NEC to finance SAGES as well as their branch needs for funding their own activities.

### 2.1.4.4 **Composition of subscription**

2.1.4.4.1 Existing members pay an annual subscription which run congruent with SAGES's financial year (1 January to 31 December)

2.1.4.4.2 New members pay a joining subscription as well as the annual subscription irrespective of the month in which they join.

### 2.1.4.5 **Accrual of annual subscriptions**

2.1.4.5.1 Annual subscriptions shall accrue on the first day of January each year and payment must be made to the NMC by no later than two months after the accrual date.

## 2.1.5 **Privileges of membership.**

- 2.1.5.1 Full members (Refer to paragraph 2.1.3.1 of the National Constitution) shall be entitled to enjoy the privileges of membership of the Branch and of SAGES, including the right to participate in the functions, golf tournaments and events organised by the Branch, other branches of SAGES, the NMC or the NEC.
- 2.1.5.2 Full members (Refer to paragraph 2.1.3.1 of the National Constitution) may be entitled, without payment of a fee or levy, to transfer their membership to another Branch. The necessary transfer forms must be completed, and a copy sent to the Branch to which the member has been transferred.
- 2.1.5.3 Full members (Refer to paragraph 2.1.3.1 of the National Constitution) shall only be entitled to be present and exercise voting rights at Branch meetings where the golfer pays subscription fees. See paragraph 1.3.4 of SAGES Constitution)

## 2.1.6 **Termination of membership.**

- 2.1.6.1 The membership of a SAGE golfer shall terminate upon:
  - 2.1.6.1.1 The member giving written notice to the Secretary of his/her resignation.
  - 2.1.6.1.2 The member ceasing to retain the qualifications of membership as specified in paragraph 2.1.1.1 of the National Constitution.
  - 2.1.6.1.3 Failure to pay annual subscriptions due to the branch before the 30 June of the year the subscription became payable.
  - 2.1.6.1.4 The Branch Management Committee may terminate the membership of a golfer with a majority vote if:
    - 2.1.6.1.4.1 The member concerned is found in breach of his/her obligations under the rules of the SAGES constitution and/or ad/hoc rules implemented by the branch,
    - 2.1.6.1.4.2 Or is guilty of behaviour unbecoming that of a member of the Branch/SAGES.
  - 2.1.6.1.5 Prior to the termination of membership, the member must be given the opportunity to state his/her case or be heard.

- 2.1.6.1.6 The Branch Management Committee shall not be obligated to assign any reasons when terminating membership of a golfer under this sub-section.
- 2.1.6.1.7 Temporarily termination of membership – will occur whilst a member is in arrear with subscriptions. Until becoming a full member again, the member will forfeit all rights and privileges as a SAGE's member.
- 2.1.6.1.8 A golfer whose membership has been terminated for any reason shall not be entitled to claim a refund of any fees (joining or annual subscriptions) paid by him/her.

## 2.1.7 **Reinstatement of membership**

- 2.1.7.1 The Branch Management Committee may reinstate a golfer whose membership has been terminated if
  - 2.1.7.1.1 Majority decision taken by committee to reinstate member.
  - 2.1.7.1.2 All arrear subscriptions have been paid to the branch and/or the NMC.

## 2.2 **Branches**

### 2.2.1 **Principal objective of a branch.**

- 2.2.1.1 The principal objective of a Branch is to provide golfing, social and recreational amenities for its members.
- 2.2.1.2 It is to further the secondary objectives SAGES as set out in paragraph 1.5 of the National Constitution.

### 2.2.2 **Conditions for affiliation of branches.**

- 2.2.2.1 All affiliated branches must abide to the Constitution of SAGES.
- 2.2.2.2 Agree to abide by and adhere to the rulings and decisions which the NEC and NMC may from time-to-time make and to make these rulings and decisions binding upon its members.
- 2.2.2.3 Acknowledge that proprietorship of the name and insignia SAGES vests in SAGES.
- 2.2.2.4 It shall adopt its own by-laws which may not conflict with the rules in the SAGES Constitution and will conform with the following:
  - 2.2.2.4.1 It, and its members, will abide by and adhere to the rulings and decisions, including disciplinary, which the NEC/NMC may from time-to-time issue.

- 2.2.2.4.2 It, and its members, agree to accept and be bound by the rules of golf and such additions or amendments thereto as may from time to time adopted by the R&A of St. Andrews and Golf RSA and such decisions which the latter may issue on the interpretation of the rules of golf.
- 2.2.2.4.3 It shall abide to the rules of Handicaps Network Africa.
- 2.2.2.4.4 It may admit membership to a golfer as specified in paragraph 2.1.1 of the SAGES Constitution.
- 2.2.2.5 It will pay to SAGES such subscriptions as the NEC/NMC may from time to time prescribe. Refer to paragraph 2.1.4 of the SAGES Constitution).
- 2.2.2.6 It may accept as a member any golfer from another branch who is a full member (Refer paragraph 2.1.3.1 of the SAGES Constitution)
- 2.2.2.7 It will hold a golf competition or event, as far as is practicable to do so, at least once each month.
- 2.2.2.8 It may also hold closed championship competitions, pertaining to its own Branch, once per annum.
- 2.2.2.9 Will issue membership cards containing the member's name, home club and expiry date when requested by members.
- 2.2.3 **Composition and boundaries of branches and admission of new branches.**
  - 2.2.3.1 The NEC/NMC may affiliate new branches to the Society in agreement with and abiding to the SAGES Constitution.
  - 2.2.3.2 The NEC/NMC may determine or alter the composition and boundaries of branches.
  - 2.2.3.3 Branches becoming unmanageable can be downsized into different branches.
- 2.2.4 **Rights and privileges of branches**
  - 2.2.4.1 Subject to the overall jurisdiction of the NEC/NMC and the terms and conditions for affiliation, branches shall be entitled to conduct their affairs in such a manner as they may decide. Branches are therefore entitled to formulate their own by-laws to promote the management of their own domestic affairs. Such by-laws shall not contravene the SAGES Constitution.
  - 2.2.4.2 BMC's shall determine their own criteria, rules and fee structures for new members joining their branch.

- 2.2.4.3 Affiliation to SAGES shall, subject to the provisions of the SAGES Constitution, entitle branches to the privileges of SAGES, including the right of its branches to use the name and their members to wear the insignia of the Society.
- 2.2.4.4 Liability – Refer to paragraph 1.10 of the SAGES Constitution.
- 2.2.5 **Management of a branch.**
  - 2.2.5.1 The affairs and activities of the Branch shall be administered by a Branch Management Committee (BMC), acting under the authority conveyed to it by these rules and by any mandate given to it by the Branch at a Branch General Meeting. (Refer to paragraph 3.3.1 of the Constitution and paragraphs 4.1.3, 4.2.3-4.2.6 and 5.3 of the SAGES Operations Manual).
- 2.2.6 **List of Branches**
  - 2.2.6.1 The Society shall consist of the current affiliated branches (See Annexure A to the Constitution) and new branches affiliated to the SAGES in terms of paragraph 2.2.2 of the SAGES Constitution.
- 2.2.7 **Termination of branches/branch committees.**
  - 2.2.7.1 A branch shall cease to be affiliated to SAGES if it has become dysfunctional and it gives written notice to the National Secretary of its resignation from SAGES (Refer to paragraph 1.16.2 of the SAGES Constitution).
  - 2.2.7.2 Upon termination of the affiliation of a branch it, and its members, shall not be entitled to enjoy the privileges of membership of SAGES and such a branch shall not be entitled to a refund of any fees (joining or annual subscriptions), paid by them.
  - 2.2.7.3 If a branch has:
    - 2.2.10.3.1 Failed to pay the full subscriptions, fees and levies to the Society as prescribed by the due date; or
    - 2.2.10.3.2 Conducted its affairs in an improper manner; or
    - 2.2.10.3.3 Committed breach of any provisions of The SAGES Constitution; or
    - 2.2.10.3.4 Contravened any of the rules of golf in running its events; or
    - 2.2.10.3.5 Disregarded any ruling issued by the NEC/NMC the NEC/NMC may, after the committee concerned has had the opportunity to be heard,

2.2.10.3.5.1 Suspend individual members of the committee, or

2.2.10.3.5.2 Suspend the entire committee or

2.2.10.3.5.3 Terminate the membership of the branch for such period as it may decide.

2.2.10.3.6 In the event of committee members or the entire committee be suspended, the affairs of the branch will be managed by the NEC/NMC until such time as the reinstatement of the committee or when a new committee has been elected (Refer to paragraph 3.3.1 of the SAGES Constitution)

### **3. Management structure of SAGES**

#### **3.1 National Executive Council (NEC)**

##### **3.1.1 Composition of the NEC.**

3.1.1.1 The NEC of the Society shall consist of the National President, National Vice-President, National Secretary, National Treasurer and two representatives from every affiliated branch.

3.1.1.2 Each branch shall notify the National Secretary in writing of the person(s) appointed by it to serve as its delegate(s) with full voting rights, provided that written notice to this effect is given to the National Secretary 30 days before the scheduled meeting, failing which the Branch Delegate(s) will not be allowed to attend any meeting until this matter has been rectified.

3.1.1.3 The functioning and decision-making powers of the NEC is limited to a specific Annual General Meeting or Special Meeting. After the AGM or Special Meeting was adjourned, the NEC dissolves.

3.1.1.4 The National Management Committee is then responsible to implement actions taken by the NEC and manage SAGES.

##### **3.1.2 Powers of the NEC**

3.1.2.1 The NEC shall have the power to do all things necessary to carry out and promote the objectives of SAGES within the boundaries set by the Constitution.

3.1.2.2 Its powers will include the following:

3.1.2.2.1 To pass, amend or rescind rules in the Constitution.

- 3.1.2.2.2 To pass, amend or rescind rules and decisions taken by the NMC
- 3.1.2.2.3 To remove or suspend any committee member of SAGES.
- 3.1.2.2.4 To appoint sub-committees from amongst its members, or otherwise for such purposes and upon such terms as may be considered desirable and to delegate such authority thereto as may be necessary.
- 3.1.2.2.5 To depute and authorise officers of SAGES to act on its behalf in the conduct of any legal or other proceedings brought by or against Sages.
- 3.1.2.2.6 To take disciplinary action against a Branch Committee in terms of Paragraph 2.2.7 of the SAGES Constitution.
- 3.1.2.2.7 To alter or vary the badge, insignia, or colour of SAGES and to take such steps as may be necessary to protect the same.
- 3.1.2.2.8 To take all such steps as may be necessary to promote and carry out the objectives of the Society.
- 3.1.2.2.9 To approve SAGES's financial statements and budget for a specific financial year.
- 3.1.2.2.10 To change annual subscriptions payable by branches to the NMC.
- 3.1.2.2.11 To approve external sponsorships to SAGES
- 3.1.2.2.12 To hold an Annual General Meeting or Special Meeting. Refer to paragraphs 3.1.3 and 3.1.6 of the SAGES Constitution.

### 3.1.3 **Annual General Meeting of the NEC**

- 3.1.3.1 An Annual General Meeting of the NEC members shall be held each year during the National Tournament of SAGES at the venue where the tournament is held.
- 3.1.3.2 Should the National tournament not be held in any given year the Annual General Meeting shall be held at such time and venue as the in-office NMC may decide. This meeting must take place within 15 months after the previous annual general meeting.
- 3.1.3.3 If a meeting cannot take place due to whatever reasons/circumstances, the in-office NMC can decide to host a virtual Annual General Meeting. All the protocol applicable on an in-person meeting, shall be applicable to a virtual meeting.

- 3.1.3.4 The National Secretary shall give 60 days' preliminary notice of the date and venue of the Annual General Meeting to all branches and to the NMC.
- 3.1.3.5 If any Branch or NMC member wishes any special business or resolution to be considered at the Annual General Meeting, written notice thereof shall be given to the National Secretary 30 days before the proposed date of the meeting.
- 3.1.3.6 Formal notice of the Annual General Meeting incorporating the agenda for the meeting and notice of any special business or resolution to be considered thereat, shall be given by the National Secretary to all the Branches and the NMC 30 days before the date of the meeting.
- 3.1.4 **Business to be transacted at the Annual General Meeting of the NEC.**
  - 3.1.4.1 Refer to paragraph 5.1.2 of the SAGES Operations Manual.
- 3.1.5 **Procedure at the Annual General Meeting of the NEC.**
  - 3.1.5.1 Refer to paragraph 5.1.3 of the SAGES Operations Manual.
- 3.1.6 **Special Meeting of the NEC**
  - 3.1.6.1 The President may convene a Special Meeting of the NEC if he considers this to be necessary.
  - 3.1.6.2 Special Meeting shall be convened upon a resolution of three Branch Chairpersons.
  - 3.1.6.3 Composition of the National Executive Council (NEC) for a Special Meeting – See paragraph 3.1.1 of the SAGES Constitution.
  - 3.1.6.4 The National Secretary shall give 30 days' written notice to NEC members of the date, time and place of the proposed meeting and of the business to be transacted at the meeting.
  - 3.1.6.5 No business shall be transacted at a Special Meeting but the business for which the meeting shall have been convened.
  - 3.1.6.6 At Special Meetings the provisions of Paragraph 5.1.3 of the SAGES Operations Manual shall, mutatis mutandis, apply, provided that if a quorum is not present at the scheduled time for the meeting, the meeting shall be deemed to be dissolved.

## 3.2 National Management Committee (NMC)

### 3.2.1 Composition of the National Management Committee (NMC).

- 3.2.1.1 At the Annual General Meeting, the NEC shall elect a President, Vice-President, National Secretary and National Treasurer.
- 3.2.1.2 If the Annual General Meeting is postponed or cannot take place during a specific year, the election process of members for the NMC will be done electronically or by any other process deemed fit to elect the NMC members.
- 3.2.1.3 The elected members as indicated in paragraph 3.2.1.1 will form the National Management Committee.
- 3.2.1.4 Term in office - NMC members will be eligible indefinitely provided that a legally constituted process was followed annually to elect them. Refer to paragraph 1.3.8 of the Constitution. Nomination and election process refer to Operations Manual paragraph 4.2.
- 3.2.1.5 The President's term of office shall be for one year, subject to re-election for further years. A President stays eligible to be re-elected as President of the SAGES provided the prescribed election process has been followed . Refer to paragraph 4.2.1 of the SAGES Operations Manual.
- 3.2.1.6 If a branch committee member is elected on the NMC, he/she may continue to serve on the branch committee in an advisory capacity to ensure the effective functioning of the branch committee.
- 3.2.1.7 If the Office of President becomes vacant due to resignation, continued ill health or something else or since the person no longer qualifies to serve on the NMC, the Vice-President, or failing him, a person nominated by the NEC, shall act as President.

### 3.2.2 Powers of the NMC

- 3.2.2.1 The day-to-day affairs and activities of SAGES shall be administered by the NMC acting under
- 3.2.2.2 The NMC shall meet at least twice a year at such time and place as the Chairperson may decide.
- 3.2.2.3 Take decisions that fall within the jurisdiction of the NEC. These decisions can be executed and implemented provided that:
  - 3.2.2.3.1 Decisions are circulated to all branches
  - 3.2.2.3.2 Majority of branches approved the decision.

- 3.2.2.3.3 Decision taken must be ratified by the NEC at the next annual general meeting
- 3.2.2.4 More than 50% of the NMC members shall constitute a quorum for meetings, the minutes of which shall be circulated to all branches.
- 3.2.2.5 The NMC is held accountable by the NEC to always promote the principal and secondary objectives of SAGES as defined in paragraphs 1.4 & 1.5 of the SAGES Constitution.
- 3.2.2.6 The NMC may convene a Special meeting of the members of SAGES at Regional tournaments. The time and venue of the Special Meeting shall be determined by the NMC.

### **3.3 Branch Management Committee (BMC)**

#### **3.3.1 Composition of the BMC**

- 3.3.1.1 All committee members will be eligible indefinitely if a legally constituted process was followed annually to elect them. See paragraph 1.3.8 of the SAGES Constitution as well as paragraphs 4.2.3 – 4.2.6 of the SAGES Operations Manual.
- 3.3.1.2 At its first Committee Meeting immediately following the election of the committee members, the elected members will elect from its members a Chairperson, Secretary and Treasurer.
- 3.3.1.3 Should a position on the committee becomes vacant for whatever reason during the term of office, a full branch member (Refer to paragraph 2.1.3.1 of the National Constitution) may be co-opted by the committee to fill such vacancy until the next election.

#### **3.3.2 Powers of the BMC**

- 3.3.2.1 All designated office bearers must be duly selected at/through an appropriate forum.
- 3.3.2.2 The position of Secretary and Treasurer can be held by the same person.
- 3.3.2.3 The Chairperson may not fulfil more than one designated position on the branch committee.
- 3.3.2.4 The Branch Management Committee shall have the power to do all things necessary to carry out and promote the primary and secondary objectives of SAGES. (Refer to paragraph 1.4 & 1.5 of the SAGES Constitution).

- 3.3.2.5 A branch can initiate its own objectives, but these objectives must not contravene with the objectives of SAGES.
- 3.3.2.6 Matters falling within the jurisdiction of the BMC.
  - 3.3.2.6.1 Allocate roles to elected branch management committee members.
  - 3.3.2.6.2 Elect chairperson, secretary, and treasurer.
  - 3.3.2.6.3 Allocate specific role to other members of the branch management committee
  - 3.3.2.6.4 Existing member management
    - 3.3.2.6.4.1 Manage additions, transfers, and changes of the existing members
  - 3.3.2.6.5 New member management
    - 3.3.2.6.5.1 Determine criteria for accepting new members
    - 3.3.2.6.5.2 Determine joining fees for new members
  - 3.3.2.6.6 Golf Tournaments
    - 3.3.2.6.6.1 To organise, promote and stage golf tournaments.
    - 3.3.2.6.6.2 Determine all the rules (playing, right of entry, etc.) for the golf tournaments.
    - 3.3.2.6.6.3 To select teams to represent the Branch in matches arranged by the branch, another branch, the NMC or the NEC.
  - 3.3.2.6.7 Financial Management
    - 3.3.2.6.7.1 Authorise certain members of the committee to manage the financial affairs of the branch.
    - 3.3.2.6.7.2 This entails the receiving of income, payment of expenses and investment of surplus monies.
    - 3.3.2.6.7.3 Determine subscriptions payable to the branch
    - 3.3.2.6.7.4 Approve external sponsorships needed to fund branch tournaments
    - 3.3.2.6.7.5 To open Bank accounts in the name of the Branch and to ensure the effective management of these accounts.
    - 3.3.2.6.7.6 To ensure the proper record keeping of all financial transactions

3.3.2.6.7.7 To submit annually before the end of February an Income Statement and Balance sheet to the National Treasurer. These statements must reflect the financial standing of the branch and must comply to normal financial reporting standards. See Appendix B to the SAGES Operations Manual.

3.3.2.6.8 Matters to be referred to a general meeting of the branch for approval, include but is not restricted to:

3.3.2.6.8.1 Business transacted at the annual general meeting as per paragraph 3.3.3 of the SAGES Constitution.

3.3.2.6.8.2 To pass, amend or rescind byelaws for the regulation and administration of the affairs of the Branch, provided that such action is not in contradiction with or inconsistent with the Constitution of SAGES.

3.3.2.6.8.3 To appoint Sub-Committees from among its members and to delegate powers thereto as may be necessary. The Chairperson shall, ex officio, be a member of each Sub-Committee.

3.3.2.6.8.4 To invite at any time, a General Meeting of the Branch.

3.3.2.6.8.5 To depute and authorise officers of the Branch to act on its behalf in the conduct of any legal or other proceedings brought by or against the Branch.

3.3.2.6.8.6 To suspend or terminate the membership of a member pursuant to paragraph 2.1.6. of the SAGES Constitution.

3.3.2.6.8.7 To make donations to charities or other worthy causes

### 3.3.3 **BMC Meetings**

3.3.3.1 The BMC shall meet as often as may be deemed necessary, but at least 4 times per year (excluding AGM)

- 3.3.3.2 Minutes shall be kept of all BMC meetings. Such minutes shall be made available to all BMC members as well as the National Secretary within 30 days after the meeting was adjourned.
- 3.3.3.3 There shall be a quorum at meetings of the BMC when there is personally present a simple majority of the total number of committee members.
- 3.3.3.4 The Chairperson or in his/her absence, an appointed committee member, shall preside as Chairperson at meetings of the Committee. The Chairperson shall have a casting vote as well as a deliberative vote.
- 3.3.3.5 Meetings can be held in person or via a virtual platform.
- 3.3.4 **Branch Annual General Meeting**
  - 3.3.4.1 An Annual General Meeting of the Branch shall be held annually at such venue and at such time as the BMC may decide, but not later than the end of February.
  - 3.3.4.2 Any full member of the Branch (Refer to paragraph 2.1.3.1 of the SAGES Constitution), shall be entitled to attend, vote, and take part in the proceedings of the Annual General Meeting.
  - 3.3.4.3 Any full member of the Branch (Refer to paragraph 2.1.3.1 of the sages Constitution) may be elected to the BMC. (Nomination and voting procedure – see paragraphs 4.2.3 – 4.2.6 of the SAGES Operations Manual.
- 3.3.5 **BMC Procedure prior to the Annual General Meeting**
  - 3.3.5.1 Refer to paragraph 5.3.3 of the SAGES Operations Manual
- 3.3.6 **Business to be transacted at the Annual General meeting.**
  - 3.3.6.1 Refer to paragraph 5.3.4 of the SAGES Operations Manual.
- 3.3.7 **Procedure at the annual general meeting**
  - 3.3.7.1 Refer to paragraph 5.3.5 of the SAGES Operations Manual
- 3.3.8 **Special Meeting**
  - 3.3.8.1 The BMC may at any time convene a special general meeting of the Branch.
  - 3.3.8.2 Criteria to hold a Special Meeting:
    - 3.3.8.2.1 Receiving a request to that effect signed by at least ten members of the branch or
    - 3.3.8.2.2 Request signed by at least three BMC Members.

- 3.3.8.3 The Secretary shall give 30 days' written notice of a special general meeting to the BMC and members of:
  - 3.3.8.3.1 the date, time and place of the proposed meeting and of
  - 3.3.8.3.2 the business to be transacted at the meeting.
- 3.3.8.4 No business shall be discussed at a special general besides that business for which the meeting has been called for.
- 3.3.8.5 There shall be deemed to be a quorum at a Special Meeting if there is present 50% or more of the total Branch membership.
- 3.3.8.6 At all special meetings, the provisions of paragraphs 3.3.3 of the SAGES Constitution shall, mutatis mutandis applies, provided however, that if a quorum is not present, the special meeting shall be deemed to be dissolved.

## Appendix A

<b>SAGES Seniors Golfers (South African Golfers Embassadors Society)</b>	
<b>Founded</b>	<b>3 December 1974</b>
<b>Founder Members</b>	<b>Jimmy Gowans</b> <b>Paddy McCartney</b> <b>Ron Saunders</b> <b>Alf Davis</b> <b>Ed Wright</b> <b>R Jakeman</b> <b>Mrs. Ivy Sanders (Hon. Sec.)</b>
<b>Branches</b>	
The following is the list of branches and the year of formation, as at the date of this constitution.	
<b>Year</b>	<b>Region</b>
1974	Jimmy Gowans (Rand Central/Transvaal Central) (Founding Branch)
1975	Western Province
1976	Lower South Coast ( Dissolved 2021)
1976	Free State
1978	Natal Central
1982	Eastern Province
1983	Far North (Far Northern Transvaal)
1984	Boland
1985	East Rand (Eastern Transvaal)
1986	North West Region (Western Transvaal)
1986	Jacaranda (Northern Transvaal)
1986	Border
1986	KwaZulu Natal Metropolitan (Natal Metropolitan)
1987	Southern Cape
1988	Vaal River
1988	Highveld
1990	Lowveld
1990	Northern Free State (Northern OFS)
1990	West Rand
1991	Drakensberg
1991	Natal Midlands
1992	Waterberg
1994	Overberg
1997	Outeniqua
1998	South Rand
2002	Zululand
2003	Eastern Free State
2008	Langeberg
2010	Kouga



## Appendix B

<b>Sages Dress Code</b>		
<b>Occasion</b>	<b>Men</b>	<b>Women</b>
<b>All SAGES golf games playing dress</b>	A sky-blue golf shirt with the SAGES logo on the left breast	A sky-blue golf shirt with the SAGES logo on the left breast
	Navy-blue long or short trousers or navy-blue Bermuda shorts worn with short predominantly white socks (Long or anklets).	Navy blue/grey skirt, slacks/long pants or short pants
	Sky- or Navy-blue golf cap or hat with the SAGES logo.	A navy-blue peak with the SAGES logo.
	If needed: Sky/navy blue windbreakers, jerseys, or pullovers with the SAGES logo on the left breast.	If needed: Sky/navy blue windbreakers, jerseys, or pullovers with the SAGES logo on the left breast.
	SAGES Name tag	SAGES Name tag
<b>Prize giving at branch tournaments</b>	Attend function in playing dress. Neat sandals are acceptable	Attend function in playing dress. Neat sandals are acceptable
	Optional: Formal SAGES dress, except that the wearing of a blazer or SAGES windbreaker and tie is optional.	Optional: Formal SAGES dress, except that the wearing of a blazer or SAGES windbreaker and tie is optional.
	SAGES golfers must abide to the dress code of the Golf club hosting the golf games.	SAGES golfers must abide to the dress code of the Golf club hosting the golf games.
<b>Formal dress for: Official functions at National and Regional tournaments and off course usage</b>	A sky-blue lounge shirt	A sky-blue blouse
	A slate blue or navy-blue blazer or SAGES windbreaker with the SAGES logo on the left breast pocket or lapel.	A slate blue or navy-blue blazer or SAGES windbreaker with the SAGES logo on the left breast pocket or lapel.
	Navy blue or grey long trousers	Navy blue or grey skirt, slacks, or long pants
	A SAGE'S tie	Optionally, a SAGE'S cravat

## **Appendix C**

### **Notes about changes incorporated in the 2009 issue of the Constitution:**

1. All references to the gender of members have been removed to accept ladies as full members of Sages.
2. The references to the description of clothing have been moved to an annexure.
3. The need for a full audit and for an auditor has been removed as Sages are not required to have a full audit as required in the new legislation.
4. The National Secretary is now an elected position.

### **Notes about changes incorporated in the 2013 issue of the Constitution:**

1. Conditions of affiliation of Branches, clause 12.5 of the Constitution.
2. Branches and Presidents noted in Annexure "A" have been updated.
3. The clauses relating to membership based on Domicile in clause 6.1 and 9.2 of Annexure "B", have been amended to permit freedom of association.

### **Notes about changes incorporated in the 2015 issue of the Constitution:**

1. Affiliation fees revised clause 15.5 of the Constitution.

### **Notes about changes incorporated in the 2016 issue of the Constitution.**

1. Honorary life and Honorary Members qualifications amended Paragraph 16,3 and 16,4
2. Branches and Presidents noted in Annexure "A" have been updated.

### **Notes about changes incorporated in the 2017 issue of the Constitution.**

1. Elected Office bearers of Society may be co-opted to serve on their Branch Committee for a hand over period.
2. Notification period for Branch and National AGM meetings and resolutions reduced to 28 days and 21 days, respectively.
3. Formal dress code amended to navy long blue trousers and navy-blue skirts.
4. Relaxation off formal dress code at Branch prize giving (Branch dependent)

### **Notes about changes incorporated in the 2019 issue of the Constitution.**

1. Paragraph 16.5 deleted.
2. Annexure "B" 14.1 period amended to end February.

### **Notes of changes made in May 2023**

1. Page 7 – Paragraph 1.14.1.2
2. Page 8 – Paragraph 1.14.1.3
3. Page 11- Paragraph 2.1.3.4
4. Page 12 – Paragraph 2.1.4.2
5. Page 19 – Paragraphs 3.1.3.4, 3.1.3.5 & 3.1.3.6

6. Page 19/20 – Paragraph 3.1.6.
7. Page 20/21 – Included paragraph 3.2.2.3 and changed numbering of the rest of the paragraph
8. Page 23 – Paragraph 3.3.2.3.7.7
9. Page 24 – Paragraph 3.3.3.2
10. Page 25 – Paragraph 3.3.8.3
11. Annexure A – Past Presidents
12. Annexure B – SAGES Dress Code
13. Annexure C - Changes made April 2023
14. SAGES Insignia changed as in header of this document

#### **Notes of changes made in September 2023**

1. Par 2.1.3.5 Honorary Life Membership

#### **Notes of changes made in December 2024**

1. Par 2.1.3.3 Associate Members – deleted.
2. Par 2.1.3.4 to Par 2.1.2.6 – Numbering changed
3. Par 3.3.3.1 Number of meetings – changed from 6 to 4 annual (excluding AGM).