

THE
MEMBERSHIP

RULES & BYE-
LAWS

ACHIMOTA GOLF
CLUB

REVISED 2018

ADOPTED MARCH
2019

CONTENTS

Preamble to Report of Ishmael Yamson Committee	3
Members of Ishmael Yamson Committee	4
Contacts of Achimota Golf Club	5
Registration Number of AGC CG165912918	6
Tax Identification Number (TIN) C0005143810	6
Objects of Achimota Golf Club	6
Admission to Membership	6
Types of Membership	7
Display of List of Members	12
Members Entrance Fees & Subscriptions	13
Age and Membership Rebate	14
Discipline of Members	14
Cessation of Membership / Resignation	16
General Meetings of Members	16
Mid- Term General Meeting	18
Voting at General Meetings	19
Officers of the Club	19
The Board of Trustees	19
Membership and Composition of the Board of Trustees	20
Appointment of Members of Board of Trustees	21
Powers, Duties and Responsibilities of the Board of Trustees	22
Proceedings of the Board of Trustees	25
Committees of the Board of Trustees	26
The Management Committee	28
Membership of the Management Committee	28
Appointment of Members of the Management Committee	29
Proceedings of the Management Committee	30
Duties of the Management Committee	31
The Captain	33
The Honorary Secretary	34
The Honorary Treasurer	35
The General Manager of the Club	35
The Handicap Committee	36
The Ladies' Committee	36
Senior Golfers Committee	37
Course Development Board	37
Responsibilities of Members	38
Miscellaneous	38
Alteration of Rules	39
Club Property	39
Transitional Provision	40
Interpretation	40
Appendix A-Proxy Form for Corporate Memberships	41
Appendix B- Achimota Golf Club - Bye-Laws	42
Local Rules	46
Achimota Golf Clubhouse and Course Dress Codes	47

PREAMBLE TO THE REPORT OF THE ISHMAEL YAMSON COMMITTEE FOR THE REVIEW OF THE GOVERNANCE FRAMEWORK OF ACHIMOTA GOLF CLUB (AGC)

Introduction

Over the past year, prior to this Report, Achimota Golf Club had gone through a period of difficulties leading to the unprecedented resignations, first of the Captain and later the Vice-Captain, due to protracted tension and misunderstandings between the Captain and the President.

The genesis of the tension and misunderstandings was found to be due to inconsistencies, anomalies, and lack of clarity in the Rules adopted by the Club at its February 2017 Extraordinary General Meeting.

The 2017 Rules poorly defined the roles and responsibilities of both the Board of Trustees and the Council. It was therefore on the back of these developments that a nine-member committee known as the 'Ishmael Yamson Committee for the Review of the Governance Framework of Achimota Golf Club' was set up by the President of the Club on August 9, 2018 at a joint meeting of both members of the Board of Trustees and the Council. The Committee was given clearly defined Terms of Reference to work with.

Terms of Reference

The Terms of Reference of the Committee were as follows: -

- I. To confirm the type of company that the Club is registered with the Registrar General's Department;
- II. To review the Rules of Achimota Golf Club to identify and rectify any anomalies in the Rules which are inconsistent with the Company's Act, 1963 (Act 179);
- III. To propose new Rules and Regulations which will not only be consistent with the Companies Act, 1963 (Act 179) but also take into consideration the proposed Companies Bill of 2018 when passed into law.
- IV. To offer any relevant advice to the Board of Trustees and the Council on the overall governance of Achimota Golf Club;
- V. The Chairperson may co-opt any person with the appropriate legal background or corporate experience at senior level or experience in the management of Golf to assist in the process;
- VI. Any other matter incidental thereto.

Members of the Committee

1.	Dr. Ishmael Yamson	Chairman (Past President/Past Trustee)
2.	Mr. Osei Kwame Agyeman	Trustee
3.	Mrs. Esther Amedzro	Trustee
4.	Mr. Joseph Ampofo	Council Member
5.	Mr. George Amoah	Council Member
6.	Mr. Mike Aggrey	Co-opted Member, President GGA
7.	Mr. Elie Choueiri	Co-opted Member
8.	Ms. Jemima Jackson	Co-opted Secretary
9.	Mr. Jacob Saah	Legal Consultant to the Committee

*GGA- Ghana Golf Association

Outcomes

The Club had earlier appointed EHQ Corporate Services (a legal Firm) to settle a dispute on Rule 6.3 of the Rules in June 2017. Thereafter, the Board of Trustees mandated EHQ to confirm the type of Company that the Club had been registered at the Registrar General's Department and also to review the Rules of the Club to conform with the Companies Act 1963 (Act 179) hereinafter referred to as the Act.

EHQ Corporate services, presented its Final Report to the President, Mr. Edward Addo, on 19th August 2018. The confirmed that Achimota Golf Club is indeed registered as a Company Limited by Guarantee and that the Regulations of the Club, Achimota Golf Club, were found to be in order and fully compliant with the Law, Companies Act, 1963 (Act 179). EHQ had also completed a re-registration of the Club, which was in arrears for 5 years, in September 2018. Copies of Certificates of Incorporation and Commencement of Business were made available to members of the Committee and are also available at the AGC office for inspection by Members.

New RGD Registration Number	CG165912918
New Certificate to Commence Business on	07/09/2018
New TIN Number	C0005143810 OF 07/09/2018
Old TIN Number	G-38,012 OF 09/09/2011

Consequently, it was on the validity of the Club as a Company Limited by Guarantee that the Ishmael Yamson Committee reviewed the current Rules. The proposed new Rules of the Club reflected and ensured full alignment with the Regulations of the Company filed on 07/09/2018.

When the proposed Companies Bill of 2018 is passed into law the AGC Regulations and Rules shall be re-aligned thereafter.

The roles and responsibilities of the Board of Trustees and the Management Committee have now been clearly defined. If, as a result of the new Rules coming into force any sections of the Regulations require amendments, the Board of Trustees will have to take steps to ensure that those amendments are done.

The Three- Parts Document

- i. The Regulations of Achimota Golf Club; the Ishmael Yamson Committee did not make any changes to the Regulations as they were found to be consistent with the governing law.
- ii. The Membership Rules of Achimota Golf Club,
- iii. The Bye-Laws of Achimota Golf Club.

Recommendations

The Committee recommends as follows:

- i. Achimota Golf Club must pay attention to the selection of its leadership since that will define the Club's future.
- ii. The members of the Board of Trustees and the Management Committee should understand that the Club is going through a change process and requires leadership that builds, demonstrates clear vision and focus and should recognize their role as positive change agents.
- iii. This is the time to unite the Club and the President and the Captain must lead.
- iv. The Local Rules of AGC must now be looked at since the Bye-Laws have been reviewed.

Conclusion

The members of the Ishmael Yamson Committee wish to thank the President, the Board of Trustees, the acting Captain and the Council for the opportunity to be of service to the Club.

Contacts

Achimota Golf Club,
P. O. Box AH 8,
Achimota.

Digital Address: GA-298-6768
Off Legon, Achimota Rd., Accra, Ghana
Email address: achimotagolf@gmail.com
Tel #: +233 24 091 8006

THE ISHMAEL E. YAMSON COMMITTEE

DECEMBER 2018

THE MEMBERSHIP RULES OF
ACHIMOTA GOLF CLUB

1. The name of the Company is ACHIMOTA GOLF CLUB hereinafter called the “Club”, a Company Limited by Guarantee with a Registration Number CG165912918 and Tax Identification Number (TIN) C0005143810.
2. The objects for which the Club is established are:
 - (a) To provide facilities to play the game of golf in accordance with the Rules of Golf of The R&A and the United States Golf Association, the Ghana Golf Association and the Local Rules made by the Club to suit local conditions;
 - (b) To promote and encourage the playing of other sports and pastimes as may from time to time be agreed upon; and
 - (c) To generally provide facilities for recreation and social activities amongst the members.

3. Admission to Membership:

3.1 The Club shall operate an equal opportunity policy and no-one shall be denied the right to equal access to its facilities on the grounds of race, creed, color, gender, disability, occupation, religion, sexual or political persuasion. There shall be no distinction between men and women as candidates for admission to full membership.

3.2 Each proposal for membership shall be in writing and in such form and manner as the Board of Trustees may require. Each proposal shall be signed by a proposer and seconder, both of whom shall be fully paid up members of not less than two (2) years standing other than for a junior member.

3.3 The names and addresses of persons proposed for membership shall be displayed on the Club Notice Board by the Management Committee for at least one (1) week in addition to using electronic means of circulation of notices before consideration by the Management Committee for membership.

3.4 Each proposal for membership made in accordance with the foregoing Rules shall be considered by the Management Committee for the approval of the Board of Trustees, whose decision shall be final.

3.5 When a person whose proposal for membership is accepted by the Board of Trustees, he shall become a member on the date of payment of entrance fee and annual subscription.

- (a) Payment of entrance fee shall be made within a calendar month of approval failing which the approval shall lapse.
- (b) The date of commencement of membership shall be the date of discharge of the above obligations.
- (c) Such member shall receive a membership number and shall thereby be entitled to full enjoyment of the Club's facilities.
- (d) Each applicant on admission to membership shall be supplied with a copy of the Membership Rules and Bye-Laws of the Club after which they shall be bound thereby.
- (e) A person shall become a member of the Club if he has met all the conditions set out in this section.

4. Types of Membership:

- (a) The members in a General Meeting may by ordinary resolution prescribe qualifications for the membership of the Club and unless the resolution shall otherwise provide, no persons shall be admitted to membership of the Club unless he has the prescribed qualifications.
- (b) All applications for membership of the Club shall be submitted to the Management Committee, which after due consideration of the application shall make recommendations to the Board of Trustees for approval or otherwise of the application.
- (c) The Club shall consist of the categories of membership as specified in Rules 5 and 6. The Board of Trustees shall have the power to create new membership categories and relevant qualifications with the approval of members at a General Meeting.
- (d) Voting rights shall be reserved for Ordinary Members and Emeritus Members who upon admission will be deemed to have subscribed to the Regulations of the Club in its corporate identity.

5. Ordinary Membership:

5.1 There shall be three categories of Ordinary Membership namely: Single Ordinary Membership, Double Ordinary Membership and Family Membership.

5.2 Single Ordinary Membership of the Club shall be accorded to any individual who shall have been accepted by the Board of Trustees and who shall have paid the full

entrance fee as well as the current year's subscription or the half year's subscription under Rule 8.3.

5.3 A Full Single Ordinary membership entitles the individual named on the application to full golf, and social privileges in accordance with these Rules and the Regulations now in effect or hereafter adopted.

5.4 A Full Single Ordinary member must be at least eighteen (18) years of age.

5.5 Double Ordinary Membership shall be accorded to husband and wife who shall have been accepted by the Board of Trustees and who shall have paid the full entrance fee as well as the full annual double subscription or the half year's subscription under Rule 8.3.

5.6 A Double Ordinary Membership entitles the couple to full golf and social privileges in accordance with these Rules and the Regulations now in effect or hereafter adopted.

5.7 Upon the decoupling of the members in this category the individuals concerned shall not retain the privileges of Double Membership any longer. The affected individuals shall automatically revert to Single Ordinary Membership.

5.8 A Family Membership shall include the member, the spouse and two children under the age of 18 living in the home. The member shall be responsible for the conduct of the spouse and the children.

6. Life Membership and Other Memberships:

6.1 The Board of Trustees may make recommendations to the AGM for approval to create a category of Life and other Memberships under such circumstances and on such terms and conditions and with such qualification criteria as it may deem fit save however that any category so created shall not be inconsistent with these Rules.

6.2 Honorary Membership:

(a) On the recommendation of the Management Committee, the Board of Trustees may elect a member to Honorary Membership of the Club without the payment of entrance fees and subscription except for the charges incurred by such Honorary Member in using the facilities of the club.

(b) Honorary Membership is a recognition bestowed only on those persons who have made significant contributions to the Club, the guidelines of which shall be determined by the Management Committee from time to time. Such a person need not be a Golfer.

Honorary Membership status once awarded shall be for the life-time of the individual. However, if in the opinion of the Management Committee, an Honorary Member has acted contrary to the Rules and Regulations of the Club, the Honorary Membership may be revoked by the Board of Trustees on recommendations by the Management Committee.

(c) An Honorary Member shall enjoy all the rights and privileges of membership of the Club and may be present at proceedings and functions of the Club but shall not have a vote on any resolution at any General Meeting of the Club or be counted towards a quorum.

(d) Any past Club President and Club Captain or any member who attains the age of 70 or more may be nominated and considered for election to Honorary Membership.

6.3 Emeritus Membership:

(a) Any past President or Club Captain who served his term fully and any member who has rendered exceptional service to the Club may on attainment of the age of seventy (70) or more, on the recommendation of the Management Committee be admitted to Emeritus Membership by the Board of Trustees. A past President, Club Captain or any member may not be admitted to Emeritus membership unless he or she has been a member of the club for at least twenty (20) uninterrupted years.

(b) An Emeritus Member shall not be liable for payment of entrance fee and membership subscription but shall retain all privileges of membership including voting rights. An Emeritus Member shall not be eligible for nomination and appointment to the Board of Trustees or the Management Committee.

6.4 House Membership:

- a) The Board of Trustees may by majority vote admit a person who wishes to use the Club for social purposes only to House Membership. The Management Committee in consultation with the Board of Trustees shall determine the condition under which such persons shall be admitted to House Membership.
- b) Such House Member shall not be eligible to participate in any of the sporting disciplines of the Club unless he is admitted to the appropriate category of membership.

6.5 Temporary Membership:

(a) The Board of Trustees may on recommendation by the Management Committee admit any distinguished visitor recommended by a member in good standing and residing temporarily in Ghana to Temporary Membership for a period not exceeding three months in any one-year period. A Temporary Member shall be required to pay such admission or subscription fees as shall be determined by the Management Committee.

(b) Except as otherwise stated in these Rules, a Temporary Member while so admitted shall have all the rights of an ordinary full member but shall not be eligible to hold office in the Club and shall not have a vote on any resolution at any general meeting of the Club or be counted towards a quorum. A Temporary Member may not sign guests into the Clubhouse.

(c) For the purpose of determining Temporary Membership, a month is defined as the period from a numeric day in one month to the preceding numeric day in the following month.

(d) A Temporary Member shall be bound by these Rules and Bye-Laws now in effect or hereafter adopted and the terms of his membership may be modified or terminated by the Board of Trustees on recommendation by the Management Committee with 30 days written notice.

6.6 Junior Membership:

The Board of Trustees may admit any persons of the ages of eighteen and below but not less than 14 to Junior Membership and such Junior Members shall be entitled to full enjoyment of the facilities of the Club.

- a) A Junior Member must be at least fourteen (14) by December 31 of the year that the membership starts and no more than eighteen (18) years of age by 31 December of the year.
- b) A Full Junior Membership shall entitle the individual named on the application to golf and social privileges in accordance with these Rules and Bye-Laws of the Club after the full payment of the entrance fee as well as the current year's subscription under Rule 8.1-3; or after applying to the Management Committee for permission to make half-yearly subscription payments. Rule 8.5.
- c) Children below the age of fourteen years may be permitted to use the Club facilities only if accompanied or supervised by an adult.

- d) Parents or guardians shall be responsible and accountable for all actions of their children/ward.
- e) A Proposer or Secunder for junior membership must be an Ordinary member of the Club of at least 3 years standing.
- f) Junior members of less than eighteen years of age are subject to the applicable laws relating to consumption of liquor and other restrictions.
- g) Junior Members would be permitted to participate in competitions in junior categories at the Club level, as well as at any Regional and National Opens.
- h) Junior Members shall not hold office nor have a right to vote.

6.7 Country Membership:

- (a) The Board of Trustees may admit to Country Membership any person who resides permanently beyond a radius of 120 kilometers from the Clubhouse and who has no place of business or residence within the said radius of 120 Kilometers from the Club's premises subject to verification/proof of the circumstances of the applicant.
- (b) A Country Member must be a member of another Club which must be his 'home' club for handicap purposes.
- (c) A Country Member shall have full playing rights and may attend any Club social function.
- (d) A Country member shall be granted voting rights at any club General Meeting but may not be a member of any Committee of the Club.
- (e) An ordinary member may convert to Country membership provided he meets the qualifications for this category of membership.
- (d) Yearly updates of the circumstances of Country Members shall be required, upon payment of that member's yearly subscription.

6.8 Corporate Membership:

- (a) The Board of Trustees may admit to Corporate Membership a company incorporated under the Laws of Ghana and registered under the Companies Act- 1963 (ACT 179), and other legal corporate entities which regularly and substantially support the Club. The modalities governing qualification for Corporate Membership, the number and form,

shall be determined by the Management Committee, provided that any discounts on annual subscription granted by the Management Committee to a corporate member shall not exceed 20% for ten members.

(b) Corporate Members shall have only one vote at all General Meetings of the Club, except that where an individual has been corporate-sponsored to have either Single ordinary or Double ordinary or Family memberships; such a member or members shall have the right of Single Ordinary Membership or Double Ordinary Membership or Family membership.

6.9 Professional Membership:

6.9.1 There shall be two categories of Professional Membership, i.e. Teaching Professional, accepted as a member of the Club to teach golf, and Non-Teaching Professional; both category of Professionals shall be in good standing with the Ghana Professional Golfers Association. These categories of members shall not be allowed in the Clubhouse unless otherwise invited by a member as guest.

(a) A Teaching Professional shall be permitted to teach at the Diving Range and charge fees prescribed by their Professional Association. From time to time, and upon recommendations submitted by the Management Committee, the Board of Trustees shall consider and approve or otherwise the number of Professional Golfers to be admitted to such membership, prescribed fees for such membership and the conditions under which they can operate. The list shall be subject to periodic review.

(b) A Non-Teaching Professional may apply and may be accepted for membership to enable them play golf at Achimota Golf Course. From time to time, and upon recommendations submitted by the Management Committee, the Board of Trustees shall consider and approve and otherwise the number of non-teaching professionals to be admitted to such membership, and fees to be paid by such members.

(c) Professional Members shall not be entitled to receive notice of meetings, neither attend nor have a vote at any meetings of the Club.

7. Display of List of Members/Types of Membership:

The Board of Trustees shall cause to be displayed on the Club Notice Board a list of all members of the Club and their respective type of Membership together with their respective subscription fees and voting rights. This list shall be updated at the end of each quarter of the year.

8. Members Entrance & Subscriptions Fees:

8.1 On the recommendation by the Management Committee, the Board of Trustees shall propose Entrance and Subscriptions fees from time to time and which shall be approved by members at General Meeting by an ordinary resolution. All approved Entrance and Subscriptions Fees shall be displayed on the Club Notice Board.

8.2 A fee may be payable in respect of the use of the sporting facilities of the Club.

8.3 All subscriptions shall be payable fully yearly by 31st January of each year.

8.4 Payment of subscription may, upon recommendation made by the Management Committee and with the approval of the Board of Trustees, be made half yearly in advance and calculated from the first day of the month in which the subscription was approved

8.5 Members shall first apply to the Management Committee for permission to make half-yearly subscription payments.

8.6 Payment of entrance fee and first subscription by new Ordinary Full Members of the Club, shall be considered as a subscription to the Regulations of Achimota Golf Club and a declaration of submission to the Rules of the Club and the orders of the Board of Trustees. In the case of all persons newly admitted to other types of membership payment will constitute a declaration of subscription to the Regulations, submission to the Rules and Bye-Laws of the Club and the orders of the Board of Trustees.

8.7 Should any member fail to pay his subscription within one month of it becoming due, the Management Committee shall cause the defaulting member's name to be posted on the Club Notice Board and after two months of the date of such posting his name may be removed from the Register of Members and thereupon, he shall cease to be a member of the Club.

8.8 A member whose name is removed from the Register of Members under Rule 8.7 may apply to the Management Committee for reinstatement and shall complete fresh Membership Application Form for consideration by the Management Committee. Upon recommendations from the Management Committee to the Board of Trustees for reinstatement, and the approval of the Board of Trustees obtained for reinstatement, the member shall be liable for payment of all arrears of subscription and a 20% penalty charges on the reinstatement of membership. Membership shall commence from the date of payment of all subscription arrears and penalty charges.

9. Age and Membership Rebate:

9.1 Any member who, on the attainment of the age of 65 but before the 70th birthday, has at that time been an Ordinary Member for at least 20 years shall in the next and following years be entitled to apply for a rebate of 30% from the full subscription.

9.2 Any member who, on the attainment of the age of 70 or more, has at that time been an Ordinary Member for at least 20 years shall in the next and following years be entitled to apply for a rebate of 50% from the full subscription.

9.3 In computing the 20 years referred to in Rules 9.1 and 9.2 any period of interruption in membership on notice to the Club through the Management Committee and with the approval of the Board of Trustees shall count as part of the 20 years.

9.4 Membership rebate shall be enjoyed by Double Membership holders upon the attainment of the member-applicant's qualifying age under 9.1 & 9.2.

9.5 Upon the demise or cessation of the membership of either spouse, the privileges of Double Membership shall cease. The affected individuals shall automatically revert to Single Ordinary Membership.

10. Discipline of Members:

10.1. The Board of Trustees may on the recommendation of the Management Committee suspend a member of the Club from membership for a period not exceeding 6 months if in the opinion of the Board of Trustees the continued membership of such a member would be detrimental to the interests of the Club or to the furtherance of its objects. In the case of Double Membership, the other spouse shall not retain the privileges of Double Membership any longer. The other spouse shall automatically revert to Single Ordinary Membership.

10.2. The Board of Trustees on the recommendation of the Management Committee may by unanimous vote require in writing a member to resign from the Club for very serious or grievous violations of the Rules and Regulations of the Club. In default of his resignation, the Board of Trustees may like vote expel the member and remove his name from the Register of Members of the Club.

10.3. Such disciplinary action can only be taken after the member has been given the opportunity to offer an explanation in his defense save that any such offence committed in the presence of the Captain, the President or Trustee(s) shall attract the immediate suspension of the member pending further investigation and resolution of the complaint.

10.4. A member against whom disciplinary action has been taken under Rules 10.1 or 10.2 above who feels aggrieved by the decision of the Management Committee may appeal to the President or in his absence the Vice President. In consultation with the Board of Trustees the President or the Vice-President shall constitute a committee of three members of the Club, including at least one Trustee, to consider the appeal and make recommendations to the President or the Vice President who in consultation with the Board of Trustees shall take such action as is considered fit and communicate same in writing to the member through the Secretary to the Board of Trustees.

10.5. A member under investigation, be he an ordinary member or ordinary double membership or family membership, who is asked to resign shall do so within seven days of the decision being communicated to him in writing. Should he fail to resign within that time, the member shall be expelled from the Club by the Board of Trustees and written to accordingly. If he has a double membership or family membership the other spouse shall not retain the privileges of Double Membership any longer but shall automatically revert to Single Ordinary Membership.

10.6. If the Board of Trustees considers it expedient that the expelled member should not resign but be suspended from the Club, then the Board of Trustees may suspend such member from his Membership for such a time as it thinks fit. Should the member fail to accept suspension from the Club within 7 days of being notified, the Board of Trustees shall expel such member from the Club and be informed accordingly by the Board of Trustees.

10.7 Where a member is expelled from the Club as provided in Rules 10.5 and 10.6 above, the member shall forfeit all rights to or claim upon the Club or its property or funds.

10.8. In the event of any Temporary Member or a visitor to the Club acting in a manner and way considered objectionable by the Management Committee, the Management Committee may prohibit such person from the Clubhouse, the Course and other facilities of the Club.

10.9. An appeal against the decision of the Management Committee shall lie with the Board of Trustees.

10.10. An appeal to the Board of Trustees shall be made within seven (7) days of notification of the decision of the Management Committee.

11. Cessation of Membership / Resignation:

11.1 Any Member who fails to pay his subscription three months after the due date shall have his name removed from the Register of Members and thereupon, he shall cease to be a Member of the Club.

11.2 On ceasing to be a member of the Club a person forfeits all rights to and claims upon the Club and its property and funds.

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

11.4 Every such notice must, unless otherwise expressed, be deemed to take effect as from the next day following its receipt provided that any member giving such notice after the first day in any year will be liable for all subscription arrears and any other financial obligations to the date of his/her resignation.

12. General Meetings of Members:

12.1 Annual General Meetings shall be held in accordance with Section 149 of the COMPANIES ACT - 1963 (ACT 179) or in accordance any others Legislations in force at the time.

12.2 The Annual General Meeting of the Club shall be held not later than 31st March of each year, or such other date that the Board of Trustees shall determine so long as no more than 15 months shall lapse between the date of one AGM and the next pursuant to section 149(1) of the Companies Act after prior notification to all members giving the statutory 21 days' notice.

12.3 The Board of Trustees shall arrange to receive the Reports and Audited Financial Statements from the Management Committee and Auditors in respect of the preceding year for the purpose of transacting the statutory business of an AGM and any other business that may be scheduled.

12.4 Notice of the Annual General Meeting and any other business to be transacted thereat shall be given to members by electronic circular and one publication in a newspaper of wide circulation at the discretion of the Board of Trustees not less than Twenty-one (21) days before the date of the meeting. Such notice and particulars will also be displayed on the Club's Notice Board within the same 21 days' time frame. Such Notice shall be given in accordance with sections 152 to 159 of the ACT and accompanied by Statements required to be circulated with the notice in accordance with sections 157 to 159 of the ACT.

12.5 Where a member who is entitled to attend and vote at meetings of the Club wishes to bring a Resolution or any amendment to a motion before an Annual General Meeting or any other general meeting, he shall give the Honorary Secretary notice in writing of the resolution he intends to propose for inclusion in the agenda for the meeting. The proposed resolution and its supporting statement in not more than five hundred words shall have been deposited at the offices of the Club for the attention of the Honorary Secretary not less than fourteen days before the date of the meeting. Failure to do so will result in the proposed resolution not being included in the agenda for the meeting. However, should a meeting be called less than six weeks after the proposed resolution has been deposited, it will be deemed to have been properly deposited and will be included in the Agenda for that meeting.

12.6 The Honorary Secretary shall, on the authority of the President summon such a meeting within one month of such a requisition.

12.7 No business shall be transacted at an Annual General Meeting unless it has been previously set out in the notice and Agenda convening the meeting.

12.8 Where the Notice and Agenda for a meeting has been properly circulated and a member who is entitled to attend and vote at a meeting wishes to circulate a statement in respect of any matter contained in the agenda to be discussed at the meeting, he shall deposit the statement of not more than 200 (two hundred) words at the offices of the Club for the immediate attention of the Honorary Secretary.

12.9 The proposed statement signed by the member concerned shall be deposited not less than 10 days before the scheduled meeting.

12.10 The Honorary Secretary shall take steps to circulate to all members the proposed statement as soon as is practicable upon receipt of the statement.

12.11 At an Annual General Meeting the Chair shall be taken by the President, or in his absence by the Vice-President and in the absence of both by any such member of the Board of Trustees as the meeting may appoint. The Chairman shall have a casting vote to be used at his discretion.

12.12 The President and the Secretary shall sign the Minutes of the Annual General Meetings or any General Meetings of the Club. The Register of the Minutes shall be kept at the office of the Club and may be inspected by any Member.

12.13 A member is not entitled to attend or vote at a General Meeting by proxy unless corporate members who shall be allowed to vote by proxy as per Rule 15.4.

12.14 General Meetings shall be conducted in accordance with Section 165 of the ACT.

12.15 Only fully paid up members shall be entitled to attend and vote at any General Meeting of the Club.

13. Extraordinary General Meetings:

13.1 In addition to the Annual General Meeting, an Extraordinary General Meeting shall be held whenever the Board of Trustees deems it necessary in the interest of the Club, or whenever there is a special request made to the President by no less than 25 (twenty-five) full members of the Club. In the latter case, such request must state the objects of the Meeting and must be signed by the requesters and deposited at the office of the Club.

13.2 Not less than twenty-one clear days' notice of every Extraordinary General Meeting specifying the place, day and hour of the Meeting shall be given to the members by mail and any such means as specified in Rule 13.1. The Notice shall also specify the general nature of the business to be transacted.

13.3 The President and the Honorary Secretary shall sign the Minutes of the Extraordinary General Meetings. The Register of the Minutes shall be kept at the office of the Club and may be inspected by any Member.

13.4 An Annual or Extraordinary General Meeting shall notwithstanding that it is called by shorter notice than specified in Rule 12.4 be deemed to have been duly called, provided that in the case of Annual General Meeting all members present resolve to waive the 21 days' notice period or in the case of Extraordinary General Meeting, 95% of all members present agree to waive the 21 days' period.

13.5 A quorum for any General Meeting of the Club shall be one-fifth (20%) to the nearest number of members in good standing. If a quorum is not present at any general meeting, the meeting shall stand adjourned for one week to the same time and place appointed for the meeting and shall then be held whether or not a quorum is present.

14. Mid-Term General Meeting:

The Club shall hold a mid- term General Meeting not later than 15th September of each year for a mid-term review of the operations and finances of the Club.

15. Voting:

15.1 Each Ordinary member present at a General Meeting shall have one vote on a show of hands or in the case of a poll if a postal ballot is directed in accordance with Regulation 23 and subsection (6), (7) and (8) of section 170 of the Act, each Ordinary member, whether or not present at the meeting shall have one vote.

15.2 Voting on motions at General Meetings shall be by show of hands or by secret ballot as the Chairman may decide. Where majority of the members present wish any question under discussion to be put to a vote by secret ballot, that method will be adopted.

15.3 A motion shall be deemed to be carried by a simple majority of show of hands or by secret ballot of fully paid up members present and voting.

15.4 Only corporate members shall be allowed to vote by proxy as per Rule 12.13 above and every corporate member shall have only one vote at any General Meeting of the Club. Such proxy shall show authority from the corporate body nominating him and shall be recorded in the attendance book. Any other person from the corporate body present at the meeting unless he is a full member of the Club in his personal capacity shall not have the right to vote and the right to ask questions.

15.5 Notwithstanding 15.4 above any member or members from a corporate body whose membership was sponsored by the corporate body shall have the right to vote and ask questions.

16. Officers of the Club:

The Officers of the Club shall be the Captain, the Vice Captain, Honorary Secretary, Honorary Treasurer, General Manager and any other to be created by an Annual General Meeting.

17. The Board of Trustees:

The Governing Board of Directors of Achimota Golf Club shall be known as the Board of Trustees (BOT).

18. Membership and Composition of the Board of Trustees:

18.1 The affairs of the Club shall be directed by a Board of Trustees consisting of nine members including the Captain and at least two lady members who shall hold office for three (3) years unless one dies, resigns or is removed from office by ordinary resolution at a General Meeting as per the Companies ACT - 1963 (ACT 179) Section - 185 or by any other Legislations in force at the time.

18.2 Two out of the nine members of the Board of Trustees shall be institutional ex-officio members; Achimota School shall have permanent representation on the Board of Trustees as ex-officio institutional member. Tullow Ghana Limited shall remain as non-permanent ex-officio member of the Board of Trustees. The institutional members shall have the right to vote on decisions of the Board of Trustees but shall not have the right to vote at General or Extraordinary Meetings of the Club, unless they are full members of the Club in their own personal capacity.

18.3 Where a vacancy for ex-officio membership occurs for the non-permanent ex-officio membership, the Board of Trustees shall have the power to admit any individual or corporate body to the ex-officio membership of the Board of Trustees on the recommendation of the Management Committee.

18.4 Trustees shall be nominated by members at Annual General Meetings. Only Full members shall be eligible for nomination to the office of Trustee.

18.5 A Trustee upon completion of his term of office may be nominated and be eligible for re-election for a further and final term of three (3) years.

18.6 The Board of Trustees shall elect at its first meeting a Chairman and Vice Chairman who shall be known as President and Vice President respectively of Achimota Golf Club and shall act in that capacity in respect of the Club.

18.7 The Board of Trustees shall meet quarterly and four (4) shall form a quorum. A Trustee who fails to attend three (3) meetings in a twelve-month period shall cease to be a Trustee.

18.8 The President may for good reason summon a meeting outside the mandatory minimum meetings.

18.9 A Trustee, including the President, may resign from the Board of Trustees by giving written notice to the Secretary to the Board for the attention of the other members of Board of Trustees within 24 hours of such written notification.

19. Appointment of Members of Board of Trustees:

19.1 Members of the Board of Trustees shall be appointed by secret ballot from among the Ordinary Members of the Club at Annual General Meeting or at Extraordinary General Meeting.

19.2 Any Ordinary Members wishing to nominate another ordinary member or members for appointment to the Board of Trustees shall notify the Secretary in writing, accompanied by the nominee's consent in writing, at least fourteen clear days before the date of the Annual General Meeting of the Club. The nominator shall have been a member of good standing for at least five (5) uninterrupted years.

19.3 The nominee for the Membership of the Board of Trustees must have been an accepted member of the Club for not less than ten (10) years standing calculated from the date of payment of entry fee and first subscription and with no known disciplinary action on record, and has an exemplary behaviour. Such a nominee shall also have served in the Management Committee or the previously denominated Council or a properly constituted Presidential Committee or as a Trustee. The competence of such member shall be consistent with section 182 of the Companies Act, 1963 (ACT 179).

19.4 A retiring member of the Board of Trustees shall be eligible for re-appointment without nomination and shall be deemed to offer himself/herself for re-appointment unless he/she notifies the Secretary in writing at least twenty-one days before the date of the Annual General Meeting that he/she does not wish to stand for re-election.

19.5 If the number of nominees competent for appointment as members of the Board of Trustees and retiring members offering themselves for reappointment exceeds the number of vacancies to be filled, the Secretary shall, at least fourteen days before the date of the Annual General Meeting, send to each Ordinary Member a ballot paper containing a list of the names of such nominees and retiring members offering themselves for re-appointment requesting him/her to indicate by means of distinctive mark on the ballot paper the names of the persons for whom he votes. Each member may vote for one or more persons not exceeding the number of vacancies to be filled.

19.6 If the number of competent nominees and retiring members offering themselves for re-appointment does not exceed the number of vacancies, the Chairman of the meeting shall declare the candidates duly elected. If the number so appointed is less than the number of vacancies the remaining vacancies may be filled as casual vacancies.

19.7 Any casual vacancy in the number of members of the Board of Trustees may be filled by the Board of Trustees or by ordinary resolution of the members in General Meeting in accordance with Section 181 of the ACT.

20. Powers, Duties and Responsibilities of the Board of Trustees:

20.1 Powers of the Board of Trustees:

- a. Subject to Section 202 of the ACT, the Board of Trustees may exercise all such powers of the Club, including power to borrow money and to mortgage or charge its property and to issue debentures, as are not by the Act or these Rules required to be exercised by the members in general meeting.
- b. Without prejudice to the generality of powers conferred upon the Board of Trustees the Board of Trustees shall have the power to invest, place on deposit and deal with any of the funds of the Club not immediately required for the purposes thereof, upon real securities or in the purchase or lease of any movables or immovable that are necessary for the attainment of the objects for which the Club was established.
- c. In any transaction with the Club or on its behalf and in the exercise of their powers the members of the Board of Trustees shall observe the duties and obligations imposed on them by sections 203 to 205 of the ACT.
- d. To the extent permitted by section 207 of the ACT, a member of the Board of Trustees may enter into a contract with the Club and such contract or any other contract of the Club in which any member of the Board of Trustees is in anyway interested shall not be liable to be avoided, nor shall any member of the Club be liable to account for any profit made thereby by reason of his being a member of the Board of Trustees or of the fiduciary relationship thereby established.

20.2 Duties of the Board of Trustees:

A member of the Board of Trustees of the Club stands in a fiduciary relationship towards the club and shall observe the utmost good faith towards the club in a transaction with it or on its behalf:

- a. A member shall act at all times in what he as a Trustee believes to be the best interest of the Club as a whole so as to preserve its assets, further its business, and promote the purposes for which it was formed, and in the manner that a faithful, diligent, careful and ordinarily skillful member of the Board would act in the circumstances.
- b. In considering whether a particular transaction or course of action is in the best interest of the Club as a whole, a member shall consider the interests of the members of the club, and, when appointed as representative of a special class of members, shall give special, but not exclusive, consideration to the interest of that class.

- c. A provision, whether contained in the Regulations of the Club, or in a contract, or in a resolution of a club shall not relieve a member from the duty to act in accordance with this section or relieve the member from a liability incurred as a result of a breach of a provision of this section.
- d. Specifically, the duties of the Board of Trustees shall be as follows;
 - i. Give direction to the Club,
 - ii. Promote the success of the Club,
 - iii. Exercise and promote good governance,
 - iv. Exercise reasonably good faith, care, skill and diligence,
 - v. Avoid conflicts of interest,
 - vi. Act within its powers.

20.3 Responsibilities of the Board of Trustees:

The Board of Trustees has responsibility for the overall direction of the Club. The Board of Trustees shall be the primary decision-making body for the Club and is accountable to the members for the proper conduct of the affairs of the Club. In particular the Board of Trustees has responsibility for the matters set out below.

20.3.1 Strategy and Governance:

- i. Approve the Club's long-term strategy and objectives;
- ii. Approve the Club's annual operating plan and capital expenditure budget and any material changes to it;
- iii. Oversee the direction of the business and affairs of the Club ensuring:
 - (a) Competent and prudent governance
 - (b) Sound planning - an adequate system of internal control
 - (c) Adequate accountancy and other records
 - (d) Compliance with statutory and regulatory obligations;
 - (e) Adequate plans have been put together to market and promote the Club and its activities.
- iv. Review the performance of the Club in the light of its strategy, Objectives, plans and budgets and ensure that any necessary Corrective action is taken;
- v. Approve any extension of the Club's activities into new activities or areas; and
- vi. Approve any decision to cease to operate all or any material part of the Club's activities.

20.3.2 Income and Expenditure:

- i. Keep under review and determine appropriate levels for the income and expenditure of the Club;
- ii. Review and approve proposals for the allocation of income and other resources within the Club.

20.3.3 Financial Reporting:

- i. Approve the Club's financial statements, annual reports and accounts;
- ii. Approve any significant changes to accounting policies or practices.

20.3.4 Internal Control:

Maintain a sound system of internal control and risk management including:

- i. Receiving reports on, and reviewing the effectiveness of the Club's risk and control processes to support its strategy and objectives;
- ii. Approving an appropriate statement for inclusion in the annual report; and
- iii. Approving any corporate governance reports.
- iv. Approve the opening and closure of Bank Accounts and Signatories to Bank Accounts

20.3.5 Major Contracts and Engagements:

Approve material acquisitions, loans or disposals of assets which are significant in terms of the activities of the Club.

20.3.6 Organizational Structure and Other Appointments:

- i. Review the structure, size and composition of the Board of Trustees from time to time and make recommendations to the General Meeting for any changes deemed necessary; and
- ii. Approve the appointment and removal of General Manager and the senior management of the Club.

20.3.7 Delegation of Authority:

Approve delegated authorities for expenditure and for lending and for other risk exposures.

20.3.8 Miscellaneous:

- i. Establish review and agree changes as appropriate to the membership and terms of reference of the Committees of the Board of Trustees;

- ii. Receive the minutes of and/or reports from the Committees of the Board of Trustees;
- iii. Review these terms of reference from time to time; and
- iv. Ensure compliance with legal and regulatory requirements.

21. Proceedings of the Board of Trustees:

21.1 The proceedings of the Board of Trustees shall be regulated by Section 200 of the ACT. At all meetings of the Board of Trustees, the Chairman or in his absence the Vice-Chairman if present, shall be Chairman. In the absence of both, members present forming a quorum may elect a member to preside, provided there is a quorum including the Captain.

21.2 Minutes of meetings of the Board of Trustees and of any committees of the Board of Trustees shall be kept in accordance with Section 202 of the ACT.

21.3 The Hon. Secretary shall serve as the Secretary to the Board of Trustees but shall not be a member of the Board of Trustees. However, if the Board of Trustees so wishes it may appoint its own Secretary within the provisions of the Companies Act 1963 (Act 179).

21.4 Members of the Board of Trustees shall be given a time table of meeting for every year before the end of December 31st of the previous year. At least fourteen days' notice prior to a meeting shall be given provided always that the President shall have the power at any time at his discretion to convene a meeting in case of emergency at not less than 24 hours' notice and may adjourn any meeting from time to time.

21.5 The Quorum necessary for the transaction of the business of the Board of Trustees shall be four (4) including the President or the vice- President but excluding the ex-officio members of Board of Trustees.

21.6 Questions arising at any meeting shall be determined by a majority of votes and in the case of an equality of votes the President shall have a second or casting vote.

21.7 The method of voting shall be by a show of hands. However, if so, requested by two or more members, voting shall be conducted through secret ballot.

21.8 The deliberations of the meetings of the Board of Trustees shall be recorded in writing or by any other means as determined by the Board of Trustees.

21.9 A resolution in writing signed by all the members of the Board of Trustees shall be as effective as a resolution passed at a meeting of the Board of Trustees duly convened

and held and may consist of several documents in a like form each signed by one or more of the members of the Board of Trustees.

22. Committees of the Board of Trustees:

22.1 The Board of Trustees may appoint committees from among their own members or from the members of the Club or from a combination of both.

22.2 The President and the Vice-President shall not serve on any Sub-Committee of the Board.

22.3 The terms of reference and duration of office of the Committees shall be prescribed by the Board of Trustees and the committees shall be deemed to be Committees of the Board of Trustees for the purposes of the Act.

23. Standing Committees:

23.1 The members of the Board of Trustees may delegate any of their powers to Standing Committees consisting of such member or members of their body or such co-opted member or members as they think fit; the recommendations of such Standing Committees shall be subject to the approval of the Board of Trustees.

23.2 Quorum for the meetings of Standing Committees appointed by the Board of Trustees shall be determined by the Board of Trustees at the time of appointment.

23.3 Any Standing Committee may co-opt any additional member or members of the Club to the Standing Committee as it shall think fit.

23.4 The Board of Trustees in appointing a Standing Committee may name one of the members of the Standing Committee to be the convener of the Committee and Chairman at the meeting of such Committee.

23.5 Any Standing Committee may meet at the Club's premises or elsewhere for the dispatch of business and may adjourn and otherwise regulate their meetings as they deem fit.

23.6 The proceedings of meetings of any Standing Committee shall be regulated by the provisions of the Rules governing the meetings of the Board of Trustees.

24. Finance Committee:

24.1 The Board of Trustees shall appoint a Finance Committee which shall be responsible for the accounts of the Club and the preparation of the Reports and the Accounts of the Annual General Meeting including the Income and Expenditure Statements and Balance Sheet for the submission to the Annual General Meeting or to any Extraordinary General Meeting as the Board of Trustees may determine. The Honorary Treasurer shall be the Chairman of the Finance Committee. The Finance Committee shall present its report to the Board of Trustees for approval prior to the Annual General Meeting and before publication and circulation.

24.2 The Finance Committee shall draft Financial Regulations for the financial administration of the Club and submit same to the Board of Trustees for approval.

25. Financial Reporting and Audit:

25.1 Unless otherwise determined by the Club in a General Meeting, the financial year of the Club shall run from the 1st January to the 31st December of each year.

25.2 The Board of Trustees shall cause proper books of account to be kept at the office of the Club or at such other place or places as the Board shall think fit. The books of account shall always be open to inspection by all members of the Board.

25.3 The Board shall present to the Club at its Annual General Meeting proper accounts for the period since the preceding accounts. The accounts shall be signed by two members of the Board.

25.4 The Club shall at each Annual General Meeting, on the recommendation of the Board of Trustees, appoint or confirm the appointment of the Auditor for the Club.

25.5 The Auditor shall make a report to the Members on the accounts examined by him on every Balance Sheet laid before the Club in General Meetings during his tenure of office and the report shall state.

- a. Whether or not he has obtained all the information and explanations he has required and whether in his opinion, the Balance Sheet referred to in the report is properly drawn up so as to exhibit a true and correct view of the state of the affairs of the Club according to the best of his information and the explanations given to him and as shown by the books of the Club.
- b. The Auditor of the Club shall have a right of access at all times to the books, accounts and vouchers of the Club and shall be entitled to require from the Board and officers

of the Club such information and explanation as may be necessary for the performance of the duties of the Auditor.

- c. The Auditor shall attend all Annual General Meetings of the Club and present the Auditor's Report and any statements or explanations that are required by the Act.
- d. The Auditor shall comply with Sections 133 and 136 of the Companies ACT 1963, (ACT 179).

26. Management of the Club – “The Management Committee”:

26.1 The day to day management and administration of the Club shall be undertaken by the Management Committee of the Club which shall consist of the Officers of the Club as stated in Rule 16 and any other members of the Club elected by members at General Meetings as stated in Rule 26.2 below.

26.2 Membership of the Management Committee:

The membership of the Management Committee shall consist of the following:

- a. Captain
- b. Vice-Captain
- c. Treasurer
- d. Secretary
- e. Lady Captain (duly elected by the Ladies' Committee)
- f. House / Bar Member
- g. Competition Secretary
- h. The Handicap Member (Appointed)
- i. The Caddy Member (Appointed)
- j. The Youth (Development) & Academy Member, (Appointed)
- k. The General Manager (Appointed)

The Secretary of the Management Committee shall record Minutes of all meetings.

26.3 All members of the Management Committee other than the General Manager shall not be entitled to any remuneration from the Club.

26.4 Members of the Management Committee shall hold office for a term of one year. Any member of the Management Committee may stand for any number of terms and shall subject himself to the Rules governing the election of Executive Members.

26.5 A member of the Management Committee, upon completion of his/her term of office may be nominated for election to any position on the Management Committee.

26.6 There shall be a General Manager, appointed by the Board of Trustees upon recommendations submitted by the Management Committee and shall hold office as provided in Rule 34.

26.7 The Management Committee shall have power upon approval by the Board of Trustees to co-opt additional members from the Ordinary membership of the Club who are in good standing (i.e. fully paid up membership) for assistance in the discharge of the duties of the Management Committee. Such co-opted Management Committee members shall not have any voting rights at meetings of the Management Committee.

26.8 Except for the General Manager, the Youth Development and Academy Member, the Handicap Member, and the Caddy Member, all members of the Management Committee shall be elected at an Annual General Meeting.

26.9 The Youth Development and Academy Member, Handicap Member, and the Caddy Member shall be appointed by the Management Committee.

27. Appointment of Members of the Management Committee:

27.1 The procedure for the election of Officers of the Club and Members of the Management Committee shall be as follows:

27.2 The Management Committee shall, no later than 1st March of each year or any such date as the Board of Trustees may direct, place on the Club Notice Board a proposal form inviting nominations of qualified members as candidates for election to positions of Officers on the Management Committee as specified on the form.

27.3 Any two full Ordinary members of the Club in good standing, being a proposer and a seconder, of not less than three (3) years standing and entitled to attend and vote at a General Meeting, may nominate a member as a candidate having previously received the assent in writing of such member.

27.4 A nominee for Captaincy must have been an accepted member of the Club for not less than five (5) years standing, calculated from the date of payment of entry fee and first subscription.

27.5 A nominee for Vice-Captain must have been similarly a member of the Club for not less than three (3) years standing, calculated from the date of payment of entry fee and first subscription.

27.6 A nominee for the office of Captain and Vice-Captain must have previously served as an elected member of the Management Committee for a total of two years. The member may stand for any number of terms once elected at an Annual General Meeting.

27.7 Proposals properly made under this Section shall be circulated electronically to members and shall remain displayed on the Club Notice Board for at least a month from the date of posting or 31 days before the date of the Annual General Meeting. In the absence of any nominations a candidate may be proposed and seconded from the floor at the Annual General Meeting. The notice of the AGM shall indicate same accordingly.

27.8 A candidate for a position as a member of the Management Committee shall be elected at the Annual General Meeting by a simple majority vote of the members present.

27.9 Should there be more than one candidate for any vacancy to be filled, the election shall take place by secret ballot.

27.10 On ceasing to be a member of the Club a member of the Management Committee on the date that he ceases to be a member shall cease to hold office.

27.11 In the event of a casual vacancy occurring on the Management Committee, the Management Committee with the prior approval of the Board of Trustees shall have the power to co-opt a member who shall act until the following Annual General Meeting. Nominations for the position shall be requested and the person acting shall be entitled to put himself up for election.

28. Proceedings of the Management Committee:

28.1 The Management Committee shall hold meetings monthly, save that the Captain or any one acting in his stead may call an emergency meeting of the Management Committee when the need arises.

28.2 The Secretary or the Officer deputizing for him/her shall give each Management Committee Member at least seven days' notice of every meeting by circular which shall state the business to be considered.

28.3 A Management Committee Member who fails to attend three (3) consecutive Management Committee Meetings in a twelve (12) month period without due cause shall cease to be a member of Management Committee.

28.4 The Chairman of the Management Committee meeting shall be the Captain or in his absence the Vice-Captain, but if neither the Captain nor the Vice-Captain is present

the members present may choose one of the elected officers to be Chairman for that meeting only.

28.5 The quorum at each meeting of the Management Committee shall be no less than fifty percent (50%) of total membership of the Management Committee provided that the Captain or in his absence the Vice-Captain or any such person appointed by the Management Committee to act in the position of Captain or Vice-Captain is present.

28.6 All questions arising at a meeting of the Management Committee shall be decided by a simple majority of votes. In the event of equality of numbers, the Chairman shall have a casting vote to be used at his discretion provided that only the Captain or in his absence the Vice-Captain may have a casting vote as Chairman of a meeting.

28.7 Where a Management Committee meeting is chaired by a member other than the Captain or Vice-Captain, in the event of equality of numbers, the subject matter of the equal vote shall be postponed to the next Management Committee meeting or such Management Committee meeting at which the Captain or Vice-Captain shall be present.

28.8 Where a vacancy occurs in the office of the Captain the Vice- Captain shall complete the unexpired term of the Captain.

28.9 Where vacancies occur in the offices of Captain and Vice – Captain simultaneously, the Club in an Extraordinary General Meeting shall have fresh elections to fill the two vacancies.

29. Duties of the Management Committee:

29.1 Immediately upon coming into office of a new Management Committee under these Rules and Bye-Laws the Board of Trustees will provide the Management Committee a comprehensive Terms of Reference (TOR) defining the duties, responsibilities, powers and authorities to guide the activities, operations and actions of the Committee in its day to day management of the Club.

The Terms of Reference may be reviewed from to time as considered necessary by the Board of Trustees in consultation with the Management Committee or on the advice of the Management Committee.

29.2 Subject to the direction of the Board of Trustees, the Management Committee shall have such powers as may be necessary for the proper execution of the objectives of the Club in accordance with these Rules and polices set by the Board of Trustees.

29.3 Within the approved budget and limits set by the Board of Trustees, the Management Committee shall have control of the finances of the Club.

29.4 The Management Committee shall have responsibility for engaging, administering and disciplining employees and report to the Board of Trustees on all such matters.

29.5 In the case of disciplining, dismissal or removal from office of the General Manager or any officer, the Management Committee through the Captain will forward the results of any prior investigation/administrative hearing into the conduct of the incumbent to the Board of Trustees. The Board of Trustees will thereafter follow the approved hearings and disciplinary procedures established pursuant to sub-section 29.5 below.

29.6 The Management Committee shall make recommendations for the approval by the Board of Trustees, the Conditions of Service of employees and procedures for investigating and disciplining any alleged wrong-doing of employed staff, including the General Manager, and members of the Management Committee.

29.7 The Management Committee may subject to the prior approval of the Board of Trustees open bank accounts including electronic banking accounts in the name of Achimota Golf Club at such bank or banks as it may in its discretion deem fit.

29.8 Bank cheques drawn on the accounts of the Club shall be signed by the: -

- a. Treasurer and countersigned by either
- b. Captain or in his absence of the Captain,
- c. Vice-Captain

29.9 In the absence of the Treasurer, the cheques of the Club may be signed by any two of the following: -

- a. Captain
- b. Vice-Captain
- c. Any member so authorized by the Board of Trustees on the advice of the Management Committee.

29.10 The Management Committee may subject to approval by the Board of Trustees appoint sub-committees, not necessarily members of the Management Committee, to meet under the Chairmanship of a member of the Management Committee and delegate to any such sub-committee or the General Manager any of its powers except the admission or removal of members of the Club.

29.11 The Management Committee shall submit the approved Minutes of each monthly meeting as well as a financial report to the Board of Trustees, before the next scheduled Board of Trustees meeting.

29.12 The Management Committee in consultation with the Board of Trustees shall put in place measures for the security of the Club, its members as well as its assets and property.

29.13 The job descriptions and the terms and conditions of service of the Administrative Staff, together with the administrative regulations for their guidance shall be approved by the Board of Trustees upon recommendations by the Management Committee.

30. Committees of the Management Committee:

The Management Committee may constitute sub-committees, including a Disciplinary Committee, as may be required for the purpose of effective discharge of its duties. Any such Committees shall be provided with terms of reference and shall report to the Management Committee on its activities.

31. The Captain:

31.1 The Captain shall chair all meetings of the Management Committee and shall be responsible for the conduct and performance of the Management Committee. The Captain shall provide leadership to the Management Committee and ensure best practice principles in the overall day-to-day management of the Club including, but not limited to, the following;

- a) the proper accounting of the finances of the Club,
- b) the maintenance of the Course and facilities of the Club,
- c) all golf activities of the Club including the organization of competitions,
- d) the maintenance of discipline in the Club,
- e) the conduct and performance of the employees of the Club,
- f) the security of the assets of the Club,
- g) the promotion of the Club and sponsorships, and
- h) Maintaining good working relationship with the Board of Trustees.

31.2 The Captain shall delegate to the Vice-Captain any activities that he so considers appropriate and ensures that in his absence the Vice-Captain acts in his place.

31.3 The Vice-Captain shall have oversight responsibility for the Course Superintendent and shall have responsibility for and shall ensure the proper maintenance of the Course.

31.4 Where the Captain is unable to function for whatever reason, the Vice-Captain shall act until such time as the Board of Trustees may determine.

31.5 The Captain working with the Management Committee will set out the terms of reference for the Competition Secretary, the House/Bar Member, the Handicap Member and the Youth Development and Academy Member and the Caddy Member.

32. The Honorary Secretary:

- i. Unless otherwise decided by the Board of Trustees, the Secretary on the advice of the President shall be responsible for convening and recording of all the proceedings of all General Meetings, meetings of the Board of Trustees and Management Committee;
- ii. Keep separate files in which he/she shall record and enter minutes of the proceedings of all the Board of Trustees Meetings, all General Meetings and Management Committee Meetings.
- iii. A Register/Record of the names and addresses of the Officers and members of the Club; and
- iv. A copy of the Register of Assets which shall contain an inventory of all movable and immovable property and legal documents.
- v. The Secretary shall also issue notices as directed by the Board of Trustees.
- vi. The Secretary shall also be responsible for ensuring compliance with all statutory matters required under the Companies Act, required to be done by the Governing Body (the Board of Trustees) the Company and or the Secretary.

33. The Honorary Treasurer:

The Treasurer shall cause to be kept accounts showing the receipts and disbursements of the Club.

33.1 The accounts of the Club shall be audited on 31st December of each year by the appointed auditors of the Company, who shall be a duly registered with the Association of Certified and Chartered Accountants, CIMA or similar body.

33.2 The audited accounts shall, prior to the AGM, have been approved by the Board of Trustees and signed by the President and one other Board of Trustees Member, and circulated to the Members entitled to receive notice of the Annual General Meeting not later than 21 days prior to the scheduled date of the Annual General Meeting.

34. The General Manager of the Club:

34.1 There shall be a General Manager who shall be responsible for management of the Club as directed by the Management Committee.

34.2 The General Manager shall be engaged after due advertisement and interview by an interview panel approved by the Board of Trustees.

34.3 The job description, terms and conditions of service of the General Manager together with administrative regulations for his guidance shall be set by the Board of Trustees upon recommendations by the Management Committee.

34.4 The General Manager shall be responsible to the Management Committee and report to the Captain for the efficient running of the day-to-day affairs of the Club for the following tasks; office administration, marketing, sourcing for sponsorship, membership drive, the course, security, the bar, the preparation of accounts.

34.5 In respect of his duties the General Manager shall have a Course Manager and Financial Manager appointed by the Management Committee upon such terms and conditions as may be approved by the Board of Trustees.

34.6 In discharging his duties the General Manager shall be subject to the direct control of the Management Committee. He shall be responsible for all staff matters on discipline, welfare and promotions, reporting to the Management Committee.

34.7 The General Manager shall become a member of the Club but shall be exempted from the entrance fee and payment of annual subscription and green fees during the tenure of his office.

34.8 The General Manager shall only be disciplined by the Management Committee and the Board of Trustees through the Management Committee. No member shall therefore conduct himself in a manner inconsistent with courteous behavior towards the General Manager.

34.9 Any member with a grievance or complaint against the General Manager shall report same through the Secretary to the Management Committee, which shall after due consideration as in Rule 29.4 inform the General Manager of their decision and forward their recommendations to the Board of Trustees for appropriate action.

34.10 The General Manager may appeal to the Board of Trustees through the Secretary if he is aggrieved by a decision of the Management Committee against him.

33.11 The General Manager shall be indemnified by the Club against personal liability resulting from any actions, risks and expenses incurred in the proper and legal discharge of his duties in a reasonable manner.

35. The Handicap Committee:

35.1 The Management Committee shall appoint a Handicap Committee which shall administer the Handicapping systems of Members. The Handicap Committee shall consist of a Convener and minimum of two other members. Both genders shall be represented on the Handicap Committee. The term of the Handicap Committee shall run concurrently with that of the Management Committee.

35.2 The convener shall be a member of the Management Committee.

36. The Ladies' Committee:

36.1 There shall be established a Ladies' Committee within the Club. The Ladies' Committee shall be responsible for organizing its own Annual General Meeting before the 31st of January each year and may organize competitions exclusively for lady members or such other members of the Club as it may consider fit.

36.2 The Ladies' Committee shall consist of: -

- (a) The Lady Captain
- (b) The Lady Vice-Captain
- (c) The Lady Secretary/Treasurer

36.3 The Ladies' Committee may co-opt such additional lady member or members as it may consider fit unto its Committee.

36.4 The Ladies' Committee may delegate its powers to such Sub-Committees as it may consider necessary.

36.5 Rule 28 under 'Proceedings of the Management Committee' shall apply to proceedings of the Ladies' Committee with such modifications as the Committee may decide.

37. Senior Golfers:

(a) There shall be a section within the Club for golfers aged 60 years and above which shall encourage and motivate senior golfers.

(b) The Section may appoint its own Committee which shall arrange for activities for the implementation of Rule 37 (a) above.

38. Course Development Board:

38.1 There shall be established a Course Development Board to be responsible for the development of the Club's Course.

38.2 The Course Development Board shall consist of: -

- (a) The Vice-President as the Chairman and convener
- (b) The Captain
- (c) The Vice-Captain
- (d) The Lady Captain
- (e) The Treasurer
- (f) The General Manager of the Club; and
- (g) Three (3) other members of the Club nominated by the President of whom one shall be a lady golfer and one a professional golfer
- (h) There shall be a Recorder to the Course Development Board, who may or may not be a member of the Club.

38.3 A quorum for meetings of the Course Development Board shall be four (4) members.

38.4 Notwithstanding anything contained in these Rules, any proposed major changes or alterations to the course layout or design shall be forwarded by the Course Development Board to the Management Committee for its consideration. The Management Committee after due consideration shall forward its recommendations to the Board of Trustees. The Board of Trustees, after due consideration shall present the proposals to the members for their approval in a General Meeting.

38.5 The notice summoning the members to a General Meeting to approve any proposed major changes or alterations to the course shall contain sufficient details of the proposed changes or alterations; these must be displayed on the Club's notice board for not less than 21 days prior to the date appointed for the said meeting.

39. Responsibilities of Members:

39.1 All members shall readily prove their membership of Achimota Golf Club whilst on the premises on request by Staff.

39.2 No member or employee of the Club shall be paid at the expense of the Club, any commission, percentage or similar payment on or with reference to any purchases by the Club.

39.3 No member or employee of the Club shall directly or indirectly, derive any pecuniary benefit from the supply of any merchandise by or on behalf of the Club or members or guests apart from any benefit accruing to the Club as a whole.

39.4 No person shall bring into the Club premises any liquor, beverage or food for consumption without the prior approval of the Bar Member and within the terms specified by the Management Committee from time to time.

39.5 Smoking is prohibited in enclosed areas of the Clubhouse; (Tobacco Control Act 2012, the Public Health Act 851 on public smoking shall be observed). Smoking may be permitted in designated areas only.

39.6 The Course facilities shall be open for use by members at all times and all days except that the Board of Trustees, may at its discretion, make Rules/Bye-Laws affecting play on competition or match days, or restricting the time which the course or other sporting facility shall be open to members.

39.7 The Board of Trustees upon recommendation by the Management Committee shall have the right to authorize the Management Committee to close any facility or any part of a facility for any reason deemed necessary in the interest of the Club.

39.8 No member shall be eligible to participate in any competition of the Club unless his current annual subscription has been paid.

40. Miscellaneous:

40.1 No member shall under any circumstances reprimand any Club staff. Any complaints must be made verbally to the Captain or the Vice-Captain or the General Manager whichever of them is immediately available and must be followed up in writing addressed to the President and copied to the Captain and the Secretary, within three days of the alleged misconduct, both days inclusive.

40.2 Discourteous conduct and rude and abusive behavior from members, visitors and guests towards Club employees especially the General Manager, Course Superintendent, Starter, Caddy Master, Bar Staff, Security Staff and Course Marshalls shall not be tolerated. The Starter, Caddy Master and Course Marshalls shall hold absolute authority and control over all matters concerning the schedule and playing of golf on the Course.

40.3 Members will be held ultimately responsible for the misconduct of their guests.

41. Alteration of Rules:

41.1 Any additions to, deletions from, or amendments of these Rules in so far as the effect of any such amendment, addition or deletion will not be inconsistent with the Regulations may only be made by a resolution passed by a simple majority at a General Meeting.

41.2 At any such time that Members of the Board of Trustees decide to amend any of the existing Rules and Bye-Laws or introduce new Rules and Bye-Laws, such Rules and Bye-Laws shall be presented to members for adoption by an ordinary resolution at the next Annual General Meeting.

(a) Notice of the change shall be given to members by Board of Trustees by electronic circulation and placing on the Club's Notice Board.

41.3 The approval by Board of Trustees of the interpretation by the Management Committee of any of these Rules, and also of any Bye-Laws, for the management of the Club and its property and affairs, or for the general comfort and accommodation of the members of the Club, shall be binding on every member until set aside by a Resolution passed at a General Meeting.

41.4 Every member shall be bound by and submit to these Rules and or Bye-Laws of the Club.

42. Club Property:

42.1 No member, without the permission of the Board of Trustees, shall take away from the Clubhouse or premises any books, papers or other property of the Club, and any member injuring, destroying or removing same from the Clubhouse or premises shall make such restoration or pay compensation as the Board of Trustees may determine.

42.2 Upon recommendation by the Management Committee together with guidelines for use of the facility and approved by the Board of Trustees, the Club shall continue to

provide facilities for a Pro Shop where each sporting discipline adopted by the Club may display for sale its special wares and equipment.

43. Effect of Regulations:

Insofar as any of the provisions of these Rules shall be inconsistent with the Regulations, the provisions of the Regulations shall prevail.

44. Transitional Provision:

Any person who immediately before the coming into force of these Rules, held or was acting in office, Committee or Board, which is continued in existence by these Rules, shall continue in office until the next Annual General Meeting at which these positions shall be filled in accordance with the provisions of these Rules.

45. Interpretation:

45.1 In these Rules unless the context otherwise requires or admits:

“Act” means the Companies Act 1963 (Act 179) as amended or re-enacted from time to time.

“Club” means Achimota Golf Club.

45.2 The masculine gender where used includes the female gender.

APPENDIX A

ACHIMOTA GOLF CLUB

PROXY FORM
FOR CORPORATE MEMBERSHIPS ONLY

I / We ----- of

Being a Corporate Members of the above-named Club hereby appoint

of -----

or failing him/her -----

of----- as
our proxy to vote for us on our behalf at the annual/ extraordinary/ special general
meeting of the Club to be held on the----- day of
20---- and at any adjournment thereof.

Signed this day of 20

This form is to be used: -

*in favour of /against

.....resolution numbered 1

*in favour of /against

.....Resolution numbered 2

*[Delete if only one resolution is to be proposed, add further instructions if
more than two resolutions are to be proposed]*

Unless otherwise instructed, the proxy will vote, as he thinks fit.

**Strike out whichever is not desired.*

APPENDIX B

ACHIMOTA GOLF CLUB - BYE-LAWS

Bye-Laws:

Bye-laws govern the conduct of members and the policies of the Club. Bye-laws can be amended by the Board of Trustees on the recommendation of the Management Committee by providing notice to members.

1. The Golf Course:

- 1.1 **Etiquette:** This is an integral part of the game, defining golf's core values. The Etiquette section of The R & A and the USGA Rules of Golf describes the manner in which the game of golf should be played to ensure all players gain maximum enjoyment. Etiquette is about "respect":
 - i. Respect for the course – leave the course as you would like to find it by repairing pitch-marks, replacing divots and raking bunkers;
 - ii. Respect for your fellow players – be sportsmanlike and polite, stay by the green to watch them hole out, and avoid distracting them;
 - iii. Respect for the game – by knowing the Rules and etiquette of golf.
- 1.2 **Play at Good Pace and Keep Up:** Players should play at a good pace. The Management Committee may establish pace of play guidelines that all players should follow. It is a group's responsibility to keep up with the group in front. If it loses a clear hole and it is delaying the group behind, it should invite the group behind to play through, irrespective of the number of players in that group. Where a group has not lost a clear hole, but it is apparent that the group behind can play faster, it should invite the faster moving group to play through.
- 1.3 **Priority on the Course:** Unless otherwise determined by the Committee, priority on the course is determined by a group's pace of play. Any group playing a whole round is entitled to pass a group playing a shorter round. The term "group" includes a single player.
 - i. A single player on the course deserves the same consideration as any other group of golfers but a single player must not interfere with a properly constituted Match.
 - ii. A member playing alone may be allowed to play a maximum of two balls on each Hole. Playing more than two balls will result in disciplinary action.
- 1.4 A flight of five players (5-somes) is not specified in the Rules of Golf, however, this is not recommended by the Club and the Committee shall not encourage it on the Course.

- 1.5 The practice areas shall be the areas defined by the Management Committee from time to time. All persons using the practice areas must conform to the Standards of Conduct displayed on the Notice Board at this area.
- 1.6 The Practice Putting Green must be used for putting practice only. Chipping onto this Green is prohibited. The Practice Green on the designated practice area may be used for this purpose.
- 1.7 Stipulated Round: The "stipulated round" consists of playing the holes of the course in their correct sequence unless otherwise authorized by the Committee as in Shotgun starts. The number of holes in a stipulated round is 18 unless a smaller number is authorized by the Committee. Players must therefore play holes in a sequential order.
- 1.8 There shall be no Sharing of Clubs. A player must have his/her own set of clubs in a golf bag exclusively for his or her own use. The player must not make a stroke with a club being used by anyone else who is playing on the course (even if the other player is playing in a different group or competition).
- 1.9 No pets, other than guide dogs, are allowed to be on practice areas, greens, sand bunkers, playing on the fairways, lawns around the clubhouse, entering the golf shop, toilets, changing rooms and Lounge.
- 1.10 Trolleys with wide wheels are allowed on the course. When trolleys are banned because of course condition there shall be no exception to this rule. Caddie cars are only allowed on the course with the approval of Management Committee. Local notices regulating the movement of golf carts should be strictly observed.
- 1.11 Day to day Bye-Laws regarding play on the course displayed on notices alongside 1st and 10th Tees, or any part of the course, must be adhered to at all times.
- 1.12 Notices or documents of any kind shall not be placed or displayed in the Clubhouse except by the authority of the Management Committee or the General Manager. Furthermore, no member shall write on, mark or deface in any way an official notice posted on the course, Notice Board or in the Clubhouse.
- 1.13 Competition Tees are usually only available on competition days otherwise all players must play from the Tees of the day according to gender.
- 1.14 The Course is open for play from 6:00am daily until sunset unless otherwise determined by the Management Committee.
- 1.15 The Members of the Board of Trustees, Captain and Lady Captain during their term of office shall have priority on the first Tee at all times.
- 1.16 No golf clubs and equipment, overcoats and hats shall be brought into the Clubhouse other than the locker rooms or the designate storage area.
- 1.17 If a member needs to change any clothing before or after playing, he should do that in the locker-room facilities not in the parking lot or clubhouse or on the course.

- 1.18 No shoes, whether spiked or not, which have been worn on the golf course, may be worn in the Clubhouse or terrace, other than in the locker rooms and golfer's entrance.
- 1.19 At Club functions when tables and chairs are reserved by the Management Committee no member shall occupy them unless given permission to do so by a Management committee member.
- 1.20 Members using the Club car Park must park in the designated areas with white lines. Unauthorized parking in reserved car parking spaces will result in disciplinary action by Management Committee.
- 1.21 Players must comply with and follow the instructions of Officials and Course Marshalls. Failure to do so will result in removal from the Course.
- 1.22 A golfer or group of golfers may be removed from the Golf Course for obnoxious and offensive behavior, including but not limited to, gross intoxication, abusing or damaging the course, hitting into golfers playing ahead or other unsafe golfing practices, and refusal to let faster groups play through. Golfers who are removed from the course will forfeit any fees paid.
- 1.23 If a player consistently disregards these guidelines during a round or over a period of time to the detriment of others, the Committee may consider taking appropriate disciplinary action against the offending player. Such action may, for example, include prohibiting play for a limited time on the course or in a certain number of competitions.

2. Reciprocal Policies at Achimota Golf Club:

Achimota Golf Club has reciprocal agreements with all golf clubs in Ghana which are beyond 120 kilometers from the Clubhouse. In addition, the Club has reciprocal arrangements with three Golf Clubs in the West Africa sub-region namely:

- I. Ikoyi Club 1938, Ikoyi Lagos – Nigeria
- II. IBB International Golf and Country Club, Abuja – Nigeria
- III. Golf Club du Togo, Lomé.

In return, Achimota Golf Club welcomes visiting Members from our reciprocal partners.

3. AGC Communication Devices Policy:

Other than for medical emergencies, players and their guests must avoid bringing beepers, electronic gadgets, pagers, or cellular phones onto the golf course. No mobile telephones shall be used on the course.

Golfers may be removed from the Golf Course and or sanctioned by Management Committee for any breach of this Rule.

- I. It is acceptable to use your mobile phone, tablet or computer for silent personal internet use within the clubhouse communal areas, but please have respect to those around you.
- II. Members, Guests and Visitors are welcome to use the Club Member Wi-Fi service when available. You may request for the Network Names and Passwords from the office.

4. Use of Distance Measuring Devices:

The 2019 Rules of Golf allow the use of DMDs without the need for a Local Rule. Players must ensure that the devices they use comply with the restrictions of Rule 4.3a (1) on Distance and Directional Information.

DMDs Allowed:

- ✓ Getting information on distance or direction only.

DMDs Not Allowed:

- ✓ Measuring elevation changes, or
- ✓ Interpreting distance or directional information

5. Competitions and Handicaps:

5.1 The Management Committee shall be responsible for all competitions and the Course. Competitions and Handicaps are governed by the Competitions and Handicaps sub-committees respectively and headed by the respective Management Committee members. These officers shall have responsibilities before, during and after play to ensure the smooth running of competitions.

5.2. All competitions shall be played in accordance with the Rules of Golf as approved by The R&A Rules Limited and the USGA and local rules applicable to the conditions of competition. Players should familiarize themselves with relevant golfing Rules, as laid out in the Rules of Golf and the Rules of Amateur Status booklet.

5.3. To enter a competition, players must ensure they are: -

- I. entitled to enter the competition,
- II. have entered their name on the sign-up sheet and
- III. have paid the appropriate entrance fee.

5.4. All Tee times allocated to members in Club competitions must be strictly adhered to.

5.5. Players should be on the 1st tee and ready to play not later than 5 minutes before their assigned tee-off time.

5.6. Players must remain with their assigned partners throughout the round.

5.7. Non-appearance on competition day without a reasonable explanation will result in that member being ineligible for the next Singles Competition together with a fine equal to the competition fee missed.

5.8. A person left on their own on a draw sheet must take the next available time or if a person is left on their own due to bad weather or playing partners do not want to play, they must take the next available time on the draw sheet.

5.9. In stroke play, a player who is acting as a marker should, if necessary, on the way to the next tee, check the score with the player concerned and record it. Caddies must not act as markers. A competitor is responsible for the correctness of the score recorded for each hole on his scorecard. If the player returns a score lower than the actual score, he shall be disqualified. If he returns a score higher than the actual score, the score returned will stand.

5.10. Members must note that it is the player's responsibility to ensure that the correct handicap is entered on his own score card. Failure to do so will result in disqualification.

5.11. Juniors must play with a full member in all senior competitions. They must finish the round with the senior member. Penalty for breach of any of the above is disqualification.

5.12. Carrying a divot bag by the player or his caddie is mandatory by all.

5.13. Members must always carry and be prepared to show evidence of the current membership card while playing the course and must pay green fees.

5.14. Any person damaging the course or surroundings shall be liable to make good the damage caused.

5.15. Day-to-day rules/Bye-Laws regarding play on the course displayed on notices alongside 1st and 10th Tees, or any part of the course must be adhered to.

5.17. Players shall not "cut-in" on any part of the course unless there is one clear hole in front or behind their group. There shall be no "cutting-in" while a competition is in progress.

5.18. Players should repair pitch marks wherever appearing, particularly on Greens, rake Bunkers, replace divots and take care when replacing flagsticks to ensure holes are not damaged, and players should avoid littering the course and its environs.

5.19. The Management Committee has the power to sanction any member who violates these Bye-Laws.

6. Local Rules for the Club:

6. 1. Local Rules for the Club have been established by the Management Committee to clarify the course marking (e.g. clarifying the boundaries of the course, ground under repair, etc.) and to provide relief from local abnormal conditions that are not covered by the Rules themselves. The Local Rules are consistent with the policy set forth in Appendix I of The R&A and USGA Rules book.

6.2. The Committee shall ensure that both the full text and shorthand versions of the Local Rules are made available to players. The shorthand version of the Local Rule is provided on the back of the scorecards. The Committee shall ensure that the full text is available on a noticeboard and on the AGC website.

6.3. Local Rules shall not be introduced or altered after a stroke play round has started. All competitors in a round shall play under uniform Rules. However, it may be permissible to alter the Local Rules for different rounds in an event consisting of more than one round if the need arose.

6. 4. A Rule of Golf shall not be waived by a Local Rule.

7. AGC Clubhouse and Course Dress Code:

The AGC's Dress Code is a reflection on the Club's traditions and values as the premier Golf Club in Ghana. Members are responsible for assuring that their families and guests are aware of these standards and abide by them. These standards apply to all adults and children.

8. Men's Attire Standards:

(a) Golf attire (collared shirts) worn with golf shorts or trousers are allowed.

(b) Tailored shorts are acceptable but must be accompanied with either knee length or predominantly sports ankle socks.

(c) Men's golf shirts shall be worn tucked in trousers or shorts.

(d) 'Business casual' clothing such as dress shirts, sweaters, pullovers and shirt styles designed to be worn untucked shall only be allowed in the clubhouse but not on the Course.

(e) Men and boys are to remove caps and visors while seated in the Clubhouse. Caps and visors worn in transit through the clubhouse shall be worn "bill forward." Caps may be worn in outdoor areas.

(f) Denim is allowed in the clubhouse however not anywhere where golf is played or practiced. Denim jeans must be free of frayed ends, holes, tears or excessive adornment. Cut-off shorts are not allowed.

- (g) Athletic attire –round-neck T- shirts, sweatshirts, sweat pants, swim wears, basketball shorts, and drawstring shorts—are not allowed.
- (h) Collarless and sleeveless shirts or vests, other than those designed specifically for golf are not allowed.
- (i) Men's calf length combat trousers, football or cargo style shorts are not permitted.
- (j) Members shall dress only in the Clubhouse Changing rooms at all times.
- (k) Details of any changes of standards shall be displayed in the locker rooms and other vantage areas of the Club.

9. Women's Attire Standards:

The Management Committee of AGC counts on our members to use their best judgment regarding appropriate attire for our Club environment.

- a) Ladies fashion- wear designed for golf are permissible both on the golf course and in the Clubhouse.
- b) Collarless and sleeveless round-neck T-shirts or vests, other than those designed specifically for golf are not allowed.
- c) Visors and caps are allowed for women throughout the Clubhouse.
- d) Denim jeans are allowed in the Clubhouse but is not allowed where golf is played or practiced. Denim jeans must be free of frayed ends, holes, tears or excessive adornment.
- e) Cut-off shorts are not allowed.
- f) Athletic attire round-neck T--shirts, sweatshirts, Football and rugby shirts, tracksuits, yoga pants, clothing designed for working out, swimwear and hot pants are not allowed in the clubhouse.
- g) Baseball caps or hats of any description must not be worn the wrong way.

10. Children:









Children are to follow the same dress code as adults. Children (School- going) can wear their clean team uniforms inside the clubhouse.

DATED: December 2018.

Committee Members:

**The Ishmael Yamson Committee for the
Review of the Governance Framework of Achimota Golf Club**

COMMITTEE MEMBERS

No.	Name	Membership	Signature
1.	Dr. Ishmael Yamson	Chairman (Past President/Past Trustee)	
2.	Mr. Osei Agyeman	Trustee	
3.	Esther Amedzro	Trustee	
4.	Mr. Joseph Ampofo	Council Member	
5.	Mr. George Amoah	Council Member	
6.	Mr. Mike Aggrey	Co-opted Member (AGC/GGA)	
7.	Elie Choueiri	Co-opted Member (AGC)	
8.	Jemima Jackson	Co-opted Secretary (AGC)	
9.	Jacob Saah	Consultant to the Committee	