



The Rules and Procedures of Bedfordshire Golf Club

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Contents

1. General

- 1.1 Name
- 1.2 Affiliation
- 1.3 Objects
- 1.4 Financial Year
- 1.5 Definition of terms used in these Rules
- 1.6 Review of Club Rules

2. Membership

- 2.1 Categories of membership
- 2.2 Life and Honorary membership
- 2.3 Full membership
- 2.4 Academy Course membership and Five-day membership
- 2.5 Country membership
- 2.6 Junior and Evolution membership
- 2.7 Social membership
- 2.8 Privileges of membership
- 2.9 Admission to membership
- 2.10 Joining fees and subscriptions
- 2.11 Members resigning and rejoining
- 2.12 Members transferring between categories of membership
- 2.13 Reimbursement of subscriptions
- 2.14 Suspension of membership and expulsion of members
- 2.15 Complaints by members
- 2.16 Distributions to members

3. Management of the Club

- 3.1 Structure
- 3.2 Composition and Purpose of the Board
- 3.3 Composition and Purpose of the Committee
- 3.4 Procedures of the Board and the Committee
- 3.5 Minutes of meetings and Accounts
- 3.6 Election of Officers to the Board, the Committee and Sub-Committees
- 3.7 Mid-term vacancies on the Board and Committee
- 3.8 Removal of members from the Board or the Committee
- 3.9 Membership and proceedings of Sub-Committees
- 3.10 Borrowing
- 3.11 Disposal of Assets
- 3.12 Liability and indemnification of members

4. Officers and Officials

- 4.1 President
- 4.2 Captain, Vice Captain and Ladies' Captain
- 4.3 Chair of the Board, Treasurer and Section Captains
- 4.4 General Manager
- 4.5 Trustees

5. General Meetings of Members

- 5.1 Annual General Meetings and Extraordinary General Meetings
- 5.2 Alteration of the Rules
- 5.3 Dissolution of the Club
- 5.4 Addresses of Members

6. Competitions and Matches

- 6.1 Men's competitions and matches
- 6.2 Ladies' competitions and matches
- 6.3 Juniors' competitions and matches.

7. Decisions of the Board and Committee on Rules and Procedures regulating conduct and Local Rules for golf

- 7.1 General
- 7.2 Access to the golf courses
- 7.3 Guests and Visitors
- 7.4 Property of the Club
- 7.5 Property of Members
- 7.6 Expenses incurred by Members
- 7.7 Charity fund raising and private business
- 7.8 Opening of the clubhouse facilities
- 7.9 Intoxicating liquor
- 7.10 Practice areas
- 7.11 Dogs
- 7.12 Smoking
- 7.13 Mobile phones
- 7.14 Policy and Information leaflets

1. General

1.1 Name

The Club's name is '**Bedfordshire Golf Club**'. The Club is a non-profit making equal opportunity organisation. Membership is open to all community sectors regardless of gender, race, religion or disability.

1.2 Affiliation

The Club recognises the Royal & Ancient Golf Club of St. Andrews as the ruling body for amateur golf and adopts the Rules of Golf and Amateur Status as laid down by the R & A. The Club complies with the Regulations and Rules of the Council of National Golf Unions (CONGU) Standard Scratch Score and Handicapping Scheme and any conditions imposed within the scheme by England Golf. The Club complies with the Constitution & Rules of England Golf and the Bedfordshire County Golf Union. Male members including boys in all categories are affiliated to those bodies. Lady members, including girls, are also affiliated to England Golf as well as the Bedfordshire Ladies' County Golf Association (BLCGA) and are subject to their Rules.

1.3 Objects

The objects of the Club are to promote the game of golf, to establish, maintain and conduct a golf club for its members, to encourage social activities and to provide facilities for other sports and pastimes consistent with a members' golf club as the Board shall, at its discretion, decide.

1.4 Financial Year

The financial year of the Club shall be for 12 months commencing on 1st October but this date may be subject to alteration by the Board.

1.5 Definition of terms used in these Rules

The **Club** is Bedfordshire Golf Club.

The **Board** is a Board of Management as described in 3.2.

The **Committee** is the General Golf Club Committee as described in 3.3.

Officers are members elected to office - i.e. the President, the Club Captain, the Vice Captain, two members of the Board, the Club Treasurer, the Chair of the Golf and Competitions' Committee, the Chair of the Greens' Committee, the Chair of the House Committee and the Trustees of the Club.

Officials such as the General Manager, the Head Professional and the Course Manager are employed by the Club to apply the rules and execute decisions.

Staff refers to Administrative, Greens, Professional Golf, Catering and Domestic staff employed by the Club.

Members includes all categories who have paid a subscription to belong to the Club or who are Honorary or Life Members.

Visitors are members of the public who have paid a green fee to play golf.

Guests are non-members accompanied by a member.

Members of the public refers to those who are permitted access to the Club and grounds for purposes other than to play golf.

Subscription is the charge made for membership.

Fees are charges unrelated to membership and set from time to time by the Board.

AGM is the Annual General Meeting of members.

EGM is an Extraordinary General Meeting of members.

1.6 Review of Club Rules

A review of Club Rules and Procedures will take place every 5 years.

2. Membership

2.1 Categories of Membership

The Club membership consists of full members and such other categories of members as the Board from time to time determines, all open to any person. The maximum number of members in any category is determined by the Board when necessary.

2.2 Life and Honorary Membership

A committee of past Presidents and Club Captains identifies candidates for election to Life and Honorary Membership. Life Members are entitled to all rights and privileges of Full Membership without paying the annual subscription. Honorary Members are elected on terms appropriate to each individual.

2.3 Full Membership

For the purpose of the members' annual subscription, members aged 30 years or over are deemed to be Full Members and members aged 18 - 29 years are deemed to be Evolution members.

2.4 Academy Course Membership and Five-day Membership

Academy course membership confers all membership benefits except playing rights on the 18-hole course or the right to attend and vote at an AGM or an EGM or to be nominated as a member of the Committee or the Board. The five-day membership category ceased to exist in 2009. A number of five-day memberships from before 2009 still exist and these members enjoy full playing rights on weekdays.

2.5 Country Membership

Country Membership is open to those living outside a 40 mile radius from the Club. Country Members enjoy full playing rights. An existing Full Member is entitled to transfer into the category of a Country Member if he/she moves house and does not reside within 40 miles radius of the Club.

2.6 Junior and Evolution Membership

A Junior Member is under 18 years of age. A member who is already a Junior Member is entitled to remain as such until the end of the financial year immediately following his/her 18th birthday. After the Junior Member's 18th birthday, he/she is entitled to continue as an Evolution Member until the age of 30 years.

2.7 Social Membership

Social Members are entitled to join in Club social activities and use the clubhouse any day that it is open but may not play golf except as visitors or guests on payment of a green fee (subject to Rule 7.2). They are not entitled to attend an AGM or EGM. They may transfer to Full Membership on payment of the appropriate subscription.

2.8 Privileges of Membership

- a) The privileges set out in this Rule 2.8 are subject to such conditions and restrictions as may be laid down by the Board and the Committee.
- b) Full Members are entitled to use the clubhouse whenever it is open and to play golf on any day that the course is open.
- c) Five-Day Members may play golf from Monday to Friday inclusive when the course is open and may only play golf on Saturdays and Sundays as guests or visitors (subject to Rule 7.2).
- d) Junior Members:
 - on attaining the requisite age, and wishing to be a Full or Country Member, may be offered Full or Country Membership without the need for a joining fee.
 - are eligible to win in Club Competitions if their handicap is 15 or less (male juniors) or have an official handicap (female juniors), depending on such competition restrictions made from time to time by the Competitions' Committee.
 - are not entitled to attend an AGM or an EGM.

2.9 Admission to Membership

Membership entitlement is at the discretion of the Committee.

- a) Any candidate for Club membership must complete the Club's application form, which is then to be forwarded to the General Manager.
- b) When a candidate is invited to join, the General Manager will notify him/her in writing with a copy of the Rules, and request him/her to pay the appropriate subscription and joining fee. If such payments are not made within one month of the date of his/her admission the General Manager shall report accordingly to the Committee which will terminate the membership unless it is satisfied that the candidate can justify the delay.
- c) There must be an interval of at least two days between a nomination or application for membership and formal admission to membership.

d) The Club is registered with the Community Amateur Sports Club (CASC) Scheme; under which, Membership is open to all. However, since the Club's golfing facilities are considered to be sufficient to accommodate up to 600 adult Members, once that number has been reached, a waiting list of prospective new Members will be established.

In compliance with the CASC scheme, Memberships will be offered in chronological order from the waiting list, without reference to an applicant's playing experience, or ability to pay Membership fees.

In some circumstances, the limit of 600 adult Memberships may be exceeded at the discretion of the Committee, if this adds to the diversity of The Club.

2.10 Joining fees and subscriptions

- a) Members are liable to pay a joining fee, annual subscriptions, rents for lockers and other payments. Such fees, subscriptions, rents and other payments for each category of membership are payable on the dates as determined by the Board from time to time.
- b) Notwithstanding any other provisions of these Rules, the Board may use its discretion and, by concession, permit any of the payments described in Rule 2.11(a) to be made by instalments by arrangement with the General Manager but subject to such conditions as it may prescribe including a requirement for payment by banker's order or direct debit and payment of such surcharges as they are determined by the Board. For these purposes the Club may participate as an Originator in the Direct Debiting Scheme operated by members of the Association for Payment of Clearing Services for the purposes of collecting subscriptions for any class of membership and any other payments due from members and thus the Club may enter into any indemnity required by the Banks upon whom Direct Debits are to be originated in a form approved by the Board. Such an indemnity may be executed on behalf of the Club by any member of the Board authorised by a resolution of the Board.
- c) The Board may increase subscriptions by a maximum of 25% in any one year. An increase greater than this requires the approval of the AGM or an EGM called for that purpose.
- d) A member's age at the start of a financial year determines the cost of his/her annual subscription for that year.
- e) Members joining the Club after the commencement of the financial year are charged a proportionate part of the annual subscription, rents for lockers and similar payments from the date of their joining until the end of the then current year.
- f) All annual subscriptions, rents for lockers and other payments, are payable on or before the commencement of each financial year.
- g) Members who have not paid the annual subscription or other sum due from them (or, if applicable, any instalment thereof) on the due date shall not be entitled to exercise any of the privileges of membership until such annual subscription or other sum has been paid. The name of any member so in arrears one month thereafter shall, at the discretion of the Board, be removed from the Club register but may be replaced if the Board so decides. The Board may impose a surcharge for late payment. The Board has the discretion to remove members'

privileges for non-payment of subscription fees and ultimately remove their names from the list of members.

2.11 Members resigning and rejoining

- a) Any member wishing to resign membership of the Club shall give notice in writing of his/her intention to do so to the General Manager on or before the end of the current financial year and shall pay all sums due in respect of the current financial year by way of subscriptions, fees for lockers, levies and similar payments.
- b) Ex-members may apply to rejoin the Club in any relevant category of membership without a joining fee. A rejoining fee will be applied on any subsequent occasion. Rule 2.10(a) shall apply.

2.12 Members transferring between categories of Membership

- a) If a member wishes to transfer to a different category of membership (if eligible), he/she shall notify the General Manager in writing. A transfer is subject to the additional payments that may become due as a result of such a transfer with effect from the date of transfer.
- b) If a Social Member wishes to transfer to any other category of membership, the application for transfer is treated as an application for new membership. A member who has previously paid a joining fee is not required to pay a further joining fee.

2.13 Reimbursement of subscriptions

- a) If a member dies, his/her personal representative is entitled to reimbursement of a due proportion of his/her annual subscription for the period from the date of his/her death to the end of the financial year.
- b) If a member leaves the district (as defined in Rule 2.5 above) during the Club year, the Board has discretion to refund an appropriate proportion of the annual subscription paid subject to evidence of the member's new address.
- c) If a member resigns his/her membership before the end of the financial year, he/she may be entitled to reimbursement of a proportion of the annual subscription payable by him/her for that year at the discretion of the Board.

2.14 Suspension of Membership and expulsion of Members

- a) The Committee, at its discretion, is empowered to expel or to suspend a member if he/she:
 - has conducted himself/herself on Club premises in the Committee's opinion in a manner injurious to the character or interests of the Club, or
 - has been convicted of a criminal offence, or
 - has made any false statement on his/her application form or during the joining procedure.
- b) The Committee must (if at least two-thirds of the Committee members present agree) immediately require the General Manager to give notice in writing to the member who it is considering for expulsion or suspension. Such notice will give particulars of the matters which the Committee are to consider - see Rule 2.14 (a) and the disciplinary procedures Rule 2.14 (b-e)

- c) The procedure for reaching a decision on suspension or expulsion is to be managed as follows:
- i) The Captain or an Officer delegated by the Captain will convene a Disciplinary Committee consisting of four past or serving Club Officers and the General Manager.
 - ii) The Disciplinary committee will invite the member concerned to attend, accompanied by a representative of their choosing. Any relevant witnesses may be asked to attend by the member or the Disciplinary Committee.
 - iii) The member may make representations to the Disciplinary Committee in writing within 10 days of receiving notice.
 - iv) The Disciplinary Committee, having considered the case, will agree by a majority decision to either dismiss the complaint, suspend the member for up to 12 months or expel the member.
 - v) The General Manager will notify the member in writing of the Disciplinary Committee's decision.
 - vi) The member may appeal this decision within 7 days of this notification as detailed in 2.14d.
 - vii) If the member who is expelled holds any office within the Club he/she shall cease to hold such office and in the case of suspension shall cease to hold office during the period of suspension.
- d) The procedure for dealing with an appeal by a member expelled or suspended under Rule 2.14 is to be managed as follows:
- i. The Captain or an Officer delegated by the Captain will convene an Appeals Committee consisting of five past or serving Club Officers who had not been members of the Disciplinary Committee. The General Manager may attend but may not vote.
 - ii. This Appeals Committee will be convened within 28 days of receipt by the General Manager of written notice of appeal signed by the member.
 - iii. This notice of appeal must be made within 7 days of notification of the decision of the Disciplinary Committee.
 - iv. If the member appeals the expulsion or suspension does not take effect until the Appeals Committee has either upheld or changed the decision of the Disciplinary Committee.
 - v. The decision of the Appeals Committee is final.
- e)
- i) Any member expelled in accordance with this rule or otherwise ceasing to be a member of the Club forfeits the right to claim upon the Club, its property and its funds.
 - ii) An expelled or suspended member is not to be admitted to the Club premises as a guest, visitor or otherwise, nor to enjoy any other privilege or advantage of membership and is not entitled to any relief from payment, or to any reimbursement of annual subscriptions, fees, rents, or similar payments during the period of suspension. However the maximum forfeit of annual membership fees will be 50%.

2.15 Complaints by Members

In no instance should a member reprimand anyone employed by or for the Club. All complaints by a member must in the first instance be made to the General Manager who will, if in his/her power, deal with them but members do have the right to have complaints submitted to and adjudicated by the Board or the Committee as applicable, whose decision shall be final. A Suggestions Book is available to members and entries are considered at every meeting of the Committee. The Captain is then responsible for replying to the points made by members.

2.16 Distributions to Members

The Club income, surpluses and property are applied solely towards the promotion of its objects. No part may be transferred or paid directly or indirectly to members. However, nothing in these Rules should prevent payment in good faith by the Club of:

- a) reasonable and proper remuneration or charges for employment by the Club for services rendered to the Club by a member provided that the member concerned is not present at the meeting approving the arrangements which are to be agreed.
- b) interest on money lent by any member at a reasonable and proper rate.
- c) reasonable and proper amounts for purchasing goods and other tangible assets from members.
- d) reasonable out-of-pocket expenses to a member of the Board or Committee.
- e) premiums in respect of insurance covering personal liability of any member of the Board or of the Committee for acts or omissions related to activities of the Club.

3. Management of the Club

3.1 Structure

The structure comprises a Board responsible for the financial affairs of the Club and a Committee responsible for golf and social activities for members.

3.2 Composition and Purpose of the Board

- a) The Board consists of three elected members and the elected Treasurer (all of whom must be Full Members) and in ex-officio capacity, the General Manager, the Club Captain and the Club Vice Captain. The President attends meetings of the Board in a non-voting capacity.
- b) No member of the Board (other than the Treasurer pursuant to Rule 3.3 and the Club Captain) shall be eligible to be a member of the Committee.
- c) A member shall be elected to the office of Treasurer by the Club in an AGM or EGM pursuant to Rule 5.1 (subject to the powers of the Board to fill vacancies under Rule 3.6) and shall be subject to retirement pursuant to Rule 3.6 (c) with the other two elected members of the Board.

The purpose of the Board is to control and manage the Club's property, funds, financial planning and affairs (subject to the provisions contained in these Rules and subject to such powers vested in the Committee). The Board has specific powers:

- to engage, control and dismiss Club Officials including the General Manager and Head Professional;
- to exercise all executive and administrative powers necessary for properly carrying out the objects of the Club.

3.3 Composition and Purpose of the Committee

The Committee shall consist of the Club Captain, President, Vice Captain, Ladies' Captain, Seniors' Captain, Chair of Greens' Sub-Committee, Chair of Golf and Competitions' Sub-Committee, Chair of House Sub-Committee and Chair of Junior Organising Sub-Committee. The Treasurer shall be

an ex-officio member of the Committee. The General Manager is a non-voting member of the Committee. No member of the Committee (other than the Treasurer and the Club Captain pursuant to Rule 3.2) shall be eligible to be a member of the Board. The immediate Past Captain may attend meetings in a non-voting capacity. The Club Captain shall be the Chair of the Committee. In their absence, Officers may be represented by a nominated member of their sub-committee by prior arrangement with the Club Captain.

The purpose of the Committee is to be responsible for:

- a) the arrangement of golf competitions and matches and the golf handicapping of male members through the Golf and Competitions' Committee;
- b) the condition of the golf courses through the Greens' Committee;
- c) the handicapping of lady members is delegated to the Ladies' Committee;
- d) arrangements for social functions and events through the House Committee;
- e) establishing and enforcing codes of conduct and standards of dress at the Club;
- f) the activities and welfare of junior members;
- g) responding to the suggestions and complaints of members;
- h) other responsibilities agreed with the Board.

3.4 Procedures of the Board and the Committee

Both the Board and the Committee shall meet monthly or as required for the dispatch of their business and regulate their meetings as they think fit. Three members shall be a quorum in the case of the Board and six members shall be a quorum in the case of the Committee.

3.5 Minutes of meetings and Accounts

The General Manager shall keep full and accurate minutes of all proceedings of the Club and of the Board and Committee. Sub-Committee reports made to the Committee by officers will form part of the minutes. Minutes are to be produced at every meeting of the Board and the Committee and such financial accounts as may be required by the Board. The minutes of the Committee and the Board are available to members upon request to the General Manager. The Treasurer and General Manager shall prepare the Annual Statement of Accounts and Balance Sheet of the Club to the financial year end which shall (after audit by an auditor who shall be a qualified accountant) be printed and circulated to the members along with the notice of the AGM.

3.6 Election of Officers to the Board, the Committee and Sub-Committees

The election of members to the Board, the President, Club Captain, Vice Captain, Treasurer and other members of the Committee (other than ex-officio members namely the Ladies' Captain and the Seniors' Captain) shall take place at the AGM in the following manner:

- a) at least 35 days' notice of the forthcoming election shall be given by posting on the clubhouse notice board. Such notice shall state the need to elect the President, Club Captain, Vice Captain and vacancies for the Board and the Committee and its Sub-Committees and the responsibilities of these roles. Any Full Member of the Club, subject to Rule 3.6(f), shall be entitled to nominate a Full Member to serve as the President, Club Captain, Vice Captain and Treasurer or as a member of the Board or the Committee, having previously received their consent.

The name of each nominated member is sent in writing to the General Manager at least 28 days before the AGM, together with the names of their proposer, seconder and a brief

biographical statement for each candidate containing such details as the Board may require. A list of candidates together with their proposers, seconders and statements are to be posted on the clubhouse notice board at least 21 days before the AGM.

- b) the names of all candidates together with proposers, seconders and biographical statements are to be published for members with a copy of the notice of the AGM. If there are more candidates than vacancies, such vacancies will be filled by ballot. This ballot will be conducted by a postal or e-mail vote of all eligible members. The General Manager must receive votes 48 hours before the AGM. If there are not sufficient numbers of candidates nominated, the Board or the Committee may (and, in the case of the Treasurer, the Board shall) fill the remaining vacancies from the membership. If two or more candidates have an equal number of votes the Board or Committee (as appropriate) shall select from such candidates by ballot the number required to complete its membership.
- c) members of the Board (excluding for these purposes ex-officio members) may serve on the Board for a three-year period. The member who has been in office longest shall retire at the AGM but shall be eligible for re-election. A member so elected may serve on the Board for a maximum of two periods of three years consecutively. A one-year period must pass before that member may stand for election again.
- d) the respective Chairs of the Greens', Competitions', House and Junior Organising Sub-Committees may serve on the Committee for a period of three years. The Chairs shall retire by rotation annually and shall be eligible for re-election. A member elected may serve on the Committee for a maximum of two periods of three years consecutively. A one-year period must then pass before that member can stand for election again. Members may vote for the same number of candidates as there are vacancies. The elected candidates with the highest numbers of votes shall be elected for a period of three years and candidates with the reducing highest number of votes shall be elected to fill the remaining reducing periods of office.
- e) the Club Captain, as ex-officio on the Board, shall retire from the Board at the next AGM to be replaced by the newly elected Club Captain.
- f) a member of less than two years is not eligible to propose, second or be elected to the Board or the Committee

3.7 Mid-term vacancies on the Board and Committee

- a) Mid-term vacancies that occur on the Board (other than the Club Captain) shall be filled by the Board and any person so co-opted must retire at the next AGM (in addition to those retiring under Rule 3.2) but shall be eligible for re-election.
- b) Mid-term vacancies that occur on the Committee (other than the Club Captaincy, Vice Captaincy or Ladies' Captaincy) may be filled by the Committee. Any person so co-opted must retire at the following AGM (in addition to those retiring under Rule 3.6) but shall be eligible for re-election for the remainder of the three-year term of the member whose departure caused the vacancy.
- c) Additional members may be co-opted to serve on the Board or the Committee but such members may not have a vote.

3.8 Removal of Members from the Board or the Committee

- a) Any member of the Board or of the Committee other than the Club Captain (in the case of the Board), Vice Captain or Ladies' Captain (in the case of the Committee) may be removed at any time by a resolution of an AGM or EGM duly convened in accordance with Rule 5.1(e) carried by the votes of a majority of not less than two-thirds of the members present and entitled to vote.
- b) Any member of the Committee not attending three consecutive meetings without the approval of the Committee shall cease to be a member of that Committee, and in such case, Rule 3.8 (a) will not be applied, i.e. an AGM or EGM is not required.
- c) The General Manager (an ex-officio member of the Board) may be removed by the Board.

3.9 Membership and proceedings of Sub-Committees

The Board and the Committee have the power to appoint Sub-Committees for such purposes and with such powers as they may deem necessary and may nominate any members of the Club to serve on such Sub-Committees.

The Committee will appoint a Golf and Competitions' Committee, a Greens' Committee, a House Committee and a Junior Organising Committee each of which will consist of a Chair (elected to the Committee according to Rule 3.3) and not more than three members. One of these three members must retire by rotation annually but shall be eligible for re-selection. Members may serve on a Sub-Committee for a maximum of two periods of three years consecutively. A period of one year must elapse before that member may be appointed again but this provision does not preclude their nomination for membership of the Board or the Committee.

The Committee of Presidents and Club Captains (PCC) consists of all past and serving Presidents and Club Captains who remain as Full Members and who are willing to serve and the Chair of the Board, the serving Ladies' Captain and a member of her committee nominated by her for the year in question. The PCC Committee will be convened as required and chaired by the serving Club President. The purposes of the PCC Committee are:

- to consider nominations for the Presidency and to make such nomination recommendations to the AGM.
- to make one or more annual awards to members in recognition of exceptional voluntary service to the Club in accordance with procedures agreed with the Board.

3.10 Borrowing

If at any time the Club in an AGM or EGM passes a resolution authorising the Board to borrow money, the Board is empowered to borrow for the purposes of the Club such amount of money either at one time or from time to time at such rate of interest and in such form and manner and upon such security as shall be specified in such resolution. Except under these circumstances, the Board has no powers of borrowing. The Committee does not have any powers of borrowing.

3.11 Disposal of Assets

The Board may not direct the Trustees of the Club to sell, transfer, lease or otherwise dispose of any assets except with prior approval of a resolution of the Club at an AGM or EGM carried by the votes of a majority of not less than two-thirds of the members present. This rule does not apply to the disposal of any assets in the normal course of the Club's activities subject to the Trustees being notified not less than seven days in advance of any proposal to dispose of an asset with a market value of more than £1,000.

3.12 Liability and Indemnification of Members

- a) Any member or members who, with the written authority of the Board (or that vested in the Committee by the Board) signs any lease, agreement, guarantee, indemnity or other document or may assume any obligation on behalf of the Club does so only as agent for the Club. If it is later alleged that by reason thereof he/she has incurred any personal liability in respect of, or in relation to, the affairs of the Club he/she shall be, and is hereby fully indemnified by the Club, other than Junior Members, against all personal liability, subject to the limitation according to Rule 3.12(b).
- b) The liability of members, other than Junior Members who bear no liability, shall be restricted to one year's subscription.

4. Officers and Officials

4.1 President

- a) There will be a President of the Club, elected annually at the AGM from among the membership to hold office until the next AGM when the President shall retire but shall be eligible for re-election.
- b) The President must be a Full Member and may not be a member of the Board.
- c) The Committee may appoint a person who is willing to act to be the President to fill a casual vacancy. The person so appointed will hold office only until the next AGM when the said appointed President will retire but shall be eligible for re-election.
- d) No person shall, however, be President for more than five years continuously from the date of his/her election or, if appointed under Rule 4.1 (c), from the AGM immediately following his/her subsequent election.
- e) The President during his/her term of office will be given financial support in the form of honorary membership during his/her term of office and a 50% discount on bar card purchases.

4.2 Captain, Vice Captain and Ladies' Captain

- a) The Club Captain and Vice Captain (each of whom must be a Full Member) are elected annually at the AGM to hold office until the following AGM. The Vice Captain shall deputise for the Captain when asked to do so, and shall on those occasions have the right to vote as a member of the Board. The Ladies' Vice Captain shall have the right to vote at Committee meetings when deputising for the Ladies' Captain, as shall the Seniors' Vice Captain when deputising for the Seniors' Captain.
- b) The Committee may fill any vacancy occurring in the Club Captaincy or Vice Captaincy during the term of office and any person chosen must retire at the following AGM but is eligible for re-election.
- c) The Club Captain during the term of office will be given financial support in the form of a year of honorary membership, 50% discount on bar card purchases, reimbursement for the cost of a blazer and complimentary Club match fees and tickets for social events.
- d) The Ladies' Captain during the term of office will be given financial support in the form of a year of honorary membership, 50% discount on bar card purchases, and complimentary tickets for social events.

4.3 Chair of the Board, Treasurer and Section Captains

- a) The members of the Board shall elect one of their number to be the Chair and have the power at any time to change the Chair.
- b) The Treasurer shall have Honorary Membership during his/her term of office
- c) The procedure for electing the Captain of the Ladies' and the Seniors' sections is decided by the committee of each section.

4.4 General Manager

The General Manager on behalf of the Board and in accordance with his/her employment contract shall carry out the day-to-day management of the Club. He/she reports directly to the Chair of the Board. He/she is an ex-officio member of the Board with an equal vote.

4.5 Trustees

- a) There are four Trustees of the Club who must be members of the Club and who are appointed by the Board for a period of five years. A Trustee may not be a member of the Board or the Committee.
- b) At every meeting of the Trustees they will appoint a Chair for that meeting who shall have an additional or casting vote at that meeting only.

5. General Meetings of Members

5.1 Annual General meetings and Extraordinary General Meetings

- a) All members shall be entitled to attend and vote at an AGM or EGM with the exception of Junior, Social and Honorary Members.
- b) Notice in writing of an AGM or EGM shall be sent to every member entitled to be present, by post or e-mail, to their address as in the Club register, pursuant to Rules 3.6(b) and 5.4.
- c) The AGM of the Club must be held within 4 months of the end of the financial year. At least 35 days notice of the AGM must be given.
- d) 21 days' notice of an EGM must be given and 28 days' notice of an EGM given when convened for the purposes of considering a resolution according to Rule 3.11.
- e) 50 members present in person will constitute an AGM or EGM.
- f) The business to be transacted at the AGM is limited to:
 - i) the Chair of the Board's Report.
 - ii) the submission of The Statement of Accounts.
 - iii) receiving the Club Captain's Report.
 - iv) the election of the President, Club Captain and Vice Captain.
 - v) the election of candidates for vacancies as officers on the Committee.
 - vi) the election of candidates for vacancies on the Board.
 - vii) the election of Life or Honorary Members.
 - viii) the election of auditors for the following year.
 - ix) the alteration of Rules of which due notice has been given.
 - x) any motion relating to the management or welfare of the Club of which any member, entitled to vote, has given 21 days' previous notice, in writing, to the General Manager.
- g) A resolution put to the vote of a meeting is decided on a show of hands unless before or on the declaration of the show of hands, a poll is duly demanded by the Chair of the meeting or by at least two members having the right to vote and who are present at the meeting. A poll shall be taken as the Chair of the meeting directs and he/she may appoint scrutineers (from Club Members). The result of any such poll will be deemed to be the resolution of the meeting.
- h) The Board shall call an EGM and shall be bound to do so within 28 days notice (and subject to Rule 5.1(b)) after receiving a requisition signed by 50 members as defined in Rule 5.1(a), stating the object for which they require the meeting to be called.
- i) At every AGM or EGM the President, or in his/her absence, the Chair of the Board or in his/her absence, the Club Captain, or in his/her absence a chair elected by the members present and entitled to vote, shall preside. If the number of votes cast for and against is equal the Chair of the meeting shall have the casting vote in addition to his/her own vote.

5.2 Alteration of the Rules

No Rule of the Club may be repealed or altered and no new Rule may be made except at an AGM or EGM and by a resolution carried by the votes of a majority of not less than two-thirds of the members present and entitled to vote. However, neither Rule 4.4 nor 3.10 shall be altered without the written consent of the majority of the Trustees. 28 days' notice in writing of the intention to propose any new Rule or alteration shall be given to the General Manager, who shall add the proposition to the notice of the meeting.

5.3 Dissolution of the Club

If at any EGM of which 28 days notice has been given, a resolution for the dissolution of the Club be carried by a majority of not less than nine-tenths of the members present and entitled to vote, the Board shall thereupon proceed to realise the property and assets of the Club and after the discharge of all liabilities shall distribute the net proceeds among such organisation(s) approved at the EGM which:

- a) has as its principle purpose the promotion of the game of amateur golf and
- b) is a Community Amateur Sports Club within the meaning of Schedule 18 Finance Act 2002 or
- c) is a registered Charity.

Upon completion of such distribution the Club shall be dissolved.

5.4 Addresses of Members

For the purpose of executing these rules each member must communicate his/her address and/or e-mail address to the General Manager. All notices sent to such addresses will be considered as duly delivered.

6. Competitions and Matches

6.1 Men's Competitions and Matches

Mens' competitions and matches shall be held at such times and under such conditions as the Committee shall determine.

6.2 Ladies' Competitions and Matches

Ladies' competitions and matches shall be managed by the Ladies' Committee subject to conditions determined by the Committee.

6.3 Juniors' Competitions and Matches

Juniors' competitions and matches shall take place as determined by the General Committee.

7. Decisions of the Board and Committee on Rules and Procedures regulating conduct and Local Rules for golf

7.1 General

- a) In the proper exercise of their respective powers (but not further or otherwise) the Board and the Committee shall have the power to make Rules for the regulation and conduct of the Club and Local Rules for the golf courses as they may from time to time deem necessary. These shall remain in force unless altered or rescinded by the Board or the Committee or at an AGM or EGM.
- b) All members are bound to submit to the Rules of the Club and to any additions and modifications.
- c) Members may access these Rules and Procedures on the Club website, request a digital copy or obtain a hard copy from the Club Office. Such copies of the Rules and Procedures are notice of the rules by which members are bound. Local Rules pertaining to play on the golf courses are posted in the clubhouse.
- d) Every member is entitled, on application to the General Manager, to receive a copy of the Rules and Procedures.
- e) The Club has established a dress code. Details are published in a leaflet and on the Club website, are posted in the Clubhouse and Professional's Shop and are obtainable from the Club Office.

7.2 Access to the Golf Courses

Golfers must abide by the tee reservations authorised by the Committee for the purpose of managing competitions, matches and events.

The Course Manager's decision on the condition of the courses is final. No golfer may play either of the courses if closed due to adverse weather conditions. Golfers may only use trolleys or buggies if the courses are at condition green. No buggies and only trolleys with winter wheels may be used if the course is at condition blue. No trolleys or buggies may be used if the courses are deemed to be condition red.

7.3 Guests and Visitors

The Board reserves the right of admission to all parts of the courses and the Club facilities. Any member is entitled to introduce guests to the clubhouse and grounds providing the member accompanies the guest(s) and discharges any liability incurred. Visitors are, subject to conditions determined by the Board, permitted to use the clubhouse and grounds. The introduction of guests and the acceptance of visitors are subject to the following conditions:

- a. Payment of the requisite fees

- b. The name of every guest wishing to play golf must be entered in the book kept for that purpose by the Professional's Shop staff, and the entry signed and dated by the member introducing a guest.
- c. Guests of members and visitors (including members of visiting Societies) shall be deemed members of the Club for the period covered by the payment of the appropriate green fees and are subject to the Rules and Procedures of the Club. A valid handicap confirmation is required if requested. They may not compete in any Club Competitions.
- d. Members may introduce up to three guests at a time on up to twenty occasions during a year provided that they are to play in a fourball.
- e. No person shall be entitled to be introduced as a guest more than twelve times in one year. This limitation does not apply to guests attending social functions in the company of a member.
- f. Members who are playing as part of a Society may not sign in other members of the Society.
- g. Subject to the Board reserving the right of admission to all parts of the Club facilities and courses, visitors may:
 - play the 18-hole course and use the Club facilities on identifying themselves to the Professional's Shop staff, payment of the appropriate green fee and production of a valid handicap confirmation if requested.
 - play the 9-hole course and use the Club facilities on payment of the appropriate green fee.

7.4 Property of the Club

No member shall damage, take away (without the permission of the General Manager) or permit to be taken away from the clubhouse, under any pretence whatever, any property of the Club. Any member causing damage to any Club property, or property for which the Club is responsible, shall bear the expense of repair or replacement.

7.5 Property of Members

The Club will accept no responsibility for the property of any member on the Club premises except articles handed to the General Manager for safe custody, which he/she is willing to accept.

7.6 Expenses incurred by Members

Members are required to pay every expense they incur in the Club before leaving the clubhouse.

7.7 Charity Fund Raising and Private Business

- No member shall abuse membership of the Club for business purposes.

- No member, guest or visitor shall use the Club premises for the purposes of making charitable or other appeals without the consent of the Board.
- No sign, notice or placard shall be displayed in the clubhouse or grounds without the consent of the Board.

7.8 Opening of the Clubhouse Facilities

The clubhouse shall be opened and closed daily at such hours as the Board shall from time to time determine. The hours for the sale and consumption of intoxicating liquors in the clubhouse shall be such as the Board shall from time to time determine within the general licensing hours for the licensing district, and shall be posted in the clubhouse.

7.9 Intoxicating Liquor

The hours during which intoxicating liquor may be purchased and the time when the clubhouse is open for the use of members shall be as from time to time decided by the Board (but shall not in any event exceed that permitted by the relevant authority under the Licensing Acts or other applicable law). Subject to any restrictions which may from time to time be imposed by the Board, the following persons are entitled to admission to the Club's premises to purchase intoxicating liquor for consumption on the Club's premises:

- a. visitors on payment of the appropriate green fee and members' guests
- b. members of the public taking table meals on the Club's premises
- c. members of the public attending any function organised by the Club
- d. Club employees
- e. members of the public attending private functions not organised for the benefit of the Club, provided such functions have been authorised by the Board.

7.10 Practice areas

Golfers shall practise golf only on areas specifically set aside by the Committee as practice areas.

7.11 Dogs

Other than guide dogs, no dogs shall be brought into the clubhouse or on to the courses except with the consent of and subject to such conditions as may be prescribed by the Board.

7.12 Smoking

Smoking is not permitted in the clubhouse. Smoking may only occur in designated areas.

7.13 Mobile Phones

Mobile phones are not to be used for making or receiving calls on either of the golf courses or in the Members' Lounge.

7.14 Policy and Information Leaflets

The Club publishes a policy document concerning Health & Safety and an information leaflet "*Staying Safe on the Golf Courses*" for members that summarises health and safety guidance. Also published are a leaflet called *Dress Code* and an advisory leaflet on aspects of the *Club rules, etiquette, procedures and practices* on and off the courses. These documents have the status of bye-laws and members, guests and visitors are required to comply with them. As bye-laws they are subject to revision by the Committee without reference to an AGM or an EGM.