



Annual General Meeting
Sunday 1 December 2019
At 3pm in Clubhouse
Balbirnie Park Golf Club

NOTICE OF MEETING

NOTICE IS HEREBY GIVEN that the ANNUAL GENERAL MEETING of the Club will be held in the Clubhouse of Balbirnie Park Golf Club on Sunday 1 December 2019 at 3.00pm for consideration of the following Business:

1. Captain's Welcome
2. Apologies for Absence
3. Minutes of the Annual General Meeting held on Sunday 2 December 2018
4. Matters arising from the minutes
5. Captain's Report
6. Conveners' Reports
7. Finance Convener's Report and Abstract of Accounts
8. Resolutions
9. Election of Office Bearers
10. Appointment of Accountants
11. Any other Competent Business

The Following nominations for the following Management Committee posts have been received:

Position: Match & Handicap Secretary - **Roger Falconer**

Position: Vice-Captain – **George Allan**

Position: Finance Convener – **Alan Balfour**

Position: Social Convener – subject to acceptance or otherwise of resolution No 1

Position: Greens Convener – **Ian Stevenson** – subject to acceptance or otherwise of resolution No 1

Position: Junior Convener – **Scott Gillespie** - – subject to acceptance or otherwise of resolution No 1

Position: Advertising and Sponsorship Convener – subject to acceptance or otherwise of resolution No 1

Position: Committee Members without portfolio – **Don Anderson, Trish Masterton, Ian Stevenson** – subject to acceptance or otherwise of resolution No 1

In accordance with Article 7.4. of the Club's Constitution and Rules, nominations to fill these vacant posts will be sought at the AGM.

The following Resolutions have been submitted in accordance with Section 12.3. of the Club Constitution:

Resolutions 1-2 by Management Board:

AGM RESOLUTION NO. 1

The current Constitution & Bye-Laws is replaced by the following New Constitution & Bye- Laws:

Balbirnie Park Golf Club Constitution:

BALBIRNIE PARK GOLF CLUB CONSTITUTION

1. Name

1.1 The name of the Club shall be the Balbirnie Park Golf Club, hereafter referred to as 'the Club'.

2. Objectives

2.1 The Club shall hold the following as its aims and objectives and shall strive to fulfil these aims and objectives at all times:

2.1.1 To fulfil the general objectives and functions of a golf Club and sports Club and by undertaking such activities as may be reasonably necessary and/or incidental to such objectives;

2.1.2 To generally promote the game of golf for the benefit of members and the local community;

2.1.3 To promote and abide by the Rules of Golf as they are fixed from time to time by The R&A;

2.1.4 To provide access to golf for players of all standards in a friendly and welcoming atmosphere that does not discriminate on the grounds of gender, age, race, religion or belief, sexual orientation or disability;

2.1.5 To provide coaching in golf to beginners and for improvement for experienced players;

2.1.6 To arrange competitions and matches for members;

2.1.7 To lease and/or purchase land and/or equipment suitable for the purposes and functions of the Club; and

- 2.1.8 To sell and deal in alcohol, mineral/aerated water, other related products as well as refreshments, foodstuffs and golfing equipment in accordance with the provisions of any licensing laws and by obtaining the necessary statutory consents and licenses for this.

3. Membership

- 3.1 The membership of the Club shall consist of the following Classes of membership:
- 3.1.1 Ordinary Members - as defined in Bye-laws
 - 3.1.2 Honorary Life members – those members who have rendered valuable service to the Club and/or whom the Club desires to honour, may be elected to this category of membership at an Annual General meeting and have the full rights of Ordinary Members.
 - 3.1.3 Junior members – any person aged up to 17 years as at 1st January
 - 3.1.4 Country members – As defined in Bye-law clause 2.1.17
 - 3.1.5 Social Members – As defined in Bye-law clause 2.1.19
 - 3.1.6 Employee Members – As defined in Bye-law clause 2.1.18
 - 3.1.7 Corporate Members – As defined in Bye-law clause 2.1.21
 - 3.1.8 Temporary Members – As defined in Bye-law clause 2.1.20
- 3.2 The Club may also admit Temporary members. Persons admitted as Temporary Members may be granted such privileges of the Course and Clubhouse, as the Committee shall determine. The terms of Temporary membership shall be those fixed by the Committee from time to time. Any payment requested of Temporary Members shall be payable in advance.
- 3.3 All members shall pay an annual subscription to join the Club; the membership fee for each category of membership shall be decided by the Management Committee but shall not be less than that specified in the Bye-Laws.
- 3.4 All members joining the Club shall be deemed to accept the terms of this Constitution and any Bye-Laws from time to time adopted by the Club in particular including the requirement to conduct themselves in accordance with any conduct rules, club policies, equity policy and disciplinary procedures.
- 3.5 Membership is open to all and no application shall be refused on grounds of gender, gender reassignment, age, race, religion or belief, sexual orientation, marriage and civil partnership, pregnancy and maternity or disability.

Applicants for membership will be Proposed and Seconded by a member of the Club (and from the membership categories in sub-clauses 3.1.1, 3.1.3 and 3.1.6 in clause 3.1 of this constitution) signed off by the Director of Golf or the Club Administrator. The Management Committee will be the final arbiter and shall have the power to reject any applicant.

- 3.6 Members shall be liable to pay to the Club entrance fees on election to the Club. The Management Committee shall set the entrance fee and shall have the authority to waive the payment of the whole or any part of an entrance fee in any individual case in which they shall consider it to be in the interests of the Club to do so.
- 3.7 The annual subscription for Membership shall be displayed on the Club Notice Board and printed in the Annual Directory of the Members of the Club.
- 3.8 Annual subscriptions shall be due on a date determined by the Management Committee and must be paid by 30 days after the due date. In the event that any member's annual subscription has not been paid by 30th day after the due date then membership playing rights shall be automatically suspended. Termination shall be intimated to the member in writing by the Administrator if payment is not made by 60 days after the due date. No Member shall be entitled to enter any competition prior to payment of the annual subscription or instalment of any moneys due to the Club.
- 3.9 Subscriptions for all Membership Categories shall be fixed by the Management Committee. The annual change in subscription will be no more 5% of the previous year's subscription. Any proposed change above these amounts will require to be approved by the Members at the Annual General Meeting or General Meeting of the Club.
- 3.10 If the conduct of any member, either in or out of the clubhouse, on the course, or elsewhere is such that it appears to the Management Committee to impair the character or good standing of the club, or if any member wilfully disobeys any order of the Management Committee communicated to such member or is in breach of any rule or Bye-Law of the club, the Management Committee shall make a formal complaint to the Disciplinary and Conduct committee who shall consider the complaint in terms of the disciplinary procedure of the club.

4. Management of the Club

- 4.1 There shall be a Management Committee responsible for the overall management of the Club and shall have the power to make and amend Bye-laws and Appendices. The Management Committee will be elected by the members at the AGM. The Director of Golf will be an ex-officio member of the Board.
- 4.2 The Management Committee shall hold meetings from time to time as may be required for the dispatch of all competent business. A meeting of the Committee shall be called by the Captain at any time, and the Secretary shall be bound to call such on a written requisition addressed to him by any five members of the Management Committee.
- 4.3 The Management committee shall appoint sub-committees and define their remit as it seems fit.
- 4.4 Officers and Committee members without portfolio shall hold their posts for 2 years, with the exception of the Past Captain whose term will be one year and shall retire in rotation.
- 4.5 Each Committee shall have a chair who will be a member of and report to the Management Committee who shall agree the Sub Committee's membership and rules of operation subject to the terms of this Constitution.

5. Composition and Responsibilities of Management Committee

- 5.1 The Management Committee shall consist of the following 9 persons:
 - 5.1.1 Captain
 - 5.1.2 Vice Captain
 - 5.1.3 Finance Convenor
 - 5.1.4 Match and Handicap Secretary
 - 5.1.5 Director of Golf
 - 5.1.6 Immediate Past Captain
 - 5.1.7 3 other members without portfolio
- 5.2 The Management Committee should include a minimum of at least one of either gender.
- 5.3 At all Management Committee meetings five (5) members shall constitute a quorum.
- 5.4 The Management Committee should meet no less than 4 times a year.
- 5.5 **Appendix A** sets out the Responsibilities of the Management Committee.
- 5.6 The Club Administrator will act as Secretary to the Management Committee.
- 5.7 The Captain, shall be elected at the Annual General Meeting shall hold office for two years and shall be eligible for re-election to the Management Committee, By recommendation and sanction of the full Management Committee the term of office of the Captain may be extended if required. The Vice-Captain shall succeed the Captain as Captain subject to proper nomination.
- 5.8 In the event that the AGM is unable to fill all the elected posts on the Management Committee the task of filling such posts is delegated to the Management Committee itself.
- 5.9 The Captain, Finance Convenor and Match and Handicap Secretary will be entitled to free membership during their period of office.
- 5.10 The Management Committee, chaired by the Captain, shall:
 - 5.10.1 Establish club policies and oversee the administration of those policies
 - 5.10.2 Oversee the fiscal management of the club including setting annual subscriptions, membership categories, entrance fees, and level of audit requirement.
 - 5.10.3 Be responsible for the creation, amendment and enforcement of Bye-Laws of the Club

- 5.10.4 Be responsible for ensuring the Club, its office-bearers and employees have in place adequate and relevant insurance cover at all times.
 - 5.10.5 Welcome new members
 - 5.10.6 Appoint the senior management staff in accordance with the approved budget
 - 5.10.7 Review and approve recommendations made by the clubs appointed sub committees
- 5.11 The Management Committee will not have power to purchase, sell, or lease heritable property without specific authority of members at a General Meeting.
 - 5.12 The members of the Management Committee shall also be trustees of the Club and shall hold any property of the Club in their name and shall be entitled to be sued or sue as trustees of the Club. They shall be indemnified by the Club where acting in good faith in their capacity as trustees of the Club.
 - 5.13 Election to any position on the Management Committee cannot be limited by or discriminated on the ground of gender, gender reassignment, age, race, religion or belief, sexual orientation, marriage or civil partnership, pregnancy or maternity or disability.
 - 5.14 The Captain, Vice Captain, Finance Convenor and Club Administrator are authorised to sign official documents, contracts, cheques and electronic banking transactions as per Bye- law clause 3.5.

6. General Meetings

- 6.1 A General Meeting may be called by the Management Committee or by 30 Members of the Club. Any such request must be submitted to the Secretary by written motion , setting out the rationale and basis for the General Meeting being called.
- 6.2 No business shall be transacted at a General Meeting other than that of which notice has been given in the motion calling that special general meeting.
- 6.3 At least 28 calendar days' notice of a general meeting must be given to the full Club membership. Notice to members shall be deemed to have been served by properly addressing, prepaying and posting a letter, or by email, and posted on the Club's website in the membership section, containing the notice and shall be deemed to have been effected at the time at which the letter would be delivered in the ordinary course of post, or by the date of the email.
- 6.4 The Classes of membership in sub-clauses 3.1.1, and 3.1.2 in clause 3.1 of this constitution will have the right to vote at General Meetings
- 6.5 Quorum of any General Meeting shall be 10% of the Club members or 50 members, whichever is lower. In the event that there are insufficient numbers of members to form a quorum, the Management Committee shall have the power to call a further General Meeting at which 30 members present shall form a quorum.
- 6.6 The Captain shall normally take the Chair at General Meetings at which he/she shall have the right to a casting vote (in addition to his/her vote as an ordinary member).

6.7 Any decisions other than amending the constitution shall be reached by a simple majority of the members present and who possess the right to vote.

7. The Annual General Meeting

7.1 The Annual General Meeting shall be held once per calendar year, within 4 months of the end of the financial year and may be attended only by current members and who possess the right to vote, and shall have as its main business:

7.1.1 The presentation of the Management Committee Report for the past year. Approval of the minutes of the last Annual General Meeting and any other General Meetings held during that year

7.1.2 Approval of the Financial accounts for the last financial year and appoint any auditors

7.1.3 To consider any resolution, motion or recommendation by the Management Committee.

7.1.4 To consider any resolution from a Member proposer and seconder

7.1.5 Consider and approve any changes to the Constitution

7.1.6 The election of any office-bearers and/or Ordinary Committee members

7.1.7 Election of Honorary Life Member.

7.1.8 Deal with any other relevant business.

7.2 Any resolution for discussion at the AGM brought by a member proposer and seconder shall constitute special business and shall therefore be notified to the Club Administrator in writing at least six (6) weeks before the AGM for inclusion of details in the pre-AGM notice to members.

7.3 Any resolution, motion or recommendation brought by the committee shall be considered as duly proposed and seconded for inclusion of details in the pre-AGM notice to members.

7.4 An agenda giving notice of the Annual General Meeting must be circulated along with a copy of the annual accounts, details of candidates for office bearer posts and voting slips to all Club members at least 14 calendar days in advance.

7.5 The quorum for any Annual General Meeting shall be 50 Club members. In the event that there are insufficient numbers of members to form a quorum, the Management Committee shall have the power to call a further Annual General Meeting at which 30 members present shall form a quorum.

7.6 The Captain shall normally take the Chair at Annual General Meetings at which he/she shall have the right to a casting vote (in addition to his/her vote as an ordinary member).

7.7 Voting on any matters other than a change to the constitution shall be by simple majority of Club members present and voting.

- 7.7.1 Nominations for office-bearers must be posted at least 21 calendar days in advance of the Annual General Meeting or the Extraordinary General meeting.
- 7.7.2 Office Bearers of the club must come from the following categories of membership in sub-clauses 3.1.1 and 3.1.2 in clause 3.1 of this constitution.
- 7.7.3 Each nomination shall require one proposer and seconder who shall be a voting member of the Club.
- 7.7.4 Elections shall be conducted on a simple majority of Club members present and voting.
- 7.7.5 In the event of there being no nomination for a post within the stipulated time, then nominations may be accepted at the Annual General Meeting.
- 7.7.6 In the event that no person is voted into a post or in the event of resignation or retiral from a position, the Captain or Vice-Captain will undertake the duties until such time as the post is filled.

8. Finance

- 8.1 The Finance Convenor shall be responsible for securing the preparation of Annual Accounts of the Club and laying these before the Annual General Meeting.
- 8.2 The accounts shall be certified by the Club's independent Accountant as approved at the Annual General Meeting.
- 8.3 All members of the Club shall be jointly and severally liable for the financial liabilities of the Club

9. Dissolution or Winding Up of the Club

- 9.1 The Club is non-profit-making and all profits and surpluses will be used to maintain and or improve the Club facilities or to carry out the objectives of the Club.
- 9.2 In the event of the Club being wound up, the net assets/residual debt will be shared/borne equally by the fully paid Voting Members current at the time.

10. The Constitution.

- 10.1 The Constitution shall only be altered by consent of sixty percent (60%) of members (as defined by sub-clauses 3.1.1, and 3.1.2 in clause 3.1 of this constitution) by the means of a poll.
- 10.2 The Constitution and Bye-Laws in force from time to time shall be binding on the Club office-bearers and members.

11. Complaints

All complaints must be made in writing to the Administrator and signed by the persons complaining; and none shall be attended to unless this rule is complied with. The Administrator shall submit all such complaints to the Director of Golf or the Management Committee, who shall take the matter into

their consideration, and they shall have the power to give such deliverance or order thereon as they consider necessary.

Balbirnie Park Golf Club Bye-Laws:

BALBIRNIE PARK GOLF CLUB BYE – LAWS

1. General

1.1 Dress Code

1.1.1 The Club aims to operate a contemporary and forward-thinking dress policy. It is in all our interests to maintain reasonable standards of casual but smart dress in keeping with golfing traditions.

1.1.2 No tracksuits, rugby or football colours are permitted on the course or in the clubhouse at any time.

1.1.3 Golf Shoes must be worn on the course and only spike less shoes permitted upstairs in the bar or lounge

1.2 The Course

1.2.1 The Rules of Golf, as they may from time to time be fixed by the Royal and Ancient Golf Club, St Andrews, shall so far as it is applicable, be the Rules of Golf of the Club, except where otherwise specially provided for in the Bye-Laws and Local Rules

1.2.2 No person may practise on the course except in certain places as defined by the Management Committee. Such places shall be prominently marked and a note of them shall be displayed on the notice board in the clubhouse

1.2.3 Dogs under control shall be allowed on the course.

1.2.4 The Committee shall have the power to grant the use of the Course for a Competition, Club Outing or Tournament, on such conditions as it may determine.

1.2.5 The MC who grants powers to the Match and Handicap Secretary to determine the Handicaps of Members of the Club., in accordance with the relevant CONGU Handicapping System (s).

1.2.6 Members may introduce visitors to the use of the clubhouse and the course, on a payment of the current Green Fee, provided that before play, tickets are obtained from the Club Professional. Members are allowed to introduce any number of guests, at the rates set by the Management Committee during any one year. Visitors so introduced will play with the Member and remain in his/her company while using the Clubhouse facilities.

1.3 The Clubhouse

1.3.1 The Clubhouse shall be opened and closed at such hours as the Management Committee may determine in accordance with the operating plan for the premises approved in terms of the Licensing (Scotland) Act 2005. A note of these hours shall be displayed on the notice boards in the Clubhouse and on the Club's website.

1.3.2. The Management Committee shall have power to arrange what meals or other refreshments may be obtained in the Clubhouse and the hours during which they may be supplied.

1.3.3 The hours of sale of excisable liquor in the Clubhouse shall be displayed on the notice boards and website.

- 1.3.4. Temporary Members shall have no power of introduction to the Clubhouse or Course.
- 1.3.5 No person shall be eligible for introduction to the Clubhouse or Course who has been refused admission to the Club or who has ceased to be a Member under disciplinary action.
- 1.3.6 Change of Members' personal details must be notified in writing including electronic format to the Club Administrator and, failing such notification, all notices sent to the old address will be held to be duly delivered.
- 1.3.7 A member shall be liable for breach of any Club Rule committed by them self, their guest(s) or their own guest(s)'s caddie.
- 1.3.8 All categories of Members over the legal age shall be entitled to purchase excisable liquor in the clubhouse
- 1.3.9 A visitor shall not be supplied with excisable liquor in the Clubhouse unless on the invitation and in the company of a Member, and after the visitor's name has been entered in the visitors' book. The entry shall be signed by the Member and shall show the date of each visit.
- 1.3.10 No excisable liquor shall be sold or supplied to:
 - Any person under the legal age, or
 - For consumption outside the areas designated on the approved operating plan
- 1.3.11 No Member of Committee or governing body and no Manager or Servant employed by the Club shall have any personal interest in the sale of excisable liquor therein or in any profits arising from such sale.
- 1.3.12 The hours during which excisable liquor may be sold or supplied shall be in accordance with, or within those laid down by, the Licensing (Scotland) Act 1976, and from September 2009 the operating plan for the premises approved in terms of the Licensing (Scotland) Act 2005 or any Act which may subsequently supersede this said Act or any variation of said operating plan.
- 1.3.13 No member shall in any circumstances incur a cash debt to the Club or to the Clubhouse Management staff. All expenses shall be defrayed before the member leaves the clubhouse.
- 1.3.14 No member shall remove from the clubhouse for any purpose whatsoever any property of the Club without permission of a MC member. Breakages or damage to Club property caused by a member shall be immediately reported to a MC member and paid for by such member.

1.4 Complaints

No member in his private capacity shall in any circumstances reprimand a servant of the Club. All complaints other than those of a trivial or non-recurring nature shall be made in writing to the Captain in order that they might be submitted to the Management Committee.

1.5 Notices

No notice of any kind shall be placed on any of the notice boards of the Club except by the authority of the Management Committee, Director of Golf or Administrator.

1.6 List of Members

A list of the MC members shall be displayed in the clubhouse.

1.7 Compliance with Rules

- 1.7.1 Members, on paying their entrance fee and annual subscription, shall be considered to have submitted themselves to the rules of the Club. If the conduct of any member, whilst on Club property or representing the Club elsewhere, is such as appears to the Management Committee to endanger the character, interests, or good order or reputation of the Club, the Management Committee may take whatever action they deem fit, including suspension or expulsion of the offending member, and their decision shall be final.
- 1.7.2 Complaints, which may require disciplinary action, shall be initially investigated by a committee of the Captain, Past Captain, Finance Convenor (a quorum of three). Their recommendation shall be passed to the Management Committee who shall modify or ratify the decision. Members subject to such disciplinary action shall have the right of audience before the committee prior to the final decision being reached.
- 1.8 Signatory authority as outline in Clause 5.13 of the Constitution
 - 1.8.1 Any two authorised signatories are required to sign official documents and contracts.
 - 1.8.2 Any sum under £2500 can be authorised by one authorised signatory. Any amount over that must be authorised by two authorised signatories.

2 PAYMENTS BY MEMBERS

2.1 Membership Fees

- 2.1.1 The Club Membership fees will be as set out in Clause 2 of these Bye-Laws.
- 2.1.2 The Annual fee is due on the 1st January.
- 2.1.3 The names of those in arrears will, on the 1st February, be temporarily removed from the Roll of Members and a communication be sent requesting prompt payment of the annual subscription along with an additional late payment charge, the amount to be set and announced by the Management Committee annually before subscription payments are due. Any member failing to pay their subscription and late payment charge on or before 60th day after the due date shall cease to be a member of the Club and their name will be struck off the books accordingly.
- 2.1.4 The Management Committee shall have the discretion to offer payment schemes to members. These schemes will allow members to pay their Annual Subscription by monthly direct debits. These monthly payments will reduce the debt owed by the member to the Club, they are not monthly memberships. Any member, who commences paying their Annual Subscription by direct debit, or any other method agreed by the Management Committee, is liable for the full Annual Subscription. Non-Payment of an instalment will result in the suspension of playing rights until payment is made.

Once a monthly payment scheme commences it will continue in each subsequent year until the member advises the Club otherwise.

The offer of a payment scheme to each individual member is at the sole discretion of the Club, such an offer will not be unreasonably withheld.
- 2.1.5 Members who fall into the categories 2.1.7 to 2.1.17 will be subject to reduced membership fees as detailed in Clause 2.6 of the Bye-laws

- 2.1.6 Ordinary membership fee includes access of a member's spouse to the clubhouse. The spouse's membership will automatically expire should relationships between spouses change.
- 2.1.7. Any Ordinary member over 65 years of age as at the 1st January and who has been an ordinary member for at least 15 consecutive years and is eligible to play 7 days a week
- 2.1.8 Any Ordinary Member over 65 years of age as at the 1st January and who has been an ordinary member for at least 15 consecutive years and is eligible to play 5 days a week (Monday-Friday)
- 2.1.9 Family members - Couples from the same household and their children aged under 18 years.
Children of the couple aged 18-30 years from the same household will receive a 10% reduction of their annual Ordinary membership.
Ordinary family memberships between the ages of 18-30 will be pro-rata of the membership rate.
- 2.1.10 Ordinary members 18-21 years as at 1st January
- 2.1.11 Ordinary members 22-24 years as at 1st January
- 2.1.12 Ordinary members 25-27 years as at 1st January
- 2.1.13 Ordinary members 28-29 years as at 1st January
- 2.1.14 Junior members under 12 years as at 1st January
- 2.1.15 Junior members 12-15 years as at 1st January
- 2.1.16 Junior 16-17 years as at 1st January
- 2.1.17 Country members who live north of the Tay Estuary, south of the Forth Estuary, west of the M90 and within a 50-mile radius of Balbirnie Park Golf Club
- 2.1.18 Country members living out with a 50-mile radius of Balbirnie Park Golf Club.
- 2.1.19 Employee members - Permanent employees and the Director of Golf, of the Club may be granted playing facilities on the course, including entry to Club competitions, and the use of the clubhouse. The Management Committee can grant members of the Club Professional's staff playing facilities on the course, including entry to Club competitions and the use of the clubhouse. Employees of the club have no voting rights and cannot attend the General Meetings.
- 2.1.20 Social - an Ordinary Member may apply before 1 January in any year for transfer to Social Membership the following year. A candidate for Social membership of the Club must be elected in the normal way on payment of the annual social member subscription. A Social Member will be entitled to the privileges of Ordinary Members but will be excluded from free play on the course, attending any formal meeting of the Club, or voting rights.
- 2.1.21 Temporary membership - Ladies and Gentlemen who attend the Club as competitors/ caddies/ officials/ etc in an authorised competition or match over the Club's course, or are holders of visitors' tickets, shall be regarded as Temporary Members for the period covered by such a visit. The same shall apply to those who attend functions run by the Club on behalf of other golfing organisations.
- 2.1.22 Corporate Membership - Membership of the club shall be available to companies and organisations at costs, which shall be determined by the Management Committee. In return, such companies and organisations will be given the opportunity to advertise within the Club and will receive visitor tickets at discounted rates and which will be used under conditions set by the Management Committee. Such Membership shall confer no voting rights, and the Management Committee retains the right to restrict the issue of tickets to any or all of those who apply for this category of Membership.

2.1.23 switch from Playing to Social Membership

Any playing member may, at the discretion of the Management Committee, switch to social membership for a maximum period of two years. Application to re-join the playing membership without the penalty of a further entry fee is available at any time during this period.

2.2 Personal Liability Insurance

As part of your membership subscription you are covered under the clubs insurance subject to any excess payable by the member. For further details see the Club website.

2.3 Levies

At a General Meeting of the Club it shall be competent to add to the annual subscription for any year such levies as may be decided, provided that a straight majority of the members present shall have voted in favour.

2.4 Resignation

Any member wishing to resign shall notify the Club Secretary. Notification can be accepted in paper or electronic form by 1st January of each year.

2.5 Guests

Members may admit a visitor to the clubhouse for a period of one day by inserting their names and addresses and the date in a book to be kept for the purpose, the name of the introducing member must be inserted also. A visitor shall not be supplied with excisable liquor in the Clubhouse unless on the invitation, and in the company of the introducing member.

2.6 Membership Rates per Annum

Ordinary Members who comply with Clause 2.1.6 of the Bye-laws	£555
Ordinary Members who comply with Clause 2.1.7 of the Bye-laws	£505
Ordinary Members who comply with Clause 2.1.8 of the Bye-laws	£480
Members who comply with Clause 2.1.9 Up to	£1,020
Ordinary members who comply with Clause 2.1.10	£216
Ordinary members who comply with Clause 2.1.11	£288
Ordinary members who comply with Clause 2.1.12	£370
Ordinary members who comply	

with Clause 2.1.13	£452
Junior members who comply with Clause 2.1.14	Nil
Junior members who comply with Clause 2.1.15	£37
Junior members who comply with Clause 2.1.16	£68
Country members who comply with Clause 2.1.17	£488
Country member who comply with Clause 2.1.18	£432
Social members who comply with Clause 2.1.20	£37

3 Accidents

3.1 Accidents or Damage Caused by Golf Balls

The player of a golf ball, which causes damage to person or property, MUST immediately accept and acknowledge responsibility for the damage caused. The club does not accept responsibility in these circumstances and ALL MEMBERS are strongly advised to ensure that they have arranged suitable and adequate insurance cover. Members must also ensure that their guests on the course accept responsibility in like manner.

3.2 Procedure for Accidents or Damage

3.2.1 the case of injury to persons etc., the first priority is to arrange the appropriate assistance.

3.2.2 Responsibility must be acknowledged and if necessary, names and addresses exchanged.

3.2.3 the case of damage to property, the player must request the owner of the property to arrange for the necessary repairs and to have the bill forwarded to the player for payment.

3.2.4 player, on return to the Clubhouse, must immediately notify the Club Administrator of the incident, including such details as names, addresses, date, time, description of incident and damage caused.

AGM RESOLUTION NO.2

If Resolution No 1 is accepted, then resolution No 2 will be withdrawn.

Otherwise the following resolution by the Board that the Subscriptions for 2020 and future years until amended by Members at a General Meeting, shall be as follows:

			2019	2020
			£	£
Ordinary Members			540	555
Seniors*	7 Day		490	505
	5 Day		465	480
Junior	Under 12		0	0
	12-15 years		36	37
	16-17 years		66	68
Intermediate	18-21 years	Level 1	210	216
	22-24 years	Level 2	280	288
	25-27 years	Level 3	360	370
	28-29 years	Level 4	440	452
Country Members		Clause 2.1.17	475	488
Country Members		Clause 2.1.18	420	432
Family Membership			1005	1020
Social			36	37
Entry Fee	Individual		200	200
	Couple		350	350
	Intermediate		100	100
Locker			30	30

The above subscription rates include affiliation fees and personal insurance.

*To qualify for these rates members must be over 65 and a member for at least 15 years.

All members paying 2020 fees by direct debit will be charged a £10 annual administration fee and there will be a £5 charge for each returned direct debit. This does not apply to members paying their subscriptions in advance.

Visitor Fees

		2019	2020
		£	£
Members Guests			
Summer	Monday – Thursday	12	12
	Friday – Sunday	15	15
Winter	Monday – Thursday	12	12
	Friday – Sunday	15	15

The following reductions will be made available to new and existing members. For existing members to qualify they must apply for them in writing before 31 December 2019.

Intermediate

Junior members who have reached the age of 18 years and are transferring to an intermediate membership can apply for a 10% reduction on the annual rate for their category until they reach the age of 30 so long as they maintain continuous membership of the club.

Junior

New and existing junior members, who have a parent who is currently a member of the club, or is joining, will get free membership of the Club until they reach the age of 18 so long as the parent remains a member of the club. New junior members who are proposed by an adult member of the club will receive their first year's subscription free of charge.

APPENDIX A

1. MANDATE DUTIES & RESPONSIBILITIES OF COMMITTEE MEMBERS

1.1. Management Committee Mandate:

The Committee is mandated to ensure the Aims and Objectives of the Club set out in Clause 2 of the Constitution.

1.2. Duties and Responsibilities of all committee members

Each committee member takes on responsibility for actively participating in the Group Functions and Duties, which are to:

- 1.2.1. Be aware of and understand the Club Constitution under which they hold office.
- 1.2.2. Set and maintain plans to improve the future operation of the club
- 1.2.3. Scrutinize progress with meeting above plans
- 1.2.4. Establish and monitor the policies and procedures the club requires in order to operate effectively and to comply with relevant Laws
- 1.2.5. Ensure compliance with the Club Constitution
- 1.2.6. Maintain proper financial oversight
- 1.2.7. Respect the role of staff employed by the club, and to set out and communicate their roles and responsibilities clearly
- 1.2.8. Ensure good communication with club members.
- 1.2.9. Positively promote the Club, both internally and externally
- 1.2.10. Fix the responsibilities, scope and authority of its subcommittees
- 1.2.11. To carry out and conform to any Resolution duly passed at the AGM or at any General Meeting.

2. SPECIFIC DUTIES, RESPONSIBILITIES OF INDIVIDUAL OFFICE BEARERS

2.1. Captain:

Mandated to provides leadership for the Committee in fulfilling its governance duties which are to:

- 2.1.1. Presides at all Management Committee Meetings

- 2.1.2. Is an ex officio member of all Subcommittees
- 2.1.3. Appoints Chairs of any Ad Hoc committees authorized by the Management Committee
- 2.1.4. Ensures provision of accurate, timely and clear information to
Committee members
- 2.1.5. Ensures that decisions made at Committee Meetings are implemented and that the club is run in accordance with the decisions made by the Committee
- 2.1.6. Ensures individual Management Committee members can carry out their role effectively
- 2.1.7. Ensures a representative of the Management Committee is present at all member functions of the club, i.e., tournaments and other club affairs
- 2.1.8. To provide stability and continuity, the Vice-Captain will normally assume the Captain's position, and the current Captain will assume the Immediate Past Captain role for 1 year
- 2.2. Vice-Captain:
 - 2.2.1. In the absence of the Captain, performs all the duties of the Captain
 - 2.2.2. If the position of the Captain should become vacant, temporarily assumes the office of the Captain
 - 2.2.3. Assumes responsibility for the Health and Safety requirements of the Club.
 - 2.2.4. Assumes the role of Captain when the Captain's term is completed upon approval at the AGM.
- 2.3. Finance Convenor:
Mandated to help the Committee carry out its duty to provide financial oversight:
 - 2.3.1. Together with the Captain and the Secretary ensures that the money and the property of the Club is properly managed and controlled
 - 2.3.2. Ensures accurate up-to-date financial records are kept and sound internal controls are in place
 - 2.3.3. Ensures that monthly budget reports are presented to the financial position and responding to any questions raised
 - 2.3.4. Acts as interpreter in financial matters to members who have limited understanding of finance
 - 2.3.5. Oversees the preparation of annual budgets for the year ahead
 - 2.3.6. Liaises with external accountants and gives guidance on their appointment

- 2.3.7. Provides liaison between Course Management, Management Committee, and the membership at large on matters and issues related to the course and greens.
- 2.4. Match and Handicap Convenor:
 - 2.4.1. Ensures handicap procedures are operated as outlined in the CONGU Handicap Manual
 - 2.4.2. Responsible for the generation and coordination of annual fixtures and open competitions
 - 2.4.3. Responsible for the running of all open competitions in conjunction with the various sections within the club
- 2.5. Past Captain: Duties and responsibilities
 - 2.5.1 Serves as a source of continuity and of historical knowledge to the Captain and Committee
 - 2.5.2 Provides advice, guidance and support to the Management Committee
 - 2.5.3 Duration of term 1 year
- 2.6. Club Administrator: Duties and responsibilities
 - 2.6.1. To advise on and uphold the constitution of The Club.
 - 2.6.2. To Act as Secretary to the Management Committee.
 - 2.6.3. To implement those decisions made at Management Committee meetings that are within the Secretary's remit.
 - 2.6.4. To keep such books, documents and records as the Management Committee may require
 - 2.6.5. To give all notices required by the Club's Rules/Regulations.
 - 2.6.6. To provide advice, guidance and support to the Management Committee
 - 2.6.7. To be an authorised signatory for the club in conjunction with the Captain, Vice-Captain or the Finance Convenor.
- 2.7. Resignation of Committee Members
 - 2.7.1. In the event of the resignation of the Captain before the completion of his/her term of office, the Vice Captain becomes Captain and continues to hold that office until the AGM following the date of resignation of the Captain.
 - 2.7.2. In the event of the resignation of the Vice Captain, the Captain shall appoint a replacement for the remainder of the year subject only to the agreement of the Committee

- 2.7.3. In the event of the resignation of both the Captain and the Captain Elect, the Committee shall appoint a new Captain and Vice Captain to hold office until the AGM following the resignation.
- 2.7.4. In the event of the resignation of a Committee member whose post is normally subject to election at a General Meeting, more than four (4) months prior to the next AGM, nomination forms shall be made available to the membership by display on the main notice Committee. All nominations received will be subject to a vote by the members of the Committee. The nominee receiving the most votes will be requested to join the committee for the remainder of The Club year.
- 2.7.5. Any Committee member who is absent without notification or apology from three (3) consecutive meetings shall be deemed to have resigned.
- 2.7.6. Any member wishing to resign membership of The Club shall notify his/her intention to do so to the Club Secretary on or before the effective date of resignation.