



UPCHURCH RIVER VALLEY GOLF CLUB

CONSTITUTION AND RULES

1. THE CLUB

The Club shall:

- be named Upchurch River Valley Golf Club, hereafter referred to as “The Club”.
- operate at the premises, and under the auspices, of Upchurch River Valley Course Ltd, hereafter referred to as “The Company”.
- be a Members Club. Management of all the affairs relating to the organisation, administration and finances of the Club shall be the responsibility of the Management Committee, which will include, inter alia, a Company Representative and Club Secretary.
- be a non-profit making organisation. All profits and surpluses shall be used to maintain or improve the Club’s Facilities. No profit or surplus shall be distributed other than to another non-profit making body or to members on winding up or dissolution of the Club.

2. AIMS AND OBJECTIVES

The club exists:

- to promote and foster the game of golf and to uphold its laws and traditions as prescribed in the Rules of Golf laid down by the Royal and Ancient Golf Club of St. Andrews, Scotland and the Rules of Etiquette
- to provide affiliation to those National and County ruling bodies, which will allow the club to allocate and administer CONGU handicaps;
- to promote competitive golf by organising a full programme of club events/competitions.

3. AFFILIATIONS

The Club shall maintain affiliations to the following:

- England Golf
- Kent County Golf Union
- Kent Ladies Golf Union
- Other golfing bodies that the Committee may deem necessary to promote the interests of the Club and its members.

4. MEMBERSHIP

2nd May 2013



The membership year shall run from 1st September to 31st August.

There shall be three classes of membership, defined by age on the first day of the current membership year as follows:

- Senior Members: Persons aged between 18 years and 60 years
- Veteran Members: Persons aged 60 years and over.
- Junior Members: Persons aged under 18 years.

These shall be formed into the following sections:

- Mens Section comprising Senior Men
- Veterans comprising Veteran Men
- Ladies comprising Senior and Veteran Ladies
- Juniors comprising Male and Female Juniors.

Membership shall be by payment in advance of an annual subscription, which shall vary according to class of membership. Revision of subscription rates will be by recommendation of the Club Committee and ratified by the Company. Subscription rates shall be posted on the Club noticeboard.

Any and all benefits of Club Membership, including the entitlement to vote at any meeting or eligibility for any competition sponsored by the Club, shall be enjoyed only by current and fully paid up members.

The Secretary shall notify the membership, by notice in the Clubhouse, that their subscriptions are due and shall forward individual invoices to each member by way of an invitation to renew. Subscriptions shall fall due on the first day of September each year and shall be deemed to have lapsed if no payment has been received within one month of that date.

The following additional conditions shall apply:

- On attaining the age of 18 years, a Junior member shall be re-designated as a Senior member and his/her subscription shall be adjusted accordingly at the time of the next round of renewals.
- On attaining the age of 60 years, a Senior member shall be re-designated as a Veteran member and his/her subscription shall be adjusted accordingly at the time of the next round of renewals.
- The Company reserves the right to make changes to the membership structure and its numbers without prior notice.



5. NEW MEMBERS

Admittance into membership will be at the discretion of the Club Committee, in collaboration with the Company. Only applicants signifying full acceptance of this Constitution and agreeing to comply fully with its provisions at all times will be admitted into membership.

An applicant for membership must complete an Application Form and the completed Form submitted to the Secretary. Upon receipt, the candidate shall either be invited to join or placed on the membership waiting list, where one is in operation. On enrolment, new members shall pay a "one off" Administration Fee, which will vary between adult and junior members.

Upon completion of enrolment formalities, including receipt of all appropriate fees, the Secretary shall provide the new member with a "Starter Pack" of induction material. This will include a Membership Card, and a Membership Bag Tag.

The Company reserves the right to grant membership without interview and also reserves the right of admission to the Club. Adult applicants who have attained the age of 60 years and junior applicants aged under 18 years may, at the discretion of the Company, be granted immediate membership without being placed on any waiting list existing at the time of application.

6. REGISTER OF MEMBERS

The Club Secretary shall maintain an up-to-date register of all Members which shall be available for inspection at any time during office opening hours. Members must notify the Secretary immediately of any changes of address or other particulars necessary to keep the Register up-to-date.

7. PRINCIPAL OFFICERS

The Principal Officers of the Club shall be the Company Representative, the Club Secretary, the Club Captain and the Lady Captain.

i) The Secretary

The Secretary shall be appointed by the Club with the agreement of the Company. The Club shall determine his terms and conditions of service. He shall be responsible for the day-to-day administration of the Club and will provide an ongoing liaison between the Club and the Company. He shall:

- attend all Committee meetings, will take minutes and maintain all associated records of all Committee Meetings.
- act as Club Treasurer and maintain all associated financial records
- be responsible for the safekeeping of all club records.



ii) The Club Captain

The Club Captain will assume office with effect from the Club's Presentation Night (normally held on the second Saturday in February) having served the previous year as Vice Captain/Captain Elect. The Vice Captain/Captain Elect will be selected by the Club Committee, at its last meeting prior to the Annual General Meeting, from the currently serving eligible Elected Members.

In the event of the death or resignation of the Club Captain, the Vice-Captain/Captain Elect shall assume the office of Captain until the end of the year, and for one year thereafter, subject to his appointment being confirmed. In these circumstances, the vacant office of Vice-Captain shall be filled at the earliest opportunity by a candidate nominated by the Club Committee.

8. THE CLUB COMMITTEE

The Committee shall comprise 15 members as follows:

- *Ex Officio Members (6)*: The Company Representative, The Club Captain, The Immediate Past Club Captain, the Lady Captain, the Veterans Captain and the Club Secretary;
- *Elected Representatives (6)*: see "Election of Committee" below;
- *Section Representatives (3)*: One representative from each of the Ladies, Veterans and Junior Sections, as nominated by the respective Section Committees.

The Club Captain will act as Committee Chairman, the Vice Captain/Captain Elect as Deputy Chairman and the Club Secretary as Committee Secretary. In the absence of both the Chairman and Deputy Chairman, a temporary Chairman is to be nominated by the Committee members from the currently-serving Elected Representatives

With the exception of the Club Secretary, who will have no voting rights, all Committee members may vote on any matter requiring a ballot of the Club Committee, although the presiding Chairman will only exercise his voting right to break a tied ballot.

To establish a voting quorum, a minimum of 6 Ex Officio and Elected Members must be in attendance at any Committee Meeting

9. ELECTION OF COMMITTEE MEMBERS

i) Eligibility

The Committee year will run from the 1st February until 31st January.

Vacancies to be filled by election at the Annual General Meeting shall occur when an elected representative resigns, retires by rotation after 3 years service or attains "ex officio" status on elevation to higher office



New members shall be elected in accordance with the following procedure, terms and conditions:

- Only members who have current membership of the Club may serve on the Club Committee.
- Only two members serving on the Committee at any one time can hold membership of another golf club. They cannot be on the Committee of the other club. They cannot be elected to Vice Captain and hence Captain whilst holding that other membership.
- The Club must be the 'Home Club' of all Committee members for handicapping purposes.
- Any two members of the Club in good standing may propose and second a member to serve on the Committee.
- The name of any member nominated for election to the Committee shall be sent to the Secretary in writing on a proposal form, signed by his/her proposer and seconder and the nominated member, at least fourteen days before the Annual General Meeting.
- A list of candidates for election to the Committee in alphabetical order, and indicating retiring members, shall be posted in the Club not less than one week before the Annual General Meeting.
- Any member retiring by rotation may offer himself/herself for re-election.
- If the number of nominees exceeds the number of vacancies, a ballot shall be held at the Annual General Meeting. The number of votes cast by each member taking part in the ballot shall not exceed the number of vacancies on offer. Failure to comply with this requirement shall render the ballot paper spoilt and any votes contained thereon invalid. The result of the ballot shall be made known at the meeting and details of the new Committee posted on the Club noticeboard.
- If there are fewer nominees than there are vacancies, the members nominated shall be deemed as elected. Further nominations to fill the remaining vacancies may be sought from the floor of the Annual General Meeting and/or the Committee, at its first meeting thereafter, shall co-opt members as necessary to bring membership up to the required number.
- By accepting election to the Committee a candidate undertakes to serve the Club as a whole and not any particular subsection or interest group.

Any member of the Committee who, without leave of absence or reasonable excuse, fails to attend three consecutive meetings of the Committee shall, unless the Club Secretary decides otherwise, cease to be a member of the Committee and the remaining members may co-opt any members to fill the vacancy.



Any vacancy occurring during the Committee year shall be advertised on the Club noticeboard for no less than 4 weeks and nominations sought as above. The vacancy will be filled by a ballot of the Committee.

ii) **Duties of the Committee**

In the exercise of its functions, the Committee may appoint such Sub-Committees as it deems appropriate. A Sub-Committee shall comprise members of the main Committee who may co-opt as deemed necessary. At no time must the number of co-opted members exceed the number of those from the main Committee. Each Sub-Committee shall elect its own Chairman and provide regular briefings to the Main Committee.

The Committee shall be responsible for all aspects of administration of the Club. To this end, it shall be responsible for:

- the arranging and running of Club competitions and matches and the allocation and adjustment of members' handicaps
- all matters of finance relating to the operation of Club affairs and the presentation of the Annual Financial Report.
- the running of social events

Additionally, the Committee shall administer the Disciplinary Rules of the Club and shall have the power and authority to settle disputes between members in relation to Club affairs. This notwithstanding, the Company retains the right of veto in respect of all or any decision taken in this regard.

10. **SECTIONS**

Each Section may elect its own Committee for the sole purpose of administering Section business, such as:

- Running Section Competitions
- Administering Section Finances
- Arranging Section Social events

By way of briefing material, copies of all meeting minutes and financial statements are to be referred, via the Club Secretary, to the Club Committee for information. The Club Captain, Company Representative or Club Secretary may give notice and attend, in an observation role only, any Section Committee meeting.



Each Section may convene its own Annual General Meeting for the purpose of electing its committee members and its officers, including its Captain and Vice Captain/Captain Elect, and to present its Annual Accounts for ratification.

In matters of dispute and/or interpretation of rules, the decision of the Club Committee is final.

11. GENERAL MEETINGS

The Annual General Meeting of the Club shall be held in January at such time and place as the Committee may decide.

An Extraordinary General Meeting may be convened at any time if such a call is supported, in writing, by at least 30 members or at the discretion of the Company and/or the Club Committee

At least 14 days notice shall be given of any General Meeting specifying the business to be transacted and the day, time and place it will be held.

12. DISCIPLINE

It is incumbent on all members to report any observed breaches of Club, Company, Competition or Golf Rules. All such complaints must be submitted in writing to the Secretary within 7 days of the alleged offence and signed by 2 witnessing members. On receipt of a complaint, a meeting of the Disciplinary Committee shall be convened and if, after a hearing by the Sub Committee with the offending member in attendance, it is proved to the satisfaction of the Company that the member has been found guilty of improper conduct or any breach of the Club Rules then he/she will be subject to any penalty which the Committee may impose, which may include him/her being called upon to resign, expelled or suspended for a period set by the Committee.

13. PROPERTY OF THE CLUB

No Member shall remove from the premises, damage or destroy nor permit any such misuse of any property of the Club or Company.

14. AMENDMENTS TO THE RULES AND CONSTITUTION

The Owners reserve the right to alter or amend any of the Rules set out in this Constitution without consultation or notice to the sitting committee. Notice of such alteration or amendment shall be posted in a prominent place in the Clubhouse.