

# PADESWOOD & BUCKLEY GOLF CLUB

## Constitution

### 1. NAME

The club shall be called Padeswood and Buckley Golf Club

### 2. OBJECTS

a) To provide and maintain facilities for playing golf at Padeswood and Buckley Golf Club and to promote and encourage the sport by organising competitions for the benefit of members and visitors.

b) The Club will operate an equal opportunities policy which will ensure that membership and employment is available to all regardless of race, creed, disability, gender or sexual orientation

c) The Club is a non-profit making organisation and limits the use of all profits and surpluses from its exempt playing activities to maintenance or improvements of the related facilities. Such profits and surpluses may not be distributed except to its members on the winding-up or dissolution of the Club.

### 3. MEMBERSHIP

The following categories will constitute the Club membership. All applications for membership shall be made on the prescribed form, obtainable from the Secretary. The Secretary will pass the forms to the Men's Captain or Ladies Captain as appropriate who will arrange an information evening with the applicant at a mutually convenient time.

a) **Full Members.** Members over 25 years of age, entitled to play golf on all days of the week, to enter all appropriate competitions and to use the amenities of the Clubhouse. They will be entitled to vote at general meetings and to hold office.

b) **Five Day Members.** Members over 25 years of age, entitled to play golf from Monday to Friday, to use the amenities of the Clubhouse and to play in competitions defined as being open to five-day members. Five day members will be allowed to vote at general meetings. They will not be able to hold office.

c) **Lifestyle Members.** Members over 18 years of age who, in addition to their annual subscription, pay a fixed fee each time they play the course or part of the course. They are entitled to play golf on all days of the week, to enter competitions defined as being open to Lifestyle Members and to use the amenities of the Clubhouse. Lifestyle members will not be allowed to hold office or vote at general meetings.

d) **Junior Members.** Members under 18 years of age entitled to play golf on all days of the week at times as defined by the Club, to enter competitions defined as being open to Junior Members and to use the amenities of the Clubhouse. They shall not be allowed to purchase alcoholic drinks. Juniors under the age of 11 years of age can only play when accompanied by a suitably experienced golfer or if they are taking part in a recognised junior competition. Junior Members shall not be entitled to hold office or vote at general meetings.

e) **Intermediate Members.** Junior Members who have attained a handicap equal to or less than the appropriate maximum senior handicap may apply to become Intermediate Members. They will be eligible to enter competitions defined as open to Intermediate Members.

f) **Young Members.** Members between the ages of 18 and 25, entitled to play golf on all days of the week, to enter all competitions defined as open to Full Members and to use the amenities of the Clubhouse. Young Members will be allowed to vote at general meetings and hold office as appropriate.

g) **Country Members.** Members who reside outside a radius of 40 miles from the Golf Club. They shall not be entitled to hold office, vote at general meetings or take part in Club competitions.

h) **Life Members.** Full Members whose service to the Club has merited the offer of membership, without subscription, which must receive the approval of the Council. Life Members will be allowed to vote and hold office.

i) **Social Members.** Members entitled to use the amenities of the Clubhouse. They are not entitled to play golf on the course without payment of a green fee, hold office or vote at general meetings.

j) **Temporary Members.** Visitors who have paid a green fee, are members of visiting teams or are guests of the Club. They are entitled to use the amenities of the Clubhouse on the day of their visit,.

k) **Any additional category or an amendment to existing categories of membership** the establishment of which the Club Council determines to be in the best interests of the Club.

#### **4. JOINING FEE AND SUBSCRIPTION**

a) The rates for joining fees and subscriptions shall be decided by the Club Council. Subscriptions are due on the 1<sup>st</sup> October and payable not later than 31<sup>st</sup> October unless being paid on a monthly scheme. Monthly payments are collected over ten months (November to August). Members joining in October will pay the appropriate subscription in full. Members joining from 1<sup>st</sup> November onwards will pay the appropriate number of months remaining in the year

b) In deciding the subscriptions for the year the Council will take full account of the requirements of the Equality Legislation.

#### **5. MANAGEMENT**

The Management of the Club shall be vested in a Council consisting of the following: The Men's Captain, Ladies Captain, the Men's Vice Captain, Ladies Vice Captain, Secretary, Treasurer, Match & Handicap Chairman, Greens Chairman and six members elected at the AGM. Although not members of the Council the President and Lady President have a standing invitation to attend any Council Meeting in which they wish to participate but will not vote. They will receive copies of the agenda, papers and minutes relating to all Council Meetings.

#### **6. METHOD OF ELECTION**

a) There will be six members elected to serve on the Council in addition to the designated positions. These Council Members will be elected at the AGM for a period of two years with three retiring each year. Retiring members will be

eligible for re-election. Election will be by ballot of voting members present at the AGM. Nominations for all members of the Council, duly proposed and seconded and signed by the nominees should be made in writing 7 days before the AGM and placed on the notice board. Members seeking nomination must have been members of the Club for at least two years. In the event that more than three vacancies exist, or a vacancy occurs during the year, the Council may appoint a member to fill the vacancy. That person shall hold office until the next AGM.

b) In the event of insufficient nominations having been received, the Chairman of the AGM may, at his/her discretion, allow nominations to be put forward at the Meeting itself, provided that in all cases the persons so nominated have indicated a willingness to serve.

c) The President shall be nominated by the Men's Past Captains of the Club and shall be elected for a term of three years and shall not be eligible for reelection. The nomination of the Men's Captain and Vice Captain shall be decided by a sub-committee consisting of the President, the Captain, the Vice-Captain and the Immediate Past Captain, together with THREE Men's Past Captains appointed annually by their Association. These three nominations will be approved at the AGM. The Lady President shall be nominated by the Ladies Committee and elected at the Ladies AGM for a term of three years and shall not be eligible for re-election. The Ladies Captain and Vice Captain will be selected in accordance with their procedures and nominated at the Ladies AGM. The nominations for the Lady President, Ladies Captain and Vice Captain will be approved at the Club AGM

## **7. DUTIES OF OFFICIALS**

a) **PRESIDENT:** The President shall preside over all General Meetings of the Club. In the absence of the President the meeting shall be chaired by either the Lady President, or the Men's or Ladies I.P.C. according to availability.

b) **CAPTAINS:** The Club will have a Men's Captain and a Ladies Captain who will have equal status in the Club

They will officiate separately at golfing occasions for their respective sections. On mixed golfing occasions or at non-golfing events they will share responsibility. Each Captain will be the senior Official for their section and will jointly act as Ambassadors for the Club.

c) **CHAIRMAN:** The Council will at its first meeting elect one of its number to act as Chairman for that year and one to act as Vice-Chairman. The Chairman's role is only to Chair the meeting of the Club Council. In conjunction with the Club Secretary he/she will draw up the Agenda for the meetings and ensure all members have an opportunity to state their views on topics under consideration.

The Chairman will not have a separate vote as Chairman but will have their normal vote as a member of the Council.

d) **SECRETARY:** The Secretary, under the direction of the Council, shall conduct the business of the Club and have custody of all documents. He/she shall summon, prepare the agenda, attend and keep Minutes of all General Meetings and shall have command of all employees of the Club.

He/she shall also perform clerical duties normally associated with the office of Treasurer, including the receipt and banking of monies received by the Club and pay them into an account in the name of 'Padeswood and Buckley Golf Club'. He/she will be responsible for the clubhouse and administration budgets.

e) **TREASURER:** The Treasurer shall receive monies payable to the Club and pay them into an account in the name of 'Padeswood and Buckley Golf Club' unless this duty is carried out by the Secretary. He/she shall keep an account of all receipts and payments and submit them to the Club's Accountants with all the necessary vouchers and documents, when called upon to do so. He/she will prepare and monitor annual budgets and produce monthly budget reports to the Finance Committee. He/she will also prepare the annual financial statement of accounts, duly examined by a qualified accountant for submission to the AGM.

f) **CHAIRMAN OF GREENS:** The Chairman of Greens will be responsible for the day to day management of the Head Green Keeper and Greens Staff and for ensuring that the duties they perform reflect the priorities of the Greens Committee and Council. He/she will ensure that the Head Green keeper is keeping expenditure within the agreed budget

g) **MATCH & HANDICAP CHAIRMAN:** The Match and Handicap Chairman will be responsible for the administration of the handicap system and for ensuring that all competition results are correctly recorded within the Club computer system. The Match and Handicap Chairman and the committee will have responsibility for organising and administrating all club competitions. The Ladies Match and Handicap Chairman will carry out similar functions for Ladies handicaps and competitions.

h) **SOCIAL CHAIRMAN:** The Social Chairman together with the Social Committee will plan and organise the social programme for the Club

i) **MARKETING CHAIRMAN:** The Marketing Chairman and Committee will draw up and implement policies aimed at maintaining and increasing the Club's income through membership and visitor income. Any proposals will be discussed with the Treasurer before implementation.

j) **HEALTH & SAFETY CHAIRMAN:** The Health and Safety Chairman and his/her committee will be responsible to the Council for producing and implementing the Club's Health and Safety Policies and investigating any breaches of these policies.

All incidents on the course or in the Clubhouse with Health and Safety implications will be promptly reported to and investigated by the Health and Safety Chairman, or Vice Chairman, who will take action necessary to correct a potentially hazardous situation and report to the Council.

## **8. POWERS OF THE COUNCIL**

a) At their first meeting following the AGM the Council shall appoint from their own body, Members to serve on the following Committees:

Finance, Social, Greens, Handicap, House Management, Marketing, and Health & Safety. All Committees to report back to the Council

The Captains, Vice Captains, Treasurer and Secretary will be ex officio

members of all Committees.

The Council shall meet once in each calendar month on a day agreed by the Council (except when otherwise decided by the Chairman and Secretary due to special circumstance) and shall be responsible for all business, rules, ruling and regulations.

Not less than three days notice of the meeting shall be given (except in case of an emergency) when twenty-four hours notice shall suffice. Five members shall form a quorum.

b) Committees – The Treasurer will Chair the Finance Committee and the Secretary will Chair the House Management Committee. The Chairman of Greens will Chair the Greens Committee; the Match & Handicap Chairman will Chair the Match and Handicap Committee. Each of these Committees will appoint a Vice Chairman.

c) The Social, Marketing and Health and Safety Committees shall appoint a Chairman and Vice Chairman annually from their own members. All Committees may co-opt other members of the Club as necessary.

## **9. TRUSTEES**

The responsibility for management of the Club's property on behalf of the Members shall be vested in Trustees duly appointed by the Council. The number of Trustees so appointed shall never be less than three.

## **10. FINANCE**

a) The finances of the Club shall be controlled by the Council

b) All cheques drawn on Padeswood and Buckley Golf Club shall be signed by two signatories of three. The three signatories shall be the Treasurer, the Secretary and the Chairman of the Council (or in his/her place one other Official nominated by the Council)

c) The financial year of the Club shall end on 30<sup>th</sup> September each year.

d) A suitably qualified accountant shall examine the accounts each year and have access to all documents that they may deem necessary to ensure that the accounts give a true and fair view of the Club's financial affairs. The Accountant shall be appointed at the AGM.

e) A copy of the published Accounts shall be issued prior to the AGM

f) All debts due and owing to the Club shall be considered owing to the Treasurer for the time being and recoverable by him/her at Law.

## **11. LADIES SECTION**

The Ladies Section shall be controlled by the Lady Members with their own President, Captain, Secretary, Treasurer and other Officials as deemed necessary. They shall have their own Committee and shall control the competitions and other activities for Lady Members. They shall hold their own AGM each year at which they will nominate the Ladies Captain, Ladies Vice Captain and Lady President (every 3<sup>rd</sup> year). Their appointments will be approved at the Club AGM. Proposals made by the Ladies Section relating to the Club shall be submitted in writing to the Club Secretary for approval by the Club Council

## **12. ANNUAL GENERAL MEETING**

a) The Annual General Meeting shall be held in the month of December each year. A notification convening the Meeting shall be issued to each Member at least 14

days prior to the Meeting stating the business to be transacted. At least 50 members must attend for the meeting to be quorate.

b) Any business that a member may wish to be put on the agenda shall be submitted, in writing, to the Secretary at least 21 days prior to the meeting.

### **13. EXTRAORDINARY GENERAL MEETING**

a) An Extraordinary General Meeting may be called at any time by:

(i) An order of the Council

(ii) A request, in writing, to the Secretary signed by a minimum of 50 members stating the business to be transacted.

b) A Notice convening the meeting shall be issued to each member at least 28 days prior to the meeting stating the business to be transacted. At least 50 members must attend for the meeting to be quorate.

### **14. REGISTER OF MEMBERS**

a) A computer based register of the names, addresses and telephone numbers and where applicable email addresses of all members shall be kept by the Secretary. This will include the member's date of birth and date of joining the Club.

b) The information will be used solely for the purposes of golf club administration and will not be disclosed to third parties.

c) Where the Constitution or Rules of the Club require individual members to be notified about a future item of business, this can be done electronically or by post.

### **15. RESIGNATIONS**

Any member intending to resign shall notify the Secretary to that effect, in writing, not later than 30<sup>th</sup> September and shall pay all monies due up to that date. Failure to comply with this rule could jeopardise re-joining the Club at a future date.

### **16. SUSPENSION OF MEMBERSHIP**

If a member for genuine reasons is unable to play the course they may apply to the Secretary for their membership to be suspended. They will be required to pay the appropriate suspension fee. During the period of their suspension the member may use the facilities of the clubhouse but may not play the course without payment of a green fee. Suspended Membership where the appropriate fee is paid will be treated as continuous Membership. If the Secretary feels that the request for suspended membership is not justified it may be rejected. The member will then be able to put their request in writing to the Club Council whose decision will be final.

### **17. COMPETITIONS**

All competitions will be conducted in accordance with the 'Rules of Golf' as approved by the Royal and Ancient Golf Club of St. Andrews.

### **18. SALE OF INTOXICANTS**

The hours of opening and closing in the Clubhouse shall be at the discretion of the Club Council. The bar shall be open for such periods as the Council decides in accordance with such licensing hours as may be granted by law.

### **19. ALTERATIONS TO THE CONSTITUTION**

This Constitution shall not be repealed or altered in any way (except as a temporary expedient) unless accepted by at least two thirds of the Members eligible to vote and present at a General Meeting.

### **20. RULES AND REGULATIONS**

The Club Council will be responsible for making, amending or withdrawing rules

for the use of the course and clubhouse which together with the Rules of Golf as published by the Royal and Ancient Golf Club of St. Andrews shall be the Rules of the Club.

EGM August 2013