

# Dunfermline Golf Club Rules following the AGM 27th November 2017

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1. The Club shall be named the "Dunfermline Golf Club" and shall be a non-profit making body dedicated to the supply of sporting services and in particular to the provision of golfing facilities. The Club shall have 25 members to be properly constituted. All profits or surplus generated by Club activities shall be devoted to the maintenance of Club facilities. The Club shall consist of Ordinary, Country, Life, 5-day Senior, Temporary, Privileged, Social, B Social, Winter Social, 9-hole, Honorary, Intermediate and Junior Members. The number of Ordinary, Intermediate and Life Members shall not exceed 720, excluding those under 21 and those over 75 years. The Council is authorised to offer membership to either Ladies or Gentlemen as appropriate to fill vacancies that arise if either the complement of Gentlemen or Ladies falls below 550 or 170 respectively. All applicants for full membership in either category will be given a preferential offer of membership if the number in that category falls below the complement of 550 or 170. The number of Social Members shall not exceed 200. Junior Members will be those who attain the ages of 10 through 18 inclusive in the membership year. Intermediate Members will be those who attain the ages of 19 through 24 inclusive in the membership year. The number of Juniors aged 10-16 shall not exceed 135. Winter Social Members will be permitted and be able to use the Clubhouse facilities from October to March inclusive.

2(a). The Office Bearers of the Dunfermline Golf Club shall consist of a Captain, Vice Captain, House Convener, Greens Convener, Finance Convener and Match Secretary and shall be elected at the Annual General Meeting of the Club to act for one year but shall be eligible for re-election. The Club shall also have the power to elect an Honorary President, who shall on election, become an Honorary Member of the Club.

2(b). No Office Bearer or Council member shall rent or lease land to the Club. No Office Bearer or Council member shall be a relative, business partner or person acting under the direction of any person renting or leasing land to the Club. No Office Bearer or Council member shall be a relative, business partner or person acting under the direction of anyone associated with the Club who receives emoluments based on the turnover of any aspect of Club activity.

3. (a) The business and affairs of the Club shall be managed by a Council, which shall consist of the Office-bearers and the Ladies' Captain as Members ex-officio, and a maximum of four Members elected by the Club. The latter shall hold office for three years after which time they will be eligible for re-election. Five Members of Council shall form a quorum. All nominations for election as Captain, Vice Captain, House Convener, Greens Convener, Finance Convener, Match Secretary and Members of Council at the Annual General Meeting must be in writing, signed by the Proposers and Seconders, and lodged with the Secretary on or before 31st October each year, who shall forthwith post the nominations in the Clubhouse, and intimate them in the notice calling the Annual General Meeting. Any vacancy occurring in the Council during the year may be filled up by the Council till the next Annual Meeting and thereafter by the Members in the General Meeting, but only for the unexpired period of office of the Members of Council whose death, resignation, or otherwise has caused the vacancy.

3. (b) The day to day business affairs of the Club shall be conducted by the Club Secretary who shall be an employee of the Club and responsible to the Council.

4. (a) The Council shall be the only tribunal of the Club with power to determine on all matters coming under its notice.

4. (b) Any decision made by the Council on disciplinary matters coming within the provisions of Rule 29, must be intimated to the Member concerned at the meeting at which the decision is reached, or alternatively, by recorded delivery post as soon as possible thereafter.

4. (c) There shall be a right of appeal from any such decision under Rule 29. Any such appeal must be lodged with the Secretary of the Club within 21 days after intimation. The appeal will be considered as soon as practical by an Appeal Committee set up for this purpose by the Council. Membership of the Appeal Committee will be confined to such Members of the Club who have served as Office Bearers of the Club and who have no interest or involvement in the matter that is the subject of the appeal. The Appeal Committee shall comprise a Chairman and four others, all appointed by the Council for the purpose. All five must vote. The decision of the Appeal Committee shall be final.

4. (d) In the event that the Council is unable to appoint an Appeal Committee as provided in (c) above, the appeal will be required to be considered at a Special General Meeting of the Ordinary membership of the Club called for that purpose. If two-thirds of the Members present at that Special General Meeting confirm the Council's decision, the suspension, or expulsion, will take effect.

4. (e) The Council shall have the power to appoint from their own number such other committees (or sub-committees) as they consider necessary, and may appoint Members of the Club who are not Members of the Council to act on said Committees (or sub-committees).

5. The Annual General Meeting of the Club shall be held on the last Monday of November in each year. Fifty Members shall form a quorum of the Club at all General meetings. In the event that at any General Meeting a quorum is not present, the meeting shall be adjourned for one week when those Members present will form a quorum.

6. The Captain, failing whom the Vice Captain and failing both, the Office Bearer nominated by the Captain shall preside at all meetings of the Club and Council, and in the absence of these the Members present shall appoint a Chairman. The Chairman for the time shall in all cases of equality have a casting as well as a deliberative vote.

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7. Correct accounts and books shall be kept showing the financial affairs and intromissions of the Club, and, at the Annual General Meeting in each year, the Finance Convener shall submit a Statement of Accounts of the Club for the year to 30th September preceding which has previously been submitted to and reported on by a suitably qualified independent Accountant. This statement shall have been previously submitted and approved by Council.
8. All applications for admission to Membership (other than Temporary, Privileged or Honorary Membership of the Club) must be accompanied by the recommendations of two Ordinary or Life Members. The name and address of the proposed Member shall be posted in the Clubhouse for a minimum period of 14 days prior to consideration for membership. The applicant shall be admitted by ballot by a simple majority of the Council present at the following Council meeting.
9. (1) Ordinary Members shall on admission pay an Entrance Fee as approved by Members at the Annual General Meeting. The full entrance fee may be paid over a three year period. A former member re-joining within two years will only be required to pay 10% of the entrance fee. A former member re-joining within 5 years will only be required to pay 50% of the entrance fee.
9. (2) (a) Ordinary Members shall pay an Annual Subscription approved by Members at the Annual General Meeting. (b) Junior Members will pay a modified Annual Subscription being 10% of the Annual Subscription for an Ordinary Member until the year in which they reach 13 years of age. Junior members will pay an annual fee of 20% of the Annual subscription of an ordinary member for the years when they attain the age of 13 through 18 inclusive.
- (c) Intermediate Members will pay a modified Annual Subscription being a percentage of the Annual Subscription for an Ordinary Member for the years they attain the age of 19-21 25%, 22-25 50% and for members 26-30 75%. (d) Juniors and Intermediates (19-21) will have no voting rights. A 50% concession on the Annual Subscription shall be extended to Intermediates who are in continuous full time education and who can provide from the appropriate Educational Establishment written evidence that they are in Full Time Education on the 15th of February.
9. (3) Members in the Calendar years following that which they attain 70 years, shall on proof of age, completion of 30 years membership and at their request only, pay a modified subscription, a sum equal to two thirds of the Annual Subscription for an Ordinary Member. Members in the Calendar years following that which they attain 75 years shall on proof of age, completion of 35 years membership and at their request only, require to pay one third of the Annual subscription for an Ordinary member. Members in the calendar years following that which they attain the age of 75, may on completion of 15 years membership and at their request only, transfer to 5-day membership (mon-fri). 5-day senior members will be required to pay one third of the annual subscription for an ordinary member.
9. (4) Country Members, being those holding Country Membership on date of adoption of this Rule and former Ordinary Members of the Club, and whose ordinary or principal place of residence is outwith a radius of twenty miles from the Clubhouse, shall pay a modified Annual Subscription, being a sum equal to one half of the Annual Subscription for an Ordinary Member. They shall have no right to vote at any meeting of the Club. Country Members shall also be those outwith the previous categories whose principal place of residence and normal workplace or business is outwith a radius of 100 miles from the Clubhouse. This category shall not exceed 20 at any one time and the Entrance Fee and Annual Subscription Rate of one half of the Entrance Fee and Annual Subscription for an ordinary member will apply. No automatic right to proceed to full membership shall attach should individual circumstances alter and in the event a further instalment of Entrance Fee being one half of the current Entrance Fee for an ordinary member will be payable on such change. Such Country Members shall have no right to vote at any meeting of the Club.
9. (5) Social Members shall have no voting or playing rights at the Club and shall pay an Annual Subscription approved by Members at the Annual General Meeting. The Council will determine their rights and privileges. Winter Social Members will pay half of the Social Member fee. B Social membership (available to partners of all categories) will pay 20% of the fee for a Social member.
9. (6) The Council is empowered to negotiate Corporate Membership on terms considered favourable to the Club whilst incurring minimum inconvenience to Club Members.
10. The Council shall be entitled to transfer any Member to Life Membership in return for a donation of a sum equal to twelve and one half times the Annual Subscription for an Ordinary Member. The applicant must be aged 45 or over and have been an Ordinary Member or Ordinary Lady Member for at least 15 years.
11. The Subscription referred to in Rule 9 shall be due and payable on 31<sup>st</sup> January in each year.
12. Temporary Members may be admitted under the following categories:
  - (1) Visitors (provided their period of residence is at least two weeks and does not exceed six months) to Dunfermline District. Such visitors may not be admitted for more than six months nor for less than two weeks. Such Temporary Members shall be elected to membership by the Council and shall pay the following charges:
    - (a) For a period of over two months to six months a sum equal to one and one quarter the Annual Subscription for an Ordinary Member.
    - (b) For two months a sum equal to seven tenths of the Annual Subscription for an Ordinary Member.
    - (c) For one month a sum equal to two fifths of the Annual Subscription for an Ordinary Member.
    - (d) For two weeks a sum equal to one quarter of the Annual Subscription for an Ordinary Member.

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- (2) Privileged Members shall be members of any visiting Golf Club who are permitted to play on the Club's Course on a particular weekday or Sunday and who shall pay a sum per round and per day as recommended by the Club Council and approved by the Members at the Annual General Meeting. Weekday play must commence between 9.30am and 4pm (3.30pm Fridays). Sunday play is restricted to one round only with a maximum booking of 16 players. Sunday play must commence between the hours of 10.30am and 12.30pm.
  - (3) Golfers who apply to the Secretary to play on the Club's Course on a particular weekday or Sunday shall pay a sum per round or per day as recommended by the Club Council and approved by the Members at the Annual General Meeting.
  - (4) Temporary Members admitted for 6 months or less shall have no rights other than the use of the Clubhouse and Course as a Member. They shall not have the right to introduce visitors or take part in Club competitions.
  - (5) Visitors holding a Scottish Golf Membership Card, and their guests, may sign in as temporary members for the day and use the Clubhouse facilities.
13. It shall be competent for the Council or for the Club in General Meeting to confer upon any gentleman or lady, for such period as may be determined, the distinction of Honorary Membership in recognition of distinguished public or national service, or of special meritorious services rendered to the Club, or being a distinguished golfer. Such Honorary Member shall have no right or interest in any of the Club's assets.
  14. Any Member failing to pay his/her subscription by 31<sup>st</sup> January in any year shall receive a reminder from the Secretary and if his/her subscription is still unpaid at 15th February in that year, he/she will cease to be a Member of the Club.
  15. No Member whose subscription is in arrears at 31<sup>st</sup> January in any year, shall be allowed to compete in any Club Competition, play in any Club Match, vote at any Club meeting or enjoy any Club privileges.
  16. Any Member wishing to resign his/her Membership of the Club must give notice to the Secretary in writing on or before 31<sup>st</sup> December in each year, failing which he/she shall be liable for the subscription for the ensuing year. No resignation can be considered by the Club unless all monies due by the Member to the Club be paid.
  17. The Club Medals and prizes shall be played for and matches arranged, at such times, and upon such conditions as the Council may determine. The dates and conditions of competitions and matches shall be posted in the Clubhouse for at least one week previous to the competition or match to which they refer.
  18. The Captain shall at all times have the power of calling Special Meetings of the Club, and shall be bound to direct the Secretary to call such meetings on a requisition, signed by at least fifty Members. Such meetings shall be advertised twice, in two papers, with a good local circulation, stating date, time, place, and specifying the business to be discussed at the Special Meeting. This advertisement need not be placed if every Member eligible to vote receives a personal notice at least fourteen days before the date of the Meeting.
  19. The Council shall meet at least four times a year for the discharge of business. Such other meetings of the Council as may be necessary shall be summoned by the Captain.
  20. The Captain shall decide in all disputed points of play, according to the Rules of Golf as approved by the Royal and Ancient Golf Club of St Andrews, modified by the Local Rules.
  21. The Council shall be the Handicapping Committee of the Club, and in this matter there shall be no appeal.
  22. No Office-bearer, Member of Council, or employee of the Club, shall have any personal interest in the sale of excisable liquors therein, or in the profits arising from such sale.
  23. No excisable liquor shall be sold or supplied in the Club premises for consumption off the premises except to a Member of the Club in person for consumption by him/her or to a person holding an excise licence for the sale of such liquor.
  24. No excisable liquors shall be sold or supplied to any person under 18 years of age.
  25. No excisable liquors shall be sold or supplied within the Club except within the permitted hours as defined by the Licensing Acts.
  26. A Visitors Book shall be kept in which a Member introducing a Visitor to the Club premises shall, immediately on arriving there, enter his/her own name and the name and address of the Visitor, together with the date of the visit, and he/she shall be responsible for the conduct of his/her Visitor when in the Clubhouse or on the Course. No visitor shall be supplied with excisable liquors in the Club premises, except on the invitation and in the company of a Member. Other than when an

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occasional license has effect, no person is to be supplied with alcohol on the Club premises unless that person is a member of another club which meets requirements of Section 125(1) of Licensing (Scotland) Act 2005.

- 27(a) The Club, through its Office Bearers as Trustees for the Club, shall have full power and authority (i) to buy, sell and hold title to heritable property, as directed by the Members, (ii) to borrow money in anyway and to secure same, charged upon all or any of the Club's property, by Standard Security or any other method and (iii) to purchase, redeem or pay off any such charges or securities.
- 27(b) The Club shall have full power and authority, in all questions between it and any of its Members, to sue and be sued in name of the Captain thereof for the time being; and no Member of the Club shall, in any action or suit raised against him/her by the Club, be entitled to object to or impugn such instance; and any person becoming a Member of the Club shall be held to have agreed to this rule, and to have waived any objection competent to him/her or to the sufficiency of such instance. Without prejudice to the general powers vested in the Council by Rule 3, they shall have full power and authority and are hereby authorised to institute and follow out legal proceedings at the instance and in the name of the Club against third parties, as they think fit.
28. The Club, by a majority of votes, shall have power at a Special Meeting called for the purpose, to assess the whole Members for payment of such sum equally as may be considered necessary for liquidating the obligations of the Club, or any part thereof. Notice of such Special Meeting, containing the terms of the resolution to be moved thereat shall be advertised twice in two papers with a good local circulation. This advertisement need not be placed if every Member eligible to vote receives a personal notice within fourteen days before the date of such Special Meeting. Any Member failing to make payment of his/her share of the sum resolved to be assessed upon the Members within fourteen days from the date of such Special Meeting, upon written notice from the Secretary, shall (in addition to his/her liability to have the sum so assessed recovered from him/her), in the discretion of the Council whose judgement shall be final, be also liable to have his/her name struck off the Roll of Members.
29. The Council shall have the power, by a two-thirds majority of votes of the Members of the Council present at a meeting at which the matter is discussed, upon their being satisfied that any Member has infringed any of these rules or any of the ByeLaws or has made himself/herself offensive, to suspend such Member from exercising his/her privileges as a Member of the Club and for such period of time as the Council determines but not beyond the next General Meeting of the Club. The Council shall also have the power to expel any person from membership of the Club, if two-thirds of Council Members present at the meeting where this is considered are of that view. In the event of suspension or expulsion the Club or the Council shall not be liable for repayment of any part of the subscription of such Member or for any claim at his/her instance in respect of such suspension or expulsion; and any Member so suspended or expelled shall thereupon forfeit all right and interest he may have had as a Member of the Club. In the event of any Member being expelled from the Club, he/she will not be permitted to be upon the Club premises or on the course in any capacity.
30. The Council shall have power to alter and amend the Bye-Laws of the Club, and to make new Bye-Laws, which shall be held as sufficiently intimated to the Members if exhibited on the Notice Board, and shall be binding on the Members until the first General Meeting of the Club, when the same shall be confirmed or otherwise determined by the Club.
31. The rules shall not be altered or amended except at a General Meeting of the Club, on a motion to that effect duly seconded, notice of which must be lodged with the Secretary at least fourteen days before the date of such meeting.
32. Fourteen days notice shall be given of all Meetings of the Club.
33. The shape and size of existing Bunkers, Tees and Greens can be modified but should not be moved materially from their original position. Bunkers, Tees and Green additions or removals may not be carried out without permission being granted by the Members at an Annual General Meeting or a Special Meeting called specifically for the purpose of considering such a proposal. This rule does not apply to Winter Tees.
34. The Council is empowered to introduce a booking system as deemed necessary.

## BYE-LAWS

**The following Bye-Laws shall not be subject to alteration at a Club Meeting, except upon notice given to the Secretary at least fourteen days before the Meeting setting forth the proposed alteration.**

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## A - GENERAL

1. Dogs shall not be taken into the Clubhouse, nor shall any dogs be allowed in the Club Policies without authorisation of the Club Council. Dogs suitably identified as Guide dogs for the visually impaired or Hearing dogs for the hard of hearing or any other assistance dog, in the presence of a member or guest, will be allowed without the authorisation of Council.
2. A charge for each locker allotted, shall be a sum recommended by the Council and approved by the Members at the Annual General Meeting.
3. No complaint shall be considered by the Council unless made in writing to the Secretary.
4. No notice or document of any kind shall be placed in the Clubhouse except by the authority of the Council.
5. Any Member changing his/her address or e-mail address, shall notify the same to the Secretary and failing such intimation, all communications sent to the old address or e-mail address, will be held as having been duly delivered. The contents of correspondence sent to Members will be deemed to have been read.
6. The Clubhouse shall be opened and closed at such hours as the Council may determine.
7. The conduct of an Employee shall in no instance be made a matter of personal reprimand unofficially, but all complaints shall be made in writing to the Secretary, who shall bring the matter before the Council.
8. It shall be mandatory for all Members to display at all times on their golf bags the appropriate symbol issued by the Club denoting that they are in fact current members.
9. Practice on the 18 and 9-hole courses is strictly prohibited.
10. Members, their guests and visitors shall, at all times whether inside or outside of the Clubhouse or on the Course, adhere to a standard of dress acceptable to the Club Council and as defined by them.
11. In as much as the Club Secretary and staff as nominated by the Council have the privilege of the Course, they shall accordingly be permitted to take part in Club Competitions and be eligible to win prizes.
12. Children (under 16) must be under the supervision of a responsible person over the age of 18 at all times. No such restriction shall apply to young persons (16-17).
13. On Club function nights, Members and guests wishing to dine must use the Dining Room.
14. Players who require the use of a buggy in competitions must gain prior authorisation from the Council.
15. Bar Loyalty cards may only be used if the holder is in attendance.
16. The use of E-cigarettes is not permitted in the Clubhouse.
17. Any member of the 18-hole course who is unable to play golf due to a medical condition may apply to the Council (GP letter required) for a subscription credit up to a maximum of 25% for the following year.

## B - FOR MEMBERS' GUESTS

1. A Member shall not be entitled to introduce more than one Visitor for the purpose of playing on a Saturday or after 5pm on Monday to Friday inclusive. A Member shall be entitled to introduce a maximum of three Visitors for the purpose of playing on a Sunday but only at times to be determined by Council. Subject to these limitations, a Member may not introduce more than three Visitors at a time for the purpose of playing. No Visitor may be introduced to play before 8am and the appropriate Green Fee must be paid before play commences.
2. The Member introducing such Visitor or Visitors shall immediately on arriving at the Clubhouse, enter the name and address of each Visitor in the Visitors' Book, and sign the entry; and he/she shall be responsible for the conduct of his Visitor or Visitors when on the Course and in the Clubhouse. Visitors shall play only in the company of the Member introducing them.
3. A Visitor shall not be entitled to play the 18-hole course on more than 2 days in any Calendar month. Persons named on the Waiting List may be introduced and play the 18 hole course up to four times in any Calendar month. Members shall have the responsibility of ensuring this Byelaw is observed.
4. The Green Fee for each Visitor introduced to play over the Course shall be a sum recommended by the Council and approved by the Members at the Annual General Meeting hereinafter referred to as the Guest Rate.
5. The privilege of introducing a Visitor and the Visitor's privilege of being introduced may be withdrawn from any Member or Visitor at any time at the discretion of the Council.

## C - FOR PLAY

The Rules of Golf as they may from time to time be fixed by the Royal and Ancient Golf Club, St Andrews, shall be the rules of play except in so far as these may be modified by any local rule adopted by the Club.

## D - JUNIOR AND INTERMEDIATE (19-21) MEMBERS

1. Junior and Intermediate (19-21) Members shall have no right to vote at any meeting of the Club. The Council shall have power to grant permission to juniors to play over the courses on such conditions as the Council may consider desirable.
2. The Council shall have power to arrange competitions for juniors.
3. Junior Members may introduce one guest on six occasions per calendar year to play on the nine-hole course on payment of such sum approved by the Members at the Annual General Meeting. Junior Members with a CONGU handicap and Junior Members aged 16+ may introduce one guest on six occasions per calendar year to play on the 18 hole course, provided the guest has a CONGU handicap, within the Junior times, on payment of such sum approved by the Members at the AGM.
4. Intermediate (19-21) Members shall have the same playing rights and rights to introduce guests as Ordinary Members.

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### 5. Junior Members

- (a) Are entitled to play the nine-hole course at any time on equal standing with other players.
- (b) Junior members may play over the 18-hole course at any time accompanied by an adult member.
- (c) May play on the 18-hole course unaccompanied, within the junior times provided they have a CONGU handicap.

### 6. Juniors 16+

- (a) May play on the 18 hole course at any time accompanied by an adult Member
- (b) May play on the 18 hole course unaccompanied, within the junior times

### 7. Adult Competitions

Junior Members will be allowed to play in adult competitions when their handicap is 14 or better, subject to Council approval, provided that they support junior competitions. Such Juniors must adhere to the same dress code as adults.

### 8. Junior Times

Monday to Friday - 1000-1200, 1400-1600, 1800 onwards or at the discretion of the Professional.

Saturday and Sunday - Outwith adult competition times, normal adult play and at the discretion of the Professional.

9. Junior Members should report to the starter whenever possible before teeing off on the 18-hole course.

10. Adults will have priority on the first tee over games involving only juniors.

11. General play for juniors will be from red or yellow tees.

12. Junior Members who are allowed to play at adult times on their own have to adhere to the same dress code as adult Members.

13. Junior and Intermediate (19-21) Members will adhere to the Rules of Golf and observe correct golfing etiquette at all times.

14. The above Byelaws are to be strictly adhered to. Offenders are liable to have some privileges withdrawn.

15. Participants in the Clubgolf junior coaching scheme may take up temporary membership of the 9-hole course for one season at a rate to be agreed by the Council.