

The Rules of the Club

June 2004 (Last revised August 2013)

1 NAME

1.1 The name of the Club is Bishop's Stortford Golf Club (the Club).

2 OWNERSHIP OF THE CLUB

2.1 The Club is a proprietary club of which the Bishop's Stortford Golf Club (2004) Limited (the Company) is the proprietor. All Entrance Fees, Subscriptions and other receipts become the property of the Company. The Company shall be solely responsible for the provision of the Clubhouse and all things necessary for carrying on the Club and shall have entire control except as in these Rules and Byelaws (Rules) is otherwise provided.

3 OBJECTS

3.1 The objects of the Club are to promote the game of golf and other recreational and social activities on the course or grounds at Bishop's Stortford or elsewhere and to provide and maintain the Clubhouse, other necessary buildings, facilities and equipment in connection therewith.

4 INTERPRETATION

4.1 In these Rules words importing the masculine gender shall where necessary be construed as importing the feminine gender and words importing the singular number shall where necessary be construed as importing the plural number and vice versa.

4.2 The Directors of the Company (Directors) shall be the sole authority for the interpretation of these Rules and the decision of the Directors upon any question of interpretation shall be final and binding on the Members of the Club (Members).

5 LIABILITY

5.1 The only liability of the Members is in their capacity as Members and not as shareholders of the Company and is only for such payments to the Company as are provided for by these Rules.

6 POWERS AND DUTIES OF DIRECTORS

6.1 The Directors are appointed in accordance with the procedure set out in the Memorandum and Articles of Association of the Company and shall ex officio include the Club Captain and the Ladies Captain. The Directors are responsible for the overall control and management of the Club in accordance with the Memorandum and Articles of Association of the Company and these Rules and shall have the following rights and powers:-

6.1.1 To impose an Entrance Fee and Annual Subscription and to determine the rate of such Entrance Fee and Subscription, the number of Members and the conditions of Membership.

6.1.2 To determine the scale of charges for any service provided by the Club and have complete management control of the Club except as regards any matters which may be delegated to the Members from time to time.

6.1.3 To add to or withdraw any of the powers delegated to the Members by these Rules or otherwise.

6.1.4 To frame Rules for the guidance of Members and from time to time as they think necessary, make, alter and vary the Rules and exercise such discretion as they think appropriate to deal with any special circumstances which may arise when applying the Rules.

6.1.5 At any time convene a General Meeting of the Club.

7 EXCISABLE LIQUORS

7.1 The Club premises shall be open for the sale and consumption of wines and spirits and other excisable liquors at such times as the Company shall decide from time to time and the times of such opening shall be displayed on a notice board in the Clubhouse.

7.2 Members may at the time of payment of annual Subscriptions be required by the Company to make a payment to top-up their bar card. No refund will be made if the top-up made at the time of paying their annual Subscription remains unspent at the end of the Club year. Members may further top-up their bar card at any time during the year and any such further top-up can, if not spent at the end of the Club year, be carried forward into the next Club year.

7.3 Wines, spirits and other excisable liquors shall be sold to Members and their guests but not to any persons under the age of 18 years.

8 CLUB SECRETARY/MANAGER AND DIRECTOR OF GOLF

8.1 A Club Secretary/Manager (Secretary) and a Director of Golf may be appointed by the Company on such terms and conditions as the Directors shall decide and the Secretary and the Director of Golf shall be responsible for all aspects of the day-to-day management of the Club.

9 MEMBERSHIP AND SUBSCRIPTIONS

9.1 The Membership of the Club (Membership) shall comprise the following categories:-

9.1.1 ANNUAL

9.1.1.1 Full Membership. Any person 21 years and over who has been admitted to this category of Membership.

9.1.1.2 Restricted Membership. Any person 21 years and over who has been admitted to this category of Membership. Restricted Members shall be admitted to Full Membership in order of admission to Restricted Membership provided that other criteria for promotion are met.

9.1.1.3 Five Day Membership. Any person 21 years and over who has been admitted to this category of Membership. Five Day Members shall be promoted to Restricted Membership in order of admission to Five Day Membership provided that other criteria for promotion are met.

9.1.1.4 Overseas Membership. The Member must be resident outside the country for not less than 10 months of the year. Subscriptions for this category will be not more than 30% of the full Annual Subscription rate, and a normal Entrance Fee will be payable unless transferring from another playing category.

- 9.1.1.5 Country Membership. The distance criteria will be set and reviewed from time to time by the Directors but shall require that the Member must live at least 60 miles from the Club. Annual Subscriptions for this category will be not more than 30% of the full Annual Subscription and a normal Entrance Fee will be payable unless transferring from another playing category.
- 9.1.1.6 Retained Membership. Leave of absence for ill health for a period may be granted at the discretion of the Directors upon production of a Doctor's Certificate. Payment of fees may be suspended (except for a retainer as determined by the Directors) for that period and no Entrance Fee shall be charged on resumption of Membership in the category held prior to the period of absence. During the period of Retained Membership the person may have full use of the Clubhouse facilities.
- 9.1.1.7 Voluntary Suspension. If the person has been a Full Member for less than 10 years then the person may transfer to this category and at a later date rejoin as a Full Member without having to pay another Entrance Fee provided that during the period of Voluntary Suspension a retainer fee as determined by the Directors is paid. During the period of Voluntary Suspension the person may have full use of the Clubhouse facilities but may not play the course but can pay an increased retainer fee as determined by the Directors which may include use of the practice facilities.
- 9.1.1.8 Over 80 Membership. Any person in categories 9.1.1.1, 9.1.1.2 and 9.1.1.3 aged 80 or over on or before the due date for payment of annual Subscriptions who has been a playing Member of the Club for at least 25 years and who became a Full Member before 1st April 1994 shall be entitled to a reduced Subscription. Playing rights will remain in accordance with the category of Membership immediately before becoming an Over 80.
- 9.1.1.9 Junior Membership. Is open to any person aged 8 to 17 years. They shall not be expected to pay an Entrance Fee until transferring to an adult playing category at which time they will receive a reduction of 20% of the Entrance Fee for each complete year of Junior Membership.
- 9.1.1.10 Colt Membership. Is open to any person aged between 18 and 21 years. They shall not be expected to pay an Entrance Fee until transfer to an adult playing category at which time they will receive a reduction of 20% of the Entrance Fee for each complete year of Junior and Colt Membership.
- 9.1.1.11 Young Adult Membership. Is open to any person who is aged between 22 to 30. The Subscription shall be 50% of the Full Member Subscription. If the Member has previously been a Junior or Colt then for every year that they have been a Junior or Colt they will receive a 20% discount on the Entrance Fee. Thus if they have been a Junior or Colt Member for 5 years up until the age of 22 then they will pay no Entrance Fee. If a Young Adult Member joins at the age of 22 having not previously been a Junior or Colt Member then that Young Adult Member will have to pay the full Entrance Fee payment of which may be spread over the 5 years immediately following admission to Membership.
- 9.1.1.12 Membership Bonds. The Club offers a limited number of Membership Bonds which are available for groups of individuals from a company or partnership. The minimum number in such a group is 4 and the maximum number is 12. Individuals within these groups have full playing rights during the week but may only play after 2pm in summer and after 1pm in winter at the weekend. They do not become individual Members of the Club, do not receive shares in the Company and cannot vote at either Company or Club General or Special Meetings.

9.1.1.13 Non Playing Membership. Any person aged over 18 years may be admitted to this category and may have the full use of the Clubhouse facilities. If the Non Playing Member has previously been a Full Member for 10 years then that person may resume Full Membership at any time without having to pay a further Entrance Fee.

9.1.1.14 Resigned Members. If a Member has been a Member of the Club for more than 10 years that Member may resign and resume Membership at a later date without having to pay a further Entrance Fee. All Resigned Members retain the number of 'A' shares in the Company as the Member has accumulated at the time of their resignation regardless of the length of membership.

9.1.1.15 The total playing Membership shall not exceed 900.

9.1.2 OTHER THAN ANNUAL

9.1.2.1 Honorary Membership. Those persons elected at an Annual General Meeting of the Company who shall be entitled to all the privileges of Full Membership, except as herein provided, but free from the payment of any annual Subscription but who must still pay, at the same rate and the same time as all other Members, the annual top-up payment to their bar card and shall pay the face value of any 'A' shares which may be issued annually as their entitlement in accordance with the Memorandum & Articles of Association.

9.1.3 TEMPORARY MEMBERS

9.1.3.1 Persons other than those in categories 9.1.1 and 9.1.2 may be allowed to play on the course, except on such occasions as may be determined and subject to the regulations from time to time made by the Directors, upon payment of a Green Fee. A Visitor's name and address must be entered into the Visitor's Register kept for that purpose. Temporary Membership may cover a period on such terms and conditions as the Directors may determine.

9.1.3.2 If a Member introduces a Visitor that Member shall also sign the Visitor's Register and shall be responsible for any liabilities incurred by the person introduced. All fees shall be paid in the Professional's shop at the time of signing and before using the course. If the Professional's shop is closed then all fees must be paid at the bar before using the course. No Visitor may be introduced at concessionary fees more than 5 times in any year except at the discretion of the Directors.

9.1.4 COMPANY SHARE ALLOTMENTS

9.1.4.1 All persons in categories 9.1.1.1 to 9.1.1.5, 9.1.1.8 and 9.1.2.1 shall, in accordance with the Memorandum and Articles of Association of the Company, be entitled to their respective 'A' Company Share Allotments on admission or promotion to Membership and each subsequent year of their Membership provided that they have paid all fees when due and the share price applicable at the time of the share allocation.

9.1.4.2 A Colt Member promoted to an adult playing category at the age of 21 under Rule 10.2 will not become an adult Member under categories 9.1.1.1 to 9.1.1.7 or 9.1.2.1 until the following 1st April when the annual Subscription for the applicable adult playing category has been paid.

9.1.4.3 A Young Adult Member will only receive 'A' shares once they have paid the Entrance Fee in full whereupon whilst they continue to benefit from paying 50% of the full Subscription rate for a Full Member they will receive 50% of the 'A' shares that are allotted to a Full Member.

9.1.5 SUBSCRIPTIONS AND ENTRANCE FEE

9.1.5.1 The rates of Annual Subscription for each class of Membership and the Entrance Fee for new Members shall be displayed in the Clubhouse in February of each year for the following Club year from 1st April to 31 March. All Annual Subscriptions exclude Union Dues (England Golf) which are paid by the Club on Members' behalf and which will be paid by the Member in addition to the Annual Subscription.

9.1.5.2 The Subscription for Members accepted for Membership after the 1st April in any year shall be the number of full months at a pro rata rate of annual Subscription for the remainder of the Club year. This provision to apply only to a Member when first joining the Club.

9.1.5.3 Retained Members and those on Voluntary Suspension (see 9.1.1.6 & 9.1.1.7) may return to their previous adult playing category at any time during their leave of absence or voluntary suspension upon payment of a pro rata annual Subscription for the remainder of the Club year.

10 CRITERIA FOR PROMOTION

10.1 Handicap criteria for promotion from any category of Membership to another category of Membership will be set by the Directors.

10.2 Upon reaching the age of 21 Colt Members will be offered promotion to an adult playing category as follows:

10.2.1 For Colt Members who joined as Junior Members the adult playing category will generally be Full Membership.

10.2.2 For Colt Members who joined at age 18 or above the adult playing category will generally be Full Membership and they will be placed on any waiting list for promotion as from the date they joined as a Colt Member.

10.2.3 Any outstanding Entrance Fee will be due and payable upon promotion to the adult playing category.

11 CONDITIONS OF MEMBERSHIP

11.1 Full Members have full voting rights and privileges of the Club including playing rights on any day unless there is a competition being run for which they are not eligible. Upon entry to Full Membership the person must meet the handicap criteria which has been set by the Directors and which is current at the time of entry.

- 11.2 Restricted Members have full voting rights. They shall have full privileges within the Clubhouse but shall only have playing rights on Monday to Friday inclusive and on Saturday and Sunday afternoons after 12 noon unless there is a competition being run for which they are not eligible. Upon entry to Restricted Membership the person may not have a handicap but once having met the handicap criteria which has been set by the Directors and which is current at the time the person may transfer to Full Membership in accordance with Rule 9.1.1.2.
- 11.3 Five Day Members have full voting rights. They shall have full privileges within the Clubhouse and shall have playing rights on Monday to Friday inclusive unless there is a competition being run for which they are not eligible. They shall be entitled to play on Saturday upon payment of the appropriate upgrade Green Fee. They must not play on Sunday except as the guest of a Full Member and upon payment of the appropriate upgrade Green Fee. Upon entry to Five Day Membership the person may not have a handicap but once having met the handicap criteria which has been set by the Directors and which is current at the time the person may transfer to Restricted or Full Membership in accordance with Rule 9.1.1.3
- 11.4 The following shall also apply to Members in categories 11.2 to 11.3 above:-
- 11.4.1 If subsequently promoted in Membership the Subscription paid for the current year shall be taken into account and there will be a pro rata supplement for the remaining part of the Club year.
- 11.4.2 Members' guests may be introduced only at those times when the Member is entitled to use the course.
- 11.5 Over 80s, Overseas, Country and Retained Members shall have full voting rights and full privileges within the Clubhouse.
- 11.6 Young Adults will have full playing rights but with a restriction of not being able to play between 7.30am and 9.30am on a Saturday. They will however be able to play in Scratch and Tigers League Matches, and the equivalent for Ladies, and take part in handicap qualifying major Club competitions. Should a 'Young Adult' wish to play between 7.30am and 9.30am on a Saturday then they may do so upon payment of the Member's Guest Green Fee rate.
- 11.7 Junior and Colt Members shall be entitled to use the premises on the same basis as adult Members. They are entitled to introduce guests at concessionary rates and shall have the following playing privileges on the course.
- 11.7.1 Junior Members aged 8, 9 & 10 years must be accompanied by a golfer aged 18 and over at all times when on Club land and premises. Junior Members aged 11, 12 & 13 must not be on the course when the Clubhouse and Pro Shop are both closed, unless accompanied by a golfer aged 18 or over. If an individual Junior Member aged 11 to 13 wishes to play on the course or use the practice facilities at any time on their own they may only do so if a Parent or Guardian has given their written consent and the Parent or Guardian has acknowledged the hazards/risks that will exist in such circumstances. No such restriction applies to Junior Members aged 14 years and over. Single figure handicap Junior Members may play at any time and all other Junior Members may play after 10am on weekdays and after 12pm at weekends. Junior Members playing in an organised weekday Club competition may play at any time.

- 11.7.2 Colt Members with a handicap of 18 or less may play at any time but those with a handicap greater than 18 may only play after 10 am on weekdays and after 12 pm at weekends. Colt Members playing in an organised Club competition may play at any time.
- 11.8 Social Members shall not have any voting rights or be able to use the course or the practice facilities but shall be entitled to full privileges within the Clubhouse. Members in this category subsequently wishing to transfer to playing Membership shall not receive any concessions except that they will be placed on any waiting list as of the time they joined as Social Members. Social Members may play on the course provided they pay a Visitors Green Fee or if playing with a Member the Member's Guest rate Green Fee.
- 11.9 Green Fees – Members Guests: Guests of Members are limited to 5 rounds per annum, no matter who introduces them. Guests of Members are restricted to a maximum of 3 at any time at the concessionary rate.
- 11.10 Green Fees – Temporary Greens: There is a concessionary rate payable if 9 or more temporary greens are in play.

12 CANDIDATURE

- 12.1 Except as these Rules otherwise provide every candidate for Membership of the Club must be proposed by one Member and seconded by another Member, both of whom must personally know the candidate. The proposal of a candidate shall be in writing on the official nomination form signed by the Proposer and Secunder. Details of the candidate shall be displayed on a notice board in the Clubhouse for a minimum of 10 days before they may be interviewed by the Membership Committee and/or offered Membership. The Secretary will also notify the Directors of the name of each candidate at the same time as the official nomination form is first displayed on the notice board in the Clubhouse. Candidates transferring to the area from another club will be asked to supply references from the Secretary or Captain of that club.
- 12.2 Except with the approval of the Directors no Member of less than 12 months standing shall be entitled to propose or second any candidate for Membership or propose or second more than two candidates in any one year.

13 ADMISSION

- 13.1 Except for Honorary Membership applications for Membership shall be determined by the Membership Committee In accordance with Rule 26.8. Honorary Membership shall be submitted to the Annual General Meeting of the Company for approval by a majority vote.
- 13.2 When a candidate has been admitted notice to this effect shall be sent to them together with a copy of the Rules and a request to send to the Secretary their Entrance Fee and first Subscription. Membership shall not become effective until receipt by the Secretary of the monies due.

14 CANDIDATE REJECTED

- 14.1 Any candidate for Membership of the Club who has been rejected shall not be reconsidered until 12 months after the date of rejection. No candidate who has been rejected shall be introduced as a Visitor.

15 CANCELLATION OF ELECTION

- 15.1 The Directors may cancel the admission of any Member at any time and shall not be required to give any reason for so doing.

16 PAYMENT OF SUBSCRIPTION

- 16.1 Subscriptions shall be due on 1st April each year and shall be received by the Secretary on behalf of the Company by that date. A Member transferring from one category of Membership to another with a higher Entrance Fee shall pay the difference between the Fees of the two categories at the time that the change takes place. A Member transferring from one category to another with a higher annual Subscription part way through a Club year shall pay a pro rata supplement for the remainder of the Club year.
- 16.2 Any Colt becoming an adult Member under 9.1.4.3 on 1st April following reaching the age of 21 who is still in full time education will be entitled to pay the Colt Subscription until the Club year after reaching the age of 23. Written evidence of continuing education must be provided.

17 NON-PAYMENT OF ENTRANCE FEE AND FIRST SUBSCRIPTION

- 17.1 If the Entrance Fee and the first Subscription which are due are not paid within one month of the date of such request the admission of such Member shall be absolutely void unless the delay in question shall be explained to the satisfaction of the Directors.

18 NON-PAYMENT OF ANNUAL SUBSCRIPTION

- 18.1 Any Member failing to pay his annual subscription by the due date will be deemed to have resigned from the Club at such date. The Directors may however reinstate a Member on satisfactory grounds being shown for such non-payment.

19 RIGHTS AND RESPONSIBILITIES OF MEMBERS

- 19.1 When a duly admitted Member has paid his Entrance Fee and first Subscription, they shall (except as herein otherwise provided) be entitled to all the privileges of the Club appropriate to their category of Membership. It is a condition of Membership that each Member accepts the requirements laid down in the Memorandum and Articles of Association, these Rules and all supplementary notices regarding their conduct and the use of the Club's grounds and premises and accepts being bound by all restrictions and penalties imposed by them. A Member shall acquire no proprietary right or interest in the Clubhouse or any of the property of the Company in their capacity as a Member.

20 MEMBERS ADDRESSES

- 20.1 Every Member shall communicate their current address and contact details to the Secretary, this information should include an email address if the Member has one. Every Member shall immediately notify the Secretary of any change to any of these details.

21 NOTICES

- 21.1 All notices sent to a Member at their notified current address shall be considered as duly delivered on the day following posting or if sent by email on the date recorded on that email as when it was sent.

22 NOTICE OF WITHDRAWAL

- 22.1 The Club year commences on the 1st April. Any Member intending to resign from the Club should signify their intention to do so in writing to the Secretary on or before this date.

23 EXPULSION

- 23.1 Having taken account of the outcome of the Disciplinary Procedure the Directors shall have the absolute power to expel any Member from the Club without assigning any reason for their so doing, if, in their opinion, the conduct of the Member either within or outside of the Club shall be injurious to the character or interests of the Club. Upon receipt by a Member of notification that they have been expelled they shall immediately cease to be a Member, their Subscription for the current year or unexpired part thereof shall be returned to them but no appeal whatsoever shall lie against the expulsion and they shall have no claim or remedy against the Directors, the Company or the Club, nor shall any Entrance Fee paid by them be refunded. The Directors may nevertheless consent to reconsider their decision upon being requested to do so by no fewer than ten Members who have each confirmed that request in writing. A copy of the Disciplinary Procedure is available from the Office and is displayed on the Management Notice Board in the Clubhouse.

- 23.2 If any Member shall be convicted of a criminal offence or adjudged bankrupt or make a composition or arrangement with their creditors, or have a Receiving Order made against them, they shall, at the discretion of the Directors, cease to be a Member of the Club, and the regulations governing an expelled Member contained in the clause above shall apply save that their Subscription shall not be returned to them. Upon application to the Directors any such Member may be re-admitted if the Directors are of the opinion that their good character has not been affected. A Member so re-admitted shall not be called upon to pay an Entrance Fee.

24 RETURN OF SUBSCRIPTION

- 24.1 No Member ceasing to be a Member of the Club either by resignation or otherwise shall be entitled to have any part of their Annual Subscription or Entrance Fee returned. At the discretion of the Directors a proportion of the Annual Subscription may be returned if a Member dies.

25 PRIVILEGES OF HONORARY AND TEMPORARY MEMBERSHIP

- 25.1 Honorary and Temporary Members (except as otherwise provided in these Rules) shall be entitled to all the privileges of Full Membership.

26 STRUCTURE OF THE CLUB

- 26.1 Members shall at the Annual General Meeting of the Club (AGM) elect a Member to be Club Captain who shall hold that office for one year.

- 26.2 Members shall, at the AGM elect a Member of the Club to be the Treasurer and Secretary to each of the Social and Competitions Committees.
- 26.3 The Captain's Committee shall manage and control the use of the Clubhouse and the facilities which are not the responsibility of another Committee appointed by the Company or by these Rules. The Committee shall manage any other matters referred to it in relation to golf and social events and shall refer any other matter to the Directors before any decision is made. The Committee will comprise the Club Captain, the Vice Captain, the Lady Captain, the Lady Vice Captain, the Archbishop and ex officio the Secretary.
- 26.4 The Competitions Committee shall control and manage all aspects of competitions and handicapping. The Committee will organize all Men's competitions and handicapping but may delegate to the Ladies, Seniors and Junior Sections the organization of all of their competitions and handicapping as the Committee shall deem appropriate. The Committee shall comprise the Club Captain, Club Vice Captain, Competitions Secretary, Competitions Treasurer, the Director of Golf, the Archbishop, the Junior Organiser and such other full Members as are deemed necessary by the Club Captain for its proper function.
- 26.5 The Social Committee will be responsible for compiling a programme of social events throughout the year. The Committee will comprise the Club Captain, Club Vice Captain, Lady Captain, Lady Vice Captain, Social Secretary, Social Treasurer, the Archbishop, ex officio the Secretary and such other Members as are deemed necessary by the Club Captain for its proper function.
- 26.6 The Greens Committee shall comprise a Chairman who shall be nominated by the Company each year who shall serve for a maximum of 3 years, the Director of Golf, the Course Manager, a lady nominated by the Lady Captain, ex officio the Secretary and the Club Captain and up to three representatives elected by Members at the AGM from the Membership. Any representatives elected at the AGM may only serve on the Committee for a maximum of 3 years after which they must retire for one year before offering themselves for re election for any further term. It is a consultative Committee to represent Members interests and is responsible for helping to formulate a strategy for the maintenance and development of the course and practice areas.
- 26.7 Full Members shall at the AGM elect one of their number to be the Junior Organiser who may hold that position for 3 years subject to being elected by the Members each year to continue in that position. At the end of the initial 3 year period the Junior Organiser may with the prior consent of the Directors offer to be re-elected by the Members at the AGM for a further term of one year and may at each subsequent AGM, again with the prior consent of the Directors, offer to be re-elected.
- 26.8 The Membership Committee shall comprise the Club Captain, Club Vice Captain, Lady Captain and Secretary. It shall be responsible for the interview and admission of new Members provided that Rule 12 has first been complied with. Juniors, Colts and Social Members may be interviewed and admitted by the Secretary acting alone.

27 CLUB CAPTAIN'S ROLE (CAPTAIN)

27.1 The Captain

Shall be a person who is capable of providing strong leadership, guidance and motivation to staff and Members and is able to promote a sense of well being and harmony throughout all sections of the Membership. The Captain will act as an ambassador for the Club and represent the Members at functions and matches. Subject to the Rules applying to the election of Members to serve on various Committees the Captain is to be responsible for selecting or proposing a number of Members to serve on Committees and to report on the progress of those Committees to the Directors as and when required. To promote the best interests of the Club at all levels. To be the main conduit for communication between the Directors and the Membership.

The Captain will be assisted in carrying out his role by the Lady Captain, the Archbishop, the Junior Organiser together with the Secretary and the Director of Golf.

27.2 Captain's Responsibilities

27.2.1 To organise Social and Competition Committees including a Secretary and Treasurer for each Committee who shall all be elected at the AGM in accordance with Rule 26.

27.2.2 To ensure that the processes are put in place to facilitate the organisation of the Club and Mixed matches and to ensure that the diary for the following year in respect of such matches is agreed.

27.2.3 To Chair or to nominate a Chairman for each of the Social and Competition Committees which shall each sit monthly.

27.2.4 To sit for one year as a statutory Director on the Board of Directors of the Company and report to the Directors on all golfing matters which effect the Club and its Members and to report as necessary any matters arising from the work of the Social and Competition Committees or the Match Secretary.

27.2.5 To be aware of these Rules as may be varied from time to time by the Directors and to initiate the Disciplinary Procedure if any breach of these Rules occurs.

27.2.6 To represent the Club in Men's and Mixed Matches.

27.2.7 To represent the Club at social functions and Club team matches and to speak on behalf of the Club.

27.2.8 To liaise and work closely with both the Director of Golf and the Secretary.

27.2.9 To Chair the Club AGM in January.

- 27.2.10 To sit on the Membership Committee and interview all prospective Members with the exception of Ladies and Juniors, and to help decide whether any prospective Member will be offered Membership. The name of any proposed Member must have been displayed on the Club notice board along with their Proposer and Secunder for a minimum of 10 days before the Membership Committee conducts the interview and/or is offered Membership. The Membership Committee will take account of any comments received from both Members and the Directors before any prospective Member is offered Membership. The Directors shall then be advised of the name of any prospective Member who has been refused Membership and the reasons for such refusal.
- 27.2.11 To choose a Captain's Charity for the year which is to benefit from events which the Captain shall decide are organised to benefit that Charity.
- 27.2.12 To write a letter of condolence on behalf of the Club to the family of any past or present Member who has died. This may be delegated to the Lady Captain in the case of Lady Members.
- 27.2.13 To organise the Captain's Day competition (the culmination of the 5 qualifying medals) broadly following the traditions of the day which includes inviting Past Captains and the Captain's guests who are Members.

27.3 CLUB VICE CAPTAIN'S ROLE (VICE CAPTAIN)

- 27.3.1 To draw up a list of proposed possible candidates to serve in the position of Vice Captain during the year when the Vice Captain becomes Captain and to discuss the proposed candidates with a Committee which shall consist of at least five past Captains and which may include a Past Captain of the Ladies Section all of whom must still be Full Members. The Vice Captain must select a proposed Vice Captain from the list submitted to the Committee and must take account of any comments made by the Committee before making his final selection. In order to maintain the element of secrecy about who the proposed future Vice Captain might be the Vice Captain may submit to the Committee as many proposed candidates as the Vice Captain may decide. Once a decision has been made by the Vice Captain from the list submitted to and discussed with the Committee the Vice Captain will, as a matter of courtesy, inform the Chairman of the Company before any announcement of the proposed Vice Captain is made. The Vice Captain may announce his proposed Vice Captain at the Club's Annual Dinner Dance in November but shall make clear in making any announcement that the formal appointment of his proposed Vice Captain will be the subject of an election at the AGM of the Club in January in accordance with Rule 26.1.
- 27.3.2 To organise the incoming Captain's Drive-In which is preceded by the Bruce Atkinson competition.
- 27.3.3 To attend Membership, Social and Competition Committees and to liaise with the Match Secretary as necessary.
- 27.3.4 To support the Captain and stand in for him when necessary.
- 27.3.5 To attend, along with the Lady Vice Captain and Secretary, a diary meeting in good time to enable the Club Diary to be published for the year of Captaincy.

28 REGULATION FOR ALL GENERAL MEETINGS OF THE CLUB

- 28.1 The Captain shall take the chair until the new Captain has been elected.
- 28.2 Each Member entitled to vote shall have one vote and decisions shall be taken on a simple majority. All Junior, Colt, Retained and Social Members may be present but shall not be entitled to be heard, vote, sign any requisition or nominate any Member for election to the Committees. Temporary Members shall not be entitled to be present, heard, vote, sign any requisition or nominate any Member for election to the Committees.
- 28.3 At least 14 days notice shall be given to Members concerning General or Special General Meetings of the Club. Notice shall be deemed to be duly given if posted on a notice board in the Clubhouse.

29 ELECTION OF COMMITTEE MEMBERS

- 29.1 Such Members of the Competition, Social and Greens Committees who are required to be elected shall be elected under the following procedure:-
- 29.1.1 Each nominee must be proposed and seconded by a Full Member.
- 29.1.2 Voting at the AGM will be organised by the Secretary and conducted in such a way that each Member entitled to vote has the opportunity to vote once for each individual vacant Committee position.
- 29.1.3 Election to the Committees will be by a simple majority of those Members present at the AGM who are entitled to vote plus any votes which have been received by the Secretary in writing prior to the meeting.

30 ANNUAL GENERAL MEETING OF THE CLUB

- 30.1 The AGM shall be held at the Clubhouse as soon as convenient after the 1st January in each year. Fourteen days notice of such meeting shall be given to the Members. The business of the AGM shall be:- to receive reports on the general affairs of the Club during the preceding year; to elect a Vice Captain, to elect a Treasurer and Secretary for each of the Social and Competitions Committees; to elect any other Members of Committees as are referred to in these Rules (except the Membership Committee referred to in Rule 26.8); to elect a Junior Organiser and to consider any motion relating to the conduct of the Club. Any Member wishing to raise any matter at the Club AGM, EGM or Special Meeting shall put such request in writing to the Secretary not less than 10 days before the meeting.
- 30.2 Where these Rules require there to be a vote at the AGM to appoint Members to posts or Committees the list for nominations for the vacant positions shall be displayed on a notice board in the Clubhouse by the 1st December each year and shall be taken down 48 hours before the time when the AGM is to take place.

31 SPECIAL GENERAL MEETINGS OF THE CLUB

31.1 A Special General Meeting of the Club may be convened at any time determined by the Directors or shall be convened following a written request signed by at least twenty Members stating the purpose for which the meeting is required. Fourteen days notice shall be given to the Members of any meeting so convened.

32 RESPONSIBILITY OF COMPANY AND CLUB

32.1 Members are requested not to leave money or valuables in their clothes or lockers. The Company, the Directors and the Club are not responsible for any loss or damage to personal property whilst on the Company's premises. Members and Visitors using the Company's premises shall do so at their own risk and the Company, the Directors and the Club shall not be responsible for any injury or accident sustained by any Member or Visitor whilst on the Company's premises.

33 FIRE, HEALTH & SAFETY RESPONSIBILITIES

33.1 All Members of the Club have a responsibility to help ensure a safe and healthy Club environment and shall:-

33.1.1 Comply with the Club's Health and Safety policies and procedures.

33.1.2 Co-operate with the Secretary, the Director of Golf and all Club staff in matters relating to the safe use of the Club and its facilities.

33.1.3 Follow Staff directions when emergency procedures are in force.

33.1.4 Actively consider their own safety and that of others when using the Club facilities.

33.1.5 Report hazards and matters of concern to the Secretary and/or the Director of Golf and/or Duty Manager.

33.1.6 Report accidents, near miss situations and damage to property to the Secretary and/or the Director of Golf and/or Duty Manager.

33.1.7 Under no circumstances allow children under the age of 8 years to ride on a Golf Buggy or Cart. The same rules would be in force for children attending Golf Academy events.

34 UNLAWFUL GAMES

34.1 The Clubhouse shall not be used for gambling or any unlawful games.

35 CLUB ADDRESS

35.1 No member shall give the address of the Club in any advertisement or use the address of the Club for any business purpose.

36 PAYMENT OF ACCOUNTS

36.1 Members must pay all bills for every expense they incur at the Club at the time of being served. The Staff are required to account daily for all monies passing through their hands and are instructed not to open accounts for any Member.

37 EMPLOYEES

37.1 No Member shall attempt to induce any employee to leave the employment of the Club under penalty of loss of Membership.

38 COMPLAINTS

38.1 No Member shall reprimand any member of staff. All complaints involving the staff or arrangements of the Club shall first be raised with the Secretary or Director of Golf. If the Member is still not satisfied then the complaint must be made in writing signed by the Member complaining and addressed to the Secretary who shall inquire into the circumstances of the case and act as the Directors may decide.

39 PAPERS, BOOKS AND DAMAGE TO PROPERTY

39.1 No Member shall take away from the Club any newspaper, pamphlet, book or other article, which is the property of the Club. Any Member breaking or otherwise damaging the property of the Club may be called upon to make good such damage.

40 RULES OF GOLF

40.1 The Rules of Golf at the Club are those of the Royal and Ancient Golf Club of St Andrews for the time being in force and as varied by Local Rules from time to time.

41 BYELAWS

41.1 On the course Male Members and any Visitors are expected to wear collared roll neck or turtle necked shirts which must be tucked in at all times. Only tailored shorts and trousers may be worn, cargo shorts and three quarter length shorts are not permitted. Ankle length white sports socks, trainer socks and long socks of any colour may be worn. Black ankle socks with black golf shoes may be worn. Golf shoes must be worn at all times.

41.1.1 On the course Lady Members and Visitors are expected to wear collared, roll neck or turtle neck shirts. Shirts can be worn outside of trousers or shorts provided they are designed to do so, i.e. they must have "v" slits at the side or a welt. Socks must be approved golf socks and shorts must be recognized golfing attire. Golf shoes must be worn at all times.

- 41.1.1 In the Clubhouse Male Members must wear smart casual clothes or golfing attire at all times. Shirts are to be tucked in at all times however tailored shirts that are designed specifically to be worn outside of trousers may be worn, this specifically excludes 'polo' shirts which must be tucked in at all times. Blue denim and faded jeans, collarless tee shirts, track suits, waterproof over garments which have previously been worn on the course and trainers are not acceptable attire in the Clubhouse. Jackets and ties are optional. Dress for social events will be publicised on the notice board.
- 41.1.2 In the Clubhouse Lady Members must wear smart casual or golfing attire. Denim skirts are acceptable but blue or faded blue jeans are not. Trainers are not allowed at any time. Waterproof over garments which have previously been worn on the course are not acceptable attire in the Clubhouse.
- 41.2 Children under the age of 14 years should use the casual end of the bar unless accompanied by an adult.
- 41.3 Mobile Communication Devices may be used on silent anywhere in the Clubhouse subject to due consideration being given to other Members. Mobile Communication Devices may be used for making and receiving calls in the Players' Entrance Corridor, the Car Park, the tunnel up to the Pro Shop door, at the Catering Corner between the 16th Green and the 9th Tee. Mobile Communication Devices may only be used on the course in an emergency situation.
- 41.4 Dogs are not allowed on the Golf Course unless on a lead. No dogs are allowed within the Clubhouse except Guide Dogs.
- 41.5 No child under the age of 8 years, accompanied or unaccompanied, who is not a Member is allowed on the Course except for the express purpose of playing golf in which case he will possess his own clubs, a bona-fide Handicap Certificate or a Certificate of Competency from the Club Professional and be the guest of a Member entitled to sign him in and having paid the appropriate Green Fee.
- 41.6 Visitors may not walk any part of the golf course or practice ground, beyond the Clubhouse environs at any time unless they are:-
- 41.6.1 Accompanied at all times by a Member who accepts responsibility for their safety.
- 41.6.2 Acting as a Caddy for a Member.
- 41.6.3 Taking part in an official Club organised event, e.g. Captains Day, Firework Night or Charity Days, where on course safety risks have been assessed and provision made for supervision by Members and/or Club officials.
- 41.6.4 Under the direction of the Secretary, the Course Manager, the Director of Golf or any of their staff.
- 41.6.5 Walking on any public footpath or right of way which may pass over the course.
- 42 Members and guests are required to observe the basic etiquettes of the game of golf and the Club as set out in the Club Diary.