

**SOUTH BEDS GOLF CLUB**  
**Constitution Rules and Bye-Laws**



**I - Club Name**

- 1 The name of the Club shall be South Beds Golf Club.

**II - Status**

- 2 The Club shall be a members' club consisting of the categories of members specified in Rule 4 hereof.

**III – Objects & Conduct of the Game**

- 3 The Club agrees to recognise the R&A as the body responsible for the Rules of Golf and Amateur Status and shall abide by those Rules and any changes as laid down from time to time by the R&A Rules Limited.

The Club agrees to comply with the Council of National Golf Union's Unified Handicapping System (CONGU UHS) and any conditions imposed within the system by the England Golf.

The Club agrees to comply with the Rules of England Golf (pursuant to Article 5 of the Articles of Association as are relevant and the Rules of its County Union as laid down from time to time.

The Club will adopt the England Golf Equity and Equal Opportunities Policy.

The Club will adopt a Child protection Policy.

The Club will agree to the Term and Conditions of the England Golf Anti-Doping Policy and Rules.

The Club shall pay by the due date, all subscriptions due to the County Union, the County Association and to England Golf in respect of every playing member.

The Club shall appoint a Competition and Handicapping Committee comprising, in the majority, of club members who shall have complete control of all competitions and handicapping matters in the Club.

The Club is formed to promote amateur golf and to provide for its members a clubhouse and golf courses. In addition, it will provide to members refreshment and things incidental to the playing of golf.

**IV – Membership**

- 4 (a) The Club will consist of members in the categories listed below. All members shall be elected in accordance with the provisions set out and members will



enjoy the rights and privileges described subject to such conditions and restrictions as the Council may impose.

- (i) Full members will be aged 18 or over and will be entitled to use the clubhouse facilities and golf courses whenever they are open.
- (ii) Five-day members will be aged 18 or over and will be entitled to use the Club's golf courses whenever they are open from Monday to Friday including mid-week Bank Holidays. They can use the clubhouse and the practice facilities whenever they are open. They can also play on the Galley Hill Course at weekends, at the guest green fee rate (paid in advance), but not before 2.00 pm on competition days. They may enjoy such further playing privileges as the Council determines.
- (iii) Junior members will be aged under 18 years although a Junior member will remain a Junior member until the end of the subscription year during which his or her eighteenth birthday falls. Junior membership privileges will be determined by the Council and details will be posted in the clubhouse and communicated to all Junior members.
- (iv) Warden Course members will be aged 18 or over and Junior members will be aged under 18 years. A Junior member will remain within this category until the end of the subscription year during which his or her eighteenth birthday falls. Members will be entitled to use the clubhouse facilities and the Warden Course whenever they are open. They may enjoy such further playing privileges as the Council determines.
- (v) Social members – Social members will be aged 18 or over and will be entitled to use the clubhouse facilities whenever they are open and to attend the Club's social functions.
- (vi) Life members – members recommended to a general meeting of the members for Life membership in recognition of valuable service to the Club over a period of at least ten years. Life members will not be required to pay an annual subscription and will enjoy the rights and privileges of full membership.

In addition, the Council will set any sub-categories of membership and they shall be considered annually for the purpose of determining the levels of annual subscriptions. The Council's decision to extend or shorten the list shall be final. Details of all the current sub-categories shall be displayed on the notice board and the website.

- (b) The election of members to all categories and sub-categories of members shall be at the discretion of the Committee which shall have the power to accept, refuse or suspend any application for membership.



- (c) Candidates for membership in all categories except (v) & (vi) may be called for interview and may be asked to provide character reference(s) if new to the area or if taking up golf for the first time.
- (d) Candidates for membership must complete, and forward to the General Manager, the Club's application form from which selected relevant information will then be displayed in the clubhouse for at least 14 days. If an objection to any candidate is raised formally by letter to the General Manager the candidate shall not be called for interview until the objection has been considered by the Committee.
- (e) When a candidate has been duly elected, the General Manager shall notify the same to him or her in writing and shall forward an invoice for fees and subscription due. Upon payment of dues the membership shall be considered confirmed and the new member shall receive a copy of the Club's Constitution, Rules and Bye-Laws. If payment is not received within one month of the date of invoice, the General Manager shall so report to the Committee which shall decide upon further action.
- (f) In the event of a candidate failing to be elected, the General Manager shall inform the candidate of the reason why they have been unsuccessful.
- (g) Spouses of full and five-day members are automatically social members of the Club.
- (h) Persons may not be admitted to membership or be admitted as candidates for membership without an interval of at least two days between their nomination or application for membership and their admission.

#### **V - Management.**

- 5 (a) The management and control of the Club shall be vested in a Management Council (the Council). A Club Committee (the Committee) will also be elected at the Club's AGM. Both will operate in conjunction with the Club's General Manager and both will be accountable to the Club's membership.
- (b) Management Council

The Council will comprise four members as follows –

- Club Treasurer – to be elected annually by the Club membership at the AGM
- Three members elected by the Club membership at the AGM to serve three-year terms. The Council will elect one of these members as its chairperson.
- The General Manager, Club Captain and Ladies Captain will be members in an advisory role with no voting rights.



The Council shall meet at least 6 times in the year.

Retiring council members may stand for re-election.

In the event of a resignation of a council member (mid term) – the remaining council members will determine their ability to continue until the next AGM council election and/or to call a SGM to elect a new member.

The Council's responsibilities will be to manage the Club's business and financial matters and the Council shall:

- (i) Present to the AGM its plans and proposals, an annual report and the Club's annual accounts and budget for approval.
- (ii) Set the Club's objectives and manage them to fruition.
- (iii) Develop and manage business and financial plans and annual budgets
- (iv) Set subscription, rent and fee levels and membership numbers.
- (v) Develop and monitor membership strategy (delegating membership interviewing and routine membership matters to the Committee).
- (vi) Appoint and monitor the performance of the Club's General Manager.
- (vii) Deal with grievances and serious disciplinary matters (where such matters cannot be dealt with by the General Manager or the Committee).
- (viii) Run the business affairs of the Club, to keep the course and Club facilities in good order and maintain effective communication with the membership.
- (ix) Ensure that minutes of all Council meetings are taken and that such minutes are available to the membership.
- (x) Recommend changes in any matter relating to the Constitution and Rules and Bye-Laws.

The quorum for any Council meeting shall be three (3) voting members.

### (c) Club Committee

The Committee will be responsible for all social matters, golfing and golf competitions, the junior section and membership including membership interviewing and recruiting.

The Committee will comprise:

- Club Captain, Vice-Captain, Ladies Captain and immediate past Club Captain
- Four members will be elected, by the Club's membership, at the AGM and serve for two-year terms. If insufficient members are elected to committee at the AGM, the Committee may subsequently co-opt full members, of at least one years' standing, to make up four (4) Committee members. Co-optees will have voting rights as soon as their appointment has been ratified at a SGM/AGM.



The Committee shall meet at least 6 times in the year.

Retiring Committee members may stand for re-election.

In the event of the resignation of a Committee member (mid-term), the remaining Committee members will determine their ability to continue in their role as the Committee until the next AGM Committee election and/or, in conjunction with the Council, to call a SGM to elect new members.

In addition the Committee shall:

- (i) Present to the AGM its annual report
- (ii) Organise and manage golf competitions, matches, handicaps and matters relating to the courses which are of concern to the membership
- (iii) Arrange social events and liaise with caterers as appropriate
- (iv) Generally to manage the recreational, disciplinary and social aspects of the Club in the interests of the membership
- (v) Manage the Club's Junior Section
- (vi) Ensure minutes of all Committee meetings are taken and that such minutes are available to the membership.
- (vii) Be responsible for the interviewing and recruitment of new members.

The quorum for any Committee meeting shall be four (4) voting members.

The Captain shall chair the Committee meetings and in his absence the Vice-Captain. In the absence of a Captain and Vice-Captain the remaining Committee members shall elect a Chairperson for each meeting, until a suitable appointment has been made.

- (d) Decisions made by the Council and Committee will usually be reached by consensus. In the event of a tie the Chairperson in each case, being entitled to vote in the first instance, shall have the casting vote.
- (e) All Council and Committee members will have been full or five-day members of the club for a period of at least one year before their election and will have been proposed and seconded by full or five-day members of at least one year's standing. Five-day members are not eligible to stand as Club Captain or Vice-Captain.

No elected Council or Committee member will serve at the same time on Council and Committee.

- (f) The Council and Committee, in conjunction with the General Manager, are empowered to make/amend Rules and Bye-Laws to meet temporary emergencies or such as they may consider necessary for the well being of the Club. These shall be binding upon all members and visitors until they are either rescinded by the Council/Committee or set aside at a General Meeting.



- (g) The Council and Committee may set up sub-committees as they see fit co-opting suitable non-elected members as necessary or appropriate to their responsibilities. Co-opted members will have voting rights on sub-committees.

- (h) General Manager.

The Council shall appoint a General Manager and determine his/her duties and remuneration. The Club's General Manager is responsible for the day to day management of the Club in a manner which is consistent with the Club's policies and budgets defined by the Council. He or she will be responsible for all staff employed by the Club and for liaison with and the direction of any franchise operations. The responsibilities will range over green keeping, bar, catering, clubhouse maintenance the professional and all other administrative matters. The General Manager will also be responsible for the administrative support needed by the Council and Committee.

- (i) Club President

The President will be elected for a 2 year period at an AGM. He will be entitled to attend any Council or Committee meeting in an advisory basis and has no voting rights.

In the absence of a Club Captain or Vice-Captain, the President shall set up a sub-committee to expedite the election of a Captain and/or Vice Captain.

#### **VI - Entrance fees and subscriptions**

- 6 (a) The entrance fee shall be of such amount as the Council will from time to time determine.
- (b) Members' subscriptions and rents are payable as determined by the Council. Any member more than two weeks in arrears as to payment of his or her subscription shall be deemed to have resigned.

New members, who join during a subscription year may pay a pro rata fee.

- (c) All Junior members may pay any entrance fee appertaining at the time they become members by instalments annually until they are 18 years of age.
- (d) A rent, payable with subscriptions, shall be paid by each member to whom a locker, buggy, or trolley space is allocated. Members are not permitted to share / pass on lockers, buggy or trolley space without permission from the General Manager.
- (e) Members who are paying by direct debit and wish to continue using that method will need to visit the Office to sign a new membership form annually to



indicate their intention to remain as a member of South Beds Golf Club for the next 12 months. Cancellations will not be accepted during the year.

- (f) All monies shall be paid to the Club Office and receipt of payment shall be sufficient discharge.

#### **VII - Resignations and Readmission**

- 7 Members who resign after fulfilling the conditions of membership for at least a full year may be re-admitted at the discretion of the Committee. Entrance fees or conditions of membership that may apply at the time of re-joining shall be applicable.

#### **VIII - Conduct of members**

- 8 (a) In the event of the Club receiving from a member a payment that is subsequently dishonoured, that member will be suspended from that date until he or she has appeared before the Committee. Notification of suspension shall be by the posting of a letter by recorded delivery to the last known address of the member. The Committee will then take action under rule 8b.
- (b) Where a member is reported to the Club for misconduct, misdemeanour and/or infringement of the Rules or Bye-Laws of the Club or the etiquette of golf the complaints procedure in force at the time shall be followed.

The Committee shall have the power to:

- (i) Warn the member against repetition or
- (ii) Suspend the member from the clubhouse or golf courses or both for such period as the Committee shall think fit or
- (iii) Expel from membership only for good and sufficient cause such as conduct or character likely to bring the Club or sport into disrepute.

#### **IX - General Meetings**

- 9 (a) The Annual General Meeting (AGM) shall normally be held in November at which the selected nominations for President, Hon. Treasurer, Captain, Vice Captain, Council and Committee members shall be presented and elected.

Selected nomination(s) for Trustees shall also be presented and elected at the AGM, but only when such a vacancy or vacancies arises.

- (b) The Hon. Treasurer shall present an audited Balance Sheet and Statement of Accounts. Notice of the AGM and a copy of the accounts will be sent to Full and Five-day members as well as being displayed on the main notice board and the web site.
- (c) A Special General Meeting (SGM) shall be called by the Council or the General Manager within 30 days of his receiving written request to do so, signed by at least thirty (30) members who have voting rights in the Club.



- (d) An SGM must be called whenever the Council proposes expenditure on individual projects costing more than £25,000 unless such expenditure has been approved at the previous AGM.
- (e) The Club shall not make distribution of any surplus save to another non-profit making body or, in part or in whole, to the members upon dissolution. In the event that there be a proposal to sell or relinquish tenancy of all or part of the course, or to sell the clubhouse, a SGM must be called. To be carried at the SGM such a proposal MUST receive two-thirds of the votes cast.
- (f) Whenever a SGM is convened, members shall receive notice thereof at least 20 days before the meeting. Such notice shall specify the motion(s) to be discussed and only that business shall be taken at the SGM unless an amendment has been received in writing at least 7 days before the meeting to that business.
- (g) At any General Meeting, Full and Five day members shall be entitled to vote and to propose or second motion(s) within the timescales shown below. Forty (40) members shall form a quorum.
- (h) Alterations and additions to the Constitution, Rules, Bye-Laws and motions shall only be made at the AGM or at a SGM called for that purpose. Any proposed alteration or addition to motions must be sent, in writing, to the General Manager together with the names of the proposer and seconder, not less than 20 clear days before the AGM or SGM. Any amendments to such proposals must be received in writing to the General Manager at least 7 days before the AGM or SGM. Such alterations and additions shall be posted in the Club and, if time allows, be printed on the agenda. No amendments to proposals will be accepted at the AGM or SGM.
- (i) Voting at General Meetings shall be normally by show of hands and a majority vote of those present shall suffice. A request for a card vote may be supported by not less than forty (40) members standing.
- (j) All eligible voting members may cast their vote up to 7 days in advance of an AGM for nominations to Council and Committee only, or a SGM called for that purpose. A voting form must be obtained from the club office and the member's vote will be lodged in a closed ballot box. The General Manager is the only person authorised to open this box prior to vote counting at the General Meeting.

**X - Trustees.**

- 10 (a) The Trustees shall at all times, and in all respects, act in regard to the property of the Club in accordance with the directions of the Council. The Trustees shall, on the direction of the Council, represent the Club in any litigation. The Trustees shall be entitled to an indemnity out of the property of the Club in respect of any action taken by them on the direction of the Council. The Trustees shall not be more than four in number. Whenever there shall be a vacancy in the Trusteeship by death, resignation, removal or any other cause, the members in an AGM or SGM may by resolution nominate one or more Trustees to fill the





vacancy(ies) and upon such nomination the number of Trustees may be increased or reduced provided that the number be never less than two.

- (b) The property of the Club shall be vested in the Trustees. The Trustees shall at the request of the Council and with the consent of the members in a General Meeting assembled, have the power to sell, mortgage, lease or otherwise deal with the property of the Club, or any part thereof, and to purchase property for and on behalf of the Club and generally to adopt such measures, as may appear to them necessary in the interests of the Club.
  
- (c) The Trustees shall sign and execute all deeds as representing the Club, such signatures shall be binding on all members of the Club. If at any time the Club in General Meeting shall pass a resolution authorising the Council to borrow money, the Council shall thereupon be empowered to borrow for the purposes of the Club such amount of money, either at one time, or from time to time or at such a rate of interest and in such form and manner and upon such security as shall be specified in such resolution, and thereupon the Trustees shall, at the direction of the Council make all such dispositions of the Club property or any part thereof and enter into such agreement security for such loans and interest.

All members of the Club, whether voting in such resolutions or not, and all persons becoming members of the Club after passing of such resolution, shall be deemed to have assented to the same as if they had voted in favour of such resolution.

## **Rules and Bye-Laws**

### **XI - Competitions**

- 11 The Committee's decision on any matters of dispute in regard to golf competitions shall be final.

### **XII - Complaints**

- 12 Complaints must be made in the first instance in writing to the General Manager who will implement the complaint procedure in force at the time. Members should not complain direct to employees of the Club.

### **XIII - Guests and visitors**

- 13 (a) Subject to any further restrictions which may from time to time be imposed by the Council, the following persons, in addition to members as per the membership categories/sub-categories, shall be entitled to admission to the Club premises to be supplied with and/or sold alcohol for consumption on the



premises and shall for all purposes be regarded as guests of the Club and its members:

- (i) Golfers on payment of the appropriate green fees.
  - (ii) Those taking table meals at the Club premises.
  - (iii) Those attending any function organised at the Club.
  - (iv) Club employees.
  - (v) Professional/amateur golfers and their caddies
  - (vi) Persons attending the course to watch professional/amateur competitions.
- (b) The Visitor's Book must be completed in respect of any visitors not listed above. Members shall be responsible for their guests abiding by the Club's regulations and shall remain whilst the guest(s) are on the Club's premises.

#### **XIV - Opening and Closing Hours of the Club**

- 14 The times of opening and closing of the Club and/or courses shall be determined from time to time by the Council and posted in the clubhouse. The times for the bar to be open for the sale and supply of alcohol shall be fixed by the Council from time to time within the limits imposed by the Club's Operating Schedule issued to and approved by the Licensing Authority and posted in the clubhouse.

#### **XV - Handicap and Scrap books**

- 15 The General Manager shall ensure a current Handicap Book in which shall be recorded the handicap allotted to each player by the Committee.

The Committee shall ensure that the scrap book, which may be kept in digital form, is up to date at all times.

#### **XVI - Motors Cars and other Vehicles**

- 16 The Club shall not be liable for any loss or damage to any motor car or other vehicle or any property therein or thereon.

#### **XVII - Money or other articles**

- 17 The Club shall not be liable for any loss or damage to any property left on the Club premises.

#### **XVIII - Advertising**

- 18 Any advertising matter on the Club's premises must be approved by the General Manager.

#### **XIX – Children**



- 19 Parents are expected to be responsible for the behaviour of their children in the clubhouse.

#### **XX - Dogs**

- 20 A condition of our lease states that dogs are not allowed on the courses except for bridlepaths and public footpaths.

Dogs are not allowed in the clubhouse; however assistance dogs or assistance dogs in training will be allowed.

### **Bye-Laws**

#### **XXI - Local Golf Rules**

- 21 Local Rules as determined by the Committee from time to time will be printed on the score cards or, if of a temporary nature, posted in the clubhouse.

#### **XXII - Starting Times**

- 22 Members shall at all times conform to the STARTING TIMES BOARD unless these times be temporarily set aside by the Committee or the General Manager.

#### **XXIII - Green Fees**

- 23 Green fees must be paid before visitors go on the course. Members may introduce on an individual basis a maximum of three visitors at any one time and must play with their guest or guests.

#### **XXIV - Drinks and Refreshments**

- 24 No member or visitor may bring liquor or refreshments for consumption on Club premises.

#### **XXV - Club Address**

- 25 No member shall use the address of the Club for their personal business purposes.

#### **XXVI - Charities**

- 26 No member or visitor shall use the Club premises for the purpose of making charitable appeals or other appeals without the permission of the Council.

**END**

