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# RULES AND REGULATIONS

2014

## **RULES OF THE HALE GOLF CLUB**

### **Name**

- 1 The name of the Club shall be “THE HALE GOLF CLUB”.

### **Management**

- 2 (a) The affairs of the Club shall be managed by a Council consisting of a Gentleman Captain and a Lady Captain (of equal status), a President, a Secretary, a Treasurer, an Assistant Secretary, an Assistant Treasurer, a Chair of Green Committee, a Chair of House Committee, a Chair of Membership Committee (“the Officers”) and six Full members. The attendance of six shall be required to form a quorum.
- (b) The property of the Club shall be vested in the Trustees (whose number shall not exceed four) and shall be dealt with by them as the Council shall from time to time direct by Resolution (of which an entry in the Club minute book shall be conclusive evidence).
- (c) The Trustees shall be indemnified against risk and expense out of the Club’s property.
- (d) The Trustees shall be appointed by the Council. They shall remain in office until death, resignation or ceasing to be members of the Club. Trustees may be removed from office only by a Resolution at a General Meeting supported by 75% of the members present. Any change in the number or persons of the Trustees shall be reported by the Secretary to the next Annual General Meeting.
- (e) The Trustees may, when so authorised by a Resolution of the Council, borrow money or obtain advances of credit for the purposes of the Club on such terms as to interest, repayment of capital, provision of security (including the granting of mortgages over any land and buildings of the Club) and otherwise as the Council shall from time to time approve, provided that the total of such borrowings outstanding from time to time shall not (unless resolved by a majority of members present at a General Meeting) exceed 50% of the total, exclusive of any VAT, of the previous year’s subscription income as evidenced by the examined accounts of the Club.
- 3 (a) The Officers referred to in Rule 2 except the President shall be elected and vacancies among the six Full members shall be filled at the Annual General Meeting. Two Full members shall retire each year in rotation but shall be eligible for immediate re-election.
- (b) Vacancies created by the election at the Annual General Meeting of the Officers shall be filled at the Annual General Meeting by the election of the candidate or candidates duly nominated under Rule 9 who next after the votes cast for the Full members elected under Rule 3(a) receive the most votes.
- (c) Candidates elected under this Rule shall serve for the remainder of the term of office of those in whose places they are elected and shall be eligible for immediate re-election. If more than one vacancy is to be filled the period of service shall be in

the order of votes received, the candidate receiving the most votes serving the longer period. If there are more vacancies under this Rule than duly nominated candidates they shall be dealt with by the Council under Rule 10.

- 4 The President shall be elected by the Council and shall hold office for not more than two consecutive years.
- 5 The Council shall have power to elect such number of Vice-Presidents as it may from time to time think fit. Vice-Presidents shall be entitled to attend Council meetings and take part in discussion but they shall have no voting rights unless also duly nominated and elected to membership of the Council as provided for in Rule 9. Past Presidents shall automatically become Vice-Presidents of the Club.
- 6 The Council shall have the power to make such Regulations as it may consider necessary for the well-being of the Club.
- 7 The Council shall have the power to make Local Rules to meet the requirements of the Course.
- 8 All matters not expressly provided for or covered by the Rules shall be subject to the decision of the Council, with whom shall also rest the interpretation of all Rules, Regulations and Local Rules of the Club.

#### **Nomination for the Council**

- 9 On or before the third Saturday in January the Secretary shall post in the Clubhouse a Nomination Sheet on which may be written the names of candidates for the Officers except for the President and for the vacancies for Full members of the Council as provided by Rule 3. Each candidate must be nominated by two members entitled to attend General Meetings of the Club and the list of nominations shall be closed on the third Saturday in February.
- 10 The Council shall have power to fill any vacancy among the members of the Council and members so elected shall hold office until the next Annual General Meeting.

#### **The Treasurer**

- 11 The Treasurer shall receive and pay all moneys due to or by the Club and shall also keep a correct account of the financial affairs of the Club which account, after being duly examined by an Accountant or firm of Accountants appointed by the Council for that purpose, shall be presented at the Annual General Meeting.

#### **The Secretary**

- 12 The Secretary shall record the proceedings of the Club and the Council, conduct the correspondence and have the custody of all the documents of the Club. He or she shall submit the book containing suggestions to the Council at its meetings. He or she shall call all Meetings of the Club and the Council.

#### **Meetings**

- 13 (a) The Annual General Meeting of the Club shall be held in the month of March for the passing of the Treasurer's Statement of Accounts and Balance Sheet, for the election of Officers and members of the Council and for such other business as may properly be transacted thereat. The Secretary shall call Special General Meetings when directed by the Council or on receipt of a written requisition signed by not less

than ten members entitled to attend. Any such requisition shall state the business for which the Meeting is to be called and no other business shall be transacted thereat. Notice of General Meetings shall be sent to every member entitled to attend at least seven days before the Meeting. The quorum for General Meetings shall be fifteen.

(b) The President shall preside at all General Meetings of the Club and in the case of an equality of votes shall have a second or casting vote.

(c) A Council member elected by members of Council present shall preside at Council meetings and in the case of an equality of votes shall have a second or casting vote.

### **Membership**

14 There shall be the following classes of membership: Full members, Honorary Life members, Honorary members, Junior members, Temporary Junior members, Country members, Supernumerary members, Temporary members and Non-playing members.

15 (a) Only Full members, Non-playing members who were formerly Full members or Lady members (as that category existed prior to 2002) for at least 10 years, and Honorary Life members shall be entitled to:

(i) attend General Meetings of the Club;

(ii) hold any office on the Council;

(iii) have an interest in the property or assets of the Club.

(b) The Club shall not make a distribution of any surplus save to another non-profit making body or in part or in whole to the members specified in this Rule on dissolution.

16 Council shall have power at its discretion to elect as HONORARY LIFE MEMBERS members who have given conspicuous services to the Club. They shall be entitled to all the rights and privileges of membership but shall not be liable to pay any entrance fee or subscription.

17 HONORARY MEMBERS – The Council shall have power at its discretion to elect as Honorary members local beneficed Clergymen and in special circumstances such other persons as it may deem it desirable so to elect. Honorary members shall not be liable to pay any entrance fee or subscription and they shall be entitled to retain this category of membership only during such periods as the Council thinks appropriate in each case. Honorary members shall be entitled to all the privileges of membership except that they shall not be entitled to attend any General Meeting of the Club, nor shall they be eligible to hold any office on the Council, nor shall they have any interest in the property or assets of the Club.

18 JUNIOR MEMBERS – Junior membership shall be restricted to those who at 1st January in any year are under the age of 18 years. Junior members may be elected at the discretion of the Council. Unless due notice of resignation is given Junior members shall on reaching the age of 18 years at 1st January in any year be considered for Full or Country membership.

- 19 TEMPORARY JUNIOR MEMBERS may be elected at the discretion of the Council for such periods and with such rights as the Council may from time to time decide.
- 20 COUNTRY MEMBERS – Any person residing full-time more than 50 miles from the Clubhouse may be elected as a Country member without entrance fee on payment of the appropriate annual subscription.
- 21 SUPERNUMERARY MEMBERS – The Council shall have power in its discretion to admit unbeneficed clergy and members of H. M. Forces on full pay as Supernumerary members without entrance fee on payment of an appropriate annual subscription.
- 22 TEMPORARY MEMBERS – Visitors whose permanent residence is more than 50 miles from the Clubhouse may be introduced as Temporary members on payment of an appropriate fee at the discretion of the Council provided that the Secretary has received a written application not less than seven days prior to the relevant meeting of the Council.
- 23 NON-PLAYING MEMBERS –
- (a) Full members may apply to the Council for transfer to Non-playing membership and such transfer shall be at the discretion of the Council.
  - (b) Spouses or partners of Full members may apply to the Council to be elected as Non-playing members.
  - (c) On payment of the green fees which would be payable by a visitor playing with a member, a Non-playing member shall be at liberty to play golf on the course not more than six times in any calendar year. Apart from this facility a Non-playing member shall not play golf on the course but shall have the use of the practice putting green.
  - (d) A Non-playing member who has been a Full member or Lady member (as that category existed prior to 2002) for at least 10 years shall be entitled to all the rights and privileges of Full membership subject only to the conditions about playing on the course mentioned in the preceding paragraph.
  - (e) A Non-playing member who is a former Full member or Lady member (as that category existed prior to 2002) shall be permitted to apply to the Council to retransfer to Full membership.

#### **Election of Members**

- 24 Every candidate for admission to membership (other than Temporary membership and Junior membership) shall have a proposer and a seconder each of whom shall have been a Full member or Honorary Life member for not less than three years. A Non-playing member who has formerly been a Full member or Lady member (as that category existed prior to 2002) may also act as proposer or seconder if their total membership is not less than three years. No person shall act as proposer or seconder more than once in any calendar year or while currently acting as proposer or seconder or while entitled to vote at Council meetings.

- 25 Election to each class of membership shall rest with the Council. On any candidate (other than Honorary Life members, Honorary members, Supernumerary members, Temporary Junior members and Temporary members) coming up for election notice thereof shall be posted on the notice board in the Clubhouse for at least seven days prior to the relevant Council meeting. At that meeting the Council shall take a vote by ballot and if the candidate receives in his or her favour the votes of not less than two-thirds of those present and entitled to vote the candidate shall be duly elected.
- 26 The Secretary shall forthwith after the election of a member give him or her notice thereof and of the entrance fee and subscription payable and shall furnish him or her with a copy of the Rules of the Club and the member shall be bound by, and conform to, these Rules but he or she shall not be entitled to any of the privileges of the Club until all monies due shall be paid. If the entrance fee and subscription be not paid within one month of election the Council may declare the election null and void.

### **Entrance Fees and Subscriptions**

- 27 The entrance fees, subscriptions and other dues for the different classes of membership shall be determined by the Council. The Council may also determine that lesser amounts shall be payable in individual cases. Written notice of the alteration to any class subscription rate shall be given to all members affected thereby before the end of the first week in December and such alteration shall become effective on the 1st of January following.
- 28 No member shall compete for a prize until his or her annual subscription and all arrears shall be paid.
- 29 If a member neglects to pay his or her subscription within three months from the date when it becomes due the member's name shall be posted on the notice board in the Clubhouse and after being posted for one month, if such member's subscription be still unpaid, he or she shall cease to be a member of the Club. The Council may at its discretion reinstate any person in default as aforesaid upon satisfactory explanation being made to it and payment of arrears of subscription at any time within six months from the date when the subscriptions became due.

### **Resignation or Transfer**

- 30 Any member wishing to resign or transfer must give notice in writing to the Secretary of his or her intention to do so before the 1st January, otherwise he or she shall be liable for the full subscription of the next year.

### **Expulsion**

- 31 The Council may expel from the Club, by the votes recorded by ballot of not less than three-quarters of the members of the Council present and voting at a meeting specially convened for that purpose and at which not less than twelve members of the Council shall be present and entitled to vote, any member whose conduct shall be deemed to be injurious to the well-being of the Club. Such member shall receive at least seven days' prior notice of the date, time and place of the meeting and be informed of the charge against him or her and that he or she may attend to explain or justify his or her conduct. Any person expelled shall forfeit all right to the property or assets of the Club, without prejudice to the rights of the Club to recover from him or her any monies that may then be owing by him or her or otherwise against such member.

### **Competitions**

- 32 The Council shall fix the dates and times of all Competitions and determine the prizes to be played for.

### **Guests and Visitors**

- 33 Any member may introduce a guest or guests to the use of the Clubhouse and, on payment of the appropriate green fees, to the use of the course. A member may introduce no more than three guests at any one time to the use of the course.
- 34 The fees, the times and the conditions under which non-members shall be permitted to use the course shall be determined from time to time by the Council. No non-member shall use the course at any time without having a visitor's receipt previously issued to him or her at the Clubhouse. Unless introduced as a guest by a member a non-member using the course must be a member of another golf club and/ or have an official handicap certificate.
- 35 A member introducing a guest to the use of the Clubhouse must ensure that such guest's name is entered in the Visitors Book. A guest attending a members' function shall not be required to sign the Visitors Book provided the function has been approved by the Council and the member is present and responsible for his or her guest.
- 36 No non-member shall use the Clubhouse or the course more than six times in any calendar year.
- 37 Members, officials and supporters of visiting teams playing Club matches and members of visiting societies shall be associate members of the Club for the day but without voting rights. Members of visiting teams shall be permitted to play without charge.
- 38 No green fee shall be charged to non-members whilst receiving lessons from the Club professional.

### **Complaints**

- 39 All complaints must be made in writing to the Secretary or entered in the Suggestion Book.

### **Rules of Golf**

- 40 The Rules of Golf in use for the time being by the Royal and Ancient Golf Club of St Andrews shall apply to the Club except in the cases specially provided for in Local Rules.

### **Dogs**

- 41 No dogs shall be allowed on the course or in the Clubhouse.

### **Licensing**

- 42 The Club opening and the bar opening hours shall be as from time to time determined by the Council in accordance with or within the hours prescribed by the relevant certificate granted to the Club by the licensing authority.

- 43 Intoxicating liquor may be supplied during such hours as the Council may from time to time determine (subject to Rule 44) to members and their guests and also to non-members of the Club attending at the Club premises being aged 18 years and over or such other age as shall be permitted by law when functions have been authorised by the Council provided that:
- (i) Such function is a function of a sporting nature involving attendance at the Club premises of members and supporters of visiting teams provided they are members and supporters of such teams and officials.
  - (ii) Special functions organised by an individual member or section of the Club whose officials or individual member of the Club must be present and are to be responsible for such function provided that such function is approved by the Council and minuted in advance.
  - (iii) Such other function as not provided for in sub-paragraphs (i) and (ii) provided that such function is approved by the Council and minuted in advance.
  - (iv) All profits received from any such functions as mentioned above shall be paid to the Club or organising section.
  - (v) Members of any Club sub-committee formed for the purpose of organising any function as mentioned in sub-paragraphs (i), (ii) and (iii) or any individual Club member organising any such function shall be responsible to the Council for the conduct of all persons attending any such function. The Council shall at all times have overall responsibility.
  - (vi) On the occasions of any of the functions mentioned in sub-paragraphs (i), (ii) and (iii) no person shall under any circumstances take off the premises intoxicating liquors.

#### **Alteration of Rules**

- 44 These Rules may be altered at the Annual General Meeting or at a Special General Meeting convened for that purpose. In order to be adopted a Resolution to alter or repeal any of these Rules or to add any new Rule must receive the votes of at least two thirds of the members present. Notice of any proposed alteration must be given in writing to the Secretary at least 14 days before such Meeting and the Secretary shall send a copy of the said notice to every member entitled to attend at least seven days prior to the Meeting.

HGC/CEJW/KRH  
11 September 2013



## **REGULATIONS OF THE HALE GOLF CLUB**

### **Committees and Expenditure**

1. Committees appointed by the Council shall, subject to control of the Council, manage and direct the aspect of the Club's affairs for which they are appointed including the co-option of members for specific tasks. Any matter involving expenditure of more than £1,000 shall be referred to the Council for its consent. Such committees shall include a Ladies Committee, a Green Committee, a House Committee, a Membership Committee, a Seniors Committee, a Finance Committee, a Secretary's Committee and such other committees as the Council may consider desirable from time to time. In the case of the Ladies Committee the Council shall appoint those members elected by the ladies. In the case of the Seniors Committee the Council shall appoint those members elected by the Seniors.

### **Play**

2. Any member whose play is not known to the Council shall not be handicapped until he or she shall have returned three signed cards or produced a handicap certificate from another Club.
3. Players must report their lowest handicap or any alterations in handicap under penalty of disqualification.
4. Members playing in a competition shall have the right to pass 'non-competitors'.
5. Subject to any Regulations of the Council for the time being in force, any three or four ball matches must, on a request being made, allow a two ball match to pass through. Any match playing a whole round (18 holes) may claim the right to pass a match playing any shorter round.
6. All matches played on handicap for Club prizes, when halved at the 18<sup>th</sup> hole, must be continued on a sudden death basis unless all the players in the match shall have agreed to replay the match in those circumstances.
7. Full members may play at any time except when the tee is reserved for competitions, matches, societies, Junior members or visitors.
8. Country members may play at any time, except when the tee is reserved for competitions, matches, societies, Junior members or visitors, subject to the following additional restrictions:-
  - (i) Country members may play no more than 12 times in any year
  - (ii) Country members may not enter more than 6 competitions in any year and may not enter more than 3 qualifying competitions between the months of April and September or between the months of October and March
  - (iii) Country members shall not be eligible to represent the Club in any official team matches
9. Junior members may play at any time except Saturdays before 3.30 p.m., Sundays and Public Holidays before 12 noon or on competition days before all competitors have 'holed out' on the 10<sup>th</sup> Green provided always that:

- (a) Junior male members who have a current handicap shall be entitled to compete, accompanied by a Full member, in any Club competition. They will not pay entry fees nor be eligible to win cash prizes.
- (b) Junior female members who have a current LGU handicap shall be entitled to compete in any ladies competition.
- (c) Junior female members whose current Club handicap is under 28 shall be entitled to compete in any Club mixed competition.
- (d) Junior members with a Club handicap may play on Sunday and Public Holiday mornings with a Full member or a Country member.

### **Clubhouse closing**

10. The Clubhouse is closed on Christmas Day.

### **Dress**

11. Dress code on the golf course:

- (a) Gentlemen - Jeans and collarless or sleeveless shirts (including T-shirts) are not allowed. Shorts are acceptable provided they are tailored and worn with long socks (of any colour) or white socks.
- (b) Ladies - Jeans and sun-tops (with or without shoulder straps) are not allowed. Shorts are acceptable provided they are tailored.
- (c) Gentlemen and ladies must wear proper golf shoes either with spikes or with soft studs. Other kinds of footwear, such as training shoes, are not permitted.

12. Dress code in the Clubhouse and on the terrace:

- (a) Jeans and training shoes for ladies or gentlemen are not permitted at any time except for young children. Collarless or sleeveless shirts (including T-shirts) for gentlemen are not allowed.
- (b) Gentlemen must wear jackets and ties in the main dining room after 7.00 p.m. and at formal events before 7.00 p.m. (including TNC). At Sunday lunches, jackets and ties are preferred but are not essential. At other times, smart casual dress is acceptable. However, in hot weather, the requirement or preference for jackets and ties may be suspended on a particular day if so decided by the President, Gentleman Captain, Lady Captain, the Secretary, the Chair of House Committee or, in the case of a special event, the organiser of that event.
- (c) A different dress code for an official club event or a private party may be specified by the organiser of the event as long as the Club's high standards are maintained.

### **Mobile telephones**

13. Mobile telephones must not be used on the Club premises except in the corridor leading to the locker rooms and the car park. They may be used on the course in case of medical emergency.

### **Unauthorised use of the course**

14. Members of the Council, the Professional, Steward and any person or persons duly appointed to collect green fees on behalf of the Club have the right to request confirmation from any non-member using the course, who is not a guest of a member, of his or her membership of another golf club and/ or sight of an official handicap certificate. Any such person is empowered to remove from the course any such non-member not able to comply with such request.

HGC/CEJW

1 December 2014