



CLUB RULES

7th January 2020

DONCASTER GOLF CLUB - RULES

REGISTER OF CHANGES

Date of Change	Rules Subject to Change
4 Jan 2011	Rule 7 amended to incorporate the member's decision taken at a Special General Meeting to allow changes to subscription payments. Paragraphs 7.2, 7.4 and 7.5 amended and text renumbered to form new paragraph 7.6.
4 Jan 2011	Rule 6.3 amended to clarify eligibility for Country Membership in accordance with the member's decision taken at a Special general Meeting. Paragraphs 6.3 2 amended.
4 Jan 2011	Rule 6.4 amended to revise the lower age limit for junior membership when this relates to sons or daughters of current members. Paragraph 6.4.1 amended.
8 Jan 2013	Rule 5.3 amended to text agreed with Nat West Bank.
8 Jan 2013	Rule 6.2.3 amended to remove the need for assentors in the membership application process.
8 Jan 2013	Rule 6.7.1 amended to include consideration of applications for the award of Honorary Membership by a panel of Past Captains.
8 Jan 2013	Rule 7.5 amended to include for a discount for full payment of subscriptions before 31 st October annually to be determined by The Committee from time to time.
8 Jan 2013	Rule 13 added to adopt electronic means as a satisfactory method of communicating with members.
3 Dec 2013	New explanatory note added to rules Rule 1.2 amended to include full members Rule 2.5 vote given to Vice-Captain Rule 2.6 officers –rule deleted Rule 3.1.1 – amended committee structure and voting rights Rule 3.2.3 amended to include other organisations

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	<p>3.2.7 amended list</p> <p>3.2.10 amended to clarify responsibilities</p> <p>3.4.4 Committee quorum clarified</p> <p>4.1.1 period of office for committee members clarified 4.1.3 Vice-Captain included in rule</p> <p>4.1.5 amended to 4.1.5a and 4.1.5b –casual vacancy procedure New Rule 4.1.6 –removal of committee member</p> <p>4.2.3 amended to clarify wording</p> <p>4.3.2 Sub Committee selection process clarified</p> <p>5.1 amended period of office for trustee (new appointments) 6.1.1 (part) defined for full members including cub members 6.1.2 text of this rule incorporated in 6.1.1</p> <p>6.1.1 (part) and bye-law A8 – power of suspension of membership clarified</p> <p>Bye-Law A8(ii) –becomes Rule 6.1.3 (disciplinary action)</p> <p>Bye-Law A8(vii) and Rule 6.1.1 (part) becomes rule 6.1.4 – right of appeal</p> <p>Rule 6.1.1 (part) becomes rule 6.1.5 – appeals committee procedure</p> <p>Bye-Law A8(vi) becomes rule 6.1.6 suspension –loss of privileges</p> <p>Bye-Law A8(V) becomes rule 6.1.7 guest/visitor behaviour</p> <p>New Rule 6.1.8 –written warnings/ minor breaches procedure</p> <p>Rule 6.2.2 amended for clarity</p> <p>6.2.4 amended wording –including “ welcome pack”</p> <p>6.2.5 – amended to include past members returning</p> <p>New Rule 6.2.6 - responsibility of proposer</p> <p>6.7.1 amended honorary member procedure</p> <p>6.8.1 amended wording to include prospective members</p>
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	<p>6.1.0 New rule - definition -club member</p> <p>7.1 amended- entrance fee fixed at general meeting</p> <p>7.6 New rule - category transfers</p> <p>Rule 7.6 renumbered as 7.7</p> <p>7.8 becomes Rule 8 - capital expenditure budget</p> <p>Rule 8 and sub clauses renumbered to 9</p> <p>Rule 9 and sub clauses renumbered to 10</p> <p>Rule 10 renumbered to 11</p> <p>Rule 11 renumbered to 12</p> <p>Rule 12 renumbered to 13</p> <p>Rule 13 renumbered to 14</p> <p>Appendix A committee structure -redrawn to include Vice-Captain</p>
6 Jan 2015	To clarify the age of transfer from Cadet to Full Member (6.5.1 & 6.5.2) and correct a drafting error (6.10.1)
5 Jan 2016	Rules 6.4.1 Para1 & 6.10.1 last sentence amended to reduce minimum age at which a Junior may join the Club, subject to the Junior Organiser confirming an applicant's playing ability.
10 Jan 2017	Rules 6.4.1 & 6.10.1 purpose to include the new four stage junior development programme and amended playing rights for Cub Members.
8 TH January 2019	To amend office tenure of Chairs of Finance & Administration
7 th January 2020	<ol style="list-style-type: none"> 1. To make reference to Club policies and instructions to Members 2. To add to and clarify the responsibilities of key post holders 3. To clarify payment requirements for member subscriptions 4. To propose changes to arrangements for General Meetings 5. To make minor grammatical changes and re-number rules as appropriate

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Explanatory Note

Rules are fixed until changed at an AGM or SGM

Bye Laws are subject to amendment by the Committee during the course of the year and any amendments to be confirmed at an AGM.

Policies and associate instructions are determined by the Committee.

1. Name and Constitution

- 1.1 The Club shall be called Doncaster Golf Club and its address shall be 'The Clubhouse, Bawtry Road, Bessacarr, Doncaster, DN4 7PD. Doncaster Golf Club is a non-profit making organisation and the assets and income including any surpluses or profits arising from the sporting activities or other activities at the Club shall be applied for the purposes of maintenance, or improvement of the Club or for the same purposes of a similar non-profit making body.
- 1.2 On the Club ceasing to exist, or on the dissolution of the Club, funds shall be distributed to another non-profit making club or organisation or to Full Members of Doncaster Golf Club. In such circumstances a simple majority vote of the members at a General Meeting shall determine which of these options shall be exercised.
- 1.3 The Club shall be managed in accordance with the Rules set out below, as well as the associated Bye Laws and any current policies and instructions in place at that time. Members are expected to comply with these rules, bye laws, policies and instructions.

2. Definitions

2.1 **The Chair of the Committee** is responsible for ensuring the Committee undertake the smooth running of the Club and the development of the Club.

In particular he will chair all meetings of the Committee, ensure that all members of the Committee carry out their responsibilities diligently and ensure that the policies adopted by the various Sub-Committees form a coherent framework within which the Club can operate and develop and that such policies are adhered to wherever possible.

The Chair will also ensure that the Committee creates a formal business plan, in consultation with Members, which extends for a minimum of 2 years and is regularly reviewed to monitor performance against the plan.

2.2 **The Captain** is the titular head of the Club for his year of office and represents the Club on all formal occasions. He will have a special interest in, and influence over, the activities of the Club, both golfing and social, and the membership of the Club. He is a voting member of the Committee and is entitled to be present at any meeting of any Sub-Committee.

2.3 **Chair of Finance** is the Chair of the Finance Sub-Committee and has responsibility, but not exclusively for:-

2.3.1 Chairing the Finance Sub-Committee.

2.3.2 Budget development and budget monitoring.

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- 2.3.3 Preparing and presenting financial reports to the Committee, showing comparisons against agreed budgets and previous years.
- 2.3.4 Preparing annual accounts for audit and presentation to members at the Annual General Meeting.
- 2.3.5 Preparing draft budgets for the Finance Sub-Committee.
- 2.3.6 Providing answers to questions from members about the accounts at the Annual General Meeting.
- 2.3.7 Book-keeping and accounting systems.
- 2.3.8 Dealing with the Club's Bankers, Accountants, Auditors and HM Revenue and Customs.
- 2.3.9 The recommendation for setting and collection of members' annual subscriptions.
- 2.3.10 The Chair has responsibility, but not exclusively, for maintaining adequate records of all matters relating to his area of responsibility to ensure a full audit trail of activity and a firm basis for continuity.
- 2.4 **The Secretary** is the Chair of the Administration Sub-Committee and has responsibility, but not exclusively for:-
 - 2.4.1 To chair the Administration Sub-Committee.
 - 2.4.2 To call, prepare the agenda for, attend and minute all meetings of the Committee and meetings of the Administration Sub-Committee.
 - 2.4.3 To provide an administration service to all other Sub-Committees.
 - 2.4.4 To communicate with any bodies outside the Club.
 - 2.4.5 The maintenance of the Club's Policy Documents.
 - 2.4.6 Services to members.
 - 2.4.7 Bookings of the course and Clubhouse.
 - 2.4.8 All Health and Safety Policies.
 - 2.4.9 Human Resources matters.
 - 2.4.10 Development, maintenance and updating of the Club's web-site.

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2.4.11 The Secretary has responsibility, but not exclusively, for maintaining adequate records of all matters relating to his area of responsibility to ensure a full audit trail of activity and a firm basis for continuity.

2.4.12 The Secretary has responsibility, but not exclusively, for maintaining adequate records of all matters relating to General Data Protection Regulations.

2.5 **The Vice-Captain** of the club has responsibility but not exclusively for:

2.5.1 Deputising for the Captain whenever the Captain is unable to perform any of the duties described above

2.6 **The Sub-Committee Chairs** are Chair of the various Sub-Committees and have responsibility but not exclusively for:-

2.6.1 Chairing the relevant Sub-Committee.

2.6.2 Preparing a plan relating to the Sub-Committees activities.

2.6.3 Obtaining members agreement to the plan.

2.6.4 Implementing the agreed plan.

2.6.5 Monitoring performance against the agreed plan.

2.6.6 Reporting progress to the Committee.

2.6.7 Providing regular feedback to members.

2.6.8 Obtaining members agreement to any significant changes to the agreed plan.

2.6.9 The Chair has responsibility, but not exclusively, for maintaining adequate records of all matters relating to his area of responsibility to ensure a full audit trail of activity and a firm basis for continuity.

3 **The Committee**

3.1 **The Committee Structure**

3.1.1 The Committee shall comprise **of a minimum of 8 people** The Chair, Captain, Vice-Captain, Chairs of Finance, Administration, Greens, House/Social, Golf and Membership sub-committees. Each member of the Committee shall be entitled to one vote regardless of the number of positions held (apart from Chair of the Committee – see rule 3.4.3) upon any resolution or matter before the Committee, each having been elected to take particular responsibility for specific areas of Club affairs.

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- 3.1.2 The structure of the Committee and various Sub-Committees is illustrated in the diagram headed “Committee Structure” which is attached as “Appendix A”
- 3.1.3 Subject to the rules, the management of the Club shall be vested in the Committee. The powers of the Committee shall extend to any act or thing required for the proper management of the Club or any matter arising in the course thereof except that the Committee are specifically required to act within the confines of these rules and to refer any proposed amendments for approval by a General Meeting of the Club.
- 3.1.4 The particular areas of responsibility of the Committee and Sub-Committees are as follows:-

3.2 The Committee

- 3.2.1 Approving draft budgets, fees and staff wages
- 3.2.2 Approving all Club policy documents
- 3.2.3 Approving outside use of the Club and Course by non-members and/or organisations.
- 3.2.4 Disciplinary matters
- 3.2.5 Co-ordinating matters which affect more than one Sub-Committee
- 3.2.6 Electing members
- 3.2.7 Appointments of Senior Club Staff or Service Providers namely, Head Greenkeeper, Steward, Office Staff, Caterers and Professional.
- 3.2.8 Recommending to members at an AGM the appointment of new Trustees
- 3.2.9 Appointing a Club Solicitor, Accountant and Auditors
- 3.2.10 Establishing appropriate policies relating to statutory regulation and key business practices (eg Health & Safety, Human Resources, GDPR, etc.) and ensuring, as far as reasonably possible, that these are implemented and monitored.
- 3.2.11 Ensuring that the defined and published policies of each Sub-Committee form a coherent framework within which the Club can operate and develop, and ensuring adherence to those policies
- 3.2.12 Ensuring that the membership of all Sub-Committees is made up from as wide a cross-section of club members as possible
- 3.2.13 Ensuring that all activities of the Committee and Sub-Committees are undertaken in line with and in support of the Club’s Values.

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3.3 Sub-Committees

3.3.1 In addition to the above, the individual sub committees will have responsibility, but not exclusively for the following:

3.3.2 Greens Sub-Committee

3.3.2.1 Producing a golf course development plan and taking lead responsibility for the delivery of such plan.

3.3.2.2 Producing a maintenance and upkeep plan in conjunction with the Head Greenkeeper and providing support for the Head Greenkeeper to enable him to deliver this element of the Course Policy for which he takes lead responsibility.

3.3.2.3 The performance management of the Head Greenkeeper.

3.3.3 The House/Social Sub-Committee

3.3.3.1 To consider the facilities, social events and services available to the members.

3.3.3.2 To consider the facilities, events and services available to visiting golfers.

3.3.3.3 To consider the facilities and services available to other potential customers.

3.3.3.4 To agree working practices, systems and procedures to satisfy the above, whilst optimising the income levels for the Club and providing a fair return for the Caterer.

3.3.3.5 The production and delivery of a planned preventative maintenance policy

3.3.3.6 The production and delivery of a rolling decoration and carpeting plan.

3.3.3.7 The performance management of the House Manager and Caterer.

3.3.4 Membership Sub-Committee

3.3.4.1 To consider all matters relating to membership of the club.

3.3.4.2 To define the optimum number of club members in each category of membership.

3.3.4.3 To define the optimum profile of membership taking into account age gender and handicap.

3.3.4.4 To consider standard of behaviour, dress etc. of members and visitors.

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3.3.4.5 The acceptance and induction of new members.

3.3.4.6 The planning and delivery of initiatives that have the aim of achieving the levels agreed under 3.3.4.2 and 3.3.4.3 above.

3.3.5 Golf Sub-Committee

3.3.5.1 To support all activities relating to the enjoyment of playing golf by members of the club.

3.3.5.2 Responsibility for the playing of golf in all its forms.

3.3.5.3 The Rules of Golf including local rules.

3.3.5.4 Members' handicaps

3.3.5.5 The Sheffield Union and the Yorkshire Union.

3.4 Proceedings and Powers of the Committee

3.4.1 The Committee shall meet from time to time as they shall appoint for transacting the business of the Club, five members to form a quorum. At the request in writing of any three members of the committee, the Secretary shall call a meeting of the Committee, within seven days, by notice in writing to each member stating the time and place of such intended meeting and the special object for which it is called.

3.4.2 At every meeting of the Committee the Chair, or in his absence, a member of the Committee nominated by those Committee members present, shall preside.

3.4.3 All questions which shall be proposed or considered at any meeting of the Committee shall be determined by a majority of the votes of the members present and no member shall have more than one vote except the Chair of the meeting, who in case of an equality of votes shall have a second or casting vote.

3.4.4 The Committee may act providing at least 5 members are present.

3.4.5 The Committee shall cause minutes to be made in books to be kept for that purpose.

3.4.6 Three days' notice shall be given of every meeting of the Committee to every member of the same respectively with advice as to matters to be discussed and any supported document.

3.4.7 A member of the Committee may resign at any time by giving notice in writing to the Secretary.

3.4.8 In execution of their powers under this rule the Committee may make, repeal and

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amend any bye-laws as they may from time to time consider necessary to the well-being of the Club and its proper conduct and regulation. Any bylaws so made shall be published on the Club's notice board and shall not continue in force beyond the next Annual General Meeting unless confirmed at that meeting.

4 Elections to Committee/Formation of Sub-Committees

41 Elections to the Committee

- 4.1.1 Committee Members are elected at the Annual General Meeting for a period of 3 years to a specific post and may stand for a further term of 3 years for the same or any other Committee post. Committee Members, other than the Chair of Finance and Chair of Administration, must then stand down. Subsequently those members are free to apply to join other Sub- Committees as a member but not as a Chair for a further 3 years, after which time they may seek re-election to the Main Committee.
- 4.1.2 Members may challenge for any position on the Committee by obtaining and completing the prescribed application form from the Secretary and returning it within the timescales prescribed in the following paragraph
- 4.1.3 In respect of all members of the Committee, other than the Captain and Vice- Captain, a list of the retiring members of the Committee shall be posted and remain in the Club-house from the 1st November to the 30th November each year during which period, applications will be invited for the vacant positions on the Committee. Applications shall be in the form prescribed by the Committee and shall be submitted to the Secretary by 12.00 noon on the 30th November.
- 4.1.4 The nomination forms shall be posted in the clubhouse 14 days prior to the date of the Annual General Meeting and shall be distributed with the AGM notices. The election shall take place at the Annual General Meeting and may be by ballot and shall be conducted in the manner from time to time prescribed by the Annual General Meeting in the presence and under the direction of Scrutineers, being full members elected for that purpose at each Annual Meeting. In case of a tie between two or more candidates the result shall be determined by the drawing of lots. In case no more or less than the number required shall be nominated those so nominated shall be declared elected without a ballot.
- 4.1.5a Any mid-term vacancy in the Committee will be advertised using the notice procedure for elections set out in **(procedure only - dates amended as relevant)** and in the event that more than one nomination is received an SGM will be called to elect the replacement. In the event that only one nomination is received the Committee is authorised to appoint that person. Any member so appointed/ elected will continue in office until expiry of the Term of the previous incumbent .Pending the election the Committee may appoint an interim replacement.
- 4.1.5b In the event of no applications the vacancy may be filled by the Committee. Any person so appointed shall retain office until the subsequent Annual General Meeting when the vacancy will be filled by election in accordance with Rule 4 until the expiry of the previous incumbent's term of office. (This will also apply where no application is received

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for a post to be filled at an AGM.)

- 4.1.6 A Committee member may be removed from office at any time by a majority vote of no-confidence by Committee members. However prior to such a vote the Member must receive a written notice explaining the reasons for the vote. Such notice to be sent to the Member not less than seven days prior to the Committee meeting at which the vote

will be taken. The Member will have a right to Audience at that meeting, prior to the vote, also retaining their right to vote. The Member may then seek reinstatement by calling an SGM without the need for 28 supporting signatures. Any Member so removed may not seek re-election at the next AGM.

4.2 Election of the Vice-Captain

- 4.2.1 In respect of the Vice-Captain, notices requesting applications for the position shall be posted and remain in the clubhouse from the 1st November to the 30th November in each year. Each candidate for the post of Vice-Captain must be proposed and seconded by a Full Member in the form prescribed by the Committee. The Committee will review the applications and thereafter select their preferred nomination to be recommended to the membership for election at the Annual General Meeting.
- 4.2.2 The Secretary shall, no less than 28 days before the AGM post the name of the nominated Vice-Captain in the clubhouse. Any Full Member wishing to stand for election as Vice-Captain against the Committee's nomination must apply to the Secretary within 10 days of the said notice being published
- 4.2.3 The Vice-Captain shall become Captain at the Annual General Meeting which is subsequent to the meeting at which he was elected by the membership as Vice-Captain.

4.3 Formation of Sub-Committees

- 4.3.1 A list of the retiring members of the Sub-Committee shall be posted and remain in the Club-house from the 1st November to the 30th November each year during which period, applications will be invited for the vacant positions on the Sub-Committee. Applications shall be in the form prescribed by the Committee and shall be submitted to the Chair of the Sub-Committee by 12.00 noon on the 30th November.
- 4.3.2 The Chair of the relevant Sub-Committee shall be responsible for selecting members of that Sub-Committee and in so doing the Chair shall have regard to the Club's policy seeking to ensure that as wide a cross section of Club members representing as many different sections of the Club as possible are appointed. The recommendations of the Chair shall be ratified by the Committee, who will ensure that the policy of cross sectional representation is adhered to. The Committee have a power of veto if so required.
- 4.3.3 At the first meeting members of the Sub-Committee shall appoint one of their numbers to be Deputy to the Chair of the Sub-Committee.

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- 4.3.4 In the event of their being insufficient applications for membership of the Sub-Committee as per "Appendix A" the Sub-Committee shall have the power to co-opt members subject to ratification by the Committee.

5 Trustees

- 5.1 The property and cash assets of the Club shall be vested in 4 Trustees who shall be appointed on the recommendation of the Committee at an Annual General Meeting or Special General Meeting and shall hold office for a maximum period of 10 years. A Trustee may resign his Trusteeship at any time during his tenure.
- 5.2 A General Meeting shall have power to appoint a new Trustee to fill a vacancy caused by resignation or death.
- 5.3 The Trustees, acting on the directions of and in accordance with a recorded resolution of The Committee and in accordance with the duties of Trustees as provided for at law, have the power to invest money in any investments in which a private individual could invest and to borrow and raise money for any purpose and as security for any moneys so raised and in their capacity as Trustees of the Club, sign any required security over the property of the Club.
- 5.4 Notwithstanding this Rule any person with whom the Trustees are concerned in any transaction may assume without inquiry that the Trustees are acting in accordance with the directions of the Committee.
- 5.5 The Trustees shall hold the property of the Club on trust to sell, call in or convert into cash such of the said property as shall not consist of cash but with power at their discretion and in accordance with the Rules to postpone such sale, call in or conversion but in respect of the land comprising the Golf course, Club-house and premises of the Club and any land of the Club available for use for those purposes. The Trustees shall not act upon the direction by the Committee to sell the same until direction has been approved at a Special General Meeting of the Club by a majority of not less than three quarters of the Members present and entitled to vote at that Meeting.
- 5.6 The Trustees shall leave in the hands of the Secretary all the money and loose cash of the Club not required for investment and shall not be concerned as to the disposal of the said moneys or have any right except in accordance with the last preceding Rule to interfere in the management of the Club by the Committee.

6 Membership

6.1 General Matters

- 6.1.1 The Club shall consist of Full Members (Gentlemen and Ladies), Cadet Members, Junior Members, Cub Members, Special Members, Country Members and Non-Playing Members, together with such temporary Members as may from time to time be admitted by the Committee in accordance with the Rules. The Committee shall have power to fix and from time to time vary the maximum number of Members of the Club or

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of any class or classes of Membership Full members shall be those playing members over the age of 21 and paying the full rate of subscription for their category (other than special members) together with those members, having been full members, who are accorded a reduced rate of subscription or an Honorary Membership.

- 6.1.2 The Committee shall have power to suspend or revoke any Membership at their discretion provided that the case is given due consideration by the Committee. This may include the appearance of the Member concerned before the Committee. A Club member of any category may be suspended or expelled for gross misconduct, examples of which are willful damage to the Club's property, theft of property from the Club, members or guests, cheating, dishonesty or for any behavior in the Club or outside which in the opinion of the Committee is damaging to the Club and its members.
- 6.1.3 Any Member accused of misconduct will receive details of the alleged misconduct in writing and will be **required** to attend a fact finding interview conducted by the Secretary and Chair of Membership. Since the interview may result in the member's suspension or expulsion he should first have this Rule drawn to his attention. The Secretary must make a written record of the interview and ask the member to sign it within 14 days of the interview. The member may bring with him his proposer, another member or supporter not being a member of the club to the interview.

The result of the interview will be reported to the Committee at the earliest opportunity and if appropriate, to a specially convened meeting of the Committee excluding the Secretary and Chair of membership who will decide:

- a) Whether a member has made satisfactory explanation of his behaviour or
- b) His conduct, though unsatisfactory, does not merit suspension or expulsion
or
- c) His conduct may warrant suspension or expulsion.

In case (a) No further action is necessary.

In case (b) The Secretary shall write to the member expressing the Committee's disquiet and warning that any further incident may lead to his suspension or expulsion.

In case (c) The Secretary shall write to the member and inform them of their suspension, and its term, or their expulsion and advise of their rights of appeal.

- 6.1.4 The member involved shall have the right of appeal to an Appeals Sub-Committee (see 6.1.3) (not currently members of the Committee) which shall be convened by the Secretary, the latter having no voting rights on that Sub-Committee. Any such appeal must be received by the Secretary within 14 days of the receiving of Notice of Suspension or Revocation. The Appeals Sub-Committee shall be convened not later than 14 days of receipt of notice, and their decision shall be final and binding on the Committee.

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- 6.1.5 The Secretary will maintain a list of Past Captains and Past Lady Captains, none of which are to be serving Committee Members, willing to form an Appeals Committee when required under rule 6.1.2. Three Past Captains, from that list shall then be convened by the Secretary to form the Appeals Committee. The secretary will attend as a non-voting observer and will produce a record of the proceedings. In the case of action against a Lady Member a past Lady Captain will be a member of the Appeals Committee.
- 6.1.6 A suspended or expelled member (during his period of suspension) shall forfeit all the privileges of membership and all rights against the Club. A suspended or expelled member shall not be entitled to any refund of his subscription and shall remain liable for his full subscription for the year during which he was suspended or expelled.
- 6.1.7 In the case of any temporary member or any guest whose behaviour does not conform to the standards required by the Club, a committee member / the Secretary / Professional / Steward is authorised to deal appropriately with the matter. He or any person deputed to act for him in his absence may require offender(s) to leave the Clubhouse and course and where any green fee has been paid, this shall **NOT** be refunded. Any incident must be reported to the Committee at the earliest opportunity so that they may decide whether any further action, such as writing to the person's Club, is necessary.

Note - These rules are not intended to be used for the escalation or resolution of personal disputes between Club Members. These should be dealt with and resolved "off course."

- 6.1.8 Minor breaches of Etiquette, Club Rules or Bye-Laws will be dealt with by the Secretary issuing a letter, detailing the breach, and a warning as to future behavior. Any member in receipt of such a warning may dispute it in writing within 10 days of issue. A member disputing a written warning may then elect to be dealt with under Rule 6.1.3

The receipt of a third written warning within a 2 year period, will be treated as misconduct (see Rule 6.1.2), and will automatically mean the Member will be invited to an interview convened under Rule 6.1.3.

6.2 Election of Members

- 6.2.1 The election of persons to be members of the Club shall be vested in the Committee and the procedure shall be determined by the Committee, which procedure must be permanently displayed on the Club notice board. Any alterations to such procedure must be approved by the next subsequent Annual General Meeting.
- 6.2.2 Notwithstanding the provisions of 6.2.1 the election of Full members shall be by ballot of the members of the Committee present at the meeting at which the application is considered and no person shall be elected unless at least three quarters of the members of the Committee present vote in favour of election. A person who fails to secure election at the meeting at which he/her application is considered shall not be entitled to renew his/her application for a period of twelve months from the date of the meeting. The Committee may adjourn consideration of any application before a ballot has

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been taken without any further posting of the application.

- 6.2.3 Application for Membership shall be in such form and shall contain such particulars as the Committee shall from time to time decide. A register of applications shall be maintained in rotation of receipt. Each application shall be signed by a proposer and seconder who are Full Members and have been Members for at least two years. Members of the Committee may not propose nor second applications. A Member may neither propose nor second more than one application in any one calendar year. Completed forms of application shall be posted in the clubhouse for a minimum twenty-eight days prior to ballot by the members of the Committee.
- 6.2.4 The results of elections held under Rule 6 shall forthwith be notified by the Secretary to the applicant and their Proposer. In the case of an applicant who has been elected to membership the Secretary shall send a request for payment of the subscription and entrance fee (if any), and a Doncaster Golf Club Members welcome Pack. On receipt the payments will be treated as the acceptance of membership on the terms and conditions laid down in the Rules and Byelaws of the Club and the applicant may assume the privileges of membership.
- 6.2.5 The foregoing Rules shall apply to the election of members generally but in the case of an applicant who is the husband/wife, son, daughter, or grandchild of a member, the Committee may elect by a simple majority of the members of the Committee present when the applicant is considered. For the purpose of this Rule stepchildren and adopted children of members will be treated as sons or daughters. Applicants in these categories shall have priority (at the discretion of the Committee) over other applicants in the respective classes of Membership, but this shall be restricted to the husband/wife and the children of a Full member who has been a member for at least three years. The children having this priority shall be restricted to those children who qualify for Junior Membership. Past members who left due to reasons other than misconduct may also rejoin under this rule.
- 6.2.6 The proposer shall take responsibility for the smooth integration of the new member in to the club including an introduction to the Captain and the Professional. The proposer shall also ensure that the new member is familiarised with the Rules and Bye Laws, clubhouse facilities, the procedures relating to competitions, Etiquette and expected behaviour plus any other matters that will ensure that the new member is made to feel as welcome as possible.

63 Country Members

- 6.3.1 Persons ordinarily residing outside a radius of 40 miles from the Club-house, whether or not carrying on business inside that radius, shall be eligible for Country Membership subject to election in accordance with the foregoing Rules. Country members will pay such reduced subscription and such entrance fee (if any) as may from time to time be fixed in accordance with the Rules.
- 6.3.2 Where a person who has two residences, one of which is within a radius of 40 miles of the Clubhouse and the other outside that radius, then that person shall be eligible for Country Membership only if the Committee is satisfied that the occupancy of that

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residence within the radius of 40 miles is sufficiently infrequent during the main playing season (April to October) as to be disregarded.

6.4 Junior Members

- 6.4.1 **(New Rule)** A four stage junior development programme is available for boys and girls to move from an initial “rookie” stage through to full junior membership, at which stage Rule 6.4.2 applies. The participants will initially be restricted to using the practice facilities only, under supervision. However, those youngsters who have reached an adequate level will be allowed to play the blue (academy) course under an appropriate level of supervision as determined by the Junior Organiser. The participants may be charged a nominal fee at certain stages of this programme, to be determined by the Chair of Membership.
- 6.4.2 **Original Rule 6.4.1 re-numbered, with the following sentence deleted:** “The minimum age limit does not apply to sons or daughters of members”.

6.5 Cadet Members

- 6.5.1 Cadet members shall be: All Junior Members on cessation of their junior membership and all elected members until the end of the Clubs financial year in which they attain their 34th birthday.
- 6.5.2 Cadet members will be entitled to all the rights and privileges of Full members as outlined in these Rules. At the end of the Clubs financial year in which they attain their 34th birthday. Cadet Members will become Full members subject to their entrance fees and any other fees and dues to which they are liable having been met in full.

6.6 Special and Temporary Members

- 6.6.1 The Committee shall have power to elect Special members on such terms as to payment of entrance fee and subscription (if any) and as to duration of membership as the Committee may decide in each case provided that no person (other than a Full member or a person who has been a full member) shall be eligible for election as a Special member except in accordance with the Rules.
- 6.6.2 Special Membership may at the discretion of the Committee be extended to include members who shall be entitled to use the Club subject to restrictions as to the days of the week or hours of the day (or both) on which they may use the Club and the Committee may appoint special terms as to the entrance fee and the subscription (if any) to be paid. Provided that any special terms so appointed shall be laid before the next Annual General Meeting for confirmation.
- 6.6.3 Members of any recognised Golf Club may on introduction by a Full member be admitted by the Committee as Temporary members for a period not exceeding one year. Temporary members will not be Full members but will be entitled to such of the privileges of full membership as the Committee may from time to time decide and will pay such fees as may from time to time be fixed in accordance with the Rules. Such members may be elected by a show of hands giving a simple majority in favour.

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6.7 Honorary Members

- 6.7.1 The Committee shall have power to elect as Honorary Members of the Club persons (whether members of the Club or not) who have in the opinion of the Committee attained such distinction either in the game of golf or by their services to the game of golf or to the Club as to be deserving of special honour. Honorary members will be Full members for life but will pay no entrance fee or subscription. Fully reasoned applications for Honorary Membership shall be submitted to the Honorary Secretary who shall convene a Sub-Committee of Past Captains, and at least one Lady Past Captain not currently members of the Committee, who shall consider the merits of the application and make reasoned recommendations to the Committee.

6.8 Visitors

- 6.8.1 Visitors who are members of a recognised Golf club or Societies approved by the Committee may be permitted to play over the Course and to use the Club-house on payment of such green fees as the Committee may from time to time determine. Full members may introduce guests, who may or may not be at the time members of recognised Golf clubs, to play over the course on payment of the appropriate fee. The guest must be accompanied in play by the Club member who is responsible for ensuring that the guest observes the Rules and Etiquette of Golf. Visitors shall not be entitled to compete for any Club prizes unless expressly offered. The Committee shall have power to regulate the frequency of use of the Club by visitors either generally or in any particular case. This allows persons who are awaiting membership to play over the course in company with their proposer, seconder.
- 6.8.2 Junior members may introduce junior playing visitors who are bona fide members of a Golf club. Junior visitors will be subject to the terms and conditions as laid down in the Rules and Bye-laws of the club.
- 6.8.3 N.B. This allows persons who are awaiting membership to play over the course in company with their proposer, seconder or assentors.
- 6.8.4 The Committee shall have power to waive the payment of green fees by visitors attending or taking part in competitions on Open Days or on such other occasions as the Committee may decide.

6.9 Non-Playing Members

- 6.9.1 Non-playing members may be elected by a show of hands giving a simple majority in favour on such terms and at such annual subscription as the Committee may from time to time decide.

6.10 Cub Members

- 6.10.1 This membership classification will be "Cub" and is open to the children or grand-children of members between the ages of 5 and 12 years old. Cub Membership will cease on the child's 12th birthday. Cubs will be accompanied at all times by their parent or grandparent,

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or other related Full Member. Cubs may use the Clubhouse, putting greens and practice areas, but may only play the blue (academy) course if they comply with Rule 6.4.1. They may, however, accompany their parent or grandparent on the course but not whilst any competition is being played, nor may they act as caddies during any competitions.

Membership of Cubs is free. Cubs wishing to progress to Junior membership may do so in accordance with Rule 6.4.1

7. Entrance Fees and Subscriptions

- 7.1 Entrance fees shall be payable in accordance with the Rules and the amount of the Entrance fee (if any) payable by each class of members shall be fixed by a General Meeting of the Club on the recommendation of the Committee. Junior Members in the year following the year in which they attain their 20th birthday, shall, if they have completed three years consecutive membership immediately prior to this time, pay a reduced entrance fee of 50% of the current entrance fee (regardless of whether or not they are sons or daughters of members). For those Juniors in full time education the 20th birthday will be extended to the 24th birthday or the year in which they cease full time education, whichever happens first. Members re-admitted to the Club after a period of absence shall not be required to pay an Entrance Fee unless the fee for that class of membership was not previously paid under these Rules. The Committee shall have discretionary power to spread the payment of the entrance fee over a period of up to four years.
- 7.2 Annual subscriptions are for membership of the club for one calendar year from 1st November to 31st October, and shall be payable in accordance with the Rules. The amount of the annual subscription payable by each class of members (other than Honorary Members) shall be fixed and may from time to time be varied by a General Meeting of the Club on the recommendation of the Committee. The special powers of the Committee to waive payment of an annual subscription or reduce the amount thereof are shown in the Bye-Laws "A" (GENERAL). Subscriptions are due for payments on receipt of the invoice.
- 7.3 The annual subscription, entrance fee and any other dues payable by Junior members and Cadet members shall be on a graduated scale according to the age of the Junior member or Cadet member and the scale shall be fixed from time to time by a General Meeting of the Club on the recommendation of the Committee.
- 7.4 Particulars of the Entrance Fees, Annual subscriptions and any other dues payable by members shall be set out on the Club notice boards but otherwise the Committee shall not be bound to notify to the Members of any change in the amounts of the Entrance Fees or Annual subscriptions until application is made for payment.
- 7.5 Except in the case of newly elected members, all annual subscriptions and bar levies will be due and payable in two equal instalments. The first instalment will be due and payable before the 31st October prior to the commencement of the membership year. The second instalment will be due and payable by the 30th April each year. Any member opting to pay the full year's subscription and bar levy in October will be subject to a deduction in the annual subscription to be determined by the Committee

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from time to time. Any member whose subscription remains unpaid at the due dates shall not be entitled to make use of the Club or enjoy the privileges of Membership until such subscriptions are fully paid. Furthermore, an administration charge determined by the Committee will be added to each subscription not paid by the due date. If a Member's subscription remains unpaid at such later date as the Committee may determine, the Secretary shall send by recorded delivery one calendar months' notice at the end of which period, if not paid, membership will cease without prejudice to the Club's right to recover the unpaid amount.

- 7.6 Transfers to a lower subscription category (e.g. Full to Non – Playing) can only be applied when the Annual Subscription is due. Membership of any category is for a full Club year, and the appropriate fee for that category is payable in accordance with Rule 7.5. A previous full member may revert to full membership at any time during the year, subject to paying the same annual subscription as a full member, less any subscriptions already paid.

Temporary suspension of Membership on Medical grounds is not permissible.

Subscriptions are for one year and the full subscription is payable for the category, Members cannot downgrade or resign during the year and expect not to pay the second instalment of their annual subscription.

- 7.7 Any member whose subscription remains unpaid at the due dates shall not be entitled to make use of the Club or enjoy the privileges of Membership until such subscriptions are fully paid. Furthermore, an administration charge determined by the Committee will be added to each subscription not paid by the due date. If a Member's subscription remains unpaid at such later date as the Committee may determine, the Secretary shall send by recorded delivery one calendar months' notice at the end of which period, if not paid, membership will cease without prejudice to the Club's right to recover the unpaid amount.

8 Capital Expenditure Budget

- 8.1 The committee will present at least once every 3 years a forward plan incorporating the costs of any major changes to the Clubhouse or Golf Course. This plan will include budgets for such changes, which will be voted on by Members at a SGM or AGM. Once the Plans and budgets have been adopted the Committee is empowered to deliver the plans in the manner they feel is best for the Club. However, they must refer to Members if:
- 1) There is any variation from the approved Budget requiring an additional Capital spend in excess of £20,000, or 20% whichever is the lesser.
 - 2) There are any changes to the Course, apart from those in the Approved Plan which will affect the siting of Greens, Tees or the Standard Scratch of the Course.

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9 Meeting of Members

91 Annual General Meetings

- 9.1.1 The Annual General Meeting of members shall be held in each year during the month of January to receive the Report of the Committee, the Accounts and Balance sheet for the year ended 31st October last and the report of the Auditor thereon, to elect the Auditor for the ensuing calendar year and to elect Members of the Committee in place of those retiring in accordance with the Rules and to ratify the Bye-laws of the Club. A copy of the Report of the Committee, Accounts and Balance sheet shall be made available at the Club-house to each full member at least seven days before the date of the meeting.

92 General Meetings

- 9.2.1 The Secretary shall whenever required by the Committee or upon requisition made in writing by not less than 30 full members of the Club convene a Special General Meeting of members. Any requisition so made shall express the object of the Meeting proposed to be called and shall be addressed to the Secretary of the Club. Upon receipt thereof the Secretary shall forthwith convene a Special General Meeting, and if he does not convene such a meeting to be held within 28 days from the time of the requisition being made, the requisitioners may themselves convene a Special General Meeting.
- 9.2.2 General Meetings shall be held at such place and at such hour as the Committee may determine. Fourteen days notice at least of every General Meeting specifying the place, the date and the hour of meeting, and in the case of a Special General Meeting, the nature of the business to be transacted thereat, shall be given to the members but the non-receipt of any such notice by any member shall not invalidate the proceedings at any General Meeting. A copy of such notice shall be posted in the Clubhouse at least fourteen days before the day of the Meeting and remain posted until the Meeting has been held.

The Committee is entitled to refuse a request for a General Meeting on the same or similar issue for which a previous General Meeting has been called within a 12 month period.

- 9.2.3 No resolutions passed at any General Meeting shall be valid unless 12 full members are present when the vote is taken. If within half an hour of the time appointed for the Meeting the quorum of full members is not present the meeting if convened upon the requisition of full members shall be dissolved; in any other case it shall stand adjourned to such day and time within one month as the Committee may decide. If, at such adjourned meeting the quorum of full members is not present the full members present shall be a quorum and may transact the business for which the meeting was called.
- 9.2.4 The Chair of the Committee, or in his absence, a member of the Committee nominated by those members of the Committee members present shall preside as Chair of every

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general Meeting of the Club.

- 9.2.5 The Chair may with the consent of any General Meeting adjourn the same from time to time and from place to place, but no business shall be transacted at any adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place.
- 9.2.6 At any General Meeting a declaration by the Chair that a resolution has been carried and an entry to that effect in the book of proceedings of the Club shall be sufficient evidence of the fact without proof of the number or proportion of the votes recorded in favour of or against such resolution, provided that if any full member shall challenge the Chair's decision he shall count the votes given for or against the resolution and declare the number of such votes. The Committee shall make available to members minutes of a general meeting within 56 days of any such meeting.

93 Voting Rights

- 9.3.1 Every Full Member shall be entitled to vote at all Annual General and General Meetings of the Club. Each eligible member shall have one vote and voting by proxy shall not be permitted and no member shall be entitled to vote at any meeting held after 1st March of the current year unless all monies due to the Club shall have been paid. The Chair shall in a case of an equality of votes be entitled to a second or casting vote.

10 Accounts

- 10.1 The Committee shall cause true accounts to be kept of the moneys received and expended by the Club, and the matters in respect of which such receipt and expenditure take place and of the assets, credits and liabilities of the Club.
- 10.2 The accounts shall be closed on the last day of October in each year and a Balance sheet shall be made out containing a summary of the assets and liabilities of the Club on that day. An Income and Expenditure account to cover the year ended 31st October in each year shall also be prepared.
- 10.3 Every Balance sheet to be presented to the members in General Meeting shall be submitted together with all vouchers, receipts, and other information to the Auditor of the Club, who shall report to the members on each Balance sheet submitted to him.

11. Indemnity

- 11.1 Members of the Committee and Trustees and their respective heirs, executors and administrators shall be indemnified, and saved harmless out of the funds of the Club, from and against all charges, costs, losses, damages and expenses which they or any of them shall or may incur or sustain nor about any contracts or agreements made by them for or on behalf of the Club or in furtherance of the objects of the Club except such charges or expenses as shall be incurred or sustained by or through their own wilful default, and none of them shall be answerable for the others of them nor for joining in any receipt for the sake of conformity only, nor for any banker, broker or other persons to whom any moneys, or effects belonging to the club shall be or may be lodged or

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deposited for safe custody, sale, investment or otherwise, nor for the insufficiency of any security on which moneys belonging to the Club shall be placed out or invested, not for any other misfortune, loss or damage which may happen in the execution of their respective offices or trusts or in any way in relation thereto, except the same shall happen by or through their own wilful default respectively.

12. Liability for Loss

- 12.1 The Club accepts no liability for injury, loss or damage sustained by a Member or to property, howsoever caused. The member would also indemnify the Club against any claim made by a third party (whether member of the Club or not) arising out of any injury or loss caused by the action of the member. Members are advised to insure their property against loss or damage and also against public liability risks.

13. Interpretation of Gender

- 13.1 In these rules, wherever the context permits, the masculine includes the feminine:

“He” includes “She”, “Him” includes “Her” and “His” includes “Hers”.

14. Notification of Members

- 14.1 Where in these rules there is a requirement to notify members in writing notification by electronic means shall be considered as a satisfactory means of communication.

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**APPENDIX A
COMMITTEE STRUCTURE**