

## LOUDOUN GOWF CLUB – CONSTITUTION

1. The Club shall be called the **Loudoun Gowf Club**. The objects of the Club shall be to play the game of golf and to provide social amenities for the members. The Club shall be a non-profit making body dedicated to the supply of the foregoing objects.

2. **Rules of the Game:** The Rules of the Royal and Ancient Golf Club of St. Andrews shall be the rules of the game for the Club.

### MANAGEMENT

3. **Office Bearers:** The Office Bearers of the Club shall consist of the President, who shall be the immediate past Captain, Captain, Secretary and Treasurer. The assets of the Club shall vest in the Office Bearers and their successors as trustees for the Club and the members thereof and in particular, title to the Club's heritable property shall be taken in the name of the Office Bearers and their successors as trustees aforesaid. The said Office Bearers are hereby authorised to grant heritable securities and all other deeds necessary in the premises.

4. **Management:** The management of the Club shall be vested in a Committee of Management consisting of the President, Captain, Vice Captain, Secretary and Treasurer, Ladies Captain and nine other members. **Five members shall form a quorum.**

5. Nomination of members for election to the Committee or to any official position shall be sent to the Secretary, signed by at least two members, who must be voting members of not less than two years standing, not later than 1st. November and shall be intimated in the circular calling the Annual General Meeting. If no nominations are received, the Committee shall have power to recommend. No member of less than two years standing shall be nominated for election.

6. The election shall take place at the Annual General Meeting when a vote, if necessary, shall be taken by ballot and the results declared immediately thereafter. Ties shall be decided by another vote taken in the same manner.

7. The Captain and Vice-Captain shall be elected at the Annual General Meeting and shall hold office for one year.

8. One third of the Committee, exclusive of the President, Captain, Vice-Captain, shall retire annually by rotation and shall be eligible for re-election. In the event of the possible retiral under this rule of members having served an equal time on the Committee, the member or members so to retire will be decided by lot.

9. The Club Committee shall have the power to fill up any vacancy occurring among the officials or members of the Committee and any members so elected shall serve until the next Annual General Meeting and shall be eligible for re-election.

10. The Committee may appoint such Sub-Committees as they think desirable, either from their own members or with the addition of other members of the Club. Any recommendations from such sub-committees will have to be approved by the Club Committee.

(a) No office bearer or Member of the Committee of Management of the Club shall rent or lease land to the Club. No office bearer or Member of the Committee of Management shall be a relative, business partner or person acting under the direction of any person renting or leasing land to the Club. No office bearer or Member of the Committee of Management shall be a relative, business partner or person acting under the direction of anyone associated with the Club who receives emoluments based on the turnover of any aspect of the Club's activities.

## MEETINGS

11. **The Annual General Meeting** shall be held not later than 31st December in each year. At least seven days previous to the meeting a notice convening the meeting and a statement of the Club's affairs and of the income and expenditure for the past year, ending 30th September, together with the level of the subscription proposed for the following year, shall be forwarded to each of the voting members and shall be submitted to the meeting. Details of any levy proposed for the following year or years, its purpose, duration, amount and category of member liable must be shown as a separate and distinct item in the notice convening the meeting. Twenty five voting members shall constitute a quorum. While the financial year will be to 30th September, the playing year shall be from 1st January to 31st December and subscriptions fixed at the Annual General Meeting will refer to the playing year from 1st January following. Any Member wishing to have an item of business, of which notice requires to be given, placed on the Agenda for the Annual General Meeting shall submit it in writing to the Secretary not later than 31st October.

12. A **Special General Meeting** will be called

(a) When the Committee deem it necessary.

(b) On a requisition being presented to the Secretary stating the matter to be discussed signed by at least 15 members. Such meetings must be held within 28 days of receipt of the requisition by the Secretary. At least 14 days' notice must be given of this meeting indicating the business to be discussed. Twenty five voting members shall constitute a quorum.

13. **The General Committee** shall meet as often as may be required but at least once a month except during the month of the official local summer holiday and shall cause correct accounts and books to be kept showing the affairs and intromissions of the Club and shall have full powers necessary for the conduct of the Club's affairs, including inter-alia the following special powers:- To fix terms on which visitors may use the course and the clubhouse and to make rules, bye-laws, and orders for the management of the Club, the regulation of play on the course and the accommodation of members, including special rules for the game as played on the Club's course. All rules, bye-laws, and order made by the Committee or Sub-Committees shall be deemed sufficiently intimated by being posted in the clubhouse and shall be binding on all members unless, and until, set aside or altered by a General Meeting.

14. At all meetings of the Club or Committee, the Captain, or in his absence, the Vice - Captain, shall take the chair. In the absence of both, the meeting will appoint its own chairman.

15. At Sub-Committee meetings, the convenor who shall be a member of the Committee of Management shall take the chair.

16. The Chairman shall have a deliberative and, in the case of equality, a casting vote.

17. Change of address: Any member changing his address must notify the same in writing to the Secretary and failing such intimation, all notices sent to the last recorded address will be deemed to be duly delivered.

## MEMBERSHIP CLASSES

18. The membership of the Club shall consist of the following classes:-

(a) (i) **Ordinary Members:** Those who are *31 years* or over not exceeding 600 in total, all with full voting rights *with the inclusion of those members under the age of 31 years choosing to pay a full subscription.*

(a) (ii) For Lady members, ordinary membership shall include any period of lady associate membership prior to 1999.

(b) **Junior Section Members** under Clause 19 not exceeding 120 in total, and who shall have no voting rights.

**NOTE:** The Committee may restrict membership to any number less than the above if they deem it necessary for the well-being of the Club.

(c) **Social Members:** *Open to everyone.*

Such members shall enjoy full use of clubhouse facilities but shall have no voting rights and no playing rights over the Course.

19. **Junior Membership – Age group 7-17 years of age**

- **Fees will be set by the Management Committee**
- Playing restrictions will be as at present.

20. **Youth Membership – Age group 18-24 years of age**

- Fee to be set at 40% of the prevailing full membership fee
- Applied to new and existing members
- Joining fee waived for new members
- No playing restrictions
- Will be allowed to compete in club competitions and medals
- **Will have no voting rights at the AGM or any EGM**

21. **Intermediate – Age group 25 – 30 years of age**

- Fees will be set at 60% of prevailing full membership fee until reaching the age of 31.
- Applied to new and existing members
- Joining fee waived for new members
- If at least 5 years membership within this category, when becoming full member – joining fee, will be waived. Anything less will attract a pro-rata joining fee.
- No playing restrictions
- Will be allowed to compete in club competitions and medals
- **Will have no voting rights at the AGM or any EGM**

22. **5 Day Membership**

- Play will be limited from Monday to Friday with no restrictions in playing hours.
- Fees will be set at 70% of prevailing full membership rate
- No joining fee will be requested
- If seeking full membership then joining fee will be waived as long as they have been 5 day members for at least 5 years. Anything less, a pro-rata joining fee will be required.
- **Open only to new members, existing members cannot apply.**
- Will be allowed to participate in club Wednesday medals as well as any Friday night competition
- **Will have no voting rights at the AGM or any EGM**
- Any former full member of the club can apply for this category of membership after an absence of 3 years

23. (a) **Restricted membership** is available, at the discretion of the Committee, *to Members who,* owing to ill-health, are unable to make full use of the course. **This restricted membership will entitle such members to play, at most 8 holes of golf per day on week-days only, up to 6 p.m. and have no voting rights.**

(b) **Temporary Suspension of membership Due to Ill Health** is available, at the discretion of the Committee to members who will be unable to play due to ill health or injury for a period exceeding 6 months. Any applications must be supported by a medical certificate or correspondence from their consultant if an operation or medical procedure is required.

24. **Country Members:** *A member of the Club who takes up permanent residence out with a radius of 75 miles* from the clubhouse may apply in writing to the Committee for Country Membership, with no voting rights.

25. **Overseas Members:** *Members who expect to be absent from the United Kingdom for an indeterminate period may apply to the Committee for Overseas Membership. If granted, the members name will, on 1st January following, be placed on the List of Overseas members, with no voting rights. An Overseas Member wishing to resume membership must intimate this in writing to the Secretary and on payment of the appropriate proportion of the current subscription shall be re-admitted.*

26. **Senior Membership:** Members who satisfy the following qualifications shall be eligible for Senior Membership.

- (a) who have attained the qualifying age for National Retirement Pension.
- (b) who have 25 years continuous Ordinary membership.
- (c) who are no longer in full time employment.

The number of Senior Members shall not at any time exceed 80. Senior Members will not be subject to playing restrictions and shall have full voting rights. In the event of Senior Membership being fully subscribed, a waiting list of eligible applicants shall be maintained, and as Senior Membership places become available, these shall be allocated to those members on the list who have the longest continuous membership.

Where a term of years is stated, they shall be continuous counting from the date of admission to ordinary membership.

27. **Veteran Membership:** Members who satisfy the following qualifications shall be eligible for Veteran Membership with full rights and privileges.

- (a) Who have attained the qualifying age for National Retirement Pension.
- (b) Who have forty years membership including ordinary and senior, but excluding all other classes.

The number of Veteran Members shall not at any time exceed 50. In the event of Life Membership being fully subscribed, a list of eligible applicants shall be maintained, and, as Life Membership places become available, these shall be allocated to those members with the highest number of years of membership, including senior.

28. **Honorary Members** may be admitted as a mark of distinction and will not require to pay any entry money or subscription. Their election must be either at a General Meeting or by unanimous vote of the Committee at a meeting called for the purpose. Honorary Members shall be advised of all meetings of the Club and shall be allowed to speak at such meetings.

## ADMISSION OF MEMBERS

29. The election of new members shall rest with the Committee. The proposed new member must be personally known to the proposer and seconder who must be voting members of not less than 2 years standing. Every nomination shall be accompanied by a letter of introduction signed by the proposer. On the admission of a new member, the Secretary shall notify the same to him in writing and furnish him with a copy of the Constitution and request him to pay the joining fee as defined in Clause 30 and subscription within 14 days. Candidates for membership shall pay an administration fee, the amount of which shall be determined by the Committee.

30. In the admission of new members under Clause 26 the Committee will give priority to parents, spouses, sons, daughters and grandchildren of members in the ratio of two in every three new members admitted, providing such member has had five years of membership.

## SUBSCRIPTIONS AND JOINING FEES

31. The annual subscription for Ordinary Members shall be fixed at Annual General Meeting. The subscription for all classes of membership shall be due on 1st January. Members whose subscription remains in arrears on 1st February will be deemed to have resigned, and will be notified to this effect by the Secretary. It shall be at the discretion of the Committee to re-instate such member on good cause being shown and on payment of all arrears. No member whose subscription is in arrears will be allowed to take part in any business of the Club or compete for prizes until all arrears have been paid. Any additional subscription, levy or other payment imposed on members by the Club in General Meeting shall be considered to be in arrears after the date fixed by the Meeting for final payment, or failing such date, after the expiry of one month from the imposition of the payment. Failing payment within

fourteen days thereafter such member will be deemed to have resigned and will be notified to this effect by the Secretary. It shall be at the discretion of the Committee to re-instate such member on good cause being shown and on payment of all arrears. Notwithstanding the foregoing provisions of this Clause a Member may opt to pay the Subscription by the Direct Debit scheme arranged by the Club. Any Member missing a payment will be considered to be in arrears and may forfeit the privilege of continuing to pay by Direct Debit if so decided by the Committee. In the event of such a decision being made all payments outstanding will require to be paid within seven days of the intimation of the decision to the Member, failing which the Member will be deemed to have resigned and will be notified to this effect by the Secretary. The Club is empowered to enter into a Direct Debit Indemnity and the Secretary is authorised to execute such Indemnity on behalf of the Club.

32. Annual Subscriptions for the following classes of membership will be a fixed proportion as follows of the subscription payable by Members.

Senior Members	60%	Veteran Members	35%
Country Members	50%	Restricted Members	50%
Overseas Members	10%	Social Members and Spouses of Members	10%
Youth Section Members	40%	5 Day	70%
<i>Intermediate Membership 60%</i>			

Junior Section: All junior and juvenile subscriptions shall be set by the Committee on an annual basis.

## **JOINING FEE**

33. Each person admitted to Ordinary Membership shall be liable for payment of a joining fee as fixed at the previous Annual General Meeting and payable with the first subscription.

34. Members joining the Club will be admitted on payment of the usual entry fee and an annual subscription. The annual subscription will be calculated on a pro-rata basis depending on the month the member joins.

### **(a) Club Assets and Surpluses**

Any profits or annual surpluses of the Club shall not at any time be distributed to the Members. Any profits or annual surpluses generated by Club activities shall be devoted to the maintenance, development or improvement of the Club's facilities.

## **RESIGNATION**

35. Any member wishing to resign shall intimate his resignation to the Secretary in writing and any member failing to give such intimation 14 days after the Annual General Meeting shall be held liable for his/her subscription for the ensuing year.

## **EXPULSION/SUSPENSION**

### **36. (a) Expulsion:**

In the case of conduct of any member, whether in or out of the Club premises, which is, in the opinion of the Committee, injurious to the reputation, interests or good order of the Club, the Committee is empowered, after giving such member, on at least seven days' notice, the opportunity to appear and explain his conduct, to recommend such member to resign. If he consents, his subscription for the current year, if paid, shall be returned, but if he does not resign within 14 days from the date of such a letter of recommendation, it shall be within the powers of the Committee to withdraw the membership and repay his subscription for the current year, if paid.

### **(b) Suspension:**

The Committee shall also have the power to suspend any member for such conduct as specified in paragraph (a) from such privileges of the Club and for such times as the Committee shall determine after allowing the member a hearing as specified in paragraph (a). **[No refund of subscription shall be made for the period of suspension].**

### **(c) Final Appeal**

A member will have the right to a final appeal against any suspension or expulsion from the club. The final appeals panel will consist of 3 Past Captains of the club.

## COMPLAINTS

37. **Complaints:** All complaints must be made in writing to the Secretary and signed by the person complaining. The Secretary shall submit such complaints to the Committee who shall have power to give such deliverance or order thereon as they may consider necessary.

## MEMBER'S GUESTS, TEMPORARY MEMBERS AND VISITORS

38. **Members' Guests:** Ordinary Members may introduce guests for a day to all the privileges of the Club on entering the names of the persons so introduced in the visitors' book before such visitors commence to play. No member may introduce more than three visitors in any one day and Members must play with such visitors under this rule. The number of visitors will be limited to twelve per Member in any one year. No visitor's name must appear in the visitors' book more than three times in any one year, whether introduced by the same Member or others. The Committee may from time to time fix a green fee to be paid by the Member introducing guests under this rule. If any club or organisation requests the courtesy of the course, no member of the party may be introduced under this rule. It is not permitted for members to group together, each inviting up to three visitors, in order to form a party which would otherwise fall within the provisions of Clause 39.

39. **Members' Guests** shall not be supplied with excisable liquors in the Club premises unless on the invitation and in the company of a Member. The Member shall, on the admission of such guests to the Club premises or immediately on them being supplied with such liquor, enter his own name and the names and addresses of the guests in the book which shall be kept for the purposes and which shall show the date of each visit.

40. **Temporary Members:** The Committee may admit persons, visiting or temporarily resident in the neighbourhood who desire to play golf as temporary members, to all the privileges of the course and the clubhouse, but such temporary members shall have no right or interest in the property of the Club nor shall they have any voice in the management of the Club's affairs. The terms of temporary membership shall be those fixed by the Committee from time to time and shall be displayed in a conspicuous place in the clubhouse. The fee shall be payable in advance.

41. Visiting parties who have been granted temporary membership by the Committee shall supply a list of names and addresses of such temporary members, which list, duly countersigned by an official of the Club, shall be displayed on the notice board during the period of membership.

## CLUBHOUSE

42. The Clubhouse shall be open at such hour or hours as the Committee may determine.

43. The hours during which excisable liquors may be sold or supplied shall be posted in the clubhouse and these may be altered from time to time at the discretion of the Committee within the limits laid down by statute as permitted hours for club premises.

44. No alcoholic liquor shall be sold or supplied in the Club premises for consumption **off** the premises, except to a Member of the club in person for consumption by him or to a person holding a licence or a wholesaler's licence for the sale of such liquor.

No excisable liquors shall be sold or supplied to any person less than 18 years of age.

45. No Member shall take or permit to be taken from the clubhouse, any article belonging to the Club and no notice or document of any kind shall be placed in the clubhouse except by the authority of the Captain, Secretary or Committee.

46. No member of the Committee or governing body and no manager or servant employed in the Club shall have any personal interest in the sale of excisable liquor therein or in the profits arising from such sale.

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47. A copy of these rules and privileges of the course shall be given to each Member who will thereby undertake to abide by all the rules for each class of membership, and a copy of these rules shall be held available in the clubhouse at all times.

48. No alteration shall be made in the foregoing Constitution except at the Annual General Meeting or a Special General Meeting called for the purpose and notice calling such meeting shall state the alterations proposed to be made but no such alteration shall take effect unless it is affirmed by two-thirds of those voting.

## **DISSOLUTION**

49. The Club shall not be dissolved except with the consent of two thirds of the Voting Members personally present and voting at a General Meeting called for that purpose. On dissolution the surplus assets of the Club ("the Assets") shall not be distributed among the members but shall vest in and be held in trust by the Office Bearers as Trustees for the members of the Club at the date of dissolution ("the Members"). Should the Members or any number of them wish to form a new Golf Club within three years from the date of dissolution of the Club they may apply to the Office Bearers for the Assets to be paid or made over to them to assist in the formation of the new Club. On such application being made to the Office Bearers they shall call a meeting of the Members for the purpose of obtaining authority to pay or make over the Assets to the applicants. Twenty one days' notice of the date of such meeting shall require to be given. At such meeting approval may be given by a simple majority of those attending and voting. If within a period of three years from the date of dissolution such approval is not given to the Office Bearers they shall at the expiry of the three year period pay or make over the Assets to such sports club or registered charity as the meeting dissolving the Club shall have directed. The provisions of this Clause shall apply mutatis mutandis following on any sequestration of the Club.

## **COURSE**

50. Course Layout: The course layout is that decided at the AG.M. on 13th December 2001. The first hole is that currently called Woodhead, followed by the same order as on the current scorecard and ending in the 18th hole called Thorn.

51. In any reprinting of the Constitution the Committee are authorised in the interest of clarity to have clauses placed in a different order if thought appropriate and renumbered.

**LAST AMMENDED DECEMBER 2018**