



HELSEY GOLF CLUB LIMITED
Towers Lane
Helsby
Cheshire
WA6 0JB

RULES

Effective 4th January 2018

Rules of Helsby Golf Club

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SECTION 1 – NAME AND CONSTITUTION OF THE CLUB

1.1 The Name of the Club shall be **HELSEBY GOLF CLUB LIMITED** (the “Club”)

1.2 The Club shall be a non-profit making organisation as detailed in the Articles of Association.

1.3 Definition of terms used in this document.

The “Club”	means Helsby Golf Club Limited.
“Full Member”	means any member who pays the full subscription, is a Life Member, is a Retirement Member, is a Veteran Member, is a Five Day Member, is a Younger Member or is a Courtesy Member in accordance with these Rules and Byelaws.
“General Meeting”	<p>means a General Meeting of the Club, whether the AGM, Members Annual meeting or Special General meeting. A Special General Meeting may be called at any time by:</p> <ul style="list-style-type: none">a) An order of the Management Committee.b) A request in writing to the Company Secretary, stating the business to be conducted and signed by twenty-five Full Members. <p>A notice convening the meeting shall be issued to all Full Members at least 7 days prior to the meeting, stating the business to be conducted. The quorum for the meeting shall be fifty Full Members.</p>
“ Annual General Meeting” (AGM)	<p>means the meeting at which the Accounts are approved—usually held September or October .The quorum for the meeting shall be fifty Full Members. The Secretary shall ensure that a notice convening the meeting is displayed in the clubhouse and on the Club’s website at least 28 days prior to the meeting. The notice shall include all proposals from the Management Committee for consideration at the meeting</p>
“Members Annual Meeting” (MAM)	<p>means the meeting at which the Directors and officers are elected. Usually held in February. The quorum for the meeting shall be fifty Full Members. The Secretary shall ensure that a notice convening the meeting is displayed in the clubhouse and on the Club’s website at least 28 days prior to the meeting. The notice shall include all proposals from the Management Committee for consideration at the meeting. All proposals by Full Members for consideration at the Annual General Meeting shall be signed by at least seven Full Members and submitted to the Secretary at least 21 days prior to the meeting</p>

“Secretary”	means the secretary of the Limited Company and the Club or any other person appointed to perform the duties of the Secretary of the Limited Company and the Club, including a joint, assistant or deputy secretary.
“Management Committee”	mean the Directors of the Club and the Secretary and the Honorary Treasurer.
“Member”	means all persons who, whether male or female, enjoy the privileges of membership.

1.4 Alterations to the Rules

The Management Committee may from time to time make new rules or amend existing rules and bye laws, consistent with the policies and regulations laid down in the Memorandum and Articles of Association. Rule and bye law changes must be approved by the members at the general meeting.

1.5 Rules and Bye Laws

The Rules and Bye Laws are available in the Club House and on the Club Website, and are recognised as Rules of the Club.

SECTION 2 – OBJECTS AND CONDUCT OF THE GAME

2.1 Objects of the Club

The Club is a Private Members Club and has been formed to provide for Members, a Golf Course and Clubhouse with appropriate refreshment facilities, for the playing, enjoyment and promotion of the game.

2.2 Rules of Golf

All golf played at the Club shall be in accordance with the Rules of Golf as laid down by the Royal and Ancient Golf Club of St. Andrews (The R&A).

2.3 Competition Rules

A set of rules for the running of Club Competitions will be published annually and a copy placed in the Clubhouse. These Rules will be recognised as Rules of the Club.

SECTION 3 - EQUAL OPPORTUNITY POLICY

The Club is fully committed to supporting the principle, law and practice of equality of opportunity.

In pursuance of this policy, the Club reserves the right to discipline any of its Members, visitors or employees who practise any form of unlawful discrimination including age, gender, disability, colour, race, religion, gender reassignment, social status, or sexual orientation.

SECTION 4 – MEMBERSHIP

4.1 New Members

4.1.1 A Member of the Club may only be an individual and not a body corporate or a partnership. A person becomes a Member of the Company by making application in the form and manner from time to time determined by the Rules and Byelaws.

4.1.2 Applications for membership shall be made in writing using the Club's official application form and signed by the applicant. Following an interview, the names of applicants will be posted on Club notice boards for a period of 10 days prior to being invited to join the club. If the applicant has family, friends or acquaintances who are already members of the Club, they may support the application as proposer and seconder.

A parent or guardian must countersign applications for juniors under 18 years of age

4.1.3 The application form shall contain an undertaking to comply fully with the Rules and Byelaws and an undertaking that if the Company is dissolved while he or she is a Member or within twelve months after he or she ceases to be a Member, to contribute such sum (not exceeding £1) as may be demanded of him or her towards the payment of the debts and liabilities of the Company incurred before he or she ceases to be a Member, and of the costs charges and expenses of winding up, and the adjustment of the rights of the contributories among themselves.

4.1.3 The Committee may find it necessary from time to time to deem the membership of the Club as closed, when new applications for membership will not be accepted.

4.1.4 The Committee have the right to make provisions for the admission of Temporary Members and Members with restricted rights.

4.2 Rights of Members

All Full Members are entitled to receive notices of, to attend and to vote at any General Meeting of the Club, to elect Members of the Management Committee or other officers of the Club. Members, provided they have been full members for the previous 3 years are entitled to stand for election to the Management Committee.

4.3 Change of Membership Category

Requests for change of Membership Category must be made in writing to the Secretary.

4.4 Resignation

Any Member wishing to resign from the Club shall give notice in writing to the Secretary before the first day of April in any year, after which no notice of withdrawal shall exempt a Member from payment of their subscription for that year.

4.5 Forfeiture of rights on cessation of Membership

Any person, who shall by any means cease to be a Member, shall at once forfeit and lose all rights or claim upon the Club and its property but the Club shall not be deprived of its power to sue the Member for any subscription or other monies which at the time of their ceasing to be a Member may be owed to the Club.

SECTION 5 – CLUB STRUCTURE AND MANAGEMENT

5.1 Management of the Club

The Management of the Club shall be the Management Committee currently consisting of eight Members of the Club elected as Directors, the Secretary and the Honorary Treasurer who is also elected. The Management Committee shall appoint a chairman, manage the business of the Club and may exercise all such powers as are consistent with their position Directors as laid down in the Memorandum and Articles of Association of the Company. The Captain, Lady Captain and President may attend but will not have a vote.

5.2 Officers of the Club

- 5.2.1 The Officers of the Club shall be comprised of the Directors, the Secretary and the Captain, Lady Captain, President and Honorary Treasurer.
- 5.2.2 The Management Committee may, at its sole discretion, combine the roles of Secretary and Honorary Treasurer and appoint a Secretary Manager to manage such affairs as it deems appropriate. In such circumstances the Secretary Manager shall be an Officer of the Club. The selection of candidates for such an appointment shall not be restricted to members of the Club.
- 5.2.3 The Club shall not purchase any supplies from any Officer of the Club or from anyone acting as an intermediary between the Club and any Officer of the Club or connected with any such person unless approved at a full Management Meeting and entered in the minutes of that Management meeting.
- 5.2.4 With the exception of the Secretary and Honorary Treasurer appointed as above, the Officers shall be elected from the Full Members who have been Full Members for at least the previous 3 years.

5.3 Election of the Management Committee

- 5.3.1 The candidates nominated for election as Officers shall be elected by a simple majority of the Full Members present and voting at the Members Annual Meeting, including postal votes.
- 5.3.2 The mode of election of the Management Committee shall be by where there are more candidates than vacancies and shall be as follows:
 - (a) Nominations for elections to the Management Committee shall be in writing and shall be passed to the Company Secretary at least 14 days prior to the Members Annual Meeting. Each nomination shall have the support of a Proposer and a Seconder, each of whom shall be a Full Member.
 - (b) Prior to the ballot in the Members Annual Meeting, each candidate shall have the opportunity to support his or her nomination.
 - (c) To qualify for election, a candidate must gain the support of a specified percentage of the Full Members voting, depending on the number of candidates compared with the number of vacancies.

<u>Number of candidates</u>	<u>Required support</u>
Less than or equal to the number of vacancies	50%
One more than the number of vacancies	40%
Two or three more than the number of vacancies	30%
Four or greater more than the number of vacancies	25%

- (d) The qualifying candidates gaining the highest number of votes shall fill the vacancies. In the event of a tie, vacancies shall be filled by the candidates who have been Full Members of the Club for the longest time.

Any casual vacancy on the Management Committee may be filled by the Management Committee, and any Member so chosen shall retire at the following Members Annual Meeting, but shall be eligible as a candidate for election to the Committee at such Annual General Meeting. The service of any Member on the Committee chosen to fill a casual vacancy shall not be reckoned in calculating the seniority of such Member if subsequently chosen to serve on the Committee.

5.4 Sub-Committees

- 5.4.1 The Management Committee shall be supported by Standing Sub –Committees. Standing Sub- Committees shall comprise of club members who put themselves forward to the Management Committee to take on such responsibilities as are delegated to the Sub Committee by the Management Committee.
- 5.4.2 The standing Sub-Committees shall cover:
Green, House, Match & Handicap, Membership & Marketing, Ladies and Juniors.
- 5.4.3 If a particular Sub -Committee is not chaired by a Director then the Directors shall select a Chairman from amongst those members who have put themselves forward.
- 5.4.4 The Management Committee shall determine a clear role for each Sub –Committee and shall set its terms of reference. If not chaired by a Director the Sub –Committee Chairman shall report regularly to the Management Committee submitting that Sub-Committee’s recommendations.
- 5.4.5 From time to time it may be necessary to set up ad hoc Sub Committees to deal with specific and strategic matters as they arise.

5.5 Ladies’ Committee

- 5.5.1 under the control of the Lady Members Sub-Committee, the lady members may:
 - (a) elect their own officials to administer Ladies golf competitions, handicaps and social programmes;
 - (b) manage their own correspondence concerning matters relating only to the Lady members.

5.6 Voting procedure

5.6.1 Subject to the above, a resolution put to the vote of a meeting shall be decided on a show of hands and a postal vote at the Management Committee’s request.

5.7 Election of Captain, Lady Captain, President and Captains' Elect

5.7.1 The nominations for the positions of Captain and Lady Captain shall be recommended by the Past Captains' Association and the Past Lady Captains' Associations respectively.

The nomination for President shall be recommended jointly by the Past Captains' Associations in consultation. The President shall hold office for one year. (Rule change effective following the 2019 M A M)

5.7.2 The Captain and Lady Captain shall be elected for one year, but the Management Committee shall offer a recommendation for Captain and Lady Captain one year before the proposed year of captaincy. If the recommendation is accepted by the Members, the candidates will become Captains' Elect. At the relevant Members Annual Meeting, Full Members will be asked to confirm their support for the Captain Elect to become the new Captain and Lady Captain.

5.7.3 In the event that the Captain Elect is unable to assume the role of Captain, an alternative shall be recommended by the Past Captains Association to the Management Committee and shall stand for election directly to the post of Captain.

5.7.4 In the event that the Lady Captain Elect is unable to assume the role of Lady Captain, an alternative shall be nominated by the Management Committee in consultation with the Ladies Sub-Committee and shall stand for election directly to the post of Lady Captain.

5.7.5 At the end of captaincy each Captain shall automatically adopt the role of Immediate Past Captain for one year.

5.8 Secretary

The Directors shall appoint the Secretary who will be an employee of the Club.

5.9 Honorary Treasurer

The Management Committee shall appoint the Honorary Treasurer who is re-elected every 2 years at the Members Annual Meeting.

SECTION 6 - MEMBERSHIP CATEGORIES

The Management Committee shall admit Members to the following categories of membership and shall have the power to fix the maximum number of Members in each category.

The rules of entry to each competition will be set out in the relevant competition rules and will specify whether or not a Member in a particular category of membership is eligible to enter.

The Management Committee may make and alter such rules and regulations as they deem expedient in regard to the admission to Temporary, Honorary, Life and Junior Members to the privileges of playing over the Course and using the Clubhouse and other premises of the Club and of Non-Playing members to the privileges of using the Clubhouse and other premises of the Club.

6.1 Full Playing Membership

Full Playing Members shall have all the privileges of the Club.

6.2 Honorary Members

Honorary members who accept this class of membership when offered by the Management Committee in recognition of their valuable contribution to the club or the honour that their association with the club will bring.

6.3 5 Day Membership

5 DayMembers are permitted to play on the course Mondays to Fridays, with no restrictions on the use of the Clubhouse.

6.4 Country Membership

Members who are members of another recognised golf club and who reside over 50 miles from Helsby.

6.5 Junior Membership

Junior Members are eligible to join the Club up to their 18th birthday. The rules of entry to each competition will be set out in the competition rules and will specify whether or not Junior Members are eligible to play.

6.6 Younger Membership

Younger Membership is open to Members aged between 18 and 29. The Management Committee, at their discretion may invite new Members to join this category.

6.7 Student Membership

University Members must be in full time university education and be aged between 18 and 25.
In all other respects they are classed as Younger Members.

6.8 Life Membership

In recognition of exceptional, or long standing meritorious service to the Club, the Management Committee are empowered to grant Life Membership as they see fit. A Life Member will enjoy all the privileges of Full Membership without payment of subscription.

6.9 Non-Playing Membership

Non-Playing Membership is restricted to long standing Members who are no longer able to play golf but may wish to retain their association with the Club on a social basis.

6.10 Suspended Membership

A Member may apply in writing to the Secretary to be placed in this category with effect from the beginning of the next calendar year. The reason for wishing to transfer into this category must be clearly stated in the letter. Members placed in this category, can, at any time apply to re-join their original category with immediate effect. The maximum time that a Member can remain in this category is five years and must reapply each year to retain their status. The Clubhouse, putting green and practice area would be available for use. Play on the course at the 'with Member rate' green fee is restricted to four rounds only per calendar year and must be played with a Member. Members in this category can at any time during the third, fourth and fifth year re-join their original category on payment of the difference between the subscription already paid for the year and the full year current annual subscription of the original category.

6.11 Veteran Membership

Veteran Membership is restricted to Members having attained the age of 80, and have 35 years continuous membership. Qualifying Members will have the option to transfer to this category at the start of the next subscription year.

SECTION 7 – ENTRANCE FEES & SUBSCRIPTIONS

7.1 Subscriptions

Annual subscriptions for each calendar year shall be due and payable by 1st April each year. Members may pay direct to the Office in full or by arrangement with the Secretary, pay by Standing Order under an approved payment scheme. The Standing Order mandate must be completed and handed in to the Secretary prior to 1st April.

For terms of subscriptions and entrance fees for the various categories of Membership, temporary membership tickets and green fees, see the Club Notice Boards.

7.2 Entrance Fees

7.2.1 New members joining the Club shall be required to pay the entrance fee except as set out in the Rules. Levels of entrance fee shall be set at the discretion of the Management Committee.

7.2.2 The levels of Subscriptions, Entrance Fees and Green Fees shall be established with the objective of balancing required expenditure with income. The Management Committee shall offer recommendations in the first instance, for approval of Full members at the Member Annual Meeting and to any subsequent general meeting as necessary.

7.3 Overdue subscriptions

A Member who has not paid their Subscription or Entrance Fee (in full or deferred payment due) by the date on which it became due and payable shall not be entitled to enter any Club competition, or to play in any Club match, or vote at any meeting. Any Member whose Subscription or Entrance Fee (in full or deferred payment due) has not been paid within one calendar month from the date on which it became due and payable may at the discretion of the Committee be excluded from all rights and privileges of membership and if the Subscription or Entrance Fee (in full or deferred payment due) has not been paid within three calendar months from the date on which it became due and payable the member shall cease to be a member of the Club.

SECTION 8 - VISITORS

8.1 Temporary Members

A Temporary Member, i.e. any playing Visitor to the Club, whether or not introduced by a Member, must enter their name in the Playing Visitor's Book together with the amount of the fees paid. The Committee may, without assigning any reason, refuse to allow any person to become a Temporary Member.

8.2 Members' Guests

Visitors may be introduced as playing guests at the 'with Member rate' green fee with a maximum of four visits per calendar year. Details of concessionary green fees are shown on the Club Notice Boards.

Members are allowed to introduce a maximum of three guests on any day. Junior members may not introduce playing visitors.

A party of up to eight players is allowable. Any numbers greater than this would constitute a society or a match and would need Committee approval.

SECTION 9 - THE CODE OF CONDUCT AND COMPLAINTS PROCEDURE

- 9.1** The Code of Conduct and Complaints procedure are contained in a separate document and is available in the clubhouse and in the Members section on the Club website.

SECTION 10 - CLUB PREMISES

10.1 Hours of Opening

The Clubhouse shall be open at such times as may be decided by the Management Committee, who, in accordance with the Licensing Laws, shall determine the hours during which intoxicating liquors may be obtained. A notice giving the opening hours will be displayed on the Notice Board.