



The Cardross Golf Club Constitution

December 16, 2021

Part 1 - Name, Purpose, Definitions and Members' Liability

1. Name

The name of the Club is "The Cardross Golf Club", hereafter referred to as "the club"

2. Purpose

- 2.1 To fulfil the general objectives and functions of a golf and social club.
- 2.2 To promote the game of golf generally for the benefit of members and the local community.
- 2.3 To provide access to golf in an environment that does not discriminate on any grounds including gender, race, belief, sexual orientation, political or other opinion.
- 2.4 To facilitate coaching and practice and provide competitive opportunities for players of all standards.
- 2.5 To sell and deal in alcohol, mineral/aerated waters, cigars, cigarettes, tobacco, matches, other related products as well as refreshments, foodstuffs and golfing equipment in accordance with the provisions of any licensing laws and by obtaining the necessary statutory consents and licences for this.
- 2.6 No excisable liquor will be sold or supplied for consumption outside the premises of the club, except to a member on the premises, and for his/her own consumption; and no excisable liquor will be sold or supplied to any person under 18 years of age.

3. Members' Liability

The members of the club who are eligible to vote will be jointly and severally liable for the financial liabilities of the club.

4. Dissolution or Winding Up of the Club

- 4.1 All profits and surpluses will be used to maintain and improve the club facilities or to carry out the purpose of the club.
- 4.2 No profit or surplus will be distributed.
- 4.3 If on winding up or dissolution of the club any cash balance remains after settlement of all debts and liabilities, this will be transferred to some other organisation with similar objectives as determined by the members eligible to vote at a general meeting.

5. Definitions

- 5.1 Executive Committee – group of 5 elected members responsible for the management of the club – see section 6.
- 5.2 Golf Committee – group of elected and nominated members responsible for all golf and social functions of the club – see 6.6.
- 5.3 Ordinary Member – a member paying the full annual subscription and entitled to unrestricted use of all club facilities.
- 5.4 Country Member – a member living more than 75 miles from Cardross and paying a nominal subscription for limited use of club facilities as determined from time to time by the Executive Committee.



- 5.5 Affiliate Member – a member paying a reduced subscription for limited use of club facilities as determined from time to time by the Executive Committee.
- 5.6 Associate / Social / Clubhouse Member – a member being a former member, relative or friend of a member, having access to the clubhouse but not the course and paying a nominal annual fee as determined from time to time by the Executive Committee.
- 5.7 Poll – a ballot conducted by means of voting slips.
- 5.8 Casting vote – an additional vote available to the chairman to decide an outcome.
- 5.9 The club President and Vice-Presidents are honorary positions not including any management responsibilities. Traditionally past captains have been elected as vice-presidents on leaving office with the longest serving vice-president becoming president. They are elected annually.



Part 2 - Management

6. Executive Committee, Golf and other Committees

- 6.1 An Executive Committee of five elected members, all of whom must be members eligible to vote, will be responsible for the management of the club's business and will exercise all the powers of the club necessary to fulfil that function but, specifically, will have no authority to sell any significant asset of the club or to commit to any third party borrowing on behalf of the club in excess of a limit set by members from time to time. Furthermore no member of the Executive Committee or any person employed in the club, will have any personal interest in the sale of excisable liquors therein or the profits arising from such sale.
- 6.2 Members elected to the Executive Committee will serve for a period of three years or until the most relevant general meeting and, at retirement, may stand for re-election. However, no member may serve on the committee for more than two consecutive full terms. Any vacancies arising from time to time on the committee may be filled by co-opting an appropriate member but any co-opted member must stand for election at the next following general meeting. Any period served on the committee as a co-opted member will be disregarded for the purpose of determining a member's maximum period of service.
- 6.3 The Executive Committee will nominate one of their number to act as Chairman and will have the authority to appoint employees of the club. At the discretion of the elected members, these employees may be invited to join the Executive Committee but will not have a vote.
- 6.4 Members wishing to be considered for election to the Executive Committee will be required to complete a self-nomination proposal in a form prescribed by the Executive Committee, authenticated by two members and made available to the membership with the notice calling the meeting at which an election is to be conducted. Candidates will be expected to be able to demonstrate an appropriate level of experience to fulfil the role of Executive Committee member.
- 6.5 The Executive Committee may delegate any of the powers conferred on it to any person or committee, including a Golf Committee, by such means and on such terms and conditions as it considers appropriate and may, at any time, revoke any such delegation in whole or part or alter the terms and conditions.
- 6.6 The Golf Committee will comprise the Captain, Vice-Captain and the members specified in 6.7 below. This committee will have responsibility for organising and administering all golf events and social functions conducted by the club. The Captain will be expected to be the principal public figurehead of the club and will have the right to attend meetings of the Executive Committee.
- 6.7 The Golf Committee, which will include the Ladies Captain and Vice-Captain, will appoint additional members and establish further sub-committees including Match and Handicap, Greens and Clubhouse. In the event that the committee fails to appoint appropriate conveners for such sub-committees, the Executive Committee may do so and these conveners will, ex-officio, be members of the Golf Committee but they will be directed by and report to the Executive Committee.
- 6.8 The Captain and Vice-Captain will be elected by the members in general meeting. The Ladies Section may separately pre-appoint their Captain and Vice-Captain or utilise the processes of the relevant general meeting. These club appointments will be held only by members of the club and will be for a period of one year or until the next general meeting.
- 6.9 Candidates for the elected positions at 6.8 will require to be nominated in writing by a proposer and seconder, and the names of nominees and their supporters will have to be notified to the membership with the notice calling the meeting at which an election is to be conducted.



- 6.10 The Executive Committee will make the necessary appointments if no candidates are proposed for one or more of the elected positions on the Golf Committee at a general meeting or if any vacancies arise at any time. However, the Golf Committee will be able to co-opt to fill any other vacancies arising from time to time. No member may serve more than two consecutive years in any one of these elected positions disregarding any time served as a co-opted member.
- 6.11 The Executive Committee will have the right of veto over all material decisions of the Golf and any other sub-committees but such right will only be exercised after due consideration and with the unanimous agreement of the Executive Committee.
- 6.12 The Executive Committee, at its sole discretion, will have the right to issue a warning to, suspend for a limited period or expel, any member following a written complaint, or other credible evidence of impropriety, and after full investigation.



Part 3 - Membership

7. Eligibility

- 7.1 Membership of the club is open to all regardless of gender, age, race, sexual orientation, marriage or civil status, religious, political or other belief or opinion.
- 7.2 Application for membership must be made by completing the form prescribed by the Executive Committee from time to time and available on request from the Secretary.
- 7.3 All applications for membership, except for the category Associate / Social / Clubhouse, will be considered by any two members of the Executive Committee who will have the authority to admit new members. However, a decision to refuse a membership application will require to be confirmed by the full Executive Committee.
- 7.4 Applications for membership in the Associate / Social / Clubhouse category will be dealt with by the Golf Committee in any way considered satisfactory by that committee.
- 7.5 Members of a Professional Golfers' Association will not be eligible for membership of the club and any member of the club joining such an association will be treated as having resigned from the club. However, at the discretion of the Executive Committee, a professional golfer may be granted limited playing rights.
- 7.6 Full-time employees of the club may, at the discretion of the Executive Committee, be granted limited playing rights but will be eligible for membership of the club.

8. Categories of Members

- 8.1 Membership is available under a number of categories :-
 - 8.1.1 Junior – age under 18 – by application
 - 8.1.2 Intermediate – age 18 to 29 – by application
 - 8.1.3 Ordinary – age 30 and over – by application
 - 8.1.4 Reduced – closed since October 2012
 - 8.1.5 Life – closed since October 2012
 - 8.1.6 Honorary – by election
 - 8.1.7 Affiliate – by application
 - 8.1.8 Country – by application
 - 8.1.9 Associate / Social / Clubhouse – by application
 - 8.1.10 Temporary – at discretion of club
- 8.2 The categories Intermediate, Ordinary, Reduced, Life and Honorary will be treated as identical for the purpose of general meetings of the club. All members in these categories will have the right to attend, speak and vote at all such meetings.
- 8.3 Members in categories Junior, Affiliate, Country and Associate / Social / Clubhouse will be allowed to attend general meetings of the club but not to speak or vote at such meetings.
- 8.4 The terms and conditions applicable to Affiliate and Country membership, including restricted playing rights, will be as determined from time to time by the Executive Committee.
- 8.5 The terms and conditions applicable to Associate / Social / Clubhouse membership will be as determined from time to time by the Golf Committee but will not include any playing rights.
- 8.6 The status of Honorary membership may be conferred on an Ordinary member for significant achievement, as a player or as an administrator, bringing recognition and credit to the club. This status will only be awarded on the recommendation of the Executive Committee and supported by two-thirds of members present and voting at a general meeting.



- 8.7 Corporate membership may be made available to companies at the discretion of the Executive Committee and on terms and conditions deemed appropriate from time to time. This category of membership will provide access to the club and all facilities, for a defined period, for employees of the company and their guests who will be treated as temporary members during visits to the club. Representatives of corporate members will not be entitled to attend general meetings of the club.
- 8.8 All visitors to the club will be treated as temporary members at the direction of the Executive Committee. The term will apply to members' guests, to players and officials from other clubs visiting for the purposes of matches or competitions, to representatives of corporate members and to any other visitors under short-term arrangements which may or may not involve payment. The rights and benefits available to any group of temporary members will be as determined from time to time by the Executive Committee.
- 8.9 Any member may personally take any visitors into the clubhouse on any day by inserting their names and addresses in the Visitors Book which must be signed by the introducing member. A visitor will not be supplied with excisable liquor in the club premises unless on the invitation and in the company of a member, and only after the entries in the Visitors Book have been made.
- 8.10 The Executive Committee will have the right to recommend additional membership categories and amend or discontinue existing membership categories but approval of any such proposals will be required at a general meeting of members by special resolution before implementation.



Part 4 - Meetings and Voting

9. The Annual General Meeting

- 9.1 A meeting will be called at the direction of the Executive Committee at least once a year - the Annual General Meeting.
- 9.2 The notice calling the meeting will include the time, date and place of the meeting, the business to be conducted and must be circulated to members 14 days in advance of the meeting. Details of all members standing for election to the Executive or Golf Committees and the accounts for the previous financial year, if not previously circulated to members, must be included with this notice.
- 9.3 The business to be conducted will include :-
 - 9.3.1 adoption of the minutes of the previous AGM and any subsequent general meetings;
 - 9.3.2 report on matters arising from the previous AGM;
 - 9.3.3 report by the Executive Committee;
 - 9.3.4 adoption of the accounts for the previous financial year;
 - 9.3.5 adoption of the budget for the current financial year and confirmation of maximum borrowing limit;
 - 9.3.6 appointment of Independent Examiner;
 - 9.3.7 election of Executive Committee;
 - 9.3.8 election of Captain and Vice-Captain;
 - 9.3.9 election of the President and Vice-Presidents;
 - 9.3.10 ordinary resolutions from the Executive Committee;
 - 9.3.11 special resolutions from the Executive Committee;
 - 9.3.12 ordinary resolutions from the members;
 - 9.3.13 special resolutions from the members;
 - 9.3.14 any other relevant business.
- 9.4 The Chairman of the Executive Committee will serve as Chairman. If he/she is not present any other member of the Executive Committee, or any other member appointed by the meeting, will preside.
- 9.5 The quorum for an AGM will be 40 members who are eligible to vote.
- 9.6 Attendance by proxy will not be allowed at an AGM.
- 9.7 With the exception of special resolutions, voting will generally be judged on a show of hands and a simple majority (50% + 1) of those present and voting will be sufficient for approval.
- 9.8 A special resolution, requiring the support of two-thirds of those present and voting will be needed to:-
 - 9.8.1 amend this constitution;
 - 9.8.2 approve major capital spending including the purchase and/or lease of any significant area of land;
 - 9.8.3 approve the sale of any material asset of the club including land and buildings;
 - 9.8.4 provide authority to the Executive Committee to commit the club to any increase in the approved maximum third party borrowing limit.
- 9.9 No amendment to the wording of any resolution set out in the notice calling an AGM will be accepted at the meeting unless it is of a minor nature, aiding understanding or interpretation of the resolution, and with the approval of the Chairman.



9.10 The Chairman, or any member with the consent of the Chairman, may call for a poll, if the result of a vote by a show of hands is uncertain, and in the event of equality, the Chairman will have a casting vote.

9.11 The Chairman may adjourn a meeting at his discretion or at the request of members present. At least 7 days' notice must be given to members of the continuation of an adjourned meeting.

10. Special General Meetings

10.1 Special General Meetings of members may be called at the direction of the Executive Committee or at the written request of 40 or more members who are eligible to vote. The notice calling any such meeting must include the time, date and place of the meeting, and be circulated to members 14 days in advance of the meeting. The notice must also include details of the business to be conducted and the wording of any resolution or resolutions, ordinary or special, to be considered.

10.2 The Chairman of the Executive Committee will serve as Chairman. If he/she is not present any other member of the Executive Committee will preside.

10.3 The quorum for a SGM will be 40 members who are eligible to vote.

10.4 No amendments to the wording of any resolutions set out in the notice calling an SGM will be accepted at the meeting.

10.5 Voting will generally be judged on a show of hands with a simple majority (50% + 1) or a special majority (two-thirds) of those present and voting, depending on the resolution being considered, being required for approval.

10.6 The Chairman, or any member with the consent of the Chairman, may call for a poll, if the result of a vote by a show of hands is uncertain, and in the event of equality, the Chairman will have a casting vote.

10.7 The Chairman may adjourn a meeting at his discretion or at the request of members present. At least 7 days' notice must be given to members of the continuation of an adjourned meeting.

11. Executive Committee Meetings

11.1 The nominated Chairman of the committee will generally serve as Chairman but, in his/her absence, members may appoint any one of their number to preside. Three elected members will represent a quorum.

11.2 Minutes of Executive Committee meetings, in appropriate form, will be made available to the membership within 14 days.

11.3 The committee will meet formally at least six times a year and meetings may be called by the Chairman or Secretary on 7 days' notice. If urgent business requires to be conducted, a meeting may be convened as soon as a quorum is available. Meetings by telephone or video conferencing will be in order at the discretion of the Chairman.

11.4 Every effort will be made by committee members to avoid the need to vote on any matter. However, if agreement cannot be reached, and a vote is necessary, a simple majority will prevail with the Chairman having a casting vote.

12. Golf Committee Meetings

12.1 The Captain or any other elected member will chair meetings of the committee. Three members will form a quorum one of whom must be an elected member.

12.2 The committee will meet at least six times a year with meetings being called, on 7 days' notice, at the direction of the Captain or any other elected member. At every meeting a secretary will be nominated



to record and minute the business discussed. After approval by the committee, a copy of every minute will immediately be passed to the Secretary of the Executive Committee.

12.3 The Secretary of the Executive Committee will have the right to attend, but not to vote at, all meetings of the Golf Committee.



Part 5 – Finance and Subscriptions

13. Finance

- 13.1 The members of the Executive Committee will act as trustees of the club and hold all property of the club in their names as such trustees. They will be indemnified by the club where acting in good faith in this capacity.
- 13.2 No member of the Executive Committee will have any interest, financial or otherwise, in any aspect of the club's business or in any commercial contract entered into by the club.
- 13.3 The Executive Committee will have responsibility for setting the levels of entrance fees, annual subscriptions and levies payable by members. However, the approval of members in general meeting will be required before implementation.
- 13.4 Levies will only be imposed on members eligible to vote, except honorary members, and only for predetermined purposes. No levy will be imposed without the consent of members in general meeting. Funds raised by levy will be ringfenced for the specific project identified by the Executive Committee and made known to the members.
- 13.5 Annual subscriptions will be applicable to calendar years and collected in single or multiple instalments on dates determined by the Executive Committee. A new member, at the discretion of the Executive Committee, may be charged a first subscription depending on the date of joining and calculated on a pro-rata basis to the annual subscription.
- 13.6 No part of any entrance fee, annual subscription or levy will be refunded in the event of resignation from the club or the death of a member.
- 13.7 Resignation from the club must be formally advised to, and acknowledged by, the Secretary before December 31, otherwise membership obligations and liabilities will continue for the following calendar year.
- 13.8 Any member who fails to pay his or her subscription within a reasonable period of the due date, as determined from time to time by the Executive Committee, may be removed from membership. A person so removed will not normally be readmitted as a member of the club.
- 13.9 The club's financial year end will be September 30. This may be changed at the discretion of the Executive Committee.



Club Rules

General

1. Members must formally advise the secretary of any changes to their contact details – postal address, email address and telephone number.
2. The club will not accept any liability for the loss of or damage to members' belongings, except to the extent of cover provided under the club's insurance arrangements.
3. Complaints made by members will be considered by the Golf Committee and the committee will, after investigation, have sole discretion in dealing with any issues arising including referral to the Executive Committee.
4. The restrictions placed on membership categories with limited playing rights will be determined by the Golf Committee.

Members' Guests and Visitors

5. All members eligible to vote will have the right to introduce guests to the club. This right may be withdrawn, for good cause, at the discretion of the Executive Committee.
6. No guest may be introduced to the club more than 6 times in a calendar year.
7. All members eligible to vote may introduce to the club up to 3 guests on any day.
8. Junior members may introduce 1 guest to the club on any day who must be under 18 years of age.
9. The fee payable by a member for an introduced guest will be set from time to time by the Executive Committee.
10. No person who has been previously removed as a member, for any reason, will be eligible to be introduced as the guest of a member.
11. The names of all visitors and members' guests introduced to the club will be recorded in club records and scrutinised from time to time by the Executive Committee.
12. Payment of the appropriate green fee, if any, must be made in respect of all visitors to the club before play commences.

Competitions

13. The Golf Committee will be responsible for all arrangements concerning all golf competitions including medals, match play events, club team matches and open events. Restrictions will be placed as necessary on general member play to accommodate these events.
14. Arrangements may be made with the consent of the Golf Committee for blocks of tee times to be made available to recognised groups of members on a regular basis to facilitate informal competitions. There will be a maximum continuous period of 90 minutes allowed for any such arrangement on any day.
15. All players are expected to abide by the rules of golf published from time to time by the Royal and Ancient Golf Club of St. Andrews.
16. The practice facilities will be available at all times, when the course is open, to all members with playing rights.
17. Any disputes or other difficulties concerning any aspect of any competition must be referred to the Match and Handicap Convener or any elected member of the Golf Committee.



Etiquette

18. All players must ensure, as far as possible before hitting a shot, that no other player will be endangered. THINK BEFORE YOU HIT.
19. Speed of play is important. Each group should make every effort to maintain their position on the course. When this is not possible, the group following should be allowed to pass.
20. All players must replace divots, repair pitch marks on greens and smooth sand after playing from a bunker.
21. Trolleys must not be taken on to tees, greens and the area between greenside bunkers and greens.
22. A single player may play more than one ball provided this does not affect speed of play and position on the course and does not interfere with or delay the playing progress of any other group.

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