



# TRURO GOLF CLUB

(Amended 10/12/21)

## 1. NAME

The Club is called Truro Golf Club (“the club”)

## 2. OBJECTS

The Club is formed to promote and provide facilities for the amateur sport of Golf in the Truro area and community participation in the same.

## 3. PROPERTY AND FUNDS

3.1 The property and funds of the Club cannot be used for the direct or indirect private benefit of members other than as reasonably allowed by the Rules and all surplus income or profits are reinvested in the Club.

3.2 The Club may provide sporting and related social facilities, sporting equipment, coaching, courses, insurance cover, medical treatment, away match expenses, post match refreshments and other ordinary benefits of Community Amateur Sports Clubs as provided for in the Finance Act 2002.

3.3 The Club may also in connection with the sports purposes of the Club:

- a sell and supply food, drink and related sports equipment;
- b employ members (though not for playing) and remunerate them for providing goods and services for fair terms set by the Board without the person concerned being present;
- c pay for reasonable hospitality for visiting teams and guests;
- d indemnify the Board and members acting properly in the course of the running of the Club against any liability incurred in the proper running of the Club (but only to the extent of its assets).

## 4. MEMBERSHIP

4.1 Membership of the Club shall be open to anyone interested in the sport of golf on application regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion or other beliefs. However, limitation of membership according to available facilities is allowable on a non-discriminatory basis. Men and Ladies will have equal rights in all respects.

4.2 The Club may have different classes of membership and subscription on a non-discriminatory and fair basis. The Club will keep subscriptions at levels that will not pose a significant obstacle to people participating.

4.3 The Board may refuse membership, or remove it, only for a good cause such as conduct or character likely to bring the Club or sport of golf into disrepute.

## 5. CATEGORIES OF MEMBERSHIP

5.1 There shall be the following classes of members of the Club:

- a Full Playing: Male and Lady members who have attained the age of 25 years on the first day of the subscription year.
- b County: Full playing member of another golf club resident outside Cornwall. Such members are restricted to playing on no more than twenty occasions in any one calendar year.

- c. Affiliated: Full members of another golf club in Cornwall resident outside of a ten-mile radius of the clubhouse. Such members are restricted to playing on no more than twenty occasions in any one calendar year.
  - d. 25 to 29: members aged 25 or over who have not attained age 30 on the first day of the subscription year.
  - e. 18 to 24: members aged 18 or over who have not attained age 25 on the first day of the subscription year.
  - f. 5 to 17: members aged 5 or over who have not attained age 18 on the first day of the subscription year.
  - g. Life: On the recommendation of the Board any person who has rendered outstanding service to the Club or whose golfing achievements have brought substantial credit to the Club, may be elected a Life Member of the Club at any General Meeting, and thereafter shall be entitled to all the privileges of Full Playing membership without paying the annual subscription.
  - h. Non-playing: At the discretion of the Committee, non-playing members entitled to the full use of the clubhouse facilities and putting green may be admitted but may not play golf unless paying the appropriate green fee.
- 5.2 The Board is authorised to create additional categories of membership to accommodate exceptional or other membership requests.
- 5.3 Only Full Playing Members shall be entitled to receive notice of, attend and vote at general meetings. A member other than a Full Playing Member shall be entitled to all the privileges of membership relevant to his/her class of membership but shall not have the right to receive notice of, attend and vote at general meetings.

## **6. HONORARY MEMBERS**

- 6.1.1 Honorary members are appointed by the Board for such period as the Board decides and shall be entitled to all the privileges of membership without paying the annual subscription.
- 6.2 The President, Club Chairman, Captain, Lady Captain, Club Treasurer and Club Manager are Honorary Members for their time in office and shall have full voting rights.

## **7. ADMISSION OF MEMBERS**

- 7.1 Any person who wishes to become a member must submit an application in such form as the Board shall decide. Every candidate for membership shall be considered by the Board which shall admit that candidate to membership of the Club unless to do so would be contrary to the best interests of the sport of golf or to the good conduct and interests of the Club.
- 7.2 New members elected during the year shall pay the entrance fee and the proportion of the annual subscription as decided by the Board. The Board may vary the entrance fee and subscription, as it considers appropriate.
- 7.3 The Board shall have power to decide from time to time the number of members that the course can reasonably accommodate.
- 7.4 Every member is bound by and must submit to the rules and bylaws of the Club.

## **8. SUBSCRIPTIONS**

- 8.1 The annual subscription for each type of member shall be determined by the Full Playing Members at the Annual General Meeting for the following subscription year.
- 8.2 The subscription year shall commence on 1<sup>st</sup> April in each calendar year. Subscriptions for the year must be paid by 30<sup>th</sup> April of that year. Any member whose subscription is not paid by such date as the Board shall decide each year shall be deemed to have resigned his/her membership of the Club.
- 8.3 The Board may allow such categories of membership as it decides to pay the annual subscription by 10 monthly instalments providing that a Direct Debit Mandate is completed and handed to the Club's Manager not later than 15<sup>th</sup> March with payments to be made on the 1<sup>st</sup> day of each month from 1<sup>st</sup> April to the following 1<sup>st</sup> January inclusive in the applicable subscription year.

- 8.4 Any member over the age of sixty-five years and who has been a member of the Club for twenty years shall have his/her subscription reduced by fifty pounds.
- 8.5 Any member over the age of sixty-five years and who has been a member of the Club for ten years shall have his/her subscription reduced by twenty-five pounds.
- 8.6 Any member over the age of 80 years and who has been a member of the club for 10 years or more shall have his/her subscription reduced by £200.

## **9. RESIGNATION**

- 9.1 A member may at any time withdraw from membership of the Club by giving notice in writing to the Manager. Membership shall not be transferable in any event and shall cease immediately on death or dissolution or on the failure of the Member to comply or to continue to comply with any condition of membership set out in these rules.
- 9.2 Any person ceasing to be a member forfeits all right to and claim upon the Club, its property and its funds and he/she has no right to the return of any part of his/her subscription.

## **10. CONDUCT AND DISCIPLINE**

- 10.1 Members will conduct themselves in a manner which does not bring discredit to the Club whilst on Club premises or representing the Club in any capacity. The Board will determine the dress code for members and guests both on the golf course and in the Clubhouse and details will be displayed from time to time on the notice board.
- 10.2 If there is a complaint or grievance concerning a member, it must be set out in writing and sent to the Manager. The complaint or grievance will be dealt with in accordance with the disciplinary procedure adopted by The English Golf Union Limited.

## **11. OFFICERS**

- 11.1 The officers of the Club are a President, a Board Chairman, a Captain, a Vice-Captain and a Club Treasurer.
- 11.2 The President and the Board Chairman hold office for three years and are eligible for a second term of three years. The Captain and Vice-Captain hold office for twelve months. The Club Treasurer holds office for twelve months and shall be eligible for re-election.

## **12. ELECTION OF OFFICERS, COMMITTEE MEMBERS, VICE PRESIDENTS AND HONORARY SOLICITOR**

The election of officers, committee members, up to six Vice Presidents and the Honorary Solicitor shall take place in the following manner:

- 12.1 Any two members of the Club may propose and second a member to serve.
- 12.2 The name of each member nominated must be sent to the Manager in writing, with the name of the proposer and seconder and confirmation by the nominee of willingness to stand if elected, at least fourteen days before the date of the Annual General Meeting and shall be posted on the notice board in the Clubhouse. Nominees, other than for President or a Vice President, must have been Full Playing Members of the Club for a minimum of two years prior to the date of the Annual General Meeting.
- 12.3 If the number of nominees matches or is less than the places to be filled, those nominees shall be declared elected. If more than the required number of nominations is received, the voting shall be by ballot and the following procedure adopted:
- a. A Ballot paper, specifying the number of places to be filled, the candidates and any restrictions on length of tenure, shall be sent to each member entitled to vote at least seven days before the date of the Annual General Meeting.
  - b. The Ballot paper may either be returned to the Manager by post clearly marked 'BALLOT' or placed in the 'Ballot Box' in the clubhouse or handed to the tellers appointed for that purpose from those present at the Annual General Meeting when directed by the Chairman of the Meeting.
  - c. The result of the ballot and the number of votes recorded for each candidate shall be declared at the meeting.

- d. If two or more candidates receive an equal number of votes, the Chairman of the Meeting must select from them by lot, the candidate or candidates to be members of the Committee.
- e. Members voting in the election of candidates for Committee shall vote for up to and not more than the number of vacancies required to be filled. Any ballot paper not complying with this condition with this condition shall be declared null and void.

#### 12.4

- a. Nine elected members of the Club shall each serve on the Committee for a period of up to three years. At the Annual General Meeting three members of the Club shall be elected. At the same time three members shall retire annually in rotation.
- b. Members elected may serve no more than six consecutive years, but after twelve months shall be eligible for re-election.
- c. In the event that a member is elected for a period less than three years, such a period shall not affect his/her eligibility to subsequently stand for election for three years.
- d. This rule shall apply subject to Rules 12.5 and 14.2.

12.5 If insufficient candidates are nominated the Board may co-opt members to fill the vacancies for the year. Any co-opted member must retire at the following Annual General Meeting but is eligible as a candidate for election to the Committee at the Annual General Meeting. The period served shall not affect his/her eligibility to subsequently stand for election for three years.

12.6 The Honorary Solicitor holds office for twelve months and shall be eligible for re-election.

### 13. MANAGEMENT

13.1 The Board Chair, after consultation with the Captain, shall each year appoint the Chair and members of (i) a House & Golf Committee, (ii) a Greens Committee, (iii) a Competitions and Handicaps Committee. The appointments will be made from the elected committee members and officers. The Captain and Lady Captain will be voting members of the House & Golf Committee.

13.2 The management of the Club shall be vested in a Board consisting of six voting members, namely the Chairman, the Captain, the Chairman of House, the Chairman of Green, the Chairman of Competitions and Handicaps and the Club Treasurer, and three non-voting members, namely the President, the Vice-Captain and one Director of Truro Golf Club Limited. The immediate Past Captain and the Honorary Solicitor may attend Board Meetings by invitation.

13.3 Four voting members of the Board shall form a quorum. The Board shall meet at least six times a year. Three members of each Committee shall form a quorum. Each Committee will meet as necessary.

13.4 Any Board or Committee member not attending meetings for a period of six calendar months shall vacate his/her seat if required so to do by the Board.

13.5 The Board and Committees shall have the authority to co-opt any Club member to advise or otherwise assist on any particular matter but not so as to appoint any such person as a permanent member of the Board or Committee, neither shall he/she have a vote.

### 14. VACANCIES ARISING DURING THE YEAR

14.1 Any vacancy on the Board or any Committee arising during the year may be filled by the Board.

14.2 Any Member chosen to fill a vacancy on the Board, or a committee must retire at the following Annual General Meeting but is eligible as a candidate for election to the Committee at that Annual General Meeting. The period served shall not affect his/her eligibility to subsequently stand for election for three years.

### 15. POWERS OF THE BOARD

15.1 The Board, in addition to the powers specifically conferred on it by these Rules, has control of the finances of the Club including the determination of the entrance fee, power to engage, control and dismiss the Club staff, and all administrative powers necessary to carry out the objectives of the Club properly in accordance with these rules.

15.2 The Board will have due regard to the law on disability discrimination and child protection.

## **16. CONDUCT OF BOARD AND COMMITTEE MEETINGS**

16.1 The Board Chairman shall preside over Board meetings. In the event of the Board Chairman being absent from any meeting the Captain shall act as chairman. In the absence of the Captain the voting Board members present shall elect the chairman.

16.2 The Board Chairman, the Captain and Vice-Captain may attend any Committee Meetings.

16.3 In the event of equality of voting at any meetings the Chairman of that meeting shall have a casting vote.

## **17. DISBANDING THE BOARD**

17.1 The Board shall be disbanded only at an Extraordinary General Meeting called specifically for the purpose or at an Annual General Meeting on a three-quarter majority vote of the members present and voting.

17.2 In the event of the Board being disbanded, a caretaker Board shall be appointed from amongst those members present at the meeting, and such caretaker Board shall undertake the management of the Club's affairs until the next following General Meeting when a Board shall be elected in accordance with the provisions of Rule 4.

## **18. DUTIES OF THE MANAGER**

18.1 The Manager must conduct the correspondence of the Club

18.2 The Manager must keep full and correct minutes of all proceedings and records of all competitions of the Club.

18.3 The Manager's detailed duties are contained in his/her Contract of Employment and Job Description which are to be reviewed by the Board annually.

## **19. DUTIES OF THE CLUB TREASURER**

19.1 The Club Treasurer must ensure proper management of the income and expenditure of the club and present the annual Statement of Accounts and Balance Sheet of the club to the 31<sup>st</sup> March in each year to the following Annual General Meeting.

19.2 The Accounts and Balance Sheet must be made available to all the members when the notice of the Annual General Meeting is given.

## **20. AUDITORS**

The Board may engage a firm of accountants to prepare the annual accounts.

## **21. GENERAL MEETINGS**

21.1 The President shall preside at Annual General Meetings and at Extraordinary General Meetings. The Board Chairman, or in his absence the Club Captain, shall act as the Chairman at all such General Meetings to deal with business to be transacted at such meetings.

21.2 The Annual General Meeting shall be in December each year, at such time and place as the Board may decide, for the purpose of receiving the Honorary Treasurer's Report and Statement of Accounts, determining the subscription for the following subscription for the following subscription year, electing Officers and Committee members, and transacting the general business of the Club.

21.3 The Manager shall display on the clubhouse notice board a notice giving the date, time and place of the Annual General Meeting at least twenty-eight days beforehand. Any resolution to be included on the agenda must be given in writing to the Manager at least twenty-one days before such a meeting. At least seven days notice of the meeting shall be sent by post to each member.

- 21.4 The Board may call an Extraordinary General Meeting when any question of importance shall arise and shall be bound to do so within three weeks of receiving a request in writing signed by twenty members of the Club. At least seven days notice in writing shall be sent by post to each member stating the object, time and place of such meeting.
- 21.5 Forty members shall form a quorum. All matters shall be decided by a simple majority of those members present and voting except in matters under rule 17 (disbanding the Board) and rule 22 (amendments to Rules).
- 21.6 Notices of all General Meetings and a copy of the Annual Accounts shall be sent to the Secretary of Treliske Estates Limited (the Club's Landlord) at least seven days prior to such meeting. Treliske Estates Limited shall be entitled to send two representatives to attend such meetings who shall be entitled to address the meeting but shall not have any voting rights.

## **22. AMENDMENTS TO RULES**

No rule of the Club shall be repealed or altered, and no rule made except by a majority of two thirds of the members present and voting at any General Meeting.

## **23. BYLAWS**

- 23.1 The Board may make, repeal and amend any bylaws it may from time to time consider necessary for the well being of the Club.
- 23.2 Bylaws, repeals and amendments shall have effect until otherwise determined by the Board or at a General Meeting.
- 23.3 The bylaws shall be displayed on the clubhouse notice board.
- 23.4 No bylaw may conflict with these rules.

## **24. COMPLAINTS**

- 24.1 All complaints must be made in writing to the Manager who if he/she is unable to deal with them must submit them to the appropriate Committee to consider. If a member is not satisfied with the decision of the Committee, the complaint may be put before the Board whose decision is final.
- 24.2 Club staff may not be directed or reprimanded by a member.

## **25. OPENING OF CLUBHOUSE**

The clubhouse will be opened daily at 07.30 (unless otherwise directed by the Board through its Committees) by the Steward and closed at such hour as the Board may from time to time determine. The bar opening hours shall be in accordance with the maximum hours permitted by current legislation, unless reduced by the Board through the House Committee.

## **26. NOTICES**

No paper, notice or placard may be exhibited, put in the clubhouse or in any way brought to the notice of the members without the permission of the Manager.

## **27. ADDRESSES OF MEMBERS TO BE REGISTERED**

Every member must keep the Manager informed of his/her current address. The address shall be inserted in the register of members and all notices sent by post to the registered address are deemed to have been delivered at the time the notice would have been delivered on the ordinary course of post.

## **28. RULES OF GOLF**

The rules of the game of golf, as adopted from time to time by the Royal and Ancient Golf Club of St Andrews must be observed by all members. The Handicaps and Competitions Committee shall have the power to make local rules and their decision on these local rules shall be final.

## **29. MEMBERS GUEST**

- 29.1 A member may introduce guests to the privileges of the clubhouse.
- 29.2 Guests must be accompanied by the member who introduces them and the member is responsible for the conduct of their guests whilst on the Club premises. Any infringement of the disciplinary code by a guest may incur action upon the member introducing such guest.
- 29.3 The same member may not introduce the same guest more than three times in the same year.
- 29.4 The guest's name and address and the name of the introducer must be entered in the Guest Book which is held behind the bar for guests not playing golf but using the privileges of the clubhouse and the introducing member must pay for any refreshments that his/her guest consumes.
- 29.5 Persons attending a private function or party may enjoy all the privileges of the clubhouse during their visit.

### **30. VISITING GOLFERS**

- 30.1 Any member of a recognized golf club with a handicap certificate may be admitted as a visitor to all the privileges of the clubhouse and the course for a day at a time, including the purchase of drinks and refreshments, on payment of the appropriate green fee as decided by the Board.
- 30.2 At any one time a full playing member may introduce one guest from April to October and up to three guests from November to March to the privileges of the course on payment of a reduced green fee provided the guest(s) is /are accompanied by the member who introduces them.
- 30.3 Payment of the green fee must be made in advance to the appropriate official.
- 30.4 No green fees will be charged in respect of Captains, Secretaries, Managers and Professionals of other Golf Clubs.
- 30.5 Visitors to the Club, after paying the appropriate green fees, all members of visiting teams and those persons playing in open competitions and meetings may enjoy all the facilities of the Club during their visit.

### **31. WINDING UP**

- 31.1 The Members may vote to wind up the Club if not less than three quarters of those present and voting support that proposal at a properly convened General Meeting.
- 31.2 The Board will then be responsible for the orderly winding up of the Club's affairs.
- 31.3 After settling all liabilities of the Club, the Board shall dispose of the net assets remaining to one or more of the following:-
- (i) to another Club with similar sports purposes which is a registered charity and/or
  - (ii) to another Club with similar sporting purposes which is a registered CASC and/or
  - (iii) to the Club's governing body for the use by them for related community sports.

### **32. PRIORITY**

Where there is any conflict between any of the above rules ("key Rules") and any other rule or rules, the key Rules will take priority. Interpretation of all the Rules must be consistent with the statutory requirements for Community Amateur Sports Clubs as provided by the Finance Act 2002.

### **33. HEADINGS**

The headings to these rules are for ease of reference only and are not to be taken into account in their interpretation.