

BISHOP AUCKLAND GOLF CLUB

CLUB RULES SEPTEMBER 2015

NAME OF CLUB

1. The name of the Club shall be Bishop Auckland Golf Club.

OBJECTIVES

2. The objectives of the Golf Club will be to provide facilities to promote the playing of the game of golf and such other sporting, social and recreational activities as members may approve.

AUTHORITIES AND CONDUCT OF THE GAME

3. The Club recognises the Royal and Ancient Golf Club of St Andrews as the ruling body of amateur golf, and agrees to abide by the Rules of Golf and Amateur Status as laid down by the R & A.
4. The Club agrees to comply with the Constitution of and Rules of England Golf, the Durham County Golf Union and the Durham County Ladies' Golf Association as a condition of affiliation to those bodies.

MEMBERSHIP

5. The categories of membership are as follows:-

Full

Senior (Male over 65, Female over 60)

26 – 28 years

22 – 25 years

21 years

20 years

19 years

18 years

Student (In continuing full time education)

16 – 17 years

Under 16 years

Under 11 years

Country

CASC

Social

Senior Social (Male over 65, Female over 60)

Life

Honorary Life

GUESTS IN THE CLUBHOUSE

6. Any member shall have the privilege of introducing guests to the Clubhouse at any time.
7. The following regulations apply to the admittance of guests:-

(1) Subject to any restrictions which may be imposed by the Management Committee, the following shall be entitled to admission to the Club premises to purchase intoxicating liquor for consumption on the premises:-

(a) Golfers on payment of the appropriate temporary membership fee, and members' guests.

(b) Those taking table meals at the Club premises.

(c) Those attending any function organised at the Club.

(d) Any member of another club who is playing in any competition, or team match held on the course or who is practising on the course in preparation for an event not restricted to Club members or who is receiving tuition in respect of which no green fees are payable shall be entitled to purchase and consume intoxicating liquor for consumption on the premises for himself/herself.

(2) Green fees must be paid before play commences.

ADMISSION TO MEMBERSHIP

8. Any person wishing to become a member of the Club must complete an application form giving the specified information. Any candidate whose application is declined shall not be accepted as a temporary member, visitor or guest. Until notified of acceptance or otherwise, any prospective member must not use the course without payment of a green fee or the Club premises without complying to the Club's Rules as to visitors.

9. When a candidate has been duly accepted the Hon. Secretary shall notify the same to him/her in writing together with a copy of the rules and a request for payment. Acceptance of membership is deemed to be an acceptance of the rules. If the subscription together with such joining fee as shall have been determined by the Management Committee or Executive Committee is not paid within 14 days from the date of notice, the acceptance shall be absolutely void, unless the candidate shall show sufficient cause for such delay to the satisfaction of the Management Committee or Executive Committee.

CONDUCT OF MEMBERS

10. Any member intending to resign his/her membership of the Club shall give notice in writing to the Hon. Secretary on or before the 1st day of March in any year of his / her intention to do so, and shall pay all arrears due at the date of such notice, otherwise he/she will be liable to pay the subscription for the current year. Any former member having complied with this rule and wishing to re-join shall be subject to re-election as provided for in Rule 8.

11. All members shall show courtesy and consideration to all other members whilst using the Clubs facilities. The Management Committee shall resolve any dispute between members relating to the club, or anything associated therewith.

12. Any breach of Club Rules or any misconduct will be regarded as a disciplinary matter. Minor disciplinary matters will normally be dealt with by formal reprimand and must be recorded in the Club's records. Persistent minor breaches of discipline or any more serious disciplinary matters will be considered by the Executive Committee who will then decide if the breach of Rules is to be dealt with by the Disciplinary Committee.

13. No member shall be allowed to rebuke, insult or abuse members of staff, the committee or any employee of the Club. Any breach of this rule shall be dealt with by the Disciplinary Committee who shall have full power to suspend or terminate membership.

14. In a case where any conduct of a member, either on the Course or in the Clubhouse, shall in the opinion of any member be such as to be injurious to the interests of the Club, a notice may be sent by such member to the Secretary, in writing, making him/her aware of the circumstances which give rise to the complaint. Every such notice shall be deemed to be a privileged communication. The Secretary shall then report the matter to the Executive Committee who shall decide whether to refer the matter to the Disciplinary Committee.

DISCIPLINE/EXPULSION

15. The Disciplinary Committee will follow the procedure as laid down by England Golf and will consist of any four members from the Executive Committee.

SUBSCRIPTIONS

16. The Annual Subscription is payable in advance on the first day of March in each year and will be of such amount as shall be decided by General Meeting of the Club from time to time.

17. All subscriptions shall become due and payable on the 1st of March in any year. Any member whose Annual Subscription is unpaid on the last day of March shall cease to be a member and shall forfeit all rights in and claim upon the Club and its property but may be reinstated, at the discretion of the Executive Committee, on payment of all arrears and penalties. An exception to the 31st March deadline is where a member has elected to pay to pay by direct debit. Payment is then allowed over 12 months with the first payment being made in January and the final payment in December.

18. Any member whose membership has lapsed will not be accepted as a temporary member, guest or visitor.

19. Each member shall communicate his/her permanent address and email address to the Hon. Secretary, and any communication sent to that address shall be considered as duly delivered.

GENERAL MEETINGS

20. The Annual General Meeting of the Club will be held on the last Wednesday in the month of November at 7:30pm in the Clubhouse. Notice of the meeting will be posted in the Clubhouse on the notice board not less than 14 days prior to the meeting. The notice will show the following details:-

- 1) The Agenda
- 2) Nominations for the Management Committee and number of vacancies
- 3) Nominations for Officers
- 4) Any proposed variation of the Annual Subscriptions
- 5) Any notice(s) of Motion submitted in accordance with these rules
- 6) Appointment of Auditors

21. All General Meetings other than Annual General Meetings shall be called Extraordinary General Meetings.

22. Extraordinary General Meetings may be called by the Management Committee from time to time as occasion may require or on the requisition of 20 of the Full Members of the Club. A minimum of 7 days' notice of such meetings shall be sent in writing to each member. The notice shall be exclusive of the day on which it is served or deemed to be served and of the day for which it is given and shall specify the place, the day and the hour of meeting and in the case of special business, the general nature of that business shall be given. Provided that a meeting of the Club shall, notwithstanding that it is called by shorter notice than that specified in this rule, be deemed to have been duly called if it is so agreed:

(a) In the case of a meeting called as the Annual General Meeting by all the members present at the Annual General Meeting.

(b) In the case of other meetings, by a majority in number of the members having the right to attend and vote at the meeting.

23. The accidental omission to give notice of a meeting to, or the normal receipt of a notice by, any person entitled to receive notice shall not invalidate proceedings at that meeting.

24. Proxy voting is not allowed at any meeting of members.

25. At an Annual General Meeting or Extraordinary General Meeting of the Club only such business as the meeting has been called for shall be transacted save that any amendments proposed to any resolution which simply delete from or alter the wording of such resolution, shall be accepted at the absolute discretion of the Chairman of such meeting.

NOTICE OF MOTION BY MEMBERS

26. Any full member may give notice of his intention to propose a resolution at the Annual General Meeting. Such proposal shall be sent to the Secretary not less than 21 days before the meeting and must be supported by at least five other full playing members. Subject to Rule 25 above notice of any amendment to a motion before the meeting shall be given not less than seven days before the meeting.

PROCEEDINGS AT GENERAL MEETING

27. No business shall be transacted at any General Meeting unless a quorum of members is present at the time when the meeting proceeds to business; save as herein otherwise provided, 20 members present in person shall be a quorum.

28. If, within half an hour for the time appointed for the meeting a quorum is not present, the meeting, if convened upon the requisition of the members, shall be dissolved; in any other case shall stand adjourned to the same day in the next week, at the same time, place, or at such other day at such time and place as the Management Committee may determine and if at the adjourned meeting a quorum is not present within half an hour from the time appointed for the meeting, the members present shall be a quorum.

29. The Chairman of the Management Committee shall preside as Chairman at every General Meeting of the Club or, if that office is for the time being vacant or, if the Chairman shall not be present within 15 minutes of the time appointed for the holding of the meeting, or is unwilling to act, members present shall elect one of their number to be Chairman of the meeting.

30. At any General Meeting, a resolution put to the vote of the meeting shall be decided upon show of hands unless a poll is (before or on the declaration of the show of hands) demanded by the Chairman or by at least three members present in person.

31. Unless a poll be so demanded, a declaration by the Chairman that a resolution has upon a show of hands, been carried unanimously or by a particular majority or lost and an entry to that effect made in the book containing the minutes of proceedings of the Club, shall be conclusive evidence of the fact without proof of the proportion of the votes recorded in favour or against such resolution. The demand for a poll may be withdrawn.

32. If a poll is duly demanded, it shall be taken in such manner as the Chairman directs. The result of the poll shall be deemed to be the resolution of the meeting at which the poll was demanded. In the case of an equality of votes, whether on a show of hands or on a poll, the Chairman of the meeting at which the show of hands takes place or at which the poll is demanded shall be entitled to a second or casting vote.

33. A poll shall be taken at such time as the Chairman of the meeting directs and any other business other than that upon which a poll has been demanded may proceed pending the taking of the poll.

34. All members paying full subscriptions, those over 60 or 65 paying reduced member's subscription, Life and Honorary Life Members shall have one vote. No other person shall be allowed to vote at any Annual General meeting. Only full members, those over 60 or 65 paying reduced member's subscription, Life and Honorary Life Members, shall be entitled speak at an Annual General meeting of the Club unless the Chairman agrees otherwise.

COMMITTEE OF MANAGEMENT

35. The management of the Club shall be vested in the Management Committee which shall consist of:-

- (a) Twelve members of the Club elected by the members at Annual General Meeting.
- (b) The Men's Captain, Men's Vice-Captain, immediate Past Men's captain, Lady's Captain, Lady's vice-captain and immediate past lady Captain, Treasurer and Secretary and
- (c) Co-opted members` in accordance with Rule 63 below.

36. The Men's Vice- Captain will be elected each year at the Annual General Meeting. He / she will automatically assume the Men's Captaincy at the next Annual General Meeting following his election as Vice-Captain.

37. The Honorary Secretary and Treasurer shall be appointed by the Executive Management Committee.

38. The Club may at any General Meeting appoint a President of the Club who shall hold office until a new appointment is made.

39. The members at an Annual General Meeting shall elect the twelve elected members who shall each serve for a period of three years after election.

40. Vacancies that occur in the Management Committee each year shall be filled by election at the Annual General meeting.

41. The election of officers and other Members of the Management Committee of the Club shall take place in the following manner:-

(1) Any two full playing members of the Club shall be at liberty to nominate any other full playing member of at least three years standing to serve as an officer or as a Management Committee Member of the Club.

(2) The name of each member so nominated, together with the names of his proposer and seconder, shall be sent in writing to the Honorary Secretary of the Club at least fourteen days before the Annual General Meeting.

(3) A list of the candidates named in alphabetical order with the proposer's and seconder's names shall be posted in a conspicuous place in the Clubhouse of the Club for at least seven days immediately preceding the Annual General Meeting.

(4) Balloting shall be prepared (if necessary) containing the names of the candidates only in alphabetical order and each full playing member having a vote and present at the Annual General Meeting shall be entitled to vote for the vacancies created by members retiring from the Management Committee in accordance with the Club Rules and also to vote for further members to serve on the Management Committee to fill any other vacancies.

(5) In case there shall not be a sufficient number of candidates nominated, the Management Committee may fill the remaining vacancy or vacancies.

42. The Management Committee may fill casual vacancies arising among the Management Committee of the Club. Such officers or Management Committee members chosen to fill the casual vacancy as aforesaid shall retain office until the next Annual General Meeting.

43. Voting members unable to attend the Annual General Meeting may apply to the Secretary not later than seven days prior to the meeting for a ballot paper. This may be submitted to the Secretary by post or by hand to be received by him/her at least 24 hours before the convened time of the meeting. Incorrect or spoiled voting papers will be considered void.

44. The office of a Management Committee Member shall be vacated if he / she:-

(a) Resigns his office in writing

(b) Shall not attend three consecutive meetings of the Management Committee without good cause being shown to the respective Management Committee in their absolute discretion.

45. A vacancy for an elected member shall occur in the event of an elected member being appointed to a post which entitles that member to become an ex-officio member of the Management Committee.

46. For the purposes of the Licensing Act 1961 or any subsequent Act, the Executive Committee shall be responsible for the purchase and supply of intoxicants.

47. For the avoidance of doubt those members of the Management Committee appointed or elected under the former rules of the Club shall continue in office until the expiry or other termination of their appointment.

BORROWING POWERS

48. The Management Committee may exercise all the powers of the Club to borrow money, mortgage or charge the undertaking or property or any part thereof and to issue debentures, debenture stock and other securities whether outright or as security for any debt, liability or obligation of the Club or of any third party.

DISPOSAL OF LAND AND PROPERTY

49. The Management Committee shall not, without the sanction of a General Meeting of the Club, demise, underlet, exchange, sell or otherwise dispose of all the lands, buildings, tenements or property of the Club, save so far as the Management Committee may deem it expedient or necessary or convenient for the purpose of the preceding rule hereof. Provided, nevertheless, that no mortgagee or other person advancing money to the Club shall be concerned to see that any money advanced by him/her is wanted for any purpose of the Club, or that no more than is wanted is raised or borrowed.

POWERS AND DUTIES OF THE EXECUTIVE AND MANAGEMENT COMMITTEES

50. The day to day business of the Club shall be managed by the Executive Committee (under the supervision of the Management Committee) who may exercise all such powers of the Club as are not, by law of these rules, required to be exercised by the Club in General Meeting.

51. The Management Committee or Executive Committee of the Club, unless otherwise stated, shall have the power from time to time, to make, alter and repeal all such Bye-laws as they may deem necessary or expedient or convenient for the proper management of the Club.

52. The Management Committee or Executive Committee shall adopt such means as they deem expedient to bring to the notice of Members of the Club all such bye-laws, amendments and repeals and all such bye-laws so long as they shall be in force, shall be binding upon all Members of the Club.

53. All cheques, promissory notes, drafts, bills of exchange and other negotiable instruments and all receipts for monies paid to the Club shall be signed, drawn, accepted, endorsed or otherwise executed, as the case may be in such manner as the Management Committee or Executive Committee shall by resolution, determine.

54. The Management Committee or Executive Committee shall cause minutes to be made in books provided for the purposes;

(1) Of all appointments of Officers made by the Management Committee.

(2) Of the names of the Management Committee present at each meeting of the Management Committee.

(3) Of all resolutions and proceedings at all meetings of the Club and of the Management Committee and every Management Committee Member present at any meeting of the Management Committee shall sign his name in a book kept for that purpose.

PROCEEDINGS OF THE MANAGEMENT COMMITTEE

55. The Management Committee shall appoint not less than four days in each year on which they may meet together for the despatch of business, adjourn and otherwise regulate their meetings as they think fit. Questions arising at any meetings shall be decided by a majority of votes. In the case of an equality of votes the Chairman shall have a second or casting vote.

56. The Chairman may call a meeting of the Management Committee at any time, and if he / she refuses to call a meeting after a requisition for that purpose, signed by at least one third of the whole number of Management Committee members, or if, without so refusing the Chairman does not call a meeting within seven days after such requisition, such one third or more members may require the Secretary forthwith to call such a meeting.

57. The quorum for the transaction of the business of the Management Committee shall be seven but on a requisitioned meeting shall be twelve.

58. At the first meeting of the new Management Committee following each Annual General Meeting, a Chairman will be elected by ballot to preside over the Management Committee. The Chairman so elected will be one of the elected members of the Management Committee .

59. The Management Committee shall appoint an Executive Committee comprising the Chairman of the Management Committee, the Men's Captain, the Lady's Captain, Treasurer, Secretary and three other members of the Committee who shall each have responsibility for one of the following matters: Games& Handicaps; Greens; and House.

60. The Executive Committee shall appoint a day in each month on which they may meet together for the despatch of business, adjourn and otherwise regulate their meetings as they think fit. Questions arising at any meetings shall be decided by a majority of votes. In the case of an equality of votes the Chairman shall have a second or casting vote. The quorum for the Executive Committee shall be five.

61. Insofar as the rules applying to the Management Committee can, they shall also apply to the Executive Committee.

62. The Executive Committee and any other Sub Committee shall report to the next available meeting of the Management Committee including in particular rule 55.

63. The Management Committee may appoint a club member with specialist qualifications who is not a member of the Management Committee to serve on the Management or Executive Committee.

64. The Management Committee may appoint from amongst its members and delegate to such Sub-Committees duties and powers as may be considered desirable including the power to co-opt members of the Club who are not members of the Management Committee.

65. All Committees and Sub-Committees shall be responsible to the Executive Management Committee in the first instance and ultimately to the Management Committee.

66. The duties of the Executive Committee shall be as follows:-

FINANCE AND PLANNING - To study and report on all financial matters, to correlate all financial estimating and budgeting and to co-ordinate the planning of future developments.

GAMES & HANDICAPS - To plan, supervise and carry out all matters in regard to the playing side of the Club including competitions, handicaps, prizes, matches, rules and etiquette (excluding matters normally dealt with by the Ladies' Section).

HOUSE - To supervise and direct all matters in regard to the Clubhouse and activities carried out therein including bar, bar services, cleaning, catering, indoor games and social activities

GREENS - To supervise and direct all matters in regard to the course, car parks, roads and environment including all machinery and equipment used in maintenance and improvement of the course.

67. The Management Committee may delegate to the Executive Committee any duty or responsibility not otherwise reserved to the Management Committee by these rules or by law.

68. All acts done by any meeting of the Management Committee, Executive Committee or of a Sub-Committee or by any person acting as a Committee Member, shall notwithstanding that it be afterwards discovered that there was some defect in the appointment any such person acting as aforesaid, or that they or any of them were disqualified, be as valid as if every such person had been duly appointed and was qualified to be a Committee Member.

THE CAPTAIN

69. The Men's Captain or (as appropriate) Lady's Captain will represent the Club at all social functions, inter-club competitions, friendly matches, and will act in collaboration with the Management Committee, Executive Committee or Sub Committees to ensure that welfare and playing standards of the membership are maintained and, if possible, enhanced.

SECRETARY AND TREASURER

70. The Secretary shall be responsible for keeping accurate minutes of all General and Management Committee and Executive Committee meetings. He/she shall summon the meetings of the Club and Management Committee and Executive Committee and give all notices required by the rules. The Secretary shall receive and the Treasurer shall pay all moneys due on account of the Club. A list of other duties that may be changed from time to time will be maintained by the Management Committee or by the Executive Committee.

71. Treasurer – The Treasurer shall ensure that monthly accounts shall be submitted to the Management or Executive Committee for scrutiny. Annual Accounts after being audited will be submitted to the membership at the Annual General Meeting. At all times guidance provided by the auditors for all financial transactions including handling of cash and reports must be followed. Bank Statements shall be presented to the Executive Committee for inspection on a monthly basis.

72. The Secretary and Treasurer shall be paid such salary by the Management Committee and upon such conditions as the Management Committee may think fit.

TRUSTEES

73. The property and assets of the club shall be vested in not less than four Trustees who shall be elected by the Management Committee and who shall remain in office until death or retirement. The said Trustees shall deal with the said property and assets as directed from time to time by the Management Committee but shall have no personal liability in regard to their trusteeship.

74. If at any time the number of Trustees shall fall below four in number the Management Committee shall forthwith elect a new Trustee or new Trustees.

ACCOUNTS

75. The Management Committee shall cause proper books of account to be kept with respect to:-

(i) All sums of money received or expended by the Club and the matters in respect of which the receipt and expenditure takes place.

(ii) All sales and purchases of goods by the Club.

(iii) The assets and liabilities of the Club.

76. The Management Committee shall each year, cause to be prepared and to be laid before the Club in General Meeting, Income and Expenditure Accounts, Balance Sheets and Reports disclosing fully the financial affairs of the Club.

77. A copy of every balance sheet which is to be laid before the Club in General Meeting, together with a copy of the Auditor's Report, shall not less than 14 days before the date of the meeting be displayed prominently within the Clubhouse and shall be made available to every member on request.

AUDIT

78. The Club's accounts shall be audited each year. The Annual General Meeting shall appoint a firm of Chartered Accountants each year as the Club's auditors.

WINDING UP

79. The Club is a non-profit making organisation. All profits and surpluses will be used to maintain or improve the Club's facilities. If upon winding up or dissolution of the Club there remains, after satisfaction of all of its debts and liabilities, any property whatsoever, the same shall be paid to or transferred to some other institutions having objects similar to the objects of the Club and which shall prohibit the distribution of its income and property among its or their members, such institution or institutions to be determined by the members of the Club at or before the time of dissolution and if and so far as the effect cannot be given to such provision, then to some charitable object.

NOTICES

80. A notice may be given by the Club to any member either personally or by sending it by post or email to him / her or to his / her registered address or to the address, if any, within the United Kingdom supplied by him / her to the Club for the address of notice to him / her. Where the notice is sent by post, service of the notice shall be deemed to be effected by properly addressing, pre-paying and posting a letter containing the notice.

81. Notice of every General Meeting shall be given in any manner herein before authorised to :-

- (1) Every member except those members who have not supplied to the Club, an
- (2) address in the United Kingdom for the giving of notices to them.
- (3) The Auditors for the time being of the Club.

No other person shall be entitled to receive notices of General Meetings.