

**Birstall Golf Club Rules - revised May 2011
- Approved @ EGM 31st May 2011**

1. **Name**
 - a) The name of the Club shall be 'Birstall Golf Club'. The Club shall be a non-profit making organisation established for the principal purpose of providing facilities for participating in golf and other sporting activities, and is precluded from distributing any surplus income over expenditure to members, except in the cessation of its activities. (See Rule 29)
2. **Trustees**
 - a) The property of the Club other than cash which will be under the control of the Finance Chairman shall be vested in Trustees, being no more than four in number, who shall be elected at an Annual General Meeting from amongst the members of the Club. A Trustee shall be removed only by means of a resolution passed at a Special General Meeting convened for that purpose. The Trustees and the Council shall co-ordinate their respective responsibilities to ensure the interests of all Members are fully protected.
 - b) The Trustees shall deal with the property vested in them by way of sale, mortgage, charge, lease or otherwise, and in the case of company share-holdings, vote as directed by the Club. Such direction shall be given by resolution of the members of the Club passed by a majority of the members present at a duly convened meeting of the Club and when so passed shall in favour of a purchaser, mortgagee, charge, lessee or grantee be binding upon all members of the Club. A certificate purporting to be signed by the Secretary for the time being, of the Club shall in favour of those persons be conclusive evidence that a direction complying in all respects with the above provisions of this rule was duly given by the Trustees.
 - c) The Trustees and members of the Council shall not be liable (otherwise than as members) for any loss suffered by the club as a result of the discharge of their respective duties on its behalf, except such loss as arises from their respective wilful default, and they shall be entitled to an indemnity from penalties or loss incurred by them in a discharge of their respective duties.
3. **Membership**

A member of the Birstall Golf Club shall be identified as one in the following five categories:

 - a) **Unrestricted** Full Playing Member
 - b) **Restricted** Playing member - covers weekday members, juniors under the age of 18 years, male and female students, (i.e. persons who are in full time education) Country, Temporary Membership and Ministers of Religion.
 - c) House Members (Past Players)
 - d) Life and Honorary Members.
 - e) Social & Bridge Members (not previously in playing membership)
4. **Council, Management & Committees**
 - a) The entire management of the Club shall be vested in a Council, consisting of two Presidents, one of whom shall be a man, and one a woman, two Captains one of whom shall be a man, and one a woman, both immediate past Captains, a Chairman of the Council, House & Social Chairman, Greens Chairman, Handicap & Competitions Chairman, and Finance Chairman. The Management Committee shall meet regularly and shall consist of the Chairman of the Council, Finance Chairman, House & Social Chairman and Greens Chairman. Any member of Council may attend any meeting of either management or other committee ex officio.
 - b) The club shall have two Presidents, one of whom shall be a man and one who shall be a woman. The Presidents and Vice Presidents, both male & female shall be elected for a period of 2 years. The club shall have 2 club captains, one of whom shall be a woman, one a man, and these Captains and Vice Captains both male & female shall be elected annually all at an A G M. Immediate past Captains shall take office without any election and shall hold office for one year.
The procedure to propose future candidates for office is: – Male Presidents – by agreement from the Men's Past Presidents Panel, Women Presidents by agreement from the Women's Past Presidents panel, Male Captains – by agreement from the Men's Past Captains Panel. Women's Captains from the women's Past Captains Panel. All candidates approved by Club Council before going to an A.G.M.
 - c) The Chairman of the Council and Chairmen of Committees (as outlined in 4a) shall be elected for a period of 2 years at an AGM, and shall retire after that period. In order to maintain the balance on Council on alternate years there will be either two or three members elected that shall retire, but will be eligible for re-election
 - d) Chairmen of Committees elected under Rule 4 (c) may appoint from the membership a Committee. All Committees formed must be approved by the Council. These Chairmen shall be responsible for managing their budget and for day to day decision making within Council approved policies. The Council must first approve the financial implications on all policy issues not already agreed. The Chairmen shall report back to, and be responsible to the Council.
 - e) Any five members of the Council form a quorum for Council business.
 - f) The Chairman and two members form a quorum for a Committee. (including Management Committee)
 - g) Nominees for the posts of Chairman of the Council, and other Council Chairmen (the consent of the nominee having previously been obtained) shall be from Playing, Life & Honorary Members and signed by two Playing members, aged 18 years and over, and shall be submitted to the Secretary of the Club at least 7 clear days before the date of the Annual General Meeting. The Secretary shall publish details of the nominations in the clubhouse as soon as they are received.
 - h) A vacancy on Council which has less than 12 months to run shall be filled by the Council as soon as is practicable, from amongst the Playing, Life & Honorary members. A vacancy on Council, which has more than 12 months to run, shall be temporarily filled by the Council until the next General Meeting when the position shall be filled in accordance with Rule 4c. In this latter case the person so appointed, shall do so until the date on which the person in whose place he/she has been appointed, would have retired. No Member shall hold more than one post.
 - i) The Council may authorise the Golf Club to borrow money or sign any indemnity as required in order to fulfil its responsibility to manage the Club.
 - j) Decisions of the Council and all committees shall be on a majority basis. The Chairman of the Council or of the committee (as the case may be) shall have the casting vote.
 - k) The Council may appoint Staff at such remuneration and upon such terms (including power of dismissal) as agreed.
 - l) Meetings of the Council and Management Committee shall be called by notice from the Secretary to each of the members, seven clear days before the date of such meetings. If a meeting is required without the relevant notice, members of Council will agree to reduce the period of notice. Except in exceptional circumstances, no more than two calendar months shall elapse between meetings of the Council.

5. Past Presidents

- a) Past Presidents, (male or female) up to a maximum of three at any one time, shall in order of their retirement from the office of President, automatically become, and so long as they remain members of the Club, shall continue to be Honorary Vice Presidents.
- b) Not more than three members of long standing may be elected annually by the Council as Honorary Vice Presidents. They shall cease to hold that office at the end of the Club year, but shall be eligible for re-election.

6. Disciplinary procedure

- a) A Disciplinary Committee, comprising of one of the Presidents, a Captain and Chairman of the Council shall be established to examine and deal with those matters considered to be contrary to the agreed rules of conduct established in the Club. A meeting of this Committee shall be chaired by the Chairman of the Council, and its decision will be reported back to Council.
- b) Following a meeting of the Disciplinary Committee, the Council shall have the power at a Special Meeting called for such a purpose to consider removing the name of any member from the membership list, if in the opinion of two-thirds of the members voting (which shall be by ballot) he or she has, by his or her conduct, forfeited his or her right to remain a member. Before calling the Special Meeting the Council shall communicate with the offending member to give him or her the option of withdrawing from the Club.

7. General Meetings

- a) The Annual General Meeting of the Club shall be held not later than the last day of March each year.
- b) The Council may call a Special General Meeting at any time and shall be bound to do so within twenty-one days from the receipt of a requisition signed by twenty playing members of the Club over the age of 18 years.
- c) Notice of a General Meeting shall be sent to all members over the age of 18 at least fourteen days before such a meeting, and twenty members must be present to constitute a General Meeting.
- d) Any proposals to be submitted to an Annual General Meeting shall be handed to the Secretary, in writing, and signed by a proposer and seconder at least 14 days prior to the meeting. Amendments to proposals, also signed by a proposer and seconder, shall be handed to the Secretary not less than 7 days before the meeting. Such proposals and amendments shall be posted on the Club's notice boards immediately on their receipt.
- e) All members aged 18 and over are entitled to vote at any General Meeting. House, Social & Bridge members shall be entitled to attend all General Meetings and shall have voting rights on non-golfing matters only.
- f) Voting by proxy is allowed, these must be requested and collected in person, and the completed form must be lodged with the Secretary before the commencement of the meeting. In the event of an amendment being passed and becoming a substantive motion, then such votes shall be included in the subsequent count.

8. Election of Members

- a) A candidate for Membership shall be proposed and seconded by two members of the Golf Club, over the age of 18 years, both of at least two years standing. They must have personal knowledge of the candidate, and be responsible for his or her eligibility. The proposer shall deliver the application signed by the candidate to the Secretary, who will post it forthwith in the Clubhouse. Seven days shall elapse after such posting before interviews take place.

- b) A candidate who is unable to obtain a proposer and seconder, may deliver a signed application form along with a letter setting out the reasons for not being able to do so to the Secretary. The candidate will undergo a preliminary interview by a Member of Council, or past President, Captain or Chairman. Subject to the candidate proving satisfactory, the Secretary, as in (a) above, shall post the application along with any comments drawn in preparation for a formal interview which shall include the Officer's willingness to be responsible for his or her eligibility.

- c) An Interviewing Committee, comprising of any 2 officers male or female and/or other Members of Council, or past officers, shall be established to interview prospective members.

- d) Every candidate shall be interviewed by the Interviewing committee and the Council advised of its recommendation. If the interview committee are not in total agreement regarding the suitability of the candidate, Council may decline the application by a majority vote. Membership will only be declined on that basis and the protected characteristics of the Equality Act 2010 will be adhered to.

- e) A copy of the Club rules shall be given to each member on their being elected.

- f) The maximum number of members in the respective categories (as outlined in Rule 3) shall be decided by the Council.

9. Subscriptions

- a) The full annual fee will set the level of subscriptions for all other playing categories which will be by various fixed percentages lower than the subscription level of the full annual fee.
- b) The percentage amounts in a) shall continue until changed at a General Meeting.
- c) The Council may increase the rate of the full annual fee by up to 7 ½% without reference to the members. Higher increases shall require the approval of a General Meeting.
- d) Entrance fees and subscriptions for all categories shall be decided by Council.
- e) All members over the age of 18 years are required to pay a clubhouse subscription of £30 upon joining the club; this may be offset against bar purchases. (This may be waived in the case of Bridge membership) – New category from 2010.
- f) All playing members will contribute to the development fund at a maximum cost of £60 per annum, to run for a maximum period of 15 years up to 2023.

10. Regulations relating to Dress

- a) The Council may from time to time make Regulations as to the appropriate dress in the Clubhouse and on the Course. Members and visitors shall comply with such Regulations and any infringement shall require leaving the Clubhouse or the Course until the Dress Regulations are met.
- b) The Regulations in force as to Dress and any changes in such Regulations (whether temporary or otherwise) shall be duly exhibited on Notice Boards in the Clubhouse.

11. Payment of Fees & Subscriptions

- a) All subscriptions and other fees shall be payable to the Secretary, in advance, on the 1st of January each year, or by 10 equal instalments (by whichever banking method the Club currently is operating, standing order or direct debit), on the 1st day of each month, commencing on 1st January each year, with the last payment due on 1st October. Signing the mandate commits the member to pay the full 10 payments.
- b) Any members whose subscription and other fees remain unpaid on 1st February will not be permitted to play the course at any time until the full amount has been paid, or a method of payment has been agreed upon and implemented. At the discretion of the Council a Member may be removed from the 'List of Members' during any current year.
- c) Newly elected members shall not be allowed the privileges of the Club until they have paid their entrance fee, (if applicable) together with their subscription, or have agreed and implemented an alternative method of payment.
- d) Members, who choose to pay their subscriptions and other fees by instalments, must inform the Secretary of their intentions by completing the appropriate banking authority before 31st December each year.
- e) The Golf Club may participate in the Direct Debiting Scheme as an Originator for the purpose of collecting subscriptions for certain classes of membership, and/or any other amounts due to the Golf Club. In furtherance of this object, the Golf Club may enter into any indemnity required by the Banks upon which Direct Debits are to be originated. Such indemnity may be executed on behalf of the Golf Club by officials nominated in an appropriate resolution.
- f) An administration charge as agreed by Council shall be added to the total subscription, such charges shall be payable in the instalments.
- g) Should any payment not be made at the appropriate time for whatever reason, the Council reserves the right to demand immediate payment of the Members' outstanding balance. Such a member in default of an appropriate payment will not be permitted to play the course at any time until the full amount has been paid, or a method of payment has been agreed upon and implemented.
- h) The Club year ends for all purposes (except tenure of office) on 31st December.

12. Under 18

- a) Junior members under 18 years of age may join the Club at the discretion of and play at such times determined by the Council.
- b) On reaching the age of 18 years, they may move to the Full Playing category, without further election.

13. Country Members and Ministers of any Religion

Any person being a Full Playing Member of another Golf Club, whose permanent address is outside a 25-mile radius, taken from the Clubhouse, and who is not engaged in any business venture within that radius, may be elected by the Council as a Country member.

Country Members, as full playing members of another affiliated Golf Club may, if in possession of a current CONGU handicap, may only play in BGC Non-Trophy competitions, and play in Invitation Events as invitees of full playing BGC members.

Ministers of any Religion residing in Leicestershire may be elected by the Council on the same terms as Country Members.

14. Temporary Member of the Club

Any person temporarily residing in Leicestershire may be elected by the Council as a Temporary Member on payment in advance of such entrance fee and/or subscription as the Council decides. The Council shall review such membership annually.

15. Life Members

Life Members may be elected at a General Meeting for exceptional services rendered to the Club, having first been approved by the Council. Candidates for consideration must be proposed and seconded by two Playing Members (over the age of 18 years) of the Club and submitted to the Council by the 31st January. Such a Member shall be entitled to all privileges of membership, including the right to play in competitions without the payment of an annual subscription.

16. Honorary Members

Honorary Members may be nominated by the Council. They shall be entitled to all privileges of membership during the pleasure of the Council, without Entrance Fee or Subscription except the right to play in competitions

17. House Members

- a) Subject to paragraph (b) of this Rule, a limited number of House members may be elected in the manner provided for in Rules 12, 13 & 14.
- b) House Members shall be entitled to all non-playing privileges of membership including voting at any General Meeting subject to the exceptions set out in Rule 8e, or as decided by the Council. They may however, if a playing member of another affiliated Golf Club, and in possession of a current CONGU handicap, play in Invitation Events, as invitees of BGC members.
- c) Members who have not previously been in one of the playing categories but wish to transfer over, may do so at the discretion of the Council subject to the full entrance fee (if appropriate) and annual subscription being paid.
- d) Members wishing to return to Playing Membership may do so at the discretion of the Council.

18. Resignations

Any member intending to resign shall give notice in writing to the Secretary before 31st December; otherwise the subscription for the following year shall be paid.

19. Suspension and Expulsion of Members in accordance with Rule 6 a & b

- a) If a member is reported to have conducted himself/herself in a manner prejudicial to the interests of his/her union, Area Authority or Home Club, or to the Rules of Golf, he or she may be invited to appear before the Disciplinary Committee in order to explain the reasons for such conduct. After considering such reasons the Disciplinary Committee shall have the authority to impose a period of suspension from playing at Birstall Golf Club, together with suspending his/her playing handicap or other conditions, if it thinks fit.
- b) A member on being expelled shall have the right of appeal and this must be lodged with the Secretary within 14 days of the date of expulsion. Such an appeal shall be heard at a Special General Meeting of the club called in accordance with Rule 8c. The member may attend the meeting but may not be legally represented at that time. The matter will be put to all members eligible to vote and a simple majority will be required to confirm the expulsion or otherwise. Voting will be by secret ballot. The Council shall have the power to exclude the person from the Club premises and course until the case has been decided.

20. Visitors Playing Golf

- a) Visitors may play the course on payment of the appropriate green fees.
- b) Members may introduce visitors to play golf but this shall be limited to a maximum of 3 visitors at any one time.
- c) No visitor may be introduced more than **8 times** in any one year.
- d) Visitors on payment of the green fees shall become guests of the Club for that day only, but shall not be entitled to play in any Club Competitions or Club Matches.

21. Introduction of Visitors (Non-Playing) and Sales to Non-Members

A member may personally introduce friends as his or her guests. These conditions shall not apply to a Member introducing their partner or spouse, the admission of whom shall be subject to such regulations that are made by the Council from time to time.

Members must accompany guests introduced by them during the period of their stay at the Club.

Subject to any restrictions which from time to time may be imposed by the Council, the following persons shall be entitled to admission to the Club premises and to purchase intoxicating liquor for consumption on the premises.

- a) Golfers on payment of the appropriate green fee.
- b) Those attending functions organised by Club Members, and guests who are participating in Club activities - Golf Tournaments etc., and those persons organising the same and engaged as referees, judges etc.
- c) Any persons properly attending private functions organised by or on behalf of, any club member, or members. Providing that such private functions are first authorised by the Council.
- d) Those taking table meals at the Club premises.

22. Club premises

The Club shall be opened and closed at such hours as may from time to time be fixed by the Council and as posted in the Clubhouse.

23. Permitted hours for the Supply of Intoxicants

The permitted hours shall be such as may from time to time be determined by the Council in accordance with the provisions of the current Licensing Act

24. Schoolboys & School Girls

Visiting children and grandchildren of Playing Members between the ages of 14 and 18, when at home for the holidays, may be allowed (with the approval and discretion of the Council) to play on the course with a Member except on Competition days, on payment of a fee decided by the Council.

25. Bye-Laws

The Council may at any time make, amend or rescind such Bye-Laws as it may consider necessary for the well being of the Club and its Members. All such Bye-Laws shall be proposed to members at the next following Annual General Meeting as By-Laws or amended Bye-Laws of the Club.

26. Complaints

All complaints shall be made in writing to the Secretary who, if unable to deal with them personally, shall submit them to the Management committee and/or Council whose decision shall be final.

27. Competitions & Local Rules

Competitions shall be held at such times and under the Playing & Competition Rules or as the Council shall determine.

The Council may from time to time introduce 'Local Rules' which shall apply to the playing of golf on the course. The 'Local Rules' shall be displayed at all times on suitable boards in all locker rooms.

28. Alteration to Rules

No Rule shall be repealed or altered, or new Rule made except at an A G M or Special General Meeting called for that purpose, and written notice of any proposed repeal or alteration of any Rule, and any proposed new Rule shall be given in the manner set out in Rule 7(b). Exception to the aforementioned will only occur to comply with the law of the land.

29. Power to Wind up the Club

A Special General Meeting may at any time determine, by a majority consisting of not less than three-quarters of the Playing, Life and Honorary Members present at the meeting, and entitled to vote, that the Club shall be wound up. In that event the affairs of the Club shall be liquidated by such persons and in such manner and upon such terms as may be determined by an ordinary majority at the same or any subsequent Special General Meeting.

30. Rules of Golf

The Rules of Golf, as they may from time to time be fixed by the Royal & Ancient Golf Club of St Andrews, shall be observed by the Birstall Golf Club, supplemented by any special local rules that may from time to time be made by the Council