

## INDEX

Rule No.	Subject	Page
1	Interpretation.....	
2	Name.....	
3	Objectives.....	
4	Membership.....	
5	Visiting Green Fee Payers.....	
6	Membership Cards.....	
7	Admission, Re-admission and Transfer of Membership.....	
8	Equality of Treatment.....	
9	Children.....	
10	Limitation of Membership Numbers.....	
11	Entrance Fees.....	
12	Annual Advance Payments and Other fees and Charges.....	
13	Annual Subscriptions.....	
14	Annual Subscriptions – General.....	
15	Communication and Change of Address.....	
16	Forfeiture of Rights.....	
17	Golfing Unions.....	
18	Green Fees.....	
17	Resignation of Membership.....	
20	Introduction of Guests to Club Premises.....	
21	General meetings.....	
22	Notice of General meetings.....	
23	Business at General Meetings.....	
24	Quorum for a General meeting.....	
25	Chairman of General meetings.....	
26	Adjournment.....	
27	Voting.....	
28	Notices of Motion and Candidates for Office.....	
29	Officers.....	
30	Council.....	

31	Terms of Office of Officers and Council.....
32	Proceedings.....
33	Voting at Council Meetings.....
34	Powers of Council.....
35	Ladies' Committee.....
36	Trustees – Club Property and Investments.....
37	Discipline.....
38	Minutes.....
39	Accounts.....
40	Auditors.....
41	Supply and Consumption of Intoxicating Liquor.....
42	Club assets and Surpluses.....
43	Dissolution.....
44	Alteration of Rules.....

# **RULES OF FORTWILLIAM GOLF CLUB**

## **1. INTERPRETATION**

In these Rules, unless the context otherwise requires, the word 'Club' means Fortwilliam Golf Club; the word 'Council' means the Council of the Club; the word 'Members' means the Members of the Club; and the word 'Trustees' means the Trustees of the Club; words importing the singular in number shall include the plural and vice versa; the words 'Annual Subscription' mean the subscription for each class of membership fixed by the Council under Rule 14 and words importing Male shall include Female.

## **2. NAME**

The name of the Club shall be Fortwilliam Golf Club.

## **3. OBJECTIVES**

The Objectives of the Club are:

- 3.1 the promotion of the game of Golf;
- 3.2 the provision and maintenance of a Golf Course and Clubhouse for the use of Members;
- 3.3 the provision for, and organisation of, other activities for the benefit of Members;
- 3.4 the supply of food and refreshments for the benefit of the Members.

## **4. MEMBERSHIP**

**4.1** Membership of the Club shall be made up of the following classes, namely:

### **CLASS 1**

**A** FULL MEMBERS – Gentlemen and Ladies of 18 years of age or over on 1<sup>st</sup> January, admitted to membership and paying the full Annual Subscription.

**B** SENIOR MEMBERS - Gentlemen and Ladies of 18 years of age or over on 1<sup>st</sup> January, with at least 20 years of Class 1.A membership and paying the reduced Annual Subscription. The Council shall have the power to elect to Senior Membership those members who owing to illness, have to retire before the age of 60 and who otherwise fulfil the conditions of this class.

**C** LIFE MEMBERS – Gentlemen and ladies of 30 years of age or over on 1<sup>st</sup> January transferred from Class 1.A or 1.B membership and having paid the required Life Membership Subscription.

**D** HONORARY LIFE MEMBERS – Gentlemen and Lady Members of the Club elected to this Class by the Council or by an Annual General Meeting of Class 1 Members of the Club, in recognition of special services rendered to the Club or who have distinguished themselves at golf.

Members of Class 1 and qualified Members of Class 5.C shall be entitled to all the rights and privileges of membership and shall be the only Members entitled to receive notice of and attend and vote at General Meetings of the Club called on behalf of Class 1 Members.

### **CLASS 2**

**A** ASSOCIATE MEMBERS – Gentlemen and Ladies of 18 years of age or over on 1<sup>st</sup> January, admitted to membership and paying the reduced Annual Subscription.

**B** SENIOR ASSOCIATE MEMBERS - Gentlemen and Ladies of 18 years of age or over on 1<sup>st</sup> January, with at least 20 years of Class 2.A membership and paying the reduced Annual Subscription. The Council shall have the power to elect to Senior Membership those

members who owing to illness, have to retire before the age of 60 and who otherwise fulfil the conditions of this class.

C LIFE ASSOCIATE MEMBERS - Gentlemen and ladies of 30 years of age or over on 1<sup>st</sup> January transferred from Class 2.A or 2.B membership and having paid the required Life Membership Subscription.

D HONORARY LIFE ASSOCIATE MEMBERS – Gentlemen and Lady Members of the Club elected to this Class by the Council or by an Annual General Meeting of Class 1 Members of the Club, in recognition of special services rendered to the Club or who have distinguished themselves at golf.

### **CLASS 3**

A JUVENILE MEMBERS - Young Men and Young Ladies of 18 years of age or over and under 21 years of age on 1st January admitted to membership and who have opted to pay the appropriate reduced Annual Subscription. This class shall have no voting rights and may have reduced rights as defined in the Bye-Laws.

B JUNIOR TERM MEMBERS - Boys and Girls of 8 years of age or over and under 18 years of age on 1st January admitted to yearly membership and paying the reduced Annual Subscription. The rights of this class shall be confined to the use of the Golf Course, the Practice Areas and the Putting Green as defined in the Bye-Laws of the Club, and to the use of the Clubhouse and its amenities at such times as may be prescribed by the Council from time to time. Members of this class shall also have the right of annual renewal of such membership, provided that the conditions as laid down by the Council from time to time for such renewal, are fulfilled.

C STUDENT MEMBERS - Gentlemen and Ladies over 18 years of age, and under an upper age limit set by the Council, on 1st January and paying the reduced Annual Subscription. This class is limited to those existing Members who are pursuing a full-time course of study at a recognised Educational Centre and any other criteria set by the Council. This class shall have no voting rights and may have reduced rights as defined in the Bye-Laws. A Certificate of Attendance may be required from the Educational Centre.

#### **CLASS 4**

A COUNTRY MEMBERS - Gentlemen and Ladies of 18 years of age or over on 1st January transferred from another class of membership, residing and working more than 35 miles, measured radially from the Club house, and paying the reduced Annual Subscription. Members of this class shall be entitled to all other rights and privileges of Class 1 or 2 Members, as appropriate, except the right to receive notice of and attend and vote at General Meetings called on behalf of qualified Members of each such class as appropriate.

B FIVE DAY MEMBERS - Gentlemen and Ladies of 18 years of age or over on 1st January admitted to membership and paying the reduced Annual Subscription. Members of this Class shall have no voting rights and shall have reduced playing rights as set out in the Bye-Laws of the Club, but otherwise shall have all the rights and privileges of Class 1 or 2 as appropriate.

#### **CLASS 5**

A HOUSE MEMBERS - Gentlemen, Ladies and Juveniles transferred from a golfing category because of physical debility, or other reason acceptable to the Council, and paying the appropriate reduced Annual Subscription. The rights of this class shall be confined to the use of the amenities of the Clubhouse and the rights as set out in Rule 18 - Introduction of Guests to Clubhouse Premises, except that the use of the Golf Course, the Practice Areas and the Putting Green may be permitted, at a reduced Green-Fee rate, and at the times laid down by the Council from time to time.

B SOCIAL MEMBERS - Gentlemen and Ladies from the General Public of 18 years of age or over on 1st January invited to membership and paying the reduced Annual Subscription. The rights of this Class shall be confined to the use of the amenities of the Clubhouse and to the right to introduce three (3) Guests under Rule 20 - Introduction of Guests to Clubhouse Premises.

C COURTESY MEMBERS - Gentlemen and Ladies on whom the Council has conferred the right to use the Golf Course, and the Clubhouse for a specified period. The rights of this class are restricted to the use of the Golf Course, Practice Areas, Putting Green and the amenities of the Clubhouse. Such Members may not hold a Club handicap and may not compete in Closed Club Competitions or represent the Club in Inter-Club Competitions,

but a Courtesy Member who is also a Class 1 or 2 member of the Club shall be required to pay the appropriate reduced Annual Subscription, and any other levy required by the Council, and such payment shall retain for the said Member all the rights and privileges of Class 1 or 2 Membership as appropriate.

D HONORARY MEMBERS - Gentlemen and Ladies of the General Public elected to such membership by the Council of the Club for such periods as the Council may determine in recognition of special services. Members of this class shall have all the rights and privileges of Class 1 or 2 Members as appropriate, except the right to receive notice of or to attend and vote at General Meetings of the Club, or rights under Rule 5 - Visiting Green-Fee Payers, or the right to hold a Club Handicap.

4.2 Members of Class 2 and qualified Members of Class 5.C shall have the right to use of the Golf Course, the Practice Areas, the Putting Green, the Clubhouse and other amenities at such times as may be prescribed by the Council from time to time. Female members of the said Classes shall also have the rights as set out in Rule 35 (Ladies' Committee). The said female Members, together with female members of Class 1, shall be the only such Members entitled to receive notice of and attend and vote at General Meetings called in respect of qualified Lady Members of the Club.

4.3 An alphabetical list of the names and addresses of every Member of the Club shall be kept on the premises of the Club.

## **5. VISITING GREEN-FEE PAYERS**

5.1 Persons from the General Public shall be permitted the use of the Golf Course and the Putting Green on payment prior to play of the appropriate Green-Fee set out in the scale of charges, and at such times as laid down by the Council from time to time, and having satisfied the criteria of Dress, Appearance and Attitude as set out in the Bye-Laws of the Club as displayed in or near the Professional's Shop and in the Clubhouse.

5.2 Green-Fee Payers are not permitted to compete in Club Competitions and the Council may refuse a green-fee to any particular visitor or visitors.

5.3 A Member of the Club may introduce not more than three (3) golfing visitors at a reduced green-fee rate on each occasion and at times specified by the Council.

5.4 A Visiting Green Fee Payer may be introduced at a reduced green-fee rate on not more than twenty (20) occasions in any club year and must play with the introducing member.

5.5 Such a visitor may be introduced to the Clubhouse Premises in accordance with Rule 20 - Introduction of Guests to Clubhouse. Visiting Green Fee Payers as described in Rule 5.1, who are not introduced by a Member, may be permitted the limited use of the Clubhouse as prescribed by the Council from time to time.

## **6. MEMBERSHIP CARDS**

Every Member will be issued with a Membership Card and shall carry his Membership Card while on the premises of the Club and shall produce the card on request to a person authorised by the Council. Entry to general meetings will only be granted on presentation of a current and appropriate Membership Card.

## **7. ADMISSION, RE-ADMISSION AND TRANSFER OF MEMBERSHIP**

7.1 Each candidate for membership of the Club shall submit an application on the prescribed form and such candidate shall be proposed and seconded by Class 1.A or 1.B Members to whom the candidate shall be personally known. The Proposer and Secunder may be asked to complete a confidential letter in respect of the candidate for membership.

7.2 Any Member desirous of notifying the Council of any reason why a candidate should not be admitted shall communicate that reason in writing to the Honorary Secretary. This information shall be treated by the Council as confidential.



7.3 Prior to any election of any candidate, the name, address and designation of the candidate, with the names of his Proposer and Secunder shall be displayed in the Club premises for at least two weeks before such election.

7.4 Each application for membership shall be referred by the Honorary Secretary to a Committee appointed by Council. This Committee shall make such enquiries as may seem necessary and the application shall be submitted to Council for consideration for election.

7.5 All such candidates shall be elected by the Council, the mode of election to be by ballot. For election to membership a candidate shall require a minimum of two thirds of the votes of those Council members present and voting.

7.6 A person whose application has been rejected may not make a further application until after the expiration of twelve (12) months from the date of such rejection and any pre-entrance charge shall be refunded.

7.7 On the admission of a candidate to membership, the Honorary Secretary shall notify him of the fact in writing and request the payment of the appropriate entrance fee (if any) and annual subscription and any other fee or advanced payment which the Council may have introduced in accordance with Rule 12 – Advance Payments and other Fees and Charges. A newly admitted Member shall not be entitled to enjoy the rights and privileges of membership until these have been paid and, should they remain unpaid for one month after notification by the Honorary Secretary, the applicant shall be deemed to have declined membership and his name shall be removed from the register of Members. Any fees in respect of temporary membership paid by a successful applicant for membership after his name has been exhibited on the notice board may be refunded to him on receipt of the Annual Subscription. All applicants admitted into membership shall be deemed by acceptance of membership to accept and abide by all Rules and Bye-Laws of the Club including the provisions of the Child Protection Policy.

7.8 Any Member of Class 3 may transfer to Class 1.A, 2A, 5 or 6 on payment of the appropriate Annual Subscription and any additional Entrance Fee or payment which the Council may deem appropriate and subject to such other conditions as the Council may from time to time determine.

## **8. EQUALITY OF TREATMENT**

In the application of these Rules, the Council shall at all times have regard to the need for compliance with the provisions of all current legislation relating to equality and fair treatment. In particular, no applicant for membership, no member or employee of the Club or any visitor or temporary member shall be discriminated against by reason of his colour, race, creed, political opinion, gender, ethnicity, age, disability or sexual orientation.

## **9. CHILDREN**

The Council shall draw up a Child Protection Policy and shall appoint a Junior Organiser who may or may not be an elected member of Council and, under his direction and control, one or more Child Protection Officers. The names of the Junior Organiser and the Child Protection Officer(s) shall be recorded by the Honorary Secretary and they and all other members of the Club shall adhere to the provisions of the Club's Child Protection Policy.

## **10. LIMITATION OF MEMBERSHIP NUMBERS**

10.1 The Council may from time to time fix the maximum number of Members within any class or Division of membership.

10.2 The Council shall ensure that at all times the number of persons elected to membership not having rights of voting in relation to the affairs of the club shall not be more than three (3) times the number of Members having such rights.

## **11. ENTRANCE FEES**

11.1 The Council from time to time shall determine the amount of Entrance Fee and Pre-Entrance Fee, if any, for each class of membership and may accept payment of same by instalments.

11.2 A former Member in 'good standing' may be re-elected without payment of a further Entrance Fee or at such reduced Entrance Fee as seems appropriate to the Council provided the application is made within 5 years of resignation. All other applications for re-admission shall be accompanied by the appropriate Entrance Fee.

## **12. ANNUAL ADVANCE PAYMENTS AND OTHER FEES AND CHARGES**

12.1 The Council shall from time to time fix the rate of any advance payment to be made by members to enable the purchase of food and refreshments by smart card and any fixed payment to be made by members wishing to opt out of the scheme. Such determination shall include the level of payment, the classes of membership to which it shall apply and the date by which payment shall be due.

12.2 The Council may also from time to time set the rates of any other fees, levies or payments to be made by the members. Any Capital Levy shall only be introduced if agreed by a majority of two-thirds of the members present and voting at an Annual General or Extraordinary General meeting of the Club.

## **13. ANNUAL SUBSCRIPTIONS**

13.1 The Annual Subscription for each Class and Division of membership shall be fixed by the Council not later than 31<sup>st</sup> October in the preceding year. All Annual Subscriptions shall be payable on 1<sup>st</sup> January.

13.2 The Council may permit the advance payment of Annual Subscriptions.

## **14 ANNUAL SUBSCRIPTIONS – GENERAL**

14.1 The Club year shall commence on the first day of January and the payment of the Annual Subscription of a newly-elected or newly readmitted Member in any year shall be on a pro-rata basis throughout the year.

14.2 A Member of the Club shall not be entitled to attend and vote at any General Meeting or play in any Club Competition, at a time when his Annual Subscription remains unpaid.

14.3 The Council may from time to time fix a surcharge to accrue progressively in subsequent months for any Annual Subscription not paid before the 1st February in any year.

14.4 Where any Member has failed to pay his Annual Subscription by 31<sup>st</sup> March in any year, or has failed to pay by the due date any advance payment or other payment under Rule 12 – Annual Advance Payments and Other Fees and Charges, he shall cease to be a Member and shall remain in bad standing with the Club until due arrears have been paid.

14.5 The Council may readmit to membership without an Entrance Fee within 5 years of cessation of membership any person on payment of arrears of Annual Subscription and such other surcharge, if any, that the Council shall deem appropriate.

## **15. COMMUNICATION AND CHANGE OF ADDRESS**

15.1 In these Rules, where the Club is required to communicate with members in writing, it may do so by email, text or any other means of written communication approved by the Council from time to time. Any member wishing to receive communication by hard copy must advise the Honorary Secretary in writing.

15.2 Every Member shall, immediately on a change of address or email address, notify the Club of his new address or email address. All notices sent to these addresses shall be deemed to have been duly delivered 48 hours following the date of posting.

15.3 No Member or member of staff shall make any posting on social media or any other form of communication using the logo or crest of the Club without the express permission of the Honorary Secretary. No person shall make any posting on any social networking site which brings the Club into disrepute or causes distress to any member.

## **16. FORFEITURE OF RIGHTS**

Any Member expelled in accordance with the Rules, or ceasing to be a Member of the Club, shall forfeit all rights to, or claim upon, the Club or its property or fund as he otherwise would

have by reason of membership, except that, on the death of a Member the Council may refund the Annual Subscription paid to the Club in the same year.

## **17. GOLFING UNIONS**

In addition to the Annual Subscription every Playing Member shall pay the appropriate Poll Tax or Provincial Levy as required by the G.U.I. or the I.L.G.U. as appropriate.

## **18. GREEN-FEES**

The Council shall fix the fee payable by visiting Green-Fee Payers and all privileges and restrictions thereto but at all times in accordance with the Registration of Clubs Order (Northern Ireland) 1987 or any law substituted therefor or any amendment thereto.

## **19. RESIGNATION OF MEMBERSHIP**

19.1 A Member may resign his membership by giving notice in writing to the Honorary Secretary to that effect on or before 31<sup>st</sup> December of the same year. On resignation, a Member shall not be entitled to any refund of Annual Subscription or Entrance Fee and shall be responsible for the return of club keys and other club property in his possession.

19.2 A Member who has paid an advanced payment under Rule 12.2 shall be entitled to the refund of the amount of such advanced payment and to the refund of any unused advance smart card payment under Rule 12.1.

## **20. INTRODUCTION OF GUESTS TO CLUB PREMISES**

20.1 The introduction of guests to the Club Premises shall be restricted to Members of Classes 1, 2, 4 and 5 and shall be subject to the following conditions:

20.2 That a Member except a Social Member shall not introduce more than five (5) guests to the club premises on any one occasion;

20.3 That a Social Member shall not introduce more than three (3) guests to the club premises on any one occasion;

20.4 That the same guest, except where that person is a parent, spouse, partner or child of a Member, shall not be admitted as a guest of a Member to the club premises on more than twenty (20) occasions in any period of twelve months.

20.5 That a person who is a parent, spouse, partner or child of a Member of Classes 1, 2, 4, 5, 6, 8, 10 and 11 may be admitted as a guest to the club premises subject only to the restriction of conditions under sub-paragraphs 6, 7 and 8 of this Rule.

20.6 That a guest of a Member shall not be admitted to the Club premises except in the company of the Member, and the Member shall, immediately on the admission of his guest to the club premises, enter his own name, and the name and address of his guest in a book which shall be kept for that purpose and which shall show the date of each visit. Where a team or other body of persons who are, as Members of another Club (whether registered or not), Society or Organisation, visiting the Club for the purpose of taking part in, or in the organization of, or arrangement for, any pastime, sport, game or recreation at the Club, the Honorary Secretary or other Officer, Council Member or Authorised Official of the Club, may enter in the book mentioned above, the name of the visiting Club, Society or Organisation and the number of persons without specifying their names and addresses.

20.7 That a Member shall be responsible for his guest strictly observing the Rules and Bye-Laws of the Club and shall not leave the Club premises before his guest, and a guest of Members shall not be supplied with intoxicating liquor on the Club premises unless upon the invitation of and in the company of a Member.

20.8 That the Council may, if they think fit, restrict guests visiting the Club premises or the Golf Course on any specific occasion.

## **21. GENERAL MEETINGS**

21.1 A General Meeting for Class 1 Members and qualified Courtesy Members and one for female members of Classes 1 and 2 shall be held once in every year before the end of February at such time and place as the Council from time to time shall determine, or agree to. The aforementioned General Meeting shall be called the Annual General Meeting and all other General Meetings shall be called Extraordinary General Meetings.

21.2 The Council may, whenever they think proper, convene an Extraordinary General Meeting and shall also do so upon the requisition in writing of at least fifty (50) Members qualified to attend and vote at General Meetings of the Class 1 Members of the club. The Council of the Club may, if it considers it to be warranted, grant permission to the Ladies' Committee to convene an Extraordinary General Meeting upon requisition in writing of at least twenty (20) female Members qualified to attend and vote at General Meetings of the Female Members of the Club. A requisition for an Extraordinary General meeting must be made on a form prescribed by the Council, must state the object of the meeting and the terms of the motion to be debated, and must contain the signature and full name of those Members making the requisition.

## **22. NOTICE OF GENERAL MEETINGS**

Forty-two (42) days' notice of every Annual or Extraordinary General Meeting shall be given by posting a notice on the Notice Board in the Clubhouse and for Class 1 General meetings each member of Class 1 and qualified Courtesy Members, and for General Meetings for female Members each female Member of Classes 1 and 2 and qualified Courtesy Members shall be given seven (7) clear days' notice in writing addressed to the Member at his registered address.

## **23. BUSINESS AT GENERAL MEETINGS**

23.1 The business transacted at an Annual General Meeting shall be consideration of Accounts, Balance Sheet, Auditor's Report, Council Report, the election of Officers and Council Members in place of those retiring and the appointment of Auditors. Any other business is Special Business of which notice shall be given.

23.2 The Annual Meeting for female Members shall consider the Report of the Ladies' Committee, the Finances of the female Members' Section and shall elect the Office Bearers and Committee Members and conduct any other business referred to it by Council.

23.3 All business transacted at an Extraordinary General Meeting is Special Business of which notice shall be given in accordance with Rule 21.2.

## **24. QUORUM FOR A GENERAL MEETING**

24.1 Fifty (50) Class 1 Members or qualified Courtesy Members personally present and entitled to attend and vote shall be the Quorum for a General Meeting called in respect of the Class 1 Members of the Club and twenty (20) female Members similarly qualified shall be the Quorum for a General Meeting called in respect of the female Members of the Club.

24.2 No business shall be transacted at any General Meeting unless a quorum be present at the commencement of business, but such meeting shall not be rendered incompetent to transact business by reason of departure of any Member after the chair has been taken. If at the expiration of thirty minutes from the time appointed for a General Meeting a quorum be not present the meeting shall stand dissolved.

## **25. CHAIRMAN OF GENERAL MEETINGS**

The Captain/Ladies' Captain shall occupy the chair at every appropriate General Meeting, but if at any meeting he/ she be not present within fifteen minutes of the time appointed for the meeting, or shall be unwilling to take the chair, the Members shall elect one of their number so to do.

## **26. ADJOURNMENT**

The Chairman may, with the consent of any General Meeting at which a quorum is present, and shall if so directed by the meeting, adjourn the meeting from time to time and from place to place as the meeting shall determine, but no business shall be transacted at any adjourned meeting other than business left unfinished at the said meeting.



## **27. VOTING**

27.1 Every motion submitted to a General Meeting shall be decided by voice or by a show of hands – and, in the case of an equality of votes, the motion shall be lost (the Chairman cannot have a second or casting vote). A declaration by the Chairman of any General Meeting that a resolution has been carried, or carried by a required majority shall be conclusive unless immediately on such declaration the declaration is questioned. All questions as to the validity of particular votes shall be raised at the time of tender of such votes and decided by the Chairman of the meeting, whose decision shall be final, and no questions shall be raised at any other time as to the validity of any such votes.

27.2 On the election of Officers to the Council/Committee a nominee who is unopposed shall be declared elected. Otherwise voting shall be by secret ballot including secret postal votes and a simple majority shall decide. Where an election of Officers results in a tie between two or more candidates any candidate with less votes than those who are tied shall be eliminated and the election shall be immediately re-run. If there is still a tie after the election has been re-run, any candidates with less votes than those who are tied shall be eliminated and a further election conducted. If, at the end of this process candidates are still tied, the candidate to be elected shall be decided by lot and shall be eligible for re-election.

27.3 The election of Members of Council/Committee voting shall be by secret ballot including secret postal votes and any candidate failing to obtain the votes of at least twenty percent of those attending the said meeting and entitled to vote shall not be elected and a vacancy caused thereby shall remain vacant until the next Annual General Meeting. Where an election of Members of Council results in a tie between two or more candidates who have received more than the twenty percent quota, any candidate with less votes than those who are tied shall be eliminated and the election shall be immediately re-run. If there is still a tie after the election has been re-run, any candidates with less votes than those who are tied shall be eliminated and a further election conducted. If, at the end of this process candidates are still tied, the candidate to be elected shall be decided by lot and shall be eligible for re-election.

27.4 A Member may only vote for the number of vacancies or fewer, otherwise his vote shall be invalid. Only Members who are entitled to attend and vote at a General Meeting and who are unable to attend, shall be entitled to a postal vote. Postal votes shall not be accepted where a re-run of an election following a tied vote applies. The Council shall draw up detailed rules on the operation of the postal voting system with specific attention to the validity and security of the votes.

27.5 All votes on motions and all ballots for elections at a General Meeting shall be supervised by a minimum of three (3) and not more than five (5) Members elected by the Members present and entitled to vote. Such Members shall be known as Scrutineers and shall have the right to proxy votes while engaged on such supervision. No member shall be elected as a Scrutineer if that person is a candidate for election as an Officer or Council member or if he has proposed or seconded any candidate or any motion for discussion at the meeting. The first Scrutineer elected shall be the Chief Scrutineer and he shall be responsible for ensuring the proper conduct of votes and ballots and for the delivery of results to the Honorary Secretary/Captain. The Chief Scrutineer shall satisfy himself that only valid votes are counted. His decision on the validity of ballot papers shall be final.

## **28. NOTICES OF MOTION AND CANDIDATES FOR OFFICE**

28.1 A Member wishing to have any special business considered at an Annual General Meeting shall give notice of the relevant motion in writing to the Honorary Secretary at least twenty eight (28) days before the date of such meeting. All motions to be signed by the Proposer and Secunder.

28.2 A Member wishing to nominate a candidate for election as an Officer or a Member of Council/ Committee shall give written notice on the prescribed form to the Honorary Secretary at least fourteen (14) days before the date of the meeting at which such election is to be made. The form shall be signed by the Proposer, the Secunder and by the Nominee in order to indicate his acceptance of the nomination.

28.3 The Honorary Secretary shall transmit a copy of every such notice and of every nomination to every Member entitled to receive notice of a General Meeting and shall affix a copy of every such nomination to the notice board in the Clubhouse at least seven (7) days before the date of the meeting.

28.4 Motions proposed under 28.1 will be posted on the Notice Board not later than twenty one (21) days before a General Meeting. Any Member entitled to attend the General Meeting and wishing to place an amendment to the Motions posted must do so in writing to the Honorary Secretary at least fourteen (14) days before the date of such a Meeting.

## **29. OFFICERS**

The Officers of the Club shall be: a President; Trustees (of whom there shall be not more than three); Captain; Vice-Captain; Honorary Secretary and Honorary Treasurer, and the said Officers shall be Members of the Council and shall have executive authority within the policies as laid down by the Council.

## **30. COUNCIL**

Subject to the provisions of these Rules, the management and administration of the Club shall be entrusted to a Council consisting of the Officers; nine (9) other qualified Members elected at an Annual General Meeting and the retiring Captain. The nine (9) elected Members shall serve for a maximum period of three (3) years and shall be eligible for re-election. Any casual vacancy occurring in the Council may be filled by the Council and the person filling the vacancy shall retire at the next Annual General Meeting, but shall be eligible for re-election. The Council may act notwithstanding any vacancy in its body. The Junior Organiser shall also be co-opted to the Council and shall have full voting rights thereon.

## **31. TERMS OF OFFICE OF OFFICERS AND COUNCIL**

31.1 The President shall be elected at the Annual General Meeting, shall serve for a maximum period of three (3) years and be eligible for re-election. The President shall be a person who has rendered special service to the Club or who has distinguished himself at

golf or through golfing or public services. Trustees shall serve for a period of three (3) years and shall be eligible for re-election at the end of that period. The Captain, Vice-Captain, Honorary Secretary and Honorary Treasurer shall retire annually at the Annual General Meeting and shall be eligible for re-election. A retiring Captain shall be a Member of the Council for the year following his year of Office. The Council shall determine which of the elected Members referred to in Rule 30 will be required to retire annually subject to that number being not less than three (3). Those retiring in each year shall be those who have been longest in office since their last election, but, as between those who were last elected on the same day, those retiring shall, unless they otherwise agree among themselves, be determined by lot.

31.2 The Club may, by a resolution at an Annual General Meeting or Extraordinary General Meeting remove any Officer, Trustee or Member of Council from Office, and may elect another person in his stead. An Officer or Member of Council may resign by giving one month's notice in writing to the Council of his intention to do so and such resignation shall take effect upon the expiration of such notice or its earlier acceptance.

31.3 An Officer or Member of Council except for the President and Trustees, who fails to attend at least fifty (50) per cent of the meetings of the Council to which he has been summoned during the year shall cease to hold his office or his membership of the Council, unless his reasons for failure to attend are given in writing and are accepted by the Council as satisfactory.

## **32. PROCEEDINGS**

32.1 The Council shall meet together for the transaction of business at such time and places as they think proper for summoning, holding and adjournment of such meetings and for the transaction of business thereat. Council meetings shall be conducted in accordance with such Standing Orders as the Council may from time to time decide.

32.2 Eight (8) Members personally present shall be the quorum for a meeting of Council.

32.3 The Captain shall occupy the Chair at all meetings of the Council, but if at any meeting the Captain be not present, or being present be unwilling to occupy the Chair, the Members present shall elect one of their number to be Chairman of the meeting.

### **33. VOTING AT COUNCIL MEETINGS**

Except on the election, re-election or transfer of applicants in accordance with Rule 7 and under action to be taken on Rule 37 (Discipline), every question arising at a Council Meeting shall be decided by majority of votes and in the case of an equality of votes the Chairman thereat shall have a second or casting vote. Abstentions are not votes.

### **34. POWERS OF COUNCIL**

34.1 Without limiting in any way the powers of the Council contained in these rules the Council may do the following things on behalf of the Club, viz:

34.2 Borrow such monies as may be required from time to time, both for capital and revenue purposes.

34.3 Purchase, take on lease or otherwise acquire any real or leasehold property.

34.4 Sell, lease or grant in fee farm (with or without fine) mortgage, charge, or otherwise deal with any real or leasehold property of the Club.

34.5 Appoint paid officials and employees at such rates of remuneration and on such terms as they deem appropriate and terminate such appointments when deemed advisable so to do and pay such honoraria as may be fixed at an Annual General Meeting.

34.6 Supply refreshments.

34.7 Make such Bye-Laws as they deem advisable or alter or rescind the same, and such Bye-laws shall be effective until set aside by the Members at a General Meeting; a copy of all Bye-laws shall be exhibited at all times in the Clubhouse.

34.8 Delegate any of the powers (except admission, re-admission or transfer of membership in accordance with Rule 7, and action to be taken under Rule 37 (Discipline) to a committee or committees consisting of such Members as they think fit and withdraw the same when they deem it advisable to do so.

34.9 No activity shall be organised or take place within the Club without Council's permission.

## **35. LADIES' COMMITTEE**

35.1 There shall be a Committee representative of female Members of Classes 1 and 2 and qualified female Courtesy Members. The Committee will have the purpose of regulating the golfing activities of members of the Club who are affiliated to the ILGU. It shall be elected at an Annual General Meeting of such classes to be held before the end of February and shall consist of a Ladies' Captain, Vice-Captain, Honorary Secretary, Honorary Treasurer, Honorary Handicap Secretary, the retiring Ladies' Captain and nine (9) other Members elected from the afore mentioned classes, three of whom shall retire at the Annual General Meeting. The Ladies' Captain, Vice-Captain, Honorary Secretary, Honorary Treasurer and Honorary Handicap Secretary aforesaid shall retire at the Annual General Meeting and each of them shall be eligible for re-election. A retiring Ladies' Captain shall be an ex-officio Member of the Committee for the year immediately after vacating office. Any casual vacancy occurring in the Committee may be filled by the Committee and the person filling the vacancy shall retire at the next Annual General Meeting, but shall be eligible for re-election. The committee may act notwithstanding any vacancy in their body. The Committee shall determine which of the elected Members referred to above will be required to retire annually subject to that number being not less than three (3). Those retiring in each year shall be those who have been longest in office since their last election, but, as between those who were last elected on the same day, those retiring shall, unless they otherwise agree among themselves, be determined by lot.

35.2 Any Officer or Member of Committee may be removed from Office by those present at an Annual General Meeting or Extraordinary General Meeting and another person elected in her stead. An Officer or Member of Committee may resign by giving one month's notice in writing to the Committee of her intention to do so and such resignation shall take effect upon the expiration of such notice or its earlier acceptance.

35.3 An Officer or Member of Committee who fails to attend at least 50 per cent of the meetings of the Committee to which he/she has been summoned during the year shall cease to hold office or membership of the Committee, unless his/her reasons for failure to attend are given in writing and are accepted by the Committee as satisfactory.

35.4 The Ladies' Captain shall occupy the Chair at all meetings of the Committee, but if at any meeting the Ladies' Captain be not present, or being present be unwilling to occupy the Chair, the Members present shall elect one of their number to occupy the Chair.

35.5 Every question arising at a Committee Meeting shall be decided by a majority of votes, and in the case of equality of votes, the occupant of the Chair thereat shall have a second or casting vote.

35.6 The Committee shall meet from time to time to arrange Ladies' Competitions and to transact such other business as may be referred to it by Council of the Club, The Quorum for a meeting of the Committee shall be five (5).

35.7 The Conduct of General Meetings shall be in accordance with the Rules governing conduct of meetings for Class 1 members, except that Ladies, unless approved in advance by the Council, can take no decisions in relation to the management of the Club except those relating to the organization and conduct of ladies' golf competitions in the Club and inter club and other golf competitions organized by the ILGU.

## **36. TRUSTEES -CLUB PROPERTY AND INVESTMENTS**

36.1 All property of the Club shall be vested in the Trustees as appointed from time to time and shall be held in trust for Members of Class I and qualified Members of Class 7 and such Trustees shall act in all respects with regards to such property, land or investments in strict accordance with the direction of the Council. They shall have the power to sell, lease, mortgage or pledge Club Property for the purpose of raising or borrowing money for the benefit of the Club in accordance with the Council's directions, and the liability of each and every Trustee shall be limited to the extent of funds of the Club as may actually be received by him to carry out Council's directions.

36.2 No Member, or other person, shall take, or permit to be taken, from the Clubhouse or the Golf Course any property of the Club on any pretext whatsoever, except with the express permission of the Council.

## **37. DISCIPLINE**

37.1 A Member who infringes any of the Rules or Bye-Laws of the Club may be subject to such disciplinary action as the Council deems appropriate. The infringement may take place on or about the Golf Club or Course or any other Golf Club or Course.

37.2 At the time of the infringement any two Council Members have the authority to require a Member and guests involved in an infringement to immediately leave the premises.

37.3 A Member, guest, green fee payer, employee or other person reporting a Member or other person under this rule will do so to the Honorary Secretary in writing within 7 days of the relevant incident. Council have the right to extend the 7 day period in exceptional circumstances.

37.4 The Honorary Secretary will bring available information regarding each incident to the Council at its next meeting. Council may deal with any incident or refer it to a Disciplinary Committee, comprising 3 Council Members, for further investigation. The Disciplinary Committee have the authority to investigate any alleged infringement and will report its findings and recommendations to the Council as soon as possible.

37.5 Members or others accused of a serious infringement may be suspended or declared persona non grata by the Honorary Secretary pending investigation into the matter. Such a person may not visit the Club or engage in any Club activity without the approval of the Council until the matter has been resolved.

37.6 Any person accused of infringing the Club Rules or Bye-Laws will be afforded seven days' notice in writing of the date set for a disciplinary hearing. The seven day period may be extended by mutual consent. The reported Member has the right to answer to the alleged infringement. The Committee will interview any witnesses referred to it by the reporter or reported. Any person wishing to inform the Committee of relevant information can do so in writing to the Honorary Secretary. Such information should be made available to the reported Member but otherwise kept confidential.



37.7 Where a Junior Term Member is the subject of disciplinary action, his parent or guardian will be given the opportunity to accompany him to the meeting of the Disciplinary Committee. A Child Protection Officer may also attend at the request of either party.

37.8 Before considering the findings and recommendations of the Disciplinary Committee, the Council will appoint an Appeals Committee comprising 3 Council Members who should not be present whilst the findings and recommendations are being discussed. It will also invite the accused Member to appear before the Council, accompanied by a fellow Member if he so wishes, to provide an oral or written presentation. No disciplinary action will be taken unless the action recommended is passed by at least two thirds of Council Members present and voting. Abstentions will not be counted as votes.

37.9 In circumstances where disciplinary action is considered appropriate, the Council will determine the nature of such action depending on the seriousness of the offence. This may include termination of membership, temporary suspension of membership, financial penalty or any other action the Council deems appropriate. A Member who is having his membership terminated may, in special circumstances, be offered the option of resignation. Subsequently, such persons will be deemed to be persona non grata and will only be permitted to attend at or engage in any Club activity with express permission of the Council. A person who ceases to be a member under this rule will not be permitted to reapply for membership for a period of two years from the date of termination of his membership. The Honorary Secretary will inform the relevant person in writing within seven days of the Council Meeting.

37.10 The Member disciplined under these procedures has seven days from the date notification of the Council's decision is sent to lodge notice of an appeal against the decision with the Honorary Secretary. The appeal will state the grounds under which the appeal is being lodged. Appeals will only be considered if they introduce new and relevant material or if they can show that the procedure adopted by the Disciplinary Committee was incomplete or flawed. Frivolous appeals will not be considered. On receipt of an appeal, the Council will refer the matter to the Appeals Committee set up under 37.8 above. The appellant may make written or oral submissions to the Appeals Committee and may be accompanied at the hearing by a fellow Member of the Club. Junior Term Members will be instructed to attend with a parent or guardian. Council may not revisit any determination made by the Appeals Committee unless new and relevant information becomes available.

### **38. MINUTES**

The Council shall cause minutes to be made of all resolutions and proceedings of all General Meetings and of the Council.

### **39. ACCOUNTS**

The Council shall cause true accounts to be kept of all income and expenditure and all assets and liabilities of the Club for the financial year covering the period 1st October -30th September in any year.

### **40. AUDITORS**

The Club's accounts and balance sheet shall be audited by a qualified Auditor before presentation to the Annual General Meeting.

### **41. SUPPLY AND CONSUMPTION OF INTOXICATING LIQUOR**

41.1 No Member of the Council or Committee or governing body, and no manager or person employed in the Club, shall have any personal interest in the supply of intoxicating liquor in the Club or in the profits arising from such supply.

41.2 No person shall be paid at the expense of the Club any commission, percentage or similar payment on or with reference to purchase of intoxicating liquor by the Club.

41.3 No person shall, directly or indirectly, derive any pecuniary benefit from the supply of intoxicating liquor by or on behalf of the Club or Members or guests, apart from any benefit accruing to the Club as a whole.

41.4 Intoxicating Liquor shall not be supplied to persons who are not Members of the Club for consumption outside the premises of the Club.

41.5 Intoxicating liquor shall not be supplied to Members of the Club for consumption outside the Club except where the liquor is supplied in such quantities and during such hours, being hours within the permitted hours, and on such days as the Sub-Divisional Commander for the Police Sub-Division in which the premises are situated may authorise in writing.

41.6 No intoxicating liquor shall be supplied to any person under eighteen years of age.

41.7 Intoxicating liquor may be supplied on the Club premises as follows:

1. Weekdays, except Good Friday, between the hours of 11.30 am and 11.00 pm, and on special occasions not later than 1.00 a.m. on the following day.
2. Good Friday Between the hours of 5.00 p.m. and 11.00 p.m.
3. Sundays and Christmas Day between the hours of 12.30 p.m. and 10.00 p.m. On special occasions on Sundays not later than 12.00 in the evening.
4. On Sundays, being 31 December, not later than 1.00am. on the following day.
5. No extension shall be permitted on Christmas Day, Easter Day or Good Friday.

Council may alter the Sunday hours as set out above and in 41.9 but always within the terms of the Registration of Clubs Order.

41.8 A statement, printed in plain type, of the hours during which intoxicating liquor may be supplied on the premises of the Club shall be exhibited in a conspicuous part of the Club Premises. This statement will also indicate the additional 30 minute period allowed for the consumption of liquor after the hours referred in 39.7

41.9 No intoxicating liquor may be consumed on the Club Premises on any weekday between the hours of 11.30 p.m. and 11.30 a.m. of the following day or on Sundays or Christmas Day between the hours of 10.30 p.m. and 12.30 p.m. of the following day or on Good Friday between the hours of 11.30 pm and 5.00 p.m. of the following day except where the weekday hours have been extended under 39.11 below, and then not later than 1 .30 a.m. on the following day. On special occasion on a Sunday not later than 12.30 a.m. on the following day.

41.10 The Council may reduce the aforesaid hours from time to time as it thinks fit. The Steward/General Manager/Bar Manager, Senior Bar Person or any Officer of the Club are empowered to impound unconsumed liquor on the Club Premises after the permitted hours.

41.11 The Council may, on occasions, extend the hours during which intoxicating liquor may be supplied on the Club Premises within the parameters set out by law.

41.12 The Council shall from time to time make such regulations or bye-laws consistent with the foregoing as they may think proper for the management of the Club Premises, the supply of intoxicating liquor therein, and the regulation of and preservation of order in the same.

## **42. CLUB ASSETS AND SURPLUSES**

The Club is a non-profit making organisation. All profits and surpluses will be used to maintain or improve the Club's facilities. No profit or surplus will be distributed other than to another non-profit making body or to Members on winding up or dissolution of the Club.

## **43. DISSOLUTION**

43.1 The Club may be dissolved by a resolution passed by a majority of not less than two-thirds of such Members as, being entitled so to do, vote at an Extraordinary General Meeting of which notice specifying the intention to propose the resolution has been duly given in accordance with these rules.

43.2 Upon dissolution all the property and assets of the Club shall be held by the Trustees upon trust to convert the same into money and pay thereout of all the liabilities of the Club and thereafter to distribute the residue in such manner as the Members of Class 1 and qualified Courtesy Members shall decide.

#### **44. ALTERATION OF RULES**

These rules may be altered in any way by a resolution passed by a majority of not less than two-thirds of such Members as, being entitled so to do, vote at an Extraordinary General Meeting of which notice specifying the intention to propose the resolution has been duly given in accordance with these rules, except that the Council shall have power to alter the rules governing the sale of Intoxicating Liquor to conform to any Order in Council without recourse to an Extraordinary General Meeting.