

Constitution

Local Rules (Annex's)

Revision 2011 (Draft 5) Dated 05/09/2011



GOSPORT & STOKES BAY GOLF CLUB

[This document makes up the Gosport and Stokes Bay Golf Club Constitution; Annex's of this document contain The Rules of the Club. PLEASE CHECK FOR LATEST VERSIONS.]

Abstract

This document is primarily The Club Constitution which references a separate set of annexes which make up the Club Rules.

Club Constitution (Main Body) :-

Formerly known as Gosport and Stokes Bay Golf Club RULES (amended 2003) the Club Constitution has replaced this document. The requested update of the Rules minuted in the 2009 AGM has led to a clear separation of Constitution and Rules. As explained in the body of the text the Constitution can only be modified at AGM or EGM by the request and vote of the members.

Club Rules (Annexes) :-

Club Rules other than those presented within the Club Constitution will be formulated within these annexes. The Club Rules include Local Rules, Club Rules (i.e. Clubhouse), Seniors-Ladies-Juniors-Sunday Rules, plus additional rules as deemed necessary. The separation of Constitution and Rules is to allow changes of The Rules to be made at Committee level, this is current practice with the only difference being a name change and a centralized document to house such Rules. Club Rules can be amended at Committee meetings if so required.

**THE MOST UP TO DATE VERSION OF CONSTITUTION AND RULES
SHALL BE POSTED IN THE CLUB HOUSE AT ALL TIMES.**

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Constitution Change Sheet

1. Name

The Club shall be called Gosport & Stokes Bay Golf Club.

2. Objects

The objects of the Club are as follows:

To maintain and conduct a Golf Club for the benefit of the members.

To provide members with all the privileges of a private members Golf Club.

To ensure that every courtesy is extended to guests, societies and visitors to the Club.

To promote the game of golf and to forward the interests and reputation of the Club.

To uphold all forms of golfing etiquette and all rules of the Club.

To provide local rules for the playing of golf at the Club and promote compliance with the rules of amateur status as approved by the R&A.

3. Club President

3.1 The Club President, who is a titular Head of the Club, is an honorary title. The Club President will be proposed by the Officers of the Club in conjunction with not less than 3 Past Captains and presented at the AGM for ratification or otherwise.

3.2 The holder shall be supported by a Vice President of their choice - subject to confirmation with the Club Captain and verified at the AGM. Both titles shall be bestowed on voting or Honorary members who shall retain the titles until the Club Committee deem it appropriate to confer the title on another member or by resignation or otherwise.

3.3 Should the Club President be unable to fulfil their duties or responsibilities to the Club, the Vice President will automatically assume the role.

3.4 Should both Club President and Vice President leave the Club, the Officers of the Club in conjunction with not less than 3 Past captains will appoint (subject to acceptance by the individuals) a temporary Club President and temporary Vice President who will be presented at the following AGM for ratification or otherwise.

4. Club Captain

The Club Captain, is the Head of the Club, supported by a Committee in overseeing the affairs of the Club.

5. Officers of the Club

- 5.1 The Officers of the Club shall be the Club Captain, Vice Captain, Immediate Past Captain, Club Treasurer & Club Manager/Secretary (non-voting).
- 5.2 The Officers of the Club shall meet to discuss and resolve emergency problems within the Club which occur from time to time or convene a Committee meeting for said purpose. These problems, associated discussions and decisions are to be minuted and presented to the next Committee meeting.

6. Club Committee

- 6.1 The affairs of the Club, including catering arrangements and the purchase and sale of intoxicating liquor, shall be wholly managed by the Club Committee which shall consist of the Officers of the Club, Lady Captain, Seniors Captain and members to be elected at the AGM, namely Chairman of the Greens; Match Secretary; Handicap Secretary; Social Secretary; and Juniors Secretary. The Manager/Secretary, Lady Honorary Secretary and Seniors Secretary are non voting Committee members who are not subject to election at the Club's AGM.
- 6.2 No individual may hold more than 2 posts on the Club Committee contemporaneously.
- 6.3 The nominated Vice Captain should preferably have G&SBGC Committee experience.
- 6.4 In the event that the AGM is unable to fill all the elected posts on the Club Committee, the task of filling such posts is delegated to the remaining members of the Club Committee.
- 6.5 The Club Committee has the right to invite any number of individuals to advise the Club Committee where their knowledge and experience/expertise can be used for specific issues. Such individuals shall have no voting rights on the Club Committee. The duration of such appointments will be for the remainder of the Club year or a lesser period if so stated.
- 6.6 If a Member is seconded onto the Committee into a Committee position that has become vacant and already has a vote then that Member shall be allowed to vote.
- 6.7 The Club Committee may appoint sub-committees, each with their respective chairman, who must be a full Committee Member, and appropriate terms of reference as laid down from time to time by the Club Committee.
- 6.8 All sub-committees must periodically report their progress to the Club Committee and must conduct their business in accordance with their directions.

- 6.9 All Club Committee members shall be elected from the playing membership (18 years and over), excluding temporary members, and shall serve for a period of one year unless resignation or otherwise.
- 6.10 The immediate Past Captain may not offer themselves for election to the Vice Captain position for a period of 3 years after serving as immediate Past Captain but may offer to be elected to any other position on the Club Committee.
- 6.11 The Vice Captain or in their absence another Officer of the Club so nominated by the Club Captain to deputise in periods of absence may at any time at their discretion call a meeting of the Club Committee.
- 6.12 A valid quorum for a Club Committee meeting must include the Club Captain or Vice Captain or nominated Officer of the Club as per paragraph 6.11 and a minimum of 5 Committee members.
- 6.13 Decisions of the Club Committee are by simple majority vote. In the case of voting being equal the Chairman has the casting vote.
- 6.14 The Club Committee shall meet monthly, at least 10 times per year.
- 6.15 The Club Committee shall formulate, discuss and update the Gosport and Stokes Bay Golf Club Rules as promulgated in the Annexes to the Club Constitution.
- 6.16 Full and accurate minutes will be produced as a record of each Committee/Sub Committee meeting (with actions recorded), published within two weeks and posted on main Club notice board and the Club's Website.
- 6.17 See Annex B of the Club Rules for Roles of the Committee Members.

7. Nomination & Election of Club Committee Members

- 7.1 Nominations for positions on the Club Committee shall be made on the nomination sheet which shall be posted on the main notice board at least 21 days prior to the date of the AGM. No nominations will be entertained unless via the nomination sheet.
- 7.2 Positions available for Election include Captain, Vice Captain; Treasurer, Chairman of the Greens; Match Secretary; Handicap Secretary; Social Secretary and Juniors Secretary. Lady Captain and Seniors Captain are elected at their respective General Meetings and ratified at the AGM.
- 7.3 Nominations will cease 10 days prior to the AGM when the nomination sheet will be removed.
- 7.4 Nominees must be playing members (18 years and over, excluding temporary members) of respective categories and be proposed and seconded by separate

members also from the playing membership (18 years and over and excluding temporary members).

- 7.5 Where more than one candidate is nominated for a position on the Club Committee, each nominee is required to submit a brief resume in respect of and in support of the suitability for the position applied for to be presented at the AGM.
- 7.6 Election of candidates onto the Club Committee will be at the AGM and will be by a ballot from all attending members entitled to vote as verified by the Club. The counting of votes is to be witnessed and verified by two voting members of the Club selected at the AGM by the Chairman.
- 7.7 A simple majority is sufficient to carry a vote. In the event of a tie for any position, a re-vote will take place.

8. Club Membership

- 8.1 Club Membership is open to all persons, subject at all times to the observance of the constitution, rules and objects of Gosport & Stokes Bay Golf Club.
- 8.2 Categories of Membership are:
 - 8.2.1 Full Membership. (Men, Ladies, Concessionary)
(7 day playing rights)
 - 8.2.2 5 day Membership. (Men, Ladies, Concessionary)
(5 day playing rights from Monday to Friday. may play at weekends subject to course availability and payment of the appropriate green fee.)
 - 8.2.3 Junior Membership.
(7 day playing rights subject to course availability.)
 - 8.2.4 Honorary Membership.
(7 day playing rights subject to course availability)
 - 8.2.5 Temporary Membership.
(7 day playing rights subject to course availability and payment of the appropriate green fee.)
 - 8.2.6 Joint Membership.
(Playing rights appropriate to the category of membership applicable to each of the members.)
 - 8.2.7 Social Membership.
(Have no playing rights on the course)
- 8.3 Dispensation for Junior Members
 - 1 Junior membership shall be open to all young persons under the age 18.
 - 2 Persons over 18 and under 21 but in full time education or apprenticeship shall also be entitled to Junior Membership.
 - 3 Persons over 18 and under 21 who cease full time education or apprenticeship shall be required to apply for full or 5 day membership

as appropriate.

8.4 Honorary Membership:

- 1 The Club at the AGM may elect Honorary members.
- 2 A list of Honorary Members is held by the Officers of the Club.

8.5 Members (Family Admission and Use of Facilities):

Partners, spouses and immediate family of playing members shall be afforded the same admission privileges as social members but without the requirement to pay an annual subscription.

9. Subscriptions

9.1 The annual subscriptions of the Club shall be for the period 1 April to 31 March the following year.

9.2 In recognition of the potential personal expense involved in promoting the Club, the Club Captain shall have the annual subscription waived during their term in office.

9.3 Annual membership rates shall be proposed by the Club Committee and displayed on notice boards 10 days prior to the AGM.

9.4 The proposed rates shall be presented for agreement by members at the AGM or EGM. Thereafter agreed membership rates shall be displayed on Club notice boards.

9.5 Qualification for concessionary rates shall be 65 years of age for Men and Ladies except for those already in receipt of concessionary rates.

9.6 Any member who has not paid their subscription within one month of the sum becoming due shall be requested in the name of the Club Committee to do so immediately after the 30 April.

9.7 If the subscription is not paid before or on the due date, a member may approach the Club Committee to offer an explanation regarding the circumstances. The Club Committee may make a decision based on the circumstances. Otherwise a failure to pay the subscription may result in membership cancellation as decided by the Committee. The individual may appeal in writing against this decision. If this appeal is unsuccessful the individual will be required to re-apply for membership of the Club. The individual will not be permitted to use any Club facilities in capacity as a member but may do so in accordance with the constitution in respect of a visitor/guest including any payment of fees associated with this category of admission to Club facilities.

10. Joining the Club

- 10.1 Any person wishing to join the Club must complete and sign an application form (available from the Club Office, Shop and Bar) duly proposed and seconded by two playing members (18 years and over, excluding temporary members) wherein they agree to abide by the constitution and rules of the Club.
- 10.2 The completed form will be displayed on the Club notice board for not less than 7 days for the information of members. An acknowledgement letter will be sent to the prospective new member. Any objections shall be notified in writing to the Club.
- 10.3 Following provisional approval by the Club Committee prospective new members shall be interviewed by the Captain, Captain of the Section and/or a nominated Officer of the Club before final approval and acceptance.
- 10.4 Upon acceptance, the appropriate fee must be paid either by cheque payable to Gosport & Stokes Bay Golf Club, Direct Debit or cash. Membership fee will be pro-rata on the date of joining.
- 10.5 On being approved for membership they shall be entitled to all Club and/or playing facilities appropriate to the category of membership.

11. Ladies Section

- 11.1 The Ladies Section shall have their own committee consisting of the Lady Captain, Lady Secretary and other such Lady Members as shall be elected at a meeting of the lady members to assist in the management of the Ladies Section.
- 11.2 The meeting of the Ladies Section to be held each year and the outcome presented at the Club AGM in March.
- 11.3 The Lady Captain shall be a playing member of the Club and shall be a voting member of the Club Committee upon election to the post and confirmation at the Club AGM.
- 11.4 The Ladies Section accounts shall be audited or independently inspected and a balance sheet presented at the Ladies Section General Meeting and subsequently submitted to the Club Treasurer.
- 11.5 The Ladies Section will conduct their affairs in accordance with the Constitution and Club Rules.

12. Seniors Section

- 12.1 The Seniors Section shall have their own committee consisting of the Senior Captain, Senior Secretary and other such senior members as shall be elected at a meeting of the senior members to assist in the management of the Seniors Section.
- 12.2 The meeting of the Seniors Section to be held each year and the outcome presented at the Club AGM in March.
- 12.3 The Seniors Captain shall be a playing member of the Club and shall be a voting member of the Club Committee upon election to the post and confirmation at the Club AGM.
- 12.4 The Seniors Section accounts shall be audited or independently inspected and a balance sheet presented at the Seniors Section general meeting and subsequently submitted to the Club Treasurer.
- 12.5 The Seniors Section will conduct their affairs in accordance with the Constitution and Club Rules.

13. Annual General Meeting/Extra-Ordinary General Meeting

- 13.1 The AGM shall be held on the third Wednesday of March each year.
- 13.2 Any items to be considered for inclusion on the AGM agenda must be submitted in writing to the Club Committee at least 10 days prior to the date of the AGM.
- 13.3 At least 21 days notice shall be given to all voting members of the intended AGM by display on notice board and Email.
- 13.4 The Club Committee or a voting member (in writing and supported by at least 25 voting members) may call an Extra-Ordinary General Meeting (EGM) which shall have exactly the same standing as if it were an AGM.
- 13.5 As with an AGM, an EGM will require at least 21 days notification displayed to voting members.
- 13.6 The EGM will be held within 21 days of the initial notification of the request. 25 voting members at an EGM shall constitute a quorum.
- 13.7 No change to the Constitution of the Club shall be made save by a majority of 2/3 of the voting members present and voting at an AGM or EGM.
- 13.8 Only voting members shall be entitled to vote on any resolution at any General Meeting. Proxy voting is not permitted. Members attending any General Meeting will sign in and be required to verify their voting entitlement to the controlling Club Committee Member on arrival.

14. Right to Vote

Voting members are those 18 years and over paying a playing subscription and members paying concessionary rates. All other grades of membership shall not be entitled to voting rights.

15. Club Finances

15.1 The financial year of the Club shall end on the last calendar day of January each year.

15.2 The Club Finances will be controlled by a Finance Sub-Committee, chaired by the Treasurer, consisting of no less than 5 Members, proposed and approved by the Club Committee. This Sub-Committee will meet not less than 6 times a year to formulate, review and update the Club's Business Plan plus provide regular reports to the Club Committee on the financial status of the Club.

15.3 If at any time the Club at AGM or EGM passes a resolution authorising the Club Committee to borrow money, the Club Committee may borrow the amount of money either at one time or from time to time at a rate of interest in the form and manner and upon the security specified in the resolution or as the Club Committee shall be so authorised.

16. Auditing of Accounts

16.1 A professional accountant shall be appointed at the discretion of the Club Committee to audit or independently inspect the accounts of the Club. The Auditors report plus any accompanying advice and letters to the Captain will be retained in the Club records and made available to the Club members at the General Meeting.

16.2 These certified accounts shall be displayed for not less than 10 days before the AGM and submitted to members at the AGM.

17. Legal Advice

A qualified solicitor shall be engaged at the discretion of the Club Committee whenever professional legal advice is required.

18. Data Protection

A register of names, addresses and contact details of members will be held on the Club premises and maintained by the Officers of the Club (Data Protection Officer). For the purposes of the Data Protection Act, members consent to the Club obtaining personal data which shall remain secure and other than for Club purposes shall not be disclosed to any other persons outside the Club without the member's written consent.

19. Disciplinary Measures

- 19.1 Every member of the Club impliedly undertakes to comply with the constitution and rules of the Club.
- 19.2 A member of the Club whether on the course or inside or outside the Club premises (including the car park) or representing the Club at other venues who acts in a manner injurious to individuals, property or the character or interests of the Club may, following a full investigation, be suspended or expelled from membership of the Club.
- 19.3 The member shall be advised beforehand of the circumstances concerned and shall be allowed to offer an explanation verbally or in writing to the Officers of the Club within 7 days of being advised.
- 19.4 The Officers of the Club shall convene a meeting in accordance with the constitution where the matter will be heard. The member may attend and present to the Officers of the Club a verbal account or may submit this in writing. The Member has the right to be accompanied by a person of their choice.
- 19.5 A simple majority of the Officers of the Club present at the hearing is sufficient for a decision. The decision is to be relayed to the Club Committee.
- 19.6 If in the opinion of a simple majority of the Club Committee it shall be considered to be in the interests of the Club then the Committee may recommend expulsion from the Club of a member or suspension from use of Club facilities or playing rights depending on the nature of the offence and shall inform the member of the decision.
- 19.7 A member has the right to appeal against any decision to suspend by written notice to the Officers of the Club not later than 7 days after notification by the Club Committee.
- 19.8 Upon suspension, a person shall, depending on the nature of the offence, forfeit all rights to Club facilities or playing rights commencing and ending on the dates specified by the Club Committee.
- 19.9 A suspended member (where relevant) shall not be permitted to use any Club facilities including the playing of golf and shall not be admitted to the Club premises as a guest or otherwise.

20. Liability for Damage

Any member shall be personally liable for any cost incurred due to damage or breakage of Club property whether caused by the member or their guest(s). Liability for genuine accidental cause as verified by the Club Committee may be accepted.

21. Resignation/Suspension

- 21.1 Any notice of resignation from the Club should be notified in writing to the Club Captain giving at least one calendar months notice prior to the end of the member's subscription year otherwise the member may be liable for the following years subscription.
- 21.2 Any Member may request suspension of their playing membership by submitting reasons in writing to the Club Captain who will present the request to the next Committee meeting. Each request will be reviewed and the Member will be advised of the Committee's decision. The suspension will continue until the end of the current subscription year (31st March). If the Member so wishes they may apply to extend the suspension further. During the period of suspension the Member will be afforded the same privileges as for social members.
- 22.2 Reimbursement may be considered during a subscription year if a member relocates, has a valid medical reason or suffers a material change in financial circumstances. Under these circumstances the Club Committee shall make the decision to accept or refuse the resignation with thought to reimbursement.

22. Complaints

- 22.1 Members are required to formally write in with any major complaints that they wish to bring to the attention of the Club Committee. Complaints once received will be acknowledged within 10 working days by the Club Committee.
- 22.2 Complaints shall be dealt with in such manner as the Club Committee shall from time to time decide.
- 22.3 A suggestion book is available in the bar area of the Club which allows Members to raise minor complaints or suggestions that may be answered by the Captain or relevant Committee Member. The book will be checked weekly and answers supplied as soon as possible after the next Committee meeting.

23. Consumption of Alcohol

- 23.1 The hours during which intoxicating liquor may be served shall be in accordance with the licensing laws as stipulated in the Licensing Act 1964. The maximum permitted hours shall not be exceeded.
- 23.2 The daily permitted hours during which intoxicating liquor may be served

shall be at the discretion of the Club Committee.

- 23.3 Bar opening hours shall be displayed on the Club premises.
- 23.4 The following category of persons shall be entitled to admission to the Club premises and to purchase intoxicating liquor for consumption on the premises:
- 23.4.1 Club members
 - 23.4.2 Members of other recognised golf Clubs
 - 23.4.3 Temporary members (Green fees)
 - 23.4.4 Members of visiting Club or team officially invited
 - 23.4.5 Persons invited to the Club by the Club
 - 23.4.6 Club caddies and Club employees
 - 23.4.7 Invited guests and visitors
 - 23.4.8 Visitors forming part of an official hired private function
- 23.5 No person under the age of 18 is permitted to purchase or consume intoxicating liquor on the premises.
- 23.6 Other persons are not permitted to purchase intoxicating liquor for consumption by under 18 year olds.
- 23.7 All guests or visitors upon entering the premises will be required to sign the visitors book.
- 23.8 Organisers of private functions to be held on the premises are required to supply a list of guests to the Officers of the Club as part of the approval procedure to hold the event.

24. Health & Safety

- 24.1 The Club is a leased premises managed by a committee formed from the membership. Whilst the landlord(s) may have certain responsibilities insofar as aspects of the maintenance of the property is concerned as laid down in the leasing agreement, responsibility for the management of health and safety in respect of employees and other persons rests with the Committee.
- 24.2 It is therefore incumbent on the committee to formulate a health and safety policy identifying the commitment, organisation and arrangements needed to manage and maintain health and safety thereby making the premises and the playing of golf as safe as possible for all.
- 24.3 The Officers of the Club will be responsible for ensuring that a continuing programme of risk assessment covering the Clubhouse and its services and facilities is maintained. It is recognised that the premises belongs to the Club but that certain aspects are the responsibility of others - for example, the kitchen and shop fall to the external caterers when in use by them. In this case the health and safety of the employees engaged therein is their

responsibility.

- 24.4 The Head Green keeper is responsible for ensuring that a continuing programme of risk assessment covering the health and safety aspects of the course and all equipment/machinery is maintained.

25. Managing Trustees

- 25.1 The Club Committee constitutes the Managing Trustees of the Club.
- 25.2 They shall be responsible for the day to day business of the Club and as such shall be collectively and individually responsible on any contractual and other obligation entered into on behalf of the Club.
- 25.3 They must ensure that they exercise their duties carefully and in a way that fully reflects the ability of the Club to meet liabilities they agree on behalf of the Club so that finances of the Club are not overreached by those decisions.
- 25.4 They must ensure that the Club maintains comprehensive insurance to cover claims against the actions of the trustees. (Advice may be required from the Club's Solicitor).
- 25.5 It should be noted that as Members of a private members club **all Members** (except Honorary Members) are ultimately liable for any outstanding individual debts incurred by the Club.

26. Holding Trustees

- 26.1 Holding Trustees shall be proposed by the Club Committee and formally elected by a 2/3 majority at the AGM.
- 26.2 They shall hold office until resignation or otherwise unless removed by a resolution of the membership at an AGM.
- 26.3 There shall be a minimum of 2 and a maximum of 4 holding trustees.
- 26.4 The holding trustees hold the leases of the Club on behalf of the members and are responsible for complying with all reasonable instructions from the Club subject to being indemnified out of the Clubs assets against any liability they incur in doing so or the Club in General Meeting directs.
- 26.5 The Holding Trustees may at the request of the Club Committee make any disposition of the Club property or any part of it and enter into any agreement in relation to the Club property as the Club Committee thinks proper or as the Club in General Meeting directs.

27. Dress Code

On the Course:

Shirts are to have collars and sleeves (except for Ladies)
Shirts are to be tucked in at the waist
Ladies tops may be sleeveless
Tailored shorts are permitted
For guidance shorts/skirts should be knee length
Predominantly white ankle or knee length socks when wearing shorts/Skirts
Proper golf shoes and socks
Golf trousers are **not** to be tucked into socks unless waterproof trousers are also worn
Peaked/baseball caps must be worn the correct way round (with the peak at the front)
No, denim jeans, track suits, leisure suits, trainers are to be worn
No, soccer, rugby, athletic shorts are to be worn
No football, cricket or rugby shirts are to be worn

In the Club House:

Denim Jeans are **not** permitted except on special occasions as agreed by the Committee
Socks are to be worn (except for Ladies)
No Golf shoes in the Club House, only the Locker rooms
No Training shoes, Flip-Flops or Plimsolls
No Track suits/Leisure suit, Football or Tennis Shorts
No ¾ length shorts (for Guidance Shorts should be knee length)
No Cargo Trousers, Wet Golf Clothing, or Soiled Clothing
No Sleeveless shirts (except for Ladies)
Headgear of any kind

Note: Any Member guest or visitor not suitably dressed may be asked to leave the course or Club House.

Dress code at private functions is at the discretion of the organisers who will be asked to use their discretion to ensure smart casual wear is the minimum acceptable.

It is the responsibility of ALL Members to enforce the Dress Code. Relaxation of the applied standard of dress for special occasions is the prerogative of the Club Captain.