

COLMWORTH and NORTH BEDFORDSHIRE GOLF CLUB

CONSTITUTION (revised March 2015)

Preamble

Colmworth and North Bedfordshire Golf Club is a "Proprietor's" Golf Club, which means that the course is owned and managed by a private organisation or individual(s), (the Proprietor), and not by the Members.

This constitution defines the objectives, roles and responsibilities of the Proprietor, and of the Members.

Definitions

The Club

The collective body comprising the Proprietor and the Members, which exists to facilitate, manage and organise the sport of golf at Colmworth and North Bedfordshire Golf Club.

The Proprietor

The owner of the land and buildings constituting the golf course and the club house, and all associated elements. Namely Mr D Prigmore and Mrs J. Vesely.

The Members Association

A body representing the Members in the organisation and management of the sport of golf within The Club.

The Members

Individuals, who shall pay to the Proprietor a membership subscription for the privilege of being a member of The Club, and a levy to the Members Association for their annual membership to the Association.

Objectives

1. The Proprietor

The objectives of the Proprietor are to provide Members with an acceptably maintained Golf Course and Clubhouse, with adequate facilities that are commensurate with golfing needs and accessible at all reasonable times to Members.

2. Members Association

The objectives of the Members Association are to represent the interests of the Members within The Club; to enable Members to obtain and improve their handicaps; to provide and manage competitions; to promote the observance of the Rules of Golf and etiquette; to encourage sportsmanship; foster friendship and the social side of golf; to ensure the provision of appropriate insurance for members; and to promote the membership and well-being of the Club.

The Members Association shall be governed by a Committee, to be elected by the Members at an Annual General Meeting.

All Members of the Club shall automatically be members of the Members Association, subject to payment of the membership levy.

3. Membership

The categories of Membership are listed below: Male and female members treated equally.

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| a) President | (voting) |
| b) Full Member. | (voting) |
| c) Senior Member (over 65 years of age) | (voting) |
| d) 5 day Full member | (voting) |
| e) 5 day Senior Member | (voting) |
| f) Junior Member (up to age 18 years) | (non-voting) |
| g) Associate Member | (non-voting) |

The Proprietor reserves the right to alter or add to these categories at any time, subject to agreement with the Committee

4. Election of Members

Candidates must apply in writing to the Proprietor for membership of the Club.

Candidates for membership of the Club shall be approved by the Proprietor, subject to ratification by the Committee.

No person (except those expelled within the preceding 12 months) shall be refused membership without first being given the opportunity of being heard by the Committee.

5. Club Membership Subscriptions and Joining fees

The joining fee and annual subscription shall be such amounts as the Proprietor may determine, and are payable to the Proprietor on application to join the Club, and annually thereafter. Special offers or discounts may from time to time be introduced.

The Club Year will begin on 1st April.

6. Members Association Levy

In addition to the Membership Subscriptions payable to the Proprietor, Members shall pay a Levy to the Members Association to cover insurance for members whilst on the golf course, the County and National Affiliation Levies payable, and all appropriate costs associated with competitions and awards. The amount of the Levy will from time to time be subject to adjustment according to costs, such adjustment to be approved at an Annual General Meeting of the Members Association. Payment of the Levy is a condition of membership of The Club.

7. Visitors and Green Fees

The course and clubhouse will be open for use by visitors upon payment of a Green Fee.

Green Fees will be such amounts as determined by the Proprietor, and shall be payable by all non-members.

Visitors will be required to respect the course dress code for golf, and to demonstrate a satisfactory standard of play, and to respect the normal standards of golfing etiquette.

Visitors will not be permitted to commence play during Members' Times without permission from the Proprietor or a member of the management staff, unless as a guest invited by a Member.

8. Members' Starting Times

Saturdays: - 8.00 – 9.00 am.

Sundays: - 8.00 – 9.30 am

Mondays, Wednesdays and Fridays: 8.00 - 9.00 am

These times may be subject to alteration by agreement between the Proprietor and the Members.

Additionally, the Proprietor reserves the right to make use of any of these times if they haven't been booked by the night before.

Tee reservations for all events, competitions and matches outside of the above reserved times shall be agreed at least one month in advance with the Proprietor.

9. Affiliations

The Club shall be affiliated to England Golf, and to the Bedfordshire County Golf union, incorporating the Bedfordshire Ladies Golf Association, and to which all playing Members will be Members (Juniors excepted).

10. Committee

A Committee representing the Members shall meet regularly to supervise the affairs of the Members Association.

The Committee shall be comprised of the following membership:

The President plus 8 Members

The President shall normally act as Chairman at meetings of the Committee. In the absence of the President, the Committee may elect any other officer present to act as Chairman for the meeting.

A Quorum, for the purposes of a meeting, shall be not less than 5 members of the Committee. Any matter requiring the vote of the Committee shall require the support of not less than 5 members of the Committee, (which may include the President), present at the meeting.

The Proprietor shall be entitled to be represented at the Committee Meetings for the purpose of discussion of affairs involving the interests of both the Proprietor and the Members. The Proprietor shall have no voting rights at the meeting on any matter affecting the Members only, but will have the final say on matters affecting the managerial or financial interests of the Proprietor.

The Committee Members shall be elected by the Members at an Annual General Meeting of the Members Association. The posts for election shall be:

- (i) The President
- (ii) The Honorary Secretary
- (iii) The Honorary Treasurer
- (iv) The Club Captain
- (v) The Competition Secretary
- (vi) The Handicap Secretary
- (vii) The Lady Captain/Secretary
- (viii) The Seniors' Captain
- (ix) The Vice Captain

The post of President shall be elected for a three year period

The posts of Honorary Secretary and Honorary Treasurer shall be elected for a 2 year term, and any full or 5 day member shall be eligible for election.

All other posts shall be elected for a 1 year term, and any full or 5 day member shall be eligible for election.

No officer of the Committee shall hold more than one post at any one time, unless approved by the Members at an Annual General Meeting.

The names and contact details of all Committee members must be displayed at all times on the Club notice board, and on the Members page of the Club web site.

The Committee shall meet at least once in every two months, and more frequently should it so decide.

Any Committee or sub-Committee Member not attending three consecutive meetings without satisfactory reason shall cease to be a member of the Committee or Sub-Committee.

11. Objectives and Functions of The Committee

The objectives and functions of the Committee are:

To represent the views of the Members and to liaise with the Proprietor in the good management of the Club.

To enable Members to obtain and improve handicaps.

To provide competitions for Members.

To encourage sportsmanship and to foster friendship and the social side of golf.

The Committee may choose to pay honoraria to any of its officers, the amounts being reviewable from time to time and always subject to ratification by the Members at an Annual General Meeting.

12. The President

The elected President shall chair the Committee Meetings, together with the Annual General Meetings and any Extraordinary General Meetings.

In chairing such meetings the President shall act as a "bridge" to the Proprietor, and shall act with total impartiality in any discussion or dispute with the Proprietor.

13 Responsibilities of the Honorary Secretary and the Honorary Treasurer

The Honorary Secretary shall conduct the correspondence of the Committee, and shall have custody of all documents and records belonging to the Committee.

The Honorary Secretary shall keep approved minutes of all meetings of the Committee, and also the Annual General Meetings, and Extra-Ordinary General Meetings of the Members Association. Copies of all minutes shall be provided to the Proprietor, but all matters requiring the Proprietor's attention shall be separately notified in writing.

The Honorary Treasurer shall keep the accounts of the Members Association, and shall report to the Committee on the state of the financial affairs of the Members Association at the formal meetings of the Committee. He/she shall prepare an annual statement of the finances of the Members Association, which shall be independently audited by a competent person.

The Honorary Treasurer shall ensure that any tax liabilities accrued by the Members Association, or by any member receiving payment from the Members Association, are correctly dealt with.

14. Sub-Committees.

The Committee may appoint sub-committees in order to achieve its objectives, such sub-committees being directly responsible to the Committee.

Any member of the Club may be appointed to serve on a sub-committee, for as long a period as the Committee may determine.

The Committee shall appoint a Chairman and Secretary for each sub-committee, and shall ensure that correct minutes and appropriate records are kept of all sub-committee meetings and activities

15. Co-Option

The Committee may from time to time co-opt a person to a meeting, who has particular expertise in a matter that may be up for discussion by the committee. That person will have no voting rights.

16. Rules

The Committee shall ensure that all rules contained in the Constitution, and in the rules governing play, handicapping, competitions, championships and matches are complied with.

The play shall be governed under "The Rules of Golf" as approved by R&A Rules Limited – formerly The Royal and Ancient Golf Club of St Andrews.

The handicapping shall be conducted under the Congu Unified Handicapping System 2008 – 2011, and any subsequent amendments.

The Committee is authorised to deal with any breach of rule or etiquette, and to impose sanctions on any member or player deemed to have made or caused such a breach.

The Honorary Secretary shall give a Member 7 days' notice, in writing, delivered by hand or by post, to attend a meeting of the Committee, or its duly appointed sub-committee, giving details of the alleged breach or complaint being made.

The Member concerned must be given a fair opportunity to answer the complaint or allegation made against him before deciding upon any course of action.

No Member may be expelled from the Club unless two thirds of the Committee and the Proprietor or his representative are in favour of such expulsion.

17. Dress Code and Course Etiquette

The general principle shall be that smart casual dress shall be worn at all times, other than when competition or social requirements dictate otherwise:

On the Course:

No collarless and sleeveless T-shirts
No footwear other than golf shoes
No tracksuit tops or bottoms
No shorts that are not tailored
Socks must be worn with footwear

In the Clubhouse:

Caps and hats must be removed within the Clubhouse
No collarless and sleeveless T-shirts
No shorts that are not tailored
No golf shoes
No tracksuit tops and bottoms

Any final decision regarding dress code for members or visitors will be made by the proprietor or a member of the proprietor's staff.

Etiquette:

Guidelines on standards of etiquette on the golf course, and in the clubhouse, issued by the R&A, shall be respected by Members and Visitors alike.

These reflect: care of the course; keeping pace; and consideration for others.

18. Annual General Meetings

The Members Association shall hold an Annual General Meeting of the Members in each year.

Notice of such meeting shall be posted on the Club notice board, and on the Members page of the club web site, at least 28 days prior to the date of the meeting, stating the date, time and place of the meeting.

Any items for inclusion in The Agenda for the meeting must be notified to the Honorary Secretary at least twelve days prior to the date of the meeting.

The Agenda for the Annual General Meeting must be posted on the Club notice board, and on the Members Page of the Club web site, at least seven days prior to the date of the meeting.

At the Annual General Meeting the Captain and other Officers of the Committee shall report on the progress and activities of the Club and its sections.

The Honorary Secretary shall report on any administrative matters affecting the Club and the Members.

The Honorary Treasurer shall present an audited financial statement for the Members Association for the past Club Financial Year. The Auditor shall be appointed by the Committee, subject to ratification by the Members at the Annual General Meeting.

19. Extraordinary General Meetings

An Extraordinary General Meeting of the Members may be called at any time by a majority vote (not less than five) of the Committee, or by requisition made in writing to the Honorary Secretary, and signed by at least twenty voting Members, stating the nature of the business to be discussed.

Minutes of all General and Extraordinary Meetings shall, after acceptance as a true record of such meeting, be posted on the Club notice board, and on the Members Page of the Club web site, for a period of not less than three months, and a copy of the approved minutes shall be provided to the Proprietor.

20. Amendment to The Constitution

This Constitution may be amended by agreement between the Members and the Proprietor.

Proposals for amendment to this Constitution by the Members shall be made in writing to the Proprietor at any time by the Committee, providing that such recommendations have been ratified by at least two thirds of the membership voting at a General Meeting of the Members Association, and if agreed by the Proprietor the Constitution shall be accordingly amended.

Proposals for amendment to this Constitution by the Proprietor shall be made to the Committee at a meeting of the Committee, and if agreed by the Committee shall be presented to the Members at a General Meeting of the Members Association and shall be ratified by at least two thirds of the voting membership, and the Constitution shall be accordingly amended.

APPROVAL

This amended Constitution has been approved by the Proprietor, and by the Members, through a vote at a General Meeting of the Members Association.

Signed Proprietor

Signed Honorary Secretary

Date