

Taynuilt Golf Club Constitution

- 1.1 The name of the club shall be Taynuilt Golf Club hereinafter referred to as 'the Club'
- 1.2 The main purposes of the club are to provide facilities for and, to promote participation in, the amateur sport of golf in Taynuilt.
- 2.0 Objectives
 - 2.1
 - I. To fulfil the general objectives and functions of a golf Club and sports Club and by undertaking such activities as may be reasonably necessary and/or incidental to such objectives;
 - II. To generally promote the game of golf for the benefit of members and the local community;
 - III. To promote and abide by the Rules of Golf as they are fixed from time to time by The R&A;
 - IV. To provide access to golf for players of all standards in a friendly and welcoming atmosphere that does not discriminate on the grounds of gender, age, race, religion or belief, sexual orientation or disability;
 - V. To provide coaching in golf to beginners and for improvement for experienced players;
 - VI. To arrange competitions and matches for members;
 - VII. To lease and/or purchase land and/or equipment suitable for the purposes and functions of the Club; and
 - VIII. To sell and deal in alcohol, mineral/aerated water, other related products as well as refreshments, foodstuffs and golfing equipment in accordance with the provisions of any licensing laws and by obtaining the necessary statutory consents and licences for this.

3.0 Membership

- 3.1 Membership of the club shall be open to anyone interested in the sport on application, regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion or other beliefs, except as a necessary consequence of the requirements of golf. The club may have different classes of membership and subscription on a non-discriminatory and fair basis. The club will keep subscriptions at levels that will not pose a significant obstacle to people participating. The club committee may refuse membership, or remove it, only for good cause such as conduct or character likely to bring the club or sport into disrepute. No application for membership shall be refused on the grounds of political or other opinion. Appeal against refusal or removal may be made to the members.
- 3.2 The membership shall consist of the following classes of membership: Ordinary, Senior, Country, Honorary, Junior, Young Player and Social members as defined in this document or any other category the management committee deem necessary.
- 3.3 The Club may also admit Temporary members. Persons admitted as Temporary Members may be granted such privileges of the Course and Clubhouse as the Committee shall determine. The terms of Temporary membership shall be those fixed by the Committee from time to time. Any payment requested of Temporary Members shall be payable in advance.
- 3.4 All members shall pay an annual subscription to join the Club; the membership fee for each category of membership shall be decided by the Management Committee but shall not be less than that specified in the Bylaws.
- 3.5 All members joining the Club shall be deemed to accept the terms of this Constitution and any Bylaws from time to time adopted by the Club in particular including the requirement to conduct themselves in accordance with any conduct rules, equity policy and disciplinary procedures.
- 3.6 The annual subscription for Membership shall be displayed on the Club Notice Board and printed in the club website.

- 3.7 Annual subscriptions shall be due on 1st April and must be paid by 30th April. In the event that any member's annual subscription has not been paid by 30th April then membership shall be automatically terminated. Termination shall be intimated to the member in writing by the Secretary. No Member shall be entitled to enter any competition prior to payment of the annual subscription or instalment of any monies due to the Club.
- 3.8 Subscriptions shall be fixed by the Management Committee. The annual change in subscription will be no more than £10 or 5% of the previous year's subscription, whichever is the greater. Any proposed change above these amounts will require to be approved by the Members at a General Meeting of the Club.
- 3.9 If the conduct of any member, either in or out of the clubhouse, on the course, or elsewhere is such that it appears to the Management Committee to impair the character or good standing of the club, or if any member wilfully disobeys any order of the Management Committee communicated to such member or is in breach of any rule or by-law of the club, the Management Committee shall make a formal complaint to the Disciplinary and Conduct committee who shall consider the complaint in terms of the disciplinary procedure.

4.0 **Management of the Club**

- 4.1 There shall be a Management Committee responsible for the overall management of the Club and shall have the power to make Bylaws. The Management Committee will be elected by the members at the AGM.
- 4.2 The Management Committee shall hold meetings from time to time as may be required for the despatch of all competent business. A meeting of the Committee shall be called by the Captain at any time, and the Secretary shall be bound to call such on a written requisition addressed to him by any five members of the Management Committee.
- 4.3 There shall also be the following sub-committees of the Club:
- Greens Committee
 - Match and handicap Committee
 - Disciplinary and Conduct Committee

5.0 Composition and Responsibilities of Management Committee

5.1 The Management Committee shall consist of the following office-bearers and members totalling no more than 12 persons :

Office Bearers:

- Captain
- Vice-Captain
- Treasurer
- Secretary
- Ladies and Gents Match Secretaries
- Greens Convenor
- Junior Convenor
- Child Protection Officer

5.2 The Management Committee should include a minimum of 25% of either gender. 50% should reside within the Taynuilt postal area.

5.3 Captain and Vice-Captain will be elected at the Club AGM to serve for up to three years and will not be eligible for re-election in relation to their respective post for at least one year. The Vice-Captain shall succeed the Captain as Captain subject to proper nomination and the approval by simple majority of members present and voting at the Annual General Meeting.

5.4 The Management Committee, chaired by the Captain, shall:

- i) Establish club policies and oversee the administration of those policies
- ii) Oversee the fiscal management of the club including setting annual subscriptions, membership categories, entrance fees, and level of audit requirement.
- iii) be responsible for the creation and enforcement of bylaws of the Club
- iv) be responsible for ensuring the Club, its office-bearers and employees have in place adequate and relevant insurance cover at all times.

- v) Approve membership applications and welcome new members
 - vi) Review and approve recommendations made by the clubs appointed sub committees
- 5.5 The Management Committee will not have power to purchase, sell, or lease heritable property without specific authority of members at a General Meeting
- 5.6 The members of the Management Committee shall also be trustees of the Club and shall hold any property of the Club in their name and shall be entitled to be sued or sue as trustees of the Club. They shall be indemnified by the Club where acting in good faith in their capacity as trustees of the Club.
- 5.7 Election to any position on the Management Committee cannot be limited by or discriminated on the ground of gender, gender reassignment, age, race, religion or belief, sexual orientation, marriage or civil partnership, pregnancy or maternity or disability.
- 5.8 All voting Committee members must be members of the Club.
- 5.9 Offices shall be held for 3 years, and shall retire in rotation.
- 5.10 The remit for each committee shall be set by Management Committee.
- 5.11 Each Committee shall have a chair who will be a member of and report to the Management Committee and shall agree its own rules of operation subject to the terms of this Constitution.

6.0 General Meetings

- 6.1 A General Meeting may be called by the Management Committee or by [20] Members of the Club. Any such request must be submitted to the Secretary by written motion, setting out the rationale and basis for the General Meeting being called.
- 6.2 No business shall be transacted at a General Meeting other than that of which notice has been given in the motion calling that special general meeting.
- 6.3 At least 28 calendar days' notice of a general meeting must be given to the full Club membership. Notice to members shall be deemed to have been served by properly addressing, prepaying and posting a letter containing the notice and shall be deemed to have been effected at the time at which the letter would be delivered in the ordinary course of post.
- 6.4 The following categories of members have the right to vote at General Meetings: Ordinary, Senior, Honorary, Country and Young Players aged 18 and over.
- 6.5 Quorum of any General Meeting shall 10% of the Club members. In the event that there are insufficient numbers of members to form a quorum, the Management Committee shall have the power to call a further General Meeting at which twenty members present shall form a quorum.
- 6.6 Any decisions other than amending the constitution shall be reached by a simple majority of the members present and who possess the right to vote

7.0 The Annual General Meeting

- 7.1 The Annual General Meeting shall be held once per calendar year, within 4 months of the end of the financial year and may be attended only by members present and who possess the right to vote, and shall have as its main business:
 - i. The presentation of the Management Committee Report for the past year.
 - ii. The election of any office-bearers and/or Ordinary Committee members

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- iii. Approval of the minutes of the last Annual General Meeting and any other General Meetings held during that year
 - iv. Approval of the audited accounts for the last financial year and appoint any auditors
 - v. Consider and approve any changes to the Constitution
 - vi. To approve a figure for total Club borrowing for that year
 - vii. Deal with any other relevant business.
- 7.2 An agenda giving notice of the Annual General Meeting must be circulated along with a copy of the audited accounts, details of candidates for office bearer posts and voting slips to all Club members at least 14 calendar days in advance.
- 7.3 The quorum for any Annual General Meeting shall be 20 Club members
- 7.4 Voting on any matters, other than a change to the constitution, shall be by simple majority of Club members present and voting.
- I. Nominations for office-bearers must be posted at least 21 calendar days in advance of the Annual General Meeting.
 - II. Office Bearers of the club must come from the following categories of membership – Ordinary, Senior and Honorary Members.
 - III. Each nomination shall require one proposer who shall be a voting member of the Club.
 - IV. Elections shall be conducted on a simple majority of Club members present and voting or voting by post.
 - V. In the event of there being no nomination for a post within the stipulated time then nominations may be accepted at the Annual General Meeting.
 - VI. In the event that no person is voted in to a post or in the event of resignation or retiral from a position, the Captain or Vice-Captain will undertake the duties until such time as the post is filled. Elections to fill such a vacant post should take place at a general meeting and shall be subject to the same rules as at the Annual General Meeting.

- VII. All Club members shall have the right to vote by post or e-mail if they are unable to be present in person.
- VIII. Any member exercising his right under this clause 7.4.7 shall do so by letter or e-mail addressed to the Secretary, stating the member's postal address and stating clearly his vote in respect of the nominations and motions set out in the Notice calling the General Meeting or Annual General Meeting, to reach the Secretary not later than 24 hours before the date of the General Meeting or Annual General Meeting in question.
- IX. The completed voting slips, letters and e-mails shall be returned to the Secretary by the end of business on the day before the General Meeting in a sealed envelope clearly marked 'votes'. These votes will be counted along with those cast at the General Meeting.
- X. In calculating a quorum of an Annual General Meeting, no count can be taken of those Members who have exercised their voting right by post.

8.0 1.1 Finance

- 8.1 The financial year shall run from 1st November to 31st October.
- 8.2 The Treasurer shall be responsible for securing the preparation of Annual Accounts of the Club and laying these before the Annual General Meeting.
- 8.3 The accounts shall be examined by the Club's independent Accountants as approved at the Annual General Meeting.
- 8.4 All cheques drawn against the Club's funds shall be signed by the Treasurer and one other office-bearer.
- 8.5 All members of the Club shall be jointly and severally liable for the financial liabilities of the Club

9.0 Dissolution or Winding up of the Club

- 9.1 The Club is non-profit-making and all profits and surpluses will be used to maintain and or improve the Club facilities or to carry out the objectives of the Club.
- 9.2 No profit or surplus shall be distributed (other than to another non-profit making body on a winding up or dissolution of the Club).

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9.3 If upon winding up or dissolution of the Club there remains after the satisfaction of all debts and liabilities any property whatsoever this shall be transferred either to any association to which the Club is affiliated or, to some other organisation or organisations having objects similar to the Club. This organisation shall be determined by the members of the Club by resolution passed at a General Meeting.

10.0 The Constitution

10.1 The Constitution shall only be altered by consent of two thirds of voting members present at a General Meeting.

10.2 The Constitution and Bylaws in force from time to time shall be binding on the Club office-bearers and members.

11.0 Complaints

All complaints must be made in writing to the Secretary and signed by the persons complaining; and none shall be attended to unless this rule is complied with. The Secretary shall submit all such complaints to the Management Committee, who shall take the matter into their consideration, and they shall have the power to give such deliverance or order thereon as they consider necessary.

This constitution has been approved in accordance with 10.1 above, and accepted as the constitution for the Taynuilt Golf Club, signed: