



RULES AND REGULATIONS January 2012

Approved at the Extraordinary General Meeting on the 16th January 2012

A copy of the latest version of the rules is available to all members from the club office or from the club website at www.meltham-golf.co.uk and every member shall be deemed to have full knowledge of them.

Name of the Club

1. The Club shall be called Meltham Golf Club.

Management

2. The management of the Club, the purchase of and the supply by the club of intoxicating liquor and the holding and disposal of all the assets of the Club, shall (subject to rule 3), be in the hands of the Executive Committee consisting of the President, Captain, Honorary Secretary, and five full playing members of the Club (hereinafter called Operational Committee Chairs) elected to the following specific appointments
 - a. Chair of Course
 - b. Chair of Finance and Honorary Treasurer
 - c. Chair of Golf
 - d. Chair of House
 - e. Chair of Marketing

The club shall not make a distribution of any surpluses, save to another non-profit making body or, in part or in whole to the members on dissolution.

Liabilities of Members

3. In the event of club funds being inadequate to meet liabilities or payments incurred by the Executive Committee in the conduct of the club, the deficiency shall be made good by those persons (in proportion to their subscription) who have been members of the club at any time since the commencement of the complete financial year preceding the financial year in which the liabilities or payments need to be discharged.
4. The amount of such liabilities and the contributions to be made by each member in respect thereof shall be ascertained and certified by an auditor or auditors to be nominated for that purpose by the members voting at General Meeting and his or their certificate shall be conclusive.

President, Captain, Honorary Secretary, Vice-Captain

5. The Executive Committee shall nominate a full playing member for each of the positions of President, Captain, Honorary Secretary and Vice-Captain of the Club.
6. Not later than 15th November each year the Hon. Secretary shall post on the notice board a letter inviting Full Playing Members to submit written nominations of eligible persons to the Executive Committee for the positions of President (biannually), Honorary Secretary

- (annually) and Vice-Captain (annually). The closing date for written nominations to be received by the Hon. Secretary shall be the 10th December.
7. At their December meeting the Executive Committee shall consider in confidence the written nominations from the members Each nomination shall have a proposer and seconder, who shall be full playing members.
 8. The Executive Committee shall choose from the members' nominations their nomination for President, Honorary Secretary and Vice-Captain. The nomination for Captain shall normally be the retiring Vice Captain.
 9. The President shall serve for two years and the Captain, Honorary Secretary and Vice-Captain shall serve for one year.
 10. Not later than 15th January each year the Hon. Secretary shall post on the notice board a paper detailing the list of vacancies and the corresponding Executive Committee's nomination. Full Playing Members will be able to nominate eligible persons to fill the list of vacancies occurring at the next Annual General Meeting. On the 15th February the nominee list shall be closed.
 11. The President, Captain, Honorary Secretary and Vice-Captain of the Club shall be elected by a majority of members through a single transferable vote of the members at the Club's Annual General meeting.
 12. The Vice Captain shall be entitled to attend any meeting of the Executive Committee as an observer but with no voting rights.

Operational Committee Chairs

13. Operational Committee Chairs shall be proposed and seconded by two full playing members of the Club and elected for three years by a majority of members through a single transferable vote of the members at the Club's Annual General meeting except as defined in 12. and 14. below. The method of election shall be as follows. Not later than 15th January each year the Hon. Secretary shall post on the notice board a paper inviting Full Playing Members to nominate eligible persons to fill the list of vacancies occurring at the next Annual General Meeting. If at the 15th February there are insufficient nominations to fill the vacancies, the Executive Committee must seek and accept further nominations up to 28 days before the Annual General Meeting. After which the Hon. Secretary shall send out, with the Annual Accounts, the list of all candidates nominated, with the names of the Proposers and Seconders.
14. In the case of a casual vacancy of an Operational Committee Chair, the Executive Committee must co-opt a member who shall take the place of the outgoing member until the next Annual General Meeting. The existence of a casual vacancy shall be notified in writing by the placing of a notice on the Club's General Notice Board and the notice shall also invite members to apply for the casual vacancy. Members shall be given 21 days to submit their written applications. The Executive Committee shall at their next meeting after the 21 days have expired consider all the applications and shall appoint at their sole discretion a member from the applications to fill the vacancy. A member so co-opted shall have the powers and voting rights as if he/she had been duly elected at an AGM. At the next AGM the vacancy shall be filled by election by the members, and will be for the period then uncompleted by the outgoing member.
15. The Operational Committee Chairs shall retire in rotation on expiry of their elected term and shall be eligible for re-election except that no Operational Committee Chair may serve more than seven consecutive years (excluding any term served as a co-opted Operational Committee Chair), after which they will be ineligible for two years. The years of service as President, Captain and Vice Captain of any Operational Committee Chair may be additional to the seven years limit.
16. The members may at an Extraordinary General Meeting pass a resolution removing one or more of the Operational Committee Chairs from office. In such event the Executive Committee shall within one week seek nominations from members and within 28 days

convene a General Meeting for the elections for the specific vacancies so created.

Disqualification from Membership of the Executive Committee

17. The position of President, Captain, Honorary Secretary, Vice-Captain or Operational Committee Chair shall be vacated if he/she :-
 - a. Becomes of unsound mind, bankrupt or compound with their creditors
 - b. Ceases to be a member of the Club
 - c. Sends in a written resignation to the Executive Committee
 - d. Be absent from the Executive Committee meetings continuously for three months without the consent of the Executive Committee and the Executive Committee pass a resolution that they have vacated their office.
 - e. Shall, pursuant to the provisions of the Acts, be prohibited from acting as a Director
 - f. Is convicted of an indictable offence and the Executive Committee resolve that they have vacated their office.
18. Any member of the Executive Committee resigning from the Executive Committee shall not be eligible to stand for election as an Operational Committee Chair for one year from the date of their resignation.

Auditor

19. The Club at each Annual General Meeting shall appoint an Auditor or Auditors until the next Annual General Meeting.

The President

20. The President shall preside at all General Meetings of the Club.

The Captain

21. The Captain shall preside at all meetings of the Executive Committee when present. In the absence of the Captain the Executive Committee is empowered to elect its own Chair. The Captain shall preside at General Meetings in the absence of the President. The Captain is entitled to be a member of all Operational Committees and when present shall be entitled to a vote on any questions arising at any Operational Committee meeting.

The Honorary Treasurer

22. The Honorary Treasurer shall keep all books of account and shall pay into such bank as the Executive Committee may direct, to the credit of the Club, all monies received. The Hon. Treasurer shall submit a Profit and Loss Account and Balance Sheet made up to the 1st February in each year to the Annual General Meeting, such Profit and Loss Account and Balance Sheet previously being certified by the Auditor, elected at the previous Annual General Meeting. All payments by the Club are to be made by or through the Hon. Treasurer. A Hon. Purveyor appointed by the Executive Committee shall assist the Hon. Treasurer in matters affecting bar accounting and stocktaking.

The Honorary Secretary

23. The Honorary Secretary shall keep correct records of proceedings of all meetings of the Club and its Executive Committee, and shall produce such records at all meetings thereof, and shall prepare a list of attendances at all Executive Committee Meetings held during the year and submit it at the Annual General Meeting if called for. The Hon. Secretary or if absent the Captain, shall summon all meetings of the Club and the Executive Committee, and send a copy of the Annual Accounts to every member of the Club at least fourteen days before the Annual General Meeting. The Hon. Secretary shall also enrol members and give all notices required by the Rules. The position may be assisted by an Administrative Assistant who may be paid such remuneration as the Executive Committee

may decide. In this event the Administrative Assistant shall not be an ex-officio member of the Executive Committee as provided for in Rule 2.

The Executive Committee

24. The Executive Committee shall meet monthly. Questions arising at any meeting shall be decided by a majority of the votes of those present.
25. Five members of the Executive Committee shall form a quorum. In the case of an equality of votes the Executive Committee Chair shall have a second or casting vote.
26. The Executive Committee shall have the power to invite members, Club employees and Professional Advisers to its meetings to observe and/or provide expert opinion but with no voting rights.
27. The Executive Committee shall have power subject to the subsequent approval of the next General Meeting to make, revoke or alter any byelaws, so long as such byelaws are not inconsistent with the Rules.
28. The Executive Committee shall have power to appoint persons to hold assets upon trust for the club and to remove from their office as trustees, persons so appointed.
29. The Executive Committee shall have power from time to time at its discretion to raise or borrow any sum or sums of money for the purpose of the Club and may secure the repayment of such monies in such a manner and on such terms and conditions in all respects as the Executive Committee may think fit and in particular by the issue of any form of security conferring a charge upon all or any part of the property of the Club both present and future. Provided that the amount for the time being remaining un-discharged of monies borrowed or secured by the Executive Committee as aforesaid shall not at any time, without the previous sanction of the members in general meeting, exceed £40,000 and up to £125,000 for leasing purposes, but nevertheless no lender or other person dealing with the Club or the Executive Committee shall be concerned to see or inquire whether this limit is observed. No debt incurred, or security given, in excess of such limit shall be invalid, or ineffectual, except in the case of express notice to the lender or the recipient of the security at the time when the debt was incurred, or security given that the limit hereby imposed had been or was thereby exceeded. The expression 'the purposes of the Club' shall include in its meaning the purposes of Meltham Golf Club Limited so long as the membership of that Company is confined to the full playing membership of the Club and during that time the Executive Committee may finance the activities of the Company whether by means of loans or donations thereto or the expenditure of money upon the land, buildings and other assets of the Company or, without limitation, otherwise howsoever for the purposes of the Company provided that such purposes are within the Company's objects in the Memorandum of the Association.

Operational Committees

30. Each Operational Committee Chair shall have a duty forthwith upon election to convene an Operational Committee comprising of at least four members in addition to the Chair. One of these shall be appointed as their deputy to act as Chair in their absence from Operational Committee meetings. The Operational Committee Chair shall appoint Operational Committee members. The Chair shall seek nominations for Operational Committee members from the Ladies Section and the Rabbits Section and shall ensure that membership of their Operational Committee is representative of a broad cross-section of the Club membership.
31. The Executive Committee shall appoint a member to be Chair of the Social Committee for a term of office co-incident with the term of office of the Chair of Marketing. The Chair of Social shall convene a Social Committee that shall be responsible for the organization of social events for the members and shall appoint members to the Social Committee, who are representative of a broad cross-section of the Club membership. The Chair of Marketing is entitled to be a member of the Social Committee and when present shall be

entitled to a vote on any questions arising at any Social Committee meeting. The Chair of Social shall report to the Chair of Marketing. The Chair of Marketing shall provide the Executive Committee with information relating to the activities of the Social Committee and be responsible for the financial control of the Social Committee's activities.

32. The Executive Committee shall have the power to place on Operational Committees, members of the Club who are not members of the Executive Committee.

Meetings

33. The Annual General Meeting of the Club for passing the Audited Accounts of the Club, electing Executive Committee members, revising Rules and other business, shall be held in the clubhouse, as early as convenient after 1st March each year, and 15 months shall not elapse without an Annual General Meeting being held. Extraordinary General Meetings can only be called by the Executive Committee, or at the request, in writing, of not less than 20 Full Playing Members, or should the number of such members be less than 100, then, one fifth of such number. A minimum of fourteen days notice must be given to the members. All members except Casual and Social shall be entitled to attend General Meetings but only Full Playing, Honorary, Life and Restricted members present shall be entitled to vote. In the event of equality of votes at any General Meeting, the Chair shall have a second or casting vote.

Election of Members

34. Candidates for election to membership, other than Casual members for whom the Executive Committee shall give approval, must be proposed by one and seconded by two members who shall themselves have been full playing members of the club for a minimum of two years and to whom they must be personally known and who shall be responsible for their eligibility.
35. On receipt of the proposal form, the Proposer will complete all the necessary details, obtain the required signatures and return the form to the Honorary Secretary.
36. Alternatively, candidates for election may support their application by letter and/or references from previous clubs, in which case they will be interviewed by a minimum of two members of the Executive Committee.
37. Candidates shall be balloted for by the Executive Committee and no person shall be elected unless three-quarters of the members present vote in favour of his or her election; not fewer than five members of the Executive Committee voting in favour.
38. When a candidate has been duly elected, the Hon. Secretary in a database kept for that purpose shall enter his or her name. The Hon. Secretary shall notify successful applicants, in writing, enclosing a copy of the Rules and Regulations and requesting remittance of the amount of the entrance fee and subscription. Until the initial entrance fee and subscription are paid, or the relevant forms completed for payment by monthly instalment, the candidate shall not use the clubhouse and course as a member and if the entrance fee and subscription remain unpaid for one month after notification of election the Executive Committee may, at their discretion, declare the election null and void.
39. Honorary Life and Life members may only be elected at the discretion of the Executive Committee.

Entrance Fees and Annual Subscriptions

40. The Entrance Fees and Annual Subscriptions shall be as determined by the Executive Committee and confirmed by the members in General Meeting. The Executive Committee shall have the power to reduce, waive or defer payment of subscriptions of any member.
41. All subscriptions are due on 1st February in each year. No members whose subscription is two months in arrears (i.e. after 31st March) may take part in any club competition, vote at any meeting, or use the clubhouse or course.
42. When a member is three months in arrear the Executive Committee may terminate the

membership and take action to recover all monies due.

43. Entrance fees are only payable by full playing members joining the club who are over the age of 30 years.
44. Any member transferring to a higher class of membership shall be required to pay the appropriate entrance fee of that class, in force at the time of the transfer, less whatever amount has already been paid as entrance fee to their former class of membership.

Membership

45. The numbers in all categories of membership may be limited, at the discretion of the Executive Committee. The Executive Committee shall have power to elect members as follows: -

- a. Full Playing Members
- b. Country Members
 - Country membership shall only be available to persons who are full playing members of another golf club and who have no residence within 20 miles radius of Meltham Golf Club
 - Such members will be permitted to enter any club competition.
- c. Restricted Members

When the limit of full playing membership, as decided by the Executive Committee, has been reached, Restricted membership may be available at the discretion of the Executive Committee who shall specify the restrictions to be applied.

Junior Members

46. Junior membership shall be available to persons under 18 years of age. On attaining the age of 18 years a junior member will transfer to full membership.
47. Junior members shall only enter such competitions as may be decided by the Executive Committee.

Casual Members

48. Any person may be admitted as a casual member for such period and at such subscription as the Executive Committee may decide. Casual membership shall not be approved on more than twelve occasions in any one year. The concessionary green fee for a visitor playing with a member, be limited to six occasions, the full green fee being payable for up to six further visits. Casual members are not eligible to enter club competitions.

Honorary Life and Life Members

49. Honorary Life members and Life members shall have all the rights of Full Playing members but shall pay no entrance fee or subscription.

Special Category

50. Special Category membership is available subject to a member meeting the following criteria:
 - a. when a member reaches the age of 80 years and has a minimum of 25 years membership
 - b. when a member through illness or infirmity is only able to play a few holes on an occasional basis, the Executive Committee may consider a request from another full playing member that Special Category membership should be granted pending the recovery from the incapacity. Such memberships to be reviewed on an annual basis.

Social Members

51. Social members shall have full use of the Club House (subject to the Executive Committee's powers of management) but shall not, as such, have any right to play the

course.

52. The Executive Committee may, at its discretion, apply a different rate of annual subscription to Social members who are spouses of full playing members.

Resignation & Re-election

53. Any member who resigns and seeks re-election at a later date must do so as a stranger and will be required to pay the full entrance fee and subscription, unless by special permission of the Executive Committee who shall have power to deal with each case on its merits.
54. Any member not giving notice of their resignation in writing, before 2nd February shall be responsible for the subscription for the year then commencing. This rule may be waived in exceptional circumstances but only at the discretion of the Executive Committee.

Members Abroad

55. Any members who inform the Hon. Secretary that they propose being absent from the United Kingdom during the entire period covered by the annual subscription shall not in their absence be liable to pay the same. Immediately on their return to the United Kingdom they shall be liable for the current year's subscription, on payment of which they shall be admitted to all the privileges of the club, but if they return after 1st August they shall be called upon to pay a proportion of the annual subscription for that year.

Suspension and Expulsion

56. The Executive Committee shall have the power to suspend for a period not exceeding 12 months or to expel any member whose conduct, whether within the club premises or elsewhere, is in opinion of the Executive Committee injurious to the good name of the Club or renders them unfit for membership of the Club.
57. No member shall be suspended or expelled without first being summoned before the Executive Committee and full opportunity given to them to advance an explanation or defence, nor unless three quarters of the Executive Committee then present shall vote for their suspension or expulsion. The Chair of the Executive Committee who hears the case shall not have a casting vote on this occasion.
58. The Executive Committee shall have the power to exclude the member from the club premises pending the hearing of the case against them.
59. A suspended member shall cease to have any of the privileges of membership, nor may they be nominated for or hold office whilst suspended, but they shall remain liable for their subscription.
60. A member who is suspended shall have the right of appeal to the Executive Committee if they so request in writing to the Honorary Secretary within 7 days of their suspension. The appeal shall take place within 14 days of the request. The composition of the appellant tribunal shall, if possible, comprise different members of the Executive Committee from those who imposed the suspension. If this is not possible, the appellant tribunal shall be chaired by an independent, senior Ordinary Member of at least 10 years' standing, who shall be entitled to vote on the appeal.
61. A member who is expelled shall have the right of appeal to the members at a special meeting if he so requests in writing to the Secretary within 7 days of their expulsion. The meeting shall be convened by the Secretary within 21 days of the expulsion. If at least two-thirds of the members present and entitled to vote at the meeting are in favour of allowing the appeal, the member shall be automatically reinstated.
62. If the member so requests, they may attend any hearing before the Executive Committee or the special meeting of the members with a legal or other representative.

Playing Visitors and Non Members

63. The names and addresses of all playing visitors must be entered in the Visitors Book, with

- the date of admission.
64. Subject to any restrictions, which the Executive Committee may from time to time impose the following non-members shall be entitled to admission to the club premises and to purchase intoxicating liquor for consumption on the premises: -
- a. Golfers engaged in Club matches or other events authorised by the Executive Committee.
 - b. Those taking meals in the Club premises.
 - c. Those attending, in whatever capacity, any function at the club premises, which is held with the prior approval of the Executive Committee.
 - d. Club employees.
65. Social visits shall be limited to twelve per year excluding functions authorised by the Executive Committee.

Alteration of Rules

66. No rule of the club shall be repealed or altered and no new rule shall be made, save by a majority of those members present and voting at a General Meeting. Any proposed change to these rules shall be notified to the Hon. Secretary. Details of any proposal, which shall have the support of the Executive Committee or written support of at least 20 members, shall be sent to members by the Hon. Secretary with the notice convening the meeting at least fourteen days before the General Meeting at which such rule change would be considered.

Competitions

67. A limited number of competitions may be held each year, such competitions to be approved by the Executive Committee.

General

68. The Royal and Ancient Golf Club of St. Andrews' rules of the game shall be the rules of the club, subject to such Local Rules as the Executive Committee of the club may from time to time decide.