

DUNSTABLE DOWNS GOLF CLUB

RULES OF THE CLUB

October 2011

1. NAME

The Club shall be called "Dunstable Downs Golf Club". Hereinafter called "The Club".

The Club is a non-profit making organisation. All profit and surpluses will be used to maintain or improve the Club 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.

2. OBJECTS

The Club is formed to provide for the Members a golf course and Clubhouse with facilities for recreation and social events and all activities associated with the playing of golf.

3. MEMBERSHIP

The Club shall comprise Life Members, Full Members, 5-Day Members, Juniors and Cadets. The total number in each category shall be determined by the Committee.

Social and Temporary Members shall be elected by the Committee.

Members who have not paid a Joining Fee shall have no voice in the control or management of the Club. Social and Temporary Members cannot compete for Club Trophies.

4. LIFE MEMBERSHIP

On the recommendation of the Committee a Member may be elected a Life Member at any general meeting of the Club, and shall thereafter be entitled to all the privileges of membership without paying the annual subscription or any special payment for such life membership.

5. JUNIOR MEMBERSHIP

a) Junior membership shall be restricted to persons under 18 years of age at the date of admission. They shall serve a two year probationary period on terms determined by the Committee.

b) The participation of Junior Members in Senior competitions, save where it is expressly provided for, shall be restricted to Junior Members with handicaps of 21 and under.

c) Cadet membership to apply to persons on reaching the age of 18 to 25 years. Cadets will be interviewed for full membership in the year in which they become 25 years. Full membership is subject to interview and approval by the Committee and upon payment of the appropriate joining fee.

6. SOCIAL MEMBERSHIP

Social Members must be proposed and seconded by Full or 5-Day Members of the Club and elected by General Committee.

Social Members may use the facilities of the Clubhouse at all times.

Social Members may not play on the course unless they have a current handicap or are playing with a Member.

Social Members holding such qualifications may play on a weekday by paying the determined green fee. At weekends they may only play one day a month - Saturday/Sunday but must be introduced by and play with a Full Member at the determined green fee.

The Committee may approve the application from a current Member, who has paid a joining fee, to transfer to Social Membership due to illness or other special circumstances. These circumstances will be reviewed annually and the Committee reserve the right to cease a Member's Social Membership. Such Social Members retain their voting rights.

7. ELECTION OF A MEMBER TO THE CLUB

- a) All Members shall be elected by the Committee.
- b) Any person proposed for election shall be nominated and seconded by two Full Members of not less than two years standing, and their name and address shall be prominently displayed in part of the Club premises frequented by Members for not less than 14 days before interview.
- c) On election of a new Member the Secretary/Manager shall notify the same to them in writing, furnish them with a copy of the Rules and request them to pay the entrance fee and first subscription, and such member shall be on probation for a period of two years during which time the Committee shall have power, at its discretion, to terminate the membership.
- d) Any Full Member can only nominate or second a maximum of two applicants for playing membership in any one calendar year.

8. OFFICERS

The Officers of the Club shall be a President, two Vice-Presidents, a Captain, a Vice-Captain and a Treasurer.

The longest serving current Vice-President will be recommended for election as President by the General Committee unless the Vice-President declines or is unable to continue on medical grounds. The President shall be elected at an Annual General Meeting by vote and shall hold office for two years.

Vice Presidents shall be recommended for election by the General Committee and elected at the Annual General Meeting by vote. They shall hold office for two years when they shall retire, but shall be eligible for re-election.

The Captain, Vice-Captain and Treasurer shall be proposed, seconded and elected by vote at each Annual General Meeting. They shall hold office until the next Annual General Meeting.

9. COMMITTEE

The Committee of Management shall consist of the Officers of the Club, the Ladies Captain, and eleven other Members. Five Members of the Committee shall be a quorum.

The Captain shall preside at all General Committee Meetings.

10. ELECTION OF COMMITTEE

The election of Members of the Committee shall take place in the following manner -

- a) Any two Full Members of the Club shall be at liberty to nominate a Member of at least two years standing to serve on the Committee. The name of each Member so nominated shall be sent to the Secretary/Manager, on official forms provided in the Clubhouse, before the 1st day of September.
- b) A list of nominees and proposers shall be affixed to the Notice Board of the Club within 7 days after the 1st of September in each year. Numbered voting list shall be prepared containing the names of Candidates only and shall be sent to all persons entitled to vote. The Voting Papers shall be returned by post in sealed envelopes to the Secretary/Manager or may be placed in a Special Ballot Box, provided at the Clubhouse for the purpose, not later than the time of the commencement of the Annual General Meeting.

The candidates receiving the largest number of votes shall be automatically elected to the Committee to fill the vacancies available. In the case of a tie, the members present at the Annual General Meeting shall select by lot the Candidate or Candidates so tied.

In the case of an insufficient number of Candidates the Committee shall have powers to fill the vacancies occurring.

- c) Of the 11 Members of the Committee, other than Officers and the Ladies Captain, 4 shall retire every year at the Annual General Meeting, but shall be eligible for re-election. If one or more of the non-retiring Members are elected to serve as Officers of the Club (eg Vice-Captain, Vice-President), those members will constitute one or more of the four retiring Members. Members shall, if necessary, for the purpose of creating vacancies on the Committee, retire in order of seniority, and in the case of equal seniority the order of retirement shall be determined by lot. The retiring Captain shall be automatically returned to the Committee for one year in place of one of the four retiring Members.
- d) The Child Welfare Officer shall be appointed by the General Committee.

11. CO-OPTION AND CASUAL VACANCIES ON THE COMMITTEE

Any casual vacancy on the Committee shall be filled by the Committee and any Member so chosen shall retire at the next Annual General Meeting, but shall be eligible for election at such Annual General Meeting.

The Committee shall have the power to co-opt a Member for a period determined by the Committee. Such co-opted Member shall have no voting rights.

12. POWERS OF THE COMMITTEE

- a) The Committee, in addition to the powers hereinafter conferred upon them, shall have control of the finances of the Club, power to engage and dismiss the Club Servants and paid officers (including a whole or part-time paid Secretary or Secretary/Manager) and fix their remuneration, terms and conditions, and all such administrative powers as may be necessary for properly carrying out the objects of the Club in accordance with the Rules.
- b) The Committee shall have power to delegate all or any of their power to any sub-committee except in the case of expulsion of a Member or dismissal of a Secretary/Manager.

13. DISCIPLINARY PROCEDURE

Where a Member is reported to the Committee for misconduct, misdemeanour, infringement of the Rules or Bye-Laws of the Club or the etiquette of golf the Committee, in exercise of its powers under Rule 12 shall:

- a) Warn the Member against repetition
or
- b) If satisfied that misconduct, misdemeanour or infringement has taken place, shall interview that Member and, after having heard that Member in reply, may prohibit the Member from the use of the Clubhouse or Course or both for such period as the Committee shall think fit.

14. EXPULSION OF A MEMBER

To expel a Member from the Club, notice shall be sent to the Secretary/Manager signed by five Members, acquainting him with the circumstances that give rise to such notice. The Secretary/Manager shall then communicate with such Member (so that they may have the opportunity of explaining or withdrawing from the Club) and shall call a meeting of the Committee, who are empowered to decide the question. If a two-thirds majority of the Members of the Committee present vote for their expulsion, the Member shall be expelled. Any Member so expelled shall have the right to appeal to an Extraordinary General Meeting, to be summoned within 21 days of their expulsion, when a majority of two-thirds of those present and voting shall be required to confirm the expulsion. If the expulsion be not confirmed the Member shall be reinstated. This rule shall not be delegated by the General Committee.

Any Member expelled in accordance with the Rules, or otherwise ceasing to be a Member of the Club shall forfeit all such rights to, or claim upon the Club or its property or funds, as they would have by reason of membership.

15. DUTIES OF THE SECRETARY/MANAGER

The Secretary/Manager shall be responsible to the Committee for the day to day administration of the Club, all correspondence and shall have custody of all documents belonging to the Club, except Deeds of Title to Club Property. He shall keep full and correct Minutes of all Meetings attended and records of all Club competitions.

16. DUTIES OF THE HONORARY TREASURER

The Treasurer shall keep the accounts of the Club and shall prepare the Balance Sheet and the Annual Statement of Accounts, which shall after audit, be printed and circulated to all Members with the notice of the Annual General Meeting.

17. INDEPENDENT ACCOUNTANT(S)

At each Annual General Meeting of the Club an Independent Accountant(s) shall be appointed to hold office until the next Annual General Meeting. In case of a casual vacancy the Committee of Management shall appoint an Independent Accountant(s) who shall hold office until the Annual General Meeting following his or their appointment. The Independent Accountant(s) shall make a report to the Members on the accounts examined by them and on every Balance Sheet laid before the Members in General Meetings during their term of office. No Officer of the Club or Members of the Committee of Management shall qualify for appointment as Independent Accountant(s) and further, every Independent Accountant(s) shall be a qualified Member of a recognised body of Accountants.

18. TRUSTEES

The Trustees shall be 4 in number. In the event of death or resignation of a Trustee the Committee shall have the power to co-opt a replacement who will be eligible for election at the next Annual General Meeting.

19. CLUB PROPERTY

The property of the Club shall be vested in the Trustees, who shall be appointed at a General Meeting. The Trustees shall have the power to sell, mortgage, lease or otherwise deal with the property of the Club or any part thereof and power to purchase property for and on behalf of the Club and generally to adopt such measures as may appear to them necessary in the interest of the Club, at the request of the Committee and with the consent of the Members in General Meeting assembled.

The Trustees shall sign and execute all deeds as representing the Club, and such signatures shall be binding on all Members of the Club. The Trustees shall be indemnified against risk and expense out of the Club property.

20. WILFUL DAMAGE

Any Member causing wilful damage to any hedge, tree, fence, green or Club property shall arrange repair of the same at their own expense, or repay the Club for any repair carried out.

21. CLUB FINANCE

If at any time the Club in General Meeting shall pass a resolution authorising the Committee to borrow money, the Committee shall thereupon be empowered to borrow for the purposes of the Club, such amount of money, either at one time or from time to time, and at such rate of interest and in such form and manner and upon such security as shall be specified in such resolution, and thereupon the Trustees shall, at the direction of the Committee, make all such disposition of the Club property, or any part thereof and enter into such agreements in relation thereto as the Committee may deem proper for giving security for such loans and interest. All Members of the Club, whether voting on such resolution or not, and all persons becoming Members of the Club after the passing of such resolution, shall be deemed to have assented to the same as if they had voted in favour of such resolution.

22. SUBSCRIPTIONS

- a) The annual subscription shall be due on 1st January but may be paid in two equal instalments on 1st January and 1st July in each year with the addition of 10% on each instalment, or in monthly instalments by means of any scheme approved by the Committee.

The subscription shall be fixed by the Members in General Meeting and any notice to alter the subscription shall be given in the notification of Annual General Meeting.

- b) The Committee shall have power to determine from time to time the amount of Entrance Fees and Green Fees and to restrict the numbers of Members as circumstances demand.
- c) Any Member wishing to withdraw from the Club shall notify the same to the Secretary/ Manager prior to 1st January and in default of such notice will be liable to subscription for the year commencing on that day as well as for all arrears.

- d) Any Member being in arrears on 14th January/July, or have failed to make two successive payments on monthly instalment scheme approved by the Committee, shall cease to be a Member and the Secretary/Manager shall give notice to that effect. The names of those given such notice shall be posted in the Clubhouse.

23. ANNUAL GENERAL MEETING

- a) The Annual General Meeting of the Club shall be held not later than 31st October at such time and place as the Committee shall determine. At the Annual General Meeting 25 members shall form a quorum.

The President shall preside at the Annual General Meeting.

- b) The Committee may call an Extraordinary General Meeting when any question of urgent importance shall arise, and shall be bound to do so on receiving a requisition signed by ten Members of the Club, or by a Member who has been expelled by the Committee and desired to appeal to an Extraordinary General Meeting. Twenty-five Members form a quorum at an Extraordinary General Meeting.
- c) At least fourteen days notice of any General Meeting, specifying the business to be transacted, and the day, place and hour of the meeting shall be sent to every Member by letter to his address in the Club Register.

No amendment other than a motion for adjournment shall be moved to any resolution proposed at any Annual General Meeting or Extraordinary General Meeting unless written notice of the amendment shall have been sent to the Secretary/Manager not less than seven days prior to the meeting. Whenever any such notice is given it shall be immediately posted.

Notice of Business - Any Member desirous of moving any resolution at the Annual General Meeting shall give notice in writing to the Secretary/Manager not later than the last day of August.

- d) No Rule of the Club (other than Rule 27) shall be repealed or altered, and no new Rule shall be made save by a two-thirds majority of the Members present and voting at a General Meeting and twenty-eight days notice of the intention to propose any new Rule or alteration shall be given to the Secretary/Manager, who shall send notice to every Member to his address in the Club Register at least fourteen days before the General Meeting.
- e) At all meetings of the Club, or of the Committee, the Chairman shall have, in case of equality, a casting vote.

24. BYE-LAWS

The Committee is empowered to make, repeal and amend such Bye-Laws as they may from time to time consider necessary for the well-being of the Club, which Bye-Laws repeals and amendments shall have effect until set aside by the Committee or a General Meeting.

25. COMPLAINTS

All complaints shall be made in writing to the Secretary/Manager who will respond. Where the complaint cannot be dealt with by the Secretary/Manager, it shall be submitted to the Committee whose decision shall be final.

26. GREEN FEES

Green Fees shall be paid in the Professionals Shop or other designated place before play commences.

27. OPENING OF CLUB PREMISES

The Club premises shall be opened to members daily except for Christmas Day between such hours as the Committee shall from time to time determine, but the Committee may close them for such time as is deemed necessary for repairs.

28. PERMITTED HOURS

The permitted hours for the supply of intoxicating liquors shall be determined from time to time by the Committee in accordance with the statutory conditions for the time being in force.

The permitted hours will be displayed on the main Notice Board.

Persons under the age of 18 are not allowed to purchase or consume alcohol on the Club premises.

29. VISITORS

Subject to any restriction which may from time to time be imposed by the Committee, the following shall be entitled to admission to the Club premises and to purchase intoxicating liquor for consumption on the premises

- a) Golfers on payment of the appropriate Green Fee.
- b) Those taking table meals in the Club premises.
- c) Those attending, as ticket holders, any function organised by the Club on the Club premises.
- d) Club employees.

All visitors shall sign the Visitors' Book.

Every Member shall be allowed to introduce guests. The Member is responsible to ensure that their guests comply with the Club Rules and before leaving that all expenses incurred, whether for the Member or the guests, are paid.

30. RULES OF GOLF

The Rules of Golf as adopted by the Royal and Ancient Golf Club of St. Andrews, except where modified by the Bye-Laws of the Club shall apply.

31. NOTICES

No notices, papers, placard or other material shall be displayed or altered in the Clubhouse or on Club property without the authorisation of the Secretary/Manager.

32. DRESS IN THE CLUBHOUSE OR ON THE COURSE

Dress rules will be determined by the Committee and posted on the Notice Board with the By-Laws of the club.

33. ADDRESSES OF MEMBERS

Every Member shall from time to time communicate to the Secretary/Manager their address or that of their agent. Such address shall be inserted in the Register of Members and all notices sent by post to such address shall be deemed to have been delivered on the day following posting.

34. MEMBERS BOUND BY RULES

Every Member shall be bound and submit to the Rules and Bye-Laws of the Club.

RULES OF THE CLUB APPERTAINING TO JUNIOR MEMBERS

1. CRITERIA FOR MEMBERSHIP

Membership of the Junior Section is subject to interview. Representatives from the membership committee and the Junior Organiser will conduct individual interviews with prospective boy members. The Ladies Captain and the Junior Organiser will conduct interviews with prospective girl members.

Recognising that age and ability can influence readiness for Junior membership, applications will not be considered in chronological order. Where more applications have been received than there are places available, the following criteria will be considered:-

- 1) Family association within the Club
- 2) Handicap to age profile
- 3) Age
- 4) Length of time on the waiting list
- 5) Attitude at the interview
- 6) Parental interest

2. HANDICAPS

Under 12's start with a handicap of 45, and play off ladies red tees. 4 cards must be submitted before an E.G.U. handicap will be awarded. There are three divisions in the section:-

Division 1	Handicap	0 - 18	
Division 2	Handicap	19 - 28	Girls 19 - 54
Division 3	Handicap	29 - 45	

Division 3 players are not eligible to play in Club Competitions or Medals. Neither may they mark cards for Division 1 or 2 players in Competitions or Medals. There are special events and meetings arranged for Division 3 players throughout the year.

The participation of Junior Members in Senior competitions, save where it is expressly provided for, shall be restricted to Junior members with handicaps of 21 and under. If the competition allows Junior members to participate, as indicated in the diary, or rules of the competition, the Junior must play with a cadet, or adult member.

3. **AGE BRACKETS**

Subscription rates are determined by age, and are categorised as follows:-

Junior 1	(- 16)
Junior 2	(16 / 17)
Cadet 1	(18 / 19)
Cadet 2	(20 / 22)
Cadet 3	(23 / 25)

4. **FULL MEMBERSHIP**

On January 1st in the year after reaching the age of 25 years, Cadets may transfer to Full Membership provided they meet two criteria, as follows:-

- 1) They have an EGU handicap.
- 2) They are accepted following an interview with the Membership Committee.

The entrance fee payable is the Full Membership fee applicable on January 1st upon being accepted as a full member, discounted by 10% for every year of continuous Junior or Cadet Membership held, up to a maximum of 80% discount.

5. **GENERAL**

Junior members will be on probation for the first two years of membership.

Juniors may not start before 11.00 a.m. on Saturdays and Sundays unless they are playing in a senior competition and playing with a cadet or full member.

On Junior Medal days, they may start at 10.00 a.m.

Juniors without an E.G.U. handicap may not play at weekends until after 4.00 p.m. on the main course.