

# KHGC : RULE DEFINITIONS

Where the following definitions are used within the rules the word(s) are shown in ***bold italic*** font

<i>REF</i>	<i>DESCRIPTION</i>	<i>DEFINITIONS</i>
D1	Approved pro-forma	A pro-forma created by the club manager and used by members for the submission of resolutions or for expressing intention to vote on resolutions
D2	Correspondence	All communication with the club in any written format including paper and electronic but excluding that sent by phone text or similar which may not be saved to a database.
D3	Director	An elected member who shall be a playing member over 18 years of age.
D4	Flexi member	A member who pays a reduced membership fee and pays a green fee on each occasion that they play golf. Any restrictions applicable to the payment of the membership fee by any form of credit agreement may be applied by the Management Committee.
D5	Honorary Member	Any person who has rendered distinguished service to the game of golf.
D6	Junior	A playing member under 18 years of age on 1st July of year in question
D7	Life member	A previous or current member who has rendered distinguished service to the Club.
D8	Member	All members of the club irrespective of category
D9	Membership category	A split of the membership into various categories e.g. according to age, sex, length of membership, playing rights etc. as determined by the Management Committee
D10	Officer	Any member elected to a committee other than to the Management Committee (with the exception of Club Captain & Club Vice-Captain who will be elected to both the Management and Captain's Committee)
D11	Player Hold	A Playing Member who on request and approval by the Management Committee suspends his playing membership for a period of time upon such terms and conditions as the Management Committee decide
D12	Playing Member	A Member (over 18 years of age) entitled to play according to his membership category
D13	Quorum	More than 50% of those members of a committee eligible to vote (unless specified otherwise)
D14	Resolution	Any submission to a General meeting or other committee requiring a vote. To include those for election of Directors and Officers or any change to a rule / byelaw etc.
D15	Section	Any sub group of the club created from time to time
D16	Senior	A member aged 60 or over
D17	Show of hands	An alternate method of voting NOT requiring a secret ballot may be used to simplify and expedite any 'non contentious' voting process e.g. an annual report etc. The Capt/Chairman of any committee will be permitted to sanction this type of vote subject to the agreement of those in attendance at such meeting by a show of hands. Where there are any objections to a show of hands a secret ballot must be held. Not to be used for election of officers or directors

D18	The Club	Knighton Heath Golf Club
D19	Vote	A secret ballot
D20	Voting Member	All playing members paying the full membership fee and Life members
D21	Voting Member	All FULL & 5 DAY members and Life members
D22	Voting Member	All playing members over 18 years of age and Life members

#### Notes

- 1 Words importing the singular number only shall include the plural number, and vice versa.
- 2 Words importing the masculine gender only shall include the feminine gender, and vice versa.
- 3 Words importing persons shall include corporations.

**NB** The following table is to be used as reference only during the EGM and will be removed from the final version of the rule book

<b><u>Category</u></b>
Full Playing
Full 23 - 25
Full 19 - 22
Full Senior
<b><i>Full Members *</i></b>
5 Day
5 Day Senior
<b><i>5 Day Members *</i></b>
Armed Forces
Country
Overseas
Senior Social (10 hole)
<b>Playing Members</b>
Life Members

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## 1 **THE CLUB**

The club :

- 1.1.1 shall be called Knighton Heath Golf Club.
- 1.1.2 is a member's club established and registered as a company limited by guarantee.
- 1.1.3 is a company formed under a Memorandum of Association which may be inspected in the Manager's office.
- 1.1.4 is formed to provide facilities for and promote participation in the amateur sport of golf in Bournemouth and the surrounding areas.
  
- 1.2 The property shall be under the control of the **Directors** of **the club** provided always that :  
The **Directors** shall not -
  - 1.2.1 purchase any land or hold interest in any land
  - 1.2.2 enter into any contract concerning or making any conveyance or disposition whatsoever of any land or interest in land vested in them other than a mortgage
  - 1.2.3 charge the creation of an assured short-hold tenancy or a licence or tenancy in connection with the employment of an employee and terminable upon or before the termination of the employee's employment
  - 1.2.4 do so in relation to rule 1.2.1 , 1.2.2 and 1.2.3 unless so directed by a **resolution** passed by a two-thirds majority of **voting members** voting at a General Meeting

## 2 **NUMBERS**

**The Club** shall consist of:

- 2.1 Not more than 700 **playing members**.
- 2.2 The types of **membership category** and numbers within each shall be determined by **Management Committee**
- 2.3 limitations on membership will only be allowed based on available facilities on a non-discriminatory basis.

### 3 **MEMBERS JOINING**

- 3.1.1 Membership shall only be granted after a written proposal for membership has been considered and approved by the Captain's Committee of ***the Club***.
- 3.1.2 The Captain's Committee may refuse membership only for good cause such as conduct or character likely to bring ***the Club*** or the sport into disrepute.
- 3.1.3 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.
- 3.2 Each new ***member*** should be aware of the contents of ***the club*** rule book and Memorandum of Association

### 4 **MEMBERS RESIGNATION / EXPELLED :**

- 4.1 A member is requested, when leaving ***the club***, to resign their membership, by ***correspondence*** to the Manager.
- 4.2 Any ***member*** expelled according to 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 he/she may have had by reason of membership

### 5 **MEMBERS ENTRANCE FEES, SUBSCRIPTIONS AND OTHER PAYMENTS**

- 5.1 ***A member :***
  - 5.1.1 is liable for any annual subscriptions, locker and trolley shed rentals and any imposed levy
  - 5.1.2 and shall be payable in advance by the day on which the financial year shall commence.
  - 5.1.3 ***the club*** will keep subscriptions and other payments at levels that will not pose a significant obstacle to people participating.
  - 5.1.3 who has not paid the amount due by the first day of the new financial year may be banned from competing in any club competition or voting at any meeting
  - 5.1.4 who has not paid the amount due by the 14th day thereafter, shall if the Management Committee determine cease to be a ***member*** but may be re-instated by the Management Committee on payment of arrears.
  - 5.1.5 who on provision of a medical certificate wishes to suspend his playing membership may request the Management Committee to transfer their membership to ***Player Hold***.
- 5.2 The terms and conditions of ***Player Hold*** will be as determined by the Management committee
- 5.3 Invoices will be issued one month before the end of the financial year.

- 5.4 Where a **playing member** using a credit facility, cancels membership , resigns or is expelled during the year they will continue to be liable for the outstanding payments due for the remainder of the year for which subscriptions are due
- 5.5 Should a **playing member** default in the payment of any fees fully/partly owed to **the club** the Management Committee reserve the right to appoint a collection agency to recover the fees and any associated costs due to **the club**.
- 5.6 **Life Members** are entitled to all the privileges of a **playing member** without paying the annual subscription and have full voting rights
- 5.7 **Honorary members** are entitled to all the privileges of a **playing member** without paying the annual subscription but may not serve as officers of **the club** or vote at an AGM/General Meeting.
- 5.8 All **members** within non voting categories are entitled to apply for a membership with voting rights upon paying the appropriate subscription and after going through the relevant membership application procedures.

### **Loans**

- 5.8.1 The Management Committee may request a loan from any **member** for the financing of a specific project etc. as proposed at an AGM/General Meeting
- 5.8.2 Upon ceasing to be a **member**, he/she shall be entitled to have any sum owed by **the Club** to him/her repaid within six months of the receipt by **the Club** Manager of notice by **correspondence** requesting such payment.
- 5.8.3 Any loan not requested to be repaid within twelve months of them ceasing to be a **member** will revert back to **the club**
- 5.8.4 Balances on bar cards if not claimed within six months of them ceasing to be a **member** will revert back to **the club**

# MANAGEMENT OF THE CLUB

## 6 **DIRECTORS :**

6.1 Shall not serve as an **Officer** of **the Club** (with the exception of rule 6.3)

The **directors** of the club:

6.2.1 shall be a minimum of 6 and a maximum of 9

6.2.2 shall serve for a term of three years

6.2.3 At the end of their 1st term of office they shall retire but be eligible for re-election for a second term.

6.2.4 may only stand for more than two consecutive terms should there be insufficient nominations for new **directors**

6.2.5 shall include a Finance **Director** who shall be voted into role at the AGM. If no suitably qualified candidate is found **the club** Manager may seek the services of a professional firm

6.3 will include the Club Captain and Club Vice-Capt (who shall serve as his alternate on Management Committee) will automatically become **directors** of **the club** for a term which will correspond to the period of time they serve as Club Captain and/or Vice-Captain.

## 7 **OFFICERS**

7.1 Shall not be a **Director** of **the club** except in the case of Club Captain and Club Vice-Capt (who shall serve as his alternate on Management Committee)

### **The President**

7.2.1 who should be a **member** of at least 10 years standing.

7.2.2 shall stand for a term of 3 years

7.2.3 shall at the end of their 1st term of office retire but be eligible for re-election for a second term.

7.2.4 may only stand for two consecutive terms

### **All Captains & Vice-Captains**

7.3.1 should be **members** of at least 5 years standing -

7.3.2 shall stand for a term of 1 year

7.3.3 may if elected by the **members** serve a subsequent term(s) in the same office.

### **Other Officers**

7.4.1 should be **members** of at least 2 years standing

7.4.2 shall stand for a term of 1 year

7.4.3 May if elected by the **members** of their **section** at the annual meeting of the **section** serve a subsequent term(s) in the same or another office.

## COMMITTEE STRUCTURE :

- 8 **MANAGEMENT COMMITTEE** shall comprise:  
Those with a **vote**
- 8.1.1 The **Directors**
- 8.1.2 The Club Captain or Vice Capt (designated alternate)  
Those without a **vote** .....
- 8.2.1 The President
- 8.2.2 The Manager
- 8.2.3 Additional **members** may be co-opted onto the committee at the discretion of the Management Committee. Any **member** so appointed shall retire at the next AGM but be eligible as a candidate for election at such AGM.
- 8.3 The Management Committee shall elect a Chair and Vice Chair at its first session after each AGM to hold office for one year and be eligible for re-election thereafter.
- 9 **CAPTAIN'S COMMITTEE** shall comprise :-  
Those with a **vote** :
- 9.1.1 **The CLUB** Captain and **The CLUB** Vice-Captain.
- 9.1.2 The Ladies' **Section** Captain and Vice-Captain.
- 9.1.3 The Men's Seniors' **Section** Captain and Vice-Captain.
- 9.1.4 The Management Committee Chairman (or the Management Committee representative).  
Those without a **vote** .....
- 9.2.1 The President
- 9.2.2 The Manager
- 9.2.3 The Professional  
...and including those appointed at the Captains discretion :
- 9.2.4 The Junior Organiser
- 9.2.5 The Chairman or representative of the Handicaps & Competitions Committee
- 9.2.6 Additional **members** may be co-opted onto the committee at Captain's committee discretion. Any **member** so appointed shall retire at the next AGM but be eligible as a candidate for election at such AGM.



## COMMITTEE RESPONSIBILITIES

10 **MANAGEMENT COMMITTEE** will be responsible for :

- 10.1.1 all non-golfing policy
- 10.1.2 the control of financial matters of **the Club**
- 10.1.3 engaging, control and dismissal of employees of **the club**
- 10.1.4 all such administrative powers as may be necessary for properly carrying out the business of **the Club**
- 10.1.5 The purchase of intoxicating liquor for supply by **the Club**. The permitted hours for the supply of intoxicating liquor shall be within the normal licensing hours for the district.
- 10.1.6 Opening and closing of the clubhouse / bar or any part thereof. A notice to this effect shall be displayed in the club-house.

11 **CAPTAIN'S COMMITTEE** will be responsible for :

- 11.1.1 all golfing matters
- 11.1.2 membership induction process
- 11.1.3 overall responsibility for organising and running of social events
- 11.1.4 and shall be the guardian of its standards, tone and atmosphere.

12 **MANAGEMENT COMMITTEE/ CAPTAIN'S COMMITTEE** will be jointly responsible for :

- 12.1.1 the recommendation of **Life Members** and **Honorary Members**
- 12.1.2 setting up sub-committees as they deem necessary.
- 12.1.3 each sub-committee reporting back to its parent committee through its chairman.

13 **SECTION COMMITTEES**

- 13.1 All **sections** will be bound by **the club** rules and will be considered as an integral part of **the Club** and shall be responsible for where appropriate :
  - 13.1.1 Arranging matches, competitions and other activities
  - 13.1.2 Co-operating in support of any activities for the benefit of **the Club** when requested by the Captain's committee or the Management committee.
  - 13.1.3 Complying with any policy requirements of **the Club** or as requested by the Management Committee/Captain's Committee

## **EMPLOYEE ROLES & RESPONSIBILITIES :**

### **14      THE MANAGER:**

The Manager shall :

- 14.1.1 conduct the **correspondence** of **the Club**
- 14.1.2 have the custody of all documents belonging to **the Club**
- 14.1.3 keep full and correct minutes of all Management Committee and the Captain's Committee proceedings
- 14.1.4 provide the administrative support to the various sections of **the Club** where previously agreed
- 14.1.5 assisted by the Financial **Director** shall keep the accounts of **the Club**
- 14.1.6 assisted by the Financial **Director** shall make up the Annual Statements of Accounts and balance sheet to the 30<sup>th</sup> June in each year
- 14.2 The full duties and responsibilities of the Manager are contained in his/her contract/job description.

### **15      AUDITOR:**

- 15.1 The accounts shall be audited annually by the auditors to **the Club**
- 15.2 After audit the accounts shall be circulated to the **members**

## **ELECTION PROCEDURE**

### **16 RESOLUTIONS :**

- 16.1.1 may only be made on the **approved pro-forma** by any two **voting members of the Club** of at least two years standing-
- 16.1.2 where for **director /officer** shall be accompanied by the **approved pro-forma** from the candidate consenting to serve if elected.
- 16.2 A list of all **resolutions** received shall be posted on the appropriate Club notice board and on **the club** web site by the Manager (or respective Chair of **section** committee) and in any event at least seven days before the AGM / General Meeting (**section** annual meeting).

### **17 VOTING**

- 17.1 All voting at AGM's and General Meetings for **Directors and Officers** shall be by secret ballot. In other cases a **show of hands** may be used
- 17.2 Each **voting member** of **the club/section** will be allowed one **vote**
- 17.3 Members are to cast a **vote** either in favour, against or abstain for each **resolution** in the manner prescribed on the ballot paper.
- 17.4 The number of votes obtained for any **resolution** will be the NET position of those cast 'For' less those cast 'Against'.
- 17.5 Any **resolution** where more votes are cast Against than For will be rejected.
- 17.6 No rule of **the Club** shall be repealed or altered and no new rule shall be made save by a two-thirds majority of the **voting members**.
- 17.7 Wherever possible the votes should be counted and recorded and verified by an independent party.
- 17.8 Where the result of **resolution** results in an equal number of votes for any vacancy on any committee the chair of that committee shall select the winning candidate.
- 17.9 The number of votes cast for and against each **resolution** shall be announced to the **members** attending the AGM (**section** meeting) as soon as the ballot result is known
- 17.10 The result of the ballot shall be posted on **the club** notice board and on **the Club** web site by the manager (or respective chair of **section** committee)
- 17.11 Any **voting member** who is unable to attend an AGM / General Meeting and who is entitled to **vote**, may submit an **approved pro-forma**, by **correspondence** to the Manager 3 days prior to any meeting

## **MEETINGS**

### **18 AGM - NOTICE ETC**

- 18.1.1 Shall be held once in every year as soon as possible after the end of the financial year at such place as the Management Committee shall determine.
- 18.1.2 Not more than fifteen months may elapse between one AGM and the next.
- 18.1.3 The date shall be advertised eight weeks before the date of the meeting on ***the Club*** notice board and via ***the club*** web site
- 18.1.4 Any ***voting member*** wishing a ***resolution*** to be considered at the AGM agenda shall give notice of the proposed ***resolution*** on an ***approved pro-forma*** by ***correspondence***, duly seconded, to the Manager not less than six weeks before the date of the meeting.
- 18.1.5 Such ***resolutions*** shall be exhibited on the main notice boards of ***the club***.
- 18.1.6 Any ***member*** wishing to propose amendments to the ***resolution*** shall do so by lodging the proposed amendment on the ***approved pro-forma*** in writing (or by hand), duly seconded, with the Manager within four weeks of the date of the meeting.
- 18.1.7 At least two weeks notice must be given to members with full details of any proposed ***resolutions*** and proposed amendments on ***the Club*** notice board and via ***the club*** web site.

### **19 GENERAL MEETING - NOTICE ETC**

- 19.1.1 The Management Committee may call one at any time
- 19.1.2 The Management Committee shall be bound to hold one on receiving a petition signed by not less than 10% of the ***voting members*** of ***the Club***
- 19.2 A General Meeting shall be held within 21days of receipt of the petition
- 19.3 At least 14 days notice shall be given to ***members*** by posting a notice on ***the Club*** notice board and on ***the club*** web site.
- 19.4 The ***quorum*** for a General Meeting shall be 10% of the ***voting members***

**AGM / GENERAL MEETING - AGENDA**

- 20.1** The President, or in his absence, the Chairman of the Management Committee shall preside:  
The business of the AGM / GENERAL MEETING may include :  
**AGM ELECTIONS of :**
- 20.2** The President
- 20.3** ***The Club*** Captain
- 20.4** ***The Club*** Vice Captain
- 20.5** ***Directors***
- 20.6** Auditor
- 20.7** ***Life Members***
- 20.8** ***Honorary Members***  
Other business may include :
- 20.9** Voting on ***resolutions***
- 20.10** No business other than that for which notice has been given shall be brought forward at the meeting.

## **MISCONDUCT**

### **21 DISCIPLINARY COMMITTEE**

- 21.1 Any complaint about a **member** of **the Club** should be made by **correspondence** to the Manager, detailing the circumstances
- 21.2 On receipt of a complaint against a **member** the Manager shall convene a meeting with **the Club** Captain and three other officers of the Captain's Committee
- 21.3 On hearing all the evidence submitted they shall take the appropriate action

### **APPEAL PROCESS**

- 21.4 The Management Committee is the Appeal Committee and its task is to review the full report of the disciplinary committee
- 21.5 The decision of the Management Committee is final and is not subject to any further right of appeal

### **22 COMPLAINTS : STAFF**

- 22.1 In no instance shall an employee of **the Club** be reprimanded directly by a **member**, **director** or **officer**
- 22.2 Any complaints shall be made by **correspondence** to the Manager who, if unable to deal with them, shall submit them to the Management Committee
- 22.3 The decision of the Management Committee shall be final

## 23 **VISITORS AND GUESTS**

- 23.1** All visitors may at the discretion of **the Club** Captain, Manager, Professional use the clubhouse, course or facilities on payment of the appropriate fee as prescribed by the Management Committee
- 23.2** A guest of a **member** may play no more than twelve times in any year unless approved by **the Club** Manager.

## 24 **SUNDRY**

- 24.1** In the event of any difference or discrepancy arising as to the meaning or interpretation of these Rules as compared with the provisions of the Memorandum of Association of the company, then the latter shall prevail.
- 24.2** No paper, notice or placard written or printed shall be put up in the clubhouse or grounds without the authority of the Manager.
- 24.3** **The Club** accepts no liability for the loss of or damage to any articles left on **the Club's** premises by **members**, guests or visitors. **Members** are only covered for third party liability and will be liable for any excess payments.
- 24.4** The Management Committee may make such bye-laws as they consider necessary for the well-being of **the Club**. The drafting of those that directly concern golfing matters may be proposed by the Captain's Committee for agreement by the Management Committee
- 24.5** All surplus income or profits are to be reinvested in **the club**. No surpluses or assets will be distributed to **members** or third parties.

## 25 **THE CLUB - WINDING UP / DISSOLUTION**

If upon the winding up or dissolution of **the club** there remains after the satisfaction of all its debts and liabilities, any property whatsoever, the same shall not be paid to or distributed among the **members** but shall be given or transferred to another registered CASC, a registered charity or the sport's governing body for use by them in related community sports.