

## **ALNESS GOLF CLUB – CONSTITUTION**

### **Revision 2.1 passed at the AGM 24/11/06**

1. The name of the Club shall be Alness Golf Club.
2. The object of the Club shall be to provide and maintain a Golf Course for the benefit of the citizens of Alness and District to promote and foster the game of Golf.

The Club will be run as a non profit making organisation. All profit and surpluses will be used to maintain and/or improve the Club's facilities. No profit or surplus will be distributed other than to another non profit making body or to members on winding up/dissolution of the Club.

3. The affairs of the Club shall be administered by a Committee of Management in accordance with the rules herein described.
4. The Committee of Management shall be elected by the members to manage the Club and shall consist of the Captain, Vice-Captain, Secretary, Treasurer and nine ordinary members.

The Committee of Management shall be elected at the Annual General Meeting and shall hold office for one year.

### **SUB-COMMITTEES**

- (a) Greens. Consisting of 2 Committee Members and the Greens Keeper.
- (b) Bar and Clubhouses Consisting of 2 Committee Members and the Bar Steward.
- (a) Match & Handicap. Consisting of 2 Committee Members and Golf Professional.

The Captain and Vice-Captain shall be ex-officio at all sub-committees.

5. Each year the members of the Committee shall retire and shall be eligible for re-election.
6. A list of all candidates for office shall be placed on the Club notice board by the Secretary at least six days before the Annual General Meeting.  
Nominations of candidates for office must be made in writing, signed by a proposer and seconder, and handed to the Secretary seven days prior to the time of the Annual General Meeting.

The Secretary will post same on notice board immediately.

The Committee shall have the power to co-opt in the event of any vacancy on the Committee a member who will serve until the next Annual General Meeting and who will be eligible for immediate re-election. In the event of there being insufficient candidates for the vacancies on the Committee, the Committee shall also have power to co-opt a member to serve until the next Annual General Meeting.

### **COMMITTEE OF MANAGEMENT**

8. The Committee of Management shall be responsible for the entire management of the Club, subject to any decisions of a general meeting of members.
9. The Committee shall meet at least once every month, seven members to form a quorum, voting to

be by simple majority.

The Captain will be Chairman of the Committee and, if absent from any meeting; his place shall be taken by the Vice-Captain.

If both Captain and Vice-Captain are absent, the members present shall appoint a member of Committee to preside.

At every meeting the Chairman may vote and in the event of equality of votes, he shall in addition have a casting vote.

10. The Committee shall have the power to make rules, regulations and byelaws. These rules, regulations and byelaws shall be placed on the notice board in the Clubhouse and shall be binding on every member until set aside or amended by the Committee or a General Meeting. The Committee shall have the sole right to interpret these rules, regulations and byelaws and to give directions in cases not provided herein.
11. The Secretary shall conduct the correspondence of the Club, have custody of its documents and shall keep correct Minutes of all proceedings and decisions of the Club Meetings.
12. The Treasurer shall keep an account of all the Club funds and shall receive and disburse all monies due and by the Club. He shall record all financial transactions in the books and draw up an abstract of accounts each year as at 30 September.

All cheques and other bank documents will be signed by 2 out of 3 signatories.

In the event of the Alness Golf Club requiring an Overdraft or Loan the Treasurer will inform the Committee prior to arranging facility required.

13. The title of any heritable property belonging to the Club shall be taken in the names of the Captain, Secretary and Treasurer of the Club and their successors as Trustees for the Club.
14. The Match Secretary shall be responsible for all competitions of the Club. The Match Secretary will be Convenor of the Match Committee and be responsible for the keeping of handicap records, adjustments and programme of events within the Club, and outside the Club where Alness Golf Club is to be represented in competitions.

The Greens Convenor will be responsible for the maintenance of the Course and in particular the tees, fairways, greens and rough.

### **GENERAL MEETING**

16. Employees, both Green keeping and Bar Staff, to be employed with the approval of the full Committee, but that the Convenors are empowered to employ only on a temporary basis – until the full Committee Meeting approval.
17. The Annual General Meeting shall be held within two months of the end of the Financial Year (Currently 30<sup>th</sup> September).
18. A Special General Meeting may be called by the Committee at any time and it shall be bound to do so on receipt of a written requisition signed by at least five members, stating terms of the motion to be discussed. Such a meeting must be called within one calendar month of receipt of requisition.

19. Notice of General Meetings shall be posted in the Clubhouse and the local newspaper no less than fourteen days before the date of the meeting.

At all General Meetings, twenty- five members present shall constitute a quorum. The Captain shall preside.

Only the business specified in the notice calling the General Meeting may be discussed.

22. Any subject relating to the Management and affairs of the Club may be discussed at the Annual General Meeting, given at least seven days notice before the meeting for inclusion on the agenda.

23. Any motion to amend the Constitution put forward to the Annual General Meeting shall be submitted in writing, duly proposed and seconded, to the Secretary who shall place a copy of the motion on the Club notice board at least seven days before the date of the meeting. No decision on a motion voted on at a General Meeting shall be re-considered until the following Annual General Meeting.

24. The support of two thirds of those present and voting shall be required to approve any proposed alteration in the Club Constitution.

Details of such alteration to be included with the notice calling the meeting.

- 24a. Any Member causing a disturbance or under the influence of alcohol, can be asked to leave the meeting.

25. **MEMBERSHIP**

Membership of the Club shall be as follows:-

- (a) Gentlemen playing members.
- (b) Lady playing members.
- (c) Juniors up to 18<sup>th</sup> birthday.
- (d) **Life Members**

- (i) Life membership shall be conferred only on those members who, in the opinion of the Committee, have shown a practical interest and devotion to the best interests of the Club and the game of golf in general.

This can only be awarded at an AGM.

Life members will not be liable for payment of the Annual Subscriptions but will be entitled to full privileges of the Club and may compete in Club competitions and matches and will have the right to vote.

- (e) **Honorary members**

- (ii) Honorary membership may be conferred on the Secretary, Treasurer and employees of the Club, but shall continue only so long as they remain in its employment. It may also be conferred on such other parties who by their service have benefited the Club financially or otherwise, but the duration of membership shall endure for such time as the General Meeting may decide.

Honorary members shall be entitled without payment of Annual Subscriptions to all privileges and rights of ordinary members. With the exception of employees who not be entitled to voting rights.

(f) **Visitors/Temporary members** .

- (iii) Temporary membership may be conferred on all visitors on payment of fee required for duration of play. Visitors will be entitled to the use of the Clubhouse and the Course.

(g) **Non-playing members.**

- (iv) Non-playing members have unrestricted rights in the use of the Clubhouse but have no rights to the use of course. The introduction of non-playing membership must be decided at an Annual General Meeting.
- (v) Non-playing Membership agreed as “Social Membership” and Subscriptions to be agreed at the Annual General Meeting.

26. The names and addresses of all applicants for membership shall be displayed in a conspicuous place in the Clubhouse for at least one week before review by the Committee and that an interval of not less than two weeks shall elapse between nomination and election of ordinary members.

27. All candidates for admission to membership shall be proposed and seconded by two members who must have been members for at least twelve months, and by a Committee member. The proposer should, if possible, introduce the applicant to the Committee members or be prepared to provide any reasonable information about the applicant which may be required.

28. The Committee of Management reserve the right to refuse application for membership.

Any person whose application for membership has been refused may not be introduced thereafter as a guest and may only re-apply for membership after a period of two years has elapsed.

30. A list of persons who have been refused membership or who have been banned due to misconduct will be kept up to date by the Secretary.

31. The candidate shall receive from the Secretary notification of acceptance or refusal. On payment of subscription the new member will be given a copy of the Club rules. Failure to pay the entrance fee and subscription within one calendar month of acceptance shall be held to indicate withdrawal of application for membership.

32. **SUBSCRIPTIONS**

- (a) The amount of entrance fee and annual subscriptions for all categories shall be fixed by the Members at the Annual General Meeting.
- (b) Subscriptions shall be due and payable by all Members from 1<sup>st</sup> January.
- (c) If payment is not made by 31<sup>st</sup> March, Membership will be deemed to have lapsed.

- (d) After this date rejoining fee (10% of the entrance fee) will be imposed and only after this has been received will Members be permitted to enter their names in competitions.
- (e) The Charges for Visitors will be determined by the Committee and displayed on the Notice Board before the start of the playing Season.
- (f) A Joining Fee maybe imposed on new members.

All members accepting membership are agreeing to bind themselves to the rules of the Club and, on that condition alone, they are entitled to enjoy the rights and privileges of membership.

### 33. **DISCIPLINE**

When it is brought to the notice of the Committee that the conduct of a member may be injurious to the reputation or interests of the Club or that he or she may have acted contrary to the rules of the Club, the Committee, having made such enquiries as it considers appropriate, may decide to take the matter further. In that event:-

- (a) A special Sub-Committee of at least six members shall be convened. Written notice of such a meeting stating the time and date and that its purpose is to consider the conduct in question of the member and specifying in general terms the nature of that conduct shall be sent to the said member by recorded delivery. The special meeting shall not take place before 10 days have elapsed from the date of posting such notice.
- (b) The member may resign from the Club prior to the meeting or attend in person or sent a written explanation for consideration at the meeting. The notice of the meeting sent to the member shall advise him or her of these options.
- (c) At the meeting the Sub-Committee, after hearing the member or considering his or her written explanation, may be resolution, passed by a majority, of the Committee present, admonish the member or suspend the member's membership from the Club.
- (d) The decision of the Committee shall be communicated by recorded delivery to the member and at the discretion of the Committee, may be posted on the Club notice board.
- (e) Any member subject to discipline shall have the right to appeal. Such appeal shall be made in writing to the Committee and shall be heard by a special meeting which the Committee must call on receipt of the appeal. A majority of two thirds of the members present and voting shall be necessary to confirm the action of the Sub-Committee.
- (f) Any member expelled, or otherwise ceasing to be a member of the Club, will forfeit right to or claims upon the Club property or funds.

Any money which goes missing from the Golf Club Funds to be reported to the Police so that it can be officially dealt with.

- (h) All full time staff appointments are interviewed by a sub Committee appointed by the Full Committee.

### 34. **COMPLAINTS**

All complaints, of whatever nature, should be made in writing to the Secretary who shall submit them as soon as possible to the Committee.

35. **CLUB ASSETS**

(a) The property, effects and money of the Club shall belong equally to all members during membership, but the right and interest of such members shall be personal and limited to the member and shall expire when membership ceases and shall not be assignable or pass to the member's heirs or executors.

(b) The lease of the heritable property and the title to heritable property being long to the Club shall be vested in the Captain, Secretary and Treasurer or their successors in office as Trustees, for and on behalf of, the Club.

The said officials shall, subject to the directions of the Club or the Committee, be empowered to grant all obligations on behalf of the Club and its members in relation to the Club and its property, servants and others.

(c) The Committee have the power to grant Heritable Securities.

36. **GUESTS**

Full Members may introduce guests into the Club premises subject to such regulations as the Committee may from time to time enact.

37. The Committee of Management shall have the power to:-

(a) Decide what refreshments may be obtained in the Clubhouse, the prices to be paid for these refreshments and hours during which the refreshments may be supplied.

(b) Excisable liquors will only be sold to Members, Playing Visitors, Social Members and Visitors of Full Members.

No visitor shall be supplied with excisable liquors in the Clubhouse unless on the invitation and in the company of a member, and such member shall upon admission of such a visitor to the Club premises enter his own name and the names and full addresses of such visitor and the date of each visit in the visitor's book.

No visitor shall be signed in on more than ten occasions in any financial year.

(c) No excisable liquor shall be sold or supplied to any person, whether a member or otherwise, who is under the age of eighteen years.

(d) No member of the Committee and no manager or servant employed in the Club shall have any personal interest in the sale of excisable liquors therein or in the profits arising from such sale.

(e) The permitted hours for sale of excisable liquors will comply with the Licensing (Scotland) Act 1976.:

Application may be made to the Licensing Board for occasional regular extensions for the sale or supply of excisable liquor out with the permitted hours.

38. Neither the Club nor the Committee shall be responsible for any property belonging to a member of

any category or left by him in any locker or other place in the Clubhouse or on the Course, it being a condition that no risk or responsibility is undertaken by the Club or the Committee to such member or any visitor introduced by him in respect of any such property.

39. No member of the Committee or Management with the exception of the Treasurers position shall be financially remunerated except in extreme circumstances and then only if the permission has been granted by the full Committee.
40. This Constitution includes all updates since January 1974 with all subsequent amendments.

**ADOPTED AT THE ANNUAL GENERAL MEETING 24<sup>TH</sup> NOVEMBER 2006.**