

Constitution & Rules of the Wigtownshire County Golf Club.

1. Name

- 1.1 The Club will be called “The Wigtownshire County Golf Club”, hereafter referred to as ‘the Club’.
- 1.2 The Club shall affiliate to the Scottish Golf Union, Scottish Ladies’ Golf Association and the South Area Golf Association.

2. Objectives

- 2.1 The Club shall hold the following as its aims and objectives and shall strive to fulfil these aims and objectives at all times.
 - 2.1.1 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 incidental to such objectives at all times:
 - 2.1.2 To generally promote the game of golf for the benefit of members and the local community;
 - 2.1.3 To promote and abide by the Rules of Golf as fixed from time to time by The R. & A;
 - 2.1.4. To provide access to golf for players of all standards in a friendly and welcoming atmosphere that does not discriminate on the grounds of occupation, gender, age, race, religion or political belief, sexual orientation or disability; as per the SGU Equity Policy – *See Appendix 1.*
 - 2.1.5 To provide coaching in golf to beginners and for improvement for experienced players;
 - 2.1.6 To arrange competitions and matches for members;
 - 2.1.7 To lease and/or purchase land and/or equipment suitable for the purposes and functions of the Club;
 - 2.1.8 To sell and deal in alcohol, mineral/aerated water, cigars, cigarettes, tobacco, matches, 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 licenses for this;
No excisable liquor shall be sold or supplied to any person under 18 years of age.
 - 2.1.9 Hire and employ all staff deemed necessary for the purposes of the Club and pay to them and to other persons in return for services rendered to the Club salaries, wages, charges and pensions or such arrangements as required by pension legislation.

3. Membership

- 3.1 The membership of the Club shall consist of:-
 - 3.1.1 Full Adult Members:** Ladies and Gents paying full subscriptions, prepaid subscriptions or similar loan agreement. **Voting right.**
 - 3.1.2 Senior Members :** Subject to having been a Full or Associate Member for any period of not less than five years and having reached the statutory pension age may elect to pay the annual subscription at the reduced rate. **Voting right.**
 - 3.1.3 **Adult – Half Year** – 15th. Sept to 31st March: Allows entry into competitions.
 - 3.1.4 **Associate:** Available to full members of other Wigtownshire Clubs, excludes entry into competitions.
 - 3.1.5 **Youth (Half Subscription) :** Persons under 22 years as at 1st. January in each year. Allows entry into senior competitions.
 - 3.1.6 **Junior (14-17) :** Persons under 18 years as at 1st. January in each year.
 - 3.1.7 **Juveniles (Under 14):** Persons under 14 years as at 1st January in each year.
 - 3.1.8 **Winter :** Membership from November – March inclusive.
 - 3.1.9 **Social :** Non Playing Membership.

Only Full Adult and Senior Members have voting rights at an Annual General Meeting, or an Extraordinary General Meeting, all other categories above plus club employees are not entitled to a vote.

3.2 Annual Subscriptions shall be due immediately after the AGM (First Wednesday in February) and must be paid by 31st. March. Subscriptions not paid by 31st March will result in membership ceasing.

3.3 The club shall provide notice of subscriptions due, including methods of payment available to members.

Membership of the Club.

Membership is open to all.

No membership will be refused on other than reasonable grounds

There will be no discrimination for any reason viz. race, occupation, age, sex or religious, political or other opinion against any existing or potential member.

All members of the club shall be elected by the Committee. The names and addresses of persons proposed as ordinary members of the Club shall be displayed in a conspicuous place in the Club premises for at least a week before their election, and that an interval of not less than two weeks shall elapse between the nomination and election of ordinary members.

On admission of a new member the Hon. Secretary will notify the same to her or him enclosing a copy of the Rules and requesting the newly admitted member to pay the subscription.

No member will participate in any of the advantages or privileges of the Club until all arrears due by her or him are paid.

Temporary Playing Members (Visitors):

Visitors shall be entitled to play over the course and on payment of the appropriate fee, shall become Temporary Playing Members.

4. Management of the Club.

4.1 The Executive Committee shall consist of the President, Honorary Secretary and Honorary Treasurer and shall deal with any emergency which may arise.

4.1.1 The Office-Bearers will consist of President, Vice-President, Ladies' Captain, Gents' Captain, Honorary Secretary and Honorary Treasurer.

4.1.2 The Office-Bearers, Ladies' Vice-Captain, Gents' Vice-Captain, Retiring Captains, Gents' Match Secretary and the LGU Secretary, along with nine members, will be the General Management Committee of the Club, five being a quorum – the Chairperson having the casting vote.

President, Vice-President, Hon. Secretary and Hon. Treasurer and the nine members of the General Committee shall serve a maximum of three years; all other members will be elected at the Annual General Meeting for one year and will require to be re-elected each year at the AGM.

4.1.3. The nine members of the Committee shall serve a term of three years, retiring in rotation, before requiring to be re-elected for a further term. A minimum of three vacancies will occur each year. Nominations duly seconded and accepted by the candidate in writing for the vacancies must be in the hands of the Hon. Secretary at least two weeks prior to the Annual General Meeting, with (a) ballot(s), if necessary, held during the Annual General Meeting.

Vacancies occurring during the year will be filled temporarily by the remaining members of the Committee. The Committee may co-opt another person or persons if they so desire, but they will automatically retire at the next succeeding Annual General Meeting and shall be eligible for election.

Any Committee member who resigns during the year will be prohibited from being re-elected to the committee for a minimum period of one year.

Any Committee member, who fails to attend three consecutive bi-monthly meetings without reasonable excuse, will be deemed to have resigned from the committee.

The Committee shall hold periodical meetings but at least every two months.

- 4.1.4. The Committee may appoint a Complaints Officer and have the power to appoint a Disciplinary Committee, Finance Committee, Green Committee, Handicap Committee, House Committee and a Project Committee as required.
The Finance Committee shall be made up of the President, Vice President, Ladies Captain, Gents' Captain, Hon. Secretary and Hon. Treasurer plus three Members from the General Committee, all other sub Committees will consist of seven members viz. four office bearers plus three from the general committee – three forming a quorum.
- 4.1.5. Any member wishing to withdraw from the Club, must notify the same in writing to the Honorary Secretary.
- 4.1.6 All regulations made by the Committee and orders given by them will be binding on every member and on others having the privilege of playing on the course until altered or set aside by a General Meeting.
- 4.1.7 No Office Bearer shall rent or lease land to the Club, nor be a relative, business partner or person acting under the direction of any person leasing or renting land to the Club. No Office Bearer shall be a relative, business partner or person acting under the direction of any person associated with the Club who receives emoluments based on the turnover of any aspects of the Club's activity.
- 4.1.8 The Chairperson at each meeting of the Committee of the Club shall be the President in their absence the Vice-President, and in their absence the Captain/Lady Captain or in their absence a member of the Executive
- 4.1.9. No committee member other than the Captains and Vice-Captains shall hold more than one post at the same time.

5. Composition & Responsibilities of Executive Committee.

Heritable property belonging to the Club shall be vested in the President, Vice-President, Honorary Secretary and Honorary Treasurer and their successors in office as Trustees on behalf of the Club. All leases, Minutes of Agreement, Contracts of Employment and Formal Deeds shall be binding on the Club if signed on its behalf by the President, Honorary Secretary and Honorary Treasurer for the time being. The Committee of Management shall have the power at all times to borrow such sums from the Bank or other lenders for the proper management of the Club as the Committee will find expedient, and that with or without the granting of security for said sums.

Any major borrowing of over £5,000 must be approved by the Club at a General Meeting.

6. General Meetings.

Special Meetings of the Club may be called within 21 days by the Committee or on a requisition to the Honorary Secretary signed by at least ten members and stating the reason for the meeting, which shall be the basis of the agenda. Notice of such EGM will be posted on the Clubhouse notice board at least 21 days prior to the meeting and advertised at least 14 days prior.

7. The Annual General Meeting.

The Annual General Meeting of the Club will be held the first Wednesday in February each year. Notice will be posted on the Clubhouse notice board at least 21 days prior to the meeting. The Statement of Accounts will be submitted by the Honorary Treasurer.

Annual Subscriptions and all other relevant Club Fees shall be agreed upon and ratified by the Annual General Meeting. The Annual General Meeting is also empowered to inaugurate a one-time joining fee if and when this may be deemed necessary.

Correct accounts and records shall be maintained showing the financial affairs and intromissions of the Club.

Motions for the Annual General Meeting must be lodged with the Honorary Secretary, in writing, at least twenty-one days before the Annual General Meeting. Amendments to such Motions must be in the hands of the Honorary Secretary, in writing, at least fourteen days before the Annual General Meeting. (Proposals or suggestions received after this date or at the Annual General Meeting will be under the heading of Any Other Competent Business and **may be discussed at the discretion of the Chairperson**).

8. Finance.

- 8.1 The financial year shall run from 1st December to 30th November.
- 8.2 The Honorary Treasurer will be responsible for securing the preparation of Annual Accounts of the Club and laying these before the AGM.
- 8.3 Accounts shall be certified by the Club's independent Auditor and approved at the AGM.
- 8.4 All cheques drawn against the Club's funds shall be signed by two from three signatories; being the President, Hon. Treasurer or Hon. Secretary.

9. Dissolution or Winding Up of the Club.

- 9.1 The Club is a non-profit making organisation and all profits and surpluses will be used to maintain or improve the Clubs 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 the winding up or dissolution of the Club
- 9.3 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 be given or transferred to some other organisation or organisations having objects similar to the objects of the Club, such organisation or organisations to be determined by the members of the Club by Resolution passed at a General meeting at or before the time of the dissolution, and in so far as effect cannot be given to such provision then to some charitable object.

10. Conduct and Discipline Procedure.

- 10.1 Members of the Club will, at all times, conduct themselves in a responsible manner.
- 10.2 Members of the Club will, at all times, comply with the Equity Policy of the Club as shown in the attached Appendix 1.
- 10.3 No member of the Club will at anytime, while within the precincts of the Club, conduct themselves in a violent, abusive, offensive or anti-social manner towards any Office Bearer, employee, member, visitor or any other person.
- 10.4 No member of the Club will intentionally cause damage to the property of the Club or act in a manner that is injurious to the character, interests or efficient running of the Club.
- 10.5 Complaints regarding members who may have contravened the Constitution and/or Rules and Regulations of the Club will be dealt with as per the procedures outlined in the attached Disciplinary Procedures, shown at Appendix 2.

10.6 Members should refrain from making any allegation(s) against other members while refusing to make an official complaint regarding the matter(s), in order that the allegation can be investigated. Such refusal to make an official complaint while repeating the allegation(s) may be considered to be against the efficient running of the Club.

10.7 Any member who has been suspended by the Club following a decision by the Disciplinary Committee shall not, during the period of suspension, be entitled:-

- (i) to enter upon the Club property, whether in the company of another member or otherwise, save only to collect his or her property or for the purposes of attending any General Meeting or Appeal process, which may be held during the period of suspension.
- (ii) to the refund or rebate of the whole or part of his or her annual subscription paid or payable by him or her in respect of the year during which the suspension occurs.

10.8 Any member who has been expelled by the club following a decision by the Disciplinary Committee shall not be entitled

- (i) to enter upon the Club property, whether in the company of another member or otherwise, save only to collect his or her property.
- (ii) to the refund or rebate of the whole or part of his or her annual subscription paid or payable by him or her in respect of the year during which the suspension occurs.

10.9 Any member of the Club who plays with such a suspended or expelled member on the Club course may be considered to be in Contravention of Section 4.1.6 of this Constitution.

11. Functions

11.1 Club Function. Social functions organised by the Committee of the Club, for which there may be a charge, shall be permitted.

11.2 Private Functions. A member, group of members, or in the case of the Club wishing to hold functions not related to the everyday purpose of the Club, an Office-Bearer, may apply in writing to the Hon. Secretary for permission to hold a function in the Club premises. The following rules shall apply:-

11.2.1 The application must be made at least three weeks prior to the date required.

11.2.2 The application must be countersigned by two members of the Committee and should state the nature of the function.

11.2.3 The Honorary Secretary shall on receipt of the application display same in a prominent position in the Club premises for one week. If no objections are received the Honorary Secretary or his nominees may then approve of the use of Club premises for the said function.

One Committee Member shall be present during the course of the function. In the event of objections being received the Committee will then consider and make the final decision on whether to authorise or decline the application.

11.2.4 The function will finish at the normal closing time of the Club unless an extension of hours has been granted.

11.2.5 The use of Club premises for a private party may incur a fixed sum charge, to be reviewed annually by the Committee. Additionally all breakages and/or damages occurring during the period of let shall be charged at cost to the person/persons hiring the premises.

12. The Constitution.

- 12.1 No alterations will be made on the foregoing Rules except at a General Meeting of the Club. 21 days notice having been given of such proposed alterations and any amendments lodged 14 days prior all of which posted on the Club notice board 7 days prior to the meeting.
- 12.2 The Constitution and Rules in force from time to time shall be binding on the Club office-bearers and members.
- 12.3 On renewing their membership members agree to abide by the terms of the Constitution that are in force at the time of renewal.
- 12.4 A copy of the current Constitution will be posted on the Clubs Website, Notice Board and a further copy will be held within the Bar area.

13. Miscellaneous

- 13.1 The Ladies section of the Club may form their own Committee for the purpose of administering L.G.U. and other rules pertaining to Ladies only, providing the Club Constitution and Club Rules remain paramount.

This Constitution has been approved in accordance with 12.1 above, and accepted as the constitution for the Wigtownshire County Golf Club, signed.

Revised – AGM: 1st February, 2012.



President



Honorary Secretary

Rules & Regulations.

- 1. On resigning members must return their locker keys to the Steward. The replacing of the Club's locks by members' own locks is not permitted.**
- 2. Visitors must pay Green Fees before commencing play.**
- 3. Intending members must also, before playing, on the course, lodge with the Honorary Secretary in writing, their desire to join the Club.**
- 4. The cleaning of golf clubs and shoes must be done outside the Clubhouse.**
- 5. Beginners are particularly requested to study carefully the booklet 'Rules of Golf' of which a copy can be secured from the Hon. Secretary.**
- 6. No dogs allowed, other than a Guide Dog for the blind.**
- 7. No unauthorised vehicles beyond the car park. Access for members with overspill lockers is permitted and members using the Practise area will be permitted by a marked access route.**