



THE GLAMORGANSHIRE GOLF CLUB

CONSTITUTIONAL AND OPERATIONAL RULES

(Up-to-date after Rule Changes at the 2019 AGM)

CONSTITUTIONAL RULES

<u>CR1</u>	<u>NAME</u>
CR1.1	The name of the Club shall be 'THE GLAMORGANSHIRE GOLF CLUB' ("the Club").
<u>CR2</u>	<u>AFFILIATION</u>
CR2.1	The Club shall be affiliated to the Golf Union of Wales, the Glamorgan County Golf Union, and the Glamorgan Ladies County Golf Association.
<u>CR3</u>	<u>OBJECTS</u>
CR3.1	The objects of the Club shall be to promote facilities for the playing of golf, in accordance with the rules of the Golf Committee of the Royal and Ancient Golf Club, and for other sports; to promote competitions, provide facilities for social intercourse for its Members, guests and visitors and to assist charitable and other worthy causes.
CR3.2	The Club, in compliance with the Equality Act 2010 or any statutory modification thereof, relevant English, UK and European legislation and all other statutory obligations, is resolute in its determination to pursue respective equality of status to all members, visitors, guests, present and potential employees, and service providers associated with those companies. It will endeavour to ensure that every person, as indicated above, regardless of age, disability, gender reassignment, marriage and civil partnership, race, religion or belief, sex or sexual orientation, pregnancy and maternity has a genuine opportunity to participate to their full potential at all levels in all roles within the Club.
<u>CR4</u>	<u>MEMBERSHIP</u>
CR4.1	The Club shall consist of the Officers and Members as hereinafter described.
CR4.2	In accepting membership, a person agrees to abide by the Constitution of the Club, its Operational Rules, and decisions made by the General Committee.
CR4.3	The Categories of Members and the conditions of their membership shall be as set out in Appendix 1.
CR4.4	The creation and operation of any waiting list for membership shall be at the discretion of the General Committee.
CR4.5	The Club will ensure that each application for membership will be determined in accordance with Rule CR7. The General Committee may apply an upper limit on the numbers in any category provided that no category is determined by reference to any of the protected characteristics.
<u>CR5</u>	<u>VOTING</u>
CR5.1	Only Full, Full (Life) and Full (Non-Playing) Members shall be entitled to submit or second motions to, or attend and vote at General Meetings.
CR5.2	Every Full Member present and entitled to vote shall have one vote on each proposal before a General, General Committee, Sub-Committee or Section Meeting.

CR5.3	The Constitution of the Club shall not be changed except with the approval of at least two thirds of Full Members voting in favour at a General Meeting.
CR5.4	The Operational Rules of the Club shall not be changed except with the approval of a simple majority of the votes cast by Full Members present and voting in favour at a General Meeting.
CR5.5	Unless contained in the motion(s) included in the notice of the meeting, it shall be at the discretion of the Chairman as to whether or not any Motion shall be voted on by secret ballot.
CR5.6	Decisions at General Meetings (other than as covered in CR5.3) General Committee, Sub-Committee and Section meetings shall be determined by a simple majority of Full Members present and voting. If there is no majority, the current position will remain.
CR5.7	Full Members may apply to the Secretary/Manager for a postal vote on or after the 1 st December annually. A postal vote shall be restricted to voting for General Committee Members excluding the President, Men's Captain, Men's Vice-Captain, Ladies Captain and Ladies Vice Captain and must be received by the Secretary/Manager not later than 12 noon on the day of the Annual General Meeting".
CR5.8	Each Full Member in order to register a valid ballot paper on General Committee membership, shall vote for the number of candidates equal to the number of vacancies. If any vacancy occurs during the year or is not filled at an AGM, the Committee shall have the authority to co-opt a Full Member in accord with CR6.
CR5.9	At each General Meeting at least 3 Tellers shall be appointed, as necessary, to count the votes cast by either show of hands or by ballot. Tellers shall have the authority to determine the validity or otherwise of ballot votes cast.
CR6	<u>ELIGIBILITY TO PROPOSE</u>
CR6.1	Only Full Members shall be eligible to stand for election as an Officer or as a General Committee Member whether by election or by co-option. Full (Non-Playing) Members may not stand for election as Men's Captain or Ladies Captain – see Appendix 1.
CR6.2	The proposer and seconder of any proposed motion or nomination for membership or office must be a Full member both when the proposal or nomination is made and when formally considered.
CR6.3	There is no limit on the number of candidates that Full Members may propose or second for Full Membership in any one calendar year'.
CR7	<u>ELECTION OF ADULT MEMBERS</u>
CR7.1	Anyone desirous of becoming a Member shall; <ul style="list-style-type: none"> • be proposed and seconded by two Full Members, or • provide a Letter of Introduction from the Secretary or Manager of his/her present/previous Club, or • provide the names of two referees who will be contacted by the Club to enquire as to the applicant's suitability for membership.

CR7.1.1	Applications for membership will be as determined by the General Committee and will comply with the requirements of the Equality Act 2010 or any statutory modification thereof. Applicants who are considered to be suitable for membership will be allocated membership on a first come first served basis save that the General Committee may, in their absolute discretion, but only where the number of members in an underrepresented category, has fallen below the agreed minimum and solely to protect against the erosion of that group of members, admit in preference to a member of another group an applicant who has a protected characteristic of the under-represented group.
CR7.1.2	Each candidate shall complete and submit the Club's Proposal Form in accordance with the provisions of CR7.1.
CR7.1.3	Any Full Member wishing to withdraw the name of a candidate proposed by him/her may do so by sending a letter to the Secretary/Manager at any time prior to any formal offer of membership as set out in CR7.1.11.
CR7.1.4	The details of the candidate, having complied with CR7.1 and about whom no adverse comments have been raised through enquiries undertaken by the Secretary/Manager, shall be displayed on the Notice Board within the Clubhouse for one calendar month.
CR7.1.5	During this one calendar month period (CR7.1.4) a Member may write individually to the Secretary/Manager detailing the reasons why in his/her opinion the candidate should not be granted membership as this was likely; 7.1.5.1 – to disrupt the harmony of the Club; or 7.1.5.2 – to bring the Club into disrepute; or 7.1.5.3 – to not be in the best interests of the Club.
CR7.1.6	The Membership sub-committee shall meet with the candidate about whom no objection has been raised to offer membership and to brief him/her on the Club's operations.
CR7.1.7	The Membership sub-committee shall consider any adverse comments revealed through enquiries (CR7.1.4) and make recommendations to the General Committee.
CR7.1.8	The General Committee shall consider the recommendations of the Membership sub-committee (CR7.1.7) and decide whether the application should be accepted and proceed in accordance with CR7.1.4 or shall be rejected.
CR7.1.9	The Membership sub-committee shall consider any objections raised in accordance with CR7.1.5 and make recommendations to the General Committee.
CR7.1.10	The Proposer of the candidate shall be informed of the Membership sub-committee recommendation prior to its being reported to the General Committee. Within seven days of the notification being sent, the Proposer may; 7.1.10.1- proceed under CR.7.1.3; or 7.1.10.2 – submit a written appeal to the General Committee; or 7.1.10.3 – take no action
CR7.1.11	The General Committee shall consider the recommendation of the Membership sub-committee together with any appeal submitted under CR7.1.10.2, and decide whether the candidate's application should be accepted or rejected.

CR7.1.12	A candidate whose application has been accepted by the General Committee under CR7.1.8 shall be interviewed by the Membership sub-committee in accord with CR7.1.6.
CR7.1.13	The Secretary/Manager following the interview with the Membership sub-committee, will in writing, make a formal offer of membership to approved candidates, and request payment of any entrance fee and subscription. Such offer shall be open for acceptance for one calendar month from the date of the offer and thereafter lapse. Payment of the appropriate fees (see CR10.2) within that time will be deemed to be acceptance of membership and agreement to abide by the Constitution and Operational Rules of the Club.
CR7.2	Full Members of the Club may, at a General Meeting, elect, on the recommendation of the General Committee, any Member as a Life Member, or any person as an Honorary Member of the Club.
CR7.3	The General Committee shall have the authority to admit to the appropriate membership category applicants meeting the definitions in Appendix 1. Notwithstanding that an applicant meets the requirements of a category other than Full Member; he/she may opt to become a Full Member, provided a vacancy exists in the category.
CR7.4	No person whose application for membership has been refused by the Club, or who, as a former Member was in default of payment of fees or other sums or whose membership was for any reason terminated by the Club, may be introduced as a Temporary Member, Social Member, or as a Visitor other than as a competitor in an inter-club competition.
CR7.5	The General Committee may at any time totally or partially suspend any category of Membership.
CR7.6	A Member wishing to transfer from Full Membership to another category shall submit a formal request to the General Committee.
CR7 (A)	<u>ELECTION OF JUNIOR MEMBERS</u>
CR7 (A) 1.	Procedures set out in CR7 shall be followed except that during the period between the submission of an application and the formal offer of membership, a junior may be authorised by the Secretary/Manager to participate in activities organised and controlled by the Junior Leader, subject to the provisions of CR7 (A) 2.
CR7 (A) 2	A junior may not play the course until his/her competence had been authorised by the appointee of the Committee.
CR8	<u>OFFICERS</u>
CR8.1	The Officers of the Club shall be the President, the Men's Captain, the Ladies Captain, the Treasurer, the Men's Vice- Captain, the Ladies Vice-Captain, the Greens Chairman and the Match Captain.
CR8.2	The position of President shall be filled by a Full Member recommended by the General Committee and elected by Members at an Annual General Meeting to serve for three consecutive years.
CR8.3	The President shall enjoy the dignity of the most esteemed Officer of The Club. He/she shall receive the Minutes of the General Committee and may attend any General Committee Meetings, but shall not vote therein.

CR8.4	<p>All Full Members shall vote for the Men's Captain, the Men's Vice-Captain, the Ladies Captain and the Ladies Vice Captain at the Annual General Meeting.</p> <p>The candidates for the Men's Captain and Ladies Captain shall be nominated by the current Captains, both endorsed by the General Committee.</p> <p>The Office of Men's Vice-Captain and Ladies Vice-Captain will be nominated by the current Men's Vice-Captain and Ladies Vice-Captain, respectively, endorsed by the General Committee and voted upon by all Full members at the Annual General Meeting. The Men's Captain and Men's Vice- Captain must be male and the Ladies Captain and Vice-Captain female. Notwithstanding this custom and practice any 3 Full Members may propose alternative candidates.</p>
CR8.5	<p>The General Committee will at its first meeting following the AGM elect from within its membership a Chairman and Vice Chairman for the year. The Chairman or in his/her absence the Vice Chairman shall chair all General Meetings.</p>
CR8.6	<p>The Treasurer and the Match Captain shall be elected annually, the Greens Chairman bi-annually by the Members at an Annual General Meeting.</p>
CR8.7	<p>The Treasurer, under the direction of the General Committee shall be responsible for the finances of the Club. For the purposes of carrying out his/her duties he/she shall be entitled to attend and provide financial advice to any sub-committee but shall not be permitted to vote therein unless he/she is a member of the sub-committee.</p>
CR9	<p><u>MEMBERSHIP SUBSCRIPTIONS AND FEES</u></p>
CR9.1	<p>On admission to Full Membership an Entrance Fee will normally be paid. The General Committee shall have the power to impose, vary, abolish or remit Entrance Fees.</p>
CR9.2	<p>The General Committee shall have the authority to fix subscriptions for the following year within a 1% limit of the Retail Price Index as published by the Government at the month of January without reference to the voting membership of The Club.</p>
CR9.3	<p>With the exception of Life and Honorary categories of membership as listed in CR4,3 (App.1), the subscription for all categories of membership shall be fixed by the General Committee in accordance with CR9.2 or, if that rule is not applicable then as proposed by the Committee but subject to approval at a General Meeting.</p> <p>The subscription rate for Country Members shall be fixed at one third of the subscription rate for Full Members.</p>
CR9.4	<p>No one shall be a Member until he/she has paid the Entrance Fee (if any) or part thereof in accordance with CR10.1 and his/her fees or first instalment thereof of a direct debit scheme approved by the General Committee for the current year.</p>
CR9.5	<p>Junior members and Social members who were previously Full Members, on transfer to Full Membership shall not be required to pay the Entrance Fee (if any) as determined by the General Committee.</p>
CR9.6	<p>An application from a lower category to Full Membership during any subscription year may be agreed by the General Committee on the payment by the applicant of the pro rata difference between the annual subscription for the lower category and that of Full Membership.</p>

CR9.6.1	<p>There shall be a pro rata repayment of fees already paid during the year to Members transferring from Full Membership to another category, but only if they remain in that lower category until the end of the subscription year.</p> <p>Members who return to Full Membership during the same subscription year will be charged the full annual subscription. If a member from any category resigned from the Club during the subscription year and rejoins within a five-year period from the following subscription year, they will be liable for any outstanding fees from the year they originally resigned. This may be reviewed by the General Committee on an individual basis.</p>
CR9.7	<p>On the 1 April following their reaching the age of 65, all Full Members who have had 10 years continuous Full Membership at any time, shall pay a subscription of £50 less than the subscription rate so determined for Full Members.</p>
CR9.8	<p>Members who have at least 25 years Full and/or Full (65 or over) membership shall on the 1st April following their reaching the age of 80 retain their respective membership categories upon payment of an annual subscription equal to that charged for social membership.</p>
CR9.9	<p>In the event of the death or valid resignation of a Member he/she (or their personal representatives) shall be entitled to pro-rata refund of their subscription and other sums paid in advance for the year in which such death or resignation occurs.</p>
CR10	<u>PAYMENTS</u>
CR10.1	<p>All subscriptions, locker rents and other charges shall be due on 1 April and payable before 1 May in each year subject to Members being permitted, at the discretion of and as determined by the General Committee, to pay the Entrance Fee (only over a maximum of 2- years) and the annual subscription plus service charge by monthly direct debit.</p>
CR10.2	<p>Strict adherence to the payment of Entrance Fees, subscriptions and the completion of Direct Debits before 1st May in each year shall be observed. Unless the General Committee agrees that there are extenuating circumstances, a Member shall thereafter cease to be in membership. The General Committee shall have the discretion to re-instate any Member whose membership has lapsed under this Rule.</p>
CR10.3	<p>All subscriptions fees are based on seven day membership and will be equal within all categories save where the General Committee has decided the need for positive action measures and has agreed to offer financial incentives to;</p> <ul style="list-style-type: none"> • Alleviate disadvantage experienced by people who share a protected characteristic as identified in the Equal Opportunity Policy. • Junior members for the duration of the specified membership status • Encourage increased levels of membership to a pre-determined number within specific categories, which may include, for example, certain age groups or other selected under-represented groups.
CR10.3.1	<p>Such incentives shall only apply for the agreed duration of the specific recruitment drive initiative or until the requisite number of vacancies has been filled or, in the case of juniors, until such time as the member no longer qualifies under the age requirements of the junior section.</p>

CR10.4	The General Committee may at their discretion add/amend any miscellaneous charges relating to the operation of the Club.
CR11	<u>THE GENERAL COMMITTEE</u>
CR11.1	The General Committee shall consist of the Officers as specified in CR8.1 and five other Full Members elected at the Annual General Meeting.
CR11.2	The General Committee shall meet on a monthly basis in the clubhouse at such times as it deems fit.
CR11.3	Six Members of the General Committee shall form a quorum.
CR11.4	The Secretary/Manager shall call a meeting of the General Committee when requested to do so by the Chairman of the General Committee or three members thereof.
CR11.5.1	The Secretary/Manager as the Principal Executive Officer of the Club shall attend and record the Minutes of all General, General Committee and sub-committee meetings. He/she may advise but not vote on any matter to be considered at such meetings.
CR11.5.2	The Minutes of a General, General Committee or sub-committee meeting signed by the Chairman of the meeting at which such Minutes were approved shall be conclusive evidence of the facts contained therein.
CR11.5.3	The Chairman of the General Committee and the Secretary/Manager shall sign Certificates required by any third party, authenticating any item or resolution contained in the Minutes.
CR12	<u>ELECTION OF GENERAL COMMITTEE</u>
CR12.1	By 1 October each year a Notice shall be posted in the Clubhouse stating the vacancies to be filled on the General Committee. It shall contain the names of the retiring Officers and General Committee Members and whether they are/ are not eligible for re-election.
CR12.2	Only Full Members, in accordance with CR6, shall be eligible for election to vacancies on the General Committee. Nomination, in accordance with CR6, shall be sent in writing to the Secretary/Manager not later than noon on the 31 October and shall include brief summaries of the candidates' backgrounds and experience relating to serving on the General Committee.
CR12.3	The names of nominees for election as Officers or as General Committee Members, together with the names of their proposers and seconders and including the summaries provided under CR12.2 shall be displayed on the clubhouse notice board as they are received.
CR12.4	Other than the Officers, Members shall be appointed to the General Committee at an Annual General Meeting, generally to serve for 3 years. In the event of there being any vacancy for less than 3 years, to complete the term remaining of a retiring General Committee Member, Members shall be appointed according to the number of votes cast with the Member who receives the greater number being appointed to serve for the longer period except where this would result in the Member serving for more than 3 continuous years.

CR12.5	A Member other than an Officer who has served for three consecutive years as a General Committee member shall not be eligible for re-election until the Annual General Meeting following that at which he/she retires.
CR13	<u>POWERS OF THE GENERAL COMMITTEE</u>
CR13.1	<p>The General Committee shall act for and on behalf of the Members in the management of The Club. It shall have control of the finances and assets; power to engage, control and dismiss The Club staff; independent contractors and/or other like personnel; and to exercise all administrative and executive powers necessary to carry out the Objects of The Club. Notwithstanding the generality of this authority, it shall be bound by and operate within the specific limitations of powers delegated to the General Committee within the Constitution and Operational Rules.</p> <p>Procedures relating thereto shall be contained in a Committee Handbook, which shall be available for inspection by Members. Decisions made by the General Committee and sub-committees shall be recorded in Minutes and publicised on the Club's notice board for the information of Members.</p>
CR13.2	Any liabilities incurred in the performance of its duties shall be indemnified out of the Property and assets of the Club provided that the General Committee acted reasonably and in accordance with the Constitution and Operational Rules.
CR13.3	The interpretation of the Constitution and/or Operational Rules shall be vested in the General Committee who shall have the power to rule on all questions arising therefrom. All such interpretations which require changes, additions or amendments to the Constitution or Operational Rules shall be referred by the General Committee to the next Annual General Meeting for ratification.
CR13.4	The General Committee shall have the powers to fill any vacancy that arises in its membership and to co-opt not more than three members, all of whom comply with CR6, to its number. Any Members so co-opted shall only retain office until the next Annual General Meeting.
CR13.5	The General Committee shall be empowered to appoint Sub-Committees and/or Sections to operate within such remits, delegated powers and authority as determined by the General Committee. Details relating thereto shall be contained in the Committee Handbook. The General Committee may at its discretion amend, suspend or rescind such remits.
CR13.6	The Greens and Match and Handicap sub-committees shall be chaired by the elected Officers. The Chairmen of all other sub-committees shall be a General Committee Member appointed by the General Committee.
CR13.7	No group or groups of Members shall be permitted to organise sections within the Club membership, or operate under the name of the Club or within the property or precincts of the Club without written approval of the General Committee.
CR13.8	For the purpose of administering and managing the Junior Section the General Committee may appoint a Member or Members to act as Junior Leader(s) of the Section assisted by the Junior Captain who shall be appointed by the Junior Leader(s).
CR13.9	Any Officer or General Committee Member who has his/her membership suspended or who in the opinion of the Committee has failed to properly discharge his/her responsibilities shall be required to resign from the General Committee and as an

	Officer. The Officer/Committee Member shall have the right of Appeal in accordance with CR22.
CR13.10	The General Committee will be responsible for ensuring that the Club's Equal Opportunity Policy is rigorously applied, taking action against any violations reported through the Secretary/Manager and making any additions or amendments required in the light of experience or any statutory modification of the Equality Act 2010.
<u>CR14</u>	<u>TRUSTEES</u>
CR14.1	The land, buildings, premises and other real property ("Properties") of the Club shall be vested in Trustees on behalf of the Members of the Club.
CR14.2	The Trustees shall be not less than two and not more than four in number.
CR14.2.1	The Trustees shall deal with the Properties as the General Committee direct by resolution of which an entry in the minutes is to be conclusive evidence.
CR14.3	If it appears necessary in the interests of the Club to appoint or remove a Trustee(s), the General Committee shall do so by resolution of the General Committee.
CR14.4	Any appointment shall be effected under the statutory powers contained in the Trustee Act 1925 by the continuing Trustee or Trustees, or if none, the retiring Trustee or Trustees.
CR14.5	Any new Trustee shall immediately after his/her appointment execute all such instruments and perform all such matters as the General Committee shall require for the purpose of vesting Properties in him/her upon proper trusts on behalf of the Club.
CR14.6	Any statement of fact in any Deed of Appointment shall, in favour of a person dealing bona fide or for value, be conclusive evidence of the fact so stated.
CR14.7	A certificate signed by the Chairman of the General Committee and Secretary/Manager on behalf of the General Committee, that any sale, loan or other transaction is within the powers of the Trustees under the Constitution shall be sufficient evidence of such facts to satisfy the requirements of a purchaser, lender or other person dealing with the Trustees.
CR14.8	Any Trustee of the Club who ceases to be a Member of the Club shall cease to be a Trustee and any Trustee may at any time retire upon giving to the General Committee 28 days' notice in writing of his/her intention to do so at the expiration of such notice he/her shall cease to be a Trustee.
CR14.9	Any Trustee of the Club who retires or who is removed by the General Committee shall forthwith execute all such instruments and do all such acts as may be necessary for the purpose of divesting himself/ herself of any Properties vested in him/her as a Trustee of the Club.
CR14.10	As a condition of his/her appointment as a Trustee, every Trustee shall in the instrument appointing him/her, appoint the President or Chairman of the General Committee for the time being as his/her Attorney in accordance with the provisions of the Trustee Delegation Act 1999 but limited to the purpose expressed in CR14.9 in the event of any such Trustee failing to comply with his obligations thereafter.

CR14.11	Trustees shall not hold any office (other than President) or serve on a General Committee or any Sub-Committee unless co-opted/appointed in accordance with CR13.4 or CR13.5.
CR14.12	The Trustees shall be indemnified out of the Properties and other assets of the Club (whether vested in them or not) against losses suffered and all costs, charges and expenses properly incurred or paid by them as Trustees of the Club.
<u>CR 15</u>	<u>PROPERTIES</u>
CR15.1	The Club may acquire Properties, which the General Committee may consider necessary or convenient for the purposes of the Club. All Properties owned or acquired by the Club shall be vested in the Trustees and dealt with by them pursuant to CR14.3. The Trustees shall, when authorised to do so by the General Committee, hold, purchase, sell, exchange, mortgage, charge or lease any land or Properties and any extensions thereto pursuant to CR14.3.
CR 15.2	The General Committee shall not exercise its powers under CR15.1 nor shall it authorise any pulling down and/or rebuilding of the Clubhouse except with the approval of at least two thirds of Full Members present and voting at a General Meeting.
<u>CR16</u>	<u>TROPHIES</u>
CR16.1	The Club trophies shall at all times remain the property of the Club and shall not be permitted to be won outright. They shall not be removed from the Club's premises.
CR16.2	A donated Trophy shall not be used for any purpose other than that for which it was intended, without either permission of the donor or, in his/her absence, the Members at a General Meeting.
<u>CR17</u>	<u>FINANCE</u>
CR17.1	The General Committee shall be empowered to make such arrangements for the control of The Club's finances as necessary for the conduct of its affairs. It shall be responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the Club's financial position. It shall be responsible for safeguarding the Club's assets and finances including their appropriate insurance and for taking reasonable steps for the prevention of fraud and other irregularities.
CR17.2	All monies received by or raised on behalf of the Club shall only be applied to further the objects of the Club.
CR17.3	The General Committee shall be empowered to make such ex-gratia payments it considers justified and necessary. These shall be individually detailed and recorded in the Committee Minutes.
CR17.4	The end of the Club's Financial Year shall be the 30 September. The General Committee shall be responsible for preparing financial statements for each financial year which give a true and fair view of the Club's state of affairs at the financial year end and its income and expenditure for the year then ended. The

	<p>financial statements shall be prepared in accordance with any applicable law and United Kingdom generally accepted accounting practice. In preparing those statements the General Committee shall have due regard to:</p> <ul style="list-style-type: none"> • Selecting suitable accounting policies and applying them consistently • Making judgements and estimates that are reasonable and prudent • Observing applicable Accounting Standards • Preparing the financial statements on a going concern basis unless it is inappropriate to presume that the Club will continue in existence.
CR17.5	The Annual Statement of Accounts of the Club shall, after Audit, be sent to Members with the Notice of the Annual General Meeting. The Notice of the Annual General Meeting shall be displayed on the notice boards in the Clubhouse.
CR17.6	An Independent Registered Auditor shall audit the Accounts of the Club. Such Auditor shall be elected at each Annual General Meeting.
CR17.7	The General Committee shall not approve expenditure for any specific project in excess of £40,000 or such revised sum as the General Committee shall propose and the Members approve at a General Meeting until such time as the Membership has been provided with details, including estimates of cost, and has been afforded the opportunity to discuss and vote on the proposed project at a General Meeting called for that purpose.
CR17.8	The General Committee may obtain advances of money for the purposes of the Club, either unsecured, or upon security of any Bonds, Agreements, Promissory Notes, Certificates of Indebtness, Mortgages, or Charges of real or personal property of the Club, upon such terms as to interest and the time and manner of repayment as the General Committee shall not authorise obtaining advances of money for the purposes of the Club as aforesaid if this shall the effect of increasing the overall borrowing of the Club by more than £10,000 in any one financial year without first having obtained the approval of Members at a General Meeting.
CR17.9	The General Committee shall arrange such necessary liability cover for damages and injuries caused in and about the Club's premises for which the Club is responsible and adequate insurance cover for the Club properties and assets.
CR18	<u>GENERAL MEETINGS</u>
CR18.1	The Annual General Meeting and other General Meetings, as required shall be called by the General Committee.
CR18.2	The Annual General Meeting shall be held in December to receive the Annual Report, to accept the Accounts for the previous year; for the previous year; for the election of the Officers and General Committee for the ensuing year; to consider motions for alterations to the Constitution, or Operational Rules; and to consider any other matters properly proposed (see CR6).
CR18.3	At least fourteen days' notice of the Annual General Meeting or other General Meetings shall be given to the Full Members in writing or by electronic means.
CR18.4	The General Committee and/or any Full Member desiring to bring forward any Motion at the Annual General Meeting, other than the Annual Report and Accounts,

	shall give notice to the Secretary/Manager in writing before noon on the 31st October stating the nature of such business and the Motion proposed and seconded (see CR6).
CR18.5	The Motion or Motions so to be debated shall be displayed on the Notice Board by the Secretary/Manager not later than noon on the first working day in November.
CR18.6	Any amendments to the said Motion(s) duly proposed and seconded shall be submitted in writing to the Secretary/Manager by noon on the 15th November.
CR18.7	The Secretary/Manager shall display any such Amendments on the Notice Boards not alter than noon on the first working day after the 15th November.
CR18.8	In the absence of any or sufficient nominations to fill any vacancies on the General Committee by noon on the 31st October, such vacancies shall be filled in accordance with Rule CR5.7.
CR18.9	The General Committee shall call a General Meeting on receiving a request in writing to that effect signed by thirty Full Members, complying with CR6, and specifying the Motion(s) proposed. Such Meetings shall be held within 5 weeks of the request.
CR18.10	The Motion(s) to be determined at a General Meeting shall be displayed on the notice boards in the Clubhouse not later than noon on the first working day after receipt by the Secretary/Manager of the request for the Meeting.
CR18.11	Any amendments thereto shall be submitted in writing to the Secretary/Manager by noon on the fourteenth day after the Motion or Motions being first displayed as set out in CR18.10 above. On receipt of any Amendments to Motions these shall be displayed on the notice boards in the clubhouse not later than noon on the first working day after receipt of the same by the Secretary/Manager.
CR18.12	Only matters detailed on the Notice will be considered at any General Meeting.
CR18.13	Thirty Members present at a General Meeting shall form a quorum.
CR18.14	Should a General Meeting remain inquorate half an hour after the time fixed for such meeting, it shall stand adjourned until the same day, time and place in the following week, except that in the case of a Meeting called in accordance with CR18.9 the Motion(s) shall be deemed to be withdrawn and the Meeting abandoned.
CR18.15	Draft minutes of all General Meetings will be prepared promptly after the meeting and circulated to the General Committee members for their approval. The minutes will then be publicised on the Notice Board as soon as practical and no later than one week after the first full meeting of the General Committee after the General Meeting.
CR19	<u>RULES OF DEBATE AT GENERAL MEETINGS</u>
CR19.1	The Proposer of a motion followed by a Secunder shall be invited by the Chairman to speak before any debate. At the end of debate the Proposer shall be invited by the Chairman to comment on matters raised in debate but shall not be permitted to introduce any facts or views not previously raised in the debate. The proposal shall then be voted upon.
CR19.2	Where an amendment to the motion has been properly proposed and seconded, the Proposer of the amendment, followed by the Secunder, shall be invited by the

	Chairman to speak immediately after the Secunder of the original motion and prior to general debate on the amendment. At the end of the debate on the amendment the Proposer of the amendment followed by the Proposer of the original motion shall be invited by the Chairman to comment on matters raised in debate but shall not be permitted to introduce facts or views not previously raised in the debate. The amendment shall then be voted upon and if passed, the amended motion shall become the substantive motion, and shall be debated and voted upon as above.
CR20	<u>CONDUCT</u>
CR20.1	Members, visitors and guests must, in using the facilities of the Club observe the Constitution and Operational Rules; the Rules of Golf and conduct themselves with propriety, ensuring that their actions do not cause offence to others.
CR20.2	Members must ensure that their conduct or actions either within or away from the Club are not injurious to the good name and reputation of the Club or bring the Club into disrepute.
CR20.3	Each Member has a responsibility to bring any observed transgressions of CR20.1 to the attention of the perpetrator. Failure to do so may lead the transgressor to believe that such conduct or action is acceptable. A Member shall on a personal informal basis, make every effort to address any observed unacceptable behaviour, quickly and amicably. If a satisfactory outcome is not achieved, the matter should be raised with the Secretary/Manager, or if not available, with a member of the General Committee. Members must co-operate fully with any investigation into an alleged instance of unacceptable conduct or action.
CR20.4	The Secretary/Manager or a member of the General Committee shall have the authority to deal with the matter informally, or require the complainant to make a formal written complaint which will thereafter be dealt with in accord with the Club's Constitution and Disciplinary Procedures.
CR21	<u>DISCIPLINE</u>
CR21.1	At its first meeting following the Club's AGM, the General Committee shall appoint a Disciplinary Panel comprised of the Immediate Past Men's Captain, the Immediate Past Ladies Captain and six other Past Captains.
CR21.2	The Immediate Past Men's Captain and Immediate Past Ladies Captain shall be responsible for convening, when required, a Disciplinary Committee comprising of four members from the Disciplinary Panel to hear and make judgment on any disciplinary case referred to it by the Secretary/Manager. They shall appoint one of their numbers, by majority vote, to act as Chairman of that Disciplinary Committee.
CR21.3	The Secretary/Manager shall be responsible for conducting an investigation into written complaints and, within 7 days presenting the findings, together with a collection of statements, interview notes and other relevant documents to the Disciplinary Committee which shall establish, before instigating a formal disciplinary hearing, that disciplinary procedures have been correctly followed and that, prima fascia, there is a case to be answered.
CR21.4	A Member, alleged to be in breach of the Club's Disciplinary rules shall have the right to be accompanied by another Member at any formal investigation meeting or Disciplinary Committee hearing, and with the agreement of the Member shall have the right to answer questions or make statements.

CR21.5	<p>The Member shall be informed in writing, and/or by electronic communication, of the date, time and location of the Disciplinary Committee hearing. At least 7 days' notice from the date of posting and/or electronic communication shall be given.</p> <p>If the invitation to attend is declined, the Disciplinary Committee hearing shall proceed in the Member's absence.</p>
CR21.6	The notification letter and/or electronic communication to the Member must include details of the findings that has emerged from the formal investigation and set out the allegations to be answered.
CR21.7	The Disciplinary Committee has the authority to discipline a Member by issuing in writing, warnings and/or reprimands; or imposing suspensions not exceeding 12 months; or expulsions of a Member in breach of CR20.1 or CR20.2. It's decisions shall be by way of a straight majority vote, save for expulsions which shall require an unanimous vote in favour, and shall be reported to the General Committee.
CR21.8	The Disciplinary Committee shall have the power to exclude a Member from the Club's facilities pending a Disciplinary Committee hearing.
CR21.9	A Member, whilst suspended under CR21.7 or CR21.8, shall cease to have any of the privileges of membership, including the right to vote at General Meetings; nor may he/she be nominated for or serve on any committee of the Club. The Member shall remain liable to pay all subscriptions, levies or other monies due from him/her.
CR21.10	Where a visitor or service provider is accused of misconduct, action will be taken in accordance with the Club's Equal Opportunities Policy.
CR22	APPEALS
CR22.1	<p>A Member shall have the right of appeal against any Disciplinary action imposed on him/her.</p> <p>An appeal must be made in writing to the Secretary/Manager within 5 days of the date on which the written and/or electronic communication of the Disciplinary Committee was received.</p>
CR22.2	<p>The letter of appeal must set out the reasons why the Member considers;</p> <ul style="list-style-type: none"> • that the disciplinary procedures were not used correctly; • to produce new evidence which has come to light since the Disciplinary Meeting was held • that all the facts of the case were not fairly presented or considered • that the penalty imposed was unfair or inappropriate
CR22.3	An appellant shall have the rights set out in CR21.4 and CR21.5
CR22.4	The Chairman of the General Committee shall Chair the Appeals Committee.
CR22.5	<p>The Chairman shall be responsible for convening when required an Appeals Committee consisting of four Members from the General Committee to include the Chairman:-</p> <ul style="list-style-type: none"> • to consider all documentation relating to the appellants case; • to establish that disciplinary procedures have been correctly followed;

	<ul style="list-style-type: none"> to consider any new evidence and to determine the outcome.
CR22.6	<p>An Appeal Committee shall have the authority to:-</p> <ul style="list-style-type: none"> revoke the Appeal uphold the Appeal increase, decrease or otherwise vary the penalty imposed by the Disciplinary Committee.
CR22.7	<p>The Appeal Committee will meet within 7 days of receipt of the Member's letter of appeal. The date, time and location of the Appeal Committee hearing will be conveyed in writing and/or by electronic communication to the appellant and to the Chairman of the relevant Disciplinary Committee who shall be invited to attend in order to clarify any points in the documents relating to the case and to answer questions raised during the hearing of the appeal.</p> <p>If the invitation to attend is declined by the appellant or the Chairman of the Disciplinary Committee, the Appeal Committee hearing shall proceed in any event.</p>
CR22.8	An appeal against expulsion shall be heard by the full General Committee.
CR22.9	Decisions of the Appeal Committee shall be by a simple majority except in the case of expulsion which requires a two thirds majority of Committee Members attending and voting in favour.
CR22.10	The Member will be informed in writing of the Appeal Committee decision.
<u>CR23</u>	<u>FORFEITURE OF RIGHTS</u>
CR23.1	Except as provided in CR9.12, a Member expelled from the Club or ceasing to be a Member for whatever reason automatically ceases to hold any office in the Club and forfeits any status and all rights or claims to Properties or assets of the Club and all claims against the Club including the repayment of subscriptions or other fees which derive from membership.
CR24	<u>DISSOLUTION PROCEDURES</u>
CR24.1	A decision by at least two thirds of the Full Members present and voting in favour at a General Meeting and approved by all the Trustees to disband the Club as existing under the current Constitution and Operational Rules shall not be implemented without a secret referendum of all Full, Full (Life) and Full (Non-Playing) Members resulting in approval by at least three quarters of votes cast.
CR24.2	In the event of the passing of a resolution to disband the Club, the Members shall at the same General Meeting appoint a Committee which shall be empowered to discharge all debts and liabilities, to authorise the Trustees to sell or otherwise dispose of the Club's assets and to distribute the remaining funds of the Club amongst the Members according to the decision of Full Members at or before holding of such General Meeting.
<u>CR25</u>	<u>REVIEW OF THE CONSTITUTION AND OPERATIONAL RULES</u>
CR25.1	The Constitution and Operational Rules shall be reviewed at not less than five yearly intervals.
CR25.2	Changes and Amendments to the Constitutional or Operational Rules shall only be proposed in accordance with the Constitution and agreed at General Meetings.

CR25.3	Any approved changes to the Constitution must be displayed on the Notice Boards in the Clubhouse within 30 days of the General Meeting and remain so displayed until such time as they are incorporated into the official Constitution and available to Members in their entirety.
<u>CR26</u>	<u>STAFF</u>
CR26.1	Full time employees shall not be Members of the Club
CR26.2	At the discretion of and under such terms as determined by the General Committee, full time employees may;
CR26.2.1	Play the course outside their working hours
CR26.2.2	Shall not play in club competitions except with the approval of the General Committee, and shall not represent the Club in any events.

APPENDIX 1

**Referred to in Constitution Rule 4.3 –
The categories and their definition for membership shall be:-**

Category	Definition
Full	A Member aged 18 and over, elected in accordance with the Constitution who, having paid the Entrance Fee determined by the General Committee and the annual subscription or part thereof by direct debit, shall be entitled to the full privileges of the Club within such constraints set out in the Club's Constitution and/ or Operational Rules.
Full (Life)	A Member, who has given outstanding service to the Club or the game of golf nationally or internationally, and who on the recommendation of the General Committee has been elected by the Members of the Club at a General Meeting, shall be entitled to the full privileges of the Club's Constitution and/ or operational Rules without payment of further annual subscriptions. or A Member who, having paid a sum determined by the Committee or as agreed at a General Meeting on the recommendation of the Committee, shall be entitled to the full privileges of the Club's Constitution and/ or operational Rules without payment of further annual subscriptions.
Full (Non-Playing)	A member who has had 10 years continuous Full Membership immediately previous to an application to the General Committee, may retain the rights of Full Membership except that he/she may not be appointed to the office of Men's Captain, Men's Vice-Captain, Ladies Captain or Ladies Vice-Captain.
Country	A Member whose main residence is outside a radius of 50 miles from Penarth and has been proposed and elected in accordance with the Constitution. The Member shall be entitled, having paid the appropriate annual subscription, or part thereof by direct debit, to the full privileges of the Club, within such constraints set out in the Club's Constitution and Operational Rules, except

	that the Member shall not play in Club Knockout competitions and shall not be eligible to propose any motion to, attend or vote at, a General Meeting'
Junior	<p>A child aged 6 years to 17 years inclusive elected in accordance with CR7.1.1 to CR7.1.10. and CR7(A)1 and CR7(A)2. He/she may play the course during the time set out in the Operational Rules but shall give way on the course to all other players unless having a handicap lower than 19 or playing in approved match/competitions.</p> <p>A junior (Boy) Member with a handicap of 18 or less may play in Monthly Medal, Bogey or Stableford competitions when accompanied by a Full Member and may substitute in the Snakes and Ladders competition.</p> <p>A Junior (Girl) Member with a handicap of 36 or less may play in Monthly Medal, Bogey or Stableford competitions organised by the Ladies Section when accompanied by a Full Member.</p> <p>A Junior (Boy) Member with a handicap of 12 or less and a Junior (Girl) Member with a handicap of 24 or less may be permitted by the Committee as eligible to play in Open, Bank Holiday and Club competitions. They shall be permitted to use the practice ground and/or putting green on such occasions.</p> <p>Juniors with handicaps of more than 18 have no standing on the course.</p> <p>Cards returned in the above competitions shall be marked by a Full Member.</p> <p>A Junior may use the lounge and/or Dining Room but shall not be permitted to partake of intoxicating liquor. A Junior Member shall not use the Henry Howell Bar, the Snooker room or play the gaming machines.</p>
Honorary	A person who, in recognition of services rendered or as a mark of esteem, shall on the recommendation of the General Committee and agreed at a General Meeting be entitled to use the facilities of the Club within such constraints set out in the Club's Constitution and/ or Operational Rules and without payment of annual subscriptions.
Social	A Member elected in accordance with the Constitution who, having paid the appropriate annual subscription but without an Entrance Fee, shall be entitled to use the amenities of the Clubhouse at all times when the Club is open.
Temporary	<p>A visitor, as hereunder defined, shall on having paid the appropriate Green Fee, be entitled to use the facilities of the Club on the day of the visit. A Visitor must be:-</p> <ul style="list-style-type: none"> • A handicap holding member of a recognised Golf Club/ Society • a holder of a current County Card issued by the Glamorgan/Gwent/Dyfed County Golf Unions • a competitor in an inter-club competition or Open competition • a guest of a Full Member • a Social Member of the Club.

OPERATIONAL RULES

<u>OR1</u>	<u>CONDUCT</u>
OR1.1	In particular, players must observe and bring to the attention of other players Section 1 of the Rules of Golf (available on request from the Secretary/Manager) which relate to safety, consideration for other players, speed of play, priority on the course and care of the course.
OR1.2	Members playing with or introducing guests are responsible for their behaviour and for ensuring they observe the requirements of the Constitution, the Rules of Golf and expected courtesies.
OR1.3	Notices are displayed about the use of the Clubhouse; course restrictions, starting tees and the use of buggies/trolleys and must be strictly observed.
<u>OR2</u>	<u>PLAY AND COMPETITION</u>
OR2.1	In compliance with the Rules of Golf, Local Rules printed on the Club's scorecards must be observed.
OR2.2	Precedence on the first tee shall be given to all authorised Club competitions; approved Society bookings and Special events.
OR2.3	<p>Juniors with playing handicaps greater than 18, other than when playing in an approved match/competition must give way on the course to all other players.</p> <p>Juniors shall not play the course between 1pm and 4pm on Saturdays. However, those who commence their round on the 1st tee and have passed the 9th tee by 1pm may complete their round.</p>
<u>OR3</u>	<u>DRESS CODE</u>
OR3.1	Whilst on the practice ground, the course or in the Clubhouse, Members must comply with the instructions displayed.
<u>OR4</u>	<u>THE CLUBHOUSE</u>
OR4.1	The Clubhouse shall be available for the supply of alcoholic refreshments. The permitted hours for the sale of alcoholic drinks shall be as from time to time be determined by the General Committee in accordance with the provisions of the Licensing Act 1964 or statutory re-enactment thereof.
OR4.2	The Clubhouse shall be closed between the hours of 11.30pm and 7.00am except on occasions approved by the General Committee.
OR4.3	No notice of any kind shall be posted on the Club premises except by the authority of the General Committee.
OR4.4	Except at the discretion of the Secretary/Manager or Steward no child under the age of 6 shall be allowed in the Clubhouse.
OR4.5	No dogs shall be allowed in the Clubhouse other than guide dogs
OR4.6	Snooker players must comply with the notices displayed in the snooker room.

OR5	<u>THE COURSE</u>
OR5.1	No dogs shall be allowed on the course other than guide dogs.
OR5.2	The storage and use of buggies or other vehicles shall be allowed solely at the discretion of and under such terms as determined by the General Committee.
OR6	<u>VISITORS AND TEMPORARY MEMBERS</u>
OR6.1	A Full Member, Full (Life) Member or an Honorary Member may introduce up to 3 golf playing visitors at any time, with whom he/she must play.
OR6.2	No Visitor, unless he/she is a member of a visiting team, shall be permitted to play or visit The Club more than six times in any calendar year.
OR6.3	Members may introduce, and must accompany non-members, including non-member sons and daughters below the age of 18 without limitation as to number of occasions. Such visitors shall be restricted to the Club Lounge. The visitors' names shall be entered in the Visitors' Book.
OR6.4	Junior Members shall not be permitted to introduce persons as temporary members or visitors without permission of the Secretary/Manager.