



Ramsdale Park Golf Club Constitution



Ramsdale Park Golf Club

Constitution

1. Definitions

- 1.1 The name of the Centre shall be Ramsdale Park Golf Centre, Oxton Road. (Hereinafter referred to as 'Centre').
- 1.2 The Centre is a proprietary club, the sole managers of which are Burhill Golf and Leisure Limited T/As Ramsdale Park Golf Centre, Oxton Road, Calverton, Nottingham, NG14 6NU (hereinafter referred to as 'the Proprietor').
- 1.3 The body of members as a whole shall constitute 'The Ramsdale Park Golf Club' (hereinafter referred to as 'the Club').

2. Objective

- 2.1 The Club is a not-for-profit making body formed to:-
 - 2.1.1 Establish and conduct a golf club for the accommodation of the members of the club, where its members can partake in the game of golf with a feeling of belonging and fellowship.
 - 2.1.2 Provide other social and recreational activities for the benefit of the members, any of which must be for the good of the members and be with the consent of the Proprietor.
 - 2.1.3 The game of golf shall be played in accordance with the rules of The Royal and Ancient and such local rules as the Proprietor shall from time to time make, so far as they are not inconsistent with the rules of The Royal and Ancient.
 - 2.1.4 The Club agrees to operate within The Council of National Golf Union's (C.O.N.G.U) regulations and rules, including the rule of S.S.S (Standard Scratch Score) and the handicapping scheme, and any conditions imposed within the scheme and those imposed by the EG (England Golf).
 - 2.1.5 The Club shall be affiliated to England Golf and the Nottinghamshire Union of Golf Clubs (NUGC).

3. Proprietor

- 3.1 The Proprietor shall provide the Club with non-exclusive use of the Centre premises and facilities for operating the club in accordance with its objectives and these rules, at the Proprietor's sole discretion.
- 3.2 The Proprietor will be solely responsible for all expenses therewith for the engagement, dismissal and pay-out of staff and for catering and all other matters which involve the disbursement of money relating to the golf courses and Centre premises.
- 3.3 The Proprietor shall have ultimate control over any golfing and recreational matters involving the members.

4. Management

- 4.1 The Proprietor is represented at the Centre by the General Manager of the time and any Proprietor's views or agreements are vested through this position.

5. Membership

- 5.1 Membership is open to all amateur golfers at the discretion of the Proprietor.
- 5.2 The Proprietor operates a non-discriminatory policy in the matters of membership selection.
- 5.3 The annual renewal of membership is at the discretion and on the invitation of the Proprietor.
- 5.4 An application must be forwarded to an authorised member of the Centre's staff and applicable fees paid before becoming a member of the Centre and Club.
- 5.5
 - 5.5.1 No person shall become a member unless he/she has:-
 - Paid the entrance fee if applicable.
 - Paid the annual subscription. All monies are payable to 'Ramsdale Park Golf Centre' which shall include any fees due to any required Golfing Unions.
 - Agreed to abide by the Terms and Conditions of Ramsdale Park Golf Centre.
 - 5.5.2 Members shall be limited to such numbers as the Proprietor may from time to time determine.
- 5.6 The Proprietor will make available to club members the facilities referred to in section (3.1) on such terms as they deem appropriate.
- 5.7 The members shall have the right and privilege of playing golf when the courses are open for play and be entitled to such privileges as permitted and advertised by the Proprietor. The courses are pay-as-you-play courses and members must pay the necessary green fee or membership before playing on any course.
- 5.8 Each member of the Club shall abide by the Rules of NGU and England Golf.

6. Termination of Membership

- 6.1 Membership shall be terminated if:
 - 6.1.1 *A member fails to pay the subscription due (and any late payment levy if appropriate)*
 - 6.1.2 *The Proprietor expels a member for conduct prejudicial to the Club, the Centre or the Proprietor.*
- 6.2 No person having ceased to be a member for whatever reason, shall be entitled to have any part of his/her entrance or subscription fee returned.

7. The Committee

- 7.1 Elected members of the Club together with such non-voting members as mentioned in these rules shall constitute the General Committee of the Club.
- 7.2 The function of the General Committee of the Club (hereinafter referred to as the Committee) shall be, with the prior approval of the Proprietor:-
- a) To organise and run competitions, matches and social functions for the Club members and their guests to enable monies to be raised for Club funds.
 - b) To appoint a Handicapping Sub-Committee, Competitions Sub Committee and such other Sub Committees considered necessary to deal with the affairs of the Club. The Committee shall determine the composition, powers and terms of reference of any sub-committee.
 - c) To appoint an auditor.
 - d) To consider any suggestions or comments made by members.
- 7.3 The committee shall consist of:
- Captain
 - Vice-Captain
 - Lady Captain
 - Immediate Past Captain
 - Chairman*
 - Senior Captain
 - Secretary*
 - Treasurer*
 - President (See note)
 - Centre Manager (See note)
 - Up to four other elected Ordinary Committee Members

Note the Centre Manager and President are honorary members of the committee and as such will have a vote on club matters but will not be positions on committee which are subject to re-election or the standard term of office.

- 7.4 The term of office for a Committee role marked with an asterisk above and any other Committee members shall run from the date of the AGM at which they are elected for a term of three years. After this period the Committee member shall stand down from the Committee but may stand for re-election.
- 7.5 The term of office for Vice Captain/Captain/Immediate Past Captain is automatically three years unless the incoming Vice Captain is already a member of the committee in which case the term will reset for the three years once the member becomes Vice Captain. The years serving on the Committee as Vice-Captain and Captain, and Past Captain are held as a right of office.
- 7.6 The number of Committee members shall not be less than eight nor more than twelve full members plus the Centre manager and the President. All members must be fully paid and The Club must be their "Home Club".
- 7.7 The Committee may co-opt up to three replacement members at their discretion for a term expiring at the date of the next AGM in the event of resignations or vacant positions. Co-opted members may not vote on committee decisions.

- 7.8 No member of the Committee elected from the membership shall receive remuneration in any form for their services provided.
- 7.9 Decisions at any meeting of the Committee shall be decided by a majority of votes. In case of equality of votes, the Chairperson of the Committee shall have a second or casting vote.
- 7.10 Any full member of the club is welcome to propose amendments or suggestions on matters of how the club and its sections operate and these should be brought to the committee's attention in the form of a written proposal or e-mail proposal using the committee e-mail addresses.
- 7.11 As per 7.8 all committee members can vote on any proposition brought forward and the decision of the committee should be communicated to the proposer in writing or e-mail.
- 7.12 The proposer of said proposal then has up to 5 working days from the date of the communication to appeal the decision of the committee. This should be made in writing or e-mail to the President of the club and or the General Manager of the Centre.
- 7.13 An appeal will then be heard of the proposal and the General Manager and or the President will come to a decision. This will be communicated to the proposer in writing or e-mail and the decision of the appeal will be final.
- 7.14 Any two members of the Club shall be at liberty to nominate a current full member whose home club is the Club to serve on the Committee, having previously received the assent of such member to his/her nomination. The name of each member so nominated, together with the names of his/her proposer and seconder, should be entered on the relevant nomination list posted on the notice boards and web site 21 days prior to the AGM.
- 7.15 All nominations are then subject to a vote by the general membership that physically attends the AGM.
- 7.16 If any candidates for election to the Committee obtain an equal number of votes resulting in it being impossible to determine the elected Committee members, the Club Captain shall have a second casting vote.
- 7.17 A person shall be disqualified from the Committee if he or she:-
(i) shall have been absent from three consecutive Committee meetings and the Committee resolve that he/she has by reason of such absence vacated office; or
(ii) becomes of unsound mind; or
(iii) Resigns his/her office by notice in writing to the Secretary.
(iv) has acted in such a way that the Club or Centre could be brought into disrepute

Re-admittance of a disqualified person to any Committee shall be at the discretion of the Committee currently in office but limited to the period remaining to the next AGM.

8. Sub-Committees

8.1 Each sub-section of the club may appoint its own sub-committee for the smooth running of their respective section. The General Committee is the governing body of all sub-sections.

8.2 The respective Captain of each section will be the head of such sub-committee reporting directly to the general club Committee

9. Election of Officers and Officials

9.1 The Officers and Officials of the Club comprise:

- a) The Club Secretary
- b) The Treasurer
- c) The then current Club Captain
- d) The President
- e) The Chairperson

10. The Club Chairperson

10.1 The Chairperson will be appointed by the Proprietor in consultation with the Committee.

10.1.1 To be considered for the position of Chairperson the person must:

10.1.1.1 Be a full member of the golf club and whose home club must be the Club.

10.1.1.2 Have been a member for at least 2 years.

10.1.1.3 Have received no previous proven disciplinary actions in the previous 5 years.

10.1.2 The Chairperson will be appointed for a term of 3 years. If there are no additional nominations for the position of Chairperson at the end of term, the incumbent may be re-appointed by the Proprietor for a period of 12 months

10.1.3 The Chairperson will assist both the Centre and the Club in carrying out administrative duties on behalf of the membership.

11. The Club Secretary

11.1 The Secretary will be appointed by the Proprietor in consultation with the Committee.

11.1.1 To be considered for the position of Club Secretary the person must:

11.1.1.1 Be a full member of the golf club whose home club must be the Club.

11.1.1.2 Have been a member for at least 2 years.

11.1.1.3 Have received no previous proven disciplinary actions in the previous 5 years.

11.1.2 The Club Secretary will be appointed for a term of 3 years. If there are no additional nominations for the position of Club Secretary at the end of term, the incumbent may be re-appointed by the Proprietor for a period of 12 months

11.1.3 The Club Secretary will assist both the Centre and the Club in carrying out administrative duties on behalf of the membership.

12. The Treasurer

12.1 Nominations for Treasurer of the Club will be reviewed by the Proprietor and the Committee to ensure that candidates have a suitable background and relevant experience to take on financial responsibility. If more than one qualified candidate is put forward, the position will be voted on by members at the AGM.

12.1.1 To be considered for the position of Treasurer the person must:

12.1.1.1 Be a full member of the golf club whose home club must be the Club.

12.1.1.2 Have been a member for at least 2 years.

12.1.1.3 Have received no previous proven disciplinary actions in the previous 5 years.

12.1.1.4 Must pass any relevant background checks deemed fit and reasonable by the Committee and Proprietor.

12.1.2 The Treasurer will be appointed for a term of 3 years. If there are no additional nominations for the position of Treasurer at the end of term, the incumbent may be re-appointed by the Proprietor and Committee for a period of 12 months.

13. Election of Club Captains

13.1 The current Vice-Captain will provide a short-list of prospective Vice- Captains for the following year and obtain the consent of the Committee and Proprietor of their choices before inviting their approved candidates to be their Vice-Captain in the following year.

13.2 Before submitting this short-list of prospective candidates, the Vice- Captain must seek the approval from the current Captain and the immediate past Captain (if still a member and whose home club is the Club). The prospective Vice-Captain must be a full member of the Club. Should the prospective candidate not be approved by the Committee or Proprietor then the current Vice-Captain will be requested to repeat the process.

14. Election of President

- 14.1 The President of the Club shall be appointed by the Committee in agreement with the Proprietor. This is to ensure that an appointed President is able to represent the Club as a respected figurehead, both inside and outside the Club. The position of President is deemed to be an honor bestowed as a reward and recognition for term of service and contribution to the Club and Centre. The position carries no formal functional responsibility, but the individual will be expected to continue to seek ways of contributing to the Club for the benefit of Members.
- 14.2 *To be considered for the position of President the person must:*
- 14.2.1 *Be a full member of the golf club and whose home club must be the Club.*
 - 14.2.2 *Have been a member for at least 5 years.*
 - 14.2.3 *Have received no previous proven disciplinary actions in the previous 5 years.*
 - 14.2.4 *Have served as a Captain/Committee member or shown involvement in the development of the club over a number of years.*
- 14.3 The President will continue in his roll until he/she wishes to step down or the committee request him/her to step down. If there are no additional nominations for the position of Club President at the end of term, the incumbent may be re-appointed for a period of 12 months.
- 14.4 The President shall receive no remuneration for the role but does however receive honorary membership for the term of office

15. Club Accounts

- 15.1 The Treasurer or section Treasurer is responsible for the day to day running of all club accounts.
- 15.2 The Club is a not-for-profit organisation unless deemed necessary by the Committee in consultation and agreement with the Proprietor.
- 15.3 Any Section may run its own financial accounts, having had prior consent from the committee. The accounts will be reported on at the committee meeting
- 15.4 All monies must be passed through the Treasurer or the Section Treasurer and accurate records shall be kept.
- 15.5 All golf competition prizes will be paid in accordance with the Rules of Golf governing amateur status.
- 15.6 There must be two authorised signatories on cheques and other similar transactions at all times.
- 15.7 The Club must clear all invoices within 30 days of receipt of an invoice from the Centre.
- 15.8 The Committee shall have the power to appoint an individual whose duty will be to independently check the accounts of the Club.
- 15.9 The Club's accounting period shall be from January 1st to 31st December each calendar year.
- 15.10 The Club accounts are maintained completely separately from those of the Proprietor. The Proprietor is not liable for any arrears incurred by the Club, nor is it entitled to any surplus generated by the Club.

16. Meetings

16.1 Committee Meetings

- 16.1.1 The Committee shall meet on the first Monday of each month, unless by pre-arrangement through the Club Captain.
- 16.1.2 At all meetings of the Committee, five members shall constitute a quorum, provided that at least 2 officers and a representative of the Proprietor are part of the quorum. The Proprietor may waive their right to attend a meeting providing they have seen the agenda and agreed for the meeting to be held in their absence.
- 16.1.3 Any section committee or sub-committee meetings shall be held as required and arranged by their respective Chairperson.
- 16.1.4 All Committee meetings shall be chaired by the elected Chairperson and in their absence the Committee shall choose one of its number to chair the meeting.

16.2 Annual General Meeting (AGM)

- 16.2.1 The Annual General Meeting of the Club shall usually be held on the first Tuesday in February or on such a date as the Committee of the Club shall determine between 1st January and 31st March. It will be chaired by the Chairman or his nominee.
- 16.2.2 Fifteen full members of the club all of which must be home members of the Club must be present at this meeting to form a quorum.
- 16.2.3 Any resolution relating to the welfare or improvement of the Club may be discussed and determined at the Annual General Meeting in each year, but no resolution shall be put forward unless that resolution shall appear in the Agenda annexed to the notice convening the meeting.
- 16.2.4 The Secretary shall post notices for the Annual General Meeting at the Centre and on the web site as follows:-

21 days prior to the AGM

- a) Advising members of the date of the AGM and informing members that any resolution must be notified to the Secretary, in writing, at least 21 days prior to the Annual General Meeting. Such notification should include a statement of the resolution and any supporting words felt necessary to add clarity. It should not exceed 1 A4 sized page.
- b) Should there be any retiring members leading to a vacancy on the Committee, a list requesting nominations for new Committee members shall be posted on the notice board.

14 days prior to the AGM

- a) The agenda for the AGM, including any resolutions to be proposed at the meeting.

7 days prior to the AGM

- a) Full audited accounts shall be made available.

Copies of any resolution to be proposed at the meeting.

16.2.5 All full 7 and 5 day members are entitled to vote whose home club is the Club and, in the case of equality of votes, the Chairperson of the meeting shall have the casting vote in addition to his/her own. Unless a recount is demanded by at least two members, a declaration by the Chairperson of the meeting that a resolution has been carried or lost shall be conclusive.

16.3 Extraordinary General Meetings (EGM)

16.3.1 An Extraordinary General Meeting may be called at any time by the Committee or, upon the receipt of a request to such effect addressed to the Secretary and signed, by at least 5% of **full** members setting out the resolution to be proposed there at. On receipt of such a request, the Secretary shall call an Extraordinary General Meeting within 21 days.

16.3.2 Fifteen full members whose home club is the Club must be present at a meeting to form a quorum.

16.3.3 The Secretary shall post notices for the Extraordinary General Meeting at the Centre Premises as follows:

14 days prior to the EGM

- a) Formal notice of the EGM together with the agenda for the EGM, including the resolution(s).

7 days prior to the EGM

- a) Copies of the resolution(s) to be proposed at the meeting.

16.3.4 The EGM will be chaired by the Chairperson or an individual appointed by the Committee

16.3.5 All **full** 7 and 5 day members are entitled to vote whose home club is the Club and, in the case of equality of votes, the Chairman of the meeting shall have the casting vote in addition to his/her own. Unless a recount is demanded by at least two members, a declaration by the Chairperson of the meeting that a resolution has been carried or lost shall be conclusive.

16.3.6 The discussion at such a meeting shall be limited to the business stated in the convening notice.

17. Dress Code & Etiquette

17.1 On course, the dress code shall be that of appropriate golfing attire in accordance with standards publicised by the Centre and at the proprietor's discretion.

18. Disciplinary and Complaints Procedure

- 18.1 If the conduct of any member is deemed to be damaging to the character and interests of the Centre or of the Club, or if any member shall willfully infringe any of the Rules made for the government of the Club from time to time, the Committee, in conjunction with the Proprietor, will conduct a Disciplinary Review which may result in action being taken against the offending member.
- 18.2 The Disciplinary Review will be conducted in accordance with the publicised Disciplinary Process. Any decision taken on disciplinary matters must be communicated to the accused in writing and a right of appeal is available to challenge the decision of the committee. This must be made in writing to the President of the club and or the General Manager of the Centre no less than 5 working days after the date of the disciplinary outcome letter or e-mail.
- 18.3 The appeal of the committee decision will then be taken either by the President of the club or the General Manager of the Centre (whoever is deemed most impartial). The decision of the appeal hearing will then be communicated by the appeals officer and their decision will be final.
- 18.4 The Centre Manager, his designated deputy or a director of the Proprietor may require a member to leave the premises if such a member is in breach of the rules or bye-laws or regulations from time to time in place. He may also reprimand or suspend any member for activities, which in his opinion are likely to be damaging to the character or well-being of the Centre or its members and guests.

19. Sale of Liquor

- 19.1 The sale and supply of intoxicating liquor in the Centre premises will be permitted during the general licensing hours in force within the licensing district and in accordance with the terms of the license held by the Centre. No intoxicating liquor shall be served to any member under 18 years of age or supplied for consumption off the premises and will fully comply with current licensing laws.

20. Proprietor's Powers

- 20.1 The Proprietor shall decide in its absolute discretion the amount of membership fees and any other charges that from time to time might be required. It ultimately has total responsibility for all aspects of golf that affect the Club but under normal circumstances will delegate this power to the relevant Committees for the wellbeing of the Club and its members.
- 20.2 The Proprietor may reasonably request changes to the Constitution and the rules as from time to time it may consider appropriate. Without prejudice to its absolute discretion in this regard the Proprietor will always consult with the Committee before requesting such changes as it thinks appropriate. The Proprietor will be entitled to delegate its powers or any of them to any Committee or senior employee of the Proprietor.

21. Disputes

- 21.1 Any dispute or difference which may arise as to the meaning or interpretation of these rules, or as to the powers of the officers, Committee and any sub-committee; or the validity of any election proceedings of the Committee or any sub-committee shall be resolved by the Proprietor, whose decision shall be final and binding on all members of the Club.

22. Dissolution of the Club

- 22.1 On the dissolution of the Club any such property, assets or monies of the club as belonging to the members shall be disposed of in a manner decided by the members in an EGM.

23. Responsibilities

- 23.1 The Club, its Officers and Committee do not accept any responsibility for members, guests and equipment while involved in golf club activities.

24. Review of Constitution

- 24.1 This constitution should be reviewed when there has been a change in Club Chairperson or Centre Manager as the minimum.

25. Revision History

- 25.1 This constitution was formerly adopted on 01/06/2019 and replaces the club's original constitution used since formation in 1993

Ramsdale Park Golf Centre General Manager

Signed.....
Date..... 3/6/2019

Print Name..... Stephen North

Chairman – Ramsdale Park Golf Club

Signed.....
Date..... 3/6/2019

Print Name..... MARK NORTHERN