



BURY ST EDMUNDS GOLF CLUB

CONSTITUTION AND RULES

INDEX

| | Page | | Page | | |
|-----|----------------------------------|----|-------------|-------------------------|----|
| 1. | Name & History | 3 | 17. | Members Addresses | 13 |
| 2. | Management of the Club | 3 | 18. | Complaints | 13 |
| 3. | Business Committee | 3 | 19. | Resignation | 14 |
| 4. | Golf & Membership Committee | 4 | 20. | Disciplinary Procedures | 14 |
| 5. | Election of Committee Members | 4 | 21. | Rules of Golf | 14 |
| 6. | Subcommittees | 5 | 22. | General Meetings | 14 |
| 7. | Ladies Committee | 6 | 23. | Notice of Meetings | 15 |
| 8. | Membership of the Club | 6 | 24. | Quorum at Meetings | 15 |
| 9. | Voting Rights | 9 | 25. | Alteration to Rules | 15 |
| 10. | Election of Officers | 9 | 26. | Club & Company Property | 15 |
| 11. | De-selection | 10 | 27. | Licensing | 16 |
| 12. | Trustees | 11 | 28. | Gaming | 16 |
| 13. | Entrance Fees | 12 | 29. | Indemnity | 16 |
| 14. | Subscriptions | 12 | 30. | Dissolution of the Club | 16 |
| 15. | Green Fees & Visitors | 13 | | | |
| 16. | Admission to Clubhouse | 13 | | | |

BURY ST EDMUNDS GOLF CLUB

CONSTITUTION & RULES

1. NAME AND HISTORY

- 1.1** The Club shall be called The Bury St Edmunds Golf Club (“the Club”).
- 1.2** The Club is an activity of Bury St Edmunds Golf Club Ltd (Company Number 186162) (“the Company”).
- 1.3** The Company was formed in 1922 by members of the local community who subscribed for shares in the Company in order to establish and build a golf course. Since that date, members of Bury St Edmunds Golf Club have always played on a course owned and maintained by the Company. In 1981 a Trust was formed to acquire shares in the Company on behalf of the members of the Club. The Trust holds shares of the Company entitled to approximately 99% of the votes at a General Meeting of the Company.

2. MANAGEMENT OF THE CLUB

- 2.1** Subject to these Rules, a Business Committee and a Golf and Membership Committee (the “Committees” and “Committee” means either of them, as appropriate) and are responsible for the management of the Club. Each Committee will meet on a regular basis to conduct the Company and Club’s business and will report to the membership at least two occasions per year, one of which will be the Annual General Meeting of the Club.
- 2.2** Subject to the overriding powers of a General Meeting of the Club, a Committee may form, delegate part of its functions to and dissolve one or more subcommittees. Rule 6 shall apply.
- 2.3** Subject to the overriding powers of a General Meeting of the Club, a Committee is empowered to make, repeal and amend Byelaws which it considers appropriate to achieve good management of the Club, the Clubhouse and the Courses for the benefit of the Members as a whole and visitors, compliance with legal requirements and compliance with the Rules of Golf of The Royal & Ancient Golf Club of St Andrews.
- 2.4** Any Committee member or subcommittee member who has a financial interest in a business or enterprise that intends to enter into a commercial contract with the Club or Company shall declare it and shall not be permitted to vote on that contract.

3. THE BUSINESS COMMITTEE

- 3.1** The Business Committee will comprise the Chairman, Treasurer, four other elected Members (together, the “elected members” of the Business Committee) and the General Manager.

- 3.2 Four elected members shall constitute a quorum.
- 3.3 Nobody precluded from being a company director may be an elected member of the Business Committee. Under the Articles of Association of the Company, the elected members of the Business Committee are the directors of the Company. By accepting nomination to be an elected member of the Business Committee, the person consents to acting as a director of the Company.
- 3.4 The Business Committee is responsible for legal and regulatory compliance by the Company and the Club and strategy, forward planning, employment, remuneration, finance and budgeting, land and property and the provision of course and clubhouse services which reflect the needs of Members.
- 3.5 The Business Committee, in its dual capacity as the Business Committee and the Board of Directors of the Company, may resolve, amend and rescind policies for compliance with the law and good practice (the "Policies"). The Golf and Membership Committee and all sub-committees must abide by the Policies. The Health and Safety Policy, Child and Vulnerable Adults Policy and Membership Policy shall be published on the Club's website and available for perusal by Members in the Club's Office.;
- 3.6 The Chairman may appoint members of the Business Committee to have specific responsibility for the achievement and maintenance of aspects of the statutory and commercial obligations.
- 3.7 The Business Committee is responsible for establishing banking arrangements including cheque signatories and the authority for the electronic transfer of money.
- 3.8 The President, ex officio, may attend Business Committee Meetings. The Men's Captain and Ladies Captain can be invited to attend Business Committee Meetings in an ex officio capacity.

4. GOLF AND MEMBERSHIP COMMITTEE

- 4.1 The Golf and Membership Committee will comprise the Chairman, General Manager, Men's Captain, Men's Vice Captain, Ladies' Captain, Ladies' Vice Captain, Seniors' Captain (who will be chairman of the Seniors' Section), Seniors Vice Captain and the chairmen of each of the subcommittees of the Golf and Membership Committee.
- 4.2 Seven members shall constitute a quorum.
- 4.3 The Golf and Membership Committee is responsible for golf activity, social activity membership activity and establishing the requirements of the users of the courses and clubhouse services.
- 4.4 The President, ex officio, may attend Golf and Membership Committee Meetings.

5. ELECTION OF COMMITTEE MEMBERS

- 5.1 All elected members of the Business Committee to whom neither Rule 10 (Chairman and Treasurer) nor Rule 12 (Chairman of Trustees) applies will be elected at an Annual General Meeting of the Club for a term expiring at the end of the third Annual General Meeting following appointment.
- 5.2 With the exception of the Seniors' Captain, the chairmen of the sub-committees of the Golf and Membership Committee will be elected at an Annual General Meeting of the

Club for a term expiring at the end of the third Annual General Meeting following appointment.

- 5.3** If the office of chairman of a subcommittee is vacant, the Committee may appoint an interim chairman to hold office until the end of the next Annual General Meeting. The interim chairman is eligible stand for election at the Annual General Meeting.
- 5.4** Each Committee may from time to time agree to reduce the proposed period of office of a Committee member (including the period of office of a subcommittee chairman) to less than three years in order to ensure an appropriate phasing of Committee turnover.
- 5.5** With the exception of gender specific positions, all Committee positions are open to gentlemen and ladies.
- 5.6** A casual vacancy may be filled by the agreement of that Committee, such member to hold office until the end of the next Annual General Meeting and to be eligible to stand for election at the Annual General Meeting.
- 5.7** With the exception of General Manager, Men's Captain, Men's Vice Captain, Ladies' Captain, Ladies' Vice Captain and Seniors' Captain, any two Voting members of the Club may nominate a Voting Member for one of the designated positions on the Committees.
- 5.8** The Seniors' Captain shall be elected by Voting Members from within the Seniors Section. Voting for the Seniors' Captain shall only be by persons within that Section.
- 5.9** Nominations for the Committees shall be posted on the main Club noticeboard at least seven days before the Annual General Meeting indicating the name of the Member, his/her proposer and seconder and the signature of the Member to indicate that he/she accepts the nomination and has read the relevant Job Description(s). Only Voting Members with at least two years membership of the Club may stand for election.
- 5.10** If two or more candidates obtain an equal number of votes in an election to the Committees, the Chairman of the meeting shall select by lot from such candidates the candidate or candidates who are to be members of the Committee.

6. SUBCOMMITTEES

- 6.1** As at September 2018 the Golf and Membership Committee has the following subcommittees – House and Social, Seniors, Juniors, Handicaps and Competitions, Greens and Membership/Marketing. With the exception of the Seniors Section, the members of a sub-committee shall be co-opted by its chairman with the approval of its Committee.
- 6.2** Each subcommittee is responsible for carrying out the functions delegated to it under Rule 2.2 in the best interests of the Members as a whole, in accordance with the Policies, representing Members' interests within their respective subcommittee title and implementing the Job Description of the chairman of that subcommittee.
- 6.3** The chairman of the Juniors subcommittee is responsible for representing the interests of Junior Members paying and any other juniors involved in golfing activity through the Club.
- 6.4** The Senior Members are those Members whose age is defined as seniors within the definition of the English Golf Union (Men) (currently age 55 years) and the English Women's Golf Association (Ladies) (currently 50 years). They are the Seniors' Section which shall be organised by Senior Members, including election of the Seniors'

subcommittee and its chairman, to manage the Seniors Section, operating within the overall framework of the Club's Constitution and Rules.

- 6.5** Three members of a subcommittee shall form a quorum.
- 6.6** All subcommittees shall submit a written report to the next meeting of the Committee and at such other times as the Committee shall direct.
- 6.7** The Chairman, The GM, Men's Captain and Ladies' Captain shall be ex-officio members of all subcommittees.
- 6.8** A member of a subcommittee may also be a member of another subcommittee.

7. LADIES COMMITTEE

- 7.1** There shall be a Ladies Committee to represent the interests of Ladies Golf and membership within the Club and other appropriate bodies.
- 7.2** The Ladies' Section shall be appropriately organised by the Lady Members within the overall framework of the Club's Constitution and Rules.
- 7.3** The Ladies Captain and Ladies Vice Captain have specific responsibility for representing the Ladies Section on the Golf and Membership Committee. They shall be the chairman and vice-chairman of the Ladies Committee.
- 7.4** Notwithstanding Rules 6.3 and 6.5, the Lady Members within the definition of Senior Ladies may choose to have their interests represented through the Ladies' Section. The Ladies' Captain and Ladies' Vice Captain shall represent that interest on the Golf and Membership Committee.

8. MEMBERSHIP OF THE CLUB

- 8.1** Membership of the Club and the use of Club facilities shall be open to anyone interested in the sport of golf on application regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion or other beliefs.
- 8.2** For the purpose of managing the playing activity on the courses, the Membership and Marketing subcommittee shall recommend to the Golf and Membership Committee an optimum number of playing Members within the Club. The number shall be considered at, and set by an Annual General Meeting of the Club.
- 8.3** The admission of new Members shall be in accordance with a Byelaw made by the Golf and Membership Committee and approved by the Business Committee.
- 8.4** Every Member of the Club of whatever category agrees to be bound by and to comply with the lawful directions of the Committees, the Byelaws and regulations imposed by the Committees and these Rules, as amended or replaced from time to time.
- 8.5** For the purpose of assessment of subscriptions (excluding national and county affiliation fees) the membership shall be divided into the following categories:
 - 8.5.1** Full Playing Member.
 - 8.5.2** 9-hole Member – a Member whose membership only entitles them to play the 9 hole course with an annual subscription of 50% of the Full Playing Member's subscription. Such Members have all other rights of membership of the Club.
 - 8.5.3** Social Member - a Member without any playing or practice rights.

- 8.5.4** Country Member – a Member who is a full member of another golf club and whose UK residence – in the opinion of the Golf and Membership Committee – is situated not less than 60 miles from the club house at Bury St Edmunds.
- 8.5.5** Intermediate 18-21 Member – a Member who has attained the age of 18 and who is under the age of 22, with an annual subscription discount of 75% of the Full Playing Member's subscription.
- 8.5.6** Intermediate 22-25 Member – a Member who has attained the age of 22 and who is under the age of 26, with an annual subscription discount of 50% of the Full Playing Member's subscription.
- 8.5.7** Intermediate 26-30 Member – a Member who has attained the age of 26 and who is under the age of 31, with an annual subscription discount of 25% of the Full Playing Member's subscription.
- 8.5.8** Junior Member – a member who has attained the age of 8 and who is under the age of 13 with an annual subscription to be agreed between the Golf and Membership Committee and Juniors' Committee.
- 8.5.9** Junior Member – a Member who has attained the age of 13 and who is under the age of 18 with an annual subscription to be agreed between the Golf and Membership Committee and Juniors' Committee.
- 8.5.10** Suspended Member – a Member who has a temporary medical incapacity (the term "temporary" is for a period up to but not to be greater than 12 months) and that even with the use of a buggy cannot play full 18 holes. Play in Club competitions is not permitted. Members in this category are reviewed at six-monthly intervals. The subscription shall be 25% of the Full Playing Member's subscription applying from the beginning of the Subscription Year immediately following acceptance by the Club that the Member qualifies for Suspended Membership and ending when the Member ceases to qualify due to recovery or 12 months from the date incapacity was accepted by the Club, whichever is the earlier. The purpose of Suspended Membership is to encourage a member to restart playing golf by playing a few holes.
- 8.5.11** Honorary Member. On the joint recommendation of the Chairman and the President, supported by the Committees, any person may be elected an Honorary Member of the Club. The person shall be proposed by the Chairman and elected by a resolution of the Annual General Meeting following the recommendation of the Chairman. Upon election, an Honorary Member shall not pay any Entrance Fee (Rule 13) nor annual subscription (Rule 14) but shall be entitled to all the benefits of membership.
- 8.5.12** Temporary Member – a Member whose occupation in the opinion of the Golf and Membership Committee, is likely to limit the period they are resident in the area to not more than three years from the date of joining. Such person will pay a subscription equivalent to 120% of the Full Playing Member's subscription. An Entrance Fee will not be payable at the time of joining. Such person shall in all regard be a Full Playing Member except that they will not have any voting rights and cannot stand for any office of the Club. After three years, the Golf and Membership Committee may require the Temporary Member to apply to become a Full Playing Member.

8.5.13 Shareholder Member- An individual who is the registered holder of a share(s) in the Bury St Edmunds Golf Club Ltd, company number 186162, qualifies to become a Shareholder Member of the Club. Companies, organisations, trustees, personal representatives, a person holding a share(s) on behalf of, or for the benefit of, any commercial organisation and any person who is not the beneficial owner of a share(s) registered in his name will not qualify for Shareholder Membership. In the case of joint beneficial owners, only one of them can be a Shareholder Member and the order of priority is the order in which their names are registered in the register of members of the Company.

8.5.13.1 A Qualifying shareholder who has completed, signed and returned to the Secretary of the Club an application form confirming his/her qualification and agreeing to be bound by the rules, for the time being, of the Bury St Edmunds Golf Club shall become a Shareholder Member and will not be required to pay an entrance fee nor an annual subscription.

8.5.13.2 Subject as provided in Rule 16, a Shareholder Member shall be entitled to admission to the Clubhouse.

8.5.13.3 A Shareholder Member producing a current handicap certificate shall have the right in each calendar year to play five rounds of golf upon the eighteen hole course of the Club when it is open, but subject to any restrictions upon use of the course placed upon Members generally.

8.5.13.4 A Shareholder Member is entitled to attend General Meetings of the Club but Shareholder Members shall not be Voting Members.

8.5.13.5 In the event of there being a distribution by the Club to its Members, or to classes of its Members, of money received by the Club from the realisation of freehold property of the Bury St Edmunds Golf Club Ltd, then subject to the next sub-clause, each Shareholder Member shall be entitled to receive in the distribution an amount equal to the amount each other Member of the Club to whom a distribution is being made receives.

8.5.13.6 Provided that the amount receivable by a Shareholder Member under the preceding sub-clause shall be reduced pound for pound by any amount received by the Shareholder Member and any person jointly holding with him a share or shares in The Bury St Edmunds Golf Club Ltd from the Bury St Edmunds Golf Club Ltd as a distribution of proceeds of sale from the same sale of freehold property.

8.5.14 A limited number of five corporate memberships shall be open to any organisation, company or business at the discretion of the Golf & Membership Committee. Corporate Members will have right of admission to the course, clubhouse and club facilities in accordance with restrictions and conditions approved by the Golf and Membership Committee. Corporate Members may only use the Course Facilities on Weekday's and Weekends after 12 noon. Corporate Members shall have no right of audience or vote at meetings and shall not be eligible for office.

8.5.15 PGA Professional-A member of the Professional Golfers' Association who is admitted by the Golf and Membership Committee to membership as a PGA Professional Member. A PGA Professional Member will not be a Voting Member, may not be an officer of the Club and may not play in the Club's competitions. They shall have the other rights of membership. For the first 2 years the person will pay the Playing Member's subscription and thereafter a subscription equivalent to 60% of the Full Playing Member's subscription. An Entrance Fee will not be payable at the time of joining.

8.6 The Golf and Membership Committee may agree the addition of further categories of membership and the subscription for them, such changes to be ratified at the Club Annual General Meeting following the addition of those categories.

8.7 Subscriptions shall be reviewed and agreed annually at a General Meeting of the Club.

8.7.1 Classes of Membership which are determined on an age basis shall be determined by reference to the age the Member has attained on the 1st day of the Subscription Year or for Junior Members, the age attained on the 1st January immediately preceding the Subscription Year. At the discretion of the Golf and Membership Committee the following classes of Members may transfer on the date of attainment of the requisite age providing that the balance of annual subscription applicable to the new class is paid:

8.7.1.1 Junior to Intermediate.

8.7.1.2 Intermediate to Intermediate/Full.

8.7.1.3 Intermediate/Full to Full Playing.

9. VOTING RIGHTS

9.1 The "Voting Members" of the Club are the Full Playing Members, 9-hole members, Country Members, Intermediate Members, Intermediate/Full Members and Suspended Members, in each case whose subscription has been paid in full at the date notice of the General Meeting is given, and Honorary Members.

9.2 Only Voting Members shall be entitled to vote at General Meetings of the Club though all Members may attend.

9.3 The Chairman shall be empowered, if he/she thinks fit, to make regulations for enabling Members unable to be present at a General Meeting to vote by proxy or in writing.

10. ELECTION OF OFFICERS

10.1 The President will be nominated by the Committees having regard to recommendations made by the incumbent President towards the end of their term of

office. The President will be elected at the AGM for a term expiring at the end of the third AGM following their election.

- 10.2** The Honorary Treasurer shall be nominated by the Business Committee (having regard to the recommendation of the incumbent Chairman) and elected at the Annual General Meeting for a term expiring at the end of the third Annual General Meeting following their election.
- 10.3** The Chairman shall be nominated by the Committees having regard to the recommendation of the incumbent Chairman and elected at the Annual General Meeting for a term expiring at the end of the third Annual General Meeting following election.
- 10.4** The Men's Captain shall be proposed by the incumbent Captain or a Past Captain and elected by the male Members at the Annual General Meeting for a term expiring at the end of the Annual General Meeting following appointment.
- 10.5** The Men's Vice-Captain shall be nominated by the Golf and Membership Committee having regard to the recommendation of Men's Past Captains who are currently Members and elected by the male Members at the Annual General Meeting for a term expiring at the end of the Annual General Meeting following appointment.
- 10.6** The Ladies Captain shall be proposed by the incumbent Ladies Captain or a Past Captain and elected by the Lady Members at the Annual General Meeting for a term expiring at the end of the Annual General Meeting following appointment.
- 10.7** The Ladies Vice-Captain shall be nominated by the Ladies Section (having regard to the recommendations of the Past Ladies Captains who are currently Members) and elected by the Lady Members at the Annual General Meeting for a term expiring at the end of the Annual General Meeting following appointment.

11 DE-SELECTION

- 11.1** An elected Officer, Committee member or subcommittee member may be suspended, de-selected or removed from office as follows:
 - 11.1.1** By the Chairman if, after consultation with the Business Committee and the Golf and Membership Committee and, if appropriate, consideration of any representation from the person concerned, decides that it is in the best interests of the Club and/or the Company that the person be suspended from office or participation in a Committee or subcommittee, he/she may implement a suspension for a period of time or until there is a General Meeting at which a resolution about the person's position is considered, but shall review the suspension at least every four months, taking into account on review any representations by the person concerned.
 - 11.1.2** Any twenty Voting Members with at least two years membership of the Club may give signed written notice to the General Manager proposing a resolution to de-select or remove from office any officer or committee or subcommittee member, to be considered either at the Annual General Meeting (if due within two months) or at a General Meeting to be convened and held within two months. Notice of the

resolution, including the names of the proposers, shall be included in the notice convening the General Meeting and, for at least one month before the General Meeting, shall be posted on the notice board. Notice of the resolution must be given to the person whose de-selection or removal is proposed at least one month before the date of the General Meeting, who shall be entitled to have written representations sent to all Voting Members, if given to the General Manager not less than 14 days before the General Meeting, and to make representations at the General Meeting. The majority required for the passing of the resolution shall be two thirds of those present and voting.

11.1.3 Rule 11.1.2 is in addition to, and does not restrict, the inherent powers of a General Meeting convened under Rule 2.5 or Rule 22.

12 TRUSTEES

12.1 The Trustees of the Club, who are also ex officio the Trustees of the trust relating to shares of the Company declared by a Trust Deed dated 5th February 2001 (which, as altered or replaced from time to time, is referred to as “the Trust Deed”), are appointed under this Rule 12.

12.2 There shall be four Trustees in whom the shares of the Company and the other investments, money and assets of the Club shall be vested.

12.3 No person shall be elected as a Trustee of the Club unless he or she has been for at least five years, and currently is, a Voting Member.

12.4 The procedure for the appointment of a new Trustee shall be nomination by the Chairman of the Club and the Trustees jointly, approval by the Golf and Membership Committee and then election at a General Meeting of the Club. The Trustees shall elect a Chairman of Trustees from within their number, who will hold office subject to ratification by the Annual General Meeting following his/her election. Subject to Rule 12.5, the term of office of the Chairman of Trustees shall be three years, but he/she may be re-elected and ratified for further periods of three years.

12.5 A Trustee shall hold office until either ceasing to be a Voting Member of the Club or resigning as a Trustee or being removed from office by a resolution of the Club in General Meeting. Upon ceasing to be a Trustee he or she shall, when called upon by the Golf and Membership Committee and on being indemnified by the Club against all liabilities and expenses incurred by him/her as a Trustee (except any resulting from his misfeasance or wilful default), execute all documents and do all things necessary to transfer, assign and convey the shares of the Company and the other investments, money and assets of the Club to the continuing and new Trustees.

12.6 For the purposes of giving effect to the appointment of a Trustee pursuant to this Rule 12, the Chairman of the Golf and Membership Committee is hereby nominated as the person to appoint new Trustees of the Club within the meaning of Section 36 of the Trustee Act 1925 (as amended or replaced by any subsequent legislation) and the provisions of the Trustee Act 1925 (as amended or replaced) shall apply to such appointment. Any statement of fact in any such Deed of Appointment shall, in favour of a person dealing in good faith for value with the Club or its Business or its Golf and Membership Committee, be conclusive evidence of the facts so stated.

12.7 The Trustees shall hold and deal with the shares of the Company and any money held in relation to them in accordance with the Trust Deed. The Trustees shall hold and deal with the other investments, money and assets of the Club in accordance with these Rules and any directions given and any powers delegated to them either (a) by any resolution of the Voting Members of the Club in General Meeting or (b) by the Business Committee. In the event of a conflict, the resolution of the Voting Members shall prevail. The Trustees may require any question relating to delegation by or direction from the Business Committee to be referred to the Voting Members of the Club in General Meeting.

12.8 A Trustee shall not be required to account to the Club for any benefit received by him/her in good faith by virtue of being a Member of the Club.

12.9 If there shall be, at any time, less than four Trustees, the remaining three Trustees are empowered to act pending the appointment of a fourth Trustee.

13. ENTRANCE FEE

13.1 In order to achieve the financial and numerical targets agreed with the Business Committee, the Golf and Membership Committee is empowered to require persons becoming Full Playing Members, Intermediate Members, 9-hole Members, Social Members and Country Members to pay an Entrance Fee. The Committee shall set the amount each Subscription Year and decide the terms of payment. In the case of husbands, wives or civil partners of Full Playing, or Country Members who apply for admission as Social Members only, the Entrance Fee may be waived at the discretion of the Golf & Membership Committee. If, however, such person should subsequently become a playing Member an Entrance Fee shall be paid of the amount for the Subscription Year in which they become a playing Member.

13.2 An Entrance Fee will not be payable by Juniors.

13.3 The Golf & Membership Committee may waive payment of a further Entrance Fee by a former Member who resigned, having paid, and having not been refunded any part of, an Entrance Fee and who was not in arrears at the time of resignation.

13.4 The Golf and Membership Committee may, at its discretion, refund part of an Entrance Fee of a Member leaving the Club under exceptional circumstances, providing such Member has been a member for not more than two years.

14. SUBSCRIPTIONS

14.1 The subscription rates for each class of membership shall be determined at a General Meeting of the Club. A Member ceasing to be a Member of the Club is not entitled to any refund of subscription. The Golf and Membership Committee is empowered to make special terms of subscription for Members who join or leave during the Club's Subscription Year. The Golf and Membership Committee is empowered to charge an additional subscription to golf playing Members who also make use of other playing facilities of the Club.

14.2 The Subscription Year" is a year beginning on 1st March. All subscriptions are payable in advance before 1st March each year. Any Member wishing to resign must send notice of resignation in writing to the General Manager prior to 1st March

otherwise the Member will be deemed to be a Member for the Subscription Year. Any Member leaving their subscription unpaid after the 1st March shall cease to exercise any of the privileges of membership.

15. GREEN FEES & VISITORS

- 15.1** The means of introduction of visitors and the manner in which green or other fees are payable shall be such as are determined by the Golf and Membership Committee from time to time.
- 15.2** Visitors shall pay such green or day fees, as the Golf and Membership Committee shall from time to time decide. These charges shall be displayed in the clubhouse. Visitors' names and addresses and the name of the introducer (if other than the General Manager) shall be entered in the Visitors Book.
- 15.3** When Members are permitted to introduce visitors at a reduced green fee then, with the exception of the Men's Captain and Ladies Captain, the number of such visitors shall be limited to twelve in any year. There shall, however, be no limit to the number of other visitors that may be introduced by a Member.

16. ADMISSION TO THE COURSE, CLUBHOUSE AND CLUB FACILITIES

- 16.1** The Golf and Membership Committee, by way of a Byelaw, shall determine those persons entitled to admission to the Course, Clubhouse and Club facilities.

17. MEMBERS' ADDRESSES

- 17.1** Each Member shall immediately communicate any change of address to the General Manager and all notices sent to his last recorded postal or email address shall be considered as duly delivered.

18. COMPLAINTS

- 18.1** All complaints shall be made in writing to the General Manager who, if he is unable to deal with them himself, shall submit them to the appropriate Committee whose decision shall be final. In no circumstances shall an employee be reprimanded directly by a Member.

19. RESIGNATION

- 19.1** A Member may at any time by giving notice in writing to the General Manager resign his membership of the Club but shall continue liable for any annual subscription due and unpaid at the date of such resignation.

20.1 DISCIPLINARY PROCEDURES

20.1.1 A disciplinary matter involving a Member is to be dealt with in accordance with Members Disciplinary Policy of the Business Committee and the Disciplinary Procedures of the Golf & Membership Committee in force at the time;

20.1.2 Copies of the current Disciplinary Policy and Disciplinary Procedures shall be displayed on the notice board and copies shall be available from the General Manager's office;

20.1.3 Members shall comply with the Members Disciplinary Policy and Members Disciplinary Procedures and shall be responsible for compliance by their guests.

20.2 Any Member expelled in accordance with the Rules or otherwise ceasing to be a Member of the Club shall forfeit all such rights to or claim upon the Club or its property or funds as he or she otherwise would have by reason of membership.

21. RULES OF GOLF

21.1 The rules of golf as adopted from time to time by The Royal & Ancient Golf Club of St. Andrews (R & A) shall be observed.

21.2 The Golf and Membership Committee is "Committee" for the purposes of the Rules of Golf.

21.3 The Golf and Membership Committee shall make such Byelaws as it thinks fit governing the playing of competitions but has no power to waive a Rule of Golf.

21.4 The Golf and Membership Committee may make, alter and revoke Local Rules within the Rules of Golf.

22. GENERAL MEETINGS

22.1 The Annual General Meeting of the Club shall be held in the month of November at such time and place as the Committees shall determine.

22.2 The business of the Annual General Meeting shall include officers' reports, presentation of the Report and Accounts (audited or independently examined) and election of officers.

22.3 The Chairman in consultation with the Business Committee and the Golf and Membership Committee may call an Extraordinary General Meeting and shall be bound to do so on receiving a requisition in writing addressed to the General Manager signed by not less than 50 Voting Members and stating the reason for requesting the meeting and setting out any motion which is to be proposed.

23. NOTICE OF MEETINGS

- 23.1** At least 21 days' notice of any General Meeting specifying the business to be transacted and the day, place and hour of the meeting shall be sent to every Member entitled to attend a General Meeting by letter (to include the use of electronic transmission systems) to their address (including email address) in the Club register.

24. QUORUM AT GENERAL MEETINGS

- 24.1** Except for the purpose of passing a resolution pursuant to Rule 25.2 or Rule 30, sixty Voting Members of the Club entitled to vote pursuant to Rule 9 shall form a quorum at a General Meeting.
- 24.2** If within half an hour from the time appointed for the meeting a quorum is not present, the meeting, if convened upon the requisition of Voting Members (Rule 22.3) shall be dissolved; in any other case it shall stand adjourned to the same day in the next week, at the same time and place or to such other day and at such other time and place as the Chairman may determine and if at the adjourned meeting a quorum is not present within half an hour from the time appointed for the meeting the Voting Members present shall be a quorum.

25. ALTERATION OF RULES

- 25.1** These Rules (other than Rule 25.2 and Rule 30) may be added to, repealed or amended by resolution at any General Meeting provided that no such resolution shall be deemed to have passed unless it is carried by a majority of not less than two thirds of the Voting Members voting on such a resolution.
- 25.2** Rule 25.1, 25.2 and Rule 30 may be added to, repealed or amended by resolution at a General Meeting provided that no such resolution shall be deemed to have been passed unless it is carried by a majority of not less than three quarters of all the Voting Members of the Club voting on such resolution.
- 25.3** A resolution to alter, add to or revoke any part of the Constitution and Rules or of any Byelaw may be proposed:
- 25.3.1** by either Committee; or
 - 25.3.2** by eight or more Voting Members by giving to the General Manager signed notice in writing at least two months before the General Meeting at which it is to be considered.
- 25.4** the General Manager shall send notice giving particulars of the proposed resolution to every Voting Member with the notice of the General Meeting.

26. CLUB PROPERTY

- 26.1** No Member shall take away, or permit to be taken away from the clubhouse, under any pretence whatsoever, or shall injure or destroy any property of the Club or Company.

27. LICENSING

- 27.1** The premises will be licensed in accordance with the Licensing Act 2003 and subsequent amendments to the legislation.
- 27.2** The Business Committee shall appoint a Designated Premises Supervisor as defined by the Licensing Act 2003 as amended, and shall be responsible for ensuring that the conditions of the Club's Licence shall be fully complied with.
- 27.3** The Committees shall jointly agree by way of a Club Byelaw, those persons that may use the Club's bar, dining and entertainment facilities. Such Club Byelaw shall not contravene the Licensing Act 2003.

28. GAMING

- 28.1** The Clubhouse shall not be used for any unlawful purpose. The Golf and Membership Committee shall have the power to prohibit any games, which, in their opinion are unlawful games, or one which in their opinion would not be in the best interests of the Club.

29. INDEMNITY

- 29.1** If any Trustee, Committee Member or subcommittee member shall properly incur any personal liability on behalf of the Club he or she shall be entitled to be indemnified out of Club or Company funds.
- 29.2** The Business Committee shall ensure the Company maintains Director and key management indemnity insurance.

30. DISSOLUTION OF THE CLUB

- 30.1** If at a General Meeting of the Club (of which not less than 21 days written notice has been given to each Voting Member) a resolution for the dissolution of the Club shall be passed by a majority of not less than three quarters of the Voting Members in person or by proxy the Business Committee shall direct the Trustees to realise the property of the Club and the Trustees shall immediately or at such future date as shall be specified in such resolution proceed to realise the property of the Club with power to postpone such realisation for such a period as they may deem fit (without being liable for loss) in the interests of those Members of the Club who shall be entitled to share in the same on distribution and after the discharge of all liabilities the Trustees shall divide the proceeds of the realisation equally among all the Voting Members of the Club who were entitled to vote at the meeting at which the resolution for dissolution was passed irrespective of whether or not they attended the same and on the completion of such division of the Club shall be dissolved.