

# Ryston Park Golf Club

## Rules & Constitution 2021

1/ The Club shall be called **Ryston Park Golf Club**

2/ The main purposes of the club are to provide facilities for and promote participation in the amateur sport of Golf in Downham Market and District.

3/ The Club shall consist of such ordinary Members, which shall include Social, Intermediate, Country, Junior and Honorary Members) as may be elected from time to time by the committee. Amateur golfers of either sex are eligible for membership. Social members are allowed to play on the course on payment of a green fee.

4a/ The property of the Club shall be invested in 4 trustees who shall be appointed by the Committee and the property of the Club shall be invested in them to be dealt with as the committee may from time to time direct by resolution (of which an entry in the minute book shall be conclusive evidence). The trustees shall be indemnified against risk out of the Club property. The Trustees shall hold office until death or resignation or removal from office by the Committee. Whereby reason of such death, resignation or removal it is necessary that a new Trustee or Trustees be appointed, the Committee will nominate the person or persons to be appointed.

The AGM shall confirm the appointment of and new Trustee. For the purpose of giving effect to such nomination, the captain for the time being of the Club is hereby nominated as the person to appoint new Trustees of the Club within the meaning of section 36 of the

Trustee Act, 1925 and shall by deed duly appoint the person or persons so nominated by the Committee.

4b/ The Club in General Meeting by a simple majority of the Members present and voting thereat may resolve that each Member of the Club except Honorary, Social, and Junior Members shall pay to the Club such annual sum over such period and on such date or dates as the said resolution shall fix.

The payments made shall not form any part of the annual subscriptions.

Such payments shall be paid into an account known as "The Capital Fund" and shall be applied by the Trustees of the Club, in accordance with the provisions of Rules 4a and 9, in paying for new buildings or golf course of the Club, but in no way be used to pay for repairs to or maintenance of the buildings of the Club or its golf course or for any other purpose.

If any Member liable to pay such capital sum shall not make payment within 28 days of the day on which the sum shall have become due, he/she shall thereupon become liable to expulsion in accordance with the provisions of rules 19 and 20.

Any member except honorary, social and junior members admitted to membership after the due date of passing any such resolution as aforesaid shall nevertheless be bound by the same and shall be liable to pay such annual capital sum for the remainder of the period fixed by the resolution and remaining unexpired at the time of his/her admission.

Provided always that nothing in this Sub-rule or in these rules contained shall operate to impose any liability whatsoever on any person whose membership shall cease during the currency of such (period as aforesaid, for any such) annual capital sum becoming due after the date of cessation of membership.

5/ The officers of the Club shall be the President, a Captain and a Vice Captain. They shall be proposed and seconded and elected by a majority vote at each Annual General Meeting. They shall hold office for one year when they shall retire but shall be eligible for re-election from year to year.

6/ The Committee of management shall consist of the officers of the Club ex-officio, the Trustees, nine elected members, the Ladies captain, the immediate past captain and such members who may be co-opted from time to time.

7/ The election to the Committee shall take place in the following manner

a) Any two members of the Club shall be at liberty to nominate Members to serve on the Committee, having previously received the assent of such Members. The name of each Member so nominated shall be sent to the Secretary in writing 21 days at least before the Annual General Meeting.

b) A list of names in alphabetical order shall be affixed to the notice board of the Club at least seven days before the Annual General Meeting. Balloting lists shall be prepared containing the names of the candidates only. Each Member present at the Annual General Meeting and eligible to vote, may do so for any number of candidates not exceeding the number of vacancies. In case there shall not be enough candidates nominated, the Committee shall fill up the remaining vacancies by nomination.

c) A Member of the Committee shall be entitled to serve for three years when he/she will retire and be eligible for re-election.

Should a Member of the Committee fail to attend a least six meetings in any one year without a valid reason he/she will be asked to step down at the next AGM.

8/ Any casual vacancy on the Committee shall be filled by the Committee. Any member so chosen shall retire at the next Annual General Meeting but shall be eligible for re-election to the Committee at such General Meeting.

9/ The Committee, in addition to the powers hereinafter specifically conferred upon them, shall have control of the finances of the Club, power, a) to raise or borrow money for the purposes of the Club, with or without mortgage of any property of the club, including power to borrow money upon the security of a guarantee or mortgage given by the Trustees upon the request of the committee

b) to provide money to the said trustees by way of loan or otherwise in order to discharge any overdraft or borrowing incurred by the said Trustees from time to time, in connection with any other property of the Club, or used in connection with the activities of the Club.

Any liability incurred by the authority of the Committee, or the said Trustees in carrying out the business of the Club shall be made good by the Club and the said Trustees shall be fully indemnified by all members of the Club in respect of any liability.

Any borrowing will be restricted to 25% of Annual Subscriptions, unless approved by a majority of the members in General Meeting.

The powers to engage, control and dismiss Club employees, powers to co-opt up to three members, and all administrative powers as may be necessary to carry for properly the objects of the Club in accordance with these rules.

10/ The Secretary shall conduct the correspondence of the Club and shall have custody of all documents belonging to the Club.

He/she shall keep full and correct minutes of all proceedings and records of all competitions of the Club.

11/ The Secretary/Treasurer shall keep the accounts of the Club and shall make up the annual statement of accounts and balance sheets of the Club to the 31<sup>st</sup> December each year, which shall be printed and made available to members at the Annual General Meeting.

12/ The Secretary/Treasurer shall arrange to prepare for presentation at the Annual General Meeting, relevant financial statements reflecting the financial position of the Club. Such statements shall have been examined and reported on by an accountant suitably qualified.

13/ Membership 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, except as a necessary consequence of the requirements of golf. The Club may have different classes of membership and subscription on a non-discriminatory and fair basis. The Club will keep subscription levels that will not pose a significant obstacle to those participating. The Club Committee may refuse membership, or remove it, only for good cause such as conduct or character likely to bring the Club or sport into disrepute.

Appeal against refusal or removal may be made to the members.

The Club has different classes of membership and subscription rates which are published in the clubhouse, and can be seen on our web site [www.club-noticeboard.co.uk](http://www.club-noticeboard.co.uk) in addition, they will be listed at the back of the rules book, in the form of an appendix. Our web site also publishes details of the daily green fee rates.

The club accepts application for membership from new and existing members on low or moderate income, subject to criteria laid down on the application form and low-income information sheet. Those accepted will be offered a reduced rate. Apply to the Secretary for full details.

14/ Subscriptions shall be such as determined by the members of the Club in General Meeting and shall be posted in the Clubhouse.

15/ Annual subscriptions can be paid (by members who wish to do so) by instalments to the Treasurer/Secretary, half on the first day of April and half on the thirty first day of August. Alternatively, members may pay in ten monthly instalments by standing order commencing on the first day of April and for the next succeeding nine months.

Defaulting on payments will result in a written reminder from the secretary and may cause membership to cease.

16/ Any member who is unable to play for a period of at least six months due to debilitating injury or illness, may have their membership suspended, and will be allowed to resume their membership on payment of half the annual subscription the following year.

17/ On the recommendation of the Committee any person may be elected an Honorary Member at any General Meeting of the Club and shall thereafter be entitled to all the privileges of membership without paying for such membership. For such an election at least two thirds of the members present must vote in favour.

18/ A Member may at any time, by giving notice in writing to the Secretary, resign his/her membership of the Club but shall continue to be liable for an annual subscription unpaid at the date his/her resignation.

Any such Member having discharged all his/her liabilities to the Club and wishing to re-join may, upon an available vacancy, be re-admitted in accordance with rule 13.

19/ The Committee shall have the power to admonish, suspend or expel any Member who shall offend against the rules of the Club or whose conduct shall in the opinion of the Committee render him/her unfit for membership of the Club. Before any such Member is expelled the Secretary shall

give him/her seven days written notice to attend a meeting of the Committee and shall inform him/her of the complaints made against him/her. Not unless at least two thirds of the Committee, then present, vote in favour of his/her expulsion, shall any member be expelled from the Club.

a) Any member who is suspended or expelled by the Committee under these provisions shall have the right of appeal against that decision to an appellate Committee of the Club, specifically convened for that purpose. The power of the appellate committee shall be to confirm, revoke or vary in any way the decision of the Committee.

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

21a/ Junior member shall be admitted in the same manner and adult members. Junior membership shall cease on reaching the day preceding their 18<sup>th</sup> birthday they shall be eligible to enter all competitions at the discretion of the Committee.

21b/ Intermediate member (who shall be at least 18 years) shall be admitted to the Club by the same procedure as adult members.

Intermediate membership shall cease at midnight on the day preceding their 25<sup>th</sup> birthday.

Other categories include Junior, Intermediate 18-25, 26-34 and 35-40, Full Membership and Social. All members from Intermediate to Full shall have the same privileges, including voting.

22/ Visitors may be admitted to the Club at such rate and on such conditions as may be determined from time to time (and posted in

in the clubhouse) Any Captain or Secretary of a golf club may be allowed the privilege of temporary membership without payment.

Visitors/guests shall be entitled to all privileges of membership except introduction; voting and playing for prizes restricted to members of the Club. Names of visitors must be entered in the book provided.

23/ The Annual General Meeting of the Club shall be held each year in the month of February at such time and date as the committee may determine.

24/ The Committee may call an Extraordinary General Meeting when any question of urgent importance shall arise and shall be bound to do so on receiving a requisition signed by thirty Members of the Club, or by a Member expelled by the Committee and desiring to appeal in accordance with rule 19.

25/ At least fourteen days notification of any General Meeting shall be given to all qualified Members specifying the business to be transacted the day, the place and hour of the meeting.

A quorum at such meetings shall be thirty Members with a valid reason for doing so, may use a postal vote. They must register with the Secretary within three days of receiving the notification and forward their preferences at least two days before a general meeting.

26/ No rule of the Club shall be repealed or altered, and no new rule shall be made, save by resolution passed by not less than two thirds of the votes cast by members present at a General Meeting.

At least 28 days written notice of the intention to propose any new rule or alteration shall be given to the Secretary who shall send notice of the same to every Member on the Club register, at least seven days before a General Meeting.

27/ The Committee are empowered to make, repeal and amend such byelaws as they may from time to time consider necessary for the wellbeing of the Club. The byelaws, repeals and amendments shall have effect until otherwise determined by the Committee or General Meeting.

28/ All complaints shall be in writing to the Secretary, who if he/she is unable to deal with them shall submit them to the Committee whose decision shall be final.

In no instance shall an employee of the Club be reprimanded by a Member.

29/ Except by permission of the Committee no Member shall take away, or permit to be taken away, from the Clubhouse or Course, or shall injure or destroy, any property of the Club.

30/ The Clubhouse shall be opened and closed daily at such hours as the Committee shall determine, in accordance with the provisions of the Licensing Act currently in force and as notified to West Norfolk Borough Council.

Notwithstanding any other rule herein no person shall be admitted to any form of membership without an interval of at least two days between being their application, being and admitted to membership.

31/ Subject to any restrictions which may from time to time be imposed by the committee; the following persons shall be entitled to admission to the Club premises and to purchase intoxicating liquor for consumption on the premises.

The members and their guests and on the day of the visit whether before or after playing golf any person who bona-fide visits the club for the purpose of playing and the guests of that person. A bona-fide member or a supporter of a visiting team taking part in any game, competition or sporting activity on the Club premises or attending a private function organised by a Member of the Club who is present at that function, providing that the function is in connection with any special celebration in which the Member has a personal interest. For example, wedding anniversary, retirement party etc., or attending a function organised by the Club, those taking table meals in the Clubhouse or a bona fide organisation, as the result of the hiring of the premises, providing no more than twelve such functions shall be held in any one calendar year.

31a/ 1) Members may introduce and entertain guests the club and here shall be kept at the Club premises a Green Fee book that both Members and Guests shall sign at the time of introduction of the Guests. No member may introduce more than two guests on any one occasion.

2) No person shall be allowed into the club more than six times in the same year for the purpose of playing golf with a Member at the reduced green fee. No person whose membership has been terminated under rule 19 or whose application for membership has at any time been rejected shall be admitted to the Clubhouse as a Guest.

The committee may suspend any Member who takes undue advantage to the detriment of the Club.

3) Any Member introducing a Guest under this rule must accompany him/her whilst him/her are on the premises and shall be responsible for the behaviour of their Guest's throughout their visit. The Member shall be responsible for ensuring that all Guests comply with the Club rules whilst on Club premises.

4) A Member who has a long-term visitor may apply to the Committee to be granted a temporary membership for a period of not more than six weeks at a fee to be determined by the Committee and administered by the Captain and Secretary.

32/ No paper, notice or placard, written or printed shall be exhibited, put in the Clubhouse, or in any way brought to the notice of Members without the sanction of a member of the Committee.

33/ Members are required to pay all expenses they incur on their own behalf or for Guests in the Clubhouse before they leave.

34/ The committee shall appoint sub-Committees annually to act as House, Bar, Greens and Social. Three members of a sub-Committee shall form a quorum.

35/ Unless otherwise specifically provided in these rules. Voting at any meeting of the Club or its sub-Committees held under these rules shall be by a majority of those present and qualified to vote and in the equality of the votes the Chairman shall have a second and casting vote.

36/ Every Member shall from time to time communicate to the Secretary their address and email. Such detail shall be inserted in the register of Members and all notices be sent to Members by post or other means.

37/ The R&A rules of golf and special rules for medal play shall be adopted, except where local rules prevail.

38/ With the exception of guide dogs, dogs must not be brought into the Clubhouse under any circumstances.

Dogs must be kept on a lead in the Clubhouse enclosure and on the course.

39/ The rule shall be printed in book form and each Member be presented with a copy, and one shall be displayed in the Clubhouse.

Every Member shall be bound by and observe all the rules and byelaws of the Club.

(For the purposes of these rules any period of notice required is inclusive of the day of sending or receipt of the notice by the Club as the case may be)

40/ All surplus income or profits are to be reinvested in the Club. No surpluses or assets will be distributed to Members or third parties.

Upon dissolution of the Club any remaining assets shall be given or transferred to another registered **CASC** registered charity or the sport's governing body for use by them, in related community sports.