

## **The Rules of ORKNEY GOLF CLUB**

### **1: PRELIMINARY**

- 1.1** Whereas the company “Orkney Golf Club Limited” is the ultimate owner of all assets and liabilities of the golf club, the day to day running of the Club shall be undertaken by an elected committee for the benefit of the members of the Club.
- 1.2** The undernoted rules shall be additional to the Articles of Association of Orkney Golf Club Limited, hereafter referred to as “the Club”
- 1.3** All Members in accordance with Section 3 are Members of the Club and subject to the Rules of the Club.

### **2: MANAGEMENT OF THE CLUB**

- 2.1** There shall be a Management Committee responsible for the overall management of the Club and shall have the power to make Bylaws. The Management Committee will be elected by the members at the AGM.
- 2.2** The Management Committee shall hold meetings from time to time as may be required for the despatch of all competent business. A meeting of the Committee shall be called by the Captain at any time, and the Secretary shall be bound to call such on a written requisition addressed to him by any two members of the Management Committee.
- 2.3** There shall also be the following sub-committees of the Club:
  - 2.3.1** Finance and Audit;
  - 2.3.2** Membership;
  - 2.3.3** Greens;
  - 2.3.4** Clubhouse/social;
  - 2.3.5** Match and Handicap;
  - 2.3.6** Disciplinary;
  - 2.3.7** Junior.
- 2.4** All voting Committee members must be members of the Club.
- 2.5** The remit for each sub-committee shall be set by the Management Committee.
- 2.6** Each Sub-Committee shall have a chair who will report to the Management Committee and shall agree its own rules of operation subject to the terms of these Rules.
- 2.7** Composition and Responsibilities of Management Committee.
  - 2.7.1** The Office Bearers of the club shall be:
    - 2.7.1.1** Captains (Ladies and Gents), one of whom shall be elected by the Management Committee to serve as Club Captain
    - 2.7.1.2** Vice Captains (ladies and gents)
    - 2.7.1.3** Treasurer
    - 2.7.1.4** Secretary

**2.7.2** The Management Committee shall be a maximum of 11 persons and any vacancies occurring in the course of the year may be filled by co-option until the next AGM. The Management Committee shall consist of the following persons:

- 2.7.2.1** The Office Bearers of the Club;
- 2.7.2.2** Chair of the Match Sub-Committee;
- 2.7.2.3** Chair of the Greens Sub-Committee;
- 2.7.2.4** Three ordinary members

**2.8** Six members shall form a quorum for Management Committee meetings.

**2.9** In the event of a tied vote, the person chairing the meeting shall have the casting vote.

**2.10** Captains and Vice-Captains will be elected at the Club AGM to serve for up to three years and will not be eligible for re-election in relation to their respective post for at least one year unless by special resolution of the members at a General Meeting. The Vice-Captains shall succeed the Captains as Captain subject to proper nomination and the approval by simple majority of members present and voting at the Annual General Meeting.

**2.11** The Management Committee, chaired by the Captain, shall:

**2.11.1** Establish club policies and oversee the administration of those policies;

**2.11.2** Oversee the fiscal management of the club including setting membership categories, green fees, and level of scrutiny of the accounts. Subscriptions shall be fixed by the Management Committee. The annual change in subscription will be no more than 5% of the previous year's subscription. Any proposed change above these amounts will require to be approved by the members at a General Meeting of the Club;

**2.11.3** The making, altering or rescinding of local rules and bye-laws and the posting thereof in the Clubhouse shall be deemed to be sufficient notice thereof and binding on all Club members;

**2.11.4** Be responsible for ensuring the Club, its office-bearers and employees have in place adequate and relevant insurance cover at all times;

**2.11.5** Approve membership applications and welcome new members;

**2.11.6** Appoint the senior members of staff in accordance with the approved budget;

**2.11.7** Review and approve recommendations made by the clubs appointed sub committees;

**2.11.8** To recover subscriptions and other monies due to the Club by Members or others;

**2.11.9** Such other duties as may be incidental to the above or to the objects of the Club, or which may be, from time to time, remitted to them by the Club.

**2.12** The Management Committee will not have power to purchase, sell, or lease heritable property without specific authority of members at a General Meeting

**2.13** Election to any position on the Management Committee cannot be limited by or discriminated on the ground of gender, gender reassignment, age, race, religion or belief, sexual orientation, marriage or civil partnership, pregnancy or maternity or disability.

- 2.14** Any Honorary President and one or more Honorary Vice-Presidents may be elected at the Annual General Meeting, but they shall not, in virtue of such offices, have any voice in the management.

### **3: MEMBERSHIP**

- 3.1** The Membership shall consist of Honorary, Ordinary, Senior, Temporary, Beginner, Student, Winter, Country, Junior and Social Members. By payment of the relevant subscription or acceptance of the position of Honorary Member, a Member will be deemed to guarantee the sum of £1 in terms of the Articles of Association.
- 3.2** The Management Committee shall define and determine Membership categories and publish the categories and respective membership fees within the clubhouse and on the website.
- 3.3** Only Honorary and fully paid-up Ordinary and Senior Members shall have the right to vote.
- 3.4** It shall be competent for the members present at a General or Special Meeting to confer upon any member the distinction of Honorary Membership in recognition of their renown as a Golfer, or in promotion of the game of golf, or for services rendered to the Club.
- 3.5** Membership is open to all and no application for membership will be refused except on reasonable grounds. There will be no discrimination on the ground of gender, gender reassignment, age, race, religion or belief, sexual orientation, marriage or civil partnership, pregnancy or maternity or disability.
- 3.6** Annual subscriptions are due on 1 April each year. If the appropriate subscription has not been paid by 1 April, there shall be no entitlement to use the facilities of the club until such subscription has been paid in full.
- 3.7** All members are bound by the Code of Conduct and the Social Media Policy.
- 3.8** The Management Committee may refuse membership, or remove it, only for good cause such as conduct of character likely to bring the Club or sport into disrepute. Appeal against refusal or removal may be made to the Disciplinary Sub-Committee

### **4: MEETINGS OF THE CLUB**

- 4.1** A General Meeting may be called by the Management Committee or by twenty Members of the Club. Any such request must be submitted to the Secretary by written motion, setting out the rationale and basis for the General Meeting being called.
- 4.2** No business shall be transacted at a General Meeting other than that of which notice has been given in the motion calling that special general meeting.
- 4.3** At least 14 calendar days' notice of a general meeting must be given to the full Club membership.
- 4.4** Quorum of any General Meeting shall be twenty Club members. In the event that there are insufficient numbers of members to form a quorum, the Management Committee shall have the power to call a further General Meeting.
- 4.5** Any decisions other than amending the Rules shall be reached by a simple majority of the

members present and who possess the right to vote.

## **5: THE ANNUAL GENERAL MEETING**

- 5.1** The Annual General Meeting shall be held once per calendar year, and may be attended only by members present and who possess the right to vote, and shall have as its main business:
- 5.1.1** The presentation of the Management Committee Report for the past year.
  - 5.1.2** Approval of the minutes of the last Annual General Meeting and any other General Meetings held during that year
  - 5.1.3** Approval of the accounts for the last financial year and appoint any auditors or independent examiners.
  - 5.1.4** The election of any office-bearers and/or Ordinary Committee members
  - 5.1.5** Consider and approve any changes to the Rules.
  - 5.1.6** Deal with any other relevant business.
- 5.2** An agenda giving notice of the Annual General Meeting must be advertised in the local paper, within the Clubhouse along with a copy of the accounts to all Club members at least 7 calendar days in advance.
- 5.3** The quorum for any Annual General Meeting shall be twenty Club members.
- 5.4** Voting on any matters other than a change to the Rules of Orkney Golf Club shall be by simple majority of Club members present and voting. A change to the rules shall require the approval of 75% of the members present.
- 5.5** Notice of any motion must be intimated to the secretary in writing on or before 1 January preceding the meeting.

## **6: PROPERTY**

- 6.1** Neither Orkney Golf Club Limited nor the Management Committee shall be responsible for any property belonging to a member or left by the member in any box or other place in the Clubhouse or on the Course – it being a condition that no risk or responsibility is undertaken by the Company or the Management Committee to such Member or any visitor introduced by them in respect of any such property.

## **7: BORROWING POWERS**

- 7.1** The Management Committee may borrow money on behalf of the Company and on the security of the property of the Company and may vary such loans or obtain new or additional loans, but they shall not exercise the above power in respect of a sum exceeding an amount determined by the Club from time to time in any one year without first obtaining authority to do so from a Special Meeting or General Meeting of the Club, after due notice. For repayment of any loans the Club and the members shall be bound.

**7.2** The Management Committee shall not incur expenditure in respect of a sum exceeding an amount determined by the Club from time to time on any one item in any one year without first obtaining authority to do so from a Special or General Meeting of the Club after due notice.

## **8: ADMISSION OF MEMBERS**

**8.1** On the admission of a new member, the Membership Sub-Committee shall at once furnish such member with a copy of the Rules and Bye-laws of the Club, and request payment of the Subscription. Such member shall not be entitled to the privileges of the Club until the Subscription shall have been paid.

## **9: DISCIPLINARY PROCEDURES**

**9.1** The disciplinary procedures of the Club are set out in a separate policy document.

## **10: ALTERATION OF THE RULES**

**10.1** No alteration of, or addition to, the foregoing Rules shall be made or take effect unless affirmed by a 75% majority of those present at the Annual General Meeting or at a Special Meeting of the Club called for the purpose, and the notice calling such meeting shall state the terms of the proposed alterations and additions.

## **11: SALE OF ALCOHOL**

**11.1** The Club will comply with all relevant legislation relating to the sale of alcohol. In particular:

**11.1.1** No Member of the Committee and no person employed by the Club is to have any personal interest in the sale of alcohol in the club premises or the profits arising from such sale. Other than when an occasional licence has effect, no person is to be supplied with alcohol on Club premises unless that person is:

- i) A member of the Club
- ii) A person who is on the premises at the invitation of a member of the Club and is accompanied by that member: or
- iii) A member of another Club which fall within the description contained in paragraph (1) of Clause 2 of the Licensing (Clubs) (Scotland) Regulations 2007.

**11.1.2** Where a person referred to in Rule 11.1.1 ii is supplied with alcohol on club premises when an occasional licence is not in effect their name is to be entered in to a book kept for the purpose (The Guest Book), the date in question, the name and address of the guest and the name of the member accompanying the guest.

**11.1.3** Correct accounts and books shall be kept showing the financial affairs of the club.

**11.1.4** The Club must have at least 25 members to be properly constituted as a Club for the purposes of the Licensing (Scotland) Act 2005.

**11.1.5** No person is to be allowed honorary or temporary any membership of the Club or to

be relieved of the payment of an annual subscription.

- i) Except to allow temporary participation in a golfing event; and
- ii) Except in accordance with the provisions of Rule 3 above.

## **12: COMPLAINTS**

**12.1** All complaints must be made in writing to the Secretary and signed by the persons complaining; and none shall be attended to unless this rule is complied with. The Secretary shall submit all such complaints to the Management Committee, who shall take the matter into their consideration, and they shall have the power to give such deliverance or order thereon as they consider necessary.

## **13: DATE OF COMING INTO FORCE**

**13.1** These Rules shall come into force immediately on their adoption at the Extraordinary General Meeting of the Club on 19th June 2016.