

St Fillans Golf Club

Rules and Constitution

	1	Name of Club
Name	1.1	The Club shall be called "St Fillans Golf Club" and shall be a non profit making body dedicated to the supply of sporting services.
	2	Object of the Club
Object	2.1	The object of the Club shall be to conduct a Golf Club at St Fillans.
	3	Membership
Membership	3.1	The Membership of the Club shall consist of (1) Resident, (2) Non Resident, (3) Junior, (4) Temporary, (5) International, (6) Non Playing and (7) Student Members.
Resident	3.2.1	Adults whose main residence is in the Postal Area of St Fillans, i.e. PH6 2NB to PH6 2NQ, whose application has been accepted by the Council. (Main residence is defined as that which is subject to the payment of full council tax)
Non Resident	3.2.2	Any adults who do not qualify for membership as a Resident of St Fillans and have had their application accepted by the Council.
	3.2.3	Resident and Non Resident members have full voting rights at Meetings of the Club, except as provided for in Section 11. The Club must have at least 25 members.
Junior	3.3.1a	Young people who are under the age of eighteen years on the first day of April during the Club Year and who live in St Fillans or elsewhere. Junior members shall have no voting rights. On reaching the age of eighteen years an application form for Resident or Non resident Membership should be submitted to the Secretary for consideration by the Council.
Student	3.3.1b	Persons aged between eighteen and twenty five years on the first day of April during the Club year who are engaged in full time further education.
Temporary	3.4	Visitors to the Club who have paid the appropriate Green Fees shall be Temporary Members, but only for the period covered by the Green Fees paid. This includes guests who have been invited to play by current members. Temporary Members shall have no voting rights.
International	3.5	Available to non United Kingdom residents. The initial period of membership will be for 10 years; this can be increased or decreased by a proposition carried at any AGM. Open to adult Gentlemen and Ladies who would be permitted to play the course when in the area. Such members would have no voting rights and should such a member subsequently become a resident in the United Kingdom they could apply for ordinary membership as covered in the Constitution
Non Playing	3.6	Any adult who wishes to have an association with the Club and have had their application accepted by the Council. Non Playing Members

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		shall have no voting rights.
Honorary	3.7	In recognition of outstanding service to the Club the Council may appoint not more than five members at any one time, to be Honorary Members of the Club. The appointment shall be for Life and no subscription shall be paid. Honorary Members shall have <u>no</u> voting rights and may become a member of the Council by normal election.
Admission	3.7.1	Application for all categories of Membership, except Temporary, must be on a prescribed form available from the <u>Club</u> , and requires the recommendation of two Resident or non Resident Members of at least two years standing. It is the responsibility of the proposer and seconder to ensure that residential qualifications of the applicant are met.
	3.7.2	Admission to Membership is at the sole discretion of the Council who are not obliged to give any reason for refusing membership.
	3.7.3	Application for Temporary Membership for one day or for one week shall be made by tendering the appropriate green fees for the period of Membership applied for. Any applicant may be refused admission as a Temporary Member without any reason being given.
Limitation of numbers	3.8.1	The Membership of the Club shall be limited to 450 Adult playing Members, with no limit on Junior Members. The Council at its discretion may limit the number of Non-playing Members.
	3.8.2	Application for Membership from residents within the St Fillans Postal Area will always be given priority and the limit on the Membership Numbers may be adjusted temporarily to accommodate them.
	3.8.3	At their discretion the Council may allow an Adult Playing Member to adopt Non-Playing status and to revert to Playing status on payment of the full membership subscription notwithstanding the provision of paragraph 3.8.1.
Expulsion	3.9	The Council shall have the power by a majority of the entire number, (on a vote by ballot) to suspend or expel any member whose conduct appears to them to endanger the property, character, interest or good order of the Club, or who acts in defiance of its rules or by-laws or the instructions of the Council, but only after an opportunity has been given to the Member to state his/her case. In the event of the Council deciding to expel such Member, he/she may resign from the Club. Such resignation is to be received by the Club within Fourteen Days of such notice.
	4	Honorary President and Vice President
Honorary Appointment	4.1	At an AGM Resident and NON-Resident Members of the Club may appoint for life (1) an Honorary President and (2) not more than three Honorary Vice Presidents. The Honorary President and Vice Presidents have the courtesy of the course.
	5	Management
<u>Council</u>	5.1.1	The Management of the Club shall be vested in a council consisting of <u>the following Office Bearers:</u> (1) A <u>Gents'</u> Captain and (2) A Ladies'

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		Captain, one of whom shall be also the Club Captain, (3) A <u>Gents' Vice-Captain</u> , (4) A Ladies' Vice-Captain, (5) The <u>Hon. Secretary</u> , and (6) The <u>Hon. Treasurer</u> . <u>In addition to the Office Bearers</u> , (7) not more than seven or less than five Resident <u>Members or Non-Resident Members</u> and (8) The Immediate Past Club Captain for a period of one year following his/her term of office. A Majority number of this Council should be resident in the St Fillans Postal Area. One person may be appointed as <u>Hon. Secretary</u> and <u>Hon. Treasurer</u> . The <u>Hon. Secretary</u> and/or the <u>Hon. Treasurer</u> may receive a salary from the Club, but in that instance will not be entitled to a vote at Council Meetings.
<u>Club Manager</u>	5.1.1(a)	<u>Council may wish to use the services of a manager or an outside agency to provide assistance to the elected officers in the running of the Club. Such assistance (if used) would be directly responsible to the elected officers and Council of St. Fillans Golf Club. The individual may attend Council meetings but is not entitled to vote on any matters</u>
	5.1.2	No employee of the Club shall be entitled to vote at Council Meetings
<u>Selection of Office Bearers</u>	5.1.3	<u>Gents' section: the gents' Office Bearers consist of a Captain and a Vice-Captain. Both positions are confirmed at an AGM or EGM. Proposals, duly seconded, should be submitted to the Honorary Secretary 21 days prior to that meeting. Normally proposals will come through Council. Nominees must have been members of St Fillans Golf Club for at least two years.</u> <u>Ladies' section: the ladies' Office Bearers consist of a Captain and a Vice-Captain. Both positions are confirmed at an AGM or EGM. Proposals, duly seconded, should be submitted to the Honorary Secretary 21 days prior to that meeting. Normally proposals will come through Council. Nominees must have been members of St Fillans Golf Club for at least two years.</u> <u>It should be the norm for the Vice-Captains to take over the role of Captains after an agreed period, typically two years.</u> <u>The Club Captain is appointed at an AGM or EGM and will be one of the section Captains. Since this is an important position within the Golf Club, at the time of selecting the Vice-Captains a succession is discussed. The proposal for the Club Captain should come through Council. Council may wish to have a "Search Committee" to ensure an appropriate person is nominated for the good running of the Club.</u> <u>In the event of more than one nominee for any Office Bearer, selection will be done by ballot at the AGM/EGM and tellers will be appointed.</u>
<u>Election of Council Members</u>	5.1.4	<u>Where there are more nominations than vacancies on the Council, selection will be done by ballot at the AGM and tellers will be appointed.</u>
<u>Term of Office</u>	5.2	The Office Bearers (<u>ie as referred to in Section 5.1.1 above</u>) shall each

		be appointed for a period of one year but are eligible for re-election at an AGM. Resident and Non Resident Members of the Council shall be elected for a period of three years after which they shall retire but are eligible for re-election at an AGM.
Vacancies	5.3	The Council shall have the power to fill vacancies in their numbers occurring in the course of their year. Any Member so co-opted shall, if approved of by the Club at the next AGM, complete the unexpired term of service arising from the vacancy to which he/she was co-opted.
Nominations	5.4	Nominations to the Council shall be submitted to the <u>Hon. Secretary</u> , in writing twenty one days before the AGM at which the appointments are to be made. Nominations must be signed by two Resident/Non Resident Members and willingness to serve confirmed in writing by the nominee. A nominations list will be circulated with the notice calling the AGM.
	5.5.1	No Office Bearer or Member of Council shall rent or lease land to the Club
	5.5.2	No Office Bearer or Member of Council shall be a relative, business partner or person acting under the direction of any person leasing or renting land to the Club.
	5.5.3	No Office Bearer or Member of Council shall be a relative, business partner or person acting under the direction of anyone associated with the Club who receives emoluments based on the turnover of any aspect of Club activity.
	5.5.4	No Office Bearer or Member of Council shall be a relative, business partner or person acting under the direction of anyone employed in the Club, shall have any personal interest in the supply of excisable liquor therein or the profits deriving from such sale.
	5.5.5	Neither the Honorary President nor Honorary Vice Presidents nor relatives, business partners nor persons acting under the direction of such persons shall participate in the management of the Club.
	6	<u>Responsibilities of Office Bearers</u>
Club Captain	6.1.	The Club Captain shall preside at all General and Council Meetings at which he/she is present. He/she shall be, ex officio, a member of all Committees and may be appointed Convenor of any Committee, except as provided for in 6.2.1 and 6.3 below.
Gents' Captain	6.2	The Gents' Captain shall be responsible, in co-operation with the Match and Handicap Committee, for organising and supervising all golf matches and competitions.
Gents' Vice Captain	6.2.1	The Gents' Vice Captain shall be the Convenor of the Match & Handicap Committee
Ladies' Captain	6.3	The Ladies' Captain shall be <u>a member of the</u> Match and Handicap Committee.
Vice Captains	6.4	The Vice Captains shall deputise for the Captains as required.
<u>Hon. Secretary</u>	<u>6.5</u>	The <u>Hon. Secretary</u> shall, <u>in conjunction with the Manager (if</u>

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		<u>appointed</u>)::
	6.5.1	<u>Ensure that all deeds, insurance policies and other documents of value are kept in a place of safe keeping.</u>
	6.5.2	<u>Oversee and aid in all correspondence when necessary</u>
	6.5.3	<u>Organise all Council meetings where necessary</u>
	6.5.4	<u>Organise Annual General Meetings and EGMs in conjunction with the Manager</u>
	6.5.5	<u>Be responsible for alarms, passwords, computer backups etc relating to secretarial matters</u>
	6.5.6	<u>Act as a check and balance in the best interests of the golf club</u>
	6.5.7	<u>Be in a position to provide cover in correspondence matters when necessary</u>
<u>Hon.</u> Treasurer	6.6	The <u>Hon.</u> Treasurer shall, <u>in conjunction with the Manager (if appointed)</u> :
	6.6.1	<u>On a weekly basis, review the financial position of the club,</u>
	6.6.2	<u>Prepare financial submissions to Council,</u>
	6.6.3	<u>Prepare the annual Financial Statement prior to its submission to Council</u>
	6.6.4	<u>Prepare the Financial Statement to the Club's auditors,</u>
	6.6.5	<u>Liaise with the Manager (if appointed) and convenors regarding budgets and forecasts for forthcoming year</u>
	6.6.6	<u>Be in a position to provide cover in financial matters when necessary</u>
	6.6.7	<u>Ensure that all documents of a financial nature are retained in a safe place.</u>
	6.6.8	Submit a statement of the financial position of the Club at each meeting of the Council.
	6.6.9	<u>To act as a check and balance in the best interests of the golf club</u>
	6.6.10	<u>Be responsible for alarms, passwords, computer backups etc relating to financial matters</u>
	6.6.11	Authenticate the income and expenditure account by signing same.
	6.6.12	<u>Ensure that all payments and cheques are authorised according to agreed procedures laid down by Council.</u>
	7	Council and Committees
Council	7.1.1	The Council shall attend to all business of the Club and endeavour to meet at least once a month during the playing season and once every two months at other times of the year. The Council may, on behalf of the Club, borrow an aggregate of £20,000 to improve the facilities of the Club or for any other purpose. Over that figure the prior approval of Members at an <u>Annual or Extraordinary</u> General Meeting must be obtained. In exchange for any such loan the Council may grant a security over any assets of the Club.
	7.1.2	They shall appoint from their number Committees to attend to special business as follows:-
Greens	7.2	A Greens Committee who shall be responsible for the maintenance of the Course, Club Buildings, <u>(other than the Clubhouse), boundary walls and fences,</u> tools and machinery and for the employment of the

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Deleted: Keep an up-to-date record of all payments and receipts.

Deleted: Receive the Annual Subscriptions from Members and all other money due to the Club.

Deleted: Deposit all monies of the Club in a bank or other institution approved by the Council, in the name of the Club.

Deleted: Operate the Club Bank Account as directed by the Council.

Deleted: Pay regularly the wages of the Club staff and all other amounts owing by the Club for debts properly incurred. All cheques over £500 must have two authorised signatories.

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Deleted: As soon as possible after the 31st December, each year, prepare and submit to the Council for approval a statement of all Receipts and Payments during the financial year ending on that date.

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		necessary staff for this purpose.
Match and Handicap	7.3.1	A Match and Handicap Committee who shall be responsible for the <u>implementation of C.O.N.G.U. regulations</u> , and, in co-operation with the Club Captain, for the arrangement of a programme of matches and competitions and for the conduct of these.
	7.3.2	Any dispute in connection with golf matches and competitions shall be referred to the Club Captain, whose decision, after consultation with the appropriate Match and Handicap Committee, shall be final.
House	7.4	A House Committee who shall be responsible for the day to day management and maintenance of the Clubhouse <u>and immediate surrounds</u> , including the catering arrangements.
General	7.5	Any other Committee which the Council may consider will be a help in the efficient running of the Club.
	8	Auditors
	8.1.1	At each AGM, two members, one of whom may be a Member of the Council, shall be elected to act as Auditors of the Club Accounts for the following year.
	8.1.2	In the event of an Auditor demitting office during the year, the Council shall appoint a substitute.
	8.1.3	The Auditors shall, on completion of their audit of the accounts, report their findings to the Council and a copy of their report shall be attached to the Statement of Accounts.
	9	Entry Monies and Subscriptions
Entry Monies & Subscriptions	9.1	The entry money and subscriptions to be paid for all categories of Membership, other than Temporary Members, shall be fixed at the AGM.
Green Fees	9.2	The Green Fees payable by Temporary Members will be fixed by the Council.
Payment	9.3.1	The Club Year begins on 1 st January. Notification of subscriptions due will be sent to all categories of the Membership, incorporated in a Newsletter, immediately after fees are fixed at the AGM. Payment will be due 30 days from the date of the Newsletter and paid only to <u>”St. Fillans Golf Club”</u> .
	9.3.2	It is the responsibility of Members to inform the <u>Club</u> of any change of address or any other circumstances which would affect the conditions of Membership.
	9.3.3	The <u>Club</u> is not required by the Constitution to send any further reminder. <u>It</u> may, however, do so at <u>its</u> discretion by letter to the Members concerned or by posting a list on the Notice Board.
	9.3.4	Members who have not paid their subscription by the due date will be deemed to have resigned by default. Their name will be removed from the list of Members and they will be required to pay normal Green Fess to play on the course. <u>However, in the event of a member paying after the due date, an administration fee may be liable in addition to the normal subscription.</u>
	9.3.5	Membership renewal will be considered, subject to vacancy, on

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		receipt of completed proposal form. If accepted, the normal entry fee will be payable.
Members over 80	9.4	Members of five years standing who attain the age of 80 shall pay only half subscriptions from the season following their birthday. Their numbers shall be in addition to limitations specified in Para 3.8.1
	10	Meetings of the Club
A.G.M.	10.1.1	The Annual General Meeting of the Club will be held no later than the 28 th February. The meeting is open to all categories of Members who may participate in the discussions.
	10.1.2	The notice calling the AGM shall state the business of the meeting and shall contain a copy of the Certified Statement of Accounts. <u>A copy of the Minutes of the previous AGM will be displayed in the clubhouse and can also be obtained from the Club on request.</u>
	10.1.3	Any proposal to be made at the AGM which may be put to a vote must be submitted to the <u>Hon.</u> Secretary in writing not less than twenty-one days before the meeting; it will be circulated with the notice calling the meeting <u>and have the name of the proposer and seconder.</u>
E.G.M.	10.2	An Extraordinary General Meeting (a) may be called by the Council or (b) shall be called at the written request of not less than fifteen Resident/Non-Resident Members who must each sign the request. The notice calling the EGM must state the business to be discussed. Any decision taken at an EGM must have the support of at least two thirds of the membership present who are qualified to vote. No other business may thereafter be transacted.
Voting	10.3.1.	Voting at all meetings shall be by a show of hands unless otherwise agreed by the meeting. A simple majority vote shall carry the business before the meeting unless otherwise provided by the Constitution.
	10.3.2	The Club Captain shall have a deliberative and in the case of equality, a casting vote at all meetings <u>excepting those referred to in Section 11.3.</u>
Quorums	10.4.1.	For an <u>Annual</u> General meeting 30 For a Council meeting 6 For a Committee meeting 3 For an Extraordinary General Meeting 30
	10.4.2	In the event of a Quorum not being present at a meeting, the Club Captain shall adjourn the meeting to such a time as may be agreed by the meeting, when the number present at such adjourned meeting shall constitute a quorum.
Notice of meetings	10.5.1	Not less than seven clear days notice shall normally be given of any Council Meeting though, at the request of, or with the approval of the Club Captain, such meetings may be called at shorter notice.
	10.5.2	At least <u>twenty eight</u> days clear notice must be given to members of any Annual or Extraordinary General Meeting.
Constitution	11	

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	11.1	A copy of the Constitution and rules of the Club and all regulations and Orders made by the Council shall be posted in the Clubhouse and thereby be held to be duly intimated to, and binding on, all Members. <u>A copy of the Constitution is available on request from the Club.</u>
Alterations	11.2	No alteration shall be made to the foregoing Constitution without the approval of the Members at an Annual General Meeting or at an Extraordinary General Meeting called for this purpose.
Voting rights	11.3	Only Resident Members are entitled to vote, but no such alteration shall take effect unless it is approved by a two thirds majority of those voting.
Winding Up	12	
	12.1.	In the event of the Club being wound up at any time, the surplus funds of the Club shall be donated to one or more registered Scottish golfing charity(ies) the decision to be made by those persons who are Resident and Non Resident playing members of the Club on the day the winding up is deemed to take effect and have been for the previous five years.
	12.2	In the event of there being a deficit on the Winding up, the liability of the members to contribute to meet the deficit shall be determined by the law for the time being in force.
Rules of Golf and Handicapping	13	
Rules of Golf	13.1	The Rules of Golf on the Course shall be those approved by the Royal and Ancient Golf Club.
Handicaps	13.2	Handicapping shall comply with the regulations of the Council of National Golf Unions and the Ladies' golf Union.
Local By-Laws	13.3.	The Council shall have the power to make by-laws to suit local conditions but these may not conflict with the rules of the Royal and Ancient Golf Club. Copies of all By-Laws shall be displayed in the Clubhouse.
<u>Consumption of Alcohol</u>	<u>14</u>	
	<u>14.1</u>	<u>Except when an occasional licence is in force alcohol can only be supplied to members, a person on the premises at the invitation of a member and accompanied by that member and a member of another qualifying club</u>
	<u>14.2</u>	<u>Other than when an occasional licence is in force, where a guest is supplied with alcohol entry must be made in a book to record the date and the names of the accompanying member and guest. This record should be available for inspection.</u>

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Revised by KAS 1st February '10

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	7.3.2	A Ladies Match and Handicap Committee who shall be responsible for the implementation of Ladies Golf Union Regulations and the organisation of the Ladies Competitions and Matches.
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