

## GLOUCESTER GOLF CLUB - CONSTITUTION AND RULES

### 1. GLOUCESTER GOLF CLUB:

a) The name of the Club is "Gloucester Golf Club" (herein after referred to as "The Club"). It shall be affiliated to the English Golf Union (EGU) and the Gloucestershire Golf Union (GGU); the Ladies Section affiliated to the English Women's Golf Association (EWGA) and the Gloucestershire Ladies County Golf Association (GLCGA) and agrees to comply with the Constitution and Rules of the said bodies as a condition of affiliation to the same.

b) The Club recognizes The Royal and Ancient Golf Club (R&A) of St Andrew's as the ruling body of Amateur Golf, and agrees to abide by the rules of Golf and Amateur status as set by the R&A

c) The Club, which is a Proprietary Club, the Proprietors being Coleman & Basinghall Limited (herein after called the Proprietor), shall consist of full playing members and such class or classes of member as the Proprietor may determine from time to time. Any decision the Proprietor may make in relation to these Rules, Regulations and Byelaws is binding.

### 2. THE YEAR:

The Club year shall commence on the 1st of March and shall end on the last day of February each year.

### 3. AIMS AND OBJECTIVES:

It is the intention of The Club to promote the game of golf, provide organized and well-regulated golfing facilities to Members of the golfing section of Coleman & Basinghall Limited, and encourage social intercourse between all who are prepared to uphold the etiquette and best traditions of the game. When representing 'The Club', burgundy sweaters with a badge, smart trousers and white shirts should be worn where possible.

### 4. MEMBERSHIP:

#### a) Classes of Membership:

- i) Full
- ii) Joint Full
- iii) Weekday
- iv) Joint Weekday
- v) Colt 18 to 30
- vi) Junior to 18
- vii) Associate

b) Election of Members provided by Rules 6, 7, and 8 of the Constitution, while in addition the Management Committee shall retain the right to advise the Proprietor against the acceptance of any nomination/application for membership.

#### c) Termination of Membership

Suspension or expulsion. While the Management Committee has the power to censure any member in breach of Club rules etc, with regard to possible suspension, expulsion or a member being requested to resign, the Management Committee shall have power only to recommend the same to the Proprietor and even then only if the recommending Management Committee is made up of at least SEVEN of its members and TWO THIRDS of which agree. The decision of the Proprietor shall be final.

5. PLAYING MEMBERS:

a) In the interpretation of these Rules a playing member shall mean a 5 or 7 day member who has been accepted by the Proprietor, has paid his/her subscription or if appropriate paid all installments due plus an annual mandatory Club Levy.

b) To comply with E.G.U. Rules, a member should be a minimum of 55 years to qualify as a Senior member and to be able to play in competitions organized by the Senior section.

CLUB OFFICERS, MANAGEMENT AND COMMITTEES:

6. OFFICERS:

The Officers of The Club shall be The President, Captain, Vice-Captain, Honorary Treasurer and The Honorary Secretary. These Officers shall carry out any duties as may be defined in the Rules, Regulations and Byelaws of the Club.

7. MANAGEMENT:

a) The Management Committee shall consist of a Chairman and Vice-Chairman, who by reason of their office shall be The Captain and Vice-captain, The President, The Club Secretary, The Treasurer, Competitions/Handicap Secretary, Assistant Competition/Handicap Secretary, Social Secretary, County Representative, Immediate Past Captain, Greens Liaison Officer, Junior Organiser, Seniors Captain, Lady Captain, and four other duly elected members of The Club and such other members as the Committee shall desire to co-opt, who shall be without voting powers. The Presidents term of office to be a maximum of two years and all other positions to be elected annually.

b) Eligibility - Members of the Management Committee must themselves have been members of The Club of at least THREE years standing.

c) Powers and Duties - The Management Committee shall exercise the general management of the Club and to that end shall exercise all such powers and do all such things and acts as may be exercised or done by The Club under these Rules, Regulations or Byelaws set out hereunder or which are not thereby or by statute expressly directed or required to be exercised or done by the Club in Management Committee. Shall make, alter or revoke all Rules, Byelaws and Regulations as they deem expedient and necessary for the better management and well being of The Club, a copy of which shall be displayed at all times in a permanent position within The Club premises. Such Rules/Regulations/Byelaws to have effect unless/until rescinded in Management Committee or by members at AGM or SGM.

d) Proceedings - The Committee shall regulate its own proceedings and in the absence of The Captain and Vice-Captain elect its own Chairman. Six members present shall constitute a QUORUM and questions arising at any such meeting shall be decided by a majority vote. No member may hold more than one vote except in the case of equality when the Chairman shall have a second or casting vote.

The Committee shall normally meet once a month, usually the second Monday and minutes of the proceedings will be kept and reported upon by the Secretary. They may also meet at such times as they may well decide to transact current business and a resolution in writing signed by all members present at that Committee for the time being entitled to attend and vote, shall be as valid and effectual as if it had been passed at a Committee meeting duly convened and held.

e) Sub-committees - The Committee shall form amongst its members sub-committees for such purposes as may be considered necessary, of which there shall be five Standing Committees,

i) Handicap/Competitions comprising of a majority of elected members who shall have complete control of handicapping and competitions within The Club in accordance with the rules and regulations of CONGU.

ii) Discipline.

iii) Junior Section

iv) Social Committee

v) Greens Liaison Committee

f) All sub-committees shall be subject to the control of the Management Committee but otherwise shall regulate their own procedures, with the exception of the discipline committee. Each sub-committee shall at the discretion of the Management Committee have the power to co-opt additional members who need not be members of the Management Committee but such co-opted members shall have NO voting powers at a Management Committee meeting. Three members present shall constitute a QUORUM of any sub-committee and each member shall have one vote on every question. In the case of equality the Chairman shall have a second or casting vote.

g) Within the Club a Ladies and a Seniors Section shall be formed from members. The purpose is to facilitate the efficient management of section activities and events. Each section shall form a committee and the Captain, from each section shall be nominated to be elected to the Management Committee at the Club AGM.

h) The Captain and Vice-Captain shall be ex-officio of these sections and any other sub-committees with the exception of discipline.

i) The Club, through the disciplinary sub-committee shall whenever necessary exercise the disciplinary powers delegated to them under the EGU, GGU, EWGA and GLCGA constitutions in respect of any breach of the Rules of the Unions, or for conduct which is prejudicial to the Unions in the playing of the game. See Discipline (Rule11).

## 8. NOMINATIONS AND ELECTION:

a) The positions of Officers of The Club and Management Committee will be elected by members of the club at the AGM. Any TWO members of The Club may nominate any other member to serve as an Officer of The Club or the Management Committee and shall be respectively known as the PROPOSER and SECONDER of such nominee.

b) A written notice giving the names of each nominee together with the names of his/her proposer and seconded, must be received by The Club Secretary at least 21 days before the AGM, signed by the nominee consenting to serve if elected.

c) In the event of there being more nominees than vacancies for designate positions, the vacancies will be filled by a majority vote of those members entitled to attend and vote at such AGM.

d) Should an elected member die, resign, be removed, become unfit or incapable of carrying out his duties, the Management Committee may appoint any person eligible to serve to fill the vacancy. Any person so appointed shall hold office until the next AGM or SGM. The appointed person shall have no voting powers.

## 9. GENERAL MEETINGS:

- a) The Annual General Meeting (AGM) of The Club shall be held on an evening in February as near as possible to the first day of the Month.
- b) Notice of business - any member wanting to move any resolution at the AGM shall give notice in writing to be received by the Secretary not less than 21 days prior to the date of such meeting.
- c) Special General Meeting (SGM). The Management Committee may at any time for any SPECIAL PURPOSE call a SGM. In addition the Management Committee shall convene such a meeting forthwith upon the requisition in writing of any TWENTY-FIVE members, stating the special purpose for which the meeting is being called.
- d) Convening AGM or SGM - at least twenty-eight days before either AGM or SGM a notice of such meeting and an agenda of the business to be conducted shall be posted in the Club premises. No business other than that on the agenda of which the notice has been properly given under these rules shall be dealt with at such meeting.
- e) Proceedings at General Meetings - At all General meetings of The Club, the President or failing him the Captain or another Management Committee member shall take the chair. Only paid up members shall be entitled to vote upon motions and in the case of equality the Chairman shall have a second or casting vote.
- f) Quorum - The quorum at a General Meeting shall be twenty-five members present in person and no business shall be transacted unless a quorum is present at the time the meeting commences.
- g) Amendments - No amendment (other than a motion for adjournment) shall be moved to any resolution proposed at any AGM or SGM, unless written notice thereof shall have been received by the Secretary not less than TWELVE days previously and whenever any such notice is given a copy shall be posted forthwith in The Club premises.
- h) Other Matters - At each AGM the members present may, if entitled to do so in accordance with the Rules, vote on any resolution, and deal with any other business which may have been duly submitted to the meeting in accordance with these Rules.
- i) Balance Sheet - At each of such meetings the Committee shall lay before the members present a Statement of Account for each section, for the preceding calendar year in respect of the clubs financial dealings and standing, which shall have been previously circulated with the notice of the meeting.

## 10. FINANCE:

- a) The Management Committee shall promote such fund raising schemes, as they deem appropriate, including the subscription of an annual levy from each playing member at a rate to be decided by the Management Committee. This rate to include the annual per capita subscriptions to the EGU, GGU, EWGA and GLCGA in respect of every playing member and the individual member's insurance scheme.
- b) All monies raised by or on behalf of The Club, a nonprofit making organization, shall be applied to further the objects of The Club and for no other purpose, i.e. shall not make a distribution of any profits or surpluses save to another nonprofit making body, provided that nothing contained in this Constitution shall prevent the payment in good faith of reasonable out of pocket expenses. In the event of the dissolution of The Club the assets and property of The Club shall be distributed only to nonprofit making bodies as shall be directed by the Management Committee.

c) A Bank Account shall be maintained in the name of the Gloucester Golf Club Members Fund with such Bank, as the Management Committee shall from time to time decide. The Management Committee shall authorize in writing the right of The Club President, Honorary Treasurer and Honorary Secretary to sign cheques on behalf of The Club. Such cheques must be signed by not less than two of the authorized signatories.

d) The Hon. Treasurer shall keep proper accounts of the finances of The Club, such accounts to be audited at least once a year by auditors appointed by the Management Committee. Audited statements of the accounts for the last financial year shall be produced at the AGM by the Treasurer, and a copy of such statement of accounts, albeit not audited at that time, shall be circulated to members at least 21 days before such AGM.

e) The Officers of the Club shall consider budgetary requests from the Ladies Section for a proportion of the annual levy to enable the Section to be self managing. A Section Bank Account will be maintained by the Section Treasurer who will maintain proper accounts to be audited at least once per year by the Club Treasurer and one other Management Committee Member. Audited accounts will be presented at the Section AGM and The Club AGM. Authorization for signing section cheques will be limited to two nominated members of the Ladies Committee and the Club Treasurer.

f) The Officers of the Club shall consider budgetary requests from the Seniors Section for a proportion of the annual levy to enable the Section to be self managing. A Section Bank Account will be maintained by the Section Treasurer who will maintain proper accounts to be audited at least once per year by the Club Treasurer and one other Management Committee Member. Audited accounts will be presented at the Section AGM and The Club AGM. Authorization for signing Section cheques will be limited to two nominated members of the Seniors Section Committee and the Club Treasurer.

g) Where the Senior Section Administration Account has insufficient funds to run the Section administration and the Management Committee is unable to provide additional funding to the Senior Section, the Senior Section Committee may impose a nominal fee on their register of participating seniors until funding becomes available from the Management Committee

#### 11. DISCIPLINE:

a) The Management Committee shall ensure that the Rules, Regulations, Byelaws, Aims and Objectives of The Club are enforced.

b) Without prejudice to the generality of the preceding sub-clause the Management Committee shall have the power to appoint and delegate disciplinary powers to a disciplinary subcommittee, such powers to be exercised in accordance with the terms and conditions of the conduct of disciplinary sub-committees from time to time issued by the EGU and the EWGA.

c) The Management Committee shall have power to determine the composition, terms of reference and delegated powers of such sub-committees, as it shall consider appropriate.

d) Any WRITTEN complaint signed by at least TWO members regarding the conduct of a member of any membership class, either within or outside club premises shall be considered by the Management Committee and if it is considered that the complaint as being of such a nature likely to prejudice the Rules, Regulations, Byelaws or Aims and Objectives of the club, it shall be referred to the Disciplinary Sub-Committee in accordance with the preceding sub-clauses.

e) The Management Committee is authorized to act upon the recommendations of the Disciplinary Sub-Committee and to impose such sanctions, penalties, or punishments it deems necessary to comply with the terms of EGU and EWGA recommendations, except in the case of recommendation for the suspension or expulsion of a member, which shall be referred to the Proprietor.

f) Whenever the conduct of a member of the staff of the Proprietor is questioned, it shall not be a matter of personal reprimand by ANY member of the Club. Any complaint concerning staff or domestic arrangements of the Proprietor shall be made to The Captain or other Officer of The Club who shall, if satisfied that there is substance in the complaint, refer the matter to the Proprietor.

#### 12. INSURANCE:

The Club is not insured for either itself or on behalf of the members against the risks associated with playing golf. However individual members are covered by Members Insurance scheme in relation to public liability, personal accident, accidental damage and a hole-in-one. The insurer's decision is final on any claim.

#### 13. ALTERATION OF RULES:

a) These Rules may be added to, repealed or amended by resolution at any AGM or SGM provided that no such resolution shall have been passed unless it is carried by a simple majority of members entitled to and voting thereof. Any members wanting to move a resolution at an AGM or SGM to alter the Rules shall give notice to the Secretary not less than 21 days before the date of such meeting, duly seconded and supported by at least 5 members.

b) In these Rules, except where the content otherwise provides, words importing the masculine gender shall include the feminine gender and vice versa, and where the context requires words importing the singular number only shall include the plural and vice versa.

#### BYELAWS AND REGULATIONS:

#### 14. GENERAL:

a) The observance of the Byelaws set the standard for The Club and strict adherence to them is a matter of the utmost concern to the Management Committee and of every member of the Club. Their basic concept is conduct, behavior and etiquette, on which any club must survive and thrive. Courtesy on the course is of the utmost importance and interest to all. Consideration for other players is something that should at all times be uppermost in the minds of all members, whether on the course or in the Clubhouse. i.e. Captain's privilege, he should always be called through. Where any member has any problem, complaint or doubt regarding any matter he/she should either speak to a Management Committee member or write to the Secretary of the Club.

b) Starting times - The handicap/competitions committee shall, when necessary, arrange starting times at weekends, Bank Holidays and particularly at busy times. This will be done in conjunction with the Proprietors representative to whom players will report to before teeing off.

c) The Proprietor has designated the official starting point for all play at weekends, as the 1<sup>st</sup> tee only.

d) All members will display their current membership stickers on their golf bag whenever playing on the course as failure to do so could result in the player being asked to leave the course until he/she has done so.

e) Reserved car parking spaces are solely for the use of the designate.

## 15. DRESS RULES:

- a) Clean smart dress suitable for the course and/or Clubhouse, as appropriate, shall be worn. Gentlemen when representing The Club, and at social or dining functions, unless otherwise stated, must wear jackets with ties. Ladies on such occasions should be suitably attired.
- b) The chart below defines, dress which is permitted (indicated by Yes) and dress which is not permitted (indicated by No)

Location	Description	Members & Visitors
Golf Course	Traditional Golf Dress	Yes
	Golf Shoes	Essential
	Tailored Shorts Sports socks	Yes
	Hats	Optional
Club House	Formal or Smart Casual	Yes
	Tailored Shorts Sports Socks	Until 19.00 Hrs
	Golf Shoes	No
	Hats	No

## MENS COMPETITIONS, RULES, HANDICAPS, ETC:

### 16. RULES OF GOLF:

The Rules of Golf as approved by the Royal & Ancient Golf Club of St. Andrew's shall be the Rules of Gloucester Golf Club, together with the local rules detailed on the score card and posted in the Clubhouse, which themselves are within the Rules of Golf.

### 17. HANDICAPS:

- a) The club agrees to comply totally with the Rules and Regulations of the SSS and handicapping Scheme 1983 and any conditions imposed within the scheme by CONGU.
- b) The Handicap and Competitions Committee shall be responsible for the allocation of all handicaps, up to 28 for men discretionary for Juniors and 36 for Ladies. However in all Club competitions a maximum handicap may be decreed.
- c) Where the Committee has no direct line on which to handicap a player, a handicap will not be allocated until such player has submitted at least THREE complete score cards duly marked and signed by the scorer(s), (who must themselves have a confirmed handicap) and countersigned by the player.
- d) It will be the duty of any new member to declare to the Handicap Secretary details of any previous handicap(s) held at other clubs or societies.
- e) It is the duty of any player whose handicap at any other golf club or society has been altered or who has been allocated a new handicap to report such alteration or change to the Handicap Secretary immediately.

## 18. MENS COMPETITIONS:

- a) Before any member can take part or win a club competition, he must comply with the rules of entry and have an active handicap prior to the closing date of that competition. Should his handicap be inactive, he may take part only to achieve a qualifying score towards the three scores necessary to regain an active handicap. (Note; a player with a suspended handicap cannot enter a Club competition).
- b) In all Club competitions, players must play off their current handicap on the day of play.
- c) In one-day competitions (medal and the like) the onus lies with the player(s) to enter his/their name(s) in the entry book provided and to pay the appropriate entrance fee prior to commencing play. Failure to do either will result in automatic disqualification and possible temporary suspension. Similarly with regard to match play competitions, names must be entered and fees paid prior to the closing dates for these competitions. Failure to do either will result in automatic disqualification.
- d) In any Club competition with fixed starting times competitors must be on the tee ready to play FIVE minutes prior to his/their allocated starting time. The penalty for lateness on the tee is as per the Rules of Golf, 2 strokes added in Stroke play and 2 points deducted in a Stableford, for up to Five minutes late, and disqualification in both Stroke play and Stableford when over FIVE minutes late.

## 19. MATCH PLAY:

- a) In all match play competitions (Knock-outs) both the first named player(s) and his/their opponents are equally responsible for arranging the date and time of the match. Where a time and date cannot be agreed then the first named player(s) must offer his/their opponent(s) three dates. Should all 3 dates be unacceptable then the time and date of the match shall become 3pm on the last day of the stipulated period of that round of the competition. However if one player/pair concede the match then their opponent(s) will progress to the next round without needing to turn up on the last day as aforementioned.
- b) All match play competitions will commence from the first tee and be played to a finish. However, in the case of a match halted for a reason provided under the Rules of Golf 6-8b, it shall be restarted as soon as is practicable from the point the match had reached when halted. Any deviation from this Rule will mean automatic disqualification.
- c) In either single or four-ball match play, when one player/pair has not arrived at the allotted time his/their opponent(s) shall commence play on time and shall be deemed to have won each hole commenced prior to the arrival of his/their opponent(s).
- d) Where only one of a pair turn up at the allotted time then the match will commence on time as a three or two ball until the arrival of the late player(s), who may join the match at the commencement of the next hole following the one in play.
- e) Should only one player/pair turn up on the day then he/they will go through to the next round.
- f) If no player(s) turn up on the day then all will be disqualified.
- g) Where only one player of a four-ball match turns up, it shall not constitute a match.
- h) In the winter four-ball competition should a pair not turn up on the day then their opponents will be deemed to have won the match 1 up.

20. STROKE PLAY:

a) In monthly medal competitions, there shall be 2 divisions or as many as may be decided by the Handicap/Competitions Committee. If, in their opinion the total number of competitors is insufficient for the efficient running of the proposed divisions, the competition shall consist of 1 division only.

b) In the event of a tie in any stroke play competition, except the Club Championship, the winners, runners-up etc will be decided on a count back over the last 9,6,3,2, and 1 holes.

In a handicap stroke play competition, one half, one third, one sixth, etc. of the handicaps should be deducted, when fractions should not be disregarded. In the event of a further tie the count back will be decided on a single hole commencing at 10 and concluding at 18, again fractions should not be disregarded.

c) In the event of a tie in the Club Championship or any other 36-hole competition, the winner will be decided by a stroke play 5-hole playoff comprising 1st, 2nd, 3rd, 8th and 9th holes. In the event of a further tie a sudden death over the same holes, repeated if necessary, will be played to decide the winner.

21. COMPETITIONS GENERAL:

a) All Club competitions are open to male adult members unless otherwise stated

b) All self nominated competitors including reserves for inclusion in all Club competitions, are reminded that the onus is on them to ascertain whether they have been included and their starting time. Should any competitor have to withdraw from a competition at short notice i.e. not less than 24 hours, he must inform the Competitions Secretary or Captain, stating reason for withdrawal. Failure to do so may result in temporary suspension from competitions.

c) No other member must nominate another for inclusion in a competition without the others knowledge and permission. Should a person so nominated not turn up through ignorance, his nominee will be liable to temporary suspension from competitions.

d) A competitor's scorecard including NIL RETURNS must be posted into the competitions box immediately after completion of the round and following the competitor's score being fed into the computer. Failure to do so may result in disqualification and temporary suspension from competitions.

e) On competition days and between rounds when the competition is stroke play over 36 holes or more and in order to avoid disqualification, practice is restricted to the practice ground or area so defined.

f) In mixed competitions the conditions applying to men's competitions shall be adhered to with regard to stroke indices, local rules and all other conditions governing male adult players at that time. Where necessary the Ladies' handicaps will be adjusted to give effect to their par of the course.

g) The Competitions Committee is responsible for settling all queries, disputes and rulings concerning competitions, including the balloting for same. Their decision(s) shall be final.

h) A junior, under 18 years, cannot enter any sweep or auction.

## 22. BEHAVIOUR DURING PLAY:

- a) The player who has the honour should be allowed to play before his opponent or fellow competitor tees up his ball.
- b) While players should play without delay, no player should play until the players in front are out of range.
- c) No one should move, talk, and stand close to or directly behind the ball or the hole when a player is addressing the ball or making a stroke.
- d) If a match fails to keep its place on the course and loses one clear hole on the match in front, it must allow the match following to pass.
- e) Players searching for a ball should signal the players behind them to pass as soon as it becomes apparent that the ball will not easily be found, not wait for 5 minutes before doing so. When a following group is called through they must be allowed to get out of range before play is re-continued by the calling group.
- f) When the play of a hole has been completed players should immediately leave the putting green.
- g) Slow play has increasingly become a most frustrating and unacceptable side of golf, invariably showing a selfish lack of consideration for fellow competitors. Every effort should be made to increase the pace of play particularly when on the green. Players waiting to putt, and when not in line of sight, should be preparing themselves and be ready to putt as soon as it is their turn.

## 23. PRIORITY ON THE COURSE:

- a) Club match-play competitions shall have precedence over any friendly match and must be called through.
- b) In the absence of special rules, two-ball matches shall have precedence of and be entitled to pass any three or four-ball matches, except at weekends.
- c) Any match playing a whole round is entitled to pass a match playing a shorter round.
- d) Players on the 6th hole MUST give priority to outgoing players on the 7th hole and NOT play through or over them.
- e) The 12th hole is a call hole and players on reaching the green must call up players at the tee ready to play.
- f) Players about to play from the 17<sup>th</sup> tee MUST give priority to the players on that green and NOT drive until the green is clear.

## 24. INTERPRETATION OF BYELAWS, RULES AND REGULATIONS:

- a) Any dispute or difference which may arise as to the meaning of the Byelaws, Rules and Regulations, or as to the powers of any Committee, or the validity of any proceedings at any meeting of The Club, or any Committee, or any matter in any way whatsoever or howsoever affecting or connected with The Club and not provided for by these Byelaws, Rules or Regulations there under, or any member, shall be determined by the Proprietor and General Committee whose decision shall be final and binding on all members.
- b) A copy of the Club's Rules, Regulations and Byelaws shall at all times be available and accessible in the Clubhouse.