



## **Allendale Golf Club Constitution**

### **2008 AGM Approved Version in support of CASC Application**

#### **1. General**

The name of the club shall be Allendale Golf Club.

#### **2. Objectives**

The objectives of the club are:

- a) The cultivation and practice of the game and such other recreational activities as may be determined on land owned by the Club or such other place as may from time to time be expedient.
- b) To develop and improve the golf course.
- c) To provide, maintain and conduct a Social Club for the accommodation of members, guests of members and green fee paying visitors.
- d) All surplus income or profits are re-invested in the club. The Club will be a non-profit making organisation and will not make any distributions of surpluses to past or current members.
- e) To promote the amateur sport of Golf in the Allendale area and community participation in the same
- f) In the event of dissolution of the club any remaining assets shall be given or transferred to another registered CASC, a registered charity or the sport's governing body for use by them in community related sports

#### **3. Management**

The management of the Club and Club funds shall be vested in the Committee consisting of:

- a) Honorary Secretary, Honorary Treasurer and up to twelve ordinary members of the Club, who shall be elected at the Annual General Meeting.
- b) The Chairman and Vice- chairman shall be elected from the twelve ordinary members of the Committee. The Hon. Secretary and Hon Treasurer shall be elected by the Annual General Meeting. In the event of a contest for an office, the election of the office shall be by ballot.
- c) One third of the Committee (as well as the Secretary and Treasurer) shall retire each year and shall be eligible for re-election at the Annual General Meeting.
- d) The order of rotation in which members of the Committee shall retire shall be settled by ballot amongst the Committee.
- e) If any vacancy shall occur during the year, the Committee shall have power to appoint any member to fill the vacant position who shall then occupy it until the next Annual General Meeting; but the Committee shall have full power to act, notwithstanding that any such vacancy shall not have been filled.
- f) The General Committee shall have the power to draw up and enforce the General Club Rules of which each member will receive a copy on joining. No member shall be absolved from such general rules by reason of his or her not having received a copy, or any alteration made therein or having otherwise no notice of them.

- g) The General Committee shall have the authority to engage and dismiss any servant of the Club.
- h) The General Committee shall have the power to appoint sub-committees from among their own members as may from time to time be deemed necessary. The General Committee shall determine the terms of reference and procedures of such committees and may delegate to them powers to invite additional members.
- i) The General Committee has the power to invite to committee meetings any person with expert knowledge in order to enhance the decision making process of the Committee. Any such persons shall not be attributed any voting powers.
- j) A meeting of the General Committee shall be called by the Secretary at the discretion of the Chairman or at the request of not less than five members of the Committee.
- k) All questions arising at any committee meeting shall be decided by a majority of those present and voting at such a meeting.
- l) The Chairman shall have a deliberative as well as a casting vote, provided he has cast his deliberative vote.
- m) All proceedings of the Committee shall be entered by the Secretary or his/her deputy in the Minute Book.
- n) At all meetings of the General Committee, six shall form a quorum; for sub-committees one half of their number.
- o) The Gentlemen's Captain and the Ladies' Captain shall be ex-officio members of the General Committee and shall have full voting powers.

#### **4. Honorary Secretary**

Subject to any directions which may from time to time be given by the Committee, it shall be the duty of the Secretary or his/her deputy;

- a) To conduct all correspondence of the Club.
- b) To attend all Committee and Annual General Meetings and to keep minutes of such meetings in a book or books to be kept for that purpose.
- c) To give due notice of General and Annual General Meetings.
- d) To post in the Clubhouse an alphabetical list of all members of the Club and of the names and offices of the various committees.
- e) To give fourteen clear days notice of the Annual General Meeting and three clear days notice of all Committee meetings.

#### **5. Honorary Treasurer**

- a) The Treasurer shall receive and pay all monies due on account of the Club and his/her account thereof, after being audited, shall be made available to the Annual General Meeting of the members of the Club.
- b) The Treasurer shall keep an up to date record of the names and addresses of all members of the Club and records of all the Club's monies and transactions.
- c) All cheques to be signed by the Treasurer and one of two authorised signatories, these signatories to be in accordance with bank authorisation and specimen card.
- d) It will be also his/her duty to transmit by post to each member whose annual subscription may be three months in arrears, a notice calling the member's attention to the fact and also pointing out that no member whose subscription is three months in arrears is entitled to any privileges of the Club.
- e) The financial year of the Club shall be 1<sup>st</sup> January to 31<sup>st</sup> December.
- f) An auditor shall be appointed at the Annual General Meeting.
- g) The Treasurer will present a set of accounts to the General Committee in time for distribution to members not less than 14 days before the AGM.

#### **6. The President**

The President shall be invited annually to this office by the Committee.

#### **7. Annual General Meeting**

The Annual General Meeting shall be held in Allendale during the period 1<sup>st</sup> September to 30<sup>th</sup> November each year.

- a) The time and place of the meeting shall be specifically notified to all members by post at least 14 days beforehand by which time a full set of accounts for the latest complete financial year will be available to members on the club web site. Printed copies of these accounts will be available on written request and also at the meeting.
- b) The current Chairman shall act as Chairman for the meeting.
- c) The function of the meeting shall be to carry out the following specifically:
  - i) To receive the Secretary's report.
  - ii) To receive the Treasurer's report.
  - iii) To receive the Ladies' and Gentlemen's Captains reports.
  - iv) To appoint, by election, Officers and Committee, including a Gentlemen's Captain and a Ladies' Captain for the ensuing year, who will be ex-officio members of the General Committee.
  - v) To fix rates of subscriptions, for the ensuing year for the various categories of membership and green fees, already in place. This requirement shall not preclude the Committee from introducing any special form of membership not covered by the established categories.
  - vi) To appoint an auditor.
- d) At the Annual General Meeting of the Club, the Chairman shall have a deliberative as well as a casting vote.
- e) All playing members of the Club shall be entitled to attend, and those over 18 years of age shall be entitled to vote. All Social Members of the Club shall be entitled to attend and (at the discretion of the Chairman) those over 18 years of age shall be entitled to vote.
- f) All discussions shall be conducted in a manner as the Chairman for the time being shall direct and all questions, which shall be brought before the meeting, shall be decided by a majority on a show of hands or by ballot at the discretion of the Chairman.

## **8. Extraordinary General Meeting**

- a) The Committee may convene an Extraordinary General Meeting whenever they deem fit and they shall convene one upon a request in writing by fifteen or more members.
- b) Fourteen days notice of all General Meetings must be given by the Secretary posting the same in the Clubhouse and such notice will specify the nature of the business to be transacted thereat, and in case of an Extraordinary Meeting, no business shall be entertained other than that as specified in the notice.

## **9. Classes of Membership**

Membership of the club is open to anyone interested in golf regardless of sex, age, disability, ethnicity, sexual orientation, religion or other beliefs. There is no limit to membership numbers.

For the purposes of membership, all age qualifications shall be as at the 1<sup>st</sup> January in the year of membership. Subscriptions for the various categories listed below will be kept at levels that will not pose significant obstacles to people participating.

- a) Full Member  
Persons of either sex who have attained the age of twenty one years.
- b) Senior Member  
Persons of either sex who have attained the age of sixty five years.
- c) Junior Member  
Persons of either sex who are under eighteen years of age.
- d) Intermediate Member

Members of either sex who have attained the age of eighteen years but have not reached the age of twenty one years

e) **Honorary Life Member**

Any person who in the opinion of the Committee has performed exceptional service to the Club can be proposed for Honorary Life Membership at the Annual General Meeting and must carry a majority vote of those present. Honorary Members shall have all the privileges of the Club. Honorary Life Members shall be limited to five in number and shall accept subject to all rules and regulations for the time being in force in relation to the Club and shall be exempt from all liabilities as members.

f) **Membership for Life**

Any person of either sex who has paid a sum, specified by the Committee, in consideration of such membership. This category of membership shall be limited to ten in number, which may only be varied by a majority vote of the General Committee.

g) **Social Member**

Non playing Member of either sex and of any age.

h) **Temporary Member**

Any person who has paid the relevant green fees.

## **10. Election of Members**

- a) Nominations of new members should be made on the appropriate application form obtained from and addressed to the Secretary.
- b) The Secretary is responsible for ensuring that new members are aware of Club Rules and general golf etiquette.
- c) Temporary Membership will be granted on receipt of application and all fees due. Membership commences when the application is approved by the Committee, who reserve the right to refuse membership.
- d) No person shall be admitted as a member, or as a candidate for membership, without an interval of at least two days between their nomination for application for membership and their admission.
- e) The club may refuse membership or expel membership only for good and sufficient cause, such as conduct or character likely to bring the Club or sport into disrepute. Appeal against such a decision may be made to the Club's members and decided by a majority vote.

## **11. Subscriptions**

- a) Subscriptions are due on 1<sup>st</sup> January each year.
- b) No member whose subscription is three months in arrears is entitled to any of the privileges of the Club and thereafter may be required to pay the relevant joining fee at the discretion of the Committee.
- c) Should any member, by reason of ill health or unemployment, cease to be a full playing member, they may, with the consent of the Committee, take out Social Membership for a period of no longer than two years, which shall exempt them from payment of the relevant joining fee within that period.

## **12. Resignations**

Any member wishing to terminate his/her membership of the Club, shall give notice in writing to the Secretary on or before 31<sup>st</sup> December, otherwise he/she will be liable for the succeeding year's subscription.

## **13. Conduct of Members**

If the conduct of any member in or out of the Clubhouse, or on or off the golfing green be such as appears to the Committee to endanger the character, interests or good order of the Club; they may, by letter, invite any member to resign from the Club within a time specified in the letter.

In default of resignation, the question of expulsion may be submitted to a meeting of the General Committee to be held within one month after the date by which the member was invited to resign.

The member whose expulsion is under consideration shall have the right to offer an explanation to the Committee of his/her conduct, either orally or in writing and to call any witnesses before the Committee. If such explanation is not offered and not accepted by the Committee, the Committee shall have the power to expel such member, whereupon he/she shall cease to be a member of the Club.

At the Committee meeting the vote shall be by secret ballot. The member concerned shall be notified and have the right to appeal within seven days of receipt of such notification to have the matter further considered by the Club in General Meeting.

If such right is exercised a General Meeting of the Club shall be convened without delay and in any case 30 days and at such a General Meeting the member concerned shall have the right to offer an explanation of his/her conduct either orally or in writing and to call witnesses; but not to be represented legally or otherwise by a third party. Thereafter the matter shall be put to the vote at such a General Meeting and if two-thirds of the members present and entitled to vote and voting shall vote for expulsion he/she shall thereupon cease to be a member of the Club. Voting shall be by secret ballot. The Committee shall have the power to exclude such a member from the Club premises until the case has been finally decided.

Any member expelled from the Club shall forfeit all right to claim upon the Club and its property and funds.

#### **14. Visitors**

Visitors are admitted to use the course and clubhouse on payment of green fees in force at the time.

#### **15. Club Property**

No member shall take away from the Club premises or course any property, or deface, damage or destroy any of the Club's property. All breakages, damage or destruction of property caused by a member must be paid for by that member.

#### **16. Complaints**

All complaints shall be made in writing to the Secretary for submission to the General Committee and none shall be attended to unless this regulation is complied with.

#### **17. Club Rules**

The Club Rules are binding on every member. The General Committee has the power to set Club Rules and to adopt, revise or revoke them. Should they be at variance with the Constitution of the Club, the Constitution will take precedence. The interpretation of these rules shall rest with the Committee, whose decision shall be final.

#### **18. The Trustees**

The Trustees of the Club shall be three members of Allendale Golf Club who shall be appointed by the AGM on recommendation by the General Committee, either for life or such a period as shall be determined.

- a) By resolution new Trustees may be appointed in place of trustees who shall have retired or otherwise ceased to be Trustees.
- b) The Trustees shall be Trustees of all properties, land, investments and securities as are actually transferred to them and shall not be required to accept the transfer of any property or comply with any direction which would or might involve the Trustees in any personal liability.
- c) The properties, land, investments and securities vested in the Trustees shall be held by the Trustees upon Trust (subject to the approval or consent of the Charity Commission or Ministry of Education when required by law) to deal with the capital and income thereof in such a manner as the General Committee of the Club shall from time to time by resolution direct.
- d) A copy of the resolution of the Committee of the Club purporting to be certified by the Chairman of the meeting at which the resolution was passed or by the Secretary for the

time being of the Club shall be sufficient authority for the Trustees to act there under and the Trustees shall be free from all responsibility for acting in accordance with any resolution.

### **19. Extraordinary Expenditure**

All extraordinary expenditure (ie that expenditure which is not ordinary week to week seasonal expenditure of an ongoing nature) must be considered by the General Committee and a set procedure followed whereby any decision to commit the Club to such expenditure must be:-

- a) recorded in full
- b) voted upon and the results recorded

### **20. Alteration of the Constitution**

- a) Any proposal for the alteration of the Constitution must be delivered in writing to the Secretary of the Club not less than 28 days before the Annual General Meeting
- b) It must be signed by not less than 5 members of the Club.
- c) Particulars of such proposal shall be given in the notification of the General Meeting.
- d) No such proposal shall be passed by the Annual General Meeting unless it shall receive a majority of two thirds of those present and voting.

## **Allendale Golf Club** **Health and Safety Policy**

The health, wellbeing and safety of all of our players, social members, staff and all those visiting the club's premises will always be of paramount concern.

In adopting this Health & Safety policy document, the club recognises its responsibilities under Health and Safety law and commits to:

1. Undertake regular, recorded risk assessments of the club premises and all activities undertaken by the club
2. Create a safe environment by putting health & safety measures in place as identified by the assessments described above
3. Ensure that all members are given access to opportunities for training commensurate with their individual ability, age and level of development
4. Ensure the training needs of staff are regular reviewed and adequately addressed
5. Ensure that all members are aware of, understand and follow the club's health & safety policy
6. Appoint a competent club member to assist with health and safety responsibilities
7. Ensure that normal operating procedures and emergency operating procedures are in place and known by all members
8. Provide access to adequate first aid facilities, telephone and where appropriate a qualified first aider
9. Report any injuries or accidents sustained during any club activity or whilst on the club premises
10. Ensure that the implementation of the policy is reviewed regularly and monitored for effectiveness

As a club member or visiting player, you have a duty to:

1. Take reasonable care for your own health & safety and that of others who may be affected by what you do or not do
2. Co-operate with the club on health & safety issues
3. Correctly use all equipment provided by the club
4. Not interfere with or misuse anything provided for your health, safety or welfare

Adopted: January 2010

## **Allendale Golf Club** **Equal Opportunities Policy**

Allendale Golf Club is committed to ensuring that the principle of 'equity' is embraced across all aspects of its activities and development. In doing so, it acknowledges and adopts the following Sport England definition of sports equity:

*“Sports equity is about fairness in sport, equality of access, recognizing inequalities and taking steps to address them. It is about changing the culture and structure of sport to ensure that it becomes equally accessible to everyone in society”*

Allendale Golf Club respects the rights, dignity and worth of every person in the community and will treat everyone equally within the context of the sport, regardless of their age, ability, gender, race, ethnicity, religious belief, sexuality or social/economic status.

Allendale Golf Club will ensure that it treats people fairly and with respect and that it will provide access and opportunities for all members of the community to take part in, and enjoy, its activities.

Indeed, the club values diversity and will make all reasonable effort to make the game of golf accessible to previously underrepresented or excluded groups. This includes young people, who represent the very future of the game. To this end, the club will develop positive links with local schools and seek to provide free or subsidised coaching and training opportunities to enable young people to progress from schools based activity through to fully-fledged adult membership.

The club is committed to everyone having their right to enjoy the game of golf in an environment free from threat or intimidation, harassment and abuse. As such, all club members have a responsibility oppose discriminatory behaviour and promote equality of opportunity. The club will deal with any incidence of discriminatory behaviour seriously, according to club disciplinary procedures

Allendale Golf Club is committed to the development of a programme of ongoing training and awareness raising events and activities in order to promote the eradication of discrimination within the game of golf.

The club is committed to a policy of equal treatment of all members, staff, visitors and other users of the facilities. Full compliance with the provisions of the relevant equalities legislation - i.e. the Race Relations Act 1976, the Sex Discrimination Act 1975 and the

Disability Discrimination Act 1995 and all subsequent amendments – will be expected from its membership and staff.

The managing committee commits itself to the immediate investigation of any claims of discrimination on the above grounds and where such is found to be the case, a requirement that the practice stop and sanctions imposed as appropriate.

Adopted: January 2010