



# **Constitution and Club Rules**

## of Lyme Regis Golf Club

### **Part 1: Constitution**

#### **1 INTRODUCTION**

##### **1.1 Name**

The Club shall be known as Lyme Regis Golf Club (LRGC) herein referred to as The Club.

##### **1.2 Purpose**

The purpose of The Club is to:-

- a) Promote and provide facilities for the participation of the whole community in the game of golf.
- b) Carry on as a members' golf club and to provide all necessary property, buildings, equipment, fixtures, fittings and services customarily provided for members of a golf club.
- c) Promote and teach the game of golf and its enjoyment in accordance with the Rules and Etiquette of Golf as laid down by the Royal and Ancient Golf Club of St Andrews.
- d) Generate income from subscriptions, entrance fees, loans, bar and catering facilities, visitors and from other sources.
- e) Do all such other things as are incidental and/or conducive to the attainment of any of the above.

##### **1.3 Governance**

The Club undertakes to adhere to all its legal responsibilities as laid out in UK Statutory Laws and follow all guidance recommended by England Golf and County Golf Associations.

These responsibilities encompass members, visitors and employees.

##### **1.4 Club Rules**

The Management Committee, in consultation with the Captain's Committee, shall have full authority to make, alter and publish Club Rules on matters falling within its responsibility for the purpose of the management of The Club, provided always that such Rules do not seek to materially change or conflict with the Constitution.

##### **1.5 Members bound by the Constitution**

Every member of The Club shall be deemed to be familiar with and shall be bound by the Constitution.

## **1.6 Changes to Constitution**

Any alteration or repeal of any part of the Constitution shall require a simple majority of the members present and eligible to vote (see 4.5) at an Annual General Meeting (AGM) or an Extraordinary General Meeting (EGM). In the event of a tied vote, the motion shall not be carried.

## **1.7 Surpluses of Income**

All of the income and property of The Club shall be applied solely towards the promotion of The Club and no amount shall be paid or applied directly or indirectly by way of a distribution of surplus or profit to the members of The Club or third parties, except that nothing in this Constitution shall prevent the following payments being made in good faith:-

- a) Fees or remuneration to any officer or employee of The Club or to any member for services rendered to The Club.
- b) Interest at a current commercial rate on money lent to The Club.
- c) Commercial rent for premises let to The Club by any member.

## **1.8 Surpluses on Dissolution**

In the event of The Club being wound up or dissolved and if, after satisfying all debts and liabilities, any property whatsoever remains as a surplus, that surplus shall be paid or distributed among the current members of The Club.

# **2 TRUSTEES**

## **2.1 Composition of Committee**

There shall be a minimum of two and a maximum of four Trustees, each of whom shall be a member of The Club of at least five years' standing and full voting members (see 4.5) and who shall be appointed from time to time as necessary by a simple majority of the members present and eligible to vote (see 4.5) at a General Meeting.

## **2.2 Term of Office**

A Trustee shall hold office for a maximum period of ten years without re-appointment but shall have the option to retire at any time. The removal of a Trustee from office shall require a simple majority of the members present and eligible to vote (see 4.5) at a General Meeting.

## **2.3 Purpose**

All property of The Club, including land and investments, shall be held by Trustees on trust for the use and benefit of The Club. The Trustees shall deal with the freehold property of The Club in accordance with resolutions passed at General Meetings of The Club. The Trustees shall have the authority to sell, lease, mortgage or pledge any Club property held by them as Trustees for the purpose of raising or borrowing money for the benefit of The Club. They shall act with regard to any property so held by them only in accordance with the instructions of the Management Committee.

## **2.4 Indemnity**

The Club shall be responsible for all costs and liabilities of the Trustees properly incurred in their capacity as Trustees and shall indemnify them in respect of the costs of any legal or similar action brought against them as Trustees.

## **3 OFFICERS, COMMITTEES AND MANAGEMENT**

*For the purposes of Section 3 of this Constitution, a year shall be deemed as the period from one Annual General Meeting to the next.*

*Within Section 3 it must be noted that The Club is an equal opportunities and non-discriminatory club; as such, any references to positions which could be regarded as gender specific are illustrative and does not imply any discrimination; for example, the position of Club Captain is not gender specific.*

### **3.1 Officers**

The Officers of The Club shall be the President, Club Captain, Ladies Captain, Treasurer and Chairman of the Management Committee.

All Officers are entitled to attend any scheduled Committee Meetings.

### **3.2 President**

The Captain's Committee, in consultation with the Management Committee, shall nominate a candidate to be President who shall be elected for a period of five years by a simple majority of members present and eligible to vote at the Annual General Meeting (see 4.5). The President shall retire automatically at the end of this period but shall be eligible for re-election.

### **3.3 Treasurer**

The Treasurer shall be responsible for The Club's finances and shall produce an annual statement of accounts to be presented at the February AGM. In addition, as a member of the Management Committee, the Treasurer shall produce a cash-flow analysis as part of the Strategic Plan Review.

### **3.4 Composition of Committees**

There shall be two committees responsible for the management of The Club to be known as the Management Committee and the Captain's Committee. The Club Manager shall attend and take action-based minutes for both committees; however, shall not have a vote in either committee.

### **3.5 The Management Committee**

The Management Committee shall comprise the Chairman, the Club Captain, the Ladies Captain, the Treasurer and four other elected members with general business experience, all of whom shall be full voting members of The Club (see 4.5) of at least four years' standing. Each shall have full voting rights. In addition, the President shall be invited to attend all Management Committee meetings, but shall not have voting rights.

#### **(a) Accountability and Responsibility**

- Generation of a 3-year Strategic Plan devised to achieve overall goals for LRGC
  - Preparation and setting of budgets
  - Long-term management of the course
  - Setting and implementation of marketing policies
- General Management of The Club
- General Management of the Greenkeeping Staff responsible for the upkeep of the course, through a Greens Liaison Officer (who shall be a member of the Management Committee)
- Daily and long-term finances of The Club
- Employment and management of staff, including the Club Professional
- Ensuring that all legal aspects of employment law are observed
- Provision of Bar & Catering
- Maintenance of buildings
- Maintenance of The Club's records and membership lists
- Compliance with health and safety and other legislation
- Setting of the rates for subscriptions and green fees
- Supply and sale of alcohol on The Club's premises

#### **(b) Staff Appointments**

The Management Committee shall appoint such staff as it deems appropriate who shall be paid employees of The Club and to whom shall be delegated the day-to-day management of The Club in accordance with policies agreed by the Management Committee and implemented by the Club Manager.

### **3.6 The Captain's Committee**

The Captain's Committee shall comprise the Club Captain, the Vice-Captain, the Ladies Captain, the Ladies Vice-Captain, the Seniors Captain, the Chairman of the Competitions Committee and one other elected member, all of whom shall be full voting members of The Club of at least two years' standing. Each shall have full voting rights. In addition, the Immediate Past Captain (ie the outgoing Club Captain at the previous AGM), the Club Professional and the Greens Manager shall be invited to attend any Captain's Committee meetings, but shall not have voting rights.

#### **(a) Accountability and Responsibility**

The Captain's Committee shall be responsible (within the financial restraints of The Club as applied by the Management Committee) for initiating policy and plans and implementing their execution in the following areas:-

- Golfing events and competitions
- Social events
- Membership and their standards of behaviour
- Handicaps
- Local rules
- The annual golfing diary.

### **3.7 Election of Committees**

- (a) The Club Captain and the Club Vice-Captain shall be elected annually at the Annual General Meeting. The other members of the Captain's Committee shall also be elected at the Annual General Meeting and shall serve for a term of three years and shall be eligible for re-election.
- (b) The Ladies Captain and Ladies Vice-Captain as well as the Seniors Captain and Seniors Vice-Captain shall be elected at their separate Annual General Meetings and endorsed at the AGM.
- (c) The members of the Management Committee (apart from the Club Captain and Ladies Captain) shall be elected at the Annual General Meeting and shall serve for a term of three years and shall be eligible for re-election.
- (d) Any member standing for election to either the Management Committee or the Captain's Committee shall be proposed and seconded in writing by two full voting members over the age of eighteen (see 4.5), such nomination to be lodged with the Committee at least seven days prior to the date of the Annual General Meeting and displayed on The Club noticeboard. Apart from the Club Captain and Ladies Captain, no member shall have voting rights on both the Management Committee and the Captain's Committee.
- (e) In the event of a contested election, voting shall take place by secret ballot. If two or more candidates obtain an equal number of votes for the last place or places, a further ballot shall be held for those candidates.

### **3.8 Conduct of Committee Meetings**

Five members of either the Management Committee or the Captain's Committee shall form a quorum. Decisions of both Committees shall be by a simple majority of those present and voting. The Chairman of the Management Committee shall be the Chairman as elected by the membership or their nominee and the Chairman of the Captain's Committee shall be the Club Captain or their nominee, who shall, in each case have only one vote and shall not have a casting vote.

### **3.9 Frequency of Committee Meetings**

The Management and Captain's Committees shall meet at least every two months and shall also hold a mid-year joint meeting.

### **3.10 Sub-Committees**

(a) Both the Management Committee and the Captain's Committee shall have the option to form a sub-committee to undertake specific work or duties within the remit of the Committee.

(b) Both the Management Committee or the Captain's Committee reserve the right to co-opt full voting members on to either their general or sub-committees. These co-opted members shall only serve for the duration of the club year and thereafter shall seek election at the AGM or be reconfirmed as co-opted members should the need arise.

### **3.11 Independent Accountant**

An Independent Accountant (or firm of Accountants) shall be appointed, as auditor, at the Annual General Meeting.

### **3.12 Indemnity**

The Club shall be responsible for all costs and liabilities incurred by the Officers and Management Committee members in the execution of their roles within The Club and shall indemnify them in respect of the costs of any legal or similar action brought against them.

## **4 MEETINGS**

### **4.1 Chairman**

The Chairman or their nominee shall lead any of the General Meetings outlined below. Twenty full voting members (see 4.5) shall form a quorum. Discussion shall be confined to the business stated in the notice of the meeting and no new motions for voting shall be accepted.

### **4.2 Annual General Meetings (AGM)**

(a) An Annual General Meeting of The Club shall be held in the month of February in each year. All other General Meetings shall be Extraordinary General Meetings.

(b) A notice specifying the date of the AGM shall be displayed in the Clubhouse not less than six weeks before a meeting.

(c) A copy of any motion for the consideration of the AGM, signed by the proposer and the seconder or, in the case of a Management Committee motion, signed by the Chairman, shall be delivered to the Club Manager not less than twenty-eight days before the meeting.

(d) Any amendments of the motions for consideration at the AGM shall be sent in writing, signed by both the proposer and the seconder, to the office within no less than fourteen days prior to the date of the AGM.

(e) Not less than seven days before the AGM, notice in writing of the meeting shall be sent or delivered to all members specifying the date, time and place of the meeting together with the proposals to be considered.

(f) The Chairman of the Management Committee shall deliver to the Meeting an annual report concerning policies and plans of the Committee and the Treasurer shall present to

the meeting the financial accounts for the most recent financial year, along with a report from the Independent Accountant.

- (g) The Club Captain shall deliver a brief report of their year as Captain, high-lighting important events. Additionally, there shall be a report provided by the Independent Accountant. These accounts shall be published three weeks prior to the meeting.
- (h) The members present shall elect the President, Club Captain, Club Vice-Captain, Chairman of the Management Committee, Treasurer and members of both the Management Committee and the Captain's Committee along with the Independent Accountant, when appropriate.

#### **4.3 Extraordinary General Meetings (EGM)**

In the event of any matter arising relating to the affairs of The Club which requires urgent attention an Extraordinary General Meeting shall be called by either the Management Committee or the Captain's Committee, or by a notice in writing submitted to the Management Committee signed by at least fifty full voting members (see 4.5). The notice shall include the purpose of the meeting and the business to be discussed. The Management Committee shall hold the meeting within six weeks of the date of receiving such notice.

#### **4.4 General Meetings**

Each member shall be given no less than twenty-one days' notice of the date of a General Meeting with details of the business to be discussed.

#### **4.5 Voting at Annual General, Extraordinary and General Meetings**

##### **(a) Criteria to Vote**

Only the following categories of members shall be entitled to vote at Annual General, Extraordinary and General Meetings:-

- A full playing member
- A flexible member
- An age concession member aged 18 or over
- Full playing members who have downgraded to 9 Hole membership, due to medical conditions

These members are defined as full voting members. All other categories of member are not full voting members and, as such, shall not be eligible to vote. This shall include Standard 9 Hole, Country Members and Social Members, age concession members aged 17 or below and any other categories of member as defined by the Management Committee from time to time.

##### **(b) Method of Voting**

Except for the election of the members of the Management Committee and the Captain's Committee, which shall be decided by ballot (at an AGM), voting shall be initially by a show of hands; in the event of a close vote a ballot will be taken. The Chairman of the meeting shall have a casting vote in the case of a tied vote.

## **5 MEMBERSHIP AND SUBSCRIPTIONS**

### **5.1 Membership**

Membership shall be open to the whole community without discrimination.

### **5.2 Membership Categories**

Playing Membership of The Club shall comprise full voting members and such other categories which may be determined from time to time by the Management Committee.

Non-playing Membership shall comprise Social Members.

### **5.3 Temporary Membership**

All visitors, members' guests and competitors in Opens, club matches, national or regional competitions, including any officials, shall be classified as temporary members for the duration of their stay and as such shall abide by all Club Rules.

### **5.4 Election to Membership**

- (a) Each candidate for election as a playing member of The Club shall complete an application for membership in the form required by The Club and their election shall be decided by the Club Manager, in consultation with the Club Captain. A candidate shall only be refused membership for a good and sufficient cause, such as conduct or character likely to bring The Club or sport into disrepute.
- (b) On election, a member shall pay the subscription and any other amounts due and shall be provided with a copy of The Club Constitution including Club Rules. No member shall enjoy any of the benefits or privileges of membership until payment has been made.

### **5.5 Suspension of Membership**

Any member wishing to suspend their membership shall give written notice outlining the period for which they propose to suspend their membership. Suspension shall be for a minimum of six months and the Captain's Committee shall be entitled to grant or refuse the suspension. Any suspension shall be authorised by the Management Committee. There shall be no obligation on The Club to refund any subscription but may on medical grounds allow monies to be credited to the member's subscription in the following year.

### **5.6 Resignation of Membership**

Notice of resignation by a member shall be given in writing to the Club Manager. Following resignation, the ex-member shall continue to be liable for any annual subscriptions and other amounts due and unpaid at the date of resignation.

Should a member wish to re-join within three years of resigning, then, at the discretion of the Captain's Committee, they shall pay the full year's subscription, regardless of the date during the subscription year that they re-join. After three years have elapsed since their resignation then they shall be treated as a new member should they apply to re-join – see section 5.10.



## **5.7 Members Loans**

The Club shall repay any existing member's loan within one year of the date of the member's resignation, unless extended by agreement.

## **5.8 Disciplinary Action**

- (a) The Captain's Committee shall be responsible for the standards, tone and atmosphere of the membership of The Club. As such, it has the authority to restrict a member's activities.
- (b) The Captain's Committee shall also have the authority, but only for good and sufficient cause regarding complaints of a serious nature, to suspend or expel any member whom the Captain's Committee considers having been guilty of conduct or character likely to bring The Club or sport of golf into disrepute.
- (c) A member who is suspended or expelled shall be able to appeal to a committee consisting of three senior members of The Club of at least five year's standing to be appointed by the Captain's Committee. The members appointed to that appeals committee shall not have been involved in the original finding and shall not be members of either the Management Committee or the Captain's Committee.
- (d) In accordance with England's Golf's Terms of Affiliation, The Club will comply with the England Golf Disciplinary Regulations for Equality, Diversity, and Inclusion.

## **5.9 Setting of Subscriptions and Other Amounts**

The annual subscription rates for full playing members shall be altered only at an Annual General Meeting or in exceptional circumstances at an Extraordinary General Meeting. The Management Committee shall determine the subscriptions for all other classes of membership.

## **5.10 Payment of Subscriptions and Other Amounts**

The Club's subscription year shall run from 1st April to 31st March.

All subscriptions and any other amounts due shall be payable in advance by 1st April. A new member joining on a date other than 1st April shall pay a pro-rated amount of the annual subscription from the commencement of the date that they join.

## **5.11 Entrance Fees**

The Management Committee reserves the right to determine an entrance fee for each class of membership, which shall be payable by all new members on joining The Club.

## **5.12 Arrears of Subscriptions and Other Amounts**

Any member whose subscription or any other amount due is in arrears shall not be eligible to enter any competition or vote at any meeting.

Any member who has not paid their subscription or any other outstanding amounts by 8<sup>th</sup> April in the new subscription year shall be deemed to have resigned as a member of The Club See section 5.6.

## **6 FORCE MAJEURE**

### **6.1 Force Majeure**

The Management Committee reserves the right to invoke Force Majeure when an extraordinary event or circumstances beyond their control prevents them from fulfilling their obligations within this Constitution. Such unforeseeable events include, but are not limited to:

- (a) Flood, drought or other natural disaster.
- (b) Collapse of buildings, fire, explosion or accident.
- (c) Epidemic or pandemic.
- (d) Any law or action taken by a government or public authority impacting The Club.

### **6.2 Notification of Rationale**

As soon as reasonably practicable, after the start of the Force Majeure Event, but no later than seven days from its start, the Management Committee shall notify the Club of the rationale for the Force Majeure. This shall include the day and date at which it started, its likely duration and the effect of the Force Majeure Event on its ability to perform any of its obligations contained within this Constitution.

## **Part 2: Club Rules**

*These Rules are made by the Management Committee under Section 1.3 of the Constitution for the purpose of the management of The Club and may be changed by them in order to reflect need without validation at either an AGM or EGM.*

*Under Section 1.4 of the Constitution every member is deemed to be familiar with and is bound by these Rules. Members must also ensure that their guests observe these Club Rules.*

### **1.1 Personal Responsibility**

Neither The Club nor its committees will be responsible for the loss or damage to property belonging to members or visitors while on the Club's premises, nor will they in any way be held responsible for personal injury suffered by players on the course, or damage or injury caused by players on or off the course. All players are therefore strongly advised to arrange their own insurance against such risks.

### **1.2 Health and Safety**

- (a) The safety of members and others is paramount. Members should always exercise care, courtesy and patience on the golf course and be aware of any potential danger to which they and others are exposed. Any accident occurring on the course, which warrants medical attention at the time, should be notified to the Club Manager as soon as possible after the event.
- (b) Members should observe and obey all notices regarding Health and Safety matters.
- (c) Players should not under any circumstance go out or remain on the golf course when they hear one prolonged note of the klaxon. Players must discontinue play immediately because play has been suspended by a nominated representative of The Club. Play will be resumed on the sound of two short notes of a klaxon, repeated. (See notice on Club noticeboard).
- (d) Players should not seek to retrieve balls hit out of bounds into private property and any suspected damage caused must be reported to the office or the Professional's Shop after play.
- (e) Cars are parked in the Club car park at owners' risk and The Club accepts no liability for damage. All suspected golf ball damage caused by players must be reported to the office or the Professional's Shop after play.
- (f) Greenkeeping staff are mindful to allow golfers uninterrupted and undisturbed play but players should always alert them when they are about to hit a shot which might endanger them.
- (g) Care should be taken to observe the entitlement of walkers who have priority to use the South West Coastal Path which traverses the course at several points.

### **1.3 Members' Guests**

Playing members may invite up to three guests at a preferential green fee; any individual guest may only avail of this discount on five occasions, subject to prior notification on The Club booking system. Members are responsible for the behaviour of invited guests and are also responsible for ensuring that guests are registered as visitors and that the appropriate fees are paid.

### **1.4 The Course**

- (a) Members must observe the Rules of Golf and the Etiquette and Behaviour on the Course published by the Royal and Ancient Golf Club of St Andrews.
- (b) The etiquette of golf must always be observed, particularly with reference to allowing following matches to pass through when players are holding up play behind them. For the avoidance of doubt, if a group has lost more than one hole on the group in front of them, then they should invite the group behind them to pass through.
- (c) All players must book their golf via The Club electronic tee booking system and abide by those start times for both their front and back 9 holes.
- (d) The 1st and 10th tees are reserved for Seniors competitions generally held on a Monday, Ladies every Thursday and Men every Sunday, between certain times as posted on the Club tee booking system.
- (e) Greenkeeping staff shall have priority on the course until 9.00 am with the exception of periods of course maintenance when that priority is extended throughout the day.
- (f) Should the Head Greenkeeper deem it necessary to ban the use of trolleys and buggies on the course, players may not use them. When such a ban is in force, the only exception is when the Captain's Committee decide to exempt individuals for physical or medical reasons.
- (g) Trolleys must not be taken onto the tees, between a greenside bunker and the green, or onto the fringes of the green.
- (h) The practice putting green by the Clubhouse may be used for practice putting and chipping only and pitching onto the green is strictly forbidden. The practice area between the 1<sup>st</sup> tee and the 17<sup>th</sup> green should be used for such practice.
- (i) Practising on any part of the course with more than two balls is prohibited.
- (j) Mobile phones (including pagers and similar devices) may not be used on the course for sending, or receiving calls or texts, except in cases of emergency.
- (k) Dogs are not allowed either on the course itself or in the Clubhouse, with the exception of Assistance or Guide Dogs. They are, however, allowed on the patio area.

### **1.5 Competitions and Knock-out Matches**

- (a) All rules for competitions are displayed on either the club noticeboard or in the Ladies changing room, as well as on the Club website.
- (b) It is the responsibility of all competitors to be aware of, and fully abide by, these rules and all current local rules.

(c) Any disputes are to be referred to the Competitions Committee.

## **1.6 The Clubhouse**

Defined as the Clubhouse, the Professional's Shop and the Patio Area.

- (a) The Clubhouse will not be open on Christmas Day. Any other closures of the Clubhouse and its opening hours will be published and advertised.
- (b) No Junior members, under the age of eighteen shall purchase or consume alcohol on the premises.
- (c) Golf clubs, trolleys, bags and/or similar equipment shall not be brought into any part of the Clubhouse, other than the locker rooms or Professional's Shop, at any time.
- (d) Spiked golf shoes may not be worn other than on the patio.
- (e) No members, members' guests or visitors shall bring food or drink into the Clubhouse for consumption.
- (f) Under no circumstances shall any member reprimand a member of The Club staff. Complaints should only be made to the Club Manager.
- (g) Mobile phones may not be used for voice calls within the Clubhouse. Free Wi-Fi is available for the use of phones and other devices which may be used silently within the Clubhouse.
- (h) No notice of any kind may be displayed in the Clubhouse by a member without the express permission of the Club Manager.

## **1.7 Dress Code**

All current dress code regulations are available on The Club noticeboard.