

# **BUSHEY HALL GOLF CLUB**

## **CONSTITUTION**

This Constitution dated 22<sup>nd</sup> January 2019 supersedes all previous issues.

### **1 NAME AND CONSTITUTION:**

The Club shall be called Bushey Hall Golf Club (hereinafter called “The Club”).

The Club is a proprietary Club owned by The Company, ‘Veladail Leisure Ltd’ (hereinafter called “The Company”).

The Company will provide The Club with the club premises, honours boards and all reasonable necessities and incidentals for carrying on The Club in accordance with both its object and these Rules. The Company will be solely responsible for all expenses connected therewith, for the engagement, dismissal and payment of staff and for the catering and all other matters which involve the major disbursement of monies.

### **2 COMPANY REPRESENTATIVE:**

The Company shall appoint a Company Representative who shall exercise all the powers of management at the request of The Company other than those powers given under these rules to The Members’ Committee.

The Company representative shall have full voting rights on the Committee.

### **3 RULES and SUBMISSION TO RULES**

Members shall abide by these rules and by any bye-laws made under these rules. Changes to the rules set out in the Constitution will be by the Company Representative and The Members’ Committee. **The Company shall have the power to amend this Constitution and or these Rules and Byelaws in whole or part. However, any changes must be notified to the Members with no less than 6 weeks’ notice and shall take effect on the date stated in the notice which shall be no less than 28 days later, unless agreed by the Committee to take effect earlier.**

Upon acceptance of membership, the Member undertakes to observe all the Club Rules and Bye Laws to the restrictions which enjoin and to the penalties they impose.

#### **4 MEMBERSHIP:**

The Membership shall comprise the following categories:

**Full:** 7 and 5 day Annual Members, Male and Female, including Seniors and Youths over the age of 18 on the 1<sup>st</sup> April, as defined by The Company subscription renewal dates. All FULL members will be able to vote at the Club AGM.

**Junior:** Members under the age of 18 on the 1<sup>st</sup> April will have restricted playing rights, as determined by the Company, and will not be able to vote at the Club AGM.

**Restricted:** Any other categories of Membership which may be introduced by The Company having limited privileges of Membership or for a period of less than one year. restricted members will not be able to vote at the Club AGM.

#### **OBJECTIVE**

The Club is formed to provide for the Members all things incidental to the playing of golf and opportunities for sporting and social enjoyment.

#### **6 MEMBERS' COMMITTEE:**

**6a** The Members' Committee shall consist of two types of members:

Elected: Vice Captain, Secretary, Treasurer, Handicaps Secretary, Competitions Secretary External, Social Secretary, Information Officer and Juniors' Representative.

Automatic: Captain (previous year's Vice Captain), Immediate Past Captain (who will also serve as Greens Convenor), Ladies Captain, Seniors' Captain, Men's Captain (in the event that the Vice Captain is part of the Men's Section, he will take this position, if the Vice Captain comes from one of the other sections he/she will take the place of that section's captain) and one representative nominated by the Company.

(The Scratch Team Captain and Men's Team Captain will report to the Vice Captain and will not sit on the Club Committee.)

At least 51% of the Committee Members are required to constitute a quorum.

**6b** There will be such Sub-Committees, of an indeterminate number to be decided by The Committee from time to time, to administer the following functions: Competitions, Handicaps, Social and Junior Section. These sub committees meetings must be chaired by a member of the full committee.

The Members' Committee, in addition to any powers hereinafter specifically conferred upon them, shall have the following powers and duties:-

To provide liaison between The Club and The Company

To control Competitions and Handicapping in accordance with the National Handicapping Schemes in force

To appoint such Sub-Committees as necessary and to delegate to any Sub Committee such powers as are appropriate.

The normal term of office for any Elected Member shall be two years. All Elected Members who have served two years are required to resign and may offer themselves for re-election at the Club AGM.

In addition to the Offices and elected Members referred to above The Committee may appoint Ex Officio members with a specific responsibility as may be appropriate from time to time.

## **6c Roles**

### **President & Vice President**

The President is expected to represent the Club in a positive and distinguished manor at all times and be a role model for Bushey Hall. Although he is not expected to be present at all social functions or team matches he is expected to assist the Club Captain in duties.

The President will also chair the AGM.

The President may attend any Club or Section Committee meeting of any section but will not have voting rights.

The Vice President will assist the President in his duties.

The President and Vice President shall be appointed or reappointed every five years at the AGM.

The President to nominate the Vice President to the committee to for agreement and if required a vote to be carried out by the current committee in office.

### **Club Captain**

The Captain shall be responsible for, and expected to take an active interest in, all sections of the Club including ladies, seniors, men and juniors as well as attending social functions.

The Captain will be expected to Chair the monthly Committee meetings and shall, if required have the casting vote in any decision.

The Captain will be expected to attend or send a deputy to all team matches.

The Captain is expected to attend each sections AGM although he will not have voting rights.

The Captain is expected to be present at all Open events at Bushey Hall to assist with the prize giving.

The Captain is expected to welcome new members to Bushey Hall and help them get involved in the competitions and social functions.

### **Vice Captain**

The Vice Captain will deputise and assist the Captain as required.

The Team Captains of the Club will report to the Vice Captain.

If elected from the men's section will chair the men's section committee.

Maintains the rules of golf,

Chair disputes from any section of the Club.

Meets and greets new members.

### **Club Handicap Secretary**

The handicap secretary, in liaison with the individual Section's handicap secretaries, has three main roles

1. To carry out an annual review of club members handicaps
2. To assist individual sections in managing handicaps throughout the year.
3. To ensure there is an up to date list of handicaps on the notice board

### **Club Treasurer**

The Club Treasurer is responsible for monitoring the finances of all Sections and must ensure he gets a quarterly summary from each Section and give a quarterly overview to the Committee.

The Club Treasurer will be responsible for keeping a set of Club accounts, separate from any of the individual sections.

The Treasurer must ensure that an auditor that is independent of that Section's committee audits each Section at the end of each calendar year.

### **Greens**

The Immediate Past Captain will take on the role of Greens Convenor.

The main role is to have a quarterly meeting with the GM and Head Green keeper of the course. They will issue a report at the following Committee Meeting.

All instructions to the Greenkeeping staff must be made through the General Manager and not by the Greens Convenor or any other member.

It will be responsibility of the GM and Head Greenkeeper to issue a plan of works at least three times a year on the notice board.

Any correspondence from the members regarding the course should be made in writing to The Greens Convenor with a copy sent to the General Manager. All correspondence will be discussed at the next Committee meeting.

### **Information Officer**

**Main duty is to maintain the member's website, also to assist other committee members in the dissemination of information regarding Club events to the members.**

## **7 ELECTION OF COMMITTEE:**

Any Full Member aged 18 or over shall be eligible for election to The Committee.

The election of Committee members shall take place in the following manner:-

A official Nomination form must be given to the Club Committee Secretary stating the position nominated, names of the nominee, his proposer and seconder and signed by all three. Notice of the date of the AGM with nomination forms will be placed on the Club Notice Board by the Secretary to The Committee forty two (42) days at least before the

Annual General Meeting. No nominations will be accepted before this time. Nominations will close twenty one (21) days prior to the Annual General Meeting.

Employees, and relatives of employees, of The Company and its Associated Companies who are Members of The Club are eligible to be Members of The Committee provided always that they declare their interest in The Company or its Associated Company.

A list of Candidates, in alphabetical order, shall be affixed to the Notice Board of The Club fourteen (14) days at least before the Annual General Meeting. If the numbers of Candidates offering to serve exceed the number required for any Committee a ballot must be held at the Annual General Meeting. If not, the Candidates may be accepted unopposed.

In the case of a ballot being necessary, balloting lists shall be prepared containing the names of the Candidates and each Full Member present shall be entitled to vote.

Postal voting or voting by proxy will not be accepted.

## **8 TREASURER AND SECRETARY:**

The positions on The Members' Committee of Treasurer and Secretary to The Committee shall be elected at the Annual General Meeting.

If circumstances dictate, then the positions of Treasurer and Secretary to The Committee can be appointed at any Members' Committee meeting.

## **9 ELECTION OF CLUB VICE CAPTAIN:**

At each Annual General Meeting the incoming Captain will introduce the nominated Vice Captain for the coming year. Such nomination to be selected by the incoming Captain from any seven day Member past or present of The Main Club Committee and Sub-Committees, regardless of gender, after consultation with a meeting of past captains and have the full approval of the Main Club Committee. All such nominees must have served at least two years on the Club Committee or Sub-Committees and must also have been a seven day member for the previous two years.

The Vice Captain so nominated will take office as Captain the following year.

## **9 ELECTION OF LADIES VICE CAPTAIN**

**a)**

At each Annual General Meeting, the incoming Ladies Captain shall introduce the nominated Ladies Vice-Captain for the coming year. Such nomination to be selected from within the list of current Lady Members and have full approval from the Club Committee. The Ladies Vice-Captain so nominated will take office as Ladies Captain the following year.

## **9 ELECTION OF SENIORS CAPTAIN**

**b)**

At each Annual General Meeting, the incoming Seniors Captain shall introduce the

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nominated Seniors Vice-Captain for the coming year. Such nomination to be selected from within the list of current Senior Members and have full approval from the Club Committee. The Seniors Vice-Captain so nominated will take office as Seniors Captain the following year.

**10 PRESIDENT & VICE PRESIDENT:**

The offices of President and Vice President, while provided for in The Constitution, are not mandatory and may be held in abeyance for an indefinite period of time if suitable and willing candidates are not available.

Eligibility to fulfil the offices will be confined to current and past full Members of The Club.

Whenever the posts become vacant The Committee will consider and examine possible Candidates with a view to extending an invitation to fill the post. An invitation will be issued only with the full backing of the Club Committee and the Company Representative.

**11 ELECTION OF MEMBERS TO THE CLUB:**

- a) Membership of the Club will be limited to 575, or any other such number as may be determined by the Company.

The Company will be responsible for the election of Members to The Club when vacancies occur. In the event of any dispute as to candidature The Company representative shall have the casting vote.

The Company will inform the Club Committee of all new members.

New Members will be notified in writing of their membership acceptance and will be provided with a copy of The Constitution and all necessary information relating to Competitions, Handicapping Procedures etc.

- b) **Membership of the Club may be terminated by the Company at its discretion on no less than 6 weeks notice at any time. This shall take precedence over any rights for guaranteed, complimentary or reduced Membership for any persons.**

**12 MEMBERSHIP SUBSCRIPTIONS:**

The membership joining fee and annual membership subscription fee shall be decided by The Company. All fees are payable to The Company. Annual amendments shall be discussed with the Committee and notified at least two months prior to the start of the Membership year.

**Joining fees and subscription fees are non-refundable under any circumstances save where the Company exercises its right to terminate Membership under Rule 11(b) (save as a result of misconduct by the Member) where the former Member will be refunded the relevant proportion of their annual Membership fee which has been paid and which relates to the remainder of the Membership year current at the point of actual termination of their Membership, on a pro rata basis apportioned on**

a daily basis.

**13 PAYMENT OF SUBSCRIPTION:**

All annual subscriptions shall be payable in advance by the agreed renewal date. Any Member whose annual subscription remains unpaid on the 1<sup>st</sup> day after renewal shall have playing rights suspended. If subscriptions remain unpaid on the 30<sup>th</sup> day after the renewal date they shall cease to be a Member and their names shall be erased from the books of The Club. In the event of a Candidate of Membership being accepted at any other time they shall pay the entrance fee and the annual subscription as decided at the time by The Company.

Any other arrangement for the payment of annual subscriptions will be at the sole discretion of The Company.

During the year of the Captains office, he or she will receive complimentary membership and a Captains Jacket provided by the Company.

In addition the Competition Secretary, Club Social Secretary, the Ladies Captain and Seniors Section Captain will receive a subsidiary of 50% of their membership by the company on the proviso that the candidates complete their full term of one year in office.

**14 SUSPENSION/EXPLUSION OF MEMBERS FOR MISCONDUCT:**

The Company has the power to suspend or expel from The Club any Member whose conduct is such as shall, in its opinion, be injurious to the character of The Club or interests of the Members.

Before suspension or expulsion, The Company Representative and the Club Captain or a nominee of the Club Captain shall enquire into the Member's conduct, and the Member shall be given every reasonable opportunity to justify or explain his/her conduct.

If the Company Representative and Club Captain are of the opinion that the Member has been guilty of the misconduct which has been enquired into, and has failed to justify or explain it satisfactorily, The Company shall suspend the Member for a determined period of time or shall call upon the Member to resign and if he/she does not resign, he /she shall be expelled from Membership.

A Member who is expelled or resigns from the Club shall forfeit all the privileges of Membership and shall not be entitled to any refund of fees paid.

**15 GUESTS OF MEMBERS:**

Any guest of a Full Member must pay the appropriate guest green fee. The Member is responsible for the conduct of his guest whilst on the course and The Company premises.

Any full member may take unlimited number of guests in any one year onto the Course. However they may only bring a maximum of three guests at any one time

unless by prior arrangement and agreement of the General Manager. Furthermore members may not introduce guests as part of a society or Corporate Day.

Any guest is only permitted to play as a guest of ANY member a maximum of 5 times in one membership year i.e. they may only play 5 times in one year in total as a guest.

Junior members are not permitted to take guests at a guest rate.

## **16 GENERAL MEETINGS:**

### **a) ANNUAL GENERAL MEETING:**

All Section AGMs must be held before the end of January.

The Annual General Meeting of The Club shall be held each year in February at such time and place as The Club Committee determines.

At the AGM the new Club Committee shall be appointed , President and Vice President be appointed/reconfirmed and auditors appointed and the prior year's audited accounts approved.

### **b)EXTRAORDINARY GENERAL MEETING:**

The Members' Committee shall call an Extraordinary General Meeting whenever a question of urgent importance shall arise and shall also be bound to do so on receiving a requisition signed by 25%, or more, of the Voting Members of the Club.

The Company Representative reserves the right to call an EGM at any point in time.

A minimum of twenty-one days notice of an EGM shall be placed on all Section's notice boards as in 16d.

### **c) VOTING RIGHTS AT GENERAL MEETINGS:**

All Full Members, aged 18 or over, as defined under 4 above shall be eligible to vote at General Meetings.

### **d)NOTICE OF MEETINGS:**

At least forty two (42) days' notice (except EGMs) of a General Meeting shall be given.

A notice specifying the business to be considered and the day, place and hour of the meeting will be displayed on All Sections notice board. A copy of this Notice will be made available to all Members.

Any issues that a member wishes to raise at a General Meeting should be made in writing



at least fourteen (14) in advance of the meeting to the Main Committee Secretary.

**17 COMPLAINTS:**

All complaints appertaining to matters of The Club shall be in writing, and signed, in the first instance. If The Committee is unable to deal with a complaint they shall refer it to The Company Representative whose decision shall be final.

In no instance may an employee of The Company be reprimanded directly by a Member.

**18 JUNIORS:**

The Company reserves the right to specify the times at which Juniors may play in agreement with The Club. It is the policy of both The Club and The Company to encourage junior golfers and unreasonable restrictions will not be imposed.

The current times that junior members may play are listed below. However the Company reserves the right to amend these at any point in time as long as the Committee are informed.

Monday to Friday: Any time after 10am  
Saturday and Sundays Any time after 2pm during summer and after 1pm during winter.  
(Summer months will be determined by when the clocks change)

**19 HANDICAPS:**

Handicaps will be established in accordance with the C.O.N.G.U. Handicapping Schemes.

**20 COMPETITIONS:**

Competitions shall be held at such times and under such conditions as the Members' Committee and The Company Representative shall jointly determine. The Company's decision on competitions is final.

**21 CLUB PROPERTY:**

No Member shall take away or permit to be taken away from the premises, under any pretence whatsoever, or shall injure or destroy any articles the property of The Club or the Company.

**22 NOTICES:**

Only Club and Section committee members may place anything on their own Notice Boards.

The Company shall have the right to add or remove items .

**23 PAYMENT OF EXPENSES:**

Members are required to pay all expenses they incur on their own behalf before they leave The Club.

**24 ADDRESSES OF MEMBERS TO BE REGISTERED:**

Every Member shall notify The Club of any change of address. Such address shall be inserted in the Register of Members and all notices sent by post to such address shall deemed to have been delivered.

For the purposes of arranging competitions etc, contact details of members will be made available to other members. Members not wishing their details to be available must advise the Company.

**25 RULES OF GOLF:**

The Rules governing play on the course are the Rules of Golf as adopted by The Royal and Ancient Golf Club of St. Andrews.

Local Rules are framed and published by The Committee and The Company to take account of local conditions affecting play. It is the responsibility of the Competition or the Handicap secretary to ensure publication of Local Rules and to use all reasonable endeavours that all members and guest are aware of the Rules of Golf and that they obey all such Rules including Etiquette.

**26 LIABILITY OF THE COMPANY**

The Company shall in no circumstances be liable for loss or damage to the property of Members, their guests or other visitors to The Club, howsoever caused and whether by reason of negligence or otherwise by any act or default of The Company, its servants or agents.

Subject to the provisions of The Unfair Contract Terms Act 1977 and any amendment thereof, The Company shall not be liable for injury to or death of Members, their guests or other visitors to The Club howsoever caused and whether by any act or default of The Company, its servants or agents.

The Company will make provisions for insuring their members and visitors against third party damages on the course. The terms and conditions of these insurance policies will be determined by the current insurance company and can be viewed by written request.

## BYE-LAWS

1 The Company has the authority to make or change Rules governing use of the course and premises and Members will at all times abide by these Rules.

2 **The Clubhouse** shall be open until at least half an hour after sunset except when the course is closed to play.

3 The **hours** during which intoxicating liquor may be sold are determined by the Council. .

4 **Playing restrictions:-**

Play may at times be restricted due to adverse weather conditions, determined by the Company.

All members must display their Members Bag Tag when on the course and may be asked to leave the course or pay a greenfee if they can not immediately prove they are a member.

Members and their guests will be allotted exclusive use between 7am and 11am on Saturdays and, Sundays. The exception to this will arise when a Club event is booked out with these times where the Company may sell the times between 7am and 11am to non-members.

On Men's competition days, at least two tee times will be provided for ladies following the Men's competition.

The times for exclusive use by members will be reviewed annually by the Company and by the Club Committee.

5 **Dress Regulations**

- Golf shoes must not be worn anywhere in the clubhouse except in the area leading to the changing rooms, reception and the Spike bar.
- Tailored shorts are welcome and must be worn with predominantly white sports socks or long socks.
- No trainers, denim jeans, tracksuits or football style shirts or collarless shirts are permitted.
- Caps or hats shall be removed when entering the clubhouse.
- Mobile phones must be switched off when on the course or inside the clubhouse.
- Golf shoes must be worn on the course.

Any member of staff has authority to request any person improperly dressed to leave the clubhouse or the course until they conform with the above regulations. If a member feels unhappy about the dress code of a member or visitor they must inform a member of staff who will deal with the situation.

Visitors, including groups at the time of booking, shall be advised of the dress code.

**6 Tees**

Members may play from the white tees, even if they are not playing in a competition. However if the white tees have been removed or moved forward members may not play from the white ‘tombstones’ without permission from the General Manager

**7 Pace of Play**

The Course Marshall has the authority to penalise members for slow play if they do not adhere to the pace of play published on the notice board. Penalties that he can impose will also be published on the board. His decision is final.

**8 Priority on the Course**

Competition play does not have any extra standing on the golf course. It is the responsibility of each group to maintain the pace of play and always keep up with the group in front. Members should always adhere to golfing etiquette and let groups through if they fall behind the group in front.

**9 Booking and Cancellation of Tee Times**

Members may book tee times up to three weeks in advance, subject to availability. Members must cancel tee times, giving at least 1 hours notice. The Company reserve the right to suspend booking privileges of members if they continually fail to use a booked tee-time or cancel tee times that are not required.

Non members may book up to 1 week in advance. This does not include corporate and society bookings that may be booked any length of time in advance if agreed by the General Manager. The General Manager also has the right to book individual tee times more than a week in advance if required for a business need.

**10 Club Matches**

The Club will be permitted to give complimentary greenfees to the opposition in official Club Matches. These matches must all be agreed by the Company Representative prior to the start of the membership year. The number of matches permitted will be determined by the Company. However, if the Company is asked to provide catering for both sides the following minimum number of matches will be permitted:

Chiltern Breakfast League:	5
Seniors – midweek	10
Scratch League (36 holes)	3
Ladies	3
Mixed	2
Juniors (after 2pm at weekends)	4