



Shortlands Golf Club

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Code of Conduct:

'There is the law; there is etiquette and then there is common sense.'

PART 1: GENERAL

Rule 1. **TITLE**

The Club shall be called **SHORTLANDS GOLF CLUB**, and hereon after within this document shall be known as 'The Club'.

Rule 2. **STATUS**

The Club is a non-profit-making body. Any surpluses nevertheless arising shall not be distributed but shall be assigned to the continuance or improvement of the facilities provided for members.

Rule 3. **OBJECTS**

The Club is formed to provide a playing arena for the members of Shortlands Golf Club and a clubhouse with facilities for refreshments and social events.

Whilst we are proud of our history and tradition, Shortlands Golf Club is a forward-thinking club. We encourage a friendly, relaxed atmosphere based on friendship and respect for others. Our aim is to be a club where members and visitors come to enjoy leisure and social activities as part of their lifestyle.

Rule 4. **RIGHTS AND RESPONSIBILITIES OF MEMBERSHIP**

By accepting membership, and the benefits and privileges that go with it, every member acknowledges that:

- a) They accept and abide by the Rules, Regulations and Dress Code of the Club for the time being in force;
- b) They respect and shall comply with the etiquette and sporting traditions of the game of golf;
- c) They have a duty to behave with courtesy and consideration to members, guests and staff at all times;
- d) They have a duty to help care for the course including replacing divots, smoothing bunkers and repairing pitch-marks, and also to respect the property and buildings of The Club;
- e) Every member whose name and address has been entered in the Register of Members of The Club shall be entitled to use the clubhouse at such times as shall be determined by the Management Board;
- f) Every member, except Social Members, shall be entitled to use and enjoy the golf course at such times and on such days as shall be determined by the Management Board or the Captain's Committee;
- g) Every member, other than Junior and Excluded Members, shall be entitled to vote at a General Meeting. Those whose membership is in abeyance may vote. Social Members will not be entitled to vote unless they have been a playing member for at least 5 consecutive years and have given up their playing membership on the grounds of health, age or any other valid reason.
- h) Junior, Social and Excluded Members and those whose membership is in abeyance shall not be eligible for election to the Management Board or the Captain's Committee.

PART 2: MANAGEMENT

Rule 5. PRESIDENT

The Club President shall be nominated by the Management Board and elected at the AGM for a 5-year term, unless resignation shall occur prior to the end of the term of office, or unless removed from office by a resolution of the members passed by a majority of votes at a General Meeting. The President shall serve no more than two terms in office. They shall preside at General Meetings. They shall be invited to attend meetings of the Management Board where they shall have a voice but no vote. They will not be allowed to hold any other executive office.

Rule 6. MANAGEMENT

The Management of the Club shall be vested in the Management Board and Captain's Committee.

Rule 7. MANAGEMENT BOARD (hereinafter referred to as the Board)

- a) The Board shall comprise a Chairperson, and five Board Directors with responsibility for Finance, Course and Greens, House and Grounds, Bar and Catering and Membership and Marketing. They shall be current playing members of at least three years' standing.
- b) The six officers listed above shall be nominated for a specific office at a General Meeting and shall be proposed and seconded by members in accordance with Rule 12.
- c) Officers shall be elected for a three-year term and shall retire in rotation, in accordance with Rule 12, but shall be eligible for re-election, following the same process as per point 7b) above.
- d) The President, Club Captain and Captain of the Ladies Section, or their nominated deputies, may attend Board meetings, and shall be heard but not have a vote.
- e) The Club Manager and, where deemed necessary to support the work of the Board, senior paid employees, shall attend, as requested by the Chairperson, to report to the Board and shall be heard, but not have a vote.
- f) The Chairperson shall have both a deliberative vote, and in the event of a tied decision shall also have a casting vote.
- g) In the absence of the Chairperson, the Senior Director in terms of continuous Board service shall take the chair and assume the Chairperson's voting rights.
- h) The Board shall meet at least six times a year. Four voting members present (of whom one must be either the Chairperson or the Finance Director) shall constitute a quorum.
- i) In the event of a casual vacancy occurring, or if there are insufficient candidates proposed for election at the AGM, the Board may co-opt a member or members of the Club (up to the number of vacancies) who shall serve until the next AGM but shall then retire and be eligible for election. A co-opted member fulfilling such a role may attend Board meetings and shall have a voice but not have a vote.
- j) The Management Board may, from time to time, co-opt additional members to assist in its successful functioning. Any such member shall have a voice but not have a vote.
- k) It is highly desirable that each officer forms a sub-committee to support their role.

Rule 8. POWERS AND DUTIES OF THE BOARD

- a) The Board shall have and exercise all such administrative powers as may be necessary to properly carry out the Objects of the Club, and promote its long-term welfare, including (but not limited to) the following:

- i. The management of the Club's finances (save that the borrowing of any sum of money in excess of a total of £50,000 shall require the approval of three quarters of the membership present at a Special General Meeting called for the purpose).
 - ii. The maintenance, care and improvement of the course and the buildings and machinery in it, together with the provision of replacement or additional buildings or machinery as necessary.
 - iii. The employment of a Club Manager and other staff at such remuneration and on such terms as it deems appropriate.
 - iv. The induction and the consequent ongoing appraisal of such staff.
 - v. Policy matters relating to the provision of clubhouse facilities.
 - vi. Policy matters relating to compliance with all relevant legislation, and to the security of the Club and its assets.
 - vii. The nomination of a Trustee should such a vacancy occur.
 - viii. Policy matters relating to the numbers, categories and conditions of membership. Permanent changes in membership categories shall be approved by members at an AGM.
 - ix. Disciplinary matters relating to staff, and disciplinary matters relating to members whose behaviour is complained about by staff, unless the Board decides there is a conflict of interest where the matter may be referred to the Disciplinary Committee.
- b) The Board shall give directions as to the implementation of its policies and decisions to the Club Manager, who shall be responsible for the prompt and proper execution thereof and shall report progress to the Board.

Rule 9. CAPTAINS' COMMITTEE (hereinafter referred to as the Committee)

- a) The Committee shall comprise of the following officers - the Club Captain, the Vice-Captain, the Captain of the Ladies Section, the Vice-Captain of the Ladies Section (or their deputy so nominated by the Ladies Section), the Captain of the Antiquarians' Section (or their deputy so nominated by the Antiquarians Section), the Immediate Past Club Captain, the Chair of the Social Committee and the Chair of the Handicaps and Competitions Committee and an adult representative member from the Junior Section. They shall be current playing members of at least 3 years' standing. All have voting rights. The Club Manager shall attend to support the work of the Committee and shall ensure minutes are kept of any meetings. He shall have a voice but not have a vote.
- b) The officers listed above, but with the exception of the Chair of the Social Committee and the Chair of the Handicaps and Competitions Secretary, shall be elected at the AGM and shall hold office until the next AGM. The election of the Captain and Vice-Captain of the Ladies Section, and the Captain of the Antiquarians' Section shall take place at their respective AGMs.
- c) The offices of Chair of the Social Committee and Chair of the Handicaps and Competitions Committee shall be elected for a three-year term but shall be eligible for re-election. Candidates (including those seeking re-election) should be proposed and seconded in accordance with Rule 12.
- d) In the event of a casual vacancy occurring, or if there are insufficient candidates proposed for election at the AGM, the Committee may co-opt a member or members of the Club (up to the number of vacancies) who shall serve until the next AGM. A co-opted member may attend Committee meetings and shall have a voice but not have a vote.

- e) The Committee shall meet at least 6 times in a year. Five members present, of whom one must be the Club Captain or the Immediate Past Club Captain, shall constitute a quorum.
- f) Procedures: The Club Captain shall be Chairperson of meetings during his year of office. If they are absent, the Vice-Captain shall take the chair. If both are absent, the Committee shall elect a Chairperson from those present. The Chairperson shall have both a deliberative vote, and in the event of a tied decision shall also have a casting vote.
- g) It is highly desirable that the Chair of the Social and the Chair of Handicaps and Competitions Committees form their own sub-committee to support their role.
- h) Minutes of each meeting shall be kept and published as soon as reasonably possible by the Club Manager.

Rule 10. POWERS AND DUTIES OF COMMITTEE

In liaison with the Social and Handicaps and Competitions Committees, and also having regard to any recommendations received from the Board, the Committee shall:

- a) Organise the Club's golfing activities, events and fixtures, and make such local rules as it deems fit.
- b) Fix and adjust the handicaps of members.
- c) Organise the Club's Social activities and events, ensuring that the appropriate Board Director, Club Manager and other involved Club staff are informed of such.
- d) Carry out such duties, and deal with such matters, as shall be referred to it by the Board.

Rule 11. JOINT MEETINGS OF BOARD AND COMMITTEE

In the event of a serious disagreement arising between the Management Board and the Committee the Club Manager may convene a meeting, which shall be attended by two members of each body, for the purpose of resolving such disagreement in the best interests of the Club. At such a joint meeting the Chair shall be taken by the President or by a member with voting rights (not being a member of either body) nominated by the President for the purpose.

Rule 12. ELECTION OF BOARD AND COMMITTEE

The election of all Board Directors and the Chairs of the Social and the Handicaps and Competitions Committees, shall take place as follows:

- a) Elections shall take place at the AGM and terms of office shall be for 3 years for all those elected.
- b) In the event of those so elected resigning from office, the incoming co-opted member serving in their place shall be co-opted until the next AGM. All those completing their terms of office may offer themselves for re-election, following the correct procedures of election.
- c) The nomination of a member to serve as a specific Board Director, or as the Chair of the Social and Handicaps and Competitions Committees, must be made by two members of the Club who shall have previously obtained the agreement of such nominees. The nominations shall be sent in writing to the Club Manager at least fourteen days before the AGM. All nominations shall be posted in the clubhouse, with the names of proposers and seconders, and shall also be included on the AGM agenda to be circulated to the membership.
- d) Should any candidates be involved in a tied ballot for any available vacancy those candidates who are to serve shall be elected by a further ballot from the members present at the AGM.

PART 3: MEMBERSHIP

Rule 13. CATEGORIES OF MEMBERSHIP

Categories of Membership and annual fees shall be the responsibility of the Management Board. They shall have the discretion to amend and update as and when deemed necessary. These will be published, on display and also available through the Club Manager. They will conduct an annual review of membership issues and fees and have the power to increase up to a maximum of 10% per annum.

Life Membership

On the recommendation of the Committee and with the approval of the Board a member of the Club may be elected as a Life Member at any General Meeting of the Club and thereafter shall be entitled to all privileges of Full Membership without paying the annual subscription or any special payment for such Life Membership.

Rule 14. COMPLAINTS PROCEDURE

- a) All complaints must be made in writing to the Club Manager who, if unable to deal with them shall submit them to the Chairperson or appropriate Board Director and, if deemed necessary, will refer to the Disciplinary Committee. In the first instance this will be the Board Directors whose decision shall be final.
- b) In no instance shall any employee of the Club or any contractor of the Club be reprimanded by a member. The matter giving rise to the complaint should be brought to the attention of the Club Manager or, if appropriate, the relevant Board Director who will deal with the matter. A complaint about the Club Manager should be brought to the attention of the Chairperson of the Board. The relevant officer will investigate such allegations and inform his decision to the complainant within a period of 28 days.

Rule 15. DISCIPLINARY PROCEDURES

Disciplinary Committee

- a) The Chairperson and President shall seek nominations for a list of members of at least 6 years continuous playing membership who would be willing to serve on a Disciplinary Committee. If the need for a disciplinary hearing should arise a panel of three shall be drawn from this list by the Chairperson of the Club to hear the case. The Chairperson shall decide upon a chairperson from within the Board who will not have a vote. Every member shall have a vote except the chairperson. The Committee shall follow the Disciplinary Procedures Documentation.
- b) If a member wishes to complain of the conduct of another member, they shall send a letter to the Club Manager signed by themselves and one or more other member who witnessed whatever gave rise to the complaint. (A letter signed by only one member will be dealt with under Rule 14). The Club's Disciplinary Procedures will then be followed. A copy of such Procedures shall be available to Club Members through the Club Manager.

Rule 16. CLUB PROPERTY

- a) Any member expelled according to these Rules shall forfeit all rights in or claims upon the Club, or its property or funds, and a refund of the unexpired portion of their subscriptions shall be considered.
- b) In the event of a member's death or debilitating illness, a refund of subscription shall be considered by the Board. Should such a refund ever be made the member shall forfeit all rights in or claims upon the Club.

Rule 17. VISITORS

- a) Visitors may only play with the member who has introduced them to the Club and must adhere to the following conditions:

- i) Members shall, at all times be responsible, and liable, for their visitor's observation of Rule 4, both on and off the course;
 - ii) Play is not allowed during the hours when the course is in use for a Club Competition;
 - iii) Visitors on Saturdays must be introduced by, (and must play with), a Full Member, or a Six-day Member. On Sundays, visitors must be introduced by (and play with) a Full Member;
 - iv) Midweek visitors must be introduced by, (and play with) a Full, Six-day, Midweek or Life Member.
 - v) Visitors under the age of sixteen must be introduced by (and must play with) a member over the age of eighteen;
 - vi) Prior to play or use of the Club's facilities, such green or day fees, as shall be laid down by the Board from time to time, shall be paid to the Professional or Club Manager, or in their absence, at the bar. The visitor's particulars (including the name of the introducer) shall be entered in a green fee book;
 - vii) No visitor shall be introduced on more than eight occasions in any twelve-month period;
 - viii) Visitors may only remain on Club Premises whilst their introducing member is in attendance;
 - ix) The Management Board shall have discretion temporarily to waive any or all of the foregoing requirements in special circumstances and may delegate the exercise of this discretion to the Club Manager.
- b) Visitors over the age of eighteen may, on the days covered by the green fee paid, purchase intoxicating liquor from the bar. Visitors may also enjoy such other facilities of the Club as the Board/Captain's Committee shall from time to time determine.

Rule 18. LADIES' SECTION

There shall be a Ladies' Section of the Club which shall be administered by a Ladies' Committee. It will be chaired by the Captain of the Ladies Section and shall have its own Guidelines to regulate the election of its Officers and Committee Members. These Guidelines may be in such form as the Ladies' Section shall approve from time to time, provided always that no such Guideline shall conflict with the Club Rules. The Ladies Committee shall, subject to the approval of the Handicaps and Competitions Committee, arrange Ladies' matches and competitions. It shall also be responsible for the holding of any General Meetings of the Ladies' Section and any other matters relating to lady members.

Rule 19. ANTIQUARIANS' SECTION

There shall be an Antiquarian Section, which shall be administered by the members and open to all members who have reached the age of sixty. Its purpose shall be to play social and competitive golf, including matches with similar sections of other clubs, subject to the prior approval of the Handicaps and Competitions Committee. This section may appoint such officers as they consider appropriate for the running of the section.

Part 4- GENERAL MEETINGS

Rule 20. ANNUAL GENERAL MEETING PRELIMINARIES

- a) The AGM of the Club shall be held annually at a date not later than the 30th November.
- b) At least, and no later than 21 days prior to the date members will be notified of the AGM via mail, electronic mail or the website. A notice shall also be posted on the Club notice board displaying the following:
 - i) The date and time of the meeting;
 - ii) A list of Management Board and Committee vacancies to be filled;
 - iii) A form for registering nominations for the various vacancies (Role descriptions can be obtained from the Club Manager or posted or emailed as per the nominee's preference);
 - iv) A provisional agenda for the meeting.
- c) Any member wishing to put forward a resolution or proposal at the meeting shall give fourteen days' notice in writing or by electronic version (including the text of the resolution) to the Club Manager, who shall include particulars in the notice sent out to members and displayed on the notice board at least 7 days prior to the meeting; the notice should identify the member submitting the resolution/proposal.
- d) Nominations for candidates to stand for election to the Management Board or Committee shall be entered on the form displayed on the notice board, not later than 14 days prior to the date of the AGM and given to the Club Manager.
- e) Nominations registered on the form displayed on the notice board must include the signatures of the members proposing and seconding the nomination. The member being nominated must also sign the form to confirm consent to serve, if elected, in the specific position for which they have been nominated.
- f) A list, in alphabetical order, of all candidates standing for election to specific positions on the Board and Committee shall be posted on the Club notice board, not later than 7 days prior to the date of the AGM.
- g) The Agenda for the AGM shall include the following items
 - i) To receive reports from the Chairperson, Board Directors, Club Captain and Captain of the Ladies Section on the relevant activities during their year in office.
 - ii) To receive, and if approved, adopt the accounts for the previous year.
 - iii) To appoint auditors for the forthcoming year.
 - iv) To confirm the Club Vice-Captain in the office of Club Captain for the forthcoming year.
 - v) To elect, or re-elect, Management Board Directors of the Club and Committee Members to fill the positions vacant.

Extra-Ordinary/Special General Meeting

An EGM/SGM may be convened, either by the Management Board or Committee, or following a request submitted in writing and supported by the signatures of at least 12 Members. The Club Manager, in consultation with the Chairperson, shall fix a date for such a meeting and 14 days prior to the date, of the EGM, shall place on the notice board details of the date, time, venue and business to be transacted.

Rule 21. PROCEDURES AT GENERAL MEETINGS

- a) At all General Meetings of the Club, the Club President or, in their absence a Chairperson elected by the members present, shall reside. The chairperson of the meeting shall not vote on any issue unless there is equality of voting, when he shall have a casting vote.
- b) Forty voting members present in person shall constitute a quorum for any General Meeting. In the event of a quorum not being present the meeting shall be adjourned until such time as the Board decide.
- c) The election of both Board and Committee officers, other than those appointed by their various sections, shall be by a secret ballot. Members attending the General Meeting shall

collect a ballot paper from the door steward on entry and his membership checked against a Register of Members. On completion of voting, the tellers, who shall be elected by a show of hands from among those present, shall collect and count the votes, and then report the result to the chairperson of the Meeting.

- d) Members may have a postal vote, if unable to attend a General Meeting but only on grounds of illness, age or holiday. They may apply for such a vote at least 7 days prior to the meeting. Their intention to vote forms part of the quorum required for the meeting.
- e) In the event that there shall be a tied result those present at the meeting should be balloted again. In the event that there still be a tied result, the chairman of the meeting shall have a casting vote.
- f) The Club Manager shall ensure that full and correct Minutes of any General Meetings are kept, which shall be available at every Club meeting.

Rule 22. ACCOUNTS

The Finance Director shall be responsible for the preparation of the Accounts to the 30th June. After audit by the Club auditor, who shall be a Chartered or Certified Accountant or a person qualified by experience and capable of performing as such, but not being a member of the Club, shall be printed and circulated to the members with the notice convening the Annual General Meeting.

Rule 23. ALTERATION OF RULES

- a) No Rule of the Club shall be repealed or altered and no new Rule shall be made, save by a majority of those members voting at a General Meeting in accordance with Rule 21.
- b) Twenty-one days' notice of the intention to propose any new Rule, repeal or alteration shall be given to the Club Manager, who shall send particulars to every member at his registered address, or with that member's consent electronically to their email address, fourteen days before the General Meeting.

PART 5- PLAYING AND COMPETITIONS

Rule 24. RULES

The rules of the game, so far as is applicable, shall be those adopted from time to time by the Royal and Ancient Golf Club of St. Andrews and the Club's Local Rules.

Rule 25. LOCAL RULES

The Handicaps and Competitions Committee shall have the power to make Local Rules, as and when, necessary. The master copy of any such changes shall be retained by the Club Manager and a further copy shall be displayed on the Club notice boards.

Rule 26. COMPETITIONS

The Competitions, of which due notice shall be posted in the clubhouse, shall be held at such times and under such conditions as the Handicaps and Competitions Committee may determine in liaison with the various sections of the Club.

Rule 27. HANDICAPS

The Handicaps and Competitions Committee shall allot a handicap to each member and may alter such handicaps from time to time as appropriate, in accordance with the rules set out in 'Standard Scratch Score and Handicapping Scheme' as published and administered by the appropriate governing body. (CONGU)

PART 6: MISCELLANEOUS

Rule 28. BAR

- a) The hours during which the Bar may be opened for the supply of alcoholic liquors shall be determined by the Board and shall be posted on the Club notice board and Club website and notified to the relevant authorities.
- b) The Board shall have the power to close the Bar for such days, and at such times, as it deems necessary or desirable, and to put into effect any alteration in the Bar opening hours. Any such alteration must first be notified in writing by the Club Manager, where necessary, to the relevant authorities. Licensing laws are to be followed.
- c) Subject to any restrictions which may be imposed from time to time by the Board, the following persons (other than members) shall be entitled to admission to Club premises:
 - i) Visitors under Rule 17;
 - ii) Those attending any function at the Club in whatever capacity;
 - iii) Guests introduced and accompanied by members; the names of both guest and introducer to be entered in the Visitors' Book;
 - iv) Club employees, direct contractors and Club Professionals

Rule 29. CAR PARKS

The clubhouse car park at the rear of the building shall only be used by the President, Management Board Directors, Club Captain, Committee members, Ladies Section Secretary, Staff and others so authorised, from time to time, by the Board or the Club Manager.
The main car park at the rear of the ninth green shall be for the use of members' and visitors' vehicles only.

Rule 30. TRUSTEES

- a) The property of the Club, including leases and freeholdings, shall be vested in a minimum of two and a maximum of four Trustees (being Full, Six-day, Midweek or Life Members of the Club), who shall be appointed by the Management Board.
- b) The property of the Club shall be vested in them to deal with as the Management Board shall from time to time direct by resolution (of which an entry in the Minute Book shall be conclusive evidence).
- c) The Trustees shall be indemnified against loss and expense arising from the proper exercise of their duties out of the Club property, and by the members of the Club both jointly and severally.
- d) The Trustees shall hold office until death or resignation or until removed from office by the Management Board.
- e) Where by reason of such death, resignation or removal, it is necessary that a new Trustee or Trustees be appointed, the Management Board shall nominate the person or persons to be appointed the new Trustee or Trustees.
- f) For the purpose of giving effect to such nomination, the Chairman of the Management Board at that time is hereby nominated as the person to appoint new Trustees of the Club within the meaning of Section 36 of the Trustee Act 1925; and he shall by Deed duly appoint the person so nominated by the Management Board.

Rule 31. LIABILITY DISCLAIMER

The Club accepts no liability for injury to members, to persons using the Club facilities, or to any other persons, or for damage to or loss of their property, except for liability for death or personal injury arising from negligence of any of the Club's officers, employees or Professionals acting in accordance with their respective duties and authority.