

The Chase Golf Club Constitution

(Amended October 2022)

1. Name

- 1.1 The name of the Club shall be the Chase Golf Club, hereafter referred to as 'the Club'.
- 1.2 The Club shall affiliate to Scottish Golf Ltd, and Ayrshire Area Golf Association.

2. Objectives

- 2.1 The Club shall hold the following as its aims and objectives and shall strive to fulfil these aims and objectives at all times:
 - 2.1.1 To generally promote the game of golf for the benefit of members and the local community;
 - 2.1.2 To promote and abide by the Rules of Golf as they are fixed from time to time by The R&A;
 - 2.1.3 To provide access to golf for players of all standards in a friendly and welcoming atmosphere that does not discriminate on the grounds of age, race, religion or belief, sexual orientation or disability;
 - 2.1.4 To arrange competitions and matches for members;
 - 2.1.5 The Club shall endeavour to encourage maximum playing participation from the membership by designating Wednesday, Friday, Saturday and Sunday as playing days for Competition golf. The Captain's Prize, Inter Club matches and Outings will remain unaffected by this provision.

3. Membership

- 3.1 The membership of the Club shall consist of members, aged 18 years and over, up to a maximum of 70 full members, in the following categories:
 - 3.1.1 Full Members
 - 3.1.2 Honorary members
 - 3.1.3 Country members (definition: a member whose residence is 50 miles or greater, from the Club's registered address of Ayr)
 - 3.1.4 All members shall pay an annual subscription to join the Club; the membership fee for each category of membership shall be decided by the Club at the Annual General Meeting.
- 3.2 All members joining the Club shall be deemed to accept the terms of this Constitution and any Standing Orders from time to time adopted by the Club, in particular including the requirement to conduct themselves in accordance with any conduct rules, equity policy and disciplinary procedures.
- 3.3 Disciplinary Procedures shall deal with hearings in respect of:
 - 3.3.1 breaches of Club rules, Bye Laws and Code of Conduct
 - 3.3.2 any complaint about any member
 - 3.3.3 complaints regarding any person competing officially in any Club competition
 - 3.3.4 The procedures apply to all members of the Club
 - 3.3.5 Disciplinary action may be informal or formal, which may involve discussing the problem with the member and/or the complainer through the Club Secretary/Captain with a view to resolving the issue or more Formal in accordance with our Full Disciplinary Procedures. (see separate policy document)
- 3.4 The Club shall include within its Constitution the process for any person seeking membership of the Club. This process shall reflect that membership is open to members aged 18 and over and no application shall be refused on grounds of age, race, religion or belief, sexual

- orientation or disability. The Constitution shall describe any grounds for refusing membership and any appeal process that will apply to refusal or removal of membership.
- 3.5 Any person who wishes to apply for full membership must complete an application form signed by a proposer and seconder who should be known to them. The proposer and seconder must be full members with at least one full year's membership and no member may sign more than three applications in any one calendar year. Candidates may be asked to an interview with the Committee or any official designated by the Club for this purpose. Prospective members may be asked to show commitment to the Club by submitting 3 cards over a fixed period of time to be determined by the Committee. This requirement may be waived by the Committee depending on the merits of each individual application. Election shall rest with the majority of the Committee and shall be by ballot. On election a candidate shall be notified in writing by the Secretary and shall be provided with a copy of the Constitution of the Club. Only on payment of the subscription shall such candidates be admitted as a member and as such entitled to the privileges of the Club.
- 3.6 It is the responsibility of the proposer of any candidate to ensure receipt of any application by the Secretary.
- 3.7 Any candidate who is refused entry to the Club can appeal, in writing, to the Secretary within 14 days of receiving the decision. This appeal will be heard in person by the General committee at a meeting convened for this purpose.
- 3.8 Annual subscriptions shall be due on 1st November and must be paid by 30th November. Subscriptions not paid by 30th November will result in the membership ceasing.
- 3.9 The Club shall provide notice of subscriptions due.
- 3.10 Any member admitted during the subscription year shall be charged such proportion as the Committee may decide.
- 3.11 The Secretary, Treasurer and Handicap Secretary are exempt from paying an annual subscription (unless they choose otherwise) for the year in office.

4 Management of The Club

- 4.1 There shall be a General Committee responsible for the overall management of the Club consisting of 9 full members.
- 4.2 All committee members must be members of the Club.
- 4.3 No committee member shall hold more than one post at the same time, unless approved by the Members annually at an AGM, or co-opted by the Committee between AGM's.
- 4.4 Officers shall be in post for 1 year and then eligible for re-election
- 4.5 Five shall constitute a quorum.
- 4.6 Any person considered for the role of Captain of the Club should have been a full member for at least two years and a candidate's suitability must be assessed using the guidelines produced for this role (see Club Website - library section for details)

5 Composition and Responsibilities of General Committee

- a. The General Committee shall consist of the following:
- i. Captain
 - ii. Vice Captain
 - iii. Treasurer (office bearer)
 - iv. Secretary (office bearer)
 - v. Handicap Secretary (office bearer)
 - vi. The posts of Secretary and Treasurer can be held by one person and persons elected to such offices shall be elected on an annual basis at AGM's and serve until the next AGM, and shall then be eligible for re-election as Office bearer(s)
 - vii. Up to 5 ordinary members
- b. The Captain shall be elected at the Club AGM to serve for two years and will not be eligible for re-election for at least one year. Prior precedent may allow a sitting

Captain to serve a third year in exceptional circumstances e.g. where an incoming Captain withdraws from the Captaincy (prior to an AGM) but only with the approval of the members at an AGM.

- c. The Vice Captain shall be nominated by the incoming Captain and shall automatically become Captain unless the support of the outgoing Captain is withdrawn; in which case an appointment can be made at the AGM or by Committee if before the AGM.
- d. Treasurer, Secretary and Handicap Secretary will be elected at the Club AGM annually with no time limit on length of service in office.
- e. All ordinary members of the Committee will be elected at the Club AGM to serve for three years. Such members of the Committee shall be eligible to stand for re-election for a second term of three years after which time shall not be eligible for re-election for at least a year.
- f. The General Committee shall
 - i be responsible for the standing orders of the Club
 - ii be responsible for ensuring the Club, its office-bearers and employees have in place adequate and relevant insurance cover at all times.
 - iii set annual subscriptions.
- g. The General Committee will not have power to purchase, sell, or lease heritable property without specific authority of members at an Annual General Meeting
- h. The members of the General Committee shall also be trustees of the Club and shall hold any property of the Club in their name and shall be entitled to be sued or sue as trustees of the Club. They shall be indemnified by the Club where acting in good faith in their capacity as trustees of the Club.

6 Extraordinary General Meetings:

- a. An Extraordinary general meeting may be called by the General Committee or by five members of the Club. This must be submitted to the Secretary in writing.
- b. At least 28 calendar days' notice of an Extraordinary general meeting must be given to the full Club membership.
- c. All members of the Club may vote at an Extraordinary General Meeting. Quorum of any General Meeting shall be one third of the Club members.
- d. Any decisions shall be reached by a simple majority of the voting members present.

7 The Annual General Meeting

- a. The AGM shall be held once per calendar year, in October, and shall have as its main business:
 - i. The presentation of the Reports of the Office bearers for the past year i.e. Captain, Secretary, and Treasurer.
 - ii. The election of any office-bearers and/or Ordinary Committee members
 - iii. Approval of the minutes of the last AGM and any other Extraordinary General Meetings held during that year
 - iv. Approval of the audited accounts for the last financial year and appoint any auditors
 - v. Consider and approve any changes to the Constitution
 - vi. Deal with any other relevant business.
- b. The quorum for any AGM shall be 25% of Club members.
- c. Voting on any matters shall be by simple majority of Club members present and voting.
- d. Nominations for office-bearers and ordinary Committee members must be made in writing at least 14 calendar days in advance of the AGM
 - i. Each nomination shall require one proposer and seconder who shall be a member of the Club.

- ii. Elections shall be conducted on a simple majority of Club members present and voting.
- iii. In the event of there being no nomination for a post within the stipulated time then nominations may be accepted at the AGM.
- iv. In the event that no person is voted in to a post or in the event of resignation or retiral from a position, the Committee can co opt a willing member to undertake the duties until such time as the post is filled. Elections to fill such a vacant post should take place at the Annual General Meeting.

8 Finance

- a. The financial year shall run from 1st October to 30th September.
- b. The Treasurer shall be responsible for securing the preparation of Annual Accounts of the Club and laying these before the AGM.
- c. The accounts shall be certified by the Club's independent Auditors as approved at the AGM.
- d. All cheques drawn against the Club's funds shall be signed by the Treasurer or any other nominated office-bearer (normally the Secretary).
- e. All members of the Club shall be jointly and severally liable for the financial liabilities of the Club.
- f. The club accounts should hold a minimum balance of £500 to allow for emergency purchase of essential items to maintain the running of the club such as IT equipment or licenses and Trophies. In the event the purchase of essential items takes the balance below the £500 mark, a decision should be taken by the Committee on how to bring funds above the minimum level.

9 Dissolution or Winding Up of the Club

- a. Any decision to dissolve the Club must be taken at a meeting specifically called for this purpose and resolution to dissolve must have a majority of two thirds of the members voting. The Club is non-profit making and all profits and surpluses will be used to maintain and or improve the Club facilities or to carry out the objectives of the Club.
- b. If upon winding up or dissolution of the Club there remains after the satisfaction of all debts and liabilities any property or funds whatsoever this shall be split among current members.

10 The Constitution.

A The Constitution shall only be altered by consent of a simple majority of members present at a General Meeting.

B The Constitution and Standing orders in force from time to time shall be binding on the Club office-bearers and members.

C This Constitution must be reviewed and amended as circumstances require but at least every 2 years ongoing.

This constitution has been approved in accordance with 10.1 above, and accepted as the constitution for the Chase Golf Club,

signed, Secretary

Captain