

# **The Chase Golf Club Constitution**

**(amended October 2024)**

## **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 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 provide access to golf for players of all standards in a friendly, inclusive and welcoming atmosphere that does not discriminate on the grounds of gender, age, race, religion or belief, sexual orientation or disability.
  - 2.1.2 To ensure correct safeguarding procedures are in place, where applicable, to ensure a safe and secure environment for the playing and enjoyment of the game.
  - 2.1.3 To fulfil the general objectives of a golf club and sports club and by undertaking such activities as may be reasonably necessary and/or incidental to such objectives.
  - 2.1.4 To generally promote the game of golf for the benefit of members and the local community.
  - 2.1.5 To promote and abide by the Rules of Golf as they are fixed from time to time by The R&A.
  - 2.1.6 To arrange competitions and matches for members.
  - 2.1.7 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 Membership of the Golf Club shall be open to anyone who is interested in promoting or participating in golf. All members have a shared responsibility to oppose discrimination and promote equality of opportunity. The Club will treat seriously any discriminatory, threatening or abusive behaviour in accordance with its Disciplinary procedures. Membership is open to all persons and no application shall be refused on grounds of gender, gender reassignment, age, race, religion or belief, sexual orientation, marriage and civil partnership, pregnancy and maternity or disability. The membership shall consist of the following classes of membership:
  - 3.1.1 Full Members up to a maximum of 70 (reviewed annually).
  - 3.1.2 Honorary members (definition: as conveyed by the Golf Club but with no free playing rights on South Ayrshire Council golf courses).
  - 3.1.3 Country members (definition: a member whose residence is 50 miles or greater, from the Club’s registered address of Ayr, but with no free playing rights on South Ayrshire Council golf courses).
  - 3.1.4 Life Members (definition: as honoured by the Golf Club but with no free playing rights on South Ayrshire Council golf courses).
  - 3.1.5 All members/participants must be in possession of a valid green fee ticket when participating in any Chase Golf Club event (season ticket, flexi membership, green fee).
- 3.2 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.

- 3.3 All members joining the Club shall be deemed to accept the terms of this Constitution and any byelaws 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. The Club's General Committee is responsible for implementing the Club's Disciplinary procedures and the Club has the power to discipline and regulate members through methods of warning, suspension or expulsion. Following a complaint submitted in the appropriate manner, the Committee may choose to suspend a member while the initial investigation is undertaken and pending any subsequent hearing.
- 3.4 All membership categories shall have the right to vote on any motion.
- 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. It is the responsibility of the proposer of any candidate to ensure receipt of any application by the Secretary. 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.
- 3.6 The annual subscription for membership shall be displayed on the Club noticeboard and distributed by electronic means, including being published on the Club website following the Annual General Meeting.
- 3.7 Annual subscriptions shall be due on 1st November and must be paid by 30th November. In the event that any member's annual subscription has not been paid by 7th December then membership shall be automatically terminated. Termination shall be intimated to the member by the Secretary by electronic means. No member shall be entitled to enter any competition prior to payment of the annual subscription or instalment of any monies due to the Club.
- 3.8 The Subscription fee shall be proposed by the General Committee for approval by the members at the Annual General Meeting of the Club.
- 3.10 Any member admitted during the subscription year shall be charged such proportion of the subscription, 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.
- 3.12 If the conduct of any member, either in or out of the clubhouse, on the course or elsewhere, is such that it appears to the General Committee to impair the character or good standing of the club, or if any member wilfully disobeys any order of the general committee communicated to such member, or is in breach of any rule or bye-law of the Club, the general committee shall make a formal complaint to the Disciplinary and Conduct committee who shall consider the complaint in terms of the Disciplinary procedure of the Club.

#### **4 Management of The Club**

- 4.1 There shall be a General Committee responsible for the overall management of the Club and shall have the power to make bylaws and do anything which is calculated to further its purposes or conducive or incidental to doing so. The General Committee will be elected by members at the AGM in accordance with rotational requirements.

- 4.2 The General Committee shall hold meetings on the first Monday of each month, a quorum of five shall be required for any meeting to take place and voting on any motion submitted to such meeting.
- 4.3 The following sub-committee of the Club will be constituted as and when required:  
Disciplinary and Conduct (in accordance with the Disciplinary Procedures)
- 4.4 All committee members must be full members of the Club.
- 4.5 Officers shall be in post for 1 year and then eligible for re-election.
- 4.6 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.
- 4.7 The remit for any sub-Committee shall be set by the General Committee.
- 4.8 Each sub-Committee shall have a chair who will be a member of and report to the General Committee and shall agree its own rules of operation subject to the terms of this Constitution.

## **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
- 5.2 The general committee should include a minimum of 25% of either gender where practicable.
- 5.3 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. 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)
- 5.4 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.
- 5.5 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.
- 5.6 Treasurer, Secretary and Handicap Secretary will be elected at the Club AGM annually with no time limit on length of service in office.
- 5.7 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.
- 5.8 The General Committee shall
  - 5.8.1 Establish club policies and oversee the administration of those policies.
  - 5.8.2 Oversee the fiscal management of the club including setting membership categories, proposing annual subscriptions and the level of audit required.
  - 5.8.3 be responsible for the creation and enforcement of bylaws of the Club.
  - 5.8.4 be responsible for ensuring the Club, its office-bearers and employees have in place adequate and relevant insurance cover at all times.
  - 5.8.5 Approve membership applications and welcome new members.
  - 5.8.6 Review and approve recommendations made by the Club's appointed sub-committees.

- 5.9 The General Committee will not have power to purchase, sell, or lease heritable property without specific authority of members at an Annual General Meeting.
- 5.10 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.
- 5.11 Election to any position on the general committee cannot be limited by or discriminated on the grounds of gender, gender assignment, age, race, religion or belief, sexual orientation, marriage or civil partnership, pregnancy or maternity or disability.

## **6 General Meetings:**

- 6.1 A 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, setting out the rationale and basis for the general meeting being called.
- 6.2 No business shall be transacted at the general meeting, other than that of which notice has been given in the motion calling that special general meeting.
- 6.3 At least 28 calendar days' notice of an Extraordinary general meeting must be given to the full Club membership by written or electronic means.
- 6.4 All members of the Club may vote at a General Meeting.
- 6.5 Quorum of any General Meeting shall be 25% of the Club members.
- 6.6 Any decisions shall be reached by a simple majority of the voting members present.

## **6 The Annual General Meeting**

- 7.1 The AGM shall be held once per calendar year, in October, and shall have as its main business:
- 7.1.1 The presentation of the Reports of the Office bearers for the past year i.e. Captain, Secretary, and Treasurer.
  - 7.1.2 The election of any office-bearers and/or Ordinary Committee members.
  - 7.1.3 Approval of the minutes of the last AGM and any other General Meetings held during that year.
  - 7.1.4 Approval of the audited accounts for the last financial year and appoint any auditors.
  - 7.1.5 Consider and approve any changes to the Constitution.
  - 7.1.6 Deal with any other relevant business.
- 7.2 An agenda giving notice of the AGM must be circulated along with a copy of the audited accounts, details of candidates for office bearer posts, at least 14 calendar days in advance.
- 7.3 The quorum for any AGM shall be 25% of Club members.
- 7.4 Voting on any matters shall be by simple majority of Club members present and voting.
- 7.4.1 Nominations for office-bearers and ordinary Committee members must be made in writing at least 14 calendar days in advance of the AGM.
  - 7.4.2 Office bearers of the club must be full members of the Club.
  - 7.4.3 Each nomination shall require one proposer who shall be a full member of the Club.
  - 7.4.4 Elections shall be conducted on a simple majority of Club members present and voting.
  - 7.4.5 In the event of there being no nomination for a post within the stipulated time then nominations may be accepted at the AGM.
  - 7.4.6 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 a general meeting or the Annual General Meeting.

## **8 Finance**

- 8.1 The financial year shall run from 1<sup>st</sup> October to 30<sup>th</sup> September.

- 8.2 The Treasurer shall be responsible for securing the preparation of Annual Accounts of the Club and laying these before the AGM.
- 8.3 The accounts shall be certified by the Club's independent Auditors as approved at the AGM.
- 8.4 All cheques drawn against the Club's funds shall be signed by the Treasurer or any other nominated office-bearer (normally the Secretary).
- 8.5 All members of the Club shall be jointly and severally liable for the financial liabilities of the Club.
- 8.6 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**

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.

- 9.1 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.
- 9.2 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.**

- 10.1 The Constitution shall only be altered by consent of a simple majority of members present at a general meeting or AGM.
- 10.2 The Constitution and bylaws in force from time to time shall be binding on the Club office-bearers and members.
- 10.3 This constitution must be reviewed and amended as circumstances require but at least every 2 years ongoing as a minimum requirement.

## **11. Complaints**

All complaints must be made in writing to the Secretary and signed by the person(s) complaining and none shall be attended to unless this rule is complied with. The Secretary shall submit all such complaints to the general committee who shall take the matter into their consideration and they shall have the power to give such deliverance or order thereon as they consider necessary.

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

signed,      Secretary

Captain