



# BUSH HILL PARK GOLF CLUB

## RULES

As adopted by the membership at the AGM on 26 September 2015

### DEFINITIONS

authorised function	A function arranged for the use of the club premises with the approval of the management committee in accordance with the contractual conditions prescribed and agreed with the hiring party.
country member	A club member residing more than 50 miles from the club entitled to play six times per year without payment of green fees paying such subscription and under such conditions as determined by the management committee and detailed in rule 12(f).
five day member	A club member aged over 18 at the date of the club financial year end, who has paid the entrance fees and subscriptions in accordance with rule 25 whose playing rights are restricted in accordance with rule 12(b).
full member	A club member aged 18 and over at the date of the club financial year end who has paid the entrance fees and subscriptions in accordance with rule 25 whose playing rights are unrestricted in accordance with rule 12(a).
junior member	A club member under 18 years of age at the date of the club financial year end with playing and membership rights paying the subscription and under the conditions as determined by the management committee and detailed in rule 12(e).
member	Any person who has been elected as a member of the club and has paid the entrance fees and subscriptions as determined by rule 25.
playing member	A club member who is not in arrears with any subscription or other payment due, who has playing rights, but excluding Junior members and Country members.
six day member	A club member aged over 18 at the date of the club financial year end, who has paid the entrance fees and subscriptions in accordance with rule 25 whose playing rights are restricted in accordance with rule 12(c).
social member	A club member who has no playing rights, paying the subscription and under the conditions as determined by the management committee and detailed in rule 12 (d).
statement of policy	The club's statement of policy as annexed.
voting member	A full member, five day member, six day member or other category of playing member aged 18 or over as at the date of the club financial year end, provided they have been a member for at least one year prior to that general meeting and their subscription is not in arrears.

For the avoidance of doubt, where the context allows:

- (i) All references to members of any category shall be construed so as to be inclusive of both genders.
- (ii) The singular includes the plural and vice versa.

## **RULES OF THE CLUB**

### **1. NAME**

The name of the club shall be "Bush Hill Park Golf Club" (the club) and it shall be affiliated to "England Golf"

### **2. FINANCIAL YEAR**

The club's financial year shall run from 1st April until 31st March.

### **3. TRUSTEES**

- (a) There shall be three trustees of the club who shall be the captain, the chairman of the management committee and the treasurer, who shall hold office as trustee until they cease to be the captain, the chairman of the management committee or the treasurer.
- (b) All the property of the club including land and investments (if any), and particularly bank accounts in the name of the club itself, shall be held by the trustees for the time being, in their own names so far as necessary or practicable, for the use and benefit of the club. When a new trustee is appointed the management committee shall take all lawful and practicable steps to procure the vesting of all club property into the names of the trustees for the time being immediately after such appointment.
- (c) All contracts by and on behalf of the club shall be entered into by the trustees of the club and the benefit and burden of all contracts shall be vested in and borne by the trustees on behalf of the club. The trustees shall in all respects act in accordance with the directions of the management committee, and shall have powers to sell, lease, mortgage or pledge any property of the club for the purpose of raising or borrowing money for the benefit of the club, which shall provide a full indemnity to said trustees in respect of all and any consequential liabilities.

### **4. MANAGEMENT OF THE CLUB**

Subject to the provisions contained in these rules and subject to such powers as are vested in the captain's committee and the trustees, the management and control of funds, finances and affairs of the club, the course and those premises thereon all as defined in, and in accordance with the terms of the lease between Bush Hill Park Golf Club Limited and the club dated the 1st July 2011 and any extension thereof, shall be vested in the management committee though neither the club nor the management committee shall be precluded by virtue of the said lease from independent activities not associated with the course and premises so defined (subject to the terms of the said lease at all times being complied with).

### **5. RESPONSIBILITIES OF THE CLUB AND CLUB MEMBERS**

- (a) The members of the club shall be collectively responsible for the proper conduct of the affairs and liabilities of the club, for liabilities properly incurred on the club's behalf by the trustees and for the management of the club by the management committee.
- (b) Every member binds themselves to abide by these rules, club policies as agreed by the Management Committee, and annexed statement of policy, rights and privileges of membership, by-laws and etiquette of the club and also by any modification thereof in conformity with such rules.

### **6. MANAGEMENT COMMITTEE**

- (a) The management committee shall consist of an elected chairman, an elected treasurer (whose duties shall be generally to oversee all matters of finance affecting the club), and four other elected full members (whose duties shall be generally to oversee matters relating to the course 'Greens'; the external and internal upkeep of buildings 'Fabric'; procurement of new members 'Membership'; Health & Safety and Human Resources 'H&S/HR'). Additional committee members will be a member of the captain's committee nominated by the captain (who may nominate himself and who shall have the power to remove any such nominee and to nominate another member of the captain's committee), a nominee of the ladies' committee, who shall be non-voting, and a non-voting nominee of the board of Bush Hill Park Golf Club Limited. A vice-chairman of Management will be selected annually from the elected committee members.
- (b) Without prejudice to the generality of the foregoing the management committee shall have the following specific powers:-
  - i. to engage and dismiss club staff and the club professional.
  - ii. to impose restrictions as to times and days on which golf may be played and other conditions for the playing of golf, such restrictions and conditions to be applied reasonably and within the law in such manner as the management committee may decide (but such powers not to extend to the arrangement of competitions and matches).
  - iii. the election of new members, with the power to elect or refuse admission as a member.
  - iv. all such executive and administrative powers as may be necessary for the proper carrying out of the responsibilities of the club and are not by these rules expressed to be done by the captain's committee or by the club in general meeting including the right to co-opt members as non-voting members of the management committee, where specific skills are required and the co-opted members have those specific skills.

- v. to appoint a manager or club director, (if required) who, under the direction of the management committee, shall have the responsibility for the day-to-day management of the club including supervision and control of staff and for all operations in accordance with the policies of the club. They shall attend Management and Captain's committee meetings and ensure that a minute of the proceedings of the meeting is taken and published.

## **7. CAPTAIN'S COMMITTEE**

- (a) The captain's committee shall consist of the president, captain, vice captain, immediate past captain (who shall be non-voting), the captain of the ladies' section and two full members (whose duties shall be generally to oversee all matters relating to social events for club members, golf competitions and CONGU handicaps). The treasurer shall be ex officio non-voting member of the captain's committee and shall automatically cease to be a member of the captain's committee if he ceases to be a member of the management committee.
- (b) The captain's committee shall be only responsible for:-
  - i. the arrangement of golf competitions and matches and of the club social functions (subject to the powers of the management committee).
  - ii. the handicapping of members and junior members.
  - iii. the conduct of members in the clubhouse or its surrounds and on the course. iv. such other responsibilities as may be delegated to them by the management committee and as may be agreed by the captain's committee.

## **8. PROCEEDINGS OF THE CAPTAIN'S COMMITTEE AND THE MANAGEMENT COMMITTEE**

- (a) The management committee shall regularly meet (at least nine times per annum) for the despatch of its business and may regulate its meetings as it thinks fit. The chairman of the management committee, (or in the event of absence the members of the management committee present may elect an acting chairman for the purposes of that meeting), shall have a second or casting vote.
- (b) The captain's committee shall regularly meet (at least six times per annum) for the despatch of its business and may regulate its meetings as it thinks fit. The captain who shall act as chairman, (or in the event of absence the members of the captain's committee present may elect an acting chairman for the purposes of that meeting), shall have a second or casting vote.
- (c) In each case five members shall be a quorum of which four shall be members entitled to vote on the committee in question.

## **9. ELECTION OF OFFICERS**

- (a) The officers of the club must be full members and shall consist of the president, the captain, the vice captain, the chairman of management, the non-elected vice-chairman of management and the treasurer.
- (b) The president, the captain, the vice-captain, the chairman of management and the treasurer shall be proposed and seconded and elected at the annual general meeting and shall hold office until the next annual general meeting.
- (c) The vice-chairman of management shall be selected annually by and from within the elected members of the management committee (as soon as possible after the annual general meeting) and shall hold office until the next annual general meeting although they may be selected again for a further year.
- (d) Any full member who shall have completed five consecutive years' full membership of the club at the date of the AGM when they are to be elected as captain shall be eligible to be nominated for the office of president, captain, chairman of management, vice chairman of management and treasurer.
- (e) In the case of the vice-captain, four years' full membership shall be required before nomination at the date of the AGM when they are to be elected as vice-captain.
- (f) Nominations for president, captain and vice-captain shall, in the first instance, be proposed by the retiring, captain and vice-captain and be ratified by the captain's committee by the last day of August each year. Such nominations shall be posted on the club notice board at least thirty five days before the annual general meeting.
- (g) Nominations for chairman of management and treasurer shall, in the first instance, be proposed by members of the management committee by the last day of August each year. Such nominations shall be posted on the club notice board at least thirty five days before the annual general meeting.
- (h) Four voting members of the club, having been members for the five previous years, shall be entitled to propose a member to serve as an officer, provided the aforementioned conditions are satisfied.

## **10. ELECTION OF THE MANAGEMENT COMMITTEE AND THE CAPTAIN'S COMMITTEE**

The election of members of the management committee (other than the nominee of the captain and the captain of the ladies' section) and the election of members of the captain's committee (other than the treasurer and the captain of the ladies' section), shall take place at the annual general meeting in the following manner:-

- (a) Thirty five days' notice of the forthcoming election shall be given on the notice board in the clubhouse. Such notice shall state the number of vacancies and any nominees of the management committee and the captain's committee. In addition to any such nominees, any four full members of the club shall be at liberty to nominate a full member or

members to serve on the captain's committee or the management committee, having previously received their consent. The name of each member so nominated shall be sent in writing to the club office, twenty one days at least before the annual general meeting, together with names of the proposer and seconders and a list of the names so received and of the proposer and seconders shall be affixed in alphabetical order to the notice board of the club fourteen days before the annual general meeting.

- (b) The names of all the candidates together, in each case with the names of their proposer and three seconders, shall be circulated with the notice of the annual general meeting. In the event of there being more candidates than vacancies, balloting lists shall be provided at the annual general meeting containing the names of the candidates only and from these lists each member present and with voting rights shall select names in number sufficient to fill the vacancies. In case there shall not be sufficient number of candidates nominated, the management committee or the captain's committee (as the case may be) may (and in the case of the Treasurer shall) fill up the remaining vacancies. If two or more candidates obtain an equal number of votes the captain's committee or the management committee, as appropriate, shall select by ballot from such candidates the number required to complete the captain's committee or
- (c) Of the members of the management committee the two members who have been longest in office since election or reelection shall retire every year at the annual general meeting but shall be eligible for re-election and in the case of persons who have been in office for the same length of time the order of retirement shall be determined by lot, provided that, if at the date of the election there shall be one vacancy on the management committee owing to the death or retirement or otherwise of a member, then only one member shall retire under this provision and if there shall be two or more vacancies then no member shall retire. No member of the management committee other than the treasurer shall serve for more than six years ( the Consecutive Period ) on the management committee by way of election reelection or nomination. For the avoidance of doubt in calculating the Consecutive Period the retirement of a member of the management committee either at an agm or an egm and their reelection or their nomination onto the management committee within one year of retirement shall not break the continuity of the member on the management committee in calculating the Consecutive Period.No member of the management committee having served for the Consecutive Period shall serve on the management committee for a period of at least one year from the date the Consecutive Period expired
- (d) Of the members of the captain's committee the member who have been longest in office since election or reelection shall retire every year at the annual general meeting but shall be eligible for re-election and in the case of persons who have been in office for the same length of time the order of retirement shall be determined by lot, provided that, if at the date of the election there shall be one vacancy on the management committee owing to the death or retirement or otherwise of a member, then only one member shall retire under this provision and if there shall be two or more vacancies then no member shall retire. No member of the captain's committee other than the treasurer shall serve for more than six years ( the Consecutive Period ) on the captain's committee by way of election reelection or nomination. For the avoidance of doubt in calculating the Consecutive Period the retirement of a member of the captain's committee either at an agm or an egm and their reelection or their nomination onto the captain's committee within one year of retirement shall not break the continuity of the member on the captain's committee in calculating the Consecutive Period.No member of the captain's committee having served for the Consecutive Period shall serve on the captain's committee for a period of at least one year from the date the Consecutive Period expired
- (e) The nominee of the captain on the management committee shall retire at the end of the captain's year of office but shall be eligible to be nominated again by the incoming captain.

## **11. CASUAL VACANCIES**

- (a) Any casual vacancy occurring in the management committee during any one year may be filled by the management committee and any person so chosen shall retire at the next following annual general meeting (in addition to those retiring under rule 10c) but shall be eligible for re-election.
- (b) Any casual vacancy occurring in the captain's committee during any one year may be filled by the captain's committee and any person so chosen shall retire at the following annual general meeting (in addition to those retiring under rule 10d) but shall be eligible for re-election.
- (c) In the event of the death or retirement of any of the officers during their year of office, the captain's committee in consultation with the management committee shall appoint a replacement.

## **12. CATEGORIES AND PRIVILEGES OF MEMBERSHIP**

- (a) Full members are entitled to use the clubhouse whenever it is open and to play golf on any day that the course is open subject to any restrictions of starting times and other conditions as determined by the management committee.
- (b) Five day members are entitled to use the clubhouse whenever it is open and to play golf on weekdays from Monday to Friday inclusive. when the course is open subject to any restrictions of starting times and other conditions as determined by the management committee.
- (c) Six day members are entitled to use the clubhouse whenever it is open and to play golf except on Saturdays when the course is open subject to any restrictions of starting times and other conditions as determined by the management committee.
- (d) Social members are entitled to use the clubhouse whenever it is open. They are not allowed to play golf except as guests on payment of the appropriate green fees although this can only be up to as many times each calendar year as agreed by the management committee from time to time.

- (e) Junior members are entitled to use the clubhouse whenever it is open, and play golf on weekdays from Monday to Friday. They may play golf on Saturdays, Sundays and Public Holidays subject to restricted times and other conditions as are determined by the management committee.
- (f) Country members are entitled to use the clubhouse on any day that it is open. They are allowed to play golf as a full member but limited to six times each club financial year, thereafter they may not play except as guests on payment of the appropriate green fees although this can only be up to as many times each calendar year as agreed by the management committee from time to time.

### **13. LIFE MEMBERSHIP**

The captain's committee in consultation with the management committee shall be empowered to elect life members of the club in recognition of exceptional and meritorious service by a full member of long standing, who shall enjoy all the rights of a full member without paying the annual subscription.

### **14. HONORARY MEMBERS**

In recognition of exceptional services to the club, the captain's committee in consultation with the management committee shall be empowered to elect non-members to honorary membership of the club with such restricted rights other than playing rights as they shall prescribe.

### **15. IN-HOUSE MEMBERS**

The management committee may nominate senior club staff for election as playing members with such restricted rights as are from time to time prescribed in writing. The election of such nominees to be conducted in accordance with rule 26 and those so elected will pay a subscription as decided by the management committee and their membership will terminate on their no longer being employed by the club.

### **16. SOCIETIES AND OTHER ORGANISED GROUPS**

Societies and other groups (including non-members) wishing to use the club must apply to the club **director** or the club office. If it is agreed (by the management committee or its representative) that they may use the facilities for authorised functions on the club premises then non-members shall be deemed to be temporary members for the duration of such authorised functions. These temporary members shall be entitled to use the course, the clubhouse and its amenities as directed and on payment of the charges stipulated by the management committee.

### **17. VISITING CLUBS**

Members of visiting teams and their supporters shall be guests of the members of the club's team for the day and may use the course and clubhouse and its amenities on the day of their visit.

### **18. CASUAL VISITORS (PLAYING)**

Casual visitors wishing to play golf must be able to play golf to the maximum permitted handicap and observe golf etiquette. On payment of the appropriate green fees they shall be admitted as guests provided the visitor has not been previously asked to resign or been expelled as a club member or been refused membership of the club in any category, the green fees book is completed on arrival at the course, and they comply with the club rules, statement of policy and by-laws. The management committee may from time to time apply a limit as to how many times casual visitors may pay a green fee each club financial year.

### **19. MEMBERS' GUESTS (NON-PLAYING)**

Members may invite guests to use the clubhouse, provided that the guest has not been previously asked to resign or been expelled as a club member or been refused membership of the club in any category and the member must accompany their guest and be responsible for ensuring they adhere to the club rules, statement of policy, golf etiquette and by-laws.

**20. MEMBERS' GUESTS (PLAYING)** Playing members may invite guests to play, within times stipulated by the management committee and provided that the guest has not been previously asked to resign or been expelled as a club member or been refused membership of the club in any category. The member shall personally complete the green fees book and pay the appropriate charges and the member must accompany and play with their guest(s) and be responsible for ensuring they adhere to the club rules, statement of policy, golf etiquette and by-laws. The management committee may from time to time apply a limit as to how many times a member's guest may pay a green fee each club financial year.

### **21. GUESTS**

Guests will at all times be required to adhere to all club rules, by-laws and etiquette and will be required to leave the club premises immediately if they breach any of these club rules and by-laws or become offensive, vexatious or obnoxious to club members or staff. Subject to the restrictions detailed in rules 16, 17, 18, 19 and 20 those persons identified as guests in rules 16, 17, 18, 19 and 20 shall be entitled to be supplied with and/or sold alcohol for consumption on the premises.

## **22. MEMBERSHIP CHANGES**

- (a) The management committee shall be empowered to create new categories of membership or discontinue existing ones as may from time to time be considered necessary.
- (b) All members are entitled to use the club and bar facilities within the restrictions imposed by the licensing laws for the time being in force.

## **23. THE LADIES' SECTION**

- (a) The ladies' section of the club is affiliated to England Golf and shall play under the regulations of that body. They shall be at liberty to appoint their own captain, vice-captain and committee and to control their own competitions but no expenditure shall be made by them or debt incurred on behalf of the club without the previous sanction of the management committee. They may arrange occasional fundraising functions and retain the profits from these functions within their own section.
- (b) The rules and/or by-laws of the ladies' section and any changes thereto must be approved and ratified by the management committee.
- (c) Should there be any variation between the rules and/or by-laws of the ladies' section and those of the club then in such case the rules and/or by-laws of the club shall prevail.

## **24. ELECTION OF MEMBERS**

- (a) A candidate for membership shall be given an application form to complete which, where possible, shall be supported by two full members of the club who shall have been members for at least 12 months.
- (b) The completed application form shall be posted in the clubhouse and at least fourteen days shall then elapse before the candidate shall be called to attend an interview before a selection committee made up of members of the captain's, ladies' or management committees.
- (c) If any objection(s) to the candidate is received, the selection committee may, at its discretion, enquire into the reasons for the objection and take full account of all the relevant facts in arriving at a decision to admit or exclude the candidate for membership.
- (d) The management committee will decide on the maximum number of members permitted in each membership category. Should membership be full, candidates shall be placed on a waiting list and called for interview at the discretion of the selection committee.
- (e) A member shall only be permitted to propose and/or second three candidates in any one year. The management committee shall have discretion as to whether this number be exceeded in special circumstances.
- (f) It shall be a condition of membership that all voting members shall apply for membership of Bush Hill Park Golf Club Limited.
- (g) During the first six months membership shall be on a provisional basis only. If any objections to the membership are received during this period or if the member's behaviour or conduct is deemed inappropriate by the captain's committee membership may be cancelled, the reasons for cancellation having first been explained to the member. In these circumstances the member will have rights to appeal as detailed in rule 29 below.
- (h) If the proper entrance fee and subscription are not paid within one month of the election of the candidate the management committee may declare such election null and void. Except at the discretion of the management committee no prospective new member shall engage in play or use any of the club's facilities until the entrance fee and subscription have been paid.

## **25. ENTRANCE FEES AND SUBSCRIPTIONS**

- (a) The management committee shall decide on the level of entrance fee and subscriptions to be paid by members in each membership category annually and is also empowered to charge an additional subscription or levy if required at any time during a club year or apply a discount to a specific group in order to fulfil a stated aim of the club.
- (b) The management committee shall have power to consider special cases in which members have been prevented for a period of six months or more in any financial year from playing golf owing to ill-health absence, or any other cause, and may apply a discount of future subscriptions payable to such member on a pro-rata basis.
- (c) The captain and the captain of the ladies' section shall during their term of office, have their annual subscriptions waived. Also during the year of the captain's office the club will pay necessary expenses for entertainment, prizes, etc. directly incurred by the club on behalf of the captain (and approved by the management committee) so that the captain's duties may be fulfilled.
- (d) Members elected after the 1st April in any one year shall pay such entrance fee and pro-rata subscription as may be determined by the management committee.
- (e) Annual subscriptions are due and payable by 1st April. Members shall be deemed in arrears if their subscription and/or entrance fee is outstanding at 2nd April in any year or one month after election into the club. Members in arrears shall cease to enjoy all privileges of the club and the management committee shall have power to strike their names off the list of members, but may re-elect such members at its discretion on payment in full of all arrears.
- (f) Where any member is paying their annual subscription on an agreed monthly payment plan it is on the proviso that these payments are part payments of the annual subscription and that should a member decide to resign their

membership before the full payment of the 12 monthly part payments or if the monthly part payments cease for any reason then the balance of any amount of the annual subscription unpaid will be due and payable immediately.

- (g) Members absent abroad for a period of not less than one year may transfer to country or social membership. The management committee, at its discretion, may decide on the amounts of additional subscriptions or refunds of subscriptions arising on a transfer of a member from one category of membership to another.

## **26. RESIGNATION**

Any member may resign membership of the club by giving notice in writing to the captain at any time in the year but no refund of subscription shall be payable and the member shall be liable to the club for any refund of monies paid to any entity that provides a facility to members to enable them to meet subscriptions on a periodic basis.

## **27. SUSPENSIONS, EXPULSIONS AND COMPLAINTS**

- (a) The captain's committee is empowered to expel or to suspend from membership any member who in their opinion has wilfully violated or caused to be violated any rule or policy of the club or ii. has been guilty of conduct injurious to the welfare or interest of the club, or iii. has committed any act or series of acts which have caused him or her to become obnoxious, vexatious or offensive to members or others from time to time present on the club premises.
- (b) In the case of expulsion or suspension, a written statement signed by a member or a member of staff (if possible supported by other members conversant with the cause of complaint) and setting out the reasons allegedly justifying expulsion or suspension (of such member) shall have been submitted to the captain's committee. The captain shall inform such member of the allegations made so that he or she may either dispute or explain the circumstances or voluntarily withdraw from membership.
- (c) Should such member not voluntarily withdraw from membership, a meeting of the captain's committee shall be convened which, first having interviewed such member and the complainant, shall then be empowered to decide upon expulsion or otherwise. The member shall have the right to representation at any hearing and to appeal any disciplinary decision made by the captain's committee.
- (d) Any such appeal must be addressed to the captain, setting out the reasons for such an appeal. In the event that an appeal is made, the appeal will be heard by a committee ("the disciplinary appeals committee") to be formed and chaired by the chairman of the management committee.
- (e) The disciplinary appeals committee will comprise five full members of the club to be drawn from existing members of the management committee, past captains, past lady captains and/or past officers of the club.
- (f) The disciplinary appeals committee shall be empowered to review the evidence brought before the captain's committee, to investigate the circumstances relating to the disciplinary hearing and to vary the decision of the captain's committee as it thinks necessary. In conducting the appeals review, the disciplinary appeals committee may require any member of the club who can provide relevant information to appear before it.
- (g) In all cases where the expulsion of a member is confirmed, following an appeal, such expulsion shall be final and the member concerned shall have no claim or remedy against the club or its captain's committee with no further right of appeal. Such a member shall not be introduced or accepted as a visitor or guest of the club.
- (h) Complaints relating to any aspects of the club shall be made in writing or by email to the captain who, if unable to deal with the complaint, shall refer them to the captain's committee whose decision, subject to rights of appeal as detailed above, shall be final.
- (i) In no instance shall a member reprimand anyone employed by or for the club. All complaints by a member shall, in the first instance, be made to the captain who may deal with them, but members shall be entitled to have their complaints submitted for adjudication by the captain's committee whose decision shall be final.
- (j) The management committee is required to and will make any necessary changes to any of the provisions of rule 27 should this be required by any changes in the Law or Legislation enacted that may affect the validity or fairness of the club's procedures.

## **28. GENERAL MEETINGS**

- (a) An annual general meeting of the club shall be held as near as possible to 30 September every year at such time and place as the management committee may determine.
- (b) The management committee may call an extraordinary general meeting when any matter of urgent importance shall occur, and shall be bound to do so on receiving a requisition signed by 20 or more voting members, and stating the object of such meeting. No business other than that for which such meeting is called shall be discussed.
- (c) At least 14 days notice of the annual general meeting and 7 days notice of other meetings shall be sent to members. Notice of resolutions proposed shall be proposed and seconded by voting members at least 21 days before the date of such meeting.
- (d) All members of the club shall be entitled to attend general meetings but only voting members shall be entitled to vote. Members in arrears with their subscriptions at the date of any meeting shall not be entitled to attend such meeting. Only voting members may vote on any poll which may be requested under the remainder of this clause 28(e).

- (e) Any voting member may request a poll of all voting members but the support of nineteen other voting members must be obtained either at the general meeting or in writing in advance of the meeting. The poll shall be taken as follows:
- (f) The manager or such other person as the management committee may appoint shall, within 7 days after the poll has been requested, or decided upon, send by post to each voting member of the club a voting paper, on which the resolution shall be stated. The voting papers shall be returned to the club office within 21 days from the date of request for the poll or as shown on the voting paper.
- (g) A person appointed as returning officer shall examine and count the votes as returned, and shall decide all questions as to the validity or invalidity of any vote. The result in writing shall be signed by the returning officer and reported to the management committee who shall announce the same in such manner as it may direct.
- (h) The chairman of management or in the event of absence the captain or vice chairman of management shall act as chairman at meetings of the club and will have a second and casting vote. In their joint absences the meeting shall elect a chairman.
- (i) Except if required to comply with legislation or Local Authority requirements it shall not be possible to revoke or amend any resolutions properly passed at any general meeting until the expiration of one year from the passing of such resolution.
- (j) Any member may elect to receive correspondence from the club (as detailed in (c) and (f) above) by email rather than by post. Requests for email correspondence must be in writing or by email from the member and delivered to the club office.

## **29. MINUTES AND ACCOUNTS**

- (a) It shall be the duty of the manager, club director or such other person as the management committee may appoint to keep a record of all the proceedings of the club and to give notices of meetings and of any special business to be transacted thereat. They shall also maintain a register of members which shall include their names, addresses and details of subscriptions.
- (b) The treasurer shall present a financial statement audited by suitable qualified accountants for the past club year at the annual general meeting (or any adjournment thereof). A copy of the financial statement shall be sent at least 14 days prior thereto to every member.
- (c) The club shall not make a distribution of any surplus save to another non-profit making body, or in part or in whole to the members on dissolution.
- (d) The club's auditors shall be appointed at each annual general meeting of the club.

## **30. ALTERATION OF RULES**

- (a) These rules or any variation thereof may be altered at the annual general meeting or at an extraordinary general meeting upon notice of motion specifying such proposed alterations being given to the manager or the club office 21 days before the meeting and posted in the clubhouse 7 days before the meeting, but no such motion shall be declared carried unless receiving the assent of two thirds of those present and voting.
- (b) In the event that a poll of voting members has been requested and has received sufficient support from voting members, then the relevant motion shall be passed by a simple majority.

## **BY-LAWS**

### **1. CLUBHOUSE AND LICENSING LAWS**

- (a) Alcohol may only be supplied or sold to members and guests as permitted by the Licensing Laws from time to time in force for “qualifying clubs” as defined in the Licensing Act 2003.
- (b) The clubhouse and the club bar shall open and close at such times as the management committee shall from time to time decide subject always to the proviso that the opening times of the club bar will always be within permitted hours for the supply of alcohol as detailed in the “Club’s Operating Schedule” provided to the Licensing Authorities in accordance with the laws from time to time in force.
- (c) Alcohol must not be supplied to anyone under the age of 18.
- (d) The purchase of alcohol by the club and the supply of alcohol by the club shall be managed by the management committee.
- (e) No arrangements are, or are intended to be, made for any person to receive at the expense of the club any commission, percentage or similar payment on, or with reference to, purchases of alcohol by the club.
- (f) No arrangements are, or are intended to be, made for any person directly or indirectly to derive any pecuniary benefit from the supply of alcohol by or on behalf of the club to members or guests, apart from any benefit accruing to the club as a whole, or any benefit which a person derives indirectly by reason of the supply giving rise or contributing to general gain from the carrying on of the club.
- (g) Children under the age of 12 are not allowed within the precincts of the clubhouse unless accompanied by a responsible adult.
- (h) Dress regulations will be specified by the captain’s committee from time to time and shall become effective on details thereof being posted on the notice boards.
- (i) The taking of bets and games of gambling not in accordance with the Law are prohibited within the precincts of the clubhouse.
- (j) Dogs are not permitted in or around the clubhouse or on the patios or decked areas.

### **2. COURSE AND CLUB**

- (a) The course shall open and close at such times as the management committee shall from time to time decide.
- (b) The club professional, head greenkeeper or their delegates shall be empowered temporarily to close the course, or any part thereof, at their discretion.
- (c) When a time sheet is in operation this shall take priority over all other arrangements.
- (d) Club staff with a recognised handicap may be granted the courtesy of the course subject to its availability and the requirements of their duties.
- (e) Children under the age of 12 are permitted on the course, but only under the supervision of a responsible adult and not on the course at all at peak times, except with the permission of the captain.
- (f) No dogs shall be allowed on the course unless kept on a lead.
- (g) Appropriate dress must be worn at all times when playing on the course, as directed by notices issued under the authority of the captain’s committee.
- (h) Members, their guests and visitors must use the appropriate changing rooms and shall not change in the car park or elsewhere.
- (i) All members and guests must report to the pro shop before commencing play and whilst the online time sheet is in operation, they may only commence play with a specifically booked time.

### **3. ALTERATION TO BY-LAWS**

The management committee is empowered to change or vary any one or more of the aforesaid by-laws.

## ETIQUETTE

### 1. COURTESY ON THE COURSE AND CONSIDERATION FOR OTHER PLAYERS

- (a) Players should familiarise themselves with the rules of golf and observe them at all times.
- (b) Play must not be delayed unreasonably. It is not acceptable to just keep ahead of the match behind. Players must endeavour to keep up with the match in front. In four-balls, those marking cards should tee off after their partners. In friendly games, only one player should search for a lost ball and if searching, players must invite the following match through as soon as possible and not after searching. The following match should be allowed through until out of range.
- (c) On completion of a hole, players should immediately clear the green.
- (d) Two-ball matches have precedence over three and four-ball matches, and any match playing a full round has precedence over a part round match.
- (e) A match losing one clear hole must allow the following match through.

### 2. CONDITION OF THE COURSE

- (a) After play in a bunker, surfaces and footmarks must be smoothed out.
- (b) Divots on fairways must be replaced and firmed down
- (c) Pitch marks and spike marks on greens must be repaired in accordance with the rules of golf. (d) Clubs other than putters should not be taken onto the greens.
- (e) A ball holed out is not to be removed from the hole in a manner which could damage the hole, e.g. with a putter.
- (f) Trolleys and buggies are not to be taken across tees nor are tees to be walked across except to play a shot. In addition, trolleys and buggies should not be taken between greens and bunkers but should go round bunkers.
- (g) During practice swings, care must be taken to avoid damage. Divots taken on tees should not be replaced, but damage must be repaired with sand from the sand boxes provided.
- (h) The golf course should be kept tidy by using the waste baskets and not dropping litter. Where possible, players should ensure that any litter on the course is placed in a waste basket.

### 3. GENERAL PRACTICE

- (a) Practice is only permitted in prescribed areas. Practice on fairways, out of bunkers or onto greens is not permitted. Players playing on their own on the course may not use more than two balls.
- (b) On the practice ground, play must be from the nets or bays. It is not permitted to play any club from the grass. Whilst using the practice bays, players must ensure that they take a club that will not reach the end of the practice ground and most importantly, the gardens to the right of the practice ground.

### 4. DRESS ON THE COURSE

- (a) Members and visitors must wear a satisfactory standard of dress conforming to the standards as specified on the club notice board. Jeans, t-shirts and trainers are not permitted on the course. Tailored knee length shorts are acceptable with long socks or short white socks.
- (b) It is forbidden to change footwear or clothing in the car park or any area other than the locker rooms.

### 5. DRESS IN THE CLUBHOUSE

- (a) Members and visitors are expected to wear a satisfactory standard of dress conforming to the standards specified on the club notice board. Players must not enter the clubhouse in golfing attire other than in the specified areas. The above rules of etiquette may be revised from time to time by the captain's committee and details will be posted on the notice boards in the clubhouse.

## **BUSH HILL PARK GOLF CLUB STATEMENT OF POLICY**

### **Statement of Intent**

Bush Hill Park Golf Club is committed to the equitable and fair treatment of all members, potential members, guests, visitors, volunteers and present and potential employees, service agents and service providers associated with the club. We are determined to ensure that every person regardless of age, disability, gender reassignment, marriage and civil partnership, sex, sexual orientation, race, (including colour, nationality, ethnic origin, national origin) or religious conviction has a genuine opportunity to participate to their full potential at all levels and in all roles within the club.

### **Legislative Framework**

Bush Hill Park Golf Club will comply with its statutory obligations under the terms of all relevant UK and European legislation. (See Appendix)

### **Objectives**

Bush Hill Park Golf Club's equality policy aims to ensure that:

- Bush Hill Park Golf Club's content and format of policies, procedures, competitions, regulations (where applicable) and assessments provide equality for all except where specific situations or conditions properly or reasonably prevent this. (See exemptions)
- All material prepared, produced and distributed by, or on behalf of Bush Hill Park Golf Club promotes a clear image of diversity within the activities of the club.
- Clear guidance and communication are given to all individuals either governing or working for Bush Hill Park Golf Club on its commitment to equality.
- Bush Hill Park Golf Club will consider the use of appropriate action to tackle under-representation where it has been identified.

### **Responsibilities and Implementation**

- Bush Hill Park Golf Club is responsible for ensuring the policy is adhered to.
- The management committee is responsible for the implementation of the equality policy and for dealing with any allegation of breaches in the policy.
- Day to day responsibility will rest with the club's manager (if one is appointed) or the management committee.
- All paid staff and volunteers have a responsibility to respect, act in accordance with and thereby support and promote the spirit and intentions of this policy.
- All members of staff will be appropriately trained to foster and ensure a greater understanding of equality issues.
- No job applicant will be placed at a disadvantage by requirements or conditions which are not necessary to the performance of the job or which constitute discrimination.

A copy of this document is available to all members, all paid staff and volunteers of Bush Hill Park Golf Club and it will be covered in staff and volunteer inductions.

The policy will also be available on Bush Hill Park Golf Club's website, displayed on the club's main notice board and available, on request, from the manager (if one is appointed) or the club office.

### **Monitoring and Evaluation**

This policy will be implemented with immediate effect and will be the subject of an annual review by the management committee to whom a written report will be submitted by the manager (if one is appointed) or the chairman of management. The management committee will review the equality policy on an annual basis to establish and assess progress towards its aims and objectives, and to ensure the club's processes, systems and actions are continually improving.

### **Compliance**

In accordance with Bush Hill Park Golf Club's rules and bylaws and company procedures for our employees any reports of alleged breaches of our equality policy will be investigated and the appropriate disciplinary action taken based on the outcome of the investigation. Any alleged breach will be dealt with via the appropriate policy and procedures.

Allegations of inequitable behaviour emanating from the actions of an employee of the club will be investigated in accordance with their terms and conditions of employment.

Allegations of inequitable behaviour emanating from the actions of the club professional or any of his staff who are members of the Professional Golfers Association (PGA) will be investigated in accordance with their agreed contract with the club, or if none, within the club complaints procedure. All incidents will be notified to the PGA.

Allegations of inequitable behaviour emanating from the actions of a casual visitor to the club who is a member of another affiliated golf club towards a member, employee, visitor, or guest will be investigated and if proven will be passed to the home club of the alleged offender for their consideration and action.

Allegations of inequitable behaviour emanating from the actions of a casual visitor to the club who is not a member of another golf club towards a member, employee, visitor or guest will be investigated and if proven the evidence will be passed to the appropriate authorities for action under equality legislation.

Any action taken by the alleged offender's home golf club or appropriate authority in respect of a casual visitor does not preclude Bush Hill Park Golf Club from initiating its own sanction or action against the offender. The nature of such action shall be decided by the management committee.

In all cases the alleged offender will be invited to attend a disciplinary hearing. If the invitation is declined the hearing shall proceed in their absence.

### **Exemptions**

Bush Hill Park Golf Club reserves the right to limit competition to specific age, gender or disability groups where this is necessary to ensure equitable, safe and fair competition. It may also be necessary on occasion to apply specific conditions to potential or actual staff and volunteers which are necessary for the proper performance of any work or tasks involved.

Bush Hill Park Golf Club having examined the status of its current playing membership regards the number of lady members as an under-represented group. The target minimum number of playing lady members has been set at 100 and progress towards this target will be monitored and their continued classification as an underrepresented group reviewed.

Bush Hill Park Golf Club will continue to apply a reduction to the annual subscription of existing and potential members who fall within certain under represented age groups and students under "positive action" as permitted under the Equality Act 2010. This action is aimed at increasing the disproportionately low number of member participation at the club from these groups and to assist with the retention of members during the early transitional years after junior membership.

Bush Hill Park Golf Club will review the impact on all membership subscriptions once the details of the government's review of the application/interpretation of the age characteristic (scheduled for April 2012) are published.

### **Course Access**

All members shall enjoy equal access to the golf course and its associated facilities at all times in accordance with their respective category of membership save only where this is superseded by the limitations identified in the exemptions above.

### **Management Committee Bush Hill Park Golf Club 14 September 2011**

#### **Appendix**

Acts and Regulations:

Equal Pay Act 1970

Rehabilitation of Offenders Act 1974

Sex Discrimination Act 1975 (as amended)

Race Relations Act 1976 (as amended)

Disability Discrimination Act 1995 (as amended)

Disability Discrimination Act 2005

Data Protection Act 1998

Human Rights Act 1998

Scotland Act 1998

Special Educational Needs and Disability Act 2001

Employment Equality (Religion or Belief) Regulations 2003

Employment Equality (Sexual Orientation) Regulations 2003

Gender Recognition Act 2004

Civil Partnership Act 2004

Equality Act 2006

Racial and Religious Hatred Act 2006

Employment Equality (Age) Regulations 2006

Equality Act 2010

## **Rights and Privileges of Membership 2015**

### **Full Members**

Full members may play and use the facilities anytime the clubhouse and course are open, subject to someone else not having pre-booked the tee or booked parts of the clubhouse for a private function. They also enjoy full voting rights at club or company meetings and can be selected for any club official team that they are eligible for. They are eligible to be elected to any club committee. They may also serve as an officer or trustee of the club, subject to the appropriate length of membership restriction in Rule 9 (d) and (e).

### **Six Day Members**

Six day members have the same unrestricted rights to use the clubhouse, and are entitled to play Monday to Friday and Sundays (including Bank Holidays). They may play in all competitions that fall on those days and represent the club in all team and outside competitions that fall on those days if not restricted by the terms of the competition. Please refer to the competition rules posted on the club website for information regarding eligibility of 6-day members for competitions. Eligibility for County competitions for men may be found on the MCGU website. Eligibility for County competitions for ladies may be found on the MLCGA website. They may not enter any Club Official Competition (COC) that takes place on any Saturday. (A COC is defined as one where there is a winner's board in the clubhouse). They also enjoy full voting rights at club or company meetings. They are not eligible to be elected to Management or Captain's committee nor serve as an officer or trustee of the club.

### **Five day Members**

Five day members have the same rights to use the clubhouse and are entitled to play Monday to Friday (including Bank Holidays). They may play in all competitions that fall on those days and represent the club in all team and outside competitions that fall on those days if not restricted by the terms of the competition. Please refer to the competition rules posted on the club website for information regarding eligibility of 5-day members for competitions. Eligibility for County competitions for men may be found on the MCGU website. Eligibility for County competitions for ladies may be found on the MLCGA website. They may not enter any COC that takes place on any Saturday or Sunday. They also enjoy full voting rights at club or company meetings. They are not eligible to be elected to Management or Captain's committee nor serve as an officer or trustee of the club.

### **Off-Peak Members**

Members who were Off-Peak in 2011 have been permitted to remain as Off-Peak for the time being although no new members in this category are permitted. In all respects the restrictions to serving on a committee, playing and voting rights that apply to five day members apply to Off Peak, except that they are permitted to play without the payment of a pre-paid green-fee on Saturday afternoon and Public Holidays after 2.30pm and Sunday afternoon after 12.30pm.

### **Social Members**

Social members are entitled to use the clubhouse on any day that it is open. They are not allowed to play golf except as guests on payment of the appropriate green fees although this can only be up to as many times each calendar year as agreed by the management committee from time to time, which is currently limited to six green-fees annually at members reduced rates. Any number in excess of six will be at the full guest green-fee rate. They have no voting rights at any meeting and are not permitted to enter any COC or represent the club in any match.

### **Country Members**

Country members are allowed to play golf as a full member but limited to six times each club financial year, thereafter they may not play except as guests on payment of the appropriate green fees although this can only be up to as many times each calendar year as agreed by the management committee from time to time. Apart from their six permitted rounds of golf, they are currently limited to an additional six green-fees annually at members reduced rates. Any number in excess of six will be at the full guest green-fee rate. They have no voting rights at any meeting and are not permitted to enter any COC or represent the club in any match.

## **Junior Members**

Junior members may play golf on Saturdays, Sundays and Public Holidays subject to restricted times and other conditions as are determined by the management committee. They are currently permitted to play without the payment of a pre-paid green-fee on Saturday afternoon and Public Holidays after 2.30pm and Sunday afternoon after 12.30pm. They may enter any adult official club competition, for which they are eligible, or represent the club in any adult official match once they have achieved a standard of play and etiquette of the game as agreed by the management committee. Once they have obtained this level, they will then enjoy full member playing rights and whilst they maintain this standard of play they have the right to play in adult official club competitions and be eligible for selection for an official club team match. Currently, junior boys may not enter any official men's COC or represent the club in any men's official match except and unless they obtain and maintain a handicap of 12 or less and they will then enjoy full member playing rights, whilst they maintain this standard of play, including the right to play in a COC and be eligible for selection for an official club team match.