

# **CLWB GOLFF TREF FRENHINOL CAERNARFON CYFANSODDIAD A RHEOLAU**



## **CONSTITUTION AND RULES ROYAL TOWN OF CAERNARFON GOLF CLUB**

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# CAERNARFON GOLF CLUB CONSTITUTION AND RULES



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## DEFINITIONS

### BUSINESS PLAN

A document designed to meet the needs of the business. It is a formal statement of business goals and shall normally be the main focus of committee meetings.

### CLUB POLICIES, BYE-LAWS AND STANDING ORDERS

**Club policies** set out how the club will comply with legal obligations e.g. Equality Act.

**Bye-laws** and regulations provide rules applicable to all members which can be varied by the committee.

**Standing Orders** set out committee procedures and committee Officers remits consistent with the club's Business Plan and the Constitution and Rules. Club policies, bye-laws, regulations and Standing Orders will be available via a web link on the club's website in the members' area.

**CASC** – Community Amateur Sports Club (a scheme regulated by HMRC).

**CASC Rules** - Community Amateur Sports Club rules which are legal statute. All CASC clubs must comply with CASC rules which are regulated by HMRC.

**COMMITTEE** – The management committee shall be referred to as the committee in this document. Sub-committees shall be referred to as subcommittees.

**CONSTITUTION** The Constitution confirms the club's long term fixed rules which can only change by agreement of the members at an AGM (EGM). The Constitution must also be agreed with HM Revenue and Customs.

**EGM** – Extraordinary General Meeting

For the purpose of CASC rules the following are defined by HMRC and apply:

**FULL MEMBER** – a playing member who plays on 12 separate days (in any



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subscription year) subject to any restrictions in their category of membership.

**FULL MEMBER WITH VOTING RIGHTS** is any member of any category who plays on at least 12 days in any subscription year and has as a minimum, access to facilities in the late afternoon/evenings and at least one day at the weekend

**HMRC** – Her Majesty’s Revenue and Customs

**QUALIFYING PURPOSES** – Expenditure for qualifying purposes as per HMRC tax rules.

**SENIOR GOLFER** – A participating golfer over 55 years of age. **TRADING INCOME**

Income from non-members, e.g. Green fees, Buggy Hire, Bar Sales. **TRADING**

**INCOME LIMIT -**

The maximum amount of trading income from non-members allowed under CASC rules.

## 1.0 THE CLUB

### 1.1 Name of the Club

1.1.1 The club shall be called “The Royal Town of Caernarfon Golf Club & Clwb Golff Tref Frenhinol Caernarfon”. The club may also be referred to as “Clwb Golff Caernarfon & Caernarfon Golf Club”. All are acceptable.

### 1.1 Aims and Objectives.

1.1.2 The primary purpose of the Club shall be:

To provide facilities for, and to encourage and promote participation in the game of golf within the local community.

## 2.0 CLUB MANAGEMENT

### 2.1 General Management

2.1.1 The annual management of the club shall be vested in a management committee (committee) supported by sub-committees as appropriate.

2.1.2 The committee is responsible for the entire management of the club including all financial and employment matters and the general wellbeing of the club.

2.1.3 The committee shall also have the power to borrow on a secured or unsecured basis for the benefit of the club with the consent of the Trustees.

### 2.2 Fit and Proper Persons

2.2.1 Every member and new member of the committee shall be required to complete and submit a ‘Fit and Proper Person’ form to HMRC.



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## 2.3 Bye-laws, Club Policies and Standing Orders

2.3.1 All members must observe and adhere to the club's Bye-laws, Regulations & Club Policies.

2.3.2 All Officers and committees must adhere to the club's Standing Orders which shall define the role of Officers and the remit for the committee and any subcommittees.

## 2.4 Management Committee

2.4.1 The committee shall consist of 9 members (including six Officers and three Elected Members).

## 2.5 Representation and Equality

2.5.1 The committee shall include at least two lady members including the Lady Captain. Positive discrimination shall be used where necessary to meet this rule.

## 2.6 Deputy Chairman

2.6.1 The committee may appoint a Deputy Chairman from the members of the committee who will act in place of the Chairman if the latter is absent for at least 7 days.

## 2.7 Voting Rights at Committee Meetings

2.7.1 All elected Officers of the club and elected members of the committee except the President, shall be entitled to vote at the committee.

2.7.2 The Chairman shall be entitled to vote at committee meetings, and will have a casting vote in the event of a tie on voting issues at committee meetings.

2.7.3 The President and General Manager are not entitled to vote at any committee.

## 2.8 Invitations to Committee Meetings

2.8.1 All Officers and elected members shall be invited to all committee meetings (except the Men's Vice Captain and the Lady Vice-Captain who shall normally only be invited to attend meetings in the six months leading up to the Annual General Meeting).

## 2.9 Minimum Attendance to form a Quorum on the Committee

2.9.1 Six members shall form a quorum on the committee. A quorum does not include the President or the General Manager.



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## **2.10 Duration of Service on the Committee**

- Each ordinary member of the committee when elected at the Annual General Meeting shall continue as a member for three years and when his/her term of
- office shall have expired shall be eligible to be re- elected. For the purpose of this rule, the Men's Captain and the Lady Captains' year of office shall not be counted as a year of service on the committee.

## **2.11 Committee Vacancies**

2.11.1 Any vacancy arising during the year on any committee may be provisionally filled by the committee.

## **2.12 Eligibility for Election to Serve on Committees**

2.12.1 Junior members are not eligible for election to any committee.

## **2.13 Deputy Chairman**

2.13.1 The Deputy Chairman shall chair the meetings of the committee in the absence of the Chairman.

## **2.14 Employee Restrictions**

2.14.1 No employee of the club may be elected or nominated to sit on the management or any other committee except the General Manager who is an ex-officio member and entitled to attend all or any committee or subcommittees but shall have no vote.

## **2.15 Single Post Restriction**

2.15.1 No member may hold more than one elected office at any one time

## **2.16 Eligibility for Elected Office**

2.16.1 No person shall be elected to the office of Men's Captain or Lady Captain or to any office unless they have been a full member of the club for three years.

## **2.17 Co-opted Committee Members**

2.17.1 In the event of a vacancy occurring in the committee that ensuing vacancy may be filled by an existing or co-opted member who shall have full voting rights. Any vacancy shall be filled by election at the following Annual General Meeting. Vacancies in sub-committees may be co-opted.



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## 3.0 ELECTION OF OFFICERS AND ELECTED MEMBERS

### 3.1 Officers of The Club

The Officers of the club shall be:

- President
- Chairman
- Lady Captain
- Men's Captain
- Treasurer
- Course Liaison Officer

### 3.2 Elected Committee Members

3.2.1 There shall also be a further three elected members of the committee who will each serve for three years and retire by rotation each year and shall be eligible for re-election.

### 3.4 Club President

3.4.1 The club shall elect a Club President from the 2017 AGM onwards.

3.4.2 The Club President shall be an honorary once only appointment and the longest serving Past Captains of the men's and ladies' sections shall be considered for Vice President in the preceding year on an alternating basis. A lady member who is Club President shall have a men's section Vice President and vice-versa each year.

3.4.3 He/she shall not be a member of any committee or sub-committee but shall be given notice of and shall be entitled to attend and take part in the proceedings of any committee, but shall have no voting rights.

3.4.5 The Club President's duties and attendance at events and prize giving ceremonies etc. shall be agreed with both Captains as outlined in the club's Equal Opportunities Policy.

### 3.5 Chairman

3.5.1 The Chairman shall be elected at the Annual General Meeting and shall hold office for a period of three years and shall be eligible for re-election.

3.5.2 The Chairman may have delegated powers agreed by the committee and as set out in the club's Standing Orders.





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## **3.6 Election of Men's Captain and Men's Vice-Captain and Duties**

3.6.1 The Men's Captain and Men's Vice-Captain shall be elected at the Annual General Meeting and shall hold office for a period of one year.

3.6.2 Both Captains shall liaise and agree the duties to be carried out, and events to be attended, and shall also liaise with the Club President (from 2017).

## **3.7 Nomination for Election of a Men's Vice-Captain**

3.7.1 The Men's Captain shall invite the Men's Past Captains or a sub-committee thereof chosen by the Men's Past Captains to propose a list of candidates for Men's Vice Captain for the ensuing year.

## **3.8 Lady Captain**

3.8.1 The Lady Captain shall be elected at the Ladies Annual prize giving ceremony and shall hold office for a period of one year.

## **3.9 Lady Vice-Captain**

3.9.1 The Lady Vice-Captain shall be elected at the Ladies Annual prize giving ceremony and shall hold office for a period of one year.

## **3.11 Treasurer**

3.11.1 The Treasurer shall be elected at the Annual General Meeting and shall hold office for a period of three years and shall be eligible for re-election.

## **3.12 Course Liaison Officer**

3.12.1 The Course Liaison Officer shall be elected at the Annual General Meeting and shall hold office for a period of three years and shall be eligible for re-election.

## **3.13 Health and Safety Officer**

3.13.1 The duties of the Health & Safety Officer shall be undertaken by the Manager.

## **3.14 Fundraising Organiser**

3.14.1 A Fundraising Organiser may be appointed by the committee and shall be a member of the committee.

## **3.15 General Manager**

3.15.1 Whilst the committee is responsible for the overall management of all aspects of the club they may delegate day to day management responsibility to the General Manager as agreed by the committee.





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3.15.2 The General Manager shall be an honorary member of the club during his/her period of employment; he/she shall be an ex-officio member of all committees with no voting rights.

3.15.3 During his/her employment the General Manager is accountable for all matters to the Chairman of the Club and has delegated responsibility (in accordance with his/her contract for service) for the day to day management of agreed aspects of the club.

3.15.4 The full terms of the General Manager appointment, contract for service and remuneration to be included in a three yearly mutually renewable negotiable contract recommencing immediately after an AGM.

## **3.16 Office Assistant**

3.16.1 The committee and General Manager shall employ an Office Assistant to help maintain the club's financial and other records.

3.16.2 The terms of the employment shall be based on a mutually agreed hourly rate paid weekly and hours to be agreed.

## **4.0 SUB-COMMITTEES**

4.1 The committee may create and appoint sub committees to deal with specific issues or concerns on a temporary or longer term basis as required. Sub Committees which may be considered include: Finance, Fundraising, Compliance etc

### **4.2 Sub-committee Reports**

4.2.1 All sub-committees whether temporary or permanent shall provide a report on their activities and recommendations to the committee. A copy of each report will be filed with the committee minutes.

### **4.4 Fundraising**

4.4.1 To retain the club's status as a Community Amateur Sports Club and meet the primary aim of the club, fundraising shall be targeted for the benefit of the club.

4.4.2 A Fundraising Organiser may be appointed by the committee to develop and implement fundraising strategies and realise fundraising objectives, and the remit for this role will be as set out in the club's Standing Orders.

4.4.3 Charitable fundraising will be limited to the Captains charities as set out in the club's Standing Orders and Bye-laws.



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4.4.4 Members shall confine their fundraising and similar activities such as raffles to supporting the club or a golfing section within the club. Voluntary Gift Aid donations shall be promoted.

## 4.6 Compliance

4.6.1 The committee may appoint a sub committee to monitor and review compliance with compliance with HMRC CASC Rules and all Club Rules, Policies and legislation and shall report annually to the committee or, if there are any changes to the CASC Rules or other legislation at any time requiring earlier action(s).

## 5.0 GOLFING SECTIONS

### 5.1 Organised Sections

5.1.1 Organised golfing sections within the club shall provide regular participation for members. through recognized competitions and external match play and team events.

5.1.2 The committee is responsible for the control of all organised sections within the club. Examples are: Ladies and Seniors sections who both share a protected characteristic under the Equality Act, i.e. gender and age. Other groups who organise regular competitions are also subject to these rules.

5.1.3 Golfing Sections shall be entitled to organise golf competitions but may also engage in fundraising for the benefit of their group or the club as a whole, and may manage their own bank account for qualifying purposes.

5.1.5 Golfing Sections shall have no devolved powers. Rules applicable to all members shall be contained in the club's bye-laws, regulations and club policies.

5.1.6 Golfing Sections may therefore elect one or more of their members to organise competitions in accordance with the club's bye-laws and liaise with the Director of Golf on all competition matters.



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5.1.7 Golfing Sections shall follow the principles of openness and transparency at all times consulting all their members on sporting objectives and projects

5.1.9 Each Golfing Section shall submit an annual fixtures list and budget request (where applicable/agreed) in a standard format as required by the club.

5.1.10 Members wishing to form a new golfing section shall apply in writing to the committee who must give permission in writing or may refuse permission in writing without giving a reason. The formation of a new golfing section will normally be refused unless there is an objective justification detailed in writing, and approved by the committee.

## **6.0 GOLF**

### **6.1 Competition Entry and Scorecards**

6.1.1 Members playing in 9 hole competitions shall pay reduced entry fees.

6.1.2 All club competitions shall be entered via the Golf Professional and/or General Manager and all competition entry fees paid directly to the club via the Golf Professional and/or General Manager before play commences. The club's bye-laws and terms and conditions of entry shall apply.

### **6.2 Competition Prizes**

6.2.1 Competition prizes shall be golf related prizes, normally in the form of golf prize vouchers, awarded following the competition result.

6.2.2 Annual prize giving ceremonies may also be held for trophy winners and for special achievements where additional golf prize vouchers may be awarded.

6.2.3 Other non-golfing prizes can be awarded on a limited basis for certain agreed competitions, e.g. Captain's Days and Invitation Days, sponsored corporate events etc.

6.2.4 The club's bye-laws set out the terms and conditions for golf competitions and prizes.

### **6.3 Eligibility for Competitions**

6.3.1 Eligibility for all competitions shall be as set out in the club's bye-laws



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### **6.4 Captains Days, Team, Corporate and Other Competitions**

6.4.1 Entry fees for certain other competitions shall be determined by the Golf Professional in conjunction with the committee and competition organisers where appropriate.

### **6.5 Match-play competitions**

6.5.1 A fair process shall be followed for selection of teams for match-play events

### **6.6 Handicaps**

6.6.1 Handicaps and handicap status shall be in accordance with the Unified CONGU Rules and the club's bye-laws.

6.6.2 All playing members (except where stated otherwise) shall be fully paid up members of the Golfing Union of Wales.

6.6.3 Handicap restrictions may be applied to some competitions.

### **6.7 Rules of golf**

6.7.1 The Rules of the Game of Golf as adopted by the Royal and Ancient Golf Club of St. Andrew's shall be observed in all competitions except when Local Rules apply, which will be posted in the clubhouse and on the club website.

6.7.2 The Golf Professional has delegated responsibility to amend from time to time such Local Rules regarding play on the course as may be necessary and agreed with the Course Liaison Manager/Committee.

### **6.8 Match Secretary**

6.8.1 This is a voluntary post and a suitable member may be appointed by the Committee. Match-play fees for internal competitions shall be paid directly to the club by competitors.

### **6.9 External Match Fees**

6.9.1 External match-play fees may be paid by the club where participation has been agreed.

### **6.10 Driving Range and Practice Facilities**

6.10.1 The short game (pitch and putt) practice facilities are available to all members and visiting golfers free of charge.

6.10.2 The practice range facility is available to all members and visiting golfers subject to a payment for range golf balls per visit, or by payment of an annual fixed fee which allows access to the range and free practice balls at all times.



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6.10.3 The Golf Professional and/or General Manager may close the practice range for maintenance and ball collection or other reason at any reasonable time.

## **7.0 MEMBERSHIP**

### **7.1 Applications for Membership of the Club**

7.1.1 Membership of the club is open to any member of the Community on application without discrimination on the grounds of ethnicity, nationality, sexual orientation, religion, beliefs, sex, age or disability. The club may only refuse membership to applicants for good cause such as conduct or character likely to bring the game of Golf or the club into disrepute. However, limitation of membership according to available facilities is allowable on a non-discriminatory basis.

### **7.2 Categories of Membership**

7.2.1 The club may have different classes of membership and subscriptions on a non-discriminatory and fair basis. The club will keep subscriptions at levels that will not pose significant obstacles to people participating.

### **7.3 Membership Acceptance and Refusal**

7.3.1 The committee may refuse membership, or remove it, only for good cause such as conduct or character likely to bring the club or Golf into disrepute. Appeal against refusal or removal may be made in the first instance to the committee who will appoint a sub-committee whose members will not have been involved in the original decision.

7.3.2 The committee shall accept applications for membership upon payment of the category membership fee and a new member information pack (with reference to the club rules) will be provided.

### **7.4 Entrance Fees and Subscriptions.**

7.4.1 There shall be no entrance fee applicable to any category of membership.

7.4.2 The annual subscriptions shall be as decided at the Annual General Meeting.

7.4.3 Members joining after 1<sup>st</sup> May in each year shall be liable to pay the pro-rata amount of the annual subscription for that year for all categories of membership.



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7.4.4 A Member who has resigned may be readmitted to the club provided he/she was a fully paid up member previously. The General Manager has discretion on this matter.

7.4.5 Payment of subscription shall be waived for the Men's Captain, Lady Captain and Junior Captain during their year in office.

7.4.6 The appropriate Golfing Union of Wales subscription shall be added to the club subscription of all playing members except Junior Members, Student Members and certain other categories.

## **7.5 Vice Presidents**

7.5.1 Vice Presidents (male and female) shall be elected the preceding year before they are eligible to become Club President. They shall be past captains of the club and eligible for office or committee under the same conditions as ordinary members. A Vice President shall not be considered an Officer of the

club for eligibility for election as an Officer.

## **7.6 Honorary Life Members**

7.6.1 On the recommendation of the committee an ordinary member may be elected an Honorary Life Member at any General Meeting of the club and thereafter, be entitled to all privileges of full membership without paying the annual subscription or any special payment for such life membership.

7.6.2 A two thirds majority of those present and voting shall be necessary at such election.

7.6.3 There may be four Honorary Life Members at any one time

## **7.7 Ordinary Life Members.**

7.7.1 The committee shall be empowered to sell life memberships to existing members of the club for a fee to be determined from time to time by the committee. Such Life Members shall be entitled to all the privileges of full membership without paying the annual subscription.

7.7.2 The cost of a life membership does not include annual levies or Golfing Union fees which must still be paid annually.

7.7.3 There shall be a maximum of 50 Ordinary Life Members of the club at any one time.

## **7.8 Other Categories of Membership**

7.8.1 The committee may offer different and/or new membership categories without reference to an AGM to provide the flexibility to recruit new members





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and offer attractive and/or flexible membership packages consistent with the rules.

7.8.2 Membership offers may be trialled and abandoned or modified or subject to limited time for take up depending on their success.

7.8.3 All new and existing membership categories and offers will be posted on the club website and annual fees shall be pro-rata after the 1st of April in any year (except for late renewals of existing categories).

7.8.4 Some categories of membership offer may be based on protected characteristics (as defined in the Equality Act) where it can be shown that there is an objective justification. Such offers may be limited to achieving a target recruitment minimum number of new members in the offer category.

7.8.5 All trialled categories for adoption and their membership cost will be shown in the AGM agenda for members to vote on acceptance and any proposed increases for the ensuing year.

7.8.6 Limitations of membership in any category will be detailed on the club website and in accordance with the club's bye-laws.

### **7.9 Participation Records**

7.9.1 Under Community Amateur Sports Club Rules, the club must maintain golf participation records and place emphasis on promotion and participation in the game of golf, and to facilitate this important objective the following conditions shall apply:

- (i) All categories of full membership will be entitled to play in all golf competitions subject to the club's Bye-laws.
- (ii) For the purposes of recording full member participation, every playing member shall book their tee time via the club's online software (or contact the Director of Golf who will enter their names and tee time on the system), even if they are playing social golf. Entry lists for sections of the club shall be transmitted to the Director of Golf in good time to register their entry on the club's competition software.
- (iii) The club must record participation levels to confirm the number of participating members who meet the criteria to be classed as full members for income and taxation purposes.





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## **7.10 Low or Modest Income Membership**

7.10.1 Community Amateur Sports Club Regulations (as amended) are statute law and the club must offer a low or modest income membership at a fixed cost per annum (as regulated by HMRC), less the cost of participation.

7.10.2 This membership category will be offered prominently on the club website and in any advertising or marketing campaign.

7.10.3 Low or modest income members shall be required to produce certain documentary proof as defined in the low or modest income policy/calculations, together with proof of identity.

7.10.4 The identity of low or modest income members will not be revealed to any member at any time, and will only be known to the Chairman, Treasurer and General Manager.

## **7.11 Full Membership Rights**

7.11.1 Full membership confers full playing rights without restriction (subject to the availability of tee time, condition of the course or any other restriction imposed temporarily by the committee or which is outside the control of the club).

7.11.2 Full members have full voting rights at any General Meeting.

## **7.12 Refusal of Membership**

7.12.1 The Club may only refuse membership to applicants for good cause such as conduct or character likely to bring the game of Golf or the club into disrepute.

However, limitation of membership according to available facilities is allowable on a non-discriminatory basis.

7.12.2 The committee may refuse membership, or remove it, only for good cause such as conduct or character likely to bring the club or Golf into disrepute, and in accordance with club policy. Appeal against refusal or removal may be made in the first instance to the committee who will appoint a subcommittee whose members will not have been involved in the original decision.

## **7.13 Introductory Membership (First Year)**

7.13.1 This category of membership is open to persons joining the club in their first year.

7.13.2 The category is classed as Full Membership and members are eligible to enter all competitions subject to obtaining a valid handicap.



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### **7.14 Introductory Membership (Second Year)**

7.14.1 This category of membership is open to persons re-joining the club in their second year.

7.14.2 The category is a continuation and therefore classed as Full Membership and members are eligible to enter all competitions subject to maintaining a valid handicap.

### **7.15 Introductory Membership (Year 3)**

- This category of membership is open to persons re-joining the club in their third year.

**7.15.2** The category is a continuation and therefore classed as Full Membership and members are eligible to enter all competitions subject to maintaining a valid handicap

### **7.16 Junior Membership**

7.16.1 A Junior Member may become a Young Adult Member on the 1st January following their eighteenth birthday, unless he/she qualifies for Student Membership, and shall pay half the full subscription until he/she reaches the age of 25 years and an additional one tenth of the full subscription annually until he/she reaches age 30 when the full subscription is payable

### **7.17 Young Adult Membership**

7.17.1 A Junior Member may become a Young Adult Member on the 1st January following their eighteenth birthday, unless he/she qualifies for Student Membership, and shall pay half the full subscription until he/she reaches the age of 25 years and an additional one tenth of the full subscription annually until he/she reaches age 30 when the full subscription is payable.

- This category of membership is to be known as Young Adult Membership.

### **7.18 Student Membership**

A student member is defined as one who is receiving full time education or one who is serving an apprenticeship



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## **8.0 VISITORS**

### **8.1 Visiting Players.**

8.1.1 Visiting players paying green fees may be entitled to all the facilities of the club on the dates covered by the payment of the green fees. The green fee payable shall be determined from time to time by the committee with discretion exercised by the Golf Professional and/or General Manager for parties of visitors.

### **8.2 Waiver of Green Fees**

8.2.1 No charge for green fees shall be made in respect of members of the P.G.A. Captains or Secretaries of other clubs, or members of BIGGA provided that they can show proof of current office.

8.2.2 Bona Fide members of visiting golfing teams will be entitled to all the club facilities on the day of the organised match.

### **8.3 Introduction of Guests.**

8.3.1 No member shall introduce a guest to play the course on more than twelve occasions during the year and no more than three on one occasion.

8.3.2 No person may be introduced as a guest to play the course on more than six occasions.

8.3.3 Full Members shall be entitled to introduce up to three guests at any one time, subject to payment of full green fees.

8.3.4 The name, e-mail address and mobile telephone number of every guest must be recorded on the club's booking software before play.

## **9.0 GENERAL MEETINGS**

### **9.1 Annual General Meeting**

9.1.1 The mode of election to committees and sub-committees shall be by secret ballot by those members present at the Annual General Meeting. At least 28 days before the AGM a notice will be placed on the club notice board in the clubhouse inviting names of members who are willing to have their names submitted for election.

### **9.2 Proposing and Seconding Nominations**

9.2.1 Every member nominated for election must be proposed and seconded by two other full members. The list for nominations shall be closed and removed 7 days prior to the A.G.M.



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### 9.3 Business of the Annual General Meeting

9.3.1 The quorum for an A.G.M (EGM) shall be at least 25 fully paid up members of the club.

9.3.2 Each Full Member is entitled to a single vote on all voting issues at General Meetings.

9.3.3 The business of the Annual General Meeting shall be:

- (i) To receive a report from the Chairman on the general management and progress of the club during the preceding year.
- (ii) To receive a report from the Captain on his year of office.
- (iii) To receive a report on the financial position of the club from the Treasurer.
- (iv) To consider and vote on any Constitutional rules changes if applicable.
- (v) To elect officers, Officers and committee members for the ensuing year. In the event of a tied vote the Chairman shall have a casting vote.
- (vi) To consider annual subscriptions for the ensuing year.
- (vii) Any Other Business (must have been notified in writing to the General Manager at least 14 days in advance).

9.3.4 The quorum for an A.G.M (EGM) shall be at least 25 fully paid up members of the club.

9.3.5 Voting at an A.G.M (EGM) may take place by show of hands unless at least 10 fully paid up members request a secret ballot on the matter.

### 9.4 Extraordinary General Meeting

9.4.1 The committee may call an Extraordinary General Meeting when any question of urgent importance shall arise, and shall be bound to do so on receiving a requisition signed by 25 members of the club.

### 9.5 Notice of Meeting by Electronic Mail (E-Mail)

9.5.1 At least 7 days' notice of any General Meeting specifying the business to be transacted and the day, place and hour of meeting, shall be sent to every voting member by electronic mail letter to his registered electronic mail address. Members without an electronic mail address may collect the notification from the General Manager. Every member is assumed to have an



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electronic mail address or e-mail unless he/she confirms otherwise in writing. Members must still provide full details of their postal address and any reasonable information requested and/or required to prove their identity and for the purposes of the Data Protection Act.

## **9.6 Members E-mail Address**

9.6.1 The absence of a person's e-mail address from the club's records does not confirm they do not have an e-mail address. Members may nominate another person such as a family member or friend to receive e-mails on their behalf but must inform the General Manager in writing providing full details of the nominated recipient, name address, telephone number and e-mail address to be used for communication. Postal communication with members will generally cease from 2019 in favour of electronic communication, but may still be used by the club to communicate on legal or other matters where recorded or postal delivery may still be appropriate.

## **9.7 Data Protection Act**

9.7.1 The club shall comply fully with the requirements of the Data Protection Act. The club's Data Protection Policy applies to all members, and may be varied by the committee from time to time to maintain compliance.

## **10.0 PAYMENT OF ANNUAL SUBSCRIPTIONS**

### **10.1 Subscriptions**

10.1.1 The Annual Subscription to be paid on the 1st May in each year.

10.1.2 A member whose subscription is not paid by the 1st June shall be ineligible to enter any club Competition until full payment has been made.

10.1.3 If any player in a competition is found to be in arrears with his or her subscriptions, he or she will be disqualified.

10.1.4 Membership will be deemed to have lapsed for those members whose subscription is not paid by the 1st July in any year.

10.1.5 Members who pay their subscriptions late will not be entitled to any pro-rata reductions.

10.1.6 That a member reapplying for membership will not receive preference over any other person on the waiting list.

10.1.7 Payment by Debit Card is the preferred option. Cash is acceptable, as are cheques.

10.1.8 Credit Card payments will be subject to an additional charge to cover fees imposed by the bank.



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## **11.0 VOLUNTARY DONATIONS**

### **11.1 Donations and Gift Aid**

11.1.1 Voluntary donations are positively encouraged and can be increased in value through Gift Aid. Voluntary donations will be Gift Aided to realise an additional relief from HMRC and members agreeing to the donation will be required to complete a one off Gift Aid declaration form.

11.1.2 All new and existing members will be invited to complete a Gift Aid donations form which is entirely voluntary and there is no obligation to donate at any time.

11.1.3 Money raised by voluntary Gift Aided donations shall be used for qualifying purposes including sporting objectives, e.g. course improvements and other facilities.

## **12.0 ALTERATIONS OF RULES**

### **12.1 Status of Rules**

12.1.1 No Constitutional Rule of the club shall be repealed or altered, and no new Rule shall be made save by two thirds majority of the votes recorded of those present at a General Meeting.

12.1.2 Notice of any resolution affecting in any way the Constitution and Rules shall be forwarded with the notices convening the General Meeting to each full member of the club.

12.1.3 Such Notice to be sent by the committee at least 14 days before the Meeting in question.

## **13.0 FINANCIAL ACCOUNTS**

### **13.1 Appointment of Professional Accountant**

13.1.1 The Annual Statement of all accounts of the club shall be examined by a professional accountant appointed by the A.G.M.





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## **14.0 LICENSED PREMISES**

### **14.1 Opening Hours and Sale of Alcohol**

14.1.1 The hours of the daily opening of the club and bar shall be determined from time to time by the committee.

14.1.2 The supply of intoxicating liquors on the club premises will be as permitted by the full premises licence granted to the club. No person under the age of eighteen years may purchase intoxicating liquor, nor must intoxicating liquor be purchased for them at the bar. No person under the age of eighteen years may use any gaming machines situated on the club premises. Junior members may not purchase intoxicating liquor.

14.1.3 The club shall maintain a full premises licence at all times.

## **15.0 STATUTORY REGULATIONS**

### **15.1 Compliance with Statutory Regulations**

15.1.1 The club shall comply with all statutory regulatory requirements applicable to its undertaking.

## **16.0 TRUSTEES**

### **16.1 Trustees**

16.1.1 There shall be FOUR Trustees of the club who shall be appointed from time to time as necessary by the club in General Meeting from among Ordinary or Honorary Members who are willing to be so appointed. A Trustee shall hold office for an initial period of ten years and may thereafter be re-appointed for further ten year terms.

16.1.2 All the property of the club, including land and investments shall be held by the Trustees for the time being, in their own names so far as necessary and practicable, for the use and benefit of the club. On the death, resignation or removal from office of a Trustee, the committee shall take steps to procure the appointment by the club in a General Meeting of a new Trustee in his/her place, and shall as soon as possible thereafter take all lawful and practicable steps to procure the vesting of all club property into the names of the Trustees as constituted after the said appointment.

16.1.3 The Trustees shall have the power to sell, lease, mortgage or pledge any club property for the purpose of raising or borrowing money for the benefit of the club, with the consent of the committee; but no purchaser, lessee or mortgagee shall be concerned to enquire whether such consent has been given.





# CAERNARFON GOLF CLUB CONSTITUTION AND RULES



16.1.4 The Trustees shall be indemnified by the club against all losses incurred by them in exercise of the powers granted by this Rule.

## **17.0 DEVELOPMENT LEVY**

### **17.1 Annual Development Levy**

17.1.1 The Trustees shall be responsible for the Development Levy account and shall be signatories of the account. Funding requests from the committee shall require the approval of the Trustees. Such approval shall not be unreasonably withheld. The annual development levy shall be transferred into the Development levy bank account at the end of the financial year.

## **18.0 DOGS**

### **18.1 Control of Dogs**

18.1.1 No dogs shall be allowed in the clubhouse other than dogs to aid the disabled

18.1.2 On the course walkers must keep to the public footpath and all dogs must be kept on a lead.

## **19.0 COURSE CLOSURE AND LIMITATIONS ON PLAY**

### **19.1 Authority to close the course**

19.1.1 The following designated persons have full authority to close the course for Agronomic or Health & Safety reasons:

- (i) General Manager generally has full authority.
- (ii) Course Liaison Officer/Head Greenkeeper (absence of General Manager)
- (iii) General Manager/ Course Liaison Officer (major competitions/tournaments)

19.1.2 A decision to close the course due to adverse weather conditions which put the condition of the course and/or safety of golfers at risk can be made by any combination of the above designated persons.

19.1.3 Note: Suspension of play during any competition or the abandonment of a competition may be initiated by the General Manager or designated committee members as such a decision is concerned with the conditions for playing golf and not potential damage to the course.



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## **20.0 BYELAWS**

### **20.1 Club Rules, Regulations and Bye-laws**

20.1.1 The committee may from time to time make, vary and revoke bye-laws (not inconsistent with the Rules) for the regulation of internal affairs of the club and the conduct of members: and the bye-laws in force from time to time shall be binding on the members.

20.1.2 Without prejudice to the generality of paragraph (a) of this rule, bye-laws may provide for and regulate:

- (i) The hours during which the club premises shall be open.
- (ii) The introduction of non-members to play the course.
- (iii) The payment by members of their bills.
- (iv) The use by members of club property.
- (v) Course etiquette and slow play
- (vi) Competitions.
- (vii) Member category limitations and restrictions where applicable
- (viii) Other matters not inconsistent with the rules contained herein.

## **21.0 MEMBERS BOUND BY THE RULES**

### **21.1 Obligations of Members**

21.1.1 Every member shall be bound by and submit to the Rules. Bye-Laws and Regulations of the club and payment of subscriptions on joining the club shall constitute an undertaking on the part of the member paying the same to comply in all respects with the Rules, Policies, Bye-laws and Regulations of the club.

## **22.0 STAFF**

### **22.1 Prohibited Payments to Staff**

22.1.1 The salary of all staff employed at the club shall not be related to or calculated by reference to the profit or gross income of the club. All staff vacancies will be filled by the committee having regard to current employment laws and the appropriate statutes.

## **23.0 PROPERTY AND FUNDS**

### **23.1 Rules relating to Property and Funds**

23.1.1 All surplus income or profits are re-invested in the club.



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23.1.2 No surpluses or assets will be distributed to members or third parties

23.1.3 The club may provide sporting and related social facilities, sporting equipment, coaching courses, insurance cover, medical treatment, away match expenses, post-match refreshments and other ordinary benefits of Community Amateur Sports clubs as provided for in the Finance Act 2014.

23.1.4 The club may also in connection with the sports purposes of the club:

- (i) Sell and supply food, drink and related sports clothing and equipment.
- (ii) Employ members (though not for playing) and remunerate them for providing goods and services, on fair terms set by the committee without the person concerned being present.
- (iii) Pay for reasonable hospitality for visiting teams and designated Officers (as per HMRC rules and benchmark rates for subsistence and expenses).
- (iv) Indemnify the committee and members acting properly in the course of the running of the club against liability incurred in the proper running of the club (but only to the extent of its assets).

### **23.2 Child Protection**

23.2.1 The committee shall appoint a Child Protection Officer who is appointed subject to a satisfactory Disclosure and Barring Service (DBS) check.

23.2.2 The club shall maintain and annually review a child protection policy which can be viewed on the club website. Any changes to the policy shall be notified to the Golfing Union of Wales.

### **23.3 Winding Up**

23.3.1 The members may vote to wind up the club if not less than three quarters of those present and voting support that proposal convened General Meeting.

23.3.2 The committee will then be responsible for the orderly winding up of the club's affairs.

23.3.3 After settling all liabilities of the club, the committee shall dispose of the net assets remaining to one or more of the following:



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- (i) to another club with similar sports purposes which is a registered charity and/or
- (ii) to another club with similar sports purposes which is a registered CASC and/o
- (iii) to the club's governing body for use by them for related community sports. **23.4 Priority of Rules**

23.4.1 Where there is any conflict between any of the above Rules ("key Rules") and any other rule or rules the key Rule(s) will take priority.

23.4.2 Interpretation of all the Rules must be consistent with the statutory requirements for CASCs as defined in the definitions here before

## **24.0 TRADING SUBSIDIARY**

### **24.1 Trading Income from Non-Members**

24.1.1 The committee may setup a trading subsidiary to manage some or all of its trading income. This will be a separate limited company 100% owned by the club that donates all profits (after taxation, if applicable) to the club.

24.1.2 A legal agreement shall be entered into between the club and the trading subsidiary to manage all non-member income and how facilities and any other costs will be shared.

24.1.3 The extent and remit for the trading subsidiary shall be contained in the legal agreement

- (i) Trustees shall not be Directors of the trading subsidiary.
- (ii) The committee shall appoint Directors who are also full members of the club.

24.1.4 The club may also become a limited company subject to the agreement of the members at a General Meeting.

## **25.0 DISCIPLINE AND APPEALS**

### **25.1 Member Disciplinary matters**

25.1.1 Disciplinary matters related to members shall be dealt with in accordance with the members' Disciplinary Policy which can be viewed on the club website in the members' area, and which may be varied from time to time by the committee.



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## **26.0 COMPLAINTS AND SUGGESTIONS**

### **26.1 Complaints in Writing**

26.1.1 All complaints and suggestions shall be made in writing to the committee. In no instance shall an employee of the club be reprimanded by a member as this could be illegal under the Equality Act.

## **27.0 WEBSITE AND SOCIAL MEDIA**

### **27.1 Responsibility for Website and Social Media**

27.1.1 The Finance and Marketing Sub-committee shall be responsible for developing the club website and social media to provide a community focused modern website with interactive social media, membership and section pages.

27.1.2 The club's Website and Social Media Policy applies to all members.

## **28.0 EQUALITY ACT AND DISABILITY DISCRIMINATION**

### **28.1 Compliance**

28.1.1 The club shall at all times comply with the requirements of the Equality Act and Disability Discrimination laws.

28.1.2 All members, associate members, visitors, guests, volunteers, present and potential employees, servants, agents and service providers associated with those companies must comply with the club's Equality Policy which can be viewed on the club website.

28.1.3 Green fee paying visitors will be referred to the Equality Policy when making a booking.

28.1.4 Eligibility to play in competitions and matches under the Equality Act will be as set out in the club's bye-laws and policy.

### **28.2 Positive Discrimination**

28.2.1 Positive discrimination may be applied where there is an objective justification.

### **28.3 Golf Buggy Safety Policy**

28.3.1 Members and visiting golfers must comply with the club's golf buggy policy.



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## 29.0 CLUB LOTTERIES

### 29.1 200 Club

29.1.1 The 200 Club is a club lottery and the bank account shall be held by the club.

## 30.0 CHANGES TO THE CONSTITUTION AND RULES

Date:	Details of Changes	Approved by committee	Approved. by AGM (2/3rds majority)
10-02-16	Revised and updated to comply with CASC Rules 2015. Draft for MC and AGM approval.  Version-AGM	Subject to amendments, approved by MC on 10 <sup>th</sup> February 2016	

Note: This constitution (if adopted by the AGM), is immediately applicable after voting at the AGM

### **Associated documents**

1. Standing Orders for Committees, Officers and Elected Members
2. Club Bye-laws and Regulations, applicable to all members
3. Club policies applicable to all members

*The above documents will be prepared during 2016.*



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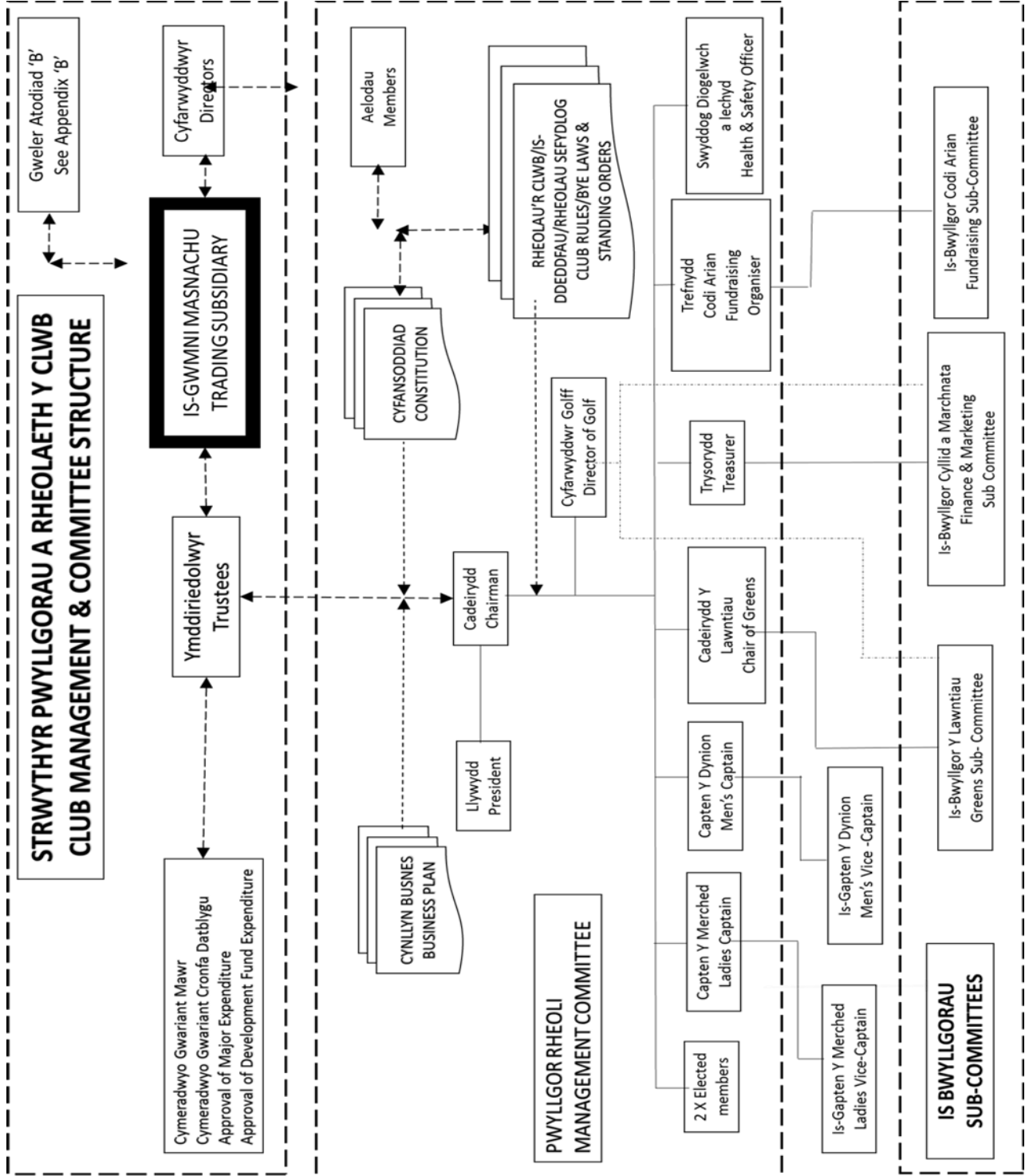


## APPENDIX A - CLUB MANAGEMENT AND COMMITTEE STRUCTURE





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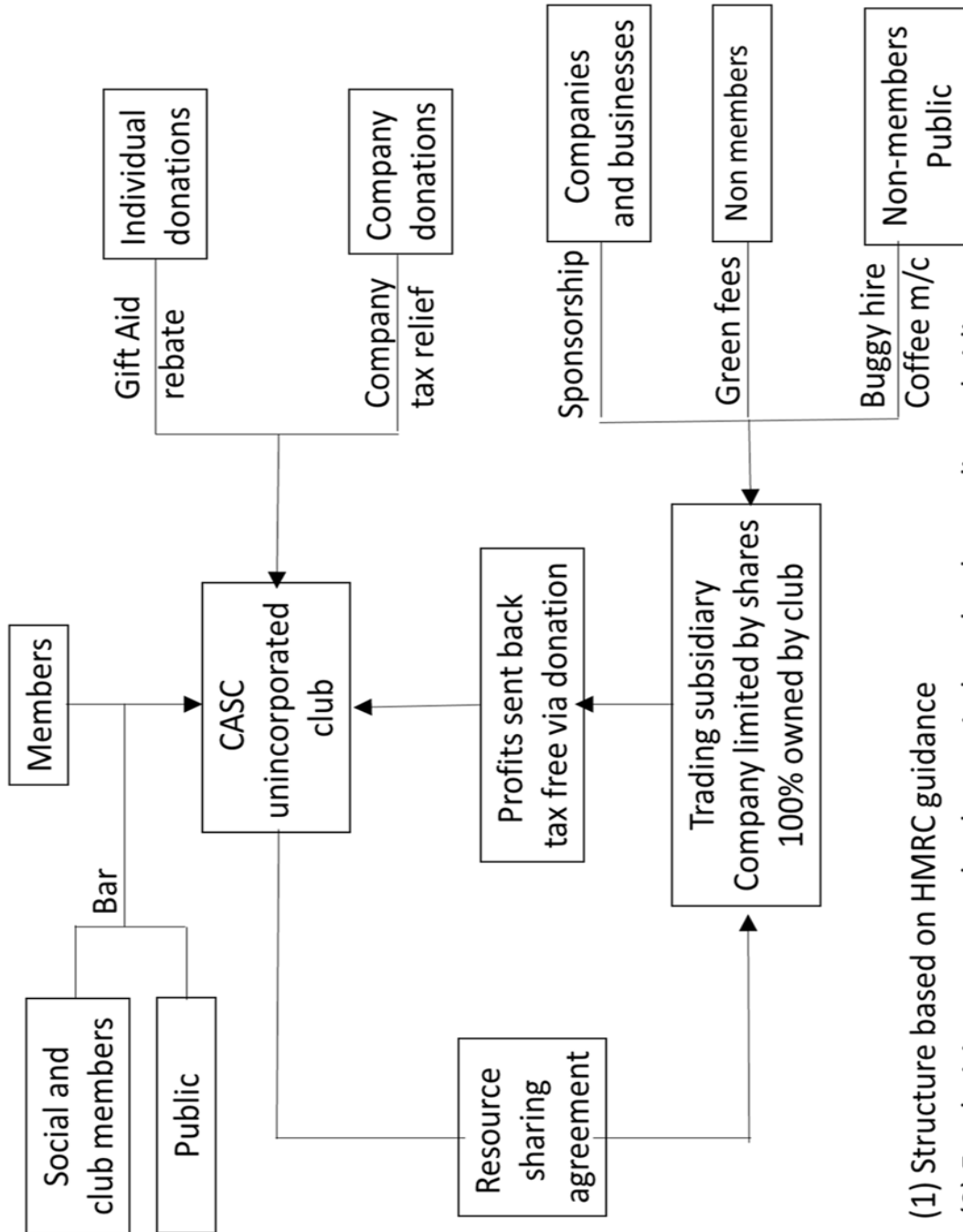
## APPENDIX B – CLUB STRUCTURE TO ACCOMMODATE CASC TRADING INCOME\*



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## Club Structure to accommodate CASC trading



(1) Structure based on HMRC guidance

(2) Fundraising may need to be carried out by the trading subsidiary

\*Subject to the formation of a trading subsidiary, the above structure may vary.