

MELTON MOWBRAY GOLF CLUB

(A Company Limited by Guarantee)

RULES AND BYELAWS

1. NAME OF CLUB

The Company shall be called "Melton Mowbray Golf Club" and in these Rules and Byelaws shall hereinafter be referred to as "the Club".

2. OBJECTS OF THE CLUB

The Club's objects are:

- (a) To acquire, establish, manage and promote a Golf Club and all associated leisure facilities to be known as MELTON MOWBRAY GOLF CLUB and to carry on anything incidental or conducive to any of those objects.
- (b) The Club is a non-profit making organisation and will 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.
- (c) A surplus of income shall be applied in promoting the objects of the Club.

3. SALE OF INTOXICATING LIQUOR

Intoxicating liquor shall only be sold:

- (a) For consumption on the premises to members, guests and any person admitted to the Club premises under Rule 27.
- (b) For consumption off the premises to a Member in person.

4. MANAGEMENT OF THE CLUB

DIRECTORS

There shall be seven [7] directors of the Club who shall fill the designated management board positions [see rule 5] and they shall be elected at Annual General Meetings.

Each year those Directors who at the date of the Annual General Meeting shall have served as Directors for a period of three [3] years or those Directors who have replaced Directors who would have served for a period of three [3] years at the date of the Annual General Meeting but for their earlier retirement, shall retire from office.

Nomination forms will be made available not less than five [5] weeks prior to the Annual General Meeting.

Members may propose and second nominees for the appointment of Directors of Melton Mowbray Golf Club by 3 working days prior to the Annual General Meeting. All nominees must have been a voting Member of the Club for not less than two years.

If there is more than one nomination for a Directors position proposed and seconded an election by a simple majority of the voting members present together with proxy votes received shall be taken at the Annual General Meeting.

CLUB CHAIR

The Club Chair will be elected at the Annual General Meeting for a period of three [3] years in a similar manner to that of the Directors.

PRESIDENT

The President shall be elected at an Annual General Meeting for a minimum term of two years in a similar manner to that of the Directors. The President can remain in office for up to a maximum period of 5 years at which point they shall resign but may be considered for re-election then or at any time in the future.

5. MANAGEMENT BOARD

The affairs of the Club (not reserved for the general body of members) shall be delegated to the Management Board, which shall consist of:

Position	Term of Office
The Club President	Minimum 2 Years, Maximum 5 years
The Club Chairman	3 Years
The Club Captain	1 Year
The Ladies’ Captain	1 Year
The Club Vice Captain	1 Year
The Ladies’ Vice Captain	1 Year
Director of Course	3 Years
Director of Clubhouse Services	3 Years
Director of Finance	3 Years
Director of Marketing and Communications	3 Years
Director Health, Safety & Environment	3 Years
Director of Personnel	3 Years
Director of Golf Operations	3 Years

Note: The Club Captain, Ladies’ Captain, Club Vice-Captain and Ladies’ Vice Captain have ex officio rights to attend all Management Board or sub committee meetings and have full voting rights. The Club President has ex officio rights to attend all Management Board or subcommittee meetings but does not have any voting rights.

The Management Board shall have the power to appoint sub-committees to carry into full operation and effect the objects of the Club.

The Management Board reserves the right to invite any member or employee to attend the Management Board meetings as a non-voting member.

The Club shall indemnify every officer of the Club against all costs, claims, charges, losses, expenses and liabilities incurred by him/her in the execution and discharge of his/her duties or in relation thereto.

The Club Chair will preside at Board Meetings and will be entitled to vote. If a vote is tied the Chair will have an additional casting vote. In the absence of the Chair at a board meeting the rest of the Directors present shall choose a replacement from among themselves to chair that meeting. (This Director will then have the additional casting vote.)

6. DUTIES OF THE MANAGEMENT BOARD

Each Director will report to the Management Board on the activities of their sub committee.

The Chair in conjunction with the Director of Finance shall ensure that all financial obligations of the Club are fulfilled and that reports of each section shall be presented to the Management Board.

The Management Board will ensure that:

- The objectives of the Club are achieved together with financial stability
- Employees statutory rights are in place and maintained
- Health and Safety requirements are in place and maintained

7. MID TERM RESIGNATION OF DIRECTORS, PRESIDENT OR CLUB CHAIRMAN

DIRECTORS

Where a Director resigns prior to completion of their term of office the replacement elected at the Annual General Meeting shall serve for the uncompleted period of three [3] years as aforesaid only.

Subject to maintaining the number of seven [7] Directors required by the Rules & Bye-Laws, any vacant Director positions, due either to Director resignations during the year or absence of nominations at an AGM, may, at the discretion of the Management Board, be replaced by co-opted Board Members. Such co-opted Board Members are invited to attend meetings of the Management Board and they shall be entitled to full voting rights.

Where the number of Directors falls below that required to form a quorum by these Rules & Bye-Laws [Rule 12] then an Extraordinary General Meeting would be held to elect additional Directors who shall be elected in accordance with the procedures specified in Rule 4.

CLUB CHAIR

In the event the Club Chair resigns during the year the Board will appoint a temporary Chair from among the other Directors to fulfil the duties of Chair until a replacement is elected at the next General Meeting. The Board will appoint a Deputy Chair to fulfil the other duties of the Chair until a replacement is elected at the next General Meeting.

DISQUALIFICATION / REMOVAL OF A DIRECTOR

The office of Director shall be vacated if,

- They cease to be a Director by virtue of any provision of the Companies Act 1985 or they become prohibited by law; or
- They become bankrupt; or
- They do not have the mental capacity to fulfil the role; or
- They resign The office by notice; or
- Any Director with an attendance record of less than 50% of monthly Management Meetings in any one year will automatically stand down at the next AGM.

8. SELECTION OF VICE-CAPTAIN / FUTURE CAPTAIN

CLUB CAPTAIN

The current Vice-Captain shall discuss potential choices of a Vice-Captain / Future Captain, to act as their Vice-Captain with the current Captain, President and Club Chair. The Vice-Captain shall then recommend their choice to the Management Board for approval before confirming the appointment to the proposed candidate. If the Management Board does not approve the Vice-Captain's choice then the Vice-Captain shall repeat the above procedure by putting forward an alternative candidate until the Management Board approves such a candidate.

The person chosen will then become Vice-Captain in January of the subsequent year becoming Club Captain the year following.

The official date that the Club Captain shall take office will be the date of the Captains Drive-In, generally the last Sunday of January.

LADIES' CAPTAIN

The Ladies' Captain shall be elected according to the procedure determined by the Ladies' Committee.

9. GENERAL MEETINGS

All General Meetings other than Annual General Meetings shall be called Extraordinary General meetings.

The Annual General Meeting of the Club shall be held not later than 3 months after the Financial Year-end. Fourteen [14] clear days notice of such meeting shall be posted. The business to be transacted at the Annual General Meeting shall be strictly limited to the following:

- The adoption of the Report and end of financial year Accounts.
- The election of Officers and Management Board
- Appointment of Accountant

Alterations and revision of rules subject to Rule 34 except that any voting member may bring forward any motion or motions relating to the management or welfare of the Club of which they shall have given twenty-eight [28] clear days previous notice in writing to the Secretary. These proposals shall be posted on the Notice Board allowing seven (7) days for counter proposals to be submitted. A copy of such proposed motion or motions shall be transmitted to every member, electronically where possible.

VOTES OF MEMBERS

At a General Meeting all playing members over 18 years of age on the date of such meeting shall be entitled to vote, irrespective of the category they fall into.

On a show of hands every member present shall have one vote.

On a poll every member present in person or by proxy shall have one vote.

10. EXTRAORDINARY GENERAL MEETING

An Extraordinary General Meeting of the Club may be called at any time by the Management Board or shall be called when required, in writing, by any thirty [30] members of the Club entitled to be present and vote at a General Meeting. The reason for calling such a meeting must be stated.

Notice of such Extraordinary General Meetings shall be sent to each member not less than fourteen [14] clear days previous to the meeting.

Where the meeting is required by the members, the Directors shall proceed to convene the Extraordinary General Meeting for a date not later than eight [8] weeks after receipt of the requisition.

Such notice shall state the business to be transacted thereat - no other business shall be discussed at such meeting.

All playing members over 18 years of age on the date of such meeting shall be entitled to vote.

On a show of hands every member present shall have one vote.

On a poll every member present in person or by proxy shall have one vote.

11. VOTING BY PROXY

An instrument appointing a proxy shall be in writing, executed by or on behalf of the appointer and shall be in a form approved by the Directors and submitted not less than 48 hours before the time for holding the meeting.

The form shall be used also in respect of resolutions.

12. QUORUM

No business shall be transacted at any meeting unless a quorum is present.

At a General Meeting or Extraordinary General meeting the quorum shall be at least 10% of the current year's adult playing membership who have voting rights.

At a Board Meeting the quorum shall be six [6] voting members.

13. BORROWING AND SPENDING POWERS OF DIRECTORS

The Company has unlimited powers to borrow money and the Directors may exercise all the powers of the Company to borrow such money as may be required by the Company.

The Management Board shall have the power to make decisions on projects requiring gross expenditure up to and equivalent to the gross value of one hundred and fifty [150] full 7 day subscriptions.

Any project requiring in excess of 150 full 7 day subscriptions shall be subject to the decision of the membership at a General Meeting by a simple majority of the voting members present.

14. DISSOLUTION OF THE CLUB

The Club shall not be dissolved save by a resolution or resolutions passed upon the motion of the Management Board by a two-thirds majority of the voting members present and voting at an Extraordinary General Meeting convened specially for the purpose by the Management Board, at which no less than 50% of the members of the Club, shall vote.

The Company Secretary shall give twenty-one [21] clear days' notice in writing of any such motion to every member of the Club and in such notice the form of resolution (or resolutions) to be proposed thereat shall be specified.

Notice of amendment to such resolution (or resolutions) must be given to the Company Secretary at least seven [7] clear days before the date fixed for such meeting and shall be posted in the Clubhouse at least five [5] clear days previous to the date fixed for such meeting.

The discussion at such meeting shall be strictly confined to the resolution or resolutions and/or the proposed amendments thereto (of which notice shall be given as aforesaid).

15. AUDITORS

The Accounts of the Club shall be prepared by an accountant appointed at the Annual General Meeting of the Club held in each year.

16. CLUB ADMINISTRATION

The administration of the Club may be delegated to any person or persons appointed from time to time by the Management Board, and their duties may include responsibility for all documents of the Club, the calling of meetings, recording the proceeding of meetings of the Club and Management Board, conducting correspondence and receiving and dealing with written complaints, the enrolment of members, the publishing of all Notices and the undertaking of any specific responsibility as instructed by the Board.

17. ADMISSION OF NEW MEMBERS

On admission a new member shall be given a copy of the Rules & Bye-Laws of the Club and will be required to pay the appropriate subscription.

18. RELATIONSHIP WITH OTHER MEMBERS AND EMPLOYEES

The conduct of any Member of the Club shall in no instance be made a matter of personal reprimand by any other member; neither shall the actions of any employee or standard provided be made a matter of personal rebuke between Member and Club Employee. All complaints, if worth making, should be made by letter or email to the Management Board.

19. INFRACTION OF RULES AND BYE LAWS

Any infraction of the Rules and Byelaws of the Club should be brought to the notice of the Management Board and the said Board shall take whatever action they consider necessary.

20. MISCONDUCT

If the conduct of any Member of the Club in or out of the Club premises, or on the course, is the subject of a written complaint and in the opinion of the Management Board the conduct of any Member is detrimental or prejudicial to the interests of the Club, the Member shall be asked to furnish an explanation concerning such complaint within seven days. The Disciplinary Committee, who shall be entitled to take any appropriate action other than permanent expulsion of the Member, shall consider the Member's reply. They may impose temporary suspension on the membership of the person concerned until the Management Board has had an opportunity to meet and adjudicate. Serious misconduct will result in immediate temporary suspension as defined under Rule 24. Any Member whilst temporarily suspended under the provisions of this rule has no right of entry to the Clubhouse, Course, or any Club premises.

21. EXPULSION OF MEMBERS

On receipt of an explanation from a Member in accordance with Rule 21, and in addition to any temporary action being taken, a Meeting of the Management Board shall be called forthwith to confirm any action taken and to adjudicate on the question with or without calling such Member before them. A decision to expel shall only be effective if a two-thirds majority of the Management Board is obtained. Notice in writing of such expulsion shall be forwarded to such member and shall be sent by Registered Post.

22. APPEALS AGAINST EXPULSION

A member receiving written notification of expulsion shall have the right within 28 days of the date of such communication to give notice of his intention to appeal to an Extraordinary General Meeting of the Club. Such Extraordinary General Meeting shall be summoned in accordance with Rule 12. A two-thirds majority of those Members present and entitled to vote shall be required to confirm expulsion. Any Member leaving the Club by resignation to avoid explanation of unruly conduct or following expulsion under these rules shall not be admissible to the Club premises as a Guest, Visitor or otherwise, and shall have no right against or claim upon the Club property or funds.

23. SUSPENSION OF MEMBERS

The Management Board shall have the power to suspend a member for a period not exceeding three months.

24. ANNUAL SUBSCRIPTIONS AND ENTRANCE FEES

The subscriptions due to the Club, including any ancillary fees, payable by members shall be as determined from time to time by the Management Board. A person residing outside a radius of 50 miles from the Clubhouse and being a full member of another golf club shall be called a Country Member and may be admitted to the privileges of the Club at a rate determined by the Management Board. The requirements of a Country Member to be currently a member of another club may be waived at the discretion of the Management Board. All new members (except Junior, Honorary and House Members) may be required to pay an entrance fee as determined by the Management Board.

25. PAYMENT OF SUBSCRIPTION

All Annual Subscriptions are due in advance of and must be paid by the first day of the month the renewal is due using the means agreed by the Management Board. Invoices will be transmitted electronically where possible.

Membership will be suspended automatically if subscriptions become overdue. Any membership which has been in suspension for one calendar month will be resigned automatically. Membership may be restored at any time during the year, at the discretion of the Committee, on the late payment of the full annual subscription. Renewal date will remain the 1st April.

Members electing to pay using the approved instalment method must indicate their desire to use instalments 21 days before the due date, and must ensure that all payments are maintained and paid fully in line with the agreement. Any instalment payment overdue by more than twenty-eight days will render the full balance due immediately.

26. TERMINATION OF MEMBERSHIP

Any member may at any time withdraw from the Club by giving at least seven [7] clear days' notice to the Club. Membership shall not be transferable or refundable.

27. VISITORS AND GUESTS

Persons who are not members of the Club, on payment of such fees as may from time to time be prescribed by the Management Board, may be admitted to the course and premises for the purpose of playing golf or attending any social or other function organised by the Club held on the Club premises.

The Management Board will decide, from time to time, the number of times a visitor can be signed in to play the course by a member at the reduced green fee rate.

No person who has been expelled from the Club shall be admissible under this rule.

28. HOURS OF OPENING AND CLOSING

The Clubhouse and Bar shall be open each day at hours to be determined by the Management Board. Such hours, when fixed, shall be posted on the Clubhouse notice board and the Bar.

29. HIRE OF CLUBHOUSE

In accordance with the Licensing Act 2003: -

The Management Board shall have the power to hire out the Clubhouse at their discretion and on such conditions as they think fit on licence for private parties and private social functions that complies with the said Licensing Act.

30. BYELAWS AND REGULATIONS

The Management Board shall have the power to make such Byelaws, Local Rules and Regulations as they may deem necessary for the management of the Club and they shall decide all matters not provided for in these Rules.

31. CONSTRUCTION OF RULES

All doubts as to the meaning and construction of these Rules and all disputes shall be referred to the Management Board whose decision thereon shall be final.

32. NEW RULES

No Rules (except Local Playing Rules) of the Club shall be repealed or altered, and no new rules shall be made, save by a two-thirds majority of the members present, and voting at a General Meeting. Twenty-one [21] clear days' notice in writing of the intention to propose any new rules or alterations shall be made and such notice shall be posted in the Clubhouse and also sent by electronic mail where possible to every member at least fourteen [14] days before the General Meeting.

No amendments to propositions shall be accepted, i.e. all alterations to rules shall be proposed in the manner prescribed and shall only be voted upon in the form notified prior to the meeting.

33. RULES AND BYE-LAWS TO BE BINDING ON MEMBERS

These Rules and Bye-Laws and all other rules from time to time made by the Management Board shall, until rescinded by members in General Meeting, be binding on all members of the Club and such Rules and Bye-Laws together with a list of the members of the Management Board shall be printed and a copy kept in the Clubhouse. Any rules made by the Management Board shall forthwith be posted in the Clubhouse.

34. RULES OF THE GAME

The Rules of the Game of Golf shall be those adopted from time to time by the Royal and Ancient Club of St. Andrews, and the World Handicapping System, subject only to such additions and modifications as the Management Board may consider necessary to meet the requirements of the Club. A list of such additions and modifications, which shall take effect as Local Rules, shall be posted in the Clubhouse together with advice on how to electronically access the Rules of Golf as played by the Royal and Ancient Club.

35. AFFILIATION TO ENGLAND GOLF

The Club agrees to comply with the Constitution and Rules of England Golf and of its County Union as laid down from time to time.

36. ANIMALS/PETS

No member or visitor shall bring an animal/pet into the Clubhouse or upon the course with the exception of Assistance Animals.

37. TROLLEY PERMISSION

The Management Board will set out the requirements for the use of Buggies/Trolleys on the course and may amend them from time to time.

38. RULES AND BYELAWS REVIEW

A formal review of these Rules and Byelaws should be conducted every 5 years to ensure that all wording remains appropriate to the Club and its Members.