



WEST MONMOUTHSHIRE GOLF CLUB

POLICY DOCUMENT

CONSTITUTION & CLUB RULES

A West Monmouthshire Golf Club policy

DOCUMENT CONTROL

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The Club shall be known as West Monmouthshire Golf Club herein referred to as 'The Club'.

1. Purpose

The purpose of The Club is to:

- (a) Promote and provide facilities for the participation of the whole community in the game of golf.
- (b) Carry on as a members 'golf club and to provide all necessary property, buildings, equipment, fixtures, fittings and services customarily provided for members of a golf club.
- (c) Promote and teach the game of golf and its enjoyment in accordance with the Rules and Etiquette of Golf as laid down by the Royal and Ancient Golf Club of St Andrews.
- (d) Generate income from subscriptions, entrance fees, loans, bar and catering facilities, visitors and from other sources.

The Club will operate on a strictly not for profit basis and any surplus or profits are to be reinvested in the Club. Under no circumstances are any assets or profits to be redistributed to members or any third party. In the event of dissolution any remaining assets shall be given or transferred to another registered CASC, registered charity or the sport's governing body for use by them in related community sports.

2. Governance

The Club undertakes to adhere to all its legal responsibilities as laid out in UK Statutory Laws and follow all guidance recommended by Golf Union Wales. These responsibilities encompass members, visitors and employees.

3. Club Rules

The Management Board has full authority to make, alter and publish Club Rules on matters falling within its responsibility for the purpose of the management of The Club, provided always that such Rules do not seek to materially change or conflict with the Constitution.

4. Members bound by the Constitution

Every member of The Club shall be deemed to be familiar with and shall be bound by the Constitution.

5. Membership

Membership shall be open to the whole community without discrimination.

Membership Categories

- **Lady members** - that is lady playing members who shall be entitled to all privileges of membership.

- **Full Member** - that is playing members who shall be entitled to all privileges of membership.
- **Junior Members** - that is playing members who are under the age of 18 years on the first (1st) of October of the year in question, having the privileges of membership except the right to vote at General Meetings or to be nominated as officers or members of any Board or Committee. Juniors aged 12 years and under may become members without paying a fee as long as they are proposed and accompanied on the course by a member as parent or grandparent.
- **Student Members** - that is playing members who are not gainfully employed and are in full-time education, having the privileges of membership except the right to vote.
- **Country Members** - that is bona fide playing members of other recognised golf clubs who reside outside a 15-mile radius of West Mon Golf Club, having the privileges of membership except the right to vote at General Meeting or to be nominated as club officers or Members of the Board or to enter any official club golfing competitions. Membership to cease automatically on ceasing membership of the parent club.
- **Honorary Members** - the Board shall have the power to allow membership without fee or subscription, for any golfer who has rendered significant service to the club, provided that an interval of at least 2 days have elapsed between election and admission to the privileges of membership.
- **Life Members** - that is members who have contracted a life subscription and shall be entitled to all the privileges of membership.
- All visitor, members, guests and competitors in Opens, club matches, national or regional competitions, including any officials, shall be classified as temporary members for the duration of their stay and as such shall abide by all Club Rules.

Election to Membership

Each candidate for election as a playing member of The Club shall complete an application for membership in the form required by The Club and their election shall be decided by the Secretary, in consultation with Board Members. A candidate shall only be refused membership for a good and sufficient cause, such as conduct or character likely to bring The Club or sport into disrepute.

A candidate refused membership may appeal in writing to the Board within seven (7) days of receiving a notice of refusal from the Club.

On election, a member shall pay the subscription and any other amounts due and shall be provided with a copy of The Club Constitution including Club Rules. No member shall enjoy any of the benefits or privileges of membership until payment has been made.

Suspension of Membership

Any member wishing to suspend their membership shall give written notice to the Secretary, outlining the period for which they propose to suspend their membership. Suspension shall be for a minimum period of six (6) months. Any application for suspension shall be considered by

the Management Board, which shall have the authority to grant or refuse the suspension. All suspensions must be authorised by the Management Board. There shall be no obligation on the Club to refund any subscription paid. However, where suspension is granted on medical grounds, the Management Board may, at its discretion, allow an appropriate amount to be credited against the member's subscription for the following membership year.

Resignation of Membership

Notice of resignation by a member shall be given in writing to the Secretary. Following resignation, the ex-member shall continue to be liable for any annual subscriptions and other amounts due and unpaid at the date of resignation.

Should a member wish to re-join, they shall pay the full year's subscription, regardless of the date they re-join. Should there be a three-year gap between their resignation and their re-joining, a pro-rata annual subscription shall be payable.

Disciplinary Action

Any member alleged to have acted in a manner deemed to be against the best interest of the game of golf and/or the good conduct and interests of the Club may be called to attend a Disciplinary Committee consisting of the Chairman, Captain, and two members of the Board.

The Member invited to such a meeting must be given seven (7) days clear notice of the meeting and informed by written notice of the reason(s) for the meeting. Any decision of the Disciplinary Committee must be ratified by the Management Board who will decide on the level of sanctions, if any, to be administered. They, by two thirds majority, shall have the power to issue written or verbal warnings as to the member's conduct and behaviour or terminate or suspend membership.

Written notice of the decision of the Board shall be given to the person concerned. Appeals against the decision may be given in writing to the Secretary within seven (7) days of the date of the notification of the decision. The appeal will be considered at a meeting of the Board and the Member may attend.

6. Subscriptions

The level of subscriptions and fees shall be decided by the Annual General Meeting (AGM).

Membership Year

The Club year will have four entry points as follows: 1st January, 1st April and 1st July and 1st October. Each entry point will be for one year and will end on the last day of the month before the anniversary.

Payment Deadlines and Arrears

The subscription for any member unpaid by the 15th day of the month following the anniversary of membership joining will increase by a levy of 10%. Any member who has not paid their subscription and any other outstanding amounts (including the 10% levy) by the 1st day of the

second month in the new subscription year (Anniversary Year), shall cease to be a member of the club and will only be reinstated at the discretion of the Board upon full payment of all arrears

Any member whose subscription or any other amount due is in arrears shall not be eligible to use any of the Club facilities or vote at any meeting.

Surpluses of Income

All of the income and property of The Club shall be applied solely towards the promotion of The Club and no amount shall be paid or applied directly or indirectly by way of a distribution of surplus or profit to the members of The Club or third parties, except that nothing in this Constitution shall prevent the following payments being made in good faith:

- Fees or remuneration to any officer or employee of The Club or to any member for services rendered to The Club.
- Interest at a current commercial rate on money lent to The Club.
- Commercial rent for premises let to The Club by any member.

7. The Management Board

The management of the Club shall be vested in the Management Board.

The Management Board responsibilities are to:

- Establish the vision, values and long-term strategy for the club for a 3–5 year period
- Draft a business/operational plan for the next 12 months
- Monitor progress annually (at least) against agreed goals and objectives
- Review the vision and core values at least every three (3) years
- Monitor performance, financial expenditure, risk and resource allocation against the business/operational plan at least quarterly
- Ensure financial solvency and integrity through robust controls and policies and personal integrity and ensuring the borrowings do not exceed a certain percentage of the assets of the club
- Appoint and support members of staff
- Oversee management of the golf course
- Manage risk and help identify new opportunities for the club
- Develop and oversee high level policies

- To have a duty of care to children and young people at the club by ensuring the club has robust safeguarding policies and procedures in place
- Ensure that the club has disciplinary procedures in place that are in line with that of its national governing body
- Appoint Sub-committees, (including a nominations committee) to maintain effective committee performance and propose general meeting resolutions
- Build effective relationships with external partners as required by the club
- Undertake training as appropriate and participate in an annual evaluation process and individual evaluation
- Attend events and meetings as appropriate and act as hosts to partners, sponsors and other stakeholders as required

(a) Composition of Management Board

The Management Board shall comprise:

- The Chairman
- The Finance Officer
- The Secretary
- Course manager
- Communications and Marketing Officer
- Handicap and Competition Officer
- Captain
- President

In addition to the above, the Board may co-opt up to four (4) Members.

A general description of roles and responsibilities for the officers listed below may be found in the appendices to this constitution.

The President and Captain sit on the Board as advisors but have no voting rights.

A general job description for each officer mentioned below may be found in the appendices to this constitution.

(b) Chairman

The Chairman will be elected for a two-year term but shall be eligible for re-election. He/she will provide leadership and direction to the Management Board, enabling it to fulfil its responsibilities in providing sound governance and strategic direction for the club. He/she holds a casting vote on the Board.

He/she will receive an honorarium which must be ratified at an Annual General Meeting.

(c) The Secretary

The Secretary is a full member of the Board and is responsible for arranging and fully supporting Board meetings and actioning any decisions made; In conjunction with the Finance Officer, he/she is responsible for the day-to-day running of the golf club.

The Secretary will serve for a term of two years but shall be eligible for re-election. He/she is entitled to an honorarium agreed at the Annual General Meeting.

(d) Finance Officer

The Finance Officer is a full member of the Board and is responsible for providing a full range of financial support services to the Board. Along with the Secretary he/she is responsible for the day-to-day running of the golf club.

He/she will serve for a term of two years but shall be eligible for re-election. He/she is entitled to an honorarium agreed at an Annual General Meeting.

(e) Competition and Handicap Officer

The Competition and Handicap Officer is a full member of the Board, and he/she will be responsible for delivering the Club's strategy in respect of providing club competitions and the administration of the World Handicap Scheme. He /she will work with the Match Captain to fulfil the Club commitments to external matches and competitions.

He/she will serve for a term of two years and shall be eligible for re-election. He/she is entitled to an honorarium agreed at the Annual General Meeting.

(f) Communications and Marketing Officer

The Communications and Marketing Officer is a full member of the Board and is responsible for managing the Club's IT system and developing and implementing effective lines of communication with Club Members, external groups/organisations and individuals.

He/she will serve for a term of two years and shall be eligible for re-election. He/She is entitled to an honorarium agreed at the Annual General Meeting.

(g) Club Captain

The Captain is the titular head of the Golf Club and the official representative of the members.

The Captain will take the lead on golfing and social matters and represent the members internally and externally particularly with the Board.

The Captain is entitled to attend Board meetings in a scrutiny capacity but does not have a vote.

The Captain shall be elected for a period of one year by a simple majority of members at an Annual General Meeting. He/she shall retire automatically at the end of this period but shall be eligible for re-election.

The Captain is entitled to an honorarium agreed at the Annual General Meeting.

(h) Club President

The President will act as an ambassador for the club and its members at appropriate events, meetings or functions. He/she will build positive relationships with club members, understanding their diverse needs and uniting their voices.

The President is entitled to attend Board meetings in a scrutiny capacity but does not have a vote.

The President shall be elected for a period of five years by a simple majority of members at an Annual General Meeting. He/she shall retire automatically at the end of this period but shall be eligible for re-election.

The President is entitled to an honorarium agreed at the Annual General Meeting.

(i) Course Manager

The Course Manager is a full voting member of the Board and shall be responsible for producing and implementing a work plan to manage the golf course and clubhouse grounds as agreed in discussion with the Management Board and Head Greenkeeper.

The post will run for a period of two years, and he/she shall be eligible for re-election.

He/she will receive an honorarium agreed at the Annual General Meeting.

(j) Co-opted Board Members

The Management Board may co-opt up to four full members on to the Board. They will serve for a period of up to 12 months, their period in office always ceasing at the next Annual General Meeting.

Co-opted members are full members of the Club, and they would normally be appointed where specialist input is required or where an outside view of the Board could be useful in guiding Board decisions.

Co-opted Board Members would not be a voting member of the Board.

(k) Trustees

There shall be a minimum of two and a maximum of four Trustees, each of whom shall be a member of The Club of at least five years' standing and full voting members and who shall be appointed from time to time as necessary by a simple majority of the members present and eligible to vote at a General Meeting.

A Trustee shall hold office for a maximum period of ten (10) years without re-appointment but shall have the option to retire at any time. The removal of a Trustee from office shall require a simple majority of the members present and eligible to vote at a General Meeting.

All property of The Club, including land and investments, shall be held by Trustees on trust for the use and benefit of The Club. The Trustees shall deal with the freehold property of The Club in accordance with resolutions passed at General Meetings of The Club. The Trustees shall have the authority to sell, lease, mortgage or pledge any Club property held by them as Trustees for the purpose of raising or borrowing money for the benefit of The Club. They shall act with regard to any property so held by them only in accordance with the instructions of the Management Board.

The Club shall be responsible for all costs and liabilities of the Trustees properly incurred in their capacity as Trustees and shall indemnify them in respect of the costs of any legal or similar action brought against them.

(l) Absence

Any member of the Management Board who is absent from any three out of twelve meetings shall forfeit his/her position. He/she shall not be eligible to serve for a further three years. Exceptions to this rule as resolved by the Management Board shall be apologies for illness, holidays out of the area, work commitments and Club business.

(m) Meetings

The Secretary will give three (3) days' notice of Board Meetings, stating the business to be considered at the meeting.

The Board shall meet at least ten (10) times per annum at such a time and place as the Board shall resolve or as the Chairman shall appoint.

Four (4) members of the Management Board shall form a quorum. Decisions shall be made by a simple majority of those present and voting. The Chairman of the Management Board shall have only one vote and shall not have a casting vote.

Special Meetings of the Board shall be called by the Secretary at the request of two (2) Board members.

As soon as possible at the beginning of the meeting a Board member must declare to the Chairman any interests in the matter to be discussed and if the interests confirmed, abide by Chairman's ruling.

A motion cannot be moved to rescind or alter any resolution passed within the preceding two (2) months, unless the mover asks leave of the Board to propose such a request for leave.

If any member persistently disregards the ruling of the Chairman or intentionally obstructs Management Board business, the Chairman or any other member can move that the member be silent. If the motion is recorded it must be put to vote without further discussion.

Voting on motions to be by show of hand.

(n) Election of Management Board

The members of the Management Board shall be elected at the Annual General Meeting and shall serve for a term of two (2) years and shall be eligible for re-election.

Any member standing for election to the Management Board shall be proposed and seconded in writing by two (2) full playing members. Such nomination to be lodged with the Secretary at least ten (10) days prior to the date of the Annual General Meeting and displayed on The Club noticeboard.

In the event of a contested election, voting shall take place by show of hands. If two (2) or more candidates obtain an equal number of votes for the last place or places, a further ballot shall be held for those candidates.

(o) Removal of Board Members

Procedure for the removal of Officers /Board Members from their positions, but not prejudicing any other rules, must be by Special General Meeting of which two thirds majority must be in favour of expulsion.

8. Independent Accountant

An Independent Accountant (or firm of Accountants) shall be appointed, as auditor, at the Annual General Meeting.

The Club shall be responsible for all costs and liabilities incurred by the Officers and Management Board members in the execution of their roles within The Club and shall indemnify them in respect of the costs of any legal or similar action brought against them.

9. Annual General Meetings (AGM)

An Annual General Meeting of The Club shall be held in the month of November each year. All other General Meetings shall be Extraordinary General Meetings.

Notice of the AGM shall be posted on the Club noticeboard no less than twenty-one (21) days before the date of the meeting.

A copy of any motion for the consideration of the AGM, signed by the proposer and the seconder or, in the case of a Management Board motion, signed by the Chairman, shall be delivered to the Secretary not less than ten days before the meeting.

At an AGM or EGM, any full voting member may propose an amendment to a motion and provided it is seconded, it shall be considered and voted upon by the members present.

The Chairman or their nominee shall lead any of the General Meetings. Fifteen (15) full voting members shall form a quorum. Discussions shall be confined to the business stated in the notice of the meeting and no new motions for voting shall be accepted.

The Chairman of the Management Board shall deliver to the Meeting an annual report concerning policies and plans of the Board and the Finance Officer shall present to the meeting

the financial accounts for the most recent financial year. The Club Chairman shall deliver a brief report of the Board activities over the preceding year, high-lighting important events. Additionally, there shall be a report provided by the Independent Accountant.

A notice indicating the number of Officers and Board Members to be elected and the term for which the election is to be made shall be exhibited in the Club House at least ten (10) days prior to the date of the Annual Meeting.

Nominations in writing, signed by two full members as Proposer and Seconder respectively, shall be in the hands of the Secretary ten (10) days prior to the meeting to allow posting of the agenda.

If insufficient members are nominated to fill existing vacancies, the members validly nominated shall be declared elected and verbal nominations for any vacancies shall be received at the Annual Meeting.

In the event of any matter arising relating to the affairs of The Club which requires urgent attention an Extraordinary General Meeting shall be called by the Management Board or in writing submitted to the Management Board signed by at least twenty (20) full voting members

The notice shall include the purpose of the meeting and the business to be discussed. The Management Board shall hold the meeting within six weeks of the date of receiving such notice.

10. Changes to Constitution

Any alteration or repeal of any part of the Constitution shall require a simple majority of the members present and eligible to vote at an Annual General Meeting (AGM) or an Extraordinary General Meeting (EGM). In the event of a tied vote, the motion shall not be carried.

11. Personal Responsibility

Neither The Club nor its Board will be responsible for the loss or damage to property belonging to members or visitors while on the Club's premises, nor will they in any way be held responsible for personal injury suffered by players on the course, or damage or injury caused by players on or off the course. All players are therefore strongly advised to arrange their own insurance against such risks.

12. Members' Guests

Playing members may invite up to three (3) guests at a preferential green fee; any individual guest may only avail themselves of this discount on five (5) occasions, subject to prior notification on The Club booking system. Members are responsible for the behaviour of invited guests and are also responsible for ensuring that guests are registered as visitors and that the appropriate fees are paid.

Appendix 1

Chairman's responsibilities

- To provide leadership and direction to the Management Board enabling it to fulfil its responsibilities in providing sound governance and strategic direction for the club
- Ensure the club pursues its core purpose as set out in the constitution as well as meeting the club's Bye Laws and relevant legislation/regulations
- Lead the formulation of club strategic plans and put in place regular reviews of the long-term strategic goals
- Chair and facilitate meetings ensuring that they are properly convened with due notice and are quorate and there is open discussion.
- Monitoring decisions taken at meetings and ensuring they are implemented
- Liaising regularly with the Treasurer to maintain a clear grasp of the club's financial position
- Lead the development of club values and ensure they are embedded in the organisation
- Maintain careful oversight of any risk to reputation and/or financial standing of the club

Appendix 2

Secretary's Responsibilities

- Ensure meetings are managed according to the requirements set out in the club rules
- Keep a record of meetings and disseminate relevant information
- Ensure the club adheres to relevant regulations and laws and complies with Companies House and/or Charity Commission requirements where the club is incorporated
- Deal with club correspondence
- Monitor and record the result of club elections and votes
- Ensure meeting information, both Management Board and General Meetings, is issued in a timely manner and according to the requirements set out in the club rules
- Keep records of meetings and disseminate notes or minutes to Members and stakeholders according to club policy.
- Be the named contact for all license applications and related external bodies
- Ensure the club adheres to relevant regulations including the submission of annual accounts as required under the Companies Act (2006) and Charities Act (2011) (where appropriate)
- Maintain regular communication with members, keeping them up to date on decisions, events and activities
- Maintain timely communication with external bodies and partners
- Deal with human resource issues.

Appendix 3

Finance Officer's Responsibilities

- Be responsible for the financial supervision of the club
- Operate as the chief financial management officer
- Set annual budgets for the club with the Chairman for approval by the Management Board
- Set and oversee financial systems and controls
- Set finance controls and systems to ensure efficient and transparent management of club resources.
- Review the financial controls and systems on a regular basis to ensure they are robust and to encourage continuous improvement
- Assess the financial implications of significant spend including capital expenditure and new employment positions within the club
- Prepare 3-year cash flows to incorporate into the strategic plan
- Support audit processes
- Monthly financial reports – present at monthly Management Board meetings
- Act as signatory on the club account
- Provide advice to the Management Board in their management of the club finances

Appendix 4

Communication Officer's Responsibilities

- To implement the Club's communications plan and marketing strategy.
- To coordinate the day-to-day running of the Club's website, including all the website's tools.
- To assist with the development of engaging and creative social media content – including both the design and copy.
- Create copy and produce materials, delivering this information to specific, targeted audiences, using the most appropriate channels.
- Create engaging and up-to-date digital media content across all social media channels, including web content, Twitter and Facebook.
- Design reports, presentations and stationary templates as required.
- Create regular newsletters and e-bulletins, circulating these to key stakeholders to support engagement.
- Develop effective relationships with groups and organisations
- Answer and respond appropriately to calls about the service, collaborating with the team to give signposting support via phone and email.

Appendix 5

The Captain's Duties

- Maintain the integrity, standards and ethics of the club and of the game of golf
- Build positive relationships with club members, understanding their diverse needs and uniting their voices
- Assist the Management Board in understanding the needs of all sections of the membership.
- To scrutinise operations of the Board.
- Be an ambassador for the club and its members at appropriate events and functions e.g. Charity functions
- In conjunction with the Club Chairman and/or the Club Secretary, when appropriate, resolve confidential or sensitive club and membership issues
- Handle correspondence and disputes as appropriate.

Appendix 6

Competition and Handicap Secretary's Responsibilities

- Delivery of the club strategy in respect of competitions and handicaps
- Ensuring equality of access to each section of the club to enjoyable, well-run competitions
- Efficiently executing a fair and consistent handicapping system
- Advising the Board on matters pertaining to competitions and handicapping
- Arrange competitions that are enjoyable, efficiently run and reflect the needs of its members.
- Prepare and maintain an annual schedule of competitions To apply the powers and obligations
- To maintain handicaps in accordance with the World Handicapping System, record all competition winners, purchase all prizes and ensure these are awarded at the Presentation Evenings.
- To ensure competitions are widely published and positively promoted. To review, where necessary, the Competition Rules and Local Rules and make recommendations to the Board where appropriate.

Appendix 7

Course Manager's Responsibilities

Work hand in hand with the Head Greenkeeper to plan and carry out daily and long-term tasks.

- To deliver a programme of cyclic maintenance for the golf courses, in line with the requirements of the Course Manager.
- Promote and monitor the Club's policies on health and safety and ensure that all duties performed are carried out with full regard to the safety of members, visitors and other employees. Work within the health and safety guidelines at all times: COSHH; Risk Assessment and SOP.
- Ensure the correct procedures are followed regarding the use of all machinery, fertilisers and chemicals
- Communicating information to staff, management and golfers.
- Allocating work and supervising the greenkeeping staff.
- Training of staff and keeping training records up to date.
- Supervising turf maintenance.
- Assist in keeping suitable material and equipment records as required.SI.
- Assist the Course Manager with annual budgets and works programmes.
- Work as part of a team and actively demonstrate a willingness to support and achieve the overall business objectives.

Appendix 8

Club President

- Maintain the integrity, standards and ethics of the club and of the game of golf
- Build positive relationships with club members, understanding their diverse needs and uniting their voices
- To scrutinise operations of the Board.
- Assist the Management Board in understanding the needs of all sections of the membership.
- Be an ambassador for the club and its members at appropriate events and functions e.g. Charity functions
- In conjunction with the Club Chairman and/or the Club Secretary, when appropriate, resolve confidential or sensitive club and membership issues
- Handle correspondence and disputes as appropriate