

REDDITCH GOLF CLUB

RULES and REGULATIONS

27 July 2017

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1 Name and Objectives of the Club

1.1 The club shall be called Redditch Golf Club.

1.2 The Club is a non-profit making organisation and any surpluses will be used in furtherance of the objectives of the Club.

1.3 The objectives of the Club are:

- to promote and provide for the benefit of Members of the Club and bona fide visitors amenities for the pursuit of the game of golf and for social and recreational activities in relation thereto;
- the provision of refreshments in association with the game golf.

2 Membership of the Club

The Membership of the Club shall consist of:

2.1 Voting Members

All playing members with the exception of Junior, Country, Student, Overseas and Choices members shall be entitled to the full privileges of the Club including in particular the right to vote at the General Meetings of the Club, serve as Officers or Members on any Committee of the Club and to play on the course in accordance with these rules and the rules of golf.

2.2 Non-Voting Members

The Business and Finance Committee shall be entitled from time to time at their discretion to create other classes of membership who shall be entitled to the facilities of the Course and Clubhouse on such terms and conditions as that Committee shall at their discretion think fit, but will not be entitled to vote at any General Meeting of the Club or to serve as Officers or Members on any Committee of the Club.

2.3 Honorary Members

The Business and Finance Committee and the Captain's Committee shall have the power to elect, as and when deemed appropriate, any Member as an Honorary Member of the Club. Such a member shall have all the privileges of a voting member.

3 Rights and Responsibilities of Members

3.1 All Members shall be bound by the Club Rules and any amendments to them passed in accordance with the provisions within these Rules, and by the Bylaws approved by the Club's Committees.

- 3.2 The conduct of all Members shall, at all times, be such as to avoid damage to the harmony, character or interest of the Club and shall include courtesy to other Members, staff and visitors. Members will not at any time reprimand or directly criticise any member of staff.
- 3.3 No member shall criticise publicly Redditch Golf Club, any Club officer, employee or any other member by any means whatsoever, including by social media. Any contravention of this requirement may result in that member being subject to disciplinary action.
- 3.4 Only Voting Members are entitled to hold office or vote at Meetings of the Club.
- 3.5 Voting Members who are in arrears with any payment due to the Club are not eligible:
- to stand for election to any position;
 - to propose or second an eligible Member for election to any position;
 - to propose or second resolutions for a General Meeting;
 - to vote at such General Meetings.

4 President and Vice-President

- 4.1 There shall be a President and Vice-President of the Club.
- 4.2 A new President and/or Vice-President shall be nominated by the President in discussion with the Chair of the Business and Finance Committee and the Club Captain. Any such nominations shall be agreed by both the Captain's Committee and the Business and Finance Committee and submitted to the Business and Finance Annual General Meeting for approval.
- 4.3 The President will hold office for three years and will be eligible for re-election for up to two further terms of three years. The Vice-President will hold office for three years.
- 4.4 If the President ceases to hold office for any reason, the Vice-President will assume the role until the next Annual General Meeting when a further election will take place.
- 4.5 The President and the Vice-President will not be eligible to hold any other Committee position within the Club.
- 4.6 The President and Vice-President shall not hold or exercise any executive power or responsibility.
- 4.7 The President and Vice President shall be invited to attend both the Captain's Committee and the Business and Finance Committee in a non-voting capacity.

5 Club Captain and Club Vice-Captain

- 5.1 There shall be a Club Captain and Club Vice-Captain. He/she will hold office for one year. In normal circumstances the previous year's Club Vice-Captain will be the nominated candidate for Club Captain.
- 5.2 Nomination for the incoming Club Vice-Captain will be made by a meeting of the President, Vice-President, Chair of the Business and Finance Committee, current Club Captain and Vice-Captain and Gentlemen's Captain and/or Ladies' Captain.
- 5.3 The nomination for the position of Club Vice-Captain shall be agreed by the Captain's Committee and the Business and Finance Committee and submitted to the Captain's Annual General Meeting for approval.
- 5.4 The Club Captain and the Club Vice-Captain shall hold office for one year.
- 5.5 If the Club Captain ceases, for whatever reason, to continue in office, the Club Vice-Captain will assume the role.

If the Club Vice-Captain ceases, for whatever reason, to continue in office, an Acting Club Vice-Captain must be selected.

- 5.6 If both the Club Captain and Club Vice-Captain cease to hold office for any reason, an Acting Club Captain and an Acting Club Vice-Captain shall be selected as follows:

A joint meeting between the President, the Business and Finance and the Captain's Committees will be arranged to agree on nominations for both Acting Club Captain and Acting Club Vice-Captain. The Chair of the Business and Finance Committee or his/her deputy will meet privately with the nominated Members to determine whether they would be prepared to accept the nominations. If a nomination is rejected another candidate will be selected. If the nominated Member agrees, he/she will be announced by the General Manager as the Acting Club Captain or Acting Club Vice-Captain, as appropriate.

- 5.7 The Club Captain or his/her deputy will chair the Captain's Committee and may attend Business and Finance Committee Meetings in a non-voting role to provide a continuing liaison between the two Committees.

6 Chair of the Business and Finance Committee

- 6.1 The Chair of the Business and Finance Committee shall be nominated and elected at a Business and Finance Annual General Meeting and will hold office for three years. The Chair will be eligible for re-election for up to two further terms of three years.
- 6.2 If the Chair ceases to hold office for any reason during the term of his/her appointment, the members of the Business and Finance Committee will select a new Chair from within their number who will become the Acting Chair until the next Business and Finance Annual General Meeting.

7 Trustees

- 7.1 The property and assets of the Club shall be vested in not less than three and not more than four Trustees.
- 7.2 Nominations for new Trustees shall be made by the current Trustees and be communicated to The Business and Finance Committee via The President. All such appointments must be ratified at an Annual General Meeting.
- 7.3 For the purpose of giving effect to such election, the Chair of the Business and Finance Committee at that time is hereby nominated as the person to appoint new Trustees of the Club within the meaning of Section 36 of the Trustee Act 1925. He or she shall appoint the person, or persons, so elected at the General Meeting and the provisions of the Trustee Act 1925 and the Trustee Act 2000 shall apply to any such appointment.
- 7.4 The Trustees shall hold office for three years but shall be eligible for re-nomination after each such term or until their resignation, or until removed from office by a resolution put by the Business and Finance Committee and approved by the Members at a General Meeting.
- 7.5 The Trustees shall act as the Business and Finance Committee may from time to time direct by resolution (of which an entry in the Minute Book shall be conclusive evidence) provided always that the Trustees shall not enter into any contract concerning, or make any conveyance or disposition whatsoever, of any land or interest in land vested in them in trust for the Club unless so directed by a resolution passed by a two thirds majority of Members attending and voting at a General Meeting of the Club.
- 7.6 The notice convening such a meeting shall contain the terms of such resolution.
- 7.7 The Trustees shall be indemnified out of the Club assets against risk and expense in connection with the proper discharge of their duties and appropriate insurances shall be arranged.
- 7.8 Trustees will not be eligible to hold any other Committee position within the Club.

8 Management of the Club

- 8.1 The activities and affairs of the Club shall be under the control and management of its Committees operating in partnership within a dual committee structure. The two Committees, the Business and Finance Committee and the Captain's Committee, shall have clearly defined and separate responsibilities but shall always work together for the benefit of the Club and its Members. In the unlikely event of any unresolved dispute between the two Committees, the decision of the Business and Finance Committee shall always be final.
- 8.2 There will be sub-committees as detailed in the published club structure. Further sub-committees may be established when deemed appropriate. The composition of these sub-committees will be from an elected pool of Members.

- 8.3 All committees and sub-committees shall be able to co-opt additional members as appropriate. Such members shall be non-voting members of those committees.
- 8.4 The Management Structure of the Club is shown in Appendix 3.

9 The Business and Finance Committee

9.1 Structure

- 9.1.1 The Business and Finance Committee shall consist of a minimum of five elected Members: Chair, Treasurer, Course Chair and a minimum of two further members with general responsibilities elected at a Business and Finance Annual General Meeting.

There will be a General Manager who will attend the Business and Finance Committee in a non-voting capacity.

- 9.1.2 The members of the Committee will serve for three years but may offer themselves for re-election for up to two further terms of three years.
- 9.1.3 In the absence of the Chair at any Committee Meeting, an Acting Chair may be chosen from the elected Members present. The decisions of the Committee shall be on a majority of those present and participating in the vote. Each Member shall have equal voting rights, except that, in the case of a tie, the Chair will have an additional, casting vote.
- 9.1.4 A quorum shall be three members of the Committee.
- 9.1.5 Any Member who is absent from 3 consecutive meetings, without a reason acceptable to the Business and Finance Committee, will be required to resign from the Committee.
- 9.1.6 The Committee may, from time to time, co-opt Members to the Committee to assist in its successful functioning. Any such Member shall not have a vote, shall retire at the next Business and Finance Annual General Meeting but shall be eligible for election for any vacancy that may exist.

9.2 Responsibilities

The Business and Finance Committee:

- shall have overall responsibility for the business and financial affairs of the Club including the security of assets and compliance with statutory and other legal obligations;
- shall have the responsibility to establish and maintain policy directives and standards for both the Golf Course and the Clubhouse;
- shall prepare and update short, medium and long term plans for maintenance, improvements and capital expenditure;
- shall prepare an Annual Report and Accounts for approval at the Business and Finance Annual General Meeting and have such accounts duly audited by a firm of accountants if it were felt appropriate to do so;
- shall have the authority, through the General Manager, to engage, control and dismiss any employee or contractor of the Club;
- shall, with whichever other officers and/or members shall be deemed appropriate, review and revise any Club rule as and when deemed necessary with all due observance of Rule 22;
- shall have the power to fix the subscriptions of all classes of members and any alteration in the subscriptions shall take effect from such date as the Committee may decide and shall be notified to the members affected. No increase in any subscriptions in excess of 15% in any year in respect of all classes of member shall become effective until confirmed at a General Meeting of the Club and notice for which shall contain a reference to the proposed alterations.

10 Captain's Committee

10.1 Structure

10.1.1 The Captain's Committee shall consist of the Club Captain, the Club Vice-Captain, the Ladies' Captain, the Ladies' Vice-Captain, the Competitions' Chair, the Social Chair, the RAGS Captain and the Junior Organiser.

In the event that the Club Captain and/or Club Vice-Captain is female, the gentlemen voting members of the Club shall be entitled to elect a Gentlemen's Captain and/or Gentlemen's Vice-Captain (as the case may be) who shall also be as a result a member of the Captain's Committee.

In the event that the Club Captain and/or Club Vice-Captain is male, the Lady voting members of the Club shall be entitled to elect a Ladies' Captain and/or Ladies' Vice-Captain (as the case may be) who shall also be as a result a member of the Captain's Committee.

These Rules recognise the 'RAGS' as a membership sub-section open to male playing members over 60 years of age. The RAGS are represented on both the Captain's Committee and the Competitions' Committee to facilitate and accommodate RAGS competitions and fixtures.

10.1.2 The Competitions and Social Chairmen, elected at a Captain's General Meeting, will serve for three years, but may offer themselves for re-election for two further terms of three years.

10.1.3 The Club Captain (or if absent the Club Vice-Captain) shall chair the Captain's Committee Meetings. In the absence of the Club Captain and the Club Vice-Captain at any Committee meeting, an Acting Chairperson may be chosen from the elected Members present. The decisions of the Committee shall be on a majority of those present and participating in the vote. Each Member shall have equal voting rights except that, in the case of a tie, the Chair will have an additional, casting vote. In the absence of the Chair at any Committee Meeting, an Acting Chair may be chosen from the elected Members present.

10.1.4 A quorum shall be four members of the Committee.

10.1.5 Any Member absenting him or herself from 3 consecutive meetings, without a reason acceptable to the Captain's Committee, will be required to resign their position on Committee.

10.1.6 The Committee may co-opt Members onto the Committee to assist in its successful functioning. Any such Member shall not have a vote, shall retire at the next Captain's Annual Meeting but will be eligible for election to any vacancy that may exist.

10.2 Responsibilities

The Captain's Committee shall:

- determine the golfing and social calendars of the Club and plan, organise and implement, with the General Manager, the various activities and events held during the year;
- be responsible for the overall governance of all competitions, handicaps and adherence to the Rules of Golf;
- be responsible for ensuring the appointment of all Team Captains and ad-hoc Representative teams;
- be responsible for the governance and welfare of existing Members and shall be the guardian of dress standards and demeanour within the Club;

11 General Manager

11.1 The General Manager shall be appointed by the Business and Finance Committee and will be accountable to the Chair of the Business and Finance Committee. He or

she will assume overall responsibility for the day-to-day management of Club affairs within the terms of his/her contract.

- 11.2 The General Manager is expected to attend all formal meetings of both Committees and he/she shall be responsible for the safe keeping of all documents belonging to the Club and shall keep full and correct minutes of all proceedings and business undertaken by the Club.

12 Elections

- 12.1 Not less than 21 days before an Annual General Meeting, the General Manager will post on the notice board a list of vacancies including the names of retiring Members.
- 12.2 Nominations for any vacancy must be submitted in writing to the General Manager at least 14 days before an Annual General Meeting. These submissions must be made on the appropriate form available from the secretary's office. Nominations should state the position or sub-committee for which Members are standing. Except in exceptional circumstances as decided by the Business and Finance Committee, no member shall stand for a committee position unless they have been a voting member for at least two years.
- 12.3 A list of the names of all the candidates and accompanying information shall be posted on the notice board of the Club 7 days before the appropriate Annual General Meeting. The voting at the Meeting shall be by ballot and eligible Members may vote only for a number of candidates that does not exceed the number of vacancies. In the case where the number of candidates is less than or equal to the number of vacancies, the candidates shall be elected without a ballot. Where two or more candidates receive the same number of votes in a ballot, there will be a second ballot to determine the successful candidate(s).

13 Committee Procedures

- 13.1 The Committees shall meet at such intervals as deemed necessary to manage effectively the activities and affairs of the Club. As a minimum each Committee shall meet every six weeks. Minutes of the decisions of the Committees shall be kept and thereafter made available for the information of the Members.
- 13.2 Decisions relating to the personal affairs of Members and Members of Staff shall be recorded in a Private Minute Book. The Committees have the authority to withhold the details of these decisions.
- 13.3 In the event of there being any disagreement between the two Committees, the Business and Finance Committee shall have the right to request the Captain's Committee to reconsider any decision reached by that Committee, and if, after further consideration, the Captain's Committee wishes to maintain its decision, then the Business and Finance Committee shall be entitled to veto that decision.

14 General Meetings

- 14.1 The Business and Finance Committee may call a General Meeting at any time. It is also bound to call an Extraordinary General Meeting within 28 days of receiving a requisition signed by 80 Voting Members of the Club.
- 14.2 Not less than 21 days' notice of the intention to hold an Annual General Meeting, 14 days for an Extraordinary General Meeting, shall be given to the Members entitled to vote and such notice shall be deemed to have been properly served if posted on the notice board. The notice shall specify the business to be transacted and no business other than that of which notice has been given shall be brought forward at such a Meeting. The quorum for a General Meeting of the Members shall be 50. If a quorum is not attained the meeting shall be rescheduled for another date within the following 28 days. If at a second meeting a quorum is not achieved within 30 minutes of the scheduled start of the meeting then the members so present shall be deemed to constitute a quorum
- 14.3 The President or in his/her absence, the Vice-President, shall chair any General Meeting.
- 14.4 The Captain's Annual Meeting shall be held on a Monday in December. The business to be conducted at this Annual Meeting is:
- to approve the minutes of the previous Captain's Annual General Meeting;
 - to elect the Club Captain;
 - to elect the Club Vice-Captain;
 - to fill any vacancies on the Captain's Committee and sub-committees by election, as necessary;
 - to decide on any resolution which has been properly submitted for the Meeting.
- 14.5 The Business and Finance Annual General Meeting shall be held on the first Monday in July. The business to be conducted at this Annual General Meeting is:
- to approve the minutes of the previous Business and Finance Annual General Meeting and any previous General Meetings;
 - to receive and, if so resolved, to adopt the report of the Business and Finance Committee and the balance sheet for the preceding financial year;
 - to confirm the election of the President, as necessary;
 - to elect a Vice-President, if any;
 - to appoint auditors.
 - to decide on any resolution which has been properly submitted for the Meeting.
- 14.6 A Member who desires to move any resolution at an Annual General Meeting must give notice in writing to the General Manager at least 14 days before the date of that

meeting. Such notice must set out the resolution to be proposed and must be signed by the proposer and a seconder.

- 14.7 A member who is unable to attend a General Meeting at which a resolution is to be presented may communicate their voting preference in confidence to the General Manager or whoever else may be the designated returning officer in his/her absence.

An official Proxy Voting Form must be used. Such forms are available from the Club offices. Forms submitted to the General Manager after 5.00pm on the day of the Meeting will not be considered.

15 Candidates for Membership

- 15.1 The power and discretion to admit to the membership shall be vested in the Captain's Committee.
- 15.2 All applications for membership shall be made in writing to the General Manager. Applications will be displayed in the clubhouse for at least 10 days prior to any applicant being called for interview.
- 15.3 On admission, a new Member shall be notified in writing by the General Manager and provided with a copy of the Rules and Bylaws of the Club and a request to pay the entrance fee and the first subscription.
- 15.4 On receipt of these payments the Candidate's admission will be confirmed in writing by the General Manager, and he, or she, will be deemed to accept and be bound by the Rules and Bylaws of the Club.
- 15.5 If an admitted Candidate neglects or refuses to pay the fees required by the Club within one month of the date of the General Manager's notice, the Candidate's admittance shall be declared void unless sufficient cause for the delay can be shown to the satisfaction of the Business and Finance Committee.

16 Entrance Fees and Subscriptions

- 16.1 All entrance fees, subscriptions, levies, locker rents and any payments in advance shall be prescribed by the Business and Finance Committee who may also arrange payment by instalments on such terms as they shall think fit.
- 16.2 For all those who are members as of 1st April 2016, subscriptions will be due annually from that date and will become overdue thereafter. Any Member who has not paid the amount due by the 1st April will not be permitted to use Club facilities. Any Member whose subscription is unpaid by the 30th April shall, if the Business and Finance Committee so determines, cease to be a Member. Any person who applies to become a Member or re-joins the club as a Member after 1st April 2016 will be required to pay all subscriptions due within 30 days of their

acceptance as a member and subscriptions will be overdue after this time has elapsed. Subscriptions must be paid prior to any Club facilities being used. Future annual subscriptions will become due on the anniversary of the date of admission and will become overdue thereafter.

17 Suspension of Membership

The Management of Redditch Golf Club are acutely aware of the need to balance the needs of individual members against the interests of the club as a whole. It is also acknowledged that as the age profile of the membership rises, there will be occasions when serious illness or incapacity results in a member being unable to avail herself or himself of the playing facilities.

On such occasions, for which a medical certificate is required *confirming that the said member is medically unfit to play golf*, the Business and Finance Committee shall, at their discretion, suspend that member's membership of Redditch Golf Club for between 3 and 6 months upon payment of £25 + VAT in order to convert their playing membership to social membership and thus retain their continuous membership status.

Given that the reasons for any such suspension will be confidential, neither the Business and Finance Committee nor the General Manager will enter into any discussion with any other member regarding any such suspension of membership and will not disclose how their discretionary powers have been exercised.

18 Bar Levy

With effect from April 1st 2015 and whenever membership subscriptions shall become due thereafter, a bar levy may be charged. This levy will function as a credit at the club bar and may be used for all food and drink purchases made with a member's bar card. Any bar levy funds which are unspent at the end of the membership year will be taken into club funds. The levy will not be charged to members under 18 years of age, to Social Members, Overseas or Country Members.

19 Resignations

- 19.1 A Member, by giving notice in writing to the General Manager, may resign from the Club but shall, unless the Business and Finance Committee shall otherwise resolve, continue to be liable for any annual subscriptions due and unpaid at the date of resignation.
- 19.2 Any such Member having discharged all his/her liabilities to the Club and wishing to re-join may do so providing there is a vacancy available and that this is agreed by the Business and Finance Committee. In such a case, the Business and Finance Committee may, at their discretion, waive part or all of any entrance fee.

20 Conduct of Club Members

The procedure to be adopted regarding all complaints and matters of conduct falling within 19.1 and 19.2 is set out in Appendix 1 and Appendix 2 to these Rules.

- 20.1 Any complaint by a Member against a fellow Member must, in the first instance, be submitted to the General Manager (or his/her appointed deputy) who will inform the Chairman of Business and Finance (or his/her appointed deputy) at the earliest opportunity. The complaint will then be examined as appropriate.
- 20.2 If any such complaint is considered, following examination, to involve a Member of the Club who has failed to observe the Rules and Bylaws of the Club, then the matter will be referred to a Disciplinary Panel, consisting of the Chair of Business and Finance (or his/her appointed deputy) and two further members of the Business and Finance Committee who will investigate the circumstances of the complaint and take appropriate action. The action could lead to the reprimand, or the suspension, or the expulsion, of that Member from Membership of the Club. The General Manager (or his/her appointed deputy) will minute all Disciplinary Panel meetings.
- 20.3 The Club expects all Members to show courtesy to fellow Members, staff, contractors and guests. Any behaviour which is deemed by the Disciplinary Panel to be so serious as to fall outside that which may be addressed by the procedures set out in Appendix 1 or Appendix 2 may result in that Member being expelled immediately from the Club and be denied any right of appeal. Examples of such behaviour are actual or threatened violence and verbal and/or physical intimidation.
- 20.4 A Member who is expelled or suspended is not entitled to the return of subscription or other money paid to the Club and remains liable for any outstanding monies due to the Club at the date of his or her expulsion or suspension.

21 Visitors and Guests

- 21.1 Visiting golfers are allowed the privilege of using the course facilities and Clubhouse on such terms and conditions as the Business and Finance Committee from time to time determine and subject always to Rule 20.3 as to the supply to them of intoxicating liquor. The name and golf club of every visitor and the name of their introducer, where appropriate, must be entered in the Visitors' Book before they begin to use the course facilities or Clubhouse.
- 21.2 Guests introduced by and playing with a Member may do so on payment of such reduced rate as is from time to time prescribed by the Business and Finance Committee provided that:
- On any given day this privilege is limited to three guests per Member;
 - This privilege shall be granted to the same guest on not more than twelve occasions in a calendar year.
- 21.3 A Member may introduce guests to the privileges of the Clubhouse subject to such regulations and restrictions as the Business and Finance Committee from time to

time may make and provided that such guests shall be accompanied by their introducer and the name and address of each guest and the name of his/her introducer shall be entered in the Visitors' Book upon admission into the Clubhouse. This privilege shall be granted to the same guest on not more than twelve occasions in a calendar year.

22 Licensing

- 22.1 Purchases, sales and pricing of alcohol shall be under the control of the Business and Finance Committee.
- 22.2 Subject to 20.6 below, alcohol may be supplied to Members for consumption on or off the registered premises of the Club.
- 22.3 Subject to 20.6 below and to any restrictions which may from time to time be imposed by the Business and Finance Committee and subject also to any condition attached to the Club Premises Certificate or Licence, the following persons shall be entitled to admission to the Club premises and to buy alcohol for consumption on the registered premises of the Club but not elsewhere:
- Such visitors paying green fees;
 - Persons attending or taking part in any golfing competition held on the Club premises;
 - Persons attending social functions held with the approval of the General Manager;
 - Visitors attending a function which has been organised by a Member who has hired club facilities.

No visitor shall be admitted to the Club premises and buy alcohol for consumption on more than twelve occasions in a calendar year.

- 22.4 The charge for the supply of alcohol will be fixed by the Business and Finance Committee.
- 22.5 Alcohol shall not be supplied to any person under the age of 18 years.
- 22.6 The permitted hours for the supply of alcohol shall be such hours as shall from time to time be determined by the Business and Finance Committee within the hours specified in the Club Premises Certificate or Licence.

23 Clubhouse

The Clubhouse shall be opened and closed at such hours as the Business and Finance Committee shall from time to time determine.

24 Alteration of Rules

No Rule of the Club shall be repealed or altered and no new Rule shall be made save by a two-thirds majority of the Voting Members present at a General Meeting except that Rule 24 of the Club shall only be repealed or altered by an 80 per cent majority of eligible Voting Members at a General Meeting.

25 Club Property

No part of the Golf Course shall be sold, leased or otherwise disposed of without the prior approval of a General Meeting of Members which shall be convened in accordance with Rule 14 except that in the case of a Meeting called for this purpose at least 21 days' notice shall be sent to every member. A resolution proposing any such disposal shall require a majority of at least 66 per cent of those voting to be carried.

26 Dissolution of the Club

If at any General Meeting a resolution for the dissolution of the Club shall be passed by a majority of the Voting Members present, then an EGM shall be held not less than 6 weeks thereafter (of which not less than 4 weeks' written notice shall have been given to each Voting Member) and at which not less than 80 per cent of the Voting Members shall be present in person or via proxy. If the first resolution is confirmed by a resolution passed by a majority of 80 per cent of the Members voting thereon, then the Business and Finance Committee shall thereupon at such future date as shall be specified in such resolution proceed to realise the property of the Club and after discharge of all other liabilities shall repay any loans due from the Club to Members. All remaining funds shall be distributed equally to all Voting Members.

27 Notice Boards

No paper, notice or placard, written or printed, shall be exhibited, displayed in the Clubhouse or grounds or in any way brought to the notice of the Members except by, or with the authority of, the General Manager.

28 Bylaws

The Business and Finance Committee shall have the authority to make, repeal or amend any bylaw (being consistent with the Rules) as they may consider necessary for the efficient management of the Club. Copies of such Bylaws as may be in force at any particular time may be obtained from the Club office.

29 Interpretation of Rules and Bylaws

- 29.1 The headings to these Rules are for ease of reference only and are not to be taken into account in their interpretation
- 29.2 All questions as to the meaning and construction of the Rules and Bylaws and all questions in dispute concerning any competition held at the Club, whether open or otherwise, shall be referred in writing to the General Manager for the ruling of the Business and Finance Committee whose decision shall be final.

Appendix 1 - Procedure for dealing with complaints or matters of conduct against Members

Any complaint or matter of conduct arising from Rule 19 (except matters deemed to fall under Rule 19.3) involving a Member of the Club shall be dealt with in accordance with the procedure set out in this Appendix.

- Any complaint will be considered initially by the Chair of Business and Finance (or his/her appointed deputy) who will decide, after all due examination, on what further action, if any, is needed.

If, following due examination, it is concluded that there is a case to answer, then the matter will be referred to a Disciplinary Panel, who may take action. This could lead to the reprimand, or the suspension, or the expulsion, of that Member from Membership of the Club. The General Manager (or his/her appointed deputy) will minute all Disciplinary Panel meetings.

- The Disciplinary Panel shall consist of not less than 3 members from the Business and Finance Committee who will undertake an investigation into the complaint.
- The General Manager will write to the Member setting out the nature of the complaint and invite him/her to respond in writing within 7 days after the date of said notice. In this response the Member in question will have the opportunity to name any other Member(s) who witnessed the incident or behaviour in question and who would be willing to give evidence in any ensuing investigation.
- Upon receipt of that response, the Disciplinary Panel will decide whether a hearing is required and, if that is the case, will invite the Member to attend a meeting with the Disciplinary Panel within 10 days.
- Should that Member fail to attend that hearing without good reason having been provided before the start of that hearing, the hearing may proceed without that Member being present.
- The Disciplinary Panel will have the authority to invite such other witnesses to attend and be interviewed as they think fit. The Disciplinary Panel shall have access to that Member's prior disciplinary record and may take any such record into consideration when reaching their final decision.
- If the Disciplinary Panel finds that the Member has been in breach of the Club Rules and Bylaws, and that he/she has failed to provide a reasonable explanation for his/her conduct, then the Disciplinary Panel shall consider an appropriate sanction to impose upon the Member.
- The sanctions that can be considered by the Disciplinary Panel are that the Member should be:

- reprimanded without further sanction;
 - suspended from having any rights of Membership for such period as the Disciplinary Panel shall determine;
 - expelled from Membership of the Club.
- Following the decision of the Disciplinary Panel, the General Manager will write to the Member within 7 days of the meeting to notify him or her of the outcome.
 - A Member who is aggrieved by such a decision of the Disciplinary Panel shall have a right of appeal in writing within 7 days of the notification to him or her of that decision. The implementation of any decision by the Disciplinary Panel to reprimand, suspend or expel a Member shall be delayed until any Appeal has been heard or the period for submission of an Appeal has expired without an Appeal having been submitted.

In exceptional circumstances, where the Disciplinary Panel resolve that the interests of the Club would be prejudiced by the Member continuing to enjoy the rights of a Member pending the determination of an Appeal, the Disciplinary Panel may decide that a suspension shall be immediate.

- Any appeal against such a decision the decision of the Disciplinary Panel shall be considered by the President and Vice President and either the Club Captain or the Ladies' who shall have the power, having heard any representations from the Member concerned, to either confirm the original decision or to substitute an alternative sanction against the Member.
- Any Member who has been expelled in accordance with the Rules or otherwise ceasing to be a Member of the Club shall forfeit all such rights to or claim upon the Club or its property or funds but shall be repaid any loan made by them to the Club.

All written communications between the Club and the Member(s) concerned should, when possible, be sent by both post and email.

Appendix 2 - Procedure for dealing with complaints or matters of conduct against Junior Members

It is recognised that Junior Members will take some time to acquaint themselves fully with the standards of behaviour, both on and off the course, that are expected of a golf club member. Junior Members and their parents/guardians will be made aware of all such expectations upon joining. If a mistake is spotted, an adult Member should explain clearly and advise in a friendly manner to allow Junior Members to learn and understand. Any angry, upsetting or offensive behaviour by an Adult Member towards a Junior Member will not be tolerated. An adult Member who witnesses any serious misbehaviour – that which cannot be rectified by either explanation or friendly advice – should inform the Junior Organiser / Club Manager / Chair of Business and Finance at the earliest opportunity.

In the event that an officer of Redditch Golf Club is made aware of a complaint regarding a Junior Member, his/her parents/guardians should be informed immediately by the General Manager (or his/her appointed deputy) and a formal investigation, following the Club's published disciplinary procedures, should be instigated. The parents/guardians of any Junior Member who may be spoken to during the course of that investigation should also be informed.

If, following an investigation, it becomes necessary to speak to the Junior Member who is the subject of the complaint, a meeting should be arranged to which both the Junior Member and his/her parents/guardians should be invited. Ideally, the meeting should be chaired by the Junior Organiser who should be accompanied by a member of the Business and Finance Committee. At this meeting the Junior Member in question will have full opportunity to explain their behaviour and, where appropriate, offer any mitigation. The General Manager (or his/her appointed deputy) will minute this meeting.

If there is clear evidence of unacceptable behaviour, it may be sufficient for a warning about that Junior Member's future behaviour to be given during the meeting. In such a case, a summary of that meeting should be sent to the Junior Member and his/her parents/guardians within 7 days of the meeting taking place.

If the behaviour in question is of a more serious nature then it should be made clear at this meeting that a warning is seen as insufficient at this stage and that the matter will now be subject to the process detailed below:

If, following due examination, it is concluded that there is a case to answer, then the matter will be referred to a Disciplinary Panel, who may take action. This could lead to the reprimand, or the suspension, or the expulsion, of that Member from Membership of the Club. The General Manager (or his/her appointed deputy) will minute all Disciplinary Panel meetings.

- The Disciplinary Panel shall consist of not less than 3 members from the Business and Finance Committee who will undertake an investigation into the complaint.

- The General Manager will write to the Member and his/her parents/guardians setting out the nature of the complaint and invite him/her to respond in writing within 7 days after the date of said notice. In this response the Member in question will have the opportunity to name any other Member(s) who witnessed the incident or behaviour in question and who would be willing to give evidence in any ensuing investigation.
- Upon receipt of that response, the Disciplinary Panel will decide whether a hearing is required and, if that is the case, will invite the Member to attend a meeting with the Disciplinary Panel within 10 days.
- Should that Member fail to attend that hearing without good reason having been provided before the start of that hearing, the hearing may proceed without that Member being present.
- The Disciplinary Panel will have the authority to invite such other witnesses to attend and be interviewed as they think fit. The Disciplinary Panel shall have access to that Member's prior disciplinary record and may take any such record into consideration when reaching their final decision.
- If the Disciplinary Panel finds that the Member has been in breach of the Club Rules and Bylaws, and that he/she has failed to provide a reasonable explanation for his/her conduct, then the Disciplinary Panel shall consider an appropriate sanction to impose upon the Member.
- The sanctions that can be considered by the Disciplinary Panel are that the Member should be:
 - reprimanded without further sanction;
 - suspended from having any rights of Membership for such period as the Disciplinary Panel shall determine;
 - expelled from Membership of the Club.
- Following the decision of the Disciplinary Panel, the General Manager will write to the Member and his/her parents/guardians within 7 days of the meeting to notify him or her of the outcome.
- A Member who is aggrieved by such a decision of the Disciplinary Panel shall have a right of appeal in writing within 7 days of the notification to him or her of that decision. The implementation of any decision by the Disciplinary Panel to reprimand, suspend or expel a Member shall be delayed until any Appeal has been heard or the period for submission of an Appeal has expired without an Appeal having been submitted.

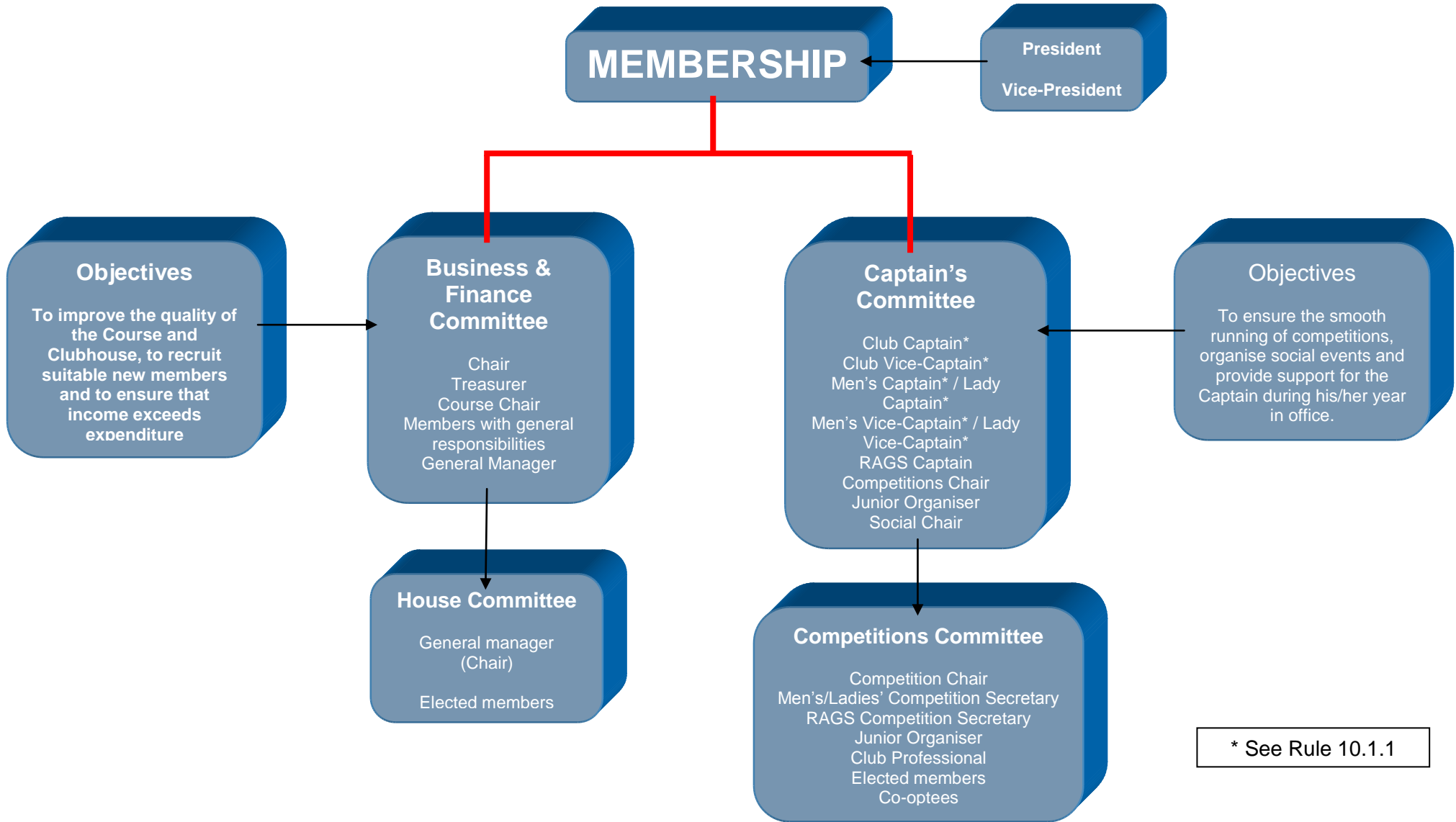
In exceptional circumstances, where the Disciplinary Panel resolve that the interests of the Club would be prejudiced by the Member continuing to enjoy the rights of a Member pending the determination of an Appeal, the Disciplinary Panel may decide that a suspension shall be immediate.

- Any appeal against the decision of the Disciplinary Panel shall be considered by the President and Vice President and either the Club Captain or the Ladies' Captain who shall have the power, having heard any representations from the Member concerned, to either confirm the original decision or to substitute an alternative sanction against the Member.
- Any Member who has been expelled in accordance with the Rules or otherwise ceasing to be a Member of the Club shall forfeit all such rights to or claim upon the Club or its property or funds but shall be repaid any loan made by them to the Club.

All written communications between the Club and the Member(s) concerned should, when possible, be sent by both post and email.



REDDITCH GOLF CLUB – MANAGEMENT STRUCTURE



* See Rule 10.1.1