



BROOME MANOR GOLF CLUB

CONSTITUTION and RULES January 2021

ARTICLE 1. NAME and AFFILIATION

- (i) The Club shall be called the 'BROOME MANOR GOLF CLUB.'
- (ii) The Club shall be affiliated to: England Golf, Wiltshire Golf.

ARTICLE 2. AIMS and OBJECTIVES

- (i) The Club shall be an unincorporated association whose aim shall be to promote the game of golf and to encourage friendship between all who are prepared to uphold the etiquette and best traditions of the game. The Club shall organise competitions, arrange matches, issue handicaps, and promote social activities for its members.
- (ii) The Club is a non-profit making organisation. All profits and surpluses will be used to maintain or improve the above aims. No profit or surplus will be distributed other than to another non-profit making body or to members on the winding up or dissolution of the Club

ARTICLE 3. MEMBERSHIP

- (i) Membership of the Club shall be available to all users of Broome Manor Golf Complex, and others, who apply for membership on the official application form, and whose applications are accepted by the Management Committee of the Club. Broome Manor Golf Complex is administered and managed by the Community Golf and Leisure Trust Ltd (CGLT).
- (ii) Persons accepted for membership shall pay a Joining Fee, as recommended by the Management Committee, in addition to an annual subscription. As ratified by the Annual General Meeting.
- (iii) Full Adult Membership entitles the member to the full privileges of the Club. New or existing members who are 55 years of age or over on 1st April at the beginning of the new season may choose either Full or Senior Weekday Membership. Junior Membership is available for those members under 18 years of age on 1st January prior to the new season,



and for those under 14 at the beginning of the new season (1st April). Full adult members shall have full voting rights, Senior Weekday members shall have 0.5 of a vote, whereas Junior members may attend, but do not have any voting rights at an Annual or Extraordinary General Meeting.

- (iv) Having an official England Golf handicap, and following payment of the appropriate subscription, a member may enter any relevant competition, subject to the rules and information published in the current edition of the annual Club Diary.
- (v) The annual subscriptions for Full, Senior Weekday and Junior Membership shall each be recommended by the Management Committee and ratified by the Annual General Meeting. The annual subscriptions shall be due on 1st February, and payable not later than 31st March prior to the applicable season. New members shall submit payment due with their official application form. Future in-year subscription offers may be proposed and ratified by the Management Committee.
- (vi) The Management Committee of the Club may suspend or terminate the membership, or suspend the handicap, of any member whose conduct is considered detrimental to the wellbeing and good name of the Club.

ARTICLE 4. OFFICERS OF THE CLUB

(i) The Officers of the Club shall be: CHAIRMAN, SECRETARY, TREASURER, CLUB CAPTAIN, CLUB VICE- CAPTAIN, LADIES' CAPTAIN and SENIOR MEN'S CAPTAIN. The incoming Club Captain will nominate a member of the Club to be his or her Vice-Captain, whose nomination shall be approved by the Management Committee.

(ii) The Chairman, Secretary and Treasurer shall each be appointed by the Management Committee to hold office until such time as he or she resigns or is removed from office by the Management Committee.

(iii) The Secretary shall be paid a salary, the amount of which shall be recommended by the Management Committee and ratified by the Annual General Meeting.

(iv) The Treasurer may be paid a fee, the amount of which shall be determined by the Management Committee.

(v) In the event of the Club disbanding, the Officers of the Club shall act as the custodians of the Club's assets and trophies until such time as an Extraordinary General Meeting is convened to determine their disposal.



ARTICLE 5. MANAGEMENT COMMITTEE

- (i) The Management of the Club shall be vested in the Management Committee, all members of which shall have Broome Manor Golf Club as their Home Club for handicap purposes.
- (ii) The Management Committee shall consist of the Officers of the Club, the Ladies' Vice-Captain, the Senior Men's Vice-Captain, the Juniors' Organiser, the CGLT Director of Golf, together with up to six elected adult members of the Club, all of whom shall be prepared to sit on Sub-Committees of the Management Committee.

The Management Committee shall comprise the following

Responsibility	Membership	Voting	Notes
Chairman	Full	*	Casting vote only, when needed
Secretary	Full	No	
Treasurer	Full	No	
Club Captain	Full	Yes	
Club Vice-Captain	Full	Yes	
Ladies' Captain	Full	Yes	
Ladies' Vice-Captain	Full or SWM	Yes	
Senior Men's Captain	Full	Yes	
Sen. Men's Vice-Captain	Full or SWM	Yes	
Juniors' Organiser	Full	Yes	
Six elected members	Full	Yes	
CGLT Director of Golf	N/A	No	Ex officio

SWM = Senior Weekday Member

- (iii) Each Section shall nominate its representative for the Management Committee (i.e. Ladies' Vice-Captain, Senior Men's Vice-Captain and Juniors' Organiser), whose appointments shall each be approved by the Management Committee.
- (iv) Elected members shall retire after two years, but each member so retiring shall be eligible for re-election.
- (v) Each year, half the elected members shall retire at the AGM, the members so retiring being those who have been the longest in office since their most recent election. Elected members having served equal periods in office shall retire, in the absence of agreement, by lot.



- (vi) All members of the Management Committee shall be informed of meetings and five members shall form a quorum.
- (vii) Decisions at meetings of the Committee are made by a simple majority and, in the event of equality of voting, the Chairman or acting Chairman of that meeting shall have only a casting vote.
- (viii) Any casual vacancy on the Management Committee or any office arising between Annual General Meetings may be filled by a Club member approved by the Management Committee.
- (ix) Sub Committees may be elected by the Management Committee to deal with specific areas of responsibility and may include co-opted Club members who are not on the Management Committee.

ARTICLE 6. ACCOUNTS

- (i) The Club's finances shall be administered by a Finance Committee consisting of the Officers of the Club. The Treasurer shall keep the Club's accounts. The Club's financial year shall commence on 1st November and end on 31st October.
- (ii) The Officers of the Club shall be custodians of the Club's assets and funds. Two from the Chairman, Secretary and Treasurer shall be required to sign cheques on the Club's accounts and the signatures of all three shall be lodged at the bank.
- (iii) As soon as is practicable after the end of the financial year on 31st October, there shall be prepared a statement of the assets and liabilities of the Club and a statement of income and expenditure during the year, which statements shall be audited by the Auditor not less than 28 days before the AGM
- (iv) The Auditor shall be a professional accountant and shall not be a member of the Management Committee. He or She shall be appointed by each AGM and shall hold office until the next AGM. The Auditor is not an Officer of the Club.
- (v) All accounts shall be settled by 31st October. A signed, audited statement of accounts shall be ready fourteen days prior to the AGM



ARTICLE 7. ANNUAL GENERAL MEETING.

- (i) The Annual General Meeting shall be convened during the first quarter of the next financial year.
- (ii) Notice of the AGM shall be posted in a prominent location at the Club or by email to all Club Members at least eight weeks prior to the date.
- (iii) The AGM shall review the audited accounts, as laid down in Article 6, hear reports from the Secretary and Treasurer, appoint an Auditor, elect a Committee and conduct any business on the agenda.

ARTICLE 8. LADIES' SECTION.

- (i) The Club shall make provision for a Ladies' Section which will include both Full and Senior Weekday members and will organise both weekday and weekend competitions and some mixed competitions.

ARTICLE 9. JUNIORS' SECTION.

- (i) The Club shall make provision for a Juniors' Section.

ARTICLE 10. SENIOR MEN'S SECTION.

- (i) The Club shall make provision for a Senior Men's Section which shall include those Senior Weekday members and Full members over 55 years of age who wish to participate in the weekday competitions organised by the Senior Men's Section, including some mixed competitions.

ARTICLE 11. TROPHIES.

- (i) All trophies presented to and by the Club for annual competition shall remain the property of the Club and must be returned to the Club.
- (ii) A member of the Management Committee shall be appointed as Trophy Steward and shall maintain a Trophy Book containing a list of all the Club trophies, and a schedule of the winners. Each trophy winner shall sign confirmation of the date of receipt of the trophy they have won and be responsible for its safe-keeping and return. For trophies won in the Ladies', Juniors' and Senior Men's Sections separate Trophy Books shall be maintained by a member of the appropriate Section Committee, and she/he shall be responsible for the regular transfer of their records



to the Trophy Steward. All trophies shall be returned to the Trophy Steward within 6 months of their being presented, or at the earlier request of the Trophy Steward or Club Secretary. The Secretary, Treasurer and Trophy Steward shall satisfy themselves that the trophies are adequately insured and kept in safe custody.

ARTICLE 12. COMPETITIONS.

- (i) All competitions shall be played under the current Rules of Golf as laid down by the Royal and Ancient Golf Club of St. Andrews, and subject to the Local Rules of the course in play at the time of competition. Competitors shall also adhere to the appropriate Club Competition Rules as laid out in the annual Club Diary.
- (ii) The Secretary shall be responsible for the planning and organisation of all competitions, subject to the agreement of the Management Committee, and shall exhibit, in a prominent position in the Clubhouse or via Master Scoreboard, due notice of all competitions.

ARTICLE 13. HANDICAPS.

- (i) The Management Committee shall elect from its members a Handicaps and Competitions Sub Committee, comprising of five members plus the Secretary.
- (ii) After due notice of meetings to all members of the Handicaps and Competitions Sub Committee, three shall form a quorum.

ARTICLE 14. AMENDMENTS.

- (i) This Constitution may be amended by an AGM of the Club.
- (ii) All amendments shall be subject to a two-thirds majority of the total of the votes cast by members present at the AGM and eligible to vote.
- (iii) A motion by any members to alter or amend the Constitution must be submitted in writing to the Secretary, together with the names and signatures of the two Club members who propose and second the motion, at least six weeks prior to the AGM. It must then be posted prominently at the Club or by email to all members within one week of its submission.
- (iv) Amendments to the Constitution as recommended by the Management Committee must be posted prominently at the Club or by email to all members at least three weeks prior to the A.G.M.



ARTICLE 15. EXTRAORDINARY GENERAL MEETING

- (i) An Extraordinary General Meeting may be convened by the Secretary, a majority vote of the Management Committee, or following the written request to the Secretary signed by not less than ten Full members of the Club.
- (i) A minimum of fourteen days' notice must be given to all members of the Club by way of a notice posted prominently at the Club or by email to all members.

ARTICLE 16. COMPLAINTS or DISPUTES

- (i) Any member having cause for complaint against, or dispute with either another member of the Club or with the Management Committee, must submit it in writing to the Secretary with the relevant facts in order that the issue may be resolved.

ARTICLE 17. WELFARE, SAFEGUARDING and SAFE GOLF

- (i) The Club is committed to complying with the requirements of England Golf for Welfare, Safeguarding and Safe Golf.
- (ii) The Club and Complex shall have a Club Welfare Officer who will normally be appointed jointly by the Club and CGLT.

ARTICLE 18. DISCIPLINARY COMMITTEE.

- (i) A Disciplinary Committee, comprising up to four of the Officers of the Club will investigate all reported matters of misconduct or matters detrimental to the good name of the Club.
- (ii) The Disciplinary Committee may suspend the handicap of any member, and will recommend to the Management Committee, for its approval, any further action deemed necessary.
- (iii) A member's right to reply will always be honoured.
- (iv) The Disciplinary Committee will meet within seven days of any misdemeanour being reported in writing to the Club Secretary, and may co-opt the Ladies' Captain, the Senior Men's Captain or the Juniors' Organiser as necessary.



ARTICLE 19. HONORARY MEMBERSHIP.

- (i) Honorary membership of the Club may be granted by the Management Committee to any member in recognition of significant achievement, or contribution to, or on behalf of, the Club.

ARTICLE 20. INDEMNITY.

Members of the Management Committee shall not be liable (otherwise than as Club members) for any loss suffered by the Club as a result of the discharge of their respective duties on its behalf, except such loss as arises from their respective wilful default, and they shall be entitled to an indemnity out of the assets of the Club for all expenses and other liabilities incurred by them in the discharge of their duties.