



**CONSTITUTION of**  
**LITTLE HAY GOLF CLUB**

Box Lane

Bovingdon

Hemel Hempstead

Herts

HP3 0XT

[www.littlehaygolfclub.co.uk](http://www.littlehaygolfclub.co.uk)

**2019**

## CONSTITUTION

### 1. NAME AND OBJECTS

- 1.1 The Club shall be known as the “Little Hay Golf Club”
- 1.2 The Course is the Little Hay Golf Course at Little Hay Golf Complex off Box Lane, Hemel Hempstead, HP3 0XT
- 1.3 The object of the Club is to promote and encourage interest in all aspects of the game of golf, to allocate handicaps and to encourage social activities amongst its Members.
- 1.4 Nothing in these rules shall have any affect, effect or bearing upon the administration of the Course, which is the sole responsibility of the Owners and/or Managers of the Little Hay Golf Complex. Unless otherwise agreed with them, Members of the Club shall receive no privileges, priority on the Course, or concessionary green fees.

### 2. DEFINITION OF TERMS USED

- 2.1 In these Rules, any of the following words shall have the meanings set opposite to them respectively:
  - a) **Club** - Little Hay Golf Club.
  - b) **AGM** and **EGM** are acronyms for an AGM or an Extraordinary General Meeting of the Club used throughout the document.
  - c) **Committee** - The Committee elected at the AGM of the Club to manage the overall affairs of the Club.
  - d) **Course** – as defined in Clause 1.2 above
  - e) **Member** — A Member of Little Hay Golf Club who shall be entitled to all the privileges of the Club, be eligible for election to the Committee and entitled to vote at the General meetings of the Club.
  - f) **Month** - A calendar month.
  - g) **Rules** – The Rules and Regulations set out in this Constitution which form the Rules of the Club.
  - h) **Write, Written or Writing** – includes the use of electronic mail where reasonable or relevant.
  - i) **Subscription** – Combined Club Membership Fee plus the England Golf and Hertfordshire Golf Union Affiliation Fees as further referred to in section 5 below.
- 2.2 Rules will apply to all members irrespective of gender and in each case words denoting the singular number shall include the plural and vice versa.
- 2.3 Every Clause of this Constitution shall be construed and interpreted on its own clear terms notwithstanding the definitions above and if there is conflict the terms of individual Rules and Clauses shall prevail.

### 3. MEMBERSHIP

- 3.1 The Club shall consist of Adult, Senior, Intermediate, Junior, Honorary and Country Members subject to any maximum number determined by the Committee. They are all Members as defined in 2.1 d) above but with certain restrictions for Junior and Country Members.
  - 3.1.1 **Adult Members**  
Members aged 25 to 59 inclusive.
  - 3.1.2 **Senior Members**  
Members aged 60 years or over.
  - 3.1.3 **Intermediate Members**  
Members between the ages of 18 and 24.

#### 3.1.4 **Junior Members**

Any Member under the age of 18 when elected for membership.

Unlike other membership categories they are not eligible for election to the Committee or eligible to vote at General meetings of the Club. They are also subject to appropriate regulations governing competition and match entry. Junior Members will automatically become Intermediate Members on attaining their eighteenth birthday but shall not be required to pay the Subscription of an Intermediate Member until the Subscription renewal date immediately following their eighteenth birthday.

#### 3.1.5 **Country Members**

Any Member who moves from the local area to reside either permanently or for the whole of the club year, at a significant distance from the Club, may apply for Country Membership. Country Members will be entitled to all the playing privileges of the Club but with some limitation on entrance to Club competitions and will not be entitled to vote at the AGM or serve as a Committee Member of the Club. The Committee will publish, from time to time when appropriate, the distance and competition entry criteria on the Club website together with the Subscription fees.

#### 3.1.6 **Honorary Members**

On the recommendation of the Committee, any person whether a Member of the Club or not, may be elected an Honorary Member of the Club by resolution at the AGM. An Honorary Member is elected for life and shall be entitled to the privileges of and subject to rules of a Member without payment of part or all of the Subscription as determined by the Committee.

#### 3.2 **Other Members**

In addition to the membership classes shown above, the Committee may by a majority resolution, define other forms of membership as appropriate.

#### 3.3 Every new candidate for membership shall send to the Membership Secretary

- a) A completed application form together with the appropriate Subscription.
- b) Submit to an interview with the Captain of the section of the Club the candidate is proposing to join or with the Membership Secretary.

#### 3.4 A candidate, when elected, will be notified of his election in writing by the Membership Secretary. No person shall enjoy the privileges of membership of the Club until duly elected and relevant payments have been made.

### 4 **LADIES and SENIORS**

#### 4.1 **Lady Members of the Club**

Lady Members may elect their own Ladies Committee (including a Lady Captain) for the management of Ladies' competitions, matches, events and other such affairs as concern the Lady Members. All such arrangements shall be subject to the approval of the Committee.

#### 4.2 **Male Senior Members**

Male Senior Members may also appoint their own Seniors Captain for the management of Male Seniors competitions, matches and other fixtures, events or affairs, all such activities are subject to the approval of the Committee. The appointment of the Seniors' Captain is approved at a meeting of the Seniors and elected together with the other Officers at the following AGM.

## **5. SUBSCRIPTION FEES**

- 5.1 The Subscription fee for each Member includes the Little Hay Golf Club Membership Fee, set by the Committee and changed from time to time when appropriate, and also the annual Affiliation fees which are paid to England Golf, Herts Golf Union and any other association deemed necessary. These annual affiliation fees are set separately by each association.
- 5.2 The Subscription Fees are due by the 31<sup>st</sup> March each year. A member may play in any April competition once the subscription and appropriate competition fee is paid before the start of that competition. Any Member who has not paid his fees by the 30<sup>th</sup> April will be ineligible to play in competitions and their name will be removed from the Membership list. A Member so removed may be restored at the discretion of the Committee. Any member unable to pay for welfare reasons should inform the Captain for the matter to be considered.

## **6. RESIGNATION OF MEMBERS**

- 6.1 A Member may at any time, by giving notice in writing to the Secretary or the Captain, resign their membership of the Club, but shall continue to be liable for any fees due and unpaid at the date of his resignation but shall not be entitled to any return or refund either in whole or in part.

## **7. OFFICERS**

- 7.1 The officers of the Club shall consist of the President, Club Captain, Lady Captain, Senior Captain, Club Vice-Captain, Secretary, Competition and Handicap Committee Chairman, Membership Secretary, Welfare Officer and a Treasurer who shall be elected annually at the AGM of the Club. There shall be no restriction as to the gender of the Officers.
- 7.2 A retiring Club Captain or Club Vice-Captain shall not be eligible for re-election to that office for a period of one year unless no other candidates have put themselves up for election. On retiring they shall be eligible for election to another office.
- 7.3 A retiring President, Secretary, Competition and Handicap Committee Chairman, Membership Secretary or Treasurer shall not be eligible for re-election to that office after having completed three terms of office consecutively. However, at that which they would normally retire from office the Members may resolve, prior to the election of these positions, that such person(s) be eligible for re-election for a further term.
- 7.4 Should the Club Captain, Lady Captain or Seniors Captain become unable to fulfil their responsibilities once in office, either in their own opinion or in that of the Committee, they will offer their resignation. The relevant immediate Past Captain or Vice-Captain, as either of them or the Committee may elect, will take over the responsibilities either to the end of the term or until such time as an EGM is called (Under Section 9) and a replacement elected. The Committee may also use their powers under section 8, Casual Vacancies, to deal with this situation.

## **8. COMMITTEE**

- 8.1 The Committee shall consist of the Officers, ex-officio Member namely the immediate past Captain and any number of the Members of the Club elected by the Members at the General Meeting such that the total number of Committee members does not exceed 19. They shall hold office until the conclusion of the next AGM.
- 8.2 Candidates for election to the Committee shall be eligible Members of the retiring Committee, or retiring Officers, and any other Member duly proposed and seconded at the AGM. A Member must not be proposed without his prior consent.
- 8.3 When the number of nominations exceeds the number to be elected, the election shall be by ballot and each Member present at the AGM shall be entitled to vote for any number of candidates.
- 8.4 When the number of nominations is insufficient to fill the number to be elected, then any other nominations may be brought before the meeting. and their election will be determined by the Committee.
- 8.5 If two or more candidates obtain an equal number of votes another ballot shall be taken. If, on the second ballot, they again obtain an equal number of votes, the Chairman shall select from such candidates, the candidate or candidates who is or are to be elected.
- 8.6 The Committee may recommend to an AGM of the Club that a Member of the Club, who is not a Member of the Committee, may be elected as an Honorary Vice President. The maximum number of Vice Presidents holding office at any one time shall be two.

## **9. CASUAL VACANCIES**

- 9.1 The Committee shall have power to appoint any Member of the club to fill a vacancy in their number or any vacancy in the Officers of the Club occurring after the AGM.

## **10. ROTATION OF COMMITTEE MEMBERS**

- 10.1 One third of the Members of the Committee (other than the ex-officio members) or the nearest number to one third shall retire from office at the AGM. Those longest in Office should retire first. If those eligible to retire wish to continue they should inform the Secretary before the AGM where they will be voted on individually by a show of hands. If there is a shortage of members the Secretary may decide to include all those willing to serve on the Committee to be included in a block vote at the meeting.

## **11. UNREASONABLE ABSENCE**

- 11.1 Any Committee Member absent for four consecutive meetings shall be deemed to have resigned from the Committee unless the Committee otherwise specifically resolve.

## **12. POWERS OF THE COMMITTEE**

- 12.1 The management of the Club shall be vested in the Committee who may exercise any powers required for the proper or reasonable running of the Club.
- 12.2 The Committee shall have the right (subject to revision, amendment or cancellation by the Club in a General Meeting) to interpret these Rules, and to give directions in cases not provided for by them. The Committee may also make Competition and Local Rules and amend or cancel the same as may from time to time be reasonably required. The Committee shall notify the Members of changes where appropriate.
- 12.3 The Committee may impose penalties on those Members who persistently breach Competition or Local Rules or whose behaviour in competitions is inappropriate by restricting their entry into competitions.

### **13. PROCEEDINGS OF COMMITTEE**

- 13.1 The Committee will meet together for the dispatch of business and regulate their meetings and proceedings as they think fit. Five members of the Committee shall constitute a quorum.
- 13.2 The Secretary or Club Captain at their discretion may call a meeting of the Committee.
- 13.3 Questions arising at any meeting of the Committee shall be decided by a show of hands and in the case of equality of votes the Chairman shall have a second casting vote.
- 13.4 The Club Captain, or in his absence the Immediate Past Captain, or if both absent the President shall act as Chairman of the Committee. If at any meeting the Captain, Immediate Past President, and President are all absent the Committee present shall choose one of their number to be Chairman.
- 13.5 A meeting of the Committee at which a quorum is present shall be competent to exercise any of the powers vested by or under the Rules of this Club.
- 13.6 Sub-Committees
  - 13.6.1 The Committee may appoint Sub-Committees consisting of such members of the Club as they think fit, to look at issues relating to the running of the Club. The Sub-Committee shall on the conclusion of their investigation write a report for the Committee which should include, if relevant, any actions they consider necessary. Apart from general play reviews by the Handicap Committee, any proposal or recommendation that a Sub-Committee generates must be subsequently approved by a majority of the main Committee before it can be implemented.
  - 13.6.2 The total number of members of any Sub-Committee, shall not be less than three and shall include at least one member of the Committee. This total does not include the President and Captain who shall be ex-officio members of all Sub-Committees, Any Sub-Committee so formed shall conform to any regulations from time to time imposed on it by the Committee.
  - 13.6.3 The provisions in these Rules for regulating the meetings and proceedings of The Committee shall govern the meetings and proceedings of any such Sub-Committee.
  - 13.6.4 All acts undertaken by any meeting of the Committee or of any Sub-Committee shall, notwithstanding that it shall afterwards be discovered that there was some defect in their appointment, be as valid as if every such person had been duly appointed and was qualified.
  - 12.6.5 The continuing members of the Committee or any Sub-Committee, as appropriate, may act notwithstanding any vacancy in their body.

### **14. AGMs and EGMs**

- 14.1 In March each year the Club shall hold an AGM.
- 14.2 In addition to the above the Committee may call other EGMs in that year and it shall be specified as such in the notice convening the same.
- 14.3 An EGM shall be called either,
  - 14.3.1 When the Committee receives a written request from at least 8 Members of the Club specifying the purpose of such a meeting and any resolutions that are to be proposed, or
  - 14.3.2 An EGM has been requested by formal notice of a Member under section 18.5.1 when it shall be deemed to be immediately called and will proceed in accordance with the terms in Clauses 18.6 and 18.7
- 14.4 An AGM or an EGM shall be called by a minimum of 14 days notice in writing to all Members entitled to attend, specifying the date, place and time of the meeting and the business to be transacted.
- 14.5 Lady Members shall hold an AGM of the Ladies Section of the Club in November each year on a date to be decided by their Committee. This is for the purpose of electing, by a majority vote of those present, their Captain, Vice Captain, Secretary and such other officers and Committee for the purpose of complying with the rules of the Ladies Golf Union (LGU).

**15. PROCEEDINGS AT AN AGM OR EGM**

- 15.1 At an AGM, the consideration of the accounts, balance sheet and the report of the Committee and Independent Examiner, and the election of Officers and Members of the Committee and appointment of the Independent Examiner shall be discussed, decided upon and settled.
- 15.2 The President or, in his absence a Member elected by the Committee, shall preside as Chairman at every General Meeting of the Club
- 15.3 No business shall be transacted at a General Meeting unless a quorum of at least 10 Members shall be present at the time when the meeting proceeds to business.
- 15.4 If a meeting has been convened on the request of Members or by a suspended or expelled Member (as appropriate) and within 1/2 hour from the time appointed for the meeting a quorum is not present the meeting shall be dissolved. In any other case it shall be adjourned to a later day, time and place as the Committee may reasonably determine and if at the adjourned meeting a quorum is not present within 1/2 hour from the time appointed for the meeting, the Members present shall be a quorum.
- 15.5 A resolution, put to the vote of the meeting, shall be decided by a show of hands, unless a poll is demanded by the Chairman or at least 10 Members present at the meeting before a declaration of the result of the show of hands has been made.
- 15.6 If a poll is demanded it shall be taken in such manner and at such time as the Chairman directs and the results of the poll shall be deemed to be the resolution of the meeting at which the poll was demanded. A demand for a poll may be withdrawn.
- 15.7 Every Member shall be entitled to attend any General Meeting but voting restricted to Full Members each to have one vote on a show of hands or on a poll. The right to vote shall be a personal right and accordingly no Member shall be entitled to appoint a proxy to attend or vote in his stead.

**16. ACCOUNTS**

- 16.1 The Committee shall ensure that the Treasurer keeps proper books of account and prepares an annual Statement of Accounts and Balance Sheet of the Club each year. These will include balances from the accounts of the Ladies and Seniors Sections used in the day to day running of their competitions.
- 16.2 The accounts shall be published ready for the AGM.

**17. INDEPENDENT EXAMINER**

- 17.1 At the AGM in each year an Independent Examiner will be appointed whose duty it shall be to “carry out a review of the records and accounts” of the Club for the current year. In the event of the person being appointed as Independent Examiner being unable or unwilling to act, the Committee shall appoint a substitute.

## **18. SUSPENSION or EXPULSION of MEMBERS**

- 18.1 Where the conduct of any Member is, in the opinion of the Committee, injurious to the character of the Club, objectionable in any respect (under a test of reasonable behaviour ordinarily expected from a member of a golf club) including persistent and/or wilful breach of the Rules the Member may firstly be suspended with such suspension being notified in writing by the Club's Secretary or Captain, on behalf of the Committee, to the relevant Member.
- 18.1.1. Such written notice given under 18.1. above shall state the reasons for the initial suspension, the period of such and all other of the terms, conditions and restrictions which the Committee shall reasonably resolve to apply and whether the injurious behaviour of the Member is considered serious enough to warrant ultimate expulsion from the Club.
- 18.1.2. During any period of suspension the Member shall not be entitled to any privileges of membership.
- 18.2. Within 14 days following the serving of the notice of suspension the Member shall have the right to call, by notice in writing served on the Club's Secretary or Captain, for a meeting to take place as soon as reasonably practicable, and at a time reasonably agreed by the parties at Little Hay Golf Complex, with a representative quorum of the Committee. At this meeting the Member shall be given the opportunity to put their objections and/or points of mitigation to the suspension to the representative quorum which shall consist of not less than 5 Members of the Committee who shall include at least two Officers.
- 18.3. At any meeting called under Rule 18.2. above, the suspended Member shall be entitled to be accompanied by another Member of the Club or by any other person of their choosing and call up to two witnesses to provide evidence in support. Such names must be provided in advance to the Club's Secretary and similarly if witnesses are called to give evidence on behalf of the Club supporting the complaint their names shall be given to the Member in advance.
- 18.4. If the Member is unable to attend the meeting without good reason the meeting may proceed in their absence.
- 18.4.1. Following a meeting provided by Rule 18.2 the Committee shall convene as soon as practically possible to consider such objections and/or points of mitigation put forward by or on behalf of the Member at the said meeting. If the suspension is then confirmed by a minimum two-thirds majority resolution a written notice shall be sent to the Member by the Secretary or Captain confirming the decision of the Committee, the notice giving reasons why the Member's objections or points of mitigation have not proved sufficiently supportable or persuasive to enable the suspension to be reversed or voided. Then at the date of service of such notice the suspension will run on the terms set out in the notice served under Rule 18.1.1.
- 18.4.2. If the notice served under Rule 18.1. stated that the relevant injurious behaviour of the Member is/was considered serious enough to warrant ultimate expulsion from the Club then at the expiry of one week from the date of service of the notice under section 18.4.1 the Member shall be counted as expelled from the Club and shall immediately cease to be a Member and any sums paid by the Member shall be forfeited to the Club.
- 18.5 Any Member so suspended or expelled has the right of Appeal to an EGM of the Club (as to which see Rule 13.2.) and shall be notified accordingly.
- 18.5.1. Such an EGM shall be convened if a Member suspended or expelled under these Rules gives formal notice of Appeal to the Secretary or Captain within 10 days from the date of the posting to the member of the notice confirming his suspension or expulsion.
- 18.5.2. An Appeal EGM shall be called in accordance with Rule 13.3.
- 18.6. At the EGM the Member will be entitled to be accompanied by any person of his choosing. The Member's objections or points of mitigation to his suspension or expulsion shall be personally presented or given by written statement or document or advocated on behalf of the Member by any representatives they had brought with them to the EGM. The Member and representatives must depart from the venue at which the EGM is held at the end of the meeting. No instant decision on whether or not to uphold suspension or expulsion shall be taken or announced at the EGM.



- 18.7. As soon as practically possible following the Appeal EGM the Committee will send a formal written notice of the decision of the EGM , the decision of which shall be reached by a simple majority of those Members present, either to uphold or refuse the Appeal and if such majority resolve to uphold the Appeal the suspension shall instantly cease or the expulsion be instantly reversed and the Member reinstated. If the Appeal is refused the terms of Rule 18.1.2 shall apply in respect of suspension and the expulsion decision shall stand .

## **19. GRIEVANCE PROCEDURE**

- 19.1 Should a Member have a grievance with the Club or a Club member, other than in respect of suspension or expulsion dealt with in Section 18, they must write to the Secretary or Club Captain giving full details of the issue. The Member should state whether they require a written response only or a hearing before the Committee.
- 19.2 The Secretary or Club Captain will acknowledge the communication and advise the Member of the next Committee meeting date at which the matter can be discussed. If a personal hearing has been requested the Member will be advised of the time and venue.
- 19.3 If a personal hearing has been requested the Member will be entitled to be accompanied by another Member of the Club or any person of his choosing.
- 19.4 The Committee will be advised in advance of the Committee meeting that a grievance is to be considered and in the case of a personal hearing at what time the Member will attend.
- 19.5 Following the discussion or hearing at the Committee meeting the Member or any representative that had been invited to such a meeting will be provided with a copy of the minute covering the grievance and the outcome. In this regard the matter will remain confidential between the Member and the Committee.

## **20. ALTERATION OF THE CONSTITUTION**

- 20.1 No Rule of the Club shall be repealed or altered and no addition shall be made to the Rules except by resolution of the Members at an AGM or EGM.
- 20.2 Notice of any alteration or addition to the Rules intended to be proposed by a Member of the Club shall be given to the Secretary or Captain in writing at least 28 days prior to the General Meeting at which the same is to be brought forward. The Committee may propose any alteration or addition to the Rules and convene a General Meeting for such purpose. Full particulars of any such alterations or additions shall be set out in the notice convening the meeting.
- 20.3 All such proposed alterations, additions and amendments shall be put to the vote of the meeting. Provided that, on a show of hands, or if demanded, on a poll, a majority of at least two thirds of the votes are in favour of any proposed alterations, additions or amendments, then the same shall be deemed to be carried

## **21. CLUB TROPHIES**

- 21.1 Club Trophies presented to winners at an appropriate Club or Section prize giving ceremony must not be taken from the Little Hay Golf Complex Clubhouse. Such Trophies remain the property of the Club at all times. Replica trophies and any issued medals or prizes of any type will belong to the recipient.
- 21.2 Club Trophies must be insured against damage and theft.

## **22. REGULATIONS**

### **22.1 Rules of the Game**

The rules of the game of golf, to be enforced by the Club, shall be those approved by the R&A Championships Limited and such Competition and Local Rules as the Committee may from time to time consider necessary to meet the requirements of the Course.

### **22.2 Competition Rules**

22.2.1 The rules governing competitions and matches organized by the Club are published on the Club web site. They can also be inspected in the Competition Rules, Entry Criteria & Local Rules handbook which resides on the reception desk of Little Hay Golf Complex. Members should make themselves aware of these rules, as it is the individual's responsibility to ensure compliance.

22.2.2 The Member organising a Club Competition, or his nominated deputy, is tournament director. His decision, on any matter concerning the interpretation of these rules or competition play generally, is final. The tournament director should inform the Committee if a Member persistently disregards the Competition or Local Rules.

### **22.3 Contact Details**

Members shall, at once, notify the Membership Secretary of any change of their address, email address, landline or mobile telephone number.

The Membership Secretary may be contacted using the phone number or email address specified on the Membership Information page of the Little Hay website (<http://www.littlehaygolfclub.co.uk/>)

### **22.4 Notices**

Notices issued by the Committee and published on the Club web site or notice boards will be deemed to form part of the Rules of the Club as appropriate.

## **23. INSURANCE**

**23.1** The Committee shall ensure that

a) The property belonging to the Club is appropriately insured and that

b) Liability Insurance is in place to cover the operation of the Committee in applying these Rules

**23.2** Personal Insurance

Members of the Club are notified that the Club does not insure personal property, including golf clubs and accessories. Members are strongly recommended to take out Golfer's personal insurance to cover All Risks and to ensure that they are covered for third party liability.