

## **GLEN GOLF CLUB CONSTITUTION**

This constitution was updated following the Club's AGM on 23 February 2023

### **1 NAME OF THE CLUB**

The Club shall be called the Glen Golf Club, North Berwick, and shall be a non-profit making body.

### **2 OBJECTIVES**

The Objectives of the Club shall be the provision of golf and related facilities, including competitions, for Members and Temporary Members. Any profits or surpluses generated by Club activities shall be devoted to improvement and maintenance of the Club facilities. No profits or surpluses shall be distributed to Members. The Club is strongly committed to the promotion of equal opportunities for all members of the community. We aim to foster a club environment where individuals and groups are treated with dignity and respect. We shall ensure that individuals are not discriminated against through club/organisation policy or procedures on the grounds of their gender, marital status, age, sexual orientation, social class, ethnic or national background, race, colour, disability or any personal attributes, including beliefs or opinions such as religious or political opinions. We expect all members to support us in the achievement of this.

### **3 CLASSES OF MEMBERSHIP**

The Club shall consist of Voting Members and Non-Voting Members. Voting Members shall be 7-Day Members, Life and Honorary Members. Non-Voting Members shall be 5-Day, Overseas, Country, Junior, Non-Playing, Temporary and Affiliated Members.

### **4 AGE**

Applicants for Membership, other than Junior Membership, shall not be elected or admitted until they have attained the age of 18. Rules and Regulations regarding Junior Membership are set out in the Appendix.

### **5 7-DAY MEMBERS**

The number of 7-Day and Life Members shall not exceed 680. This number must always exceed the combined total of Members in all other categories. The whole heritable and moveable property of the Club shall belong to the Voting Members equally during Membership, but the rights and interest of every Voting Member shall be personal and limited to the Member, shall expire on death and shall not be assignable or arrestable or pass to their executors or successors.

#### **(a) LIFE MEMBERS**

The number of Life Members shall not exceed 30. Life Members shall not pay annual subscriptions or levies. Life Members shall have the rights and privileges of Voting Members and where reference is made in this Constitution to Voting Members such reference shall include Life Members.

#### **(b) HONORARY MEMBERS**

It shall be competent for two-thirds of the Voting Members present at a General Meeting to confer upon any person the distinction of Honorary Membership in recognition of their renown as a golfer or of services to the Club or in the promotion of the game of golf. Honorary Members shall be exempt from payment of any further subscription or additional levies, and shall have the same rights and privileges as a Voting Member. The Captain, the Finance Convenor and the Match Secretary shall be admitted Honorary Members for the duration of their period of

office. Any Member who has 50 years' continuous Membership of the Club shall be offered Honorary Membership.

## **6 OVERSEAS AND COUNTRY MEMBERS**

Applicants whose principal place of residence is outwith the United Kingdom may be elected as Overseas Members. Applicants whose principal place of residence is more than 50 miles from the Clubhouse may be admitted as Country Members. Overseas and Country Members will have no jurisdiction in the administration of the Club and will not be entitled to vote at General Meetings of the Club. These Members are encouraged to play in Club Competitions.

## **7 5-DAY MEMBERS**

The Committee shall have the power to offer 5-Day Membership. The number of 5-Day Members shall not exceed 150. 5-Day Members will have no jurisdiction in the administration of the Club and will not be entitled to vote at General Meetings of the Club.

## **8 NON-PLAYING MEMBERS**

On payment of a Non-playing Membership subscription, Non-playing Members will have full use of Clubhouse facilities but will have no jurisdiction in the administration of the Club and will not be entitled to vote at General Meetings of the Club. The total number of Non-playing Members shall not exceed 200.

## **9 VISITORS**

Visitors are entitled to use the Clubhouse subject always to the Club's Rules, Regulations and Bye-Laws.

## **10 AFFILIATED MEMBERS**

Full green fee paid Members of the Rhodes Golf Club may be elected or admitted Affiliated Members of the Club on payment of the appropriate subscription. The total number of such Affiliated Members shall not exceed twenty. Such Affiliated Members will have no jurisdiction in the administration of the Club and will not be entitled to vote at General Meetings of the Club.

## **11 EMPLOYEE AFFILIATED MEMBERS**

With the exception of the Managing Secretary, Employee Affiliated Members will not be entitled to attend General Meetings of the Club for the duration of their employment. Where the Managing Secretary attends a General Meeting of the Club, they will not be entitled to vote.

## **12 ELECTION AND ADMISSION OF MEMBERS**

The election and admission of all Categories of Members shall be at the discretion of the Management Committee who shall have the power to reject any nomination.

## **13 ENTRY FEE FOR MEMBERSHIP**

Any entry fee payable by candidates for admission to any category of Membership shall be such sum as determined by the Management Committee.

## **14 OFFICE BEARERS**

The Club shall be managed by a Management Committee consisting of the Captain and Vice-Captain plus six Voting Members. Five Members of the Committee shall constitute a quorum for a meeting. Retiring Captains will be ex-officio Members of the Committee for a further twelve months after leaving office. In addition, a Match Secretary may be elected and may be co-opted onto the Committee.

**15 ELECTION OF OFFICE BEARERS**

The Captain, Vice-Captain and Management Committee shall be elected for not less than one year by a simple majority of Voting Members of the Club present at the Annual General Meeting.

The Captain shall be elected for a term of office of two years. The Vice-Captain shall succeed them as Captain subject to proper nomination and the approval by simple majority of Voting Members of the Club present and voting at the Annual General Meeting.

Members of the Committee shall hold office for a maximum of three years, shall retire by rotation and shall not be eligible for re-election until one year has elapsed. Any retiring Member of the Committee shall be eligible for election as Captain or Vice-Captain. Only Voting Members of the Club are eligible to hold office and to vote at Meetings of the Management Committee.

Any vacancy occurring in the course of the year shall be filled by the Committee at their discretion, and the Member co-opted shall hold office until the next Annual General Meeting. Any two Voting Members, each of one year's standing, may nominate another Voting Member for a position as Office-Bearer or Committee Member. Nominations in writing must be received by the Committee at least twenty-one days prior to the date of the Annual General Meeting.

**16 RESPONSIBILITY OF OFFICE BEARERS**

The Management Committee shall have the responsibility for the business and affairs of the Club and shall have the power to make Regulations.

The Committee may appoint Sub-Committees for any special purpose, with the Captain being entitled to be an ex-officio Member of all such Sub-Committees. The Committee shall have the power to co-opt a maximum of two Voting Members, not being Members of the Management Committee, to serve on each of such Sub-Committees. The proceedings of all Sub-Committees shall be reported at the next meeting of the Management Committee.

**17 MEETINGS OF THE MANAGEMENT COMMITTEE**

The Management Committee shall hold meetings from time to time as may be required for the administration of all competent business. A meeting of the Committee may be called by the Captain at any time.

**18 MEETINGS OF THE CLUB**

The Club's Financial Year shall run from 1st December to 30th November each year. The Annual General Meeting shall be held between 1st December and 28th February. The date of the Meeting shall be fixed by the Management Committee.

A Special General Meeting may be called at any time by the Committee. The Committee shall be bound to call such a Special General Meeting which shall be held within 28 days of receipt of a written requisition subscribed to by no fewer than 20 Voting Members and addressed to the Captain stating clearly the terms of the Motion to be proposed. Only the business specified in the said Motion convening the Special General Meeting may be transacted.

At least eight days' notice of all General Meetings of the Club, and of the business to be discussed at such Meeting, shall be given to each Member. Notice to Members shall be deemed to have been served the day after posting. At such Meetings 40 Voting Members shall constitute a quorum.

In the event that there are insufficient numbers of Voting Members to form a quorum, the Committee shall have the power to call a further General Meeting at which twenty Voting Members present shall form a quorum. Such further General Meeting shall be held no sooner than 14 days after the date of the first General Meeting.

Only Voting Members shall be entitled to vote at Meetings of the Club.

Subject to the foregoing, any Meetings of the Club, including the Annual General Meeting, may be held online.

19 **CHAIRMAN OF MEETINGS**

The Captain shall be the Chairman of all Meetings, and in their absence a member of the Committee elected by the Meeting shall elect a Chairman. The Chairman shall have a casting as well as a deliberate vote.

20 **POSTAL VOTING AND ONLINE VOTING**

All Voting Members of the Club shall have the right to vote at General Meetings of the Club even if they are unable to be present in person.

Any Voting Member exercising their right under this Clause shall do so by letter addressed to the Management Committee, stating clearly their vote in respect of the motion(s) set out in the Notice calling such General Meetings, to reach the Managing Secretary not later than 24 hours before the date of the General Meeting in question.

The Management Committee may, at their discretion, make suitable arrangements to allow any Voting Member to exercise their right under this Clause online or by other electronic means, including by email. Details of such arrangements shall, where possible, be set out in the Notice calling such General Meeting. Any such vote in advance must be made no later than 24 hours before the date of the General Meeting in question. Where any such Meeting is held online, the Committee may facilitate such votes to be made during the Meeting in question.

In calculating a quorum of a General Meeting, account can be taken of those Voting Members who have exercised their voting right under this Clause where those Voting Members then attend the Meeting in question either in person or online as the case may be.

For the avoidance of doubt, Voting Members can only vote once in respect of any motion.

21 **STAFF**

The Management Committee shall appoint suitable staff as necessary for the activities and functions of the Club.

22 **MANAGING SECRETARY**

The Management Committee shall have the power to engage a Managing Secretary at such remuneration and other conditions of employment as they deem fit. The person appointed shall be responsible for the conduct and management of the affairs of the Club subject to the directions of the Committee.

23 **BANK ACCOUNT**

The Finance Convenor shall be responsible for the lodgement of monies in the name of the Club in Bank, Building Society or Deposit Accounts operated by substantial United Kingdom Financial Institutions as approved by the Management Committee. All cheques on the Club's Current Account and withdrawals from Deposit Accounts must be signed by any two of the Captain, Vice-Captain, Finance Convenor and Managing Secretary.

24 **APPOINTMENT OF TRUSTEES**

The Trustees of the Club shall consist of the Captain, Vice-Captain and two Voting Members to be appointed by the Management Committee. The property of the Club shall be held in the names of the Trustees for the time being.

25 **INDEPENDENT REVIEW**

The accounts shall be subject to an Independent Review each year which will be carried out by a suitably qualified accountant, who will be appointed each year by the Voting Members at the Annual General Meeting. If a casual vacancy arises during the year, then a suitably qualified accountant may be appointed by the Management Committee. The Reviewer shall not be an Office Bearer or Committee Member of the Club.

## 26 **SUBSCRIPTIONS**

Subscriptions shall become due on 31st March in each year for the following year. The subscriptions payable by Members shall be fixed by the Management Committee. The annual increase will be no more than 6% of the previous year's subscription. Any proposed increase above this amount will require to be approved by the Voting Members at a General Meeting of the Club.

## 27 **PAYMENT OF SUBSCRIPTIONS**

All Members must pay their subscriptions by 31st March at the latest. If it is not paid by this date, the Membership may be withdrawn.

## 28 **RESIGNATIONS**

Any Member wishing to resign must give written notice to the Management Committee before 31st March failing which they may be liable to pay the subscription for the year commencing on the following day.

## 29 **CONDUCT OF MEMBERS**

### **Compliance with Rules and Regulations**

In accepting membership of the Glen Golf Club, a Member (i.e. any category of membership as defined by the Constitution, including an Affiliated Member) agrees to be bound by the binding nature of the Club's Constitution, Rules and Regulations and by these conditions alone is entitled to enjoy the rights and privileges of continued membership of the Club. Every Member when first joining the Club shall be given a copy of the Club's Rules and Regulations and shall not be absolved from their effect by claiming they did not receive a copy. All Rules and Regulations made by the Committee or any of the Sub-Committees shall be binding on every Member and will remain in force until altered or rescinded by a General Meeting. The Management Committee shall ensure that any changes in Rules and Regulations are appropriately publicised but it is ultimately the duty of each Member to ensure that they are aware of, and fully abide by, all such provisions in force. Acceptance of Membership of the Club also includes acceptance that any disciplinary decision taken against the Member by the Committee in accordance with disciplinary procedures set out in the Club's Constitution and after any appeal has been considered, shall be final.

### **Disciplinary Actions**

The Management Committee shall investigate any alleged misconduct by any category of Glen Member, either in or out of the Club premises and the East Links golf course that it suspects may potentially be injurious to the character or interests of the Club, endanger the good order of the Club, its public reputation or the game of golf more generally; and take disciplinary action as appropriate against the Member concerned.

In practice, an investigating team consisting of the Vice-Captain and one other Management Committee member, as nominated by the Captain, shall investigate the alleged misconduct. In doing so, they shall gather information from all appropriate third parties, including information provided by the Rhodes Management Committee in the case of Affiliated Rhodes Members (all of whom are Glen Members) suspected of misconduct while engaged in activities which are clearly related to their membership of the Rhodes Golf Club. The Vice-Captain will then write to the Member concerned by Special Delivery Letter, providing all relevant information gathered from third parties relating to the alleged misconduct, inviting them to offer a written explanation

of the alleged misconduct within 14 days of the date of delivery of that letter. The investigating team shall report their initial findings to the Management Committee as a whole after due consideration of that written explanation.

The Captain may observe but shall not take part in any discussions or decision making at that stage. If by a two-thirds or more majority of those other Management Committee members present it is decided that the Member has no case to answer, the Vice-Captain shall write to the Member to that effect and the matter will be closed.

However, if the Management Committee is not satisfied with the Member's written explanation, or if the Member has declined to offer a written explanation, the Vice-Captain shall write to the Member again by Special Delivery Letter, inviting them to meet the investigating team to discuss the alleged misconduct and be questioned as appropriate. The invitation to attend that hearing shall also set out a clear and reasonable timetable for final resolution of the issue. The Member, if they so wish, may be accompanied or represented by a fellow Glen Member at such a hearing. The investigating team shall in due course report its findings to the Committee. Those findings may recommend disciplinary action to be taken against the Member. Should the Member also decline to agree to attend such a hearing the investigating team will remain obliged to make a recommendation to the Committee based on the information that was available to them. The Committee shall then consider the report and recommendation from the investigating team. The Captain may observe but shall not take part in any discussions or decision making at that stage.

The Management Committee shall have the discretion to take no disciplinary action against the Member. However, if by a majority of two-thirds or more all those other Committee members present it is decided that the Member's conduct has been injurious to the character or interests of the Club, endanger the good order of the Club, its public reputation or the game of golf more generally, it shall take disciplinary action against the Member. Depending on the perceived seriousness of the Member's conduct, the Committee shall, by a two thirds majority of those present, have the power to either:

- (a) issue a written warning to the Member about their future conduct;
- (b) suspend the Member for a period not exceeding 12 months from the date the written disciplinary decision was delivered; or
- (c) invite the Member to resign from the Club, failing which they will be expelled; or
- (d) expel the Member from the Club without further prior formality.

The Vice-Captain shall write to the Member by a Special Delivery Letter conveying the Management Committee's decision and advising that the Member has a right of appeal in writing to the Captain against the Committee's decision to take disciplinary action and on the level of penalty imposed. If the Member does not appeal by writing to the Captain within 14 days from the date of delivery of the Vice-Captain's letter, the Committee's disciplinary decision shall have immediate effect. The Captain shall consider any such written appeal received within 14 days from the date of delivery of the Vice-Captain's letter by reviewing all relevant information and may at their discretion seek further clarification from third parties, the Member concerned, or any other Committee Members before reaching a final decision. The Captain's decision on such an appeal submitted shall be final and the Captain shall write to the Member by Special Delivery Letter conveying their final decision. If the outcome of such an appeal is that the Committee's disciplinary decision has been upheld, or a lesser or greater penalty has been imposed, the Captain shall write to the Member and the relevant penalty shall take effect from the date of delivery of the Captain's letter.

The Management Committee shall, throughout such disciplinary proceedings, take all reasonable steps to ensure the confidentiality of their deliberations until those proceedings are completed. If in due course disciplinary action is taken against the Member, the Committee shall inform all other Members of the Club as appropriate, recognising that some details of their investigations and findings may be commercially or otherwise sensitive. The Committee shall

also inform the Rhodes Golf Club of any disciplinary action taken against any Glen Member who is also an Affiliated Member of the Rhodes Golf Club.

### **Effects of Disciplinary Actions**

If a Member is suspended in accordance with these procedures, they are deemed not to be a Member of the Club during the period of suspension. Accordingly, they are not entitled to any of the rights and privileges of Club membership and in addition, may not enter the Club premises or play golf on any part of the East Links golf course as either a visitor or as the guest of another Member. The balance of annual subscriptions covering the period of suspension is forfeited. The period of suspension of a Glen Member will also extend to their membership of the Rhodes Golf Club if the said Member is also an Affiliated Member of that Club. The Management Committee may impose any conditions on reinstatement of membership which it considers are appropriate, including a probationary period of up to 12 months and monitoring of the Member's conduct by the Committee. Club membership shall be reinstated after the period of suspension has been served, subject to continued payment of the relevant annual subscription.

## **30 RESTRICTIONS**

All visitors to the Club premises, including Members' guests, shall enter their name and address in a book which shall be kept for the purpose and which shall show the date of each visit.

No alcoholic liquor shall be sold or supplied for consumption outside the premises of the Club. No alcoholic liquor shall be sold or supplied to any person under eighteen years of age.

No Member of the Management Committee nor any employee of the Club shall have any personal interest in the sale of alcoholic liquor on the Club premises or in the profits arising from such sale.

## **31 COMPLAINTS**

All complaints must be made in writing to the Managing Secretary and signed by the persons complaining, and none shall be attended to unless this Rule is complied with. The Managing Secretary shall submit all such complaints to the Management Committee, who shall take the matter into their consideration, and they shall have the power to give such deliverance or order on such complaint as they consider necessary.

## **32 REGULATIONS**

### **(1) General**

Members shall be liable for any breach committed whether by themselves or their guests, or by their own or their guests' caddies.

In no case shall an employee of the Club or a member of the bar or catering staff be reprimanded directly by a Member.

### **(2) Visitors**

Visitors shall have no power of introduction to the Clubhouse.

The privilege of introducing guests to the Clubhouse, and the guests' privilege of being introduced, may be withdrawn from any Member or guest at any time at the discretion of the Committee.

No person who has been balloted for and refused Membership of the Club shall be eligible for admission to the Clubhouse, whether as a visitor or as a guest of a member.

**(3) For Play**

The Rules shall be those of the Royal and Ancient Golf Club, St Andrews, as currently in operation. The Local Rules, as defined by the Management Committee, may be printed on the Club scorecards and/or displayed on the Club Notice Boards. The Handicaps of Members shall be determined by the World Handicapping System as administered in Scotland by Scottish Golf.

Members intending to play in a Club competition must enter via the Scottish Golf mobile phone App or online at least three days before the date of such competition. The Members so entered shall be balloted for places and times of starting.

**33 ALTERATION OF RULES**

The foregoing Rules shall not be altered except by a resolution carried by two thirds of the Voting Members present and voting at either the Annual General Meeting or any Special General Meeting called by the Management Committee. Except when submitted by the Committee, notice of such resolution shall be given to the Managing Secretary at least twenty-one days before the date of such Meeting, and in any case intimation thereof shall be given by the Managing Secretary to the Members at least eight days before such date.



## APPENDIX

### (1) AGREEMENT WITH RHODES GOLF CLUB

- (a) The Rhodes Golf Club will be allowed to play up to nine competitions per season on the Course.
- (b) The Rhodes Golf Club will be allowed to use eight Saturdays for such competitions with an extension to a 7:30 a.m. start if required.
- (c) The Rhodes Golf Club will be allowed to hold a Tri-am competition on a Friday evening to be agreed by the Management Committee.
- (d) The Rhodes Golf Club will be permitted to hold a Captain's Day.
- (e) The Rhodes Golf Club will be allowed the courtesy of the Course for three inter-club matches per annum.

### (2) JUNIOR MEMBERSHIP

- (a) Junior Members shall be persons below the age of eighteen years.
- (b) Junior Members shall have no voting powers.
- (c) The Management Committee through the Junior Convenor have power to arrange special competitions for members of the Junior Section.
- (d) Junior Members between the ages of 15 and 18 may take part in Club competitions.
- (e) Junior Members under the age of 15 may be allowed to take part in Club competitions at the invitation of the Match Committee.
- (f) Junior Membership shall automatically cease on the 31st day of March immediately succeeding the Junior Member attaining their 18th birthday
- (g) The Committee shall have the power to elect Junior Members to be Voting Members on attaining the age of 18 years but subject to the following provision: so long as there is in existence a Waiting List for admission to Voting Membership a candidate shall have been a Junior Member for at least two years. In the event of the candidate not having been a Junior Member for two years they shall be eligible to be included on the Waiting List for Voting Membership and that from the date of their admission as a Junior Member.
- (h) Junior Members shall be subject always to the Club's Rules, Regulations and Bye-Laws. They shall have no jurisdiction in the administration of the Club and will not be entitled to vote at General Meetings of the Club.

### (3) GLEN LADIES

- (a) Lady members may elect from their number a Lady Captain and a committee of at least four further members (Vice Captain, Treasurer, Fixtures Secretary, members).
- (b) Glen Ladies may appoint a Fixtures Secretary.
- (c) The Lady Captain and her committee shall have the power to arrange special competitions, knockout competitions and invitation days for members.

- (d) Glen Ladies will have three tee times on Mondays and three tee times on Thursdays. These are 'turn up' times for members. These tee times are conditional on there being no conflict with major Club events or large visiting parties.
- (e) Glen Ladies can arrange friendly fixtures against other clubs.
- (f) Glen Ladies can arrange in house competitions.

**(4) SENIORS SECTION**

- (a) Members of the Seniors Section shall be members above the age of 50 years.
- (b) Those members may elect from their number a Seniors Captain, Vice-Captain, Secretary, Treasurer and Fixtures Secretary. The Senior Captain and committee shall have the power to co-opt members.
- (c) The Senior committee can arrange competitions and also friendly matches against other clubs with a maximum of 12 home matches on dates to be agreed with the Club.
- (d) Members of the Seniors Section shall have six tee times on Monday, Wednesday and Friday each week in the year with the second Tuesday in each month, being the midweek medal, being substituted for the Monday immediately prior. The tee times will commence at 12 noon in summertime and 11.30 am in winter. These tee times are conditional on there being no conflict with major Club events or large visiting parties.