**Helensburgh Golf Club**

**Constitution and Bye-Laws**

**1. The Club**

The Club shall be called “Helensburgh Golf Club”.

**2. Objects of Club**

i. The main purposes of the Club are to provide facilities for and to promote

participation in the amateur sport of golf in the Helensburgh area.

ii. All surplus income or profits are to be reinvested in the Club. No surpluses or assets

will be distributed to members or third parties.

iii. Upon dissolution of the Club any remaining assets shall be given or transferred to

another registered CASC, a registered charity or the sport’s governing body for use

by them in relation to community sports

**3. Membership**

The Membership shall consist of:

i. Ordinary Members: Ordinary members are those who pay the full annual

subscription and any levies and have full voting rights.

ii. Patrons: Ordinary members, who have commuted future annual subscriptions by

one single payment.

iii. Senior Members: Ordinary members having paid 20 Ordinary annual

subscriptions and having reached the age of 80 will be granted, if requested in

writing, senior membership.

iv. Life Members: Ordinary members having paid 35 Ordinary annual subscriptions

and having reached the age of 80 will be granted, if requested in writing, life

membership.

v. Any Senior or Life Member as at the 1st.January 2009 in receipt of an annual

concession who falls outwith the above parameters, shall retain a concession.

This concession will be reviewed on an annual basis.

vi. Intermediate members: The age range for this category is 18 to 30 years of age

with no requirement to have previously been a junior member.

vii. Intermediate 2 members: The age range for this category is 30 to 40 years of

age with no requirement to have previously been a junior member.

viii. Artisan: The Management Committee has the power to grant Artisan

Membership to persons in exchange for trade or professional services to the

value of Ordinary Membership. Such members will have the rights and privileges

of Ordinary Members.

ix. Country Members: Persons residing more than thirty miles from Helensburgh

may apply for such a category, however their playing rights and participation in

competitions will be determined by the Management Committee and Country

Members would not be expected to play more than 30 rounds in a calendar year.

Existing Helensburgh Golf Club members entering this category can nominate the

Club as their home course for handicap purposes. Country Members will be entitled

In club Competitions and receive an HGC handicap, but will not be able to represent

HGC or benefit from reciprocal golf on other courses.

x. All of the foregoing membership categories shall have full voting rights at the

Annual and Special General Meetings of the Club.

xi. Junior and House Members shall also be admitted to the Club subject to

such conditions as the committee may determine. They shall have no voting rights

at Club meetings.

xii. Junior Members: The maximum age for juniors is 17 years.

xiii. House Members: These Members can use the golf course on the same basis as

visiting, non-member, golfers or as determined by the Committee, but are entitled

to use the dining and bar facilities of the Club and include wife/husband/partner or

widow/widower of any member.

xiv. Temporary or Trial Members: The Management Committee has the power to

grant temporary or trial, non-voting, membership to suitable applicants on special

terms and conditions fixed by the Management Committee for a period of not

more than one year.

xv. Honorary Membership: The Management Committee has the power to

recommend to the Membership at an Annual General Meeting, bestowing

Honorary Membership on someone who, in its opinion, has made a significant

contribution to the activities of the Club or the game of golf. Such members shall

be relieved from payment of annual subscriptions and have the rights and

privileges of ordinary members.

xvi. Silver Category members: Full voting Members having reached 80 years of age,

with a minimum of 20 years full membership, are eligible for Silver category

membership, which is a five day (Mon – Fri) playing membership at 20% of the full

subscription. All other membership benefits and rights are maintained.

xvii. For the purpose of any age category, the member’s age on the first of January in

the year in which membership is sought will apply.

xvii. Student Membership: persons who are in full time education, up to the age of 25,

may apply.

*Special Rights:* Will have the right to unlimited play, play in matchplay and in club

Championship and to represent HGC in team competitions.

**4. Election of Members**

i. Membership of the Club shall be open to anyone interested in the sport on application

regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion or

other beliefs. However, limitation of membership according to available facilities is

allowable on a non-discriminatory basis.

ii. The Club may have different classes of membership and subscriptions on a

non-discriminatory basis. The Club will keep subscriptions at levels that will not pose a

significant obstacle to people participating.

iii. The Club Committee may refuse membership, or remove it, only for good cause such

as conduct or character likely to bring the Club or sport into disrepute. Appeal against

refusal or removal may be made to the members.

**5. Entrance Fees, Subscriptions and Levies**

i. The entry fee and annual subscription shall be as approved at the Annual General

Meeting of the Club.

ii. Voting members at any General Meeting may determine other sums, and the

associated conditions, to be paid by members by way of levy or loans.

iii. The annual subscription shall fall due on the first day of March and the

Management Committee shall determine the methods and any phasing of

payment.

iv. Any member whose dues or subscriptions are outstanding after 28 days shall not

be permitted to exercise any of the privileges of membership. If after a total of 90

days the member is still in arrears, their membership shall terminate.

Reinstatement and any financial penalty shall be a Management Committee

decision.

v. New members admitted after first July shall be charged pro-rata portion of the

year’s subscription.

vi. Members wishing to resign shall give notice in writing to the General Manager

prior to the subscription year-end currently the 1st March; otherwise they shall be

held liable for the ensuing year’s subscription.

**6. Management**

i. The management of the Club and the conduct of its affairs, including the creation

of bylaws, shall be vested in a Management Committee consisting of the Club

Captain, Vice-Captain immediate past Captain, Ladies Captain and not more than

8 voting members of the Club. All members of the Management Committee must

have been, at the time of their election, a voting member of the Club for the

previous three years.

ii. The nominations of the Club Captain and Vice-Captain, by the Management

Committee, shall be posted on the notice board at least twenty-one days before

the Annual General Meeting. Any other nominations must be properly proposed

and seconded in writing and placed in the hands of the General Manager and

posted on the notice board at least twelve days before the Annual General

Meeting. All nominees must have confirmed in writing their willingness to be

elected. The immediate past Captain and ladies Captain shall be members of the

Management Committee ex-officio.

iii. Management Committee Members, other than those appointed, under Para. ii

above, shall be elected for a period of 3 years, with the exception of:

Chairperson who may elect to serve for a fourth year and in exceptional circumstances the Chairman

be granted the power to extend beyond the normal term the term of office of a Management

Committee member who is one of the nominated Convenors (Golf, Greens, House, Finance or

Development) or one of the Club trustees, to remain on the committee beyond their 3-year tenure if

it is felt that there is a significant benefit to the club by him or her doing so. The power described

would generally be invoked to extend the term of office by 1 year but in exceptional circumstances

could be extended further at the request of the Chairman. The convenor concerned must indicate in

writing to the General Manager, their willingness to extend their tenure on committee as necessary.

One third of their number (rounded up/rounded down) shall retire each year by rotation and shall

not be eligible for re-election until after a period of one year.

iv. Election of Members to the Management Committee, under Para. iii above, shall

take place at the Annual General Meeting. All nominations for election to the

Management Committee must be properly proposed and seconded in writing and

placed in the hands of the General Manager and posted on the notice board at

least twenty-one days before the Annual General Meeting. All nominees must

have confirmed in writing their willingness to be elected.

v. The Management Committee shall elect a Chairperson from amongst its own

members.

vi. The Management Committee shall normally hold monthly meetings or at least 6

per annum. Seven members shall form a quorum.

vii. The Management Committee shall set up from within its number a minimum of

five sub-committees, Namely - Golf, Greens, House, Finance and Development.

The number in each Sub-Committee shall be determined from time to time by the

Management Committee and generally each Member of the Management

Committee shall serve on one of these Sub-Committees.

a. The Club Captain shall be Chair of the Golf Committee.

b. The Management Committee shall appoint from within its own number a

Chair and if appropriate a vice Chair, for each of the other Sub Committees.

c. The Management Committee shall have the discretion to form such Sub –

Committees as it feels appropriate, to address other cogent Club matters

i.e. marketing and membership, and shall have the power to co-opt

additional members to any Sub Committee.

viii. The Chairperson, whom failing the Club Captain, shall preside at all Management

Committee meetings and General meetings of the Club. In their absence a

temporary Chairperson, to be elected at the meeting, shall preside. The

Chairperson shall have a deliberative and a casting vote in the case of equality.

ix. The General Manager as part of his/her management duties shall keep full and

correct minutes of all proceedings at meetings of the Club and Management

Committee and shall be responsible for the safe and proper keeping of all the

Club's documents and accounts. The General Manager shall, under the direction

of the Management Committee, receive and disburse all monies due to and by

the Club; keep correct accounts and books showing the financial affairs and

intromissions of the Club on a monthly basis, and shall forward a statement

thereof down to the 31st October in each year, to every member at least fourteen

days prior to the date of the Annual General Meeting.

x. All monies received by the Secretary shall be lodged in the Club’s name in the

banks fixed by the Management Committee.

xi. All Club cheques will be signed by any two of the Chairperson, Captain, Finance

Convenor and the General Manager.

xii. The Management Committee shall have the power to borrow money, grant

guarantees or obligations for the repayment of money and mortgage or grant

securities over the Club’s property for debts or liabilities incurred, provided (a) the

prior approval of the members in General Meeting has been obtained and (b) the

total amount does not exceed the amount authorised by members in General

meeting.

xiii. The Management Committee cannot sell land or buildings without the prior

approval of the members at a General Meeting.

xiv. No member of the Management Committee shall have, in a private or other

business capacity, any vested interest in any pecuniary contract or transaction

with the Club for work or supply of goods or services, unless such contract or

transaction has been previously approved by a meeting of the Management

Committee.

xv. The Officers of the club shall be The Captain, Chairperson, Vice-Captain and

Finance convenor: these said Officers shall also be the trustee’s ex officiis who

shall hold any property belonging to the Club in their name. They shall all be

entitled to personal indemnity out of the funds of the Club where they are acting

bona fide in their capacity as Officers of the Club.

**7. President**

i. The Management Committee has the power to recommend to the Membership at

an Annual General Meeting, bestowing the title of Honorary Club President to

someone who has given outstanding service to the Club or is held in high esteem

within the greater golfing community. In addition, it may also recommend the title

of Honorary Vice-President to persons of similar standing.

ii. The Honorary President will chair an advisory Panel of up to eight members, who

will meet at least twice each year to consider the wider issues facing the Club and

provide the Management Committee with advice and recommendations.

iii. The Panel will be agreed jointly by the Honorary President and the Management

Committee, from amongst those members who have given exceptional service to

the Club. The Panel may be asked by the Committee to act in an executive

capacity on specific matters.

**8. Meetings of the Club**

i. An Annual General Meeting of the Club shall be held to:

a. Approve the minutes of the previous year’s AGM.

b. Receive a Report from the Management Committee and a Financial

Statement for the preceding financial year produced by Professional

Accountants.

c. Appoint Office Bearers for the ensuing year and elect members to the

Management Committee.

d. Approve the proposals for membership, fees and subscriptions

e. Elect the Honorary Club President or Honorary Vice President(s) as

recommended

f. Conduct any other competent business.

ii. A quorum of fifty members shall apply at all General Meetings of the Club.

iii. The Management Committee shall have the power to call Special General

Meetings of the Club and shall be bound to call a meeting within fourteen days

on receiving a written request stating the business and the detailed resolution to

be considered, signed by no less than twenty voting members of the Club.

iv. The Annual General Meeting and any Special General Meeting shall be called

by letter and not less than fourteen days’ notice shall be given. Notice of all

General Meetings shall also be exhibited in the Club House at least seven days

prior to the meeting.

v. Only Voting Members shall be entitled to attend and vote at General meetings.

All matters will be decided by a majority. Proxy voting will be allowed on those

resolutions as set out in the Annual General Meeting notice. Proxy votes on the

forms provided must be signed and received by the Club Secretary seven days

before the General Meeting.

vi. The Club’s financial year shall run from 1st. November to 31st. October and the

Annual General Meeting shall be held in January.

**9. Compliance with Rules and By-Laws**

i. The Management Committee shall have the power to suspend any member

whose conduct in its opinion endangers or injures the interests of the Club or

who acts in defiance of its Constitution and Bylaws and at a general meeting of

which due notice has been given stating the business to be brought before the

meeting, the Club will have the power by a majority of those voting, to expel any

member. At least seven days before calling such a meeting the committee will

communicate with the offending member to give him, or her, an opportunity of

resigning from the Club.

ii. Members shall be responsible for the behaviour and conduct of their guests.

iii. Any complaint regarding the conduct of a member, staff or guest shall be made

in writing to the General Manager for the Management Committee’s

consideration.

**10. Sales of liquor**

As a properly constituted Club with more than 25 members a visitor shall not be

supplied with alcoholic liquor on the Club premises unless on the invitation and in the

company of a member and that the member shall upon admission of such visitor to

the Club premises or upon his being supplied by such liquor, enter his own name

and the name and address of the visitor in a book which will be kept for the purpose

and which shall show the date of each visit.

The hours during which Excisable Liquor may be sold or supplied shall accord with

the Licensing Laws from time to time current and will be displayed in the Clubhouse.

**11. Alterations to Constitution and rules**

No alteration shall be made to the foregoing rules and constitution except at the

Annual General Meeting or at a special General Meeting called for the purpose. The

notice calling such a meeting shall state the alteration proposed to be made. Any

motion for a proposed alteration must be intimated in writing to the General Manager

suitably proposed and seconded at least 21 days prior to the said meeting. Such

alterations shall not be effected unless carried by at least a majority of those voting.

**BYE-LAWS**

**General**

1 The Bye-Laws of Helensburgh Golf Club have been approved by Committee and

are subject to revision as circumstances require. In a number of respects, the Byelaws expand upon various aspects of the Constitution, by way of clarification.

Members and Temporary Members (Visitors & Guests) are required to comply with

them.

2 The effects of Members or Temporary Members, on the course or in the

Clubhouse, within the vicinity of the Clubhouse or in the Club car parks are at their

own risk. No liability for any loss or damage or for any personal injury is accepted by

the Club. Members are strongly encouraged to have their own personal insurance

cover.

3 No notice of any kind will be placed on the Notice Boards or on the walls of the

Clubhouse except by the authority of the Committee.

4 No person will take, or permit to be taken, from the Clubhouse any articles

belonging to the Club. One exception is that Trophy Winners will be permitted

temporary custody of Club Trophies for a period not exceeding three months.

5 Balls lost on the Course shall, ipso facto, become the property of the Club.

6 The car park on the Clubhouse level and in the immediate vicinity of the Clubhouse

will be solely for the use and parking of vehicles belonging to nominated officials and

personnel authorised by the Committee.

7 Except with the express consent of the Committee, dogs or any other animals will

not be allowed in the Clubhouse or its surroundings or on the course.

8 All suggestions or complaints must be made, in writing, to the Secretary and signed

by the person or persons making same. The Secretary will submit all such

suggestions or complaints to the Committee, who will consider the matter at the

earliest opportunity.

9 Lockers will be allocated by the Secretary/Assistant Secretary. Charges will be

determined by the Committee and will be paid along with the second instalment of

the Annual Subscription or Direct Debit system.

10 The use of Mobile Phones on Club premises, both Clubhouse and Course, is not

permitted, with one exception; whilst on the course, Mobile Phones, which must be

switched off, may be used for Emergency outgoing calls only.

**Membership**

11Ordinary Member. The Management Committee have the power to offer a 50%

discount on the Ordinary Subscription to those who are on low or modest incomes.

Any member accepted on this basis would also be eligible to borrow equipment from

the Club which would enable them to participate in the game of Golf and would not

be subject to the Loyalty Card levy. Evidence that the member cannot clearly afford

the full membership subscription will be required for consideration by the Club in

support of such an application.

12 House Member. A member wishing to convert to Ordinary membership may do

so, at a fee set by the Management Committee.

13 Absent Member. A member who intends to be absent from Scotland during the

whole of a financial year and wishes to be placed on the absent list should write to

the Secretary prior to such an absence, the rate of subscription for such members

will be determined by the Management Committee.

14 Re-Admission. Any former member seeking re-admission to the Club may be

subject to a re-admission fee which will be on a sliding scale determined by the

Management Committee.

15 The Committee shall have power to charge a deposit to applicants on the Club

Waiting List and may, at their discretion, grant the use of the Club facilities, but not

the Golf Course, to such applicants. On admission to membership, the deposit so

charged may be deducted from the entrance fee payable on admission, but is not

otherwise returnable.

16 Any suspended or expelled Member is not entitled to any benefits or privileges

attaching to either temporary membership or as a guest of any Member, during the

period of the suspension or expulsion.

17 The Constitution defines the timing of Subscription payments annually. The Committee has the

authority to provide for payment by Direct Debit. Members who have committed to pay by Direct

Debit will not be considered in arrears.

**Play on the Course**

18 Play will be according to the Rules of Golf as defined by the Royal & Ancient Golf

Club of St Andrews, as augmented and supplemented by the Local Rules.

19 It shall be the duty of every Member, visitor and guest to be aware of and observe

the rules and etiquette of Golf and to ensure that their playing partners do likewise. In

particular, if a match should fail to keep its place on the course and lose more than

one clear hole on the players in front, it must allow the match following to pass. Every

player must replace divots, repair plug marks on the green and reinstate bunkers.

Safety of other players and the public (especially at holes 9, 13, 15 & 18) must be

observed.

20 Visitors will normally be allowed to play on the course on weekdays only. The

Committee has the authority to permit visitors at weekends in special circumstances.

Further restrictions may apply on weekday Competition days. Visitors will become

Temporary Members of the Club for the duration of their introduction. Responsibility

for acceptance or otherwise of casual visitors is delegated to the Club Professional.

Junior visitors shall be subject to the same restrictions as Junior Members.

21 Visiting Parties are required to submit a booking form to the Secretary who will

confirm arrangements with the Professional and House Manager and advise the

Course Manager.

22 Guests of Members are welcome at any time, subject only to availability of starting

times. Members may introduce not more than three playing guests at any time.

Without prejudice to the foregoing, no one person can be introduced as a playing

guest on more than six occasions in any calendar year. Playing guests must play

with the Members introducing them, and must have their names and addresses

entered in the book provided and signed by the introducing Member. The fees

payable for visitors and playing guests shall be determined by the Committee on an

annual basis, with discretion to operate approved discount schemes.

23 Order of precedence in general play is presently defined by the Committee to be

by a tee booking system operated by the Professional. Block booking of tee times for

Visiting Parties, National & County Events, Team Matches (Gents, Ladies & Juniors),

Club and Open Competitions is authorised. Specific times allocated to the Ladies

Section are: -

Tuesday, 08.45 -10.30,13.00 -14.30 & Sunday 9.30-10.00.

24 The use of temporary greens and tees, the opening and closing of the course for

play is under the control and management of the Course Manager, supported by the

Professional.

25 Junior members, unless accompanied by a Full Member, when they may play at

any available time, are subject to the following restrictions: -

Saturdays

Members’ Medals...........................……… 3.00pm - 5.00pm and 7.00pm onwards.

Paul Medals.………….10.00am - 12noon, 3.30pm - 5.00pm and 7.00pm onwards.

Other ..............……….10.00am - 12noon, 3.00pm - 5.00pm and 7.00pm onwards.

Sundays

Members’ Medals ..........................………. 3.00pm - 5.00pm and 7.00pm onwards.

Other..................................................................................................……… Anytime.

Wednesdays

Members’ Medals.................................………. Up to 4.00 pm and 7.00 pm onwards.

Glasgow Holidays….10.00am - 12.00noon, 3.00pm - 5.00pm and 7.00pm onwards.

Other weekdays.........Anytime except reserved times for ladies on Tuesday (Art 21).

Weekday evenings (April - Sept).......... Play not allowed between 5.00pm – 7.00pm

Junior members may not introduce playing guests at weekends.

26 For the purposes of the above, “Glasgow Holidays” are as defined and published

by Glasgow Chamber of Commerce.

27 The Club Captain has preference on the first tee at any time.

Competitions

Gents

28 No male Member of the Club will be entitled to take part in any Club competition

until he has complied with the current C.O.N.G.U. Handicap requirements, as

operated by the Gents Match & Handicap Convenor. Members are expected to be

familiar with these requirements.

29 Before taking part in a competition, members must enter their names in

accordance with current requirements. An entry form covering the main Medal &

Matchplay Competitions is issued by the office and entries, with entry fees, must be

lodged before play. There is a one-off entry fee for Medal Competitions.

30 All scores in Club competitions must be certified by a Member qualified to play in

that competition. Junior males will be eligible to play in such senior competitions as

the Gents Convenor may decide.

31 A voluntary sweepstake, open to Full Members, is authorised on competition

days, divisible as may be decided by the Committee. In the case of this and all other

sweepstake competitions over the course, the entrance fee must be paid and duly

recorded by the entrant before commencing play. The Professional is authorised to

operate a “two club”.

32 The Committee empowers the Gents Golf/Match& Handicap Convenors and

Professional to determine partners and order of starting in Club competitions. Unless

there are 12 or more entries for any competition it will be held to be abandoned.

33 As directed by the Scottish Golf Union, handicaps lapse if a player fails to return 3

Qualifying Scores between Annual Reviews in March. In order to retain handicaps,

players must return a minimum of 3 Qualifying Scores by November at the latest.

Lack of opportunity to comply due to late season weather will not be accepted.

Ladies

34 No Lady Member of the Club will be entitled to take part in any Club competition

until she has complied with the current LGU Handicap requirements, as operated by

the Ladies Match & Handicap Convenor. Members are expected to be familiar with

these requirements.

35 Before taking part in a competition, Ladies must enter their names in accordance

with current requirements. An entry form covering the main Ladies Competitions is

issued by the office and entries, with entry fees, must be lodged before play.

36 All scores in Ladies competitions must be certified by a Member qualified to play

in that competition. Junior girls will be eligible to play in such senior competitions as

the Captain, Ladies Section may decide.

Juniors

37 Junior competition requirements are under the direct control of the Junior

Convenor and his subcommittee.

Open Events

3

38 The Committee will make special arrangements for the operation of Open

Competitions such as the Festival of Golf Week and the Ben Bouie Mixed

Foursomes.

House

39 Excisable liquor will be obtainable by Members for consumption on the premises

during hours fixed by the Committee and in accordance with the licensing laws.

Members are NOT permitted to bring their own excisable liquor into the Club, except

by prior arrangement for Special Occasions with the approval of the House Manager.

In such exceptional cases, there will be a Corkage Charge.

40 Members will defray whatever expenses they incur before leaving the Clubhouse.

41 Switch and Credit Card facilities are available in the Clubhouse, primarily for use

when Dining in the Restaurant but within Office Hours, may also be used to pay

Subscriptions and other Fees.

42 A Loyalty scheme operates within the Clubhouse utilising a swipe card, if the

initial amount deposited into a loyalty card is not fully spent before 31st October

following, i.e. a portion of the opening sum for that financial period remains at that

date, that remaining sum is forfeited and becomes part of Club income.

43 Members, guests and visitors must observe appropriate standards of

behaviour and conform with defined dress codes. The staff are authorised to

refuse to serve anyone who fails to comply and invite the offender to leave the

premises.

44 Members may book Clubhouse facilities for special occasions, provided

that they make formal application to the House Manager. Booking Forms are

available from the office. In general, Weekend (Friday, Saturday, Sunday)

booking of the Lounge is discouraged but the Committee may grant

exceptions. Booking of Clubhouse Facilities on behalf of third parties is not

permitted. The Member Host must ensure that all Guests sign the Visitors’

Book provided and is responsible for their observance of behaviour and dress

codes.

Management Committee

45 The Chairman has the following powers as approved at the AGM on 22nd

January 2015. If during the year a Management Committee member resigns

or leaves the post due to ill health or other personal reasons the Chairman

can appoint an Ordinary Member, with a minimum of 3 years full membership,

to fill the vacant post until the following AGM. In addition, it was agreed that if

the required number of nominees do not come forward for vacant

Management Committee positions the Chairman will be allowed to seek a

member(s) to fill the position(s).