

Gifford Golf Club

Rules and Bye-Laws

RULES

1. The Club

The name of the Club is Gifford Golf Club. It shall be managed in accordance with the lease entered into with the Trustees of Gifford Golf Course and the instructions of the Trust Disposition and Settlement of the Will of the 11th Lord Tweeddale recorded in the General Register of Sasines dated 8 July 1968.

2. Membership

2.1 Membership Categories

- Full Membership – Maximum Number in this category is 600 in any one year
- Intermediate Membership – Age 18 but under 26 on 1 January of any calendar year
- Junior Membership – Age under 18 on 1 January of any calendar year
- Honorary Membership
- Life Membership
- Social Membership
- Temporary Non Playing Member

2.2 Membership is open to all and no application for membership will be refused on other than reasonable grounds. There will be no discrimination on grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation, political or other opinion.

2.3 All Members are subject to the Rules and Bye-Laws of the Club.

3. Election to Membership

3.1. Candidates must apply on the prescribed form.

3.2. If full membership is at 600, candidates will be placed on a waiting list, subject to payment of a non-refundable deposit set by the Committee.

Gifford Golf Club

Rules and Bye-Laws

3.3. Candidates approved for membership after 31 July will pay a pro-rata annual subscription.

3.4 Candidates shall not enjoy any privileges of the Club until the entrance fee and subscription have been paid.

4. Membership other than Full Members

4.1. Honorary Members

At a General Meeting of the Club the Members may, on a proposal from the Committee, elect any Member as an Honorary Member of the Club, in recognition of their services to the Club or to the game of golf. Honorary Members do not pay an annual subscription and have no voice in the management of the Club.

4.2. Life Members

At a General Meeting of the Club, the Members may, on a proposal from the Committee, elect any Member as a Life Member of the Club, in recognition of long and outstanding service to the Club. Life Members do not pay an annual subscription but retain their full rights as Members of the Club.

4.3. Junior Members

4.3.1. Membership ceases on 1 January immediately following their eighteenth birthday. They can then apply for Full Membership or Intermediate Membership, without payment of an entrance fee or being placed on the waiting list.

4.3.2. Junior Members who have a current CONGU Handicap are allowed to play in Club Competitions.

Gifford Golf Club

Rules and Bye-Laws

4.3.3. Junior Members under the age of ten are not permitted on the course unless accompanied by an adult or playing in an organised competition, or at the discretion of the Junior Convenor.

4.3.4. At weekends, unless playing in a Club Competition, or at the discretion of the Starter, Junior Members should be accompanied by an adult.

4.3.5. Junior Members have no voice in the management of the club and are not obliged to receive notices of General Meetings but can attend General Meetings purely as observers.

4.4. Intermediate Members

4.4.1 Those people between the ages of eighteen and twenty-five are entitled to apply for Intermediate Membership. This category of membership ceases on 1 January following their twenty-fifth birthday. They can then apply for Full Membership without payment of an entrance fee or being placed on a waiting list.

4.4.2 Intermediate Members shall have no voice in the management of the Club, and are not obliged to receive notices of General Meetings but can attend Annual General Meetings purely as observers.

4.5 Social Members

Full Members who have held at least five years continuous membership and who wish to retain their membership but not play the course, other than as a guest or visitor, may apply to the Committee for Social Membership. Social Members have no voice in the management of the Club, and do not receive notices or attend General Meetings of the Club. Social Members who wish to revert to Full Membership will not be required to pay an entrance fee.

4.6 Temporary Non Playing Member

Gifford Golf Club

Rules and Bye-Laws

When a full member is unable to play golf due to a medical condition for a period of over 3 months then he/she will be entitled to apply to the Committee to be considered for Temporary Non Playing Membership. The Committee may ask the member for medical certification to support the application. If approved the Member will have their full membership suspended until such time as they are able to resume playing. The suspension of full membership will commence from the date agreed by the Committee. Any remaining pro rata full member fees for the current subscription period from the date of suspension will be frozen and will be used to offset fees due when the member resumes full membership.

5. Resignation of Membership

Any Member wishing to resign from the Club must notify the Secretary in writing by 31 January, otherwise they will be liable for the annual subscription for the year commencing 1 February.

Late notification of resignation may be accepted at the Committee's discretion.

6. Membership Fees

The annual subscription is payable on 1 February each year, and must be paid before 15 March.

Where subscriptions are not paid, membership shall cease.

7. Proof of Membership

Members must display a current membership disc at all times when playing the course.

Members who fail to do so may be required to pay a Visitor's Fee.

8. Members' Guests

Every Member shall have the privilege of inviting a maximum of three Guests to play the course at any one time. No one Guest is permitted to play more than once in any calendar month.

Before play, any Member introducing a Guest must enter the date, their own name, and the name of the Guest in the Visitors' Book, and pay the appropriate fee to the Starter. The

Gifford Golf Club

Rules and Bye-Laws

Member is responsible for the conduct of their Guest, and must play in the same group as the Guest.

9. Visitors

Visitors shall be allowed at times and under conditions set by the Committee, and are bound by the Rules and Bye-Laws of the Club. The Secretary or Starter may reserve the first tee, and grant the use of the Course and Clubhouse to booked parties.

10. Ladies' Section

Full Lady Members and Intermediate Lady Members of the Club will form the Ladies Section. The Ladies section may form a sub committee of the Committee to manage their affairs. Roles and Titles within the sub committee can mirror the composition of the Committee. The "Ladies Captain and Ladies Vice Captain" will be officers of the Club.

11. Officers of the Club

11.1. Club Captain:

The Club Captain is elected at an Annual General Meeting of the Club. The Club Captain should be a full member of the Club and serves for a period of two years.

11.2. Secretary/Treasurer:

The Secretary/Treasurer is an employee of the Club appointed by and reporting to the Committee. The Secretary/Treasurer has no voting rights but enjoys the same privileges as an Honorary Member of the Club.

11.3. Other Officers:

The Club Vice-Captain, Finance Convenor, Greens Convenor, Junior Convenor are appointed at an Annual General Meeting of the Club. The Ladies Captain and Ladies Vice Captain are also confirmed as Officers of the Club at the Annual General Meeting.

12. Election of The Committee

12.1 The election of the Committee takes place at the Annual General Meeting of the Club. The

Gifford Golf Club

Rules and Bye-Laws

Committee shall comprise of not less than six and not more than thirteen Members,

including the Officers of the Club as per rule 11. A Match and Handicap Secretary and Convenors of other sub-committees will be appointed from within the Committee. The elected office bearers of the Committee shall be made up of full members of the Club. The Committee undertakes the management of all matters connected with the Club and shall meet at least six times in any one year. Five Committee Members are necessary for a quorum.

12.2. Ordinary Committee Members serve for a period of three years, unless elected to office under Rule 11. Committee Members, on completion of their term of office, are not eligible for re-election for a period of one year. If more than three Members of Committee are demitting office at the same time, the Committee can recommend that one or more of those Members be granted a maximum extension of one year.

12.3 An Officer of the Club may be elected to continue as a Committee Member immediately on demitting office, unless their continuous service on Committee in any capacity is seven years or more.

12.4 Any Member whose attendance at Committee Meetings has fallen below 50% in any one year, without justifiable reason will, at the discretion of the Committee, be required to resign from the Committee.

12.5 The Committee has the power to co-opt members to cover any unforeseen vacancies on the Committee until the next Annual General Meeting of the Club.

13. Financial Management of the Club

13.1. The financial management of the Club is vested in the Committee who, together with the Secretary/Treasurer, must ensure that the financial affairs of the Club are properly accounted for and recorded.

Gifford Golf Club

Rules and Bye-Laws

13.2. The Committee is responsible for the setting of the annual subscription and other fees at a level sufficient to cover the projected operating costs of the Club for the forthcoming year, and for reporting the same at the Annual General Meeting of the Club. Any change of more than 10% of the annual subscription must be approved at an AGM.

13.3. In exceptional circumstances, details of which will be circulated to Members, the Committee may call a General Meeting to consider the raising of a levy.

13.4. The financial management of the Club includes authority to borrow money up to a limit of £25,000.

13.5. All surplus income or profits are to be reinvested in the club. No surpluses or assets will be distributed to members or third parties'.

13.6. 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 related community sports

14. Auditor

An independent Auditor shall be appointed each year at the Annual General Meeting of the Club.

15. Meetings

15.1. Annual General Meetings

The Annual General Meeting of the Club will be held on a date agreed by the Committee. At this meeting the Committee will report on the general affairs of the Club, and provide a detailed Financial Statement on the certified accounts.

15.2. Special General Meetings:

The Committee has the power to call a Special General Meeting when they consider it necessary, and are bound to do so upon receiving a request signed by thirty Ordinary Members of the Club.

Gifford Golf Club

Rules and Bye-Laws

15.3. General Meeting Orders

All General Meetings will be intimated to the relevant membership categories at least fourteen days prior to the meeting. Only the business specified on the notice concerning the meeting may be transacted. Thirty Ordinary Members shall form a quorum at any General Meeting. If fewer than thirty such Members are present at the start of the meeting, the Chairperson will suspend the meeting for up to fifteen minutes to give other Members the opportunity to attend. Failing this, the meeting will be conducted by those present.

16. Alteration to Rules

No Rule of the Club may be introduced or altered except at a General Meeting. Notice of a new Rule or alteration must be given in writing to the Secretary at least one month before the said meeting.

17. Conduct and Complaints

17.1. Any complaint or allegation of a breach of the Rules or Bye-Laws, or of misconduct by a Member or Visitor, must be made in writing to the Secretary within seven days of the alleged incident. If the conduct of any Member or Visitor is liable to compromise the character, good order or reputation of the Club, it shall be within the power of the Committee to consider suspension or expulsion of the Member or to refuse future admission to the Visitor.

17.2. The Committee will respond as soon as is practicable to any complaint and may invite the alleged offender to explain their conduct to the Committee.

17.3. Right of Appeal

Any Appeal shall be held within fourteen days of a decision. The Appeal will be conducted by a panel of three Ordinary Members independent of the original hearing. The appellant may be accompanied by a person of their choice.

17.4. Under no circumstances may a Member or Visitor reprimand or complain to an employee of the Club. Any complaint must be made in writing to the Secretary.

Gifford Golf Club

Rules and Bye-Laws

18. **General**

The Club endeavours to comply with all statutory legislation in so far as it relates to the management and conduct of the affairs of the Club.

19. **Bye-Laws**

The Committee has the power to make Bye-Laws for the proper regulation of the Club. Such Bye-Laws are binding on all Members. Any Bye-Law will be posted on the clubhouse notice board and will either be ratified or set aside at the next General Meeting of the Club.

Gifford Golf Club

Rules and Bye-Laws

BYE-LAWS

20. Clubhouse and Car Park

20.1. The Club is not responsible for loss or damage to property, including motor vehicles parked on or off the course, whether belonging to Members or Visitors.

20.2. No Member or Visitor may take, or permit to be taken, from the clubhouse or Greenkeepers' sheds, any property belonging to the Club, without the authority of the Committee.

20.3. No notice or documents of any kind may be placed, or altered, on the walls or notice boards without the authority of the Committee.

20.4. Alcoholic drink may only be purchased or served within the licensing hours of the Club, and must not be taken on to the course. No-one may bring or consume their own alcoholic drink either in the clubhouse or on the course.

21. Rules of the Game

The Rules of Golf as approved by the Royal and Ancient Rules Limited and the United States Golf Association, with the addition of such Local Rules as may be necessary, will be the Rules observed by the Club.

22. The Course and Etiquette of the Game

22.1. Care of the Course

Turf must be replaced, bunkers raked, and pitch marks repaired at all times. Anyone consistently failing to repair such damage may be asked to leave the course. Members may also be subject to disqualification under Rule 33-7 of the Rules of Golf.

22.2. Tees

White medal tees may only be used for competitions or as decided by the Committee. Play from yellow and red tees is permitted at all times. Gentlemen players are encouraged to use yellow tees for non-competition rounds.

Gifford Golf Club

Rules and Bye-Laws

22.3. Animals

The terms of the Club's lease as outlined in Rule 1 are quite specific in that domestic animals, with the exception of guide dogs, are not allowed on the course or in the clubhouse.

22.4. Sharing of Clubs

Sharing of clubs is strongly discouraged at all times. Subject to the discretion of the Starter, sharing by not more than two people may be allowed, provided that the course is not busy.

22.5. Pace of Play

Being a nine-hole course, it is essential that players should play at a good pace and comply with the Pace of Play Guidelines set by the Committee. Persistent offenders will be subject to penalty at the discretion of the Committee.

22.6. Caddy Cars and Buggies

All such equipment should be kept off the tees, greens and aprons of the greens. Buggy users are subject to the Conditions of Hire and Use, as displayed on the clubhouse notice board.

- 23.** Any Member or Visitor damaging the course or Club property will be liable for reparation of the damage.