

## THE CONSTITUTION OF ROMANBY GOLF CLUB

AS AT 1st MARCH 2024

### All members are bound by the constitution

- 1) The Club shall be known as Romanby Golf Club and shall be affiliated to Romanby Golf Course Limited on an annual basis. The aim of the club is the promotion of the game of golf and to encourage matches, competitions and social contacts between its members and the members of other sporting sections of the Romanby Golf Course complex.
- 2) In the following rules the definitions below shall apply unless the context requires otherwise: -

The Management or The Course	Romanby Golf Course Ltd or its appointed agent.
The Committee	The body selected under the terms of these rules to serve as officers for the time being.
The Men's Committee	The body selected under the terms of these rules to serve as officers for the time being with particular responsibility for matters relating to the male members as defined.
The Ladies Committee	The body selected under the terms of these rules to serve as officers or committee members for the time being with particular responsibility for matters relating to the lady members.
The Juniors Committee	The body selected under the terms of these rules to serve as officers or committee members for the time being with particular responsibility for matters relating to junior members.
The Seniors Committee	The body selected under the terms of these rules to serve as officers for the time being with particular responsibility for matters relating to the senior members as defined.
The Rabbits Committee	The body selected under the terms of these rules to serve as officers for the time being with particular responsibility for matters relating to the male members as defined.

The Handicap Committee

The body selected under the terms of these rules to apply the requirements of the World Handicap System (WHS)

- 3) The Club: -
  - a) recognises the Royal and Ancient Golf Club of St Andrews as the ruling body of Amateur Golf within the UK and agrees by the rules of golf and amateur status as laid down by the R and A.
  - b) agrees to comply with the World Handicap System as periodically amended and any conditions imposed within the scheme by the England Golf Union.
  - c) agrees to comply with the constitution and rules of England Golf, Yorkshire Union of Golf Clubs, and the Yorkshire Ladies Golf Association as a condition of affiliation to those bodies.
  - d) is committed to take a full and active part in the Harrogate and District Union of Golf Clubs. It will comply with all rules and regulations of the Union as agreed and signed by Romanby Golf Course, Romanby Golf Club and the Harrogate and District Union of Golf Clubs.
- 4) The property of the Club (trophies, equipment and other items donated to the Club or purchased from Club funds) shall be vested in the committee. All other property shall be vested in the management.
- 5) This constitution is subject to approval by the membership of the Club and any alteration or addition thereto shall be similarly subject to their approval. Any additions and /or changes to these rules shall be made at an Annual General Meeting or an Extraordinary General Meeting of the Club. At least 28 days prior to the Annual General Meeting any member proposing a change or addition to the Constitution or proposing an item of Any Other Business shall provide details of such changes, additions, or business to the Secretary in writing. The Secretary shall publish notice of the same at least 14 days before the general meeting. The prominent posting of a notice on the club noticeboard shall be deemed sufficient publication.
- 6) An Extraordinary General Meeting may be called by the Committee or by a requisition in writing signed by at least twenty (20) members of the Club stating in full the business to be considered.
- 7) No changes or additions to the Constitution shall be approved at an Annual General Meeting or at an Extraordinary General Meeting without a majority of two thirds of the votes cast by those present and entitled to vote.
- 8) Subject to rule 29, no member of the Club shall be under any liability whatsoever in connection with the Club other than the payment to the management of any fee and subscription, which may be prescribed.

- 9) The Club shall appoint a Secretary on a biennial basis to deal with those matters relating to the Club only. The Secretary will make available to Club members a copy of all committee meeting minutes after approval at the subsequent committee meeting signed by the Captain, or his elected representative. These along with the Club Constitution and Affiliation will be stored and available electronically in the member's area of the Course Website at <https://www.romanby.com/members-guide/club-documentation/>.

The Management shall be free to appoint a Secretary to deal with course matters, as they require.

- 10) Officers: -
- a) The Club Captain shall be either the Men's Captain or Lady Captain. The Club Vice Captain shall be the corresponding Vice Captain of the Club Captain.
  - b) The Committee shall consist of Club Captain, Club Vice Captain, Men's or Lady Captain, Men's or Lady Vice Captain, Secretary, Ladies Secretary, Treasurer, Competitions Secretary, Ladies Competition Secretary, Junior Co-ordinator, Seniors Captain, Rabbits Captain, and Club Welfare Officer. The committee may set up any sub committees that they require to fulfil the aims of the Club.
  - c) The Club Captain, Men's Captain, Lady Captain, Seniors Captain and Rabbits Captain will serve for one year. The Treasurer, Secretary, Competition Secretary, Junior Coordinator will hold office for two years. All officers of the Club must have their domestic handicap at Romanby Golf Club. (The Welfare Officer will be a voluntary position and will undertake the relevant EGU approved courses)
  - d) Four members of the Committee, that must include the Club Captain or Vice Captain, shall form a quorum.
  - e) The Committee will be responsible for arranging competitions, social activities and such other matters that may from time to time be delegated to it by the Management.
  - f) The Committee shall have the option at any time to co-opt a member and fill a vacancy.
  - g) The Committee may set attendance requirements for prize winners at presentations, as it deems appropriate.
  - h) The Committee shall appoint representatives to other bodies, unions or alliances, as it deems necessary, and appoint non-Committee positions to deal with associated Club obligations.
  - i) Honoraria for given Committee positions will be considered annually and be at the discretion of the Management.
  - j) Subject to agreement by the Committee an honorarium may be awarded to the Club Captain to defray costs associated with the Harrogate Union.

- k) The Club may, in conjunction with the Management, award honorary membership of the Club
- 11) Meetings: -
- a) The Committee shall meet as and when decided by the Captain.
  - b) The AGM of the Club shall be held prior to the Captain's Drive-in each year. At least one month's notice will be given by an announcement on the Club noticeboard as to the place and time. At least fourteen days notice shall be given of the business to be conducted at the AGM by posting copies of the agenda on the Club noticeboard.
  - c) The Club Captain shall have the casting vote in addition to his own in the case of equality of votes.
  - d) At all general or Committee meetings the Captain shall take the chair. The Captain shall appoint the Vice-Captain or his nominee in his absence.
  - e) An invitation will be extended to a Management Director to attend Committee meetings.
- 12) Only paid up or honorary Club members by the 1<sup>st</sup> February that year shall be entitled to vote on any matters at a general meeting of the Club.
- 13) All members accepted by the Course and who have paid their appropriate Course and Club dues will be accepted as Club members or honorary Club members, unless the Club has good reason to refuse such membership. The Committee shall set the annual Club fees in discussion with the Management. Club fees (subscription fees) may be paid directly to the Club or to the Management. Any fees paid to the Management will be paid to the Club by the first Friday of February each year and then monthly for all new members.
- 14) Any Course fees payable and the level of annual Course subscription shall be determined by the Management.
- 15) Annual Course subscriptions shall be payable at a time and in a manner to be determined by the Management in relation to a Club and course year commencing on 1<sup>st</sup> February. A subscription not paid within 14 days of the due date may be deemed to be resignation on the part of the member and the vacancy may be offered to an applicant on the waiting list.
- 16) Members wishing to resign shall give notice to the Management before 31<sup>st</sup> January. In the event of failure to give notice, the Committee shall have the right to refuse any letter of recommendation and/or handicap certificate, which might be sought, or to revoke any such letter or handicap certificate already issued.

- 17) The Committee shall undertake such fund raising and Club sponsorship activities and make such competition and match levies as are deemed to be necessary for the running of the Club in the interest of the members.
- 18) In accordance with the rules, as laid down by the Management, members' bookings may not be made more than ten days prior to the day of play. Cancellation of bookings must be notified to the Professional's shop at the earliest opportunity. Members shall adhere to their booking times.
- 19) In the absence of a prior booking there shall be no guarantee on the part of the Management that the tee will be available to members.
- 20) The tees to be used during competitions shall be advised by the Competition Secretary, at least seven days prior to the competition, in consultation with the Course. The tees to be used in Club matches shall be advised by the appropriate Captain, at least four days prior to the match, in consultation with the Course. Failure to advise the Course in either situation will result in the Management selecting the tee. The Course will have the final say on tee availability. Withdrawal from Club competitions will be in accordance with the competition rules.
- 21) At peak times players may be requested by the Management to play in three or four balls to ensure constant speed of play.
- 22) All play shall commence at the nominated first tee. No alternative start shall be permitted unless stipulated by the Management.
- 23) The rules and bylaws of the Course shall be binding on all members.
- 24) Members of the Club shall notify the Management of any changes in their private address, e-mail or telephone number. The Management shall maintain a register of Course/Club members and all amendments on notification of change. This information will be passed onto the Club Secretary and Competition Secretary when received by the Management. All communications sent either by the Management or the Club to the last notified address shall be deemed to have been delivered on the second day following the date of posting.
- 25) The Club shall be responsible for all disciplinary matters relating to members while they are taking part in activities at Romanby Golf Course or when representing the Club at other locations or in situations when a member has brought the Club or its officials into disrepute.
  - a) Disciplinary matters will be dealt with in accordance with the Club Disciplinary Policy current at the time of the complaint located in the Member's area of the website at <https://www.romanby.com/members-guide/club-documentation/>
  - b) An appeal on the decision can be made in writing to a Director of Romanby Golf Course Ltd. within fourteen days of that decision.

- c) The Appeal Committee to be appointed by the Committee of Romanby Golf Club shall include a Director of Romanby Golf Course Ltd. and two members of the Committee who have not sat on the Disciplinary Panel. If there are no such committee members, the committee may appoint impartial members of the Club.
  - d) The Committee is responsible for all golf disciplinary matters relating to Club members. The Committee may take appropriate action in this situation. This may include suspension of membership, suspension of a Club handicap and referral of the incident to another club that the member belongs to e.g. an away club as notified by the member to the Competitions Secretary. The Management reserves the right to disciplinary action under the terms of club affiliation.
  - e) No member disciplined or expelled by either the Management or the Club shall have any claim or remedy of any kind against the Club or the Management.
  - f) The resignation of a member will not be accepted until any disciplinary matter is fully investigated and actioned by the relevant committee of the club.
- 26) Members of teams visiting the club for the purpose of opposing club teams in inter-club, county or national competitions shall, after payment of all appropriate fees be deemed to be special guests and shall be admitted to full use of the members' facilities. The Directors of the Management will consider courtesy to pre-arranged teams on an individual merit basis.
- 27) Members and their guests shall maintain an acceptable standard of dress both on and off the course. The Management shall have the right to refuse admission to the premises to any member or guest whose standard of dress is not acceptable.
- 28) Members or guests shall not bring dogs, other than assistance dogs, or any other pets onto the course, or the club premises.
- 29) Any member or guest acting outside the bounds of the law or causing damage to the property of the Management of the Course may be called upon to make good such damage.
- 30) Neither the Management nor the Committee shall be liable for any article, the property of members or guests, which may be lost or damaged on any part of the Course or its premises.
- 31) No liability beyond any legal liability shall accrue to the Management or the committee for any injury suffered by a member or a guest on any part of the Course or its premises.
- 32) a) Complaints regarding the management of Club affairs shall be made in writing to the Club Captain, with a copy to the Club Secretary, who shall draw them to the attention of the Management and/or the Committee as appropriate.

- b) Complaints regarding the management of Romanby Golf Course Ltd. shall be made in writing to the Club Captain who shall draw them to the attention of the Management. In no circumstances shall any employee of the Management be approached directly regarding golf course maintenance or policy.
- c) Any complaints regarding food and beverage standards may be made to the acting food and beverage manager at the time. However, should the matter remain unresolved then representation should be made to the Club Captain. The duty managers cannot resolve policy or pricing complaints and all complaints of this nature should be made to the Club Captain in writing, with a copy to the Secretary.
- d) Any matter that is deemed a health and safety issue should be made in writing to the Club Captain, with a copy to the Club Secretary. The Club Captain will bring the matter, as appropriate, to either the Committee or the Management. If the issue is passed on to the Course director(s) then it will be their responsibility to take the necessary action as required under the current health and safety legislation.
- e) All members must act in a responsible manner and have regard for their own safety and that of others both on and off the course.

In any of the situations identified in sections 32(a) to 32(d) inclusive the Club Captain will take the necessary action and the member will be informed of the outcome by the Secretary.

- 33) The Vice-Captain(s) once elected shall automatically take over as Captain(s) the following year unless exceptional circumstances apply.
- 34) The nomination of the Mens Vice Captain and Lady Vice Captain and which shall be Club Captain shall be made by a committee made up of all past Romanby Captains who remain Club or honorary members, the current Club Captain and the current Vice Captain for the Club Captain and either the current Men's Vice Captain or Ladies Vice Captain. This committee shall be chaired by the current Vice Captain, who will have a casting vote if required. The Committee will be asked to accept this nomination at least 14 days before an AGM.
- 35) All members are advised to hold an adequate insurance policy to cover injury or damage to other users of the facilities.
- 36) In the interest of members' security all officers and committee members hold a position of trust- Committee positions listed with the Club Safeguarding Policy will undertake the relevant Disclosure and Barring Service (DBS) in line with England Golf Guidelines on Safe Golf. Anyone found unsuitable to serve would not be considered.

## **THE MEN'S SECTION**

- 37) The Men's Section shall abide by the constitution of the Club and the rules of England Golf and Yorkshire Union of Golf Clubs, to which under the terms of rule three, the Club is affiliated.
- 38) The Men's Committee will represent all adult male members.
- 39) The Men's Committee shall consist of the Men's Captain, Men's Vice-Captain, Club Secretary, Competition Secretary, Seniors Captain, Rabbits Captain and at least two (with a maximum of five) male club members
- 40) Ordinary male members shall be elected at the Romanby Golf Club Annual General Meeting for a term of two years.
- 41) The Men's Committee shall have the authority to co-opt members to fill any vacancies on the said committee
- 42) The Men's Captain shall have the casting vote in addition to his own, should any voting be split equally.
- 43) The Men's Committee shall meet at such times that are deemed appropriate to fit in with Committee meetings but will meet at least four times in any calendar year.
- 44) The Men's Committee shall be responsible for the handicapping of members, competitions and such monies appertaining to the Men's section and other matters that may from time to time be delegated to it by the Committee.

## **THE LADIES' SECTION**

- 45) The Ladies section shall abide by the constitution of the club and the rules of England Golf, Yorkshire Union of Golf Clubs and Yorkshire Ladies Golf Association to which, under the terms of rule three, the club shall be affiliated.
  - a) The Ladies committee shall consist of a Lady Captain, Vice Captain, Secretary, Competitions Secretary and a minimum of three committee members. Any three voting members of the committee shall form a quorum provided one of those present is the Lady Captain, or Vice-Captain.
  - b) The Lady Captain shall have the casting vote in addition to her own in the case of equality of votes.
- 46) The Ladies committee shall be responsible for the handicapping of lady members, competitions and such monies appertaining to the ladies' section and other matters that may from time to time be delegated to it by the club committee.



- 47) The Ladies committee shall meet at such intervals as are deemed necessary by the Lady Captain, with a minimum of four in each playing year.
- 48) A general meeting of the Ladies section shall be held each year prior to the date of the Club AGM and shall accept the nomination of Lady Vice Captain. The nomination of Lady Vice Captain shall be made by a committee made up of all past Romanby Lady Captains who remain club or honorary members, the current Lady Captain, and the current Lady Vice Captain. This committee shall be chaired by the Lady Vice Captain, who will have a casting vote if required. The Lady Vice Captain once elected shall automatically take over as Lady Captain the following year unless exceptional circumstances apply. Ladies committee members shall be elected at the Ladies general meeting to serve for a period of two years.
- 49) The Lady Captain shall serve from the date of the club AGM until the next AGM when she shall retire and save in exceptional circumstances shall not be eligible for immediate re-election to the office from which she retires. The commencement of the period of service of the ladies committee members shall also date from the club AGM at which their election is confirmed.
- 50) Any Ladies' committee member holding a non officer role may not stay in office for more than four years. Ladies committee members being appointed into an officer role may continue on the Committee for a further 2 years for Lady Captain/Vice Captain and 4 years for Ladies Secretary and Ladies Competition/Handicap Secretary subject to being re-elected.
- 51) The Ladies Committee shall have the authority to co-opt members to fill any vacancies on the said committee

### **THE JUNIORS SECTION**

- 52) The purpose of the Junior Section is to facilitate golf for members who are 18 years old and younger on 1<sup>st</sup> January each calendar year. It will aim to increase youth participation in golf and competitive opportunities. It has a duty of care to all junior members of the club and to ensure that all present and future members receive fair and equal treatment. It will do this in close cooperation with other sections of the club and it will promote the club within the local community and the Harrogate and District Union of Golf Clubs.
- 53) The Junior Section shall abide by the Constitution of the Club and the rules of England Golf and the Yorkshire Union of Golf Clubs, to which under Rule Three, the Club shall be affiliated. As a Section of the Romanby Golf Club its activities fall within the purview of the Club Committee to whom regular reports will be submitted.
- 54) A Junior Committee shall be formed comprising the Junior Coordinator, the Junior Girls' Liaison Officer and the Welfare Officer with additional club members and parents co-opted as necessary. It shall meet at intervals as are

deemed necessary by the Junior Coordinator in liaison with the Club Competition Secretary.

- 55) The Junior Committee will be responsible for organising competition, arranging matches and, where possible, provide general support to the Golf Club. It will ensure handicap revisions are carried out under the guidance of the Club's Handicap Secretary with reference to the Handicap Committee when necessary. It will ensure that planned competitions and matches have the permission and support of the Club Committee.
- 56) A General Meeting of the Junior Section will be held at least annually and on other occasions as required. The autumn Executive meeting will receive report and comment on the Section's activities during the year.
- 57) The Junior Committee shall be responsible for any monies appertaining to the Junior Section in liaison with the Club Treasurer.

### **THE SENIORS SECTION**

- 58) The purpose of the Seniors Section is to facilitate golf for male members who are aged 55 years and over.
- 59) The Seniors Section shall abide by the Constitution of the Club and the rules of England Golf and the Yorkshire Union of Golf Clubs, to which under the terms of Rule Three, the Club shall be affiliated. As a Section of the Romanby Golf Club its activities fall within the purview of the Club Committee to whom regular reports will be submitted by the Seniors Captain.
- 60) A Seniors Committee shall be formed comprising a Seniors Captain and Vice-Captain/Secretary with additional members being co-opted when necessary.  
It shall meet at such intervals as are deemed necessary by the Seniors Captain in liaison with the Club Competition Secretary.
- 61) The Seniors Committee will be responsible for organising competitions, arranging matches against Seniors of neighbouring golf clubs and where possible, provide general support to the club.  
It will ensure that handicap revisions are carried out under the guidance of the Club Competitions Secretary with reference to the Handicap Committee when necessary. It will ensure that planned competitions and matches have the permission and support of the Club Committee.
- 62) General meetings of the Seniors Section will be held at least annually and on other occasions as required. The autumn Executive meeting will receive reports and comment on Section activities during the year. At appropriate times it will elect the Seniors Captain and Vice Captain.

## **THE RABBITS SECTION**

- 63) The purpose of the Rabbits Section is to facilitate golf for male members who have a WHS handicap index from 15 to 54.
- 64) The Rabbits Section shall abide by the Constitution of the Club and the rules of England Golf and the Yorkshire Union of Golf Clubs, to which under the terms of Rule Three, the Club shall be affiliated. As a Section of the Romanby Golf Club its activities fall within the purview of the Club Committee to whom regular reports will be submitted by the Rabbits Captain. The section will be associated to the Harrogate Area Golf Association.
- 65) A Rabbits Committee shall be formed comprising the Rabbits Captain and Vice-Captain/Secretary with additional members being co-opted when necessary. It shall meet at such intervals as are deemed necessary by the Rabbits Captain in liaison with the Club Competition Secretary.
- 66) The Rabbits Committee will be responsible for organising competitions, arranging matches with Rabbit sections of neighbouring golf clubs and where possible, provide general support to the Golf Club. It will ensure that handicap revisions are carried out under the guidance of the Club Competitions Secretary with reference to the Handicap Committee when necessary. It will ensure that all planned competitions and matches have the permission and support of the Club Committee.
- 67) General meetings of the Rabbits Section will be held at least annually and on other occasions as required. The autumn Executive meeting will receive reports and comment on Rabbits activities during the year. At appropriate times it will elect the Rabbits Captain and Vice-Captain/Secretary.

## **THE HANDICAP COMMITTEE**

The purpose of the World Handicap System (WHS) is to enable golfers of differing abilities, to compete on a fair and equitable basis. It is recognised that handicapping, due to the nature of the game of golf with its varying playing conditions, is not an exact operation. However, a high level of uniformity can be achieved if all parties honour their obligations by observing the ‘spirit and intent’ of the system.

- 68) The Handicap Committee will ensure, so far as possible, that the WHS is applied within Romanby Golf Club. Its main duties are to:
- a. Act as the independent Handicapping Authority for all members for whom Romanby GC is their ‘home’ Club,
  - b. Ensure that the spirit and intent of the WHS is properly applied in the Club,

- c. Ensure that all handicaps are calculated in accordance with WHS, recorded, and displayed in a prominent position within the Club as soon as possible after completion of a Qualifying Round,
  - d. Undertakes, each year, a review of the handicaps of all members for whom Romanby is their 'home' club, adjusting as necessary to their handicaps. This to be done in line with WHS rules and guidelines.
  - e. The terms of reference agreed by the Club Committee will be followed.
- 69) The Committee will comprise the Men's and Ladies Handicap Secretaries, plus one representative from each Section within the Club as agreed by the club committee. Where possible a non-voting Minutes Secretary and Convenor will be appointed. A quorum will consist of the Handicap Secretary and at least two voting members. In case of appeal the Club Captain's decision is final.

### Version History

Version	Reason	Date	Author	Approved	Approved date
Feb2024	Draft changes for AGM approval	24/01/2024	S Liles	Exec committee	16/01/24

### Changes

#### Version Feb2024

- File name: Constitution\_February\_2024
- Updated throughout to reflect Club Captain can be either the Men's captain or Lady Captain
- Point 9 amended to electronic, rather than paper, storage and publishing of Club documentation
- Point 25 amended to reflect change to Club disciplinary policy