



RULES FOR THE GOVERNMENT OF PENRITH GOLF CLUB

Twilight over Saddleback from the 10th Green



Penrith Golf Club
Salkeld Road
Penrith, Cumbria, CA11 8SG

Photo Courtesy of Chris Frith
CAA Licensed Drone Pilot

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1. NAME AND PURPOSES

The Club shall be called "PENRITH GOLF CLUB" ("the Club"). *The main purposes of the Club are to provide facilities for and to promote participation in the amateur sport of golf in Penrith.*ⁱ The Club is a non-profit making organisation. *All surplus income or profits are to be reinvested in the Club.*ⁱⁱ

2. OBJECTIVES

The Club operates for the benefit of its members. Its Objectives are:

- (a) to encourage community participation in playing golf and provide a high-quality golfing experience for all its members and visitors;
- (b) to provide a friendly and welcoming environment for all golfers and visitors;
- (c) to further the interests of amateur golfers;
- (d) to promote amateur golf, abiding by rules for amateurs and furthering the interests of amateurs;
- (e) to maintain member handicaps using the Council of National Golf Unions (CONGU) system;
- (f) to abide by the Rules of Golf as laid down by the Royal and Ancient Golf Club of St Andrews; and
- (g) to abide by the Rules of England Golf (in the event of any conflict between them, the Rules laid down by the Royal and Ancient Golf Club of St Andrews shall take precedence).

3. DEFINITIONS

Annual Financial Statements: income and expenditure account and balance sheet of the Club made up to the end of each Fiscal Year.

Annual Subscription: the various categories of subscription as approved at an Annual General Meeting.

CASC: Community Amateur Sports Club

Capital Expenditure Plan: a forecast of expenditures or lease commitments that indicates their budgeted timing so that Members are aware of possible commitments, which will be developed by the appropriate subcommittee(s) and approved by the Management Committee.

Captain: The Captain of the Club will represent all members, encourage the sport of golf and represent the Club both internally and externally. He or she will be elected or ratified as Vice-Captain at an AGM then serve as Captain in the following year.

Chairman of Dad's Army: a member of the senior section of the Club (Dad's Army) who has been elected to lead the Dad's Army section.

Club Register: the register of members' personal details and playing history.

Code of Conduct: a set of rules outlining the expectations, responsibilities, and proper practices for individuals participating in functions, games or visits at the Club.

CONGU: Council of National Golf Unions.

Country Member: a member who resides more than 50 road miles from the Club.

Elected Member: a member proposed and elected at an Annual General Meeting and shall hold office for one to three years.

Executive Committee: The Executive Committee consists of seven representatives of the Club comprising the President, the Captain, the immediate past captain, the vice-captain, the Lady Captain and two voting members of the Club (not otherwise holding office and whose position shall be held until the next annual general meeting).

Fiscal Year: a twelve-month period over which the Club measures its financial performance; presently from 01-October of any calendar year to 30 September of the following calendar year.

Function: any activity or event booked through the Club and using the Club's facilities.

Immediate Past Captains: the captains who have held office during the preceding calendar year

Independent Examiner: A person or firm qualified to pass an opinion on the Annual Financial Statements

Junior Member: a member who is under the age of 18 years at 1st January of that year.

Junior Sponsor: the chair of the Junior Committee.

Management Committee: the members ratified at the Annual General Meeting to achieve the Objectives of the Club.

Member Ages: for the purpose of computing subscription charges, a member's age for the annual subscription is equal to their age at 1st January of that year.

Nominating Committee: a one-off task and finish group comprised of three or more Members who will select candidates for the initial Management Committee for ratification at the Annual General Meeting.

Non-Voting Members: the non-voting members of the Club shall consist of Junior Members, Employees and Social Members.

Ombudsman: a member appointed by the Management Committee Chair to facilitate communication between Members, staff and contractors.

Operations Manager: an employee of the Club tasked with managing its day to day operations and staff.

Policies: documents that are developed, reviewed, and approved by the Management Committee for the purpose of achieving the Club's objectives with good operating practices.

Procedures: documents that are developed, reviewed, and approved by the Operations Manager for the purpose of implementing the Club's policies in an organised and efficient manner.

President: The President of the Club shall be elected at the Annual General Meeting and shall only hold office for a three-year term.

Register of Members: a database that provides, only for the Club's use, key data for each member.

Safeguarding: assuring that young and vulnerable people involved in the game of golf can thrive and flourish in a safe environment.

Voting Members: those who are classified as Full, Five Day, Low/Modest Income, Country or over 18 years of age.

Club Welfare Officer: a member who assists the Club with establishing and implementing safeguarding and child protection policies and procedures.

4. MANAGEMENT COMMITTEE

- (a) The Management Committee consists of seven Members of the Club, each of which shall be eligible for re-election. A quorum of the Management Committee shall be four. The Chair shall preside at all meetings, and in the absence of the Chair, that role shall be filled as the Management Committee decide. In the case of equality of votes cast, the Chair shall have a casting vote.
- (b) The Management Committee shall have the power at their discretion from time to time to appoint an Operations Manager and other Managers at such terms and conditions of service as the Management Committee shall from time to time decide.

5. ELECTION OF THE MANAGEMENT COMMITTEE

The election of the Members of the Management Committee shall take place in the following manner:

- (a) A Nominating Committee will be selected by the Membership to propose the initial Management Committee.
- (b) The initial complement of Management Committee members, Chair plus six subcommittee Chairs, will be selected by the Nominating Committee for ratification at a General Meeting.
- (c) All members of the Management Committee other than any employed Operations Manager, will hold office until the next annual general meeting (AGM).
- (d) Management Committee members shall be selected based on both experience and prior service on Club subcommittees; and
- (e) Elected members of the Management Committee will be eligible for re-election at the next AGM at which any voting member of the Club will be entitled to stand for the same position.

6. LIMITATIONS OF THE MANAGEMENT COMMITTEE

The Management Committee is responsible for the all finances of the Club but is subject to the following financial limits. The Management Committee will not:

- (a) Engage in any non-emergency procurement, contract or lease that exceeds £5,000 in value without obtaining and evaluating competitive bids or prices.
- (b) Sell, encumber or purchase land in any amount that exceeds 15% of normalised income without the consent of a majority of the members present and entitled to vote at an extraordinary or annual general meeting.
- (c) Authorise expenditures of a capital nature that exceeds 15% of the previous year's income without the approval of a majority of the members present and entitled to vote at an Extraordinary or Annual General Meeting.
- (d) Authorise any expenditure of any nature on any single project or series of projects, whether by way of maintenance, improvement, or otherwise, which exceeds, or is likely to exceed, 15% of the previous year's income without the approval of a majority of the members present and entitled to vote at an Extraordinary or Annual General Meeting.

7. DUTIES OF THE MANAGEMENT COMMITTEE

The Management Committee, in addition to the powers specifically conferred upon them by these Rules, but subject always to the limitations set out in Rule 6 above shall:

- (a) Perform all such administrative actions as may be necessary for delivering the Objectives of the Club in accordance with these Rules;
- (b) Maintain a detailed set of role descriptions for the functional representatives on the Management Committee;
- (c) Ensure the functional representatives on the Management Committee receive training regarding their roles;
- (d) Engage, control, and dismiss employees of the Club that report to the Management Committee;

- (e) Ensure responsibilities are accomplished if staff becomes unavailable;
- (f) Control the finances of the Club;
- (g) Review and publish from time to time the Code of Conduct and Policies of the Club;
- (h) Be responsible for all matters concerning discipline and grievance brought to their attention;
- (i) Appoint subcommittees to assist the Management Committee in the performance of its duties;
- (j) Appoint working groups as required to assist the Management Committee;
- (k) Prepare maintain and carry out a strategic plan for the Club;
- (l) Define the duties of Managers or other employees reporting to the Management Committee; and
- (m) Establish the Fiscal Year and financial reporting requirements for the Club.

8. EXECUTIVE COMMITTEE

- (a) The Executive Committee consists of seven representatives of the Club comprising the President, the Captain, the immediate past captain, the vice-captain, the Lady Captain and two voting members of the Club (not otherwise holding office and whose position shall be held until the next annual general meeting). Anyone from the Executive Committee may serve on the Management Committee but cannot sit on both.
- (b) The Executive Committee will meet with the Management Committee at least four times a year or as and when necessary, to discuss matters on which the Executive Committee seeks resolution.
- (c) At such joint meetings of the Executive and Management Committees a quorum will consist of at least four members of each committee. A chairperson will be appointed out of those present and he or she will have a casting vote only in the event of an even number of votes cast at the joint meeting.
- (d) Any proposition passed at a joint meeting will be enacted by the Management Committee.

9. DUTIES OF THE EXECUTIVE COMMITTEE

The Executive Committee shall meet not less frequently than quarterly to scrutinise and hold accountable, on behalf of the Members of the Club, the performance of the Management Committee in particular:

- (a) Achieving the Objectives of the Club;
- (b) Establishing and maintaining good governance consistent with these Rules; and
- (c) Observing the Limitations set out in Rule 6.

10. INDEPENDENT EXAMINER

The Independent Examiner shall provide an opinion to the Club on whether the annual Financial Statements have been prepared in accordance with the good accounting record keeping and whether they meet UK accounting standards.

11. MEMBERSHIP

- (a) *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, except as a necessary consequence of the requirements of golf. The club may have different classes of membership and subscription on a non-discriminatory and fair basis. The club will keep subscriptions at levels that will not pose a significant obstacle to people participating. 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.ⁱⁱⁱ Low- or modest-income subscription rates shall be available to members and potential members.*
- (b) On receipt of a new member's application form, the office staff or volunteers shall furnish applicants with a copy of these Rules and request that applicants pay their first subscription. No member shall enjoy any of the benefits or privileges of the Club until such payment has been made. If such payment has not been made within one month, the application will be considered void.
- (c) Life Membership of the Club may be awarded to any Voting Member who has contributed outstanding service or represented or promoted the Club over many years. The Management Committee shall consider nominations. Any award of Life Membership shall require the approval, by simple majority, of the Voting Members at the Annual General meeting.

12. SUBSCRIPTIONS

- (a) The subscription period, which will be for twelve months unless otherwise authorised by the Members, will commence on 1st January each year. The annual subscription for each category of membership shall be the rate approved by a simple majority of Voting Members present at the Annual General Meeting.
- (b) New Members joining on or after 1st January in any year shall pay a pro rata portion of the annual subscription based on the number of days elapsed and remaining in the year.

13. LATE PAYMENT OF SUBSCRIPTIONS

The Management Committee shall be empowered to impose such penalties for late payment of subscriptions as they may decide from time to time provided no member shall have their membership cancelled for non-payment until 14 days after the request for payment has been sent or after the due date whichever is the later. The request for payment may be sent by letter or electronically to the member's registered address.

14. RESIGNATIONS

A member may at any time by giving notice in writing to the Operations Manager resign their membership of the Club, but any member not resigning before 14 January shall be deemed to be still a member for the current year and shall continue to be liable for any annual subscriptions due and unpaid at the date of their resignation. Any such member having discharged all their liabilities to the Club and wishing to rejoin may re-apply.

15. DISCIPLINE AND GRIEVANCE

All matters concerning discipline and grievance shall be brought to the attention of the Management Committee.

16. VISITORS

Visiting players and non-playing visitors shall be admitted to all privileges of the Clubhouse and course on payment of the appropriate fees.

17. PERMITTED HOURS

- (a) Hours for the sale of intoxicating liquor shall be as stated by EDC premises licence.
- (b) The following are allowed to frequent the clubhouse to purchase intoxicating liquor:
 - 1. Members;
 - 2. Visiting players; on payment of appropriate green fees;
 - 3. Guests of members, including guests over 18 years of age who are guests of Junior Members;
 - 4. Customers having a meal; and
 - 5. Attendees of any Club approved Function.

18. NOTICE OF GENERAL MEETINGS

- (a) At least fourteen days' notice of any General Meeting specifying the business to be transacted, and the day, place and hour of the meeting shall be sent to every member by letter or electronically to their address in the Club Register.
- (b) Ballots will be taken from the members attending and may also from time to time be taken electronically by such means as may be specified when notifying members of general meetings.

19. ANNUAL GENERAL MEETING

- (c) The Annual General Meeting shall be held at such time and place as the Management Committee may determine with no more than 15 months between Annual General Meetings. The Chair of the Management Committee shall chair the Annual General Meeting.
- (d) The business of the Annual General Meeting shall be to:
 - 1. Receive the Management Committee's Annual Report;
 - 2. Receive the Annual Financial Statement and the Independent Examiner's Report;
 - 3. Elect Members to serve as Vice Captains;
 - 4. Elect Members to serve on the Management Committee;
 - 5. Fix the subscription rates for the ensuing year;
 - 6. Receive the retiring Captains' remarks; and

7. Determine any other proposed resolutions that have been properly notified.

20. EXTRAORDINARY GENERAL MEETINGS

The Management Committee may call an Extraordinary General Meeting (EGM) when any question of urgent importance arises and shall call an EGM whenever Rule 21.(a) or Rule 21.(c) are invoked.

21. RULE CHANGES, RESOLUTIONS AND AMENDMENTS

(a) Rule Changes

No Rule of the Club shall be repealed or altered, and no new rule shall be made save by a simple majority of the Voting Members present and voting at a properly notified (see Rule 18.) General Meeting. For any new rule or alteration notice of the same shall be sent to every Voting Member to their address in the Club Register at least 14 days before the General Meeting. Voting by electronic means or by proxy may be available for Members who cannot attend said General meeting.

(b) Policies

The Management Committee is empowered to make, repeal and amend such Policies or Code of Conduct as it may from time to time consider necessary for the wellbeing of the Club. The said Policies or Code of Conduct, repeals and amendments shall have effect until otherwise determined by the Management Committee or a General Meeting. All amendments to the Policies shall be displayed on the notice board and on the Club's website within 14 days following approval.

(c) Resolutions

Thirty days' notice of a proposed resolution or proposed resolutions, signed by at least 10% of the Voting Members, shall be given to the Management Committee, who shall send notice of the same to every Voting Member to their address in the Club Register at least fourteen days before a properly notified (see Rule 18.) General Meeting.

(d) Amendments

The Chair of the General Meeting may accept amendments to a resolution proposed in accord with this Rule provided they do not, in the opinion of the Chair of the General Meeting, materially alter the substance of the resolution as set out in the notice sent to Members. The decision of the Chair shall be final.

22. COMPLAINTS

All complaints shall be made in writing to the Management Committee whose decision shall be final. In no instance shall an employee of the Club be reprimanded by a member.

23. ADDRESS OF MEMBERS TO BE REGISTERED

All members shall supply the Club with home and email addresses for registration and all Club news purposes. The Club will maintain this data in conformance with relevant General Data Protection Regulation.

24. RULES OF GOLF

The Club agrees to:

- (a) Abide by the Rules of Golf as laid down by the Royal and Ancient Golf Club of St Andrews, except in so far as they are modified by the local rules and Policies of the Club;
- (b) Abide by the Rules of England Golf; and
- (c) Abide by the Rules of Amateur Status as laid down by the Royal and Ancient Golf Club of St Andrews;
- (d) Comply with the Regulations and Rules of the Standard Scratch Score and the CONGU Unified Handicapping System 2016 and any amendments thereto together with any conditions imposed by England Golf;
- (e) Abide by the Rules and Bye-Laws of the Cumbria Union of Golf Clubs and the Cumbria Ladies County Golf Association to which the Club is affiliated.

25. MEMBERS BOUND BY RULES

Every member, including junior members, shall be bound by and submit to the Rules, Policies and Code of Conduct of the Club.

26. TRUSTEES

- (a) There shall be four Trustees of the Club who are named separately in the Club's policy on Trustees. The property of the Club (other than cash which shall be under the control of the Management Committee) shall be vested in them to be dealt with by them as the Management Committee shall from time to time direct by resolution (of which an entry in the minute book shall be conclusive evidence). The Trustees shall be indemnified against risk and expense out of Club property. The Trustees shall hold office until death or resignation or until removed from office by resolution of the Management Committee who may for any reason which may seem sufficient to a majority of the quorum present and voting at any meeting remove any Trustee or Trustees from the Office of Trustee. If by reason of any such deaths, resignation or removal it shall appear necessary to the Management Committee that a new Trustee or Trustees shall be appointed or if the Management Committee shall deem it expedient to appoint an additional Trustee or additional Trustees the Management Committee shall by resolution nominate the person or persons to be appointed the new Trustee or Trustees. For the purpose of giving effect to such nomination the Chair is hereby nominated as the person to appoint new Trustees of the Club within the meaning of Rule 36 of the Trustees Act 1925 and by Deed duly appoint the person or persons so nominated by the Management Committee as the new Trustee or Trustees of the Club and the provisions of the Trustee Act 1925 shall apply to any such appointment. Any statement of fact in any such Deed of Appointment shall in favour of a person dealing bona fide and for value with the Club or the Management Committee be conclusive evidence of the fact so stated.
- (b) If at any time the Club in General Meeting shall pass a resolution authorising the Committee to borrow money the Management Committee shall thereupon be empowered to borrow for the purpose of the Club such amount of money either at one time or from time to time and at such rate of interest and in such form and manner and upon such security as shall be specified in such resolution and thereupon the Trustees shall at the direction of the Management Committee make all such dispositions of the Club property or any part thereof and enter into such agreements in relation thereto as the Management Committee may deem proper for giving security of such loans and interest. All members of the Club whether voting on such resolution or not and all persons becoming members of the Club after the passing of such resolution shall be deemed to have assented to the same as if they had voted in favour of such resolution.

27. WINDING UP OF THE CLUB

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.^{iv} Any assets remaining after the satisfaction of all debts and liabilities shall not be paid to or distributed among the members of the Club, but shall be given or transferred, as determined by a vote of the Members, to one or more of the following approved sporting or charitable bodies:

- (a) Another club which is registered as a Community Amateur Sports Club (CASC).
- (b) A registered charitable organisation(s).
- (c) The national governing body, England Golf, for use by them in related community sports.

Endnotes:

ⁱ [CASC required wording for purpose.](#)

ⁱⁱ [CASC required wording for surpluses.](#)

ⁱⁱⁱ [CASC required wording for non-discrimination.](#)

^{iv} [CASC required wording for dissolution.](#)