



Allendale Golf Club: Constitution

November 2024

1. General

- 1.1 The name of the club shall be Allendale Golf Club.
- 1.2 Allendale Golf Club is registered with HMRC as a Community Amateur Sports Club (CASC) which is:
 - open to the whole community;
 - organised on an amateur basis; and
 - has as its main purpose the provision of facilities for, and promotion of participation in, an eligible sport - golf.
- 1.3 Allendale Golf Club ('The Club') shares the belief of England Golf and the Northumberland Union of Golf Clubs that golf belongs to everyone. All who play and all who aspire to play must have an equal opportunity to do so.
- 1.4 The Club is committed to the principles of equality and diversity throughout its membership, its paid and volunteer workforce and any others with whom the Club engages. We consider that everyone should play their part in making golf inclusive and we will not disadvantage any individual by imposing conditions or requirements which cannot be justified.
- 1.5 In these regards, the Club has a number of formal Policy documents that are maintained on the Club's website. These Policies apply to, and are binding upon the Club, its Committee, staff, volunteers, coaches, contractors and representatives working, holding office or acting for or on behalf of the Club. They include the following:
 - Equality, diversity & Inclusion Policy
 - Recruitment policy, which relate to the relationship between the Club and those it employs and the recruitment process
 - Disciplinary Regulations that may be used to deal with alleged breaches of policies and conduct
 - Safeguarding Children and Young People Policy, and Safeguarding Adults Policy, which will be followed in respect of any matters that give rise to a safeguarding concern
 - Code(s) of Conduct that set out the standards of behaviour and conduct expected from members, those who are attending Club events, or representing, working for or otherwise engaging with the Club in some capacity.
 - Complaints Policy which may be used to deal with concerns raised about the actions of the Club.
 - Data Protection Policy that sets out how we will handle personal data, including data collected to monitor diversity in line with this Policy.

2. Objectives

The objectives of the Club are:

- i. The cultivation and practice of golf and such other recreational activities as may be determined on land owned by the Club.
- ii. To promote the amateur sport of golf in the Allendale area and community participation in the same.
- iii. To develop and improve the golf course.
- iv. To provide, maintain and conduct a socially inclusive Clubhouse for the accommodation of members, guests of members and visitors who pay green fees.
- v. All surplus income or profits are re-invested in the Club. The Club will be a non-profit making organisation and will not make any distributions of surpluses to past or current members.
- vi. In the event of 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 community related sports activities.

3. Management

- 3.1 The management of the Club and Club funds shall be vested in the General Committee (the Committee) consisting of an Honorary Secretary, an Honorary Treasurer and up to twelve ordinary members of the Club.
- 3.2 The Honorary Secretary, Honorary Treasurer and ordinary members of the Committee shall be elected by the Annual General Meeting.
- 3.3 The Chair and Vice-Chair shall be elected from the ordinary members of the Committee. In the event of a contest for an office, the election of the office shall be by ballot.
- 3.4 The Secretary and Treasurer together with one third of the ordinary members of the Committee shall retire each year, and shall be eligible for re-election at the Annual General Meeting.
- 3.5 The order of rotation in which members of the Committee shall retire shall be settled by ballot among the Committee.
- 3.6 If any vacancy shall occur during the year, the Committee shall have power to appoint any member to fill the vacant position who shall then occupy it until the next Annual General Meeting; but the Committee shall have full power to act, notwithstanding that any such vacancy shall not have been filled.
- 3.7 The Committee shall have the power to draw up and enforce the Club Rules, a copy of which is maintained on the Club's website. On joining the Club, new members will be advised of this arrangement, and no member shall be absolved from these Rules by reason of his or her not having received a copy, or any alteration made therein or having otherwise no notice of them.
- 3.8 The Committee shall have the authority to engage and dismiss any servant of the Club.
- 3.9 The Committee shall have the power to appoint sub-committees from among their own members as may from time to time be deemed necessary. The Committee shall determine the terms of reference and procedures of such committees and may delegate to them powers to invite additional members.
- 3.10 The Committee has the power to invite to Committee meetings any person with expert knowledge in order to enhance the decision-making process of the Committee. Any such persons shall not be attributed any voting powers.
- 3.11 A meeting of the Committee shall be called by the Secretary at the discretion of the Chair or at the request of not less than five members of the Committee.

- 3.12 All questions arising at any Committee meeting shall be decided by a majority of those present and voting at such a meeting.
- 3.13 The Chair shall have a deliberative and a casting vote, in the event he/she has first cast a deliberative vote.
- 3.14 All proceedings of the Committee shall be entered by the Secretary or his/her deputy in the online Document Store.
- 3.15 At all meetings of the Committee, six shall form a quorum; for sub-committees, one half of their number.
- 3.16 At Allendale, our Captains play important roles. The Gentlemen's Captain and the Ladies' Captain represent members and are welcome to attend Committee meetings where they may exercise deliberative votes.

4. Extraordinary Expenditure

All extraordinary expenditure, that is, any expenditure which is not ordinary, week to week seasonal expenditure of an ongoing nature, must be considered by the Committee and a set procedure followed whereby any decision to commit the Club to such expenditure must be:

- i. recorded in full; and
- ii. voted upon and the results recorded.

5. Honorary Secretary

Subject to any directions which may from time to time be given by the Committee, it shall be the duty of the Secretary or his/her deputy;

- i. To conduct all correspondence of the Club.
- ii. To attend all Committee and Annual General Meetings and to keep minutes of such meetings in the Club's online document store.
- iii. To give due notice of Committee and Annual General Meetings.
- iv. To maintain an online alphabetical list of all members of the Club together with their membership category, and the offices and names of the current Committee.
- v. To give 14 clear days' notice of the Annual General Meeting and three clear days' notice of all Committee meetings.

6. Honorary Treasurer

- 6.1 The Treasurer shall receive and pay all monies due on account of the Club. His/her account thereof shall be maintained in the Club's on-line document store for the information of members.
- 6.2 The Treasurer shall access as necessary and assist the Secretary maintain up to-date the online record of the names and categories of all members of the Club.
- 6.3 The Treasurer shall present an up to-date statement of accounts to the Committee in time for distribution to members not less than 14 days before the Annual General Meeting.
- 6.4 The financial year of the Club shall be 1st January to 31st December.
- 6.5 An auditor shall be appointed at the Annual General Meeting.
- 6.6 The Treasurer shall ensure a statement of accounts at the Club's year end is signed off by the Club's auditor and then presented to the Committee prior to its being lodged in the Club's online document store.
- 6.7 All cheques to be signed by the Treasurer and one of two authorised signatories. Those signatories to be in accordance with bank authorisation and specimen card.

- 6.8 It will be also the Treasurer's duty to transmit by email to each member whose annual subscription may be three months in arrears, a notice calling the member's attention to the fact and also pointing out that no member whose subscription is three months in arrears is entitled to any privileges of the Club.

7. Junior Organiser and Welfare Officer

The Club's Junior Organiser and Welfare Officer shall be invited annually to these offices by the Committee.

8. The President

A new President shall be invited by the Committee to this office for life. The President will be asked each year thereafter if he/she is happy to remain in office.

9. The Trustees

- 9.1 The Trustees of the Club shall be three members of Allendale Golf Club who shall be elected by the Committee. The Trustees shall hold office until death or resignation or until removed from office by a resolution of the Committee who may for any reason which may seem sufficient to a majority of them present and voting at any meeting to remove any Trustee or Trustees from the office of Trustee.
- 9.2 If by any reason of any death, resignation or removal it shall appear necessary to the Committee that a new Trustee or Trustees shall be appointed, the Committee shall nominate the person or persons to be appointed the new Trustee or Trustees for the purpose of giving effect to such nomination.
- 9.4 The Trustees shall be Trustees of all properties, land, investments and securities as are actually transferred to them and shall not be required to accept the transfer of any property or comply with any direction which would or might involve the Trustees in any personal liability.
- 9.5 The properties, land, investments and securities vested in the Trustees shall be held by the Trustees upon Trust (subject to the approval or consent of the Charity Commission or Ministry of Education when required by law) to deal with the capital and income thereof in such a manner as the Committee of the Club shall, from time to time, direct by resolution.
- 9.6 A copy of the resolution of the Committee of the Club purporting to be certified by the Chair of the meeting at which the resolution was passed or by the Secretary for the time being of the Club shall be sufficient authority for the Trustees to act there under and the Trustees shall be free from all responsibility for acting in accordance with any resolution.

10. Annual General Meeting

- 10.1 The Annual General Meeting (AGM) shall be held in the Clubhouse during the period late November to mid-December each year.
- 10.2 The time and place of the AGM shall be specifically notified to all members by email at least 14 days beforehand. At this time, an up to-date set of accounts for the current financial year will be available to members on the Club web site. Printed copies of these accounts will be available on written request and also at the AGM.
- 10.3 The current Chair shall act as Chair for the meeting.
- 10.4 The specific function of the AGM shall be to carry out the following:
- i. To receive the Secretary's report.
 - ii. To receive the Treasurer's report.
 - iii. To receive the Ladies' and Gentlemen's Captains reports.
 - iv. To appoint, by election, Officers and Committee, including a Gentlemen's Captain and a Ladies' Captain for the ensuing year, who will be ex-officio members of the Committee.

- v. To fix rates of subscriptions, for the ensuing year for the various categories of membership and green fees, already in place. This requirement shall not preclude the Committee from introducing any special form of membership not covered by the established categories.
 - vi. To appoint an auditor.
 - vii. Address Any Other Business that has been tabled earlier or raised at the meeting.
- 10.5 All playing members of the Club shall be entitled to attend, and those over 18 years of age shall be entitled to vote.
- 10.6 At the Club's AGM, the Chair shall have a deliberative as well as a casting vote.
- 10.7 For the avoidance of doubt, no individual shall be entitled to vote more than once when a vote is called for at any such meeting save, in appropriate circumstances, the Chair, may have the casting vote.
- 10.7 All discussions shall be conducted in a manner as the Chair for the time being shall direct, and all questions that are brought before the meeting shall be decided by a majority on a show of hands or by ballot at the discretion of the Chair.

10. Extraordinary General Meeting

- 11.1 The Committee may convene an Extraordinary General Meeting whenever they deem fit and they shall convene one upon a request in writing by fifteen or more members.
- 11.2 Fourteen (14) days' notice of all General Meetings must be given by the Secretary posting the same in the Clubhouse. Such notice will specify the nature of the business to be transacted thereat, and in the case of an Extraordinary Meeting, no business shall be entertained other than that as specified in the notice.

12. Classes of Membership

- 12.1 Membership of the Club is open to anyone interested in golf, regardless of sex, age, disability, ethnicity, sexual orientation, religion or other beliefs. There is no limit to membership numbers.
- 12.2 All members are entitled to use the golf course and Clubhouse, and are otherwise entitled to all Club privileges.
- 12.3 The Committee is responsible for establishing all categories of membership and for fixing the annual rates of subscriptions for those categories together with the different types of green fees payable by visitors playing the course.
- 12.4 Membership categories and their associated subscriptions, together with visitor green fees, proposed by the Committee for the next golfing year shall be presented for ratification, by vote, at each AGM.
- 12.5 For the purposes of membership, all age qualifications shall be as at the 1st January in the year of membership.
- 12.6 *Honorary Life Member*: Any person who in the opinion of the Committee has performed exceptional service to the Club can be proposed for Honorary Life Membership at the AGM and must carry a majority vote of those present. Honorary Life Members shall have all the privileges of the Club, subject to all rules and regulations for the time being in force in relation to the Club, and shall be exempt from all liabilities as members.

13. Election of Members

- 13.1 Nominations of new members should be made on the appropriate application form -obtained from the Clubhouse or from the Club website - and addressed to the Secretary.
- 13.2 Membership commences when the application is approved by the Committee, who reserve the right to refuse membership, and the associated subscription payment is registered in the Club's accounts.
- 13.3 The Club may refuse membership or expel membership only for good and sufficient cause, such as conduct or character likely to bring the Club or golf into disrepute. Such cases will be addressed in accordance with the Club's Disciplinary Regulations Policy, a copy of which is maintained on the Club's website.
- 13.4 The Secretary is responsible for ensuring that new members are aware of Club Rules and general golf etiquette.
- 13.5 Records of all members will be maintained on a computer-based membership database subject to current security of personal data legislation and regulation.

14. Membership Subscriptions

- 14.1 Renewal subscriptions are due on 1st January each year, and cover membership for that calendar year.
- 14.2 Different methods of membership subscription payment may be established from time to time as the Committee agrees appropriate and financially sound.
- 14.3 No member whose renewal subscription is three months in arrears relative to his/her agreed payment method is entitled to any of the privileges of the Club, which include the right to play golf, use the facilities of the Club and enjoy the English Golf insurance cover arranged by the Club for its members.

15. Resignations

Any member wishing to terminate his/her membership of the Club, shall give notice in writing to the Secretary.

16. Club Rules

- 16.1 The Club Rules are binding on every member. The Committee has the power to set Club Rules and to adopt, revise or revoke them.
- 16.2 Should the Club Rules be at variance with the Constitution of the Club, the Constitution will take precedence. The interpretation of the Rules shall rest with the Committee, whose decision shall be final.

17. Conduct of Members

- 17.1 If the conduct of any member in or out of the Clubhouse, or on or off the golf course be such as appears to the Committee to endanger the character, interests or good order of the Club, the case will be addressed in accordance with the Club's Disciplinary Regulations Policy, a copy of which is maintained on the Club's website.
- 17.2 The Disciplinary Regulations Policy addresses:
 - Alleged breaches of the Club Rules, Regulations, Codes and Practices, and its statement of values or standards of behaviour.
 - Alleged breaches of the Rules of Golf, handicap infringements, disqualifications and any breach of the rules of a Club competition.
 - Any matter in which an individual engages in any conduct which is inappropriate, unlawful, unsporting or behaves in a manner which is unacceptable or opposed to the general interests of the Club or which brings the Club into disrepute.

- Any matter in which an individual engages in any conduct which is inappropriate, unlawful, unsporting or behaves in a manner which brings the sport of golf into disrepute.

17.3 Incidents of a safeguarding nature must be referred to the England Golf Governance team before any disciplinary action is taken.

17.4 Any member expelled from the Club shall forfeit all right to claim upon the Club and its property and funds.

18. Complaints

18.1 All complaints shall be made in writing to the Secretary for submission to the Committee and none shall be addressed unless this regulation is complied with.

18.2 Complaints shall be addressed in accordance with the Club's formal Disciplinary Regulations Policy, a copy of which is maintained on the Club's website.

19. Visitors

Visitors are admitted to use the course and Clubhouse on payment of green fees in force at the time.

20. Club Property

No member shall take away from the Club premises or course any property, or deface, damage or destroy any of the Club's property. All breakages, damage or destruction of property caused by a member must be paid for by that member.

21. Alteration of the Constitution

21.1 Any proposal for the alteration of the Constitution must be delivered in writing to the Secretary of the Club not less than 28 days before the Annual General Meeting

21.2 It must be signed by not less than five (5) members of the Club.

21.3 Particulars of such proposal shall be given in the notification of the Annual General Meeting.

21.4 No such proposal shall be passed by the Annual General Meeting unless it shall receive a majority of two thirds of those present and voting.