

CLEVELAND GOLF CLUB

Established 1887



Constitution 2025

1. The name of the Club shall be "Cleveland Golf Club". Our legal status is "unincorporated association"
2. The object of the Club is to provide facilities for and promote participation of the whole community in the sport of golf. The club will comply fully with all current Equality, Diversity and Inclusion legislation
3. The Officers of the Club shall be a President, a Secretary, a Treasurer, an Assistant Secretary. Assistant Treasurer. The Officers of the club shall be Members of the Club qualified to vote at General Meetings and shall be proposed and seconded. They shall be elected by ballot, which will be conducted over a seven-day period ceasing twenty-four hours prior to the Annual General Meeting. The names of the candidates, together with the names of their proposer and seconder shall be posted on the Club notice board. Nominations for Office must be sent to the Secretary and posted on the notice board not later than 28 days prior to the Annual General Meeting.
4. The Committee of Management (hereinafter referred to as 'The Committee') shall consist of: the officers of the club, the 2 current Club Captains and 2 current Vice Captains, and seven other Members, all of whom shall be entitled to vote. Five Members of the Committee shall form a quorum.
5. The election of committee members shall take place in the following manner:
 - A) Any two Members of the Club qualified to vote at a General Meeting of the Club shall be at liberty to nominate a similar Member to serve on the Committee. The name of each Member so nominated shall be sent in writing to the Secretary, to be received and posted on the notice board not later than 28 days prior to the Annual General Meeting, providing the consent of the nominee is obtained
 - B) Ballot papers shall be prepared containing the names of the candidates for Office in alphabetical order. Members entitled to vote at General Meetings shall be entitled to vote for the number of candidates necessary to fill each vacancy. Spoilt papers will not be counted in the returns. In the case that there be insufficient number of candidates proposed in accordance with Rule 5 A), the Committee shall be entitled to nominate qualified candidates for submission without previous notice. If two or more candidates obtain equal number of votes in an elective ballot, the Annual General Meeting shall select by lot the candidate or candidates who are to be Members of the Committee. Where committee members are selected by lot at the Annual General Meeting their term of office will be for one year only
 - C) The officers of the club shall be elected for a period of 3 years. They shall retire in a 3 yearly rotation, to ensure club business continuity. Such Officers remain eligible as candidates for election to Office or Committee under the terms outlined in Rule 5 A)
 - D) The Club Captains will be elected for a period of office of 1 year. The male Captain will be elected by the Male Members of the Club and the female Captain will be

elected by the female Members of the Club. Both Captains will jointly assume the role of Club Captain.

- E) The other committee members shall be elected for a period of 3 years. Such members remain eligible as candidates for re-election to Office or Committee under the terms outlined in Rule 5 A)
6. The Committee may fill any vacancy on the committee between AGMs. Any Member so chosen shall retire at the end of the year but shall be eligible for re-election.
 7. The Committee in addition to the powers hereinafter specifically conferred upon them, shall have the control of the finances of the Club. They also have the power to engage, control and dismiss the Club employees and all such administrative powers as may be necessary for properly carrying out the objects of the Club in accordance with these rules.
 8. The Secretary shall conduct all of the correspondence of the Club and shall have custody of all documents belonging to the Club. He/she shall keep full and correct minutes of all proceedings and records of all competitions. Ratified and redacted minutes shall be published digitally. All policy documents and the club code of conduct shall be published digitally.
 9. The Treasurer shall keep the accounts of the Club and shall make up the Annual Statement of Accounts and Balance Sheet of the Club to the 30th September in each year. These shall, after audit, be printed and circulated along with the Annual General Meeting notice to all Voting Members, at least seven days before the Annual General Meeting is to take place.
 10. A firm of Chartered Accountants appointed at the Annual General Meeting shall audit the accounts.
 11. The Committee shall have power from time to time to appoint Sub-Committees for such purposes and for such periods as the Committee may consider necessary. The Captains of the Club during their year of office shall ex-officio be Members of all Sub-Committees.
 12. The Annual General Meeting shall be held as soon as possible after the 30th September each year in any case no later than the last day of November.
 - a. The Committee shall have power to call a General Meeting of Members at any time.
 - b. A General Meeting of Members can be held if requested in writing by not less than 30 Members and such a meeting shall be held within 28 days of receiving the request.
 - c. Not less than 14 days' notice of the intention to hold a General Meeting shall be given to Members entitled to vote.

- d. Only full and five-day Members over the age of 18 years shall be entitled to vote at General Meetings.
- e. Sufficient notice shall be deemed to have been served if it is sent by email to the email address held on the membership data base.
- f. The notice shall specify the business to be transacted at a General Meeting or the Annual General Meeting and no business other than that of which the notice has been given shall be brought forward at such a meeting.
- g. The quorum for a General Meeting and the Annual General Meeting shall be 50. If two consecutive meetings do not meet the quorum required, the business will be executed by the management committee.
- h. The President, at the Annual General Meeting, will allow Any Other Business at his discretion but no vote can be taken on any such business.
- i. Voting at the AGM or a general meeting will be carried out by a show of hands
- j. Any member who is unable to attend the meeting may apply to the secretary, no later than 14 days before the meeting, outlining the reason they cannot attend and requesting a proxy vote. If granted the proxy vote must be registered with the secretary a minimum of 24hours before the meeting.

13. The property of the Club shall be vested in four Trustees who shall be appointed at an Annual General Meeting. The Management Committee shall have power to direct the Trustees to discharge the Club properties as required. A General Meeting shall have power to remove any of the Trustees and all vacancies shall be filled at the same General Meeting.

14. Financial Powers and Authorisations

With the agreement of a majority of the Management Committee, the Club shall exercise the following financial powers:

A. Borrowing Authority

The Club may borrow funds, including by way of overdraft and/or loan, on such terms and at such interest rates as approved by a majority of the Management Committee.

B. Guarantees and Financial Instruments

The Club may issue guarantees and indemnities as necessary for the conduct of its affairs, subject to approval by the Management Committee. The Club shall not enter into derivative transactions unless expressly authorised by a resolution at a General Meeting of Members.

C. Signing of Financial and Legal Documents

Any two of the following officers — the Secretary, Treasurer, or President — are jointly authorised to sign financial or legal documentation on behalf of the Club, in accordance with a recorded resolution of the Management Committee.

D. Approval of Expenditure

Any single expenditure exceeding £30,000 must be authorised by a majority vote of the Management Committee. Such authorisation shall be supported by appropriate documentation (e.g., quotes, proposals) and recorded in the official minutes of the meeting.

E. Transparency and Oversight

All borrowing arrangements and major expenditures shall be reported to the membership at the Annual General Meeting. The Club shall ensure that its financial records are reviewed annually and made available to members upon request.

15. Membership of the Club shall be open to all persons irrespective of ethnicity, nationality, sexual orientation, religion or beliefs; or of age, sex or disability except as a necessary consequence of the requirements of golf as a particular sport.
16. The Clubhouse shall be opened as laid down by the Management Committee. The hours for the sale of intoxicating liquor shall be as allowed under the Licensing Act. Special exemption shall be applied for as and when required. Intoxicating liquor may be sold by the Club for consumption on the premises to Visitors /Guests complying with the provisions of Rule 27.
17. The Club may refuse Membership for good and sufficient cause, such as conduct or character likely to bring the Club or Sport into disrepute.
18. A prospective member must be proposed and seconded by two Members of the Club who are eligible to vote at General Meetings. The proposer should be responsible for the candidate's eligibility, and should themselves have paid their subscriptions for the current year. The proposer shall send the name of the candidate in writing to the Secretary on the prescribed form. The secretary shall hold a waiting list of prospective members in chronological order.
19. When a vacancy arises, the secretary shall contact the prospective member and invite them to join. The prospective member will be requested to pay their joining fee and subscription. The invitation becomes void if the prospective member neglects or refuses to pay his/her joining fee and Subscription within one month. On payment of the joining Fee and Subscription the prospective member becomes a member and entitled to the privileges and benefits of the Club. On such payment, they will be deemed to have agreed to obey and observe the existing Rules and Regulations and any amended Rules and Regulations later introduced by the management committee. These can be found within our local platform, the website, or the noticeboard.
20. Persons under the age of 18 years, if proposed and seconded by two full playing members eligible to vote at General Meetings may be elected as Juvenile (12 years and under) or Junior (13 to 18 years) members. On reaching 18 years of age, they will, become young adult Members and pay subscriptions accordingly.
21. The Annual Subscriptions shall be agreed at the Annual General Meeting each year.

The joining Fee and Locker Fees shall be such sums as agreed by the Management Committee

22. Membership Subscriptions

A. Subscription invoices shall be issued to all members by the first Monday of December each year.

B. Annual subscriptions are payable in full by January 1st of the following year.

C. Any member who has not paid their subscription by January 1st shall be deemed to be in arrears and will receive a Membership Renewal Reminder via email. While in arrears, a member shall forfeit all membership privileges, including the right to participate in any Club competitions or be eligible for Club prizes.

D. If a subscription remains unpaid by February 1st, the member's name shall be removed from the Membership Register, and their membership shall be considered lapsed.

23. Any Member intending to resign his/her Membership or request a change to his/her Membership of the Club shall give notice to the Secretary to that effect on or before the 1st December in any year. They shall pay all arrears due from him/her; otherwise, they shall be liable to pay their subscription for the next financial year. A Member who has resigned shall, if he/she wishes to re-join and has complied with this Rule, be eligible for re-election as provided for in Rules 18 and 19. The Member shall be required to pay the joining Fee and their Annual Subscription. The Committee may in their discretion waive the Joining Fee if they think fit to do so.

Temporary Members

24. The Committee may from time to time admit persons as Temporary Members for such period and on such terms and subscription as the Committee may determine. A register of such Temporary Members shall be kept by the Secretary but no person shall be admitted to the Club under this rule until at least fourteen days have elapsed since such person's application for Temporary Membership has been received by the Club. Temporary Members shall not be qualified to vote at General Meetings of the Club or except as hereinafter provided to enter for competitions open to Members.

Visitors/Guests (Playing)

25. Any person may be admitted as a Visitor/Guest (other than a member who has defaulted or been expelled) for the purpose of using the Course. They must be introduced by a member or receive permission from the Secretary on payment of the appropriate Green Fee at the rate fixed by the Committee. Any Visitor/Guest introduced by a member must play with him/her. A Member introducing a Visitor/Guest is responsible for their conduct at all times both on the Course and in the Clubhouse.

A Visitor/Guest during the period covered by the Green Fee shall be entitled to use the Course and Clubhouse subject to the Rules and Regulations of the Club but shall not have the right of entering competitions open to Members only. A Member introducing a Visitor/Guest is responsible for all expenses incurred. A playing visitor/guest may only be signed in a maximum of 6 times per year. Visitors/Guests must be named on the start sheet.

Visitors/Guests (Non-playing)

26. Non playing visitors/guest may use the clubhouse to partake of hospitality services, however, they are governed by the same code of conduct as full playing members. Failure to comply with club expectations will result in them being permanently excluded from using the club house.

Honorary Members

27. Nominations for Honorary Membership must be made in writing to the Secretary not later than 14th October, and if approved by the Management Committee they shall be submitted to the following Annual General Meeting of Members.

Concessionary Members

28. Any Full Playing Member who on attaining the age of 65 years and has completed 30 years Membership, not necessarily continuous, shall pay a yearly subscription as prescribed at an Annual General Meeting without the loss of any voting rights and will be able to stand for Office or Committee. All concessionary fees prior to October 2010 will remain unchanged until such times as they elapse. All concessionary fees are subject to the same subscription increases as deemed at the Annual General Meeting.

Expulsion of Members

29. The Committee may expel or suspend from Membership of the Club any Member who fails to observe The Rules of the Club, as shown in the members code of conduct, or whose conduct is found to be injurious to the character or interests of the Club. In order to expel or suspend the procedures provided in the discipline policy must have been followed.

Dissolution

30. If at any General Meeting a resolution for the dissolution of the Club shall be passed by a majority of the Members present, and such resolution shall at a Special General

Meeting held not less than one month thereafter be confirmed by a resolution passed by a majority of two thirds of the Members voting thereon. The Committee and the Trustees shall thereupon or at such future date shall be specified in such resolution proceed to realise the property of the Club and after the discharge of all liabilities shall divide the proceeds among all full playing members. Upon the completion of such division the Club shall be dissolved.

Constitution ratified at AGM November 2025

Certified by:

President:

Secretary:

Treasurer:

Dated: