



CONSTITUTION 2017

CONSTITUTION

1. Name

The Club shall be called the WHETSTONE GOLF CLUB and shall consist of Gentleman, Senior & Ladies Members, all of whom shall be entitled to attend and vote at Annual General Meetings.

Junior Members may attend the Annual General Meeting but shall not be allowed to vote.

2. Objectives

To administer the activities of the Club in all aspects in order to:-

- (1) preserve the interests of it's members in both the long term and short term in respect of their participation in the sport of golf at Whetstone and at other England Golf registered golf clubs;
- (2) promote the reputation of Whetstone Golf Club within the sport and elsewhere;
- (3) promote the game of golf as a sport by upholding the reputation of the game, encouraging participation and supporting golf at all levels, in particular at junior level.

By:-

- (a) organising golf club activities under the umbrella of the England Golf and R&A in a safe and proper manner;
- (b) organising other club activities;
- (c) providing through Whetstone Golf Club, the means for members to be affiliated members of England Golf;
- (d) encouraging the participation of members and member teams in both internal and external golf competitions;
- (e) fostering golf in junior members within the club;
- (f) upholding the standards amongst members in terms of etiquette and application of the rules
- (g) administering the financial contribution of members in a way as to provide "best value for money";
- (h) providing the interface between members and management.

3. Officers, Committee and Management

- (a) The Main Committee of Whetstone Golf Club shall consist of the following:

President
 Captain
 *Secretary
 *Treasurer
 Vice-Captain
 Immediate Past Captain
 Lady Captain
 Chairman of Competitions and Handicap Sub-Committee
 Captain of the Seniors Section
 Handicap Secretary
 Junior Organiser

*= Not eligible to hold more than one office on the Main Committee.

The Management of Whetstone Golf Club Ltd may attend meetings of the Main Committee or its sub-committees.

- (b) The Main Committee shall have the management of competition, handicap and membership matters connected with the Club and also responsibility for some social events held – all in accordance with the Aims and Objectives and Terms of Reference of the Committee.
- (c) The Management shall have the management of the golf course, the clubhouse, Pro Shop and car parks and be responsible for all paid staff. All income and expenditure connected with these areas is the responsibility of the Management, as is the acceptance of new members and the total number of members allowed to join the Club. Annual subscriptions will be levied by the Management.
- (d) The Secretary shall convene all meetings of the Main Committee and these shall be every calendar month. Special meetings will be arranged as and when required by the Committee or at the request of the Captain.
- (e) Five members of the Main Committee (not including substitutes) must be present at any meeting to form a quorum. The Captain shall chair meetings of the Main Committee or, in his/her absence, the Vice-Captain. Substitutes are allowed to attend and will have voting rights.
- (f) Only the Committee shall have the ability to appoint sub-committees as required and delegate powers to those sub-committees. The Captain and Secretary shall be ex-officio members of all sub-committees with full voting rights. The exception to this is that the Secretary may attend meetings of the Captains' Committee and Presidents' Committee but should not be allowed to vote and the Captain may attend meetings of the President's Committee but should not be allowed to vote.

4. General Meetings.

- (a) The Annual General Meeting of the Club shall be held before 31st December. The official Notice of Meeting and a draft agenda prepared by the Committee shall be placed on the Club notice board at least one month before the meeting.
- (b) Any member wishing to propose an alteration or addition to the draft agenda shall do so at least 14 days prior to the A.G.M. by writing to the Secretary. The Committee shall consider whether to accept such alterations or additions before the finalised agenda is dispatched to members approximately 7 days prior to the A.G.M. itself.
- (c) The quorum for the Annual General Meeting shall be at least 25 members.
- (d) The Treasurer shall present to the Annual General Meeting the Annual Statement of Accounts including a Profit and Loss Account and Balance Sheet which have been audited. Members at the meeting will appoint an auditor for the ensuing year.
- (e) The Committee at any time may call a Special or Extraordinary General Meeting and shall do so upon the requisition in writing of any 25 members who are qualified to vote at such a meeting, stating the purpose for which the meeting is required. Such notice shall be received by the Secretary 21 days before the date of such a proposed meeting. The Committee in turn shall give 7 days notice to all members.

5. Election of the Main Committee.

- (a) Any vacancies of office on the Main Committee shall be elected annually at the Annual General Meeting.
- (b) With the exception of the Captain, Vice-Captain, Immediate Past Captain and President, each holder of office under 3(a) above shall serve in office for a period of 3 years. The Junior Organiser shall be appointed by the Main Committee rather than being an elected position.
- (c) The Vice-Captain for any year will be selected by the Captains' Committee, comprising of the existing Captain and Vice-Captain and the last three past Captains who are existing members of the Club. They shall then serve for a period of 3 years, the second year as Captain and the third as Immediate Past Captain.

It is the responsibility of the Captains' Committee to brief each Vice-Captain before they take up office as Captain.

- (d) The President shall serve for a maximum of two years only. Thus nominees for President will be selected every second year by the Presidents' Committee, comprising of the existing President and the last two Presidents who are existing members of the Club.
- (e) Nominations for positions of office on the Main Committee (with the exception of the Vice-Captain, President and Junior Organiser) or a Sub-Committee shall be proposed and seconded by two voting members (but not Committee or Sub-Committee members) of the Club and with the full knowledge and consent of the nominee. In any given year a member may only either propose or second one nominee.
- (f) Nominations for office should be written on the official nomination sheet which shall be attached to the Club notice board one month before the Annual General Meeting. Nominees shall be approached by the Committee (or its designated representatives) so that the work attached to the position can be explained.
- (g) For contested elections, those standing for positions of office on the Main Committee or any Sub-Committee, shall be decided by ballot at the Annual General Meeting, with those receiving the highest number of votes being elected.
- (h) Resignations from the Main Committee or any Sub-Committee must be in writing to the Secretary who will submit them to the Main Committee for consideration.
- (i) Removal of an officer from a position on the Main Committee or sub-committee shall only be on the decision of the Annual General meeting or Special General Meeting.

6. Casting Vote

In the case of equality of votes at any meeting, the Captain (or in his/her absence, the appointed chairman for that meeting) shall have the casting vote.

7. The Filling of Casual Vacancies and Appointment of Assistants.

- (a) Any vacancy occurring may be filled by the Main Committee. The person so appointed shall stand for election (if wishing to do so) at the next Annual General Meeting.
- (b) The Main Committee may appoint assistants to help in the organisation of competitions or social events. Remuneration and terms will be agreed by the Main Committee as required.

8. Club Charity

That there be a Club Charity. On an annual rotational basis, the Club Vice-Captain, Lady Vice Captain and Seniors Vice Captain shall nominate a short list of suggested charities to the Main Committee for approval prior to the Annual General Meeting.

9. New Members

The Main Committee shall supply the Management with welcome packs for them to distribute to all new members of the club. These packs will include a welcome letter on behalf of the club and a booklet of relevant information together with a copy of the Rules of Golf.

10. Subscriptions

Membership Subscriptions are the responsibility of Management.

11. Members' Fund

The Members' Fund is an amount levied on all members (with the exception of juniors) to help finance the running of the Main Committee and its sub-committees and in meeting their aims and objectives. Members' Fund payments shall be payable on or before 1st April annually. If these, or a valid Membership Subscription (see section 10), have not been paid, the Main Committee reserve the right to suspend the handicap of the members concerned.

12. Membership

Juniors	Members who are under 18 years of age.
Men	18 years of age and over.
Ladies	18 years of age and over.
Seniors	60 years of age and over.

13. Complaints & Disciplinary Process

- (a) A Disciplinary Register shall comprise of a pool of upto 12 suitable persons, with a minimum level required of 8. This shall be independent of the Main and other Sub-Committees. However, members currently serving on other Committees may apply to be included on the Register.
- (b) All disciplinary and grievance issues must, in the first instance, be dealt with by the Main Committee, which shall decide whether such issues are serious enough to warrant consideration by, a suitable person selected from the Disciplinary Register (*"Investigation Officer"*)
- (c) The Main Committee shall delegate powers to the *"Disciplinary Committee"*, in accordance with the flowchart in section (j)
- (d) The member against which allegations have been made shall have the opportunity of stating his/her case to the *"Disciplinary Panel"*, either in person or in writing. Voting on the matter will be by confidential ballot and there must be a simple majority.
- (e) Should justifiable cause be suspected, the Main Committee or the Disciplinary Committee shall have the right, in consultation with Management, to suspend membership without prejudice pending an inquiry.
- (f) Before expelling a member of the Club, in consultation with Management, the Main Committee or Disciplinary Committee may communicate with the offending member in order to give him/her the option of resigning from the Club.
- (g) Any appeal will be heard by three of the remaining members of the Disciplinary Register. (*"Appeal Panel"*)
- (h) A secretary shall be appointed for all disciplinary issues involving the Disciplinary Committee meetings, who will take no part in the decision making process. This role should be fulfilled by the serving Club Secretary, providing there are no conflicts of interest, in which case the Main Committee shall appoint a suitable other from the Disciplinary Register.
- (i) No person shall hold multiple roles in any single Disciplinary Process.
- (j) Disciplinary Process (see Flowchart Overleaf)



14. Amendments to the Constitution

- (a) The Main Committee may, at any time, amend the Constitution so long as such amendments are put before the next Annual General Meeting for adoption.
- (b) A copy of the Constitution shall be placed on the Club notice board.

15. Conduct of the Game

- (a) The Club agrees to recognise the Royal and Ancient Golf Club of St. Andrews as the ruling body of Amateur Golf and shall abide by the Rules of Golf and Amateur Status as laid down from time to time by the R&A.
- (b) The Club agrees to comply with the Council of National Golf Union's Rules concerning the SSS & Handicapping Scheme (and any conditions imposed within the scheme by England Golf).
- (c) The Club agrees to comply with the Constitution and Rules of England Golf and of its County Union as laid down from time to time.

16. Subscriptions - England Golf and County Union

The Club shall pay all subscriptions due to the County Union and to England Golf in respect of every male playing member of whatever category. The Management shall be responsible for the payment of these fees.

WHETSTONE GOLF CLUB

TERMS OF REFERENCE OF THE MAIN COMMITTEE

1. COMPETITIONS

- (i) To oversee and be ultimately responsible for the arrangements of all competitions held at the Club.
- (ii) To oversee arrangements made for inter-club matches.
- (iii) To oversee and review as necessary, the level of competition entry fee and the level of the prize fund for all competitions administered by the Competitions and Handicap Sub-Committee.
- (iv) Where the Rules of Golf permit, to delegate powers to the handicap and competition sub-committee to act as an appeal body in the event of disagreement or dispute concerning competitions.

2 FINANCE

- (i) To oversee the collection of the Members' Fund.
- (ii) To maintain a level of working capital to enable the proper organisation of competitions and purchase of prizes.
- (iii) Annually to receive its accounts and those of the Ladies & Senior Sections.

3 ADMINISTRATION

- (i) To decide upon and review where necessary, the general conditions relating to the terms of reference, powers and duties of sub-committees and provisions attaching to delegation.
- (ii) To establish or disband sub-committees and decide or review, where necessary, their specific terms of reference.
- (iii) To consider correspondence from the membership.
- (iv) To make arrangements for the Annual General Meeting of the Club.
- (iv) To fill casual vacancies on the Main Committee and any sub-committee and appoint assistants as required under the Club Constitution.
- (v) To review the Club Child Protection Policy at least every three years.

4. CONSTITUTION

To review as appropriate the Constitution or any part of it for presentation to the A.G.M.

5. SOCIAL

- (i) In consultation with Management, to make arrangements for social events falling outside those arranged by Management - these duties being shared amongst members of the Main Committee or its appointees.
- (ii) If requested, to assist the Management in the arrangement of any social function.

6. MEMBERSHIP

- (i) To welcome new members and acquaint them with the local rules, by-laws, competition rules and the rules of golf.
- (ii) To receive any resignation from Main Committee or any sub-committee.
- (iii) To apply disciplinary procedures where appropriate in accordance with the Constitution.

7. GENERAL

- (i) To consider and decide upon such other things that in the interests of the Main Committee, the Club, the County or the Game of Golf would be seen as beneficial and are not covered elsewhere in these terms of reference.
- (ii) To represent the Club at England Golf and L&RGU meetings or events.

WHETSTONE GOLF CLUB

TERMS OF REFERENCE, POWERS AND DUTIES OF SUB-COMMITTEES

A. GENERAL CONDITIONS

1. The number of members on each sub-committee shall be laid down within their terms of reference and those members that are not members of the Main Committee shall be elected at the A.G.M. The term of office for those serving on sub-committees shall be 2 years.
2. Each meeting of a sub-committee shall be properly convened by the Chairman and adequate notice given.
3. The quorum for each sub-committee meeting must be at least $\frac{1}{2}$ of the membership of the sub-committee.
4. Notes shall be taken of the decisions or recommendations made at each sub-committee meeting and a report presented to the next meeting of the Main Committee.

B. PROVISIONS ATTACHING TO DELEGATION

1. All delegated powers and duties shall be exercised and performed on behalf of and in the name of the Whetstone Golf Club Main Committee.
2. Each sub-committee shall have the power to determine all matters within their terms of reference. Those matters associated with the work of a sub-committee but falling outside its terms of reference may be recommended to the Main Committee for approval.

TERMS OF REFERENCE OF SUB-COMMITTEES

COMPETITIONS AND HANDICAPS SUB-COMMITTEE

1. MEMBERSHIP (10)

Chairman of the Sub-Committee
Competitions Secretary
Handicap Secretary
Ladies Competition Secretary
4 Competition Assistants

2. TERMS OF REFERENCE

- (a) As required, and in consultation with the Main Committee, to make arrangements for competitions within its remit.
- (b) To prepare, and keep up to date, a schedule of competitions within its remit for adoption by the Main Committee on an annual basis. Any subsequent changes to the schedule to be dealt with by the Sub-Committee and recommended to the Main Committee.
- (c) To apply the powers and obligations as defined in Rule 33 of the Rules of Golf.
- (d) To maintain handicaps, record all competition winners, purchase all prizes and ensure these are awarded at the Presentation Evenings.
- (e) To decide upon prizes for all competitions and make all arrangements for the Presentation Evenings held during the year.
- (f) Liaison with the Ladies, Juniors and Seniors Sections with regard to competitions.
- (h) To appoint, where appropriate, referees for all competition finals within its remit.
- (i) To review, where necessary, the Competition Rules and Local Rules and make recommendations to the main Committee where appropriate.

TERMS OF REFERENCE OF SUB-COMMITTEES

SENIORS SUB-COMMITTEE

1. MEMBERSHIP (11)

Captain of the Seniors Section
Vice-Captain of the Seniors Section
Seniors Secretary
Seniors Treasurer
Seniors Fixtures Secretary
Seniors Immediate Past Captain
5 Senior Committee Members

2. TERMS OF REFERENCE

- (a) To administer seniors' competitions in compliance with the Club's overall Competition Rules and in liason with the Competitions and Handicap Sub- Committee.
- (b) To arrange seniors competition fixtures with other clubs, having due regard for other inter-club or society matches organised.
- (c) To develop the Seniors Section of the Club and encourage participation in competition and social events.
- (d) To arrange social activities on behalf of the Seniors Section on a self financing basis.
- (e) To levy competition entry fees for seniors competitions to ensure that they are self financing, this being subject to the rules on income set by the Main Committee.
- (f) To oversee the balance on funds for the Seniors Section.

TERMS OF REFERENCE OF SUB-COMMITTEES

LADIES SUB-COMMITTEE

1. MEMBERSHIP (10)

Lady Captain
Lady Vice-Captain
Ladies Secretary
Ladies Treasurer
Handicap Secretary
Ladies Competitions Secretary
Ladies Assistant Competitions Secretary
Ladies Immediate Past Captain
2 Committee Members

2. TERMS OF REFERENCE

- (a) To administer ladies and mixed competitions in compliance with the Club's overall Competition Rules and in liason with the Competitions and Handicap Sub- Committee.
- (b) To arrange ladies competition fixtures with other clubs, having due regard for other inter-club or society matches organised.
- (c) To develop the Ladies Section of the Club, consider correspondance received and encourage participation in competition and social events.
- (d) To arrange social activities on behalf of the Ladies Section or the club as a whole on a self financing basis.
- (e) To levy competition entry fees for ladies competitions and mixed competitions and ensure that they are self financing, this being subject to the rules on income set by the Main Committee.
- (f) To oversee the balance on funds for the Ladies Section.
- (g) To be responsible for the implementation of rules and requirements laid down by England Golf.
- (h) To administer Ladies handicaps in accordance with England Golf and CONGU Rules.
- (i) As appropriate, to make recommendations to the Main Committee on issues falling outside the terms of reference of this Sub-Committee.

TERMS OF REFERENCE OF SUB-COMMITTEES

JUNIORS SUB-COMMITTEE

In the event of a Junior Sub-Committee being formed, otherwise Junior Organiser shall act in the best interest of the Junior Section, liaising with Management.

1. MEMBERSHIP (4)

Junior Organiser (Chairman)
Captain of the Junior Section
Juniors Assistant
Juniors Assistant

2. TERMS OF REFERENCE

- (a) To organise all junior competitions
- (b) To organise and oversee all junior league or friendly matches.
- (c) To administer, and be responsible for, the financial accounts of the junior section – this to include the submission of annual accounts to the Main Committee for inclusion in papers submitted to the AGM
- (d) To organise events and activities for juniors during school holidays
- (e) To organise any Junior Open held at the club
- (f) To liaise with the County Junior Organisers and to generally promote junior golf at the club
- (g) To engage with the parents of juniors at the club
- (h) To encourage and champion child protection at the club

TERMS OF REFERENCE OF SUB-COMMITTEES

DISCIPLINARY REGISTER

1. MEMBERSHIP (Pool of upto 12 Persons, Min 8)

Club Secretary (1)
 Investigation Officer (1)
 Disciplinary Panel (3)
 Appeal Panel (3)

(No one person shall hold multiple roles in any single Disciplinary Matter)

2. TERMS OF REFERENCE

- (a) To independantly investigate any complaint received by the Main Committee, when requested to do so.
- (b) To liaise with Main Committee as to the progress and outcome of any such Investigation.
- (c) To organise a Disciplinary Panel of 3 suitable persons and oversee a full Disciplinary Hearing where deemed required,
- (d) To liaise with Management and Main Committee as to the progress and Outcome of any such Hearing.
- (e) To organise an 'Appeal Panel' of 3 suitable persons and oversee a full Appeal Hearing where Complainant submits such an appeal.
- (f) To liaise with Management and Main Committee as to the progress and Outcome of any such Appeal.
- (g) To liaise with England Golf should the Complainant seek further clarification following the completion of the above processes.
- (h) The Register shall be maintained by the Club Secretary, with Volunteers sought at AGMs to maintain sufficient numbers. Members may apply confidentially to be on the register.
- (i) All conflicts of Interest shouldbe declared at the earliest opportunity in any disciplinary matter, Members of the register can withdraw at any time, in writing directly to the Club Secretary.

WHETSTONE GOLF CLUB

LOCAL RULES

1. OUT OF BOUNDS.

A ball is deemed to be out of bounds if it is

(a) beyond the white marker posts to the left of the 1st fairway (the out of bounds line extending from the flagpole to the first white post to the left of the fairway).

(b) on or beyond the railway embankment beyond the white posts on the 2nd, 3rd, 4th, 14th and 15th holes.

(c) beyond the white posts to the left of the 16th fairway when playing the 16th and 17th holes.

(d) beyond any fence, hedge or wall surrounding the course.

2. WATER HAZARDS

Water hazards are marked by yellow stakes. All players must conform with Rule 26.

Lateral water hazards are marked by red stakes. All players must conform with Rules 26 and 1c.

All bridges are deemed to be outside the hazard and the perimeter of a water hazard does not extend directly underneath the bridge.

3. STAKED TREES

All players must drop clear of staked trees, within one club length of the point on the course nearest to where the ball lies which avoids interference (as defined), not nearer the hole (Rule 24-2b) Relief must be taken if stance or swing is impeded, this being without penalty.

Penalty for Breach: Match Play – loss of hole, Stroke Play two strokes

4. STONES IN BUNKERS

Stones in bunkers are moveable obstructions and may be moved without penalty (Rule 24).

5. GROUND UNDER REPAIR – PLAY PROHIBITED

Play from “ground under repair” is prohibited. If a player’s ball lies in an area designated as “ground under repair” or if such an area interferes with the player’s stance or the area of his intended swing, the player must take relief under Rule 25-1.

Penalty for Breach: Match Play – loss of hole, Stroke Play two strokes

6 WINTER RULES (Rule only applies when “Winter Rules” are in operation).

A ball lying in the rough (but not in a hazard) embedded in its own pitch-mark, may be lifted, cleaned and dropped without penalty, as near as possible to the spot where it lay but not nearer the hole.

A ball lying on a closely mown area through the green may be lifted without penalty and cleaned. Before lifting the ball the player must mark its position. Having lifted the ball it must be replaced on a spot within six inches of and not nearer the hole than where it originally lay. A player may only lift the ball once and it is in play once replaced.

“Relief may be taken where the player’s ball is on the green or temporary green and lies on or near an aeration hole”.

7. DISTANCE MEASURING DEVICES

A player may obtain distance information by using a device that measures distance only.

If, during a stipulated round, a player uses a distance-measuring device that is designed to gauge or measure other conditions that might affect his play (e.g. gradient, wind speed, temperature, etc.), the player is in breach of Rule 14-3, for which the penalty is disqualification, regardless of whether any such additional function is actually used.”

WHETSTONE GOLF CLUB

BYE-LAWS

These Byelaws are enforceable by the Management and not the Main Committee. Management may vary byelaws at their discretion.

1. DRESS STANDARDS ON THE COURSE

Dress standards on the course must be upheld. Players on the course must wear shirts with a collar or a polo neck shirt or pullover. Tailored or dress shorts are allowed but must be worn in conjunction with white socks. Collar-less shirts, singlets, jeans, tracksuits and trousers which are tucked into socks are not allowed on the course. Shirts must be tucked into trousers at all times.

2. DRESS STANDARDS IN THE CLUB-HOUSE

Dress standards in the Clubhouse must be upheld. No hats, spiked shoes or waterproofs are allowed to be worn in the lounge area.

3. CHILDREN

Children under 8 years of age who are not Junior Members are not allowed on the course or putting green unless sanctioned by the management.

4. NOTICES

No notice of any sort shall be posted or exhibited anywhere on the Club's premises without prior approval of the Management or an Officer of the Club.

5. EMPLOYEES AND MEMBERS OF COMMITTEES

Under no circumstances should an employee of the Club or member of the Main Committee or any Sub-Committee be verbally abused by a member or vice-versa. The Main Committee reserve the right to take action against members who contravene this. The procedure for complaints is as laid down in 15 of the Constitution.

6. DOGS

No dogs will be allowed in the Clubhouse or on the course.

WHETSTONE GOLF CLUB

COMPETITION RULES AND PROCEDURES

A. RULES

1. (a) The relevant organising committee shall lay down the conditions under which a competition is to be played, (Rule 33-1).
(b) All finals **MUST** be refereed and finalists should contact the Chairman of the relevant organising committee to arrange a referee at least 7 days prior to the final taking place. In a final, the referee's decision shall be final, (Rule 34-2).
(c) In the absence of a referee, any dispute or doubtful point on the Rules shall be referred to the relevant organising committee, whose decision shall be final, (Rule 34-3).
2. Competitors failing to turn up to play in any competition entered shall be liable to pay the entrance fee for that competition prior to playing in another and may receive a 3 competition ban.
3. All competition fees must be paid before play commences. For knock-out competitions entrance fees should be paid prior to the draw.
4. Any competitor, in a competition, who leaves the course prior to the completion of his/her round without justifiable cause shall be suspended from the next two competitions. Such a competitor may appeal, in writing, against suspension. The appeal will be heard by three members of the organising committee running the competition.

B. PROCEDURES

1. The official entry sheet for each competition shall be displayed at least 4 weeks before the competition.
2. The official start sheet incorporating tee-off times shall be displayed at least one week before the competition.
3. A player is only allowed to put his/her own name on a competition entry sheet. Any player placing his/her name on a competition entry sheet may himself/herself remove it prior to the competition draw taking place. Once the draw has been made and the player allocated a tee-off time on the start sheet, alterations can then only be made by the Handicap Secretary. Competitors with alterations should contact him before 6pm on the day prior to the competition. It is not acceptable to leave messages at the golf club.