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1. Management Committee

1.1 The management committee shall consist of the President, Chairman, Men's, Ladies Captain and Vice-Captain's, General Secretary, Assistant General Secretary, Treasurer. Other committee officers may be invited to attend meetings as and when required.

1.2 The committee shall have the power to make, alter and repeal the byelaws of the club, providing that no byelaw shall be made which is in conflict with the club rules.

1.3 The affairs of the club, except in these matters reserved under the rules for the club in the Annual General Meeting (AGM), shall be wholly managed by the Management Committee.

1.4 The number to form a quorum shall be five, including the Chairman and General Secretary or their deputies.

1.5 Members shall not be eligible for election to the Management Committee until they have been a full member for a period of twelve months.

1.6 At the AGM the elected officers and committee shall retire but shall be eligible for re-election, in case there is insufficient number of candidates nominated for election the committee may elect a full member.

1.7 A president (not necessarily a member) shall be invited by the management committee to be president for a period not exceeding three years. The same person shall not be precluded from being invited to serve a subsequent term of office.

1.8 A captain and vice-captain for the ensuing year shall be elected at the annual general meeting.

2. Membership

2.1 All applications for membership shall be made on official application forms. The club Captain will interview all prospective members and will forward their recommendation of the proposed new member to the management committee who has the power to refuse membership without assigning reasons.

2.2 A newly elected member shall not be entitled to any privileges of membership until subscriptions and entrance fees have been paid, these fees are decided by the management committee and displayed on the club notice board.

2.3 The management committee has the power to elect, or not all classes of members, including but not restricted to: Full, Honorary life, Life, Intermediate, Junior, 4 day, social or full time educational.

2.4 Honorary life, Intermediate, Junior, 4 day or social or full time educational have no voting rights. All other member shall be entitled to vote at all General Meetings and in all elections.

2.5 Members wishing to transfer class of membership shall do so in writing to the general secretary. A junior member shall be automatically transferred to intermediate membership at 18 years, intermediate members shall be automatically transferred to full membership at 21 years of age.

2.6 Members wishing to resign from the club shall give notice in writing to the general secretary but shall remain liable for subscriptions due and unpaid at the date of resignation.

2.7 Any member whose subscriptions are unpaid by the 30th April shall not be entitled to exercise or enjoy any privileges of membership and the management committee shall have the power to cancel such membership.

2.8 Existing members do not have an automatic right to remain a member when the annual renewal for membership subscriptions become due, this includes renting of the club's lockers for members and non-members. The management committee who has the power to refuse membership to both new and existing members without assigning reasons.

3. Subscriptions

3.1 The entrance fees and subscriptions payable by members shall be such as the management committee shall prescribe

3.2 All subscriptions shall be due on the 1st April in each year

4. Club funds

The management committee, in addition to the powers specifically conferred on it by the rules, shall have the control of the finances of the club, power to engage, control and dismiss the club staff, and all such administrative powers as may be necessary for properly carrying out the objectives of the club in accordance with these rules.

5. Disciplinary & Complaints Procedure

5.1 All members must obey the club rules and to conduct themselves in a way as not to bring the club into disrepute

5.3 Any members having occasion to make a complaint should do so in writing to the club general secretary who shall acknowledge receipt within 7 days. Minor complaints should be dealt with personally by the general secretary. Complaints on the conduct of members shall be forwarded to the disciplinary committee.

5.4 On receiving a written complaint, the disciplinary committee will (a) inform the alleged offender(s) of the substance of the complaint; carry out a thorough investigation of the alleged complaint within 14 days; and (c) write to the alleged offender(s) to arrange a disciplinary hearing, setting out the nature of the complaint and giving 7 days' notice of the date of attendance, two dates should be offered. The alleged offender(s) shall be entitled to bring along a friend or representative.

5.5 The disciplinary committee will forward its recommendations to the management committee who will make the final decision on any disciplinary action to be taken. The decision of the management committee is final. The alleged offender(s) will be notified of the outcome in writing.

5.6 The Trustees must approve all correspondence before being issued by the club.

6. Meetings

6.1 All meetings shall be conducted in accordance with the standing order (see standing order sections) and have their proceedings recorded in the form of minutes. The annual general meeting (AGM) shall be held at a time decided by the committee but will be after the accounts have been published and before the end of March of each year, a notice of the time, date and venue of the meetings shall be posted on the notice board at least 28 days before hand.

6.2 The business of the AGM will be decided by the management committee but shall include: Report of the management committee, Presentation of the audited accounts and the election of a Chairman, General Secretary, Assistant General Secretary and Treasurer

6.3 Notices of a motion to add too or amend the rules or to transact business by the committee or a member must be in received by the general secretary 21 days before the AGM in order that it may appear on the notice board at least 14 days prior AGM. The general secretary will post such motions on the notice board with the notices of and be an item on the agenda of that meeting.

6.4 A special general meeting shall be called on a written requisition from a full member containing a motion, to be proposed, signed and supported by at least 12 full members.

6.5 Such a meeting is to be held within 21 days after the receipt of the requisition by the general secretary. Notice of the meeting and a copy of the motion to be exhibited in the clubhouse at least 14 days prior to the meeting and no amendments or other business transacted. All matters to be first submitted to the management committee before a special general meeting called. A special general meeting may also be called upon the direction of the management committee at any time giving not less than 7 days' notice.

6.6 Motions in respect of alterations or additions to the club rules and motions of special general meetings shall not be deemed to have been successful unless carried by a majority of not less than two-thirds of the votes at such meetings.

6.7 Matters agreed at the annual general meeting and special general meetings to have immediate effect.

6.8 The ladies AGM will be held before the clubs AGM, the business shall be to elect officers and committee and to administer the activities of the section. Notice of a motion for this meeting must be in possession of the ladies secretary at least 21 days prior to the AGM and posted on the notice board at least 14 days prior to the meeting. Notice of amendments must be in possession of the ladies secretary at least 21 days prior to the AGM and posted on the notices board with the motion at least 14 days prior to the annual general meeting and to be included as an item on the agenda. A general meeting may proceed to business if 25 members or 25% of the members are present within 30 minutes after the time fixed for the meeting.

7. Quorums

7.1 Any subsequent general meeting, at least 25 full members

7.2 Derby Golf Club AGM, at least 15 full members

7.3 Derby Golf Club committee, at least 5 full members

7.4 Ladies AGM, at least 5 full members or 25% of the membership

7.5 Ladies section committee, at least 5 full members or 25% of the membership

8. Trustees

8.1 The property of the club shall be vested in trustees who shall be appointed by the management committee and the property of the club shall be vested in them to be dealt with by them as the committee may from time to time direct by resolution (of which an entry in the minute book shall be conclusive evidence)

8.2 The trustees shall be indemnified against risk and expense out of the club property. The trustees shall hold office until death or resignation or until removal from office by the management committee. Where by reason of such death, resignation or removal it is necessary that a new trustee or trustees be appointed, the management committee shall nominate the person or persons to be appointed as the new trustee or trustees. For the purpose of giving effect to such nomination the president is now nominated as the person to appoint new trustees of the club within the meaning of the trustee act 1915, section 36, and shall be by deed appoint the person or persons so nominated by the management committee.

9. Winding up the club

9.1 Any motion to wind up the club shall require a two-thirds majority of those members voting at the extraordinary general meeting called for that purpose

9.2 In the event of a winding up the management committee shall sell the assets and discharge the club's liabilities.

9.3 Should there be a surplus; the surplus shall be distributed between the participating membership as recorded on the register of members on the date of the extraordinary general meeting at which the winding resolution was passed in the same proportion as their annual subscriptions has to the total membership subscriptions.

9.4 In the event that a sale of the club's assets taken together with any cash funds of the club is insufficient to meet the clubs liabilities in full, the participating members shall contribute to such shortfall in the same proportion as a surplus would have been distributed under rule 9.3. Any disputes arising out of, or not covered by these rules shall be submitted to the management committee whose decision shall be final.

10. Byelaws - General

All notices displayed on the premises must be signed by the general secretary or assistant general secretary.

Any loss or damage to the club property shall be made good at the expense of the person or persons responsible.

The management committee shall have the power to elect persons to the following classes of membership.

Full member. A full member of the club must have paid their annual subscription before playing in any official club competitions and will be subject to the club rules.

Honorary Life member. Any member by invitation of the management committee.

Honorary Life members will enjoy all the rights and privileges of full members in perpetuity.

Honorary member. Any person by invitation of the management committee, honorary members may not play in club competitions.

Junior members. Any person under the age of 18 years, when reaching 18 the member will automatically be transferred to intermediate

Intermediate members. Any member between 18 and 21, when reaching 21 the member will automatically be transferred to full membership.

4 day membership. Any person can become a 4 day member but is restricted to playing in Competitions on those days

Social members. Any person can become a social member.

All types of members are subject to the acceptance of the clubs committee.

11. Standing orders

A. Timing of meeting

- a) Ordinary meetings shall normally be held monthly, the date of these meeting shall be given to all committee members present at the previous meeting.

B. Order of business

- a) An agenda shall be prepared by the committee chairman and secretary.
- b) When all itemised business has been completed, any other business may be introduced for the consideration of the meeting
- c) Motions may not arise out of 'any other business'

C. Chairman

- a) The club chairman shall chair all annual general, special general and management meetings.
- b) In the absence of the club chairman. The club captain or an elected member of the management committee shall take the chair. Sub-committees and section committees shall elect their own chairman from the members of committee. The chairman so elected shall be a full member.

D. Auditors

The auditors shall be appointed annually by the club and shall be professionally qualified and separate from the club.

E. Speakers

- a) All speakers shall address the meeting through the chair and not speak until the chairman of the meeting has given recognition
- b) The mover of a motion shall be given the right to introduce the motion and the right to reply after all others have spoken. No further speakers shall be allowed after the mover has replied.
- c) The mover of an amendment shall give the same rights as the original motion with respect to the amendment.
- d) Members wishing to raise points of order or explanation must not stray away from the point.

F. Interruptions

Any member, who interrupts, uses abusive language or disrupts the meeting in any way and refuses to obey when called to order, shall be expelled from the meeting and only allowed back at the chairman's discretion.

G. Motions and amendments

- a) The first proposition on any subject is the original motion and all succeeding propositions on this subject are amendments
- b) When an amendment is moved, no further amendment shall be discussed until the first amendment is disposed of.
- c) Notice of any further amendment is put to the vote
- d) If any amendment is carried, it displaces the original motion and becomes the subsequent motion
- e) Any subsequent amendment cannot cover any proceeding amendment previously rejected.
- f) Any amendment shall only alter or amend the original motion. It cannot negate or substantially alter it.

- g) After the vote on each succeeding amendment has been taken, the surviving altered proposition shall be put to the vote, as the main proposal if carried it becomes a resolution of the meeting.

H. [Voting](#)

- a) Voting shall be by show of hands or ballot at the chairman's discretion
- b) The club chairman, when in the chair, shall not vote on any question unless the
- c) Votes cast are equal. When he shall have the casting vote
- d) Any other individual chairing a meeting shall return their personal vote in addition to the casting vote. The personal vote must be cast before the result is declared

I. [Rescinding a resolution](#)

No resolution shall be rescinded or amended at the same meeting at which it was passed

J. [Minutes](#)

All section committees shall keep minutes of all their meetings and present them for consideration to the management committee

K. [Alterations to standing orders](#)

Alterations to standing orders can only be made by a two-thirds majority at a general management meeting.