

Byelaws of Longcliffe Golf Club Limited

1. General

- a) These Byelaws are to support the administration of the Club and are to be read in conjunction with the Articles of Association. They are under the control of the Directors of the Club.
- b) The name of the club is Longcliffe Golf Club Limited
- c) The clubhouse and premises of the club shall be at Longcliffe Golf Club Ltd, Snells Nook Lane, Nanpantan, Loughborough or at such other address as the Club may in General Meeting determine.
- d) The objects of the Club are the playing and encouragement of the game of golf and such other games as the Club may in General Meeting determine and the promotion of social intercourse between members.
- e) The Rules of Golf in force shall be those approved by the Royal and Ancient Golf Club of St. Andrews, Scotland and the United States Golf Association together with any special local rules from time to time published by the Longcliffe Golf Club Limited board.
- f) The Club is a non-profit making company. All profit and surpluses will be used to maintain or improve the club's facilities. No profit or surplus will be distributed other than to another non-profit making body or to members on winding up or dissolution of the club.

2. Categories of Membership

There shall be the following categories of membership:

- a) Ordinary (playing) Members - The Board may from time to time constitute different categories of ordinary members based on a member's age, studentship, residence away from the locality or on any restriction placed on the days on which he may play or on any other proper basis. These categories of membership are further subdivided into the following:
 - i) Members who have full voting rights are those members over the age of 18 who pay either a five, six or seven day membership subscription as well as all Honorary members.
 - ii) Members who will not be entitled to vote at General Meetings include those under the age of 18, Country members, Flexi-members and Students.
- b) Honorary Members - The Club may in General Meeting on the recommendation of the Board elect any person who has rendered outstanding service to the Club to be an Honorary Member of the Club of any class or category and thereafter such

person subject to Rule 8 (Disciplinary) during his life shall be a member of the Club of that class or category without payment of any subscriptions or fees. Honorary members will be entitled to vote.

- c) Temporary Members - The Board may elect persons temporarily residing in the district for any period not exceeding three months subject to payment in advance of a subscription determined by the Board. A temporary member shall not, without the authority of the Board, introduce any visitor or take part in any competition and shall not have any vote at any General Meeting.
- d) Non-playing Members - Ordinary members of the Club wishing to enjoy the privileges of membership except that of playing golf may transfer to non-playing membership; there will be a nominal annual subscription charge for this membership category. Such members shall have no vote at any General Meeting, however, the member will retain the benefits of the bar card and clubhouse facilities. Should they wish to return to a playing membership category within five years of switching to non-playing status, no additional joining fee will be charged.
- e) Selective House Members - Persons, not having been Ordinary members, desiring to use the facilities of the Club House may apply for Selective House Membership and on election shall have the privileges of membership except that of playing golf. They shall have no vote at any General Meeting.

3. Subscriptions

The subscriptions for the categories of membership shall be fixed at a Special General Meeting and in accordance with the Articles of Association (except those fixed by the Directors under Section 2 of these Byelaws). A simple majority of the members voting is required and any rate then or thereafter determined shall continue until it has been changed in like manner.

If at a General Meeting the recommendations for subscriptions for the following year are not approved then the subscriptions for the previous year shall carry forward until such time as they are changed by a vote at a General Meeting. The due date for payment of subscriptions will remain the same.

Details regarding the payment of subscriptions are contained in the Membership and Subscriptions Policy which has been approved by the Directors.

4. Entrance Fee

The Entrance Fee, which may be different for any class or category of member, shall be such sum as shall from time to time be determined by the Board who may at their discretion vary

or remit the sum in any particular case or allow its payment to be spread over a period or suspend the requirement for a stated period.

5. Election of Members

a) Proposer and Seconded

Each candidate for membership should complete an application form and must be proposed by one ordinary member of not less than three years standing as a member and who is not less than twenty-one years of age and seconded by another ordinary member of like standing and age. Should a candidate wish to make application without having a proposer or seconder, a letter of recommendation from a previous golf club may be considered.

b) Notice of Application

The name, address and description of each candidate and the class or category of his intended membership together with the names of the proposer and seconder shall be filed or recorded by the General Manager and that information which the club are permitted to share will be posted in the form of a notice on the Club Notice Boards for a minimum period of 21 days. If any member of the Club so desires, he may during that period lodge in writing to the General Manager an objection to the candidate's election.

c) Election to Membership

Election shall be by the Board on the recommendation of the General Manager and following no objections having been received from the membership. Each candidate shall be subject to ballot by the Board and no candidate shall be elected unless at least three-fourths of the votes cast on his election are cast in his favour.

d) Access to membership

The Board may from time to time resolve that any class or category of members is for the time being closed and may thereafter resolve that it is open. Every such resolution shall be posted on the Notice Boards in the Club House. Whilst any class or category of member remains closed the proposal for the election of any candidate thereto shall be held in abeyance until such time as that category is declared open.

e) Admission to membership

After a new member has been elected, the General Manager shall give him notice of his election, send him a copy of the Articles and Byelaws of the Club, and request him to submit his subscription and entrance fee, if any, within twenty-eight days. Upon his paying the same within the time he shall then be admitted to membership, but if he fails to do so his election as a member shall be void.

6. Register of Members

The General Manager shall maintain a Register of the names and addresses of all members. If a member changes his address he shall notify the General Manager in writing of such and the Register shall be amended accordingly. Any notice sent by post to a member addressed to him at his registered address shall be deemed to have been received by him on the day when in the ordinary course of post it would have reached its destination.

7. Election of Presidents, Captains and Vice-Captains

The election of the honorary officers of the club shall be subject to the procedure laid out in Section 23 of the club's Articles of Association. For Lady Members only, there shall be an Annual Meeting of the Lady members of the Club to nominate their candidates for Ladies' Captain and Ladies' Vice-Captain. Such nominations shall be submitted to the Board of Directors for ratification and given to the General Manager not less than seven days before the date of the Annual General Meeting at which the election is to be held and forthwith posted on the Club Notice Boards and remain there until that meeting.

The elected honorary officers of the club shall come together and form the Captains' Committee together with one nominated Director from the Board. This committee shall assume responsibility for disciplinary matters and any other such responsibility as deemed appropriate by the board. They should meet regularly as determined by the needs of the club and require at least two members to be present to be quorate.

For Captains and Presidents undertaking their duties after the date of the Annual General Meeting in December 2022, they will be provided with and will be required to wear on official occasions jackets of the following colours; Mens' Captain will be green, Ladies' Captain will be Navy Blue and the President will be Burgundy. For any jackets provided to / purchased by Captains or Presidents prior to the December 2022 AGM, the provided / purchased jacket colour is acceptable.

8. Disciplinary Procedure

It is the responsibility of Club members to report immediately any improper conduct or offensive behaviour to the General Manager. The Directors of the Club, or any body or committee approved by them, will undertake to investigate any such allegation promptly and recommend actions to be taken based on the findings of that investigation. These actions, which the Directors may take, could lead to the suspension or termination of membership, depending on the conclusion of the investigatory process.

The full process is contained in the Disciplinary Procedures Policy which has been approved

by the Directors.

9. Visitors

- a) Every member shall be allowed to introduce visitors subject to such regulations as shall be made from time to time by the Board and every such visitor shall be considered the guest of and be accompanied by the member introducing him.
- b) No person shall be introduced by a member as a visitor into the Club who shall have resigned or ultimately been expelled from membership as a result of a disciplinary process or whose conduct or presence in the Club premises shall be considered by the Board objectionable or prejudicial to the interests of the Club.
- c) Subject to any restrictions which may from time to time be imposed by the Board, the following persons shall be entitled to admission to the Clubhouse and purchase intoxicating liquor for consumption on and off the premises:
 - i) Members of the Club and their guests.
 - ii) Employees of the Club and their guests.
 - iii) Visiting golfers and their guests.
 - iv) Persons taking meals at the Club premises.
 - v) Persons attending any function at the Club premises in whatever capacity.

10. Complaints

All complaints shall be made in writing to the General Manager who, if he is unable to deal with them, shall submit them to the Board whose decision shall be final. In no circumstances shall any employee of the Club be reprimanded directly by a member.

11. Exclusion of Liability

Neither the Club nor any Board Director thereof shall be liable to any member or the guest of any member or any visitor for any loss or damage to any property occurring from whatever cause in or about the Club, the Course and premises nor for any injury sustained by any member, guest or visitor whilst on or entering or leaving the same. A notice to this effect shall at all times be displayed in a prominent position on the Club premises.

12. Amendment of Byelaws and Articles of Association

These Byelaws may be added to, repealed, or amended by the Directors if they consider it

necessary or expedient or convenient for the proper conduct and management of the Company. The exception to this is changes to subscriptions (Clause 3) which does require an ordinary resolution putting to the members and a simple majority to be approved. Changes to the Articles of Association may be amended by resolution at any Annual or Special General Meeting provided that at such meeting there are present a quorum of fifteen members entitled to vote and that no such resolution shall be deemed to have been passed unless it is carried by a majority of 75% of the eligible vote by the members voting thereon by ballot.

13. **Animals**

No dogs or other animals shall be brought into the Club House or taken on the Course with the exception of Registered Guide Dogs and the like.

14. **Code of Conduct**

This Code of Conduct is designed in the light of experience to enhance the values of our club and to ensure that all members and their guests enjoy the game of golf in a pleasant and friendly environment. It is expected that LGC members will positively and continually support this Code of Conduct at all times and in all contexts, including meetings, events and in dealing with Staff and Club Members.

All Club Members, Staff and Visitors have the right to be treated with dignity and respect at all times. Longcliffe Golf Club deplores all forms of bullying or harassment and inappropriate behaviour towards, and by, Club Members, Employees and Visitors. In particular, we do not condone nor accept any form of bullying or harassment and particularly on account of gender, religion, race, age, sexual orientation or disability.

The following guidelines are intended to provide Members and non-members with a common sense approach to conducting themselves while using club facilities.

On the course:

- Dress code on the course should comply with the Club Dress Code Policy.
- The club has adopted and endorses the principles of Ready Golf.
- Play should be prompt, timely and continuous without delay.
- Play should be with regard to the safety of others.
- Do not play until the game in front is out of range.
- Players searching for a ball should signal the game behind to play through as soon as it becomes apparent that the ball will not be easily found.
- Before leaving a bunker, players should carefully rake the surface filling in holes.
- All divots must be carefully replaced.
- Any damage to the putting green made by a ball or the player should be carefully repaired.

- When play at a hole is complete players should immediately leave the green.
- A single player has equal standing on the course.
- If a match fails to keep its place on the course and loses more than one clear hole on the game in front it should allow the game following to play through.
- As a courtesy, competition games should be allowed to play through.

In the clubhouse:

- Members are responsible for their visitors conduct.
- Golf equipment and footwear must not be taken into the clubhouse.
- Members may not reprimand any employee of the club. All complaints should be made in writing to the General Manager.
- The club's dress code should be adhered to in the clubhouse (see Club Dress Code Policy).

15. **Course Presentation**

The Club's Board of Directors together with the Greens Staff has produced a Course Policy Document which is available via the Members Hub. The purpose of this document is to set out all matters relating to golf course preparation and maintenance including the wider golfing environment. The document is intended to ensure that a clear and consistent maintenance and development strategy is implemented for the long term benefits of the golf course.

16. **Competitions and Handicapping**

The administration of Club competitions and handicapping is the responsibility of the Director of Golf Operations and which is managed via a Competitions and Handicaps sub-committee. Over the years, considerable effort has gone in to the development of the "Mens' Competition and Handicaps Guidance Policy" which is a working document and is owned by the sub-committee. Careful consideration should be made before any changes are made to this document as it provides guidance to both the present and future sub-committees. Similarly, both the Ladies and Seniors sections have developed their own guidance policies which broadly align with the above but do contain some differences which reflect their individual circumstances.

Reference: **Men's Competitions and Handicaps Guidance Policy** document.

Amendments to the Bye-laws in 2021;

- Title; Longcliffe Golf Club Limited is no longer pending and the word 'pending' has been removed.
- Section 7; Introduction of the standardization of jacket colours for Captains and Presidents.
- Section 12; Alignment of the text to the Articles.

- Section 13; Guide dogs are permitted in the clubhouse.

Amendments to the Bye-laws in 2023;

- The position of Secretary has now been replaced by General Manager and references to the former have been updated.
- Section 2(d) Non-playing membership - criteria have been revised and updated.
- Section 4 Entrance Fees – the statement “If a person who was a former member is re-elected to membership, no additional Entrance Fee will be payable.” has been removed.
- Section 5 Election of Members – election process has been revised and updated.