

Linlithgow Golf Club Constitution

General

1. The Club will be called Linlithgow Golf Club and shall be a non-profit making body dedicated to the supply of sporting services.
2. The object of the Club will be to promote the game of golf.
3. The Club shall at all times actively promote and take into consideration the principles of equality of opportunity.
4. Membership of the Club will consist of Ordinary, Senior, Five-Day, Youth, Student, Junior, Beginner, Country, Associate, Honorary, Life and Temporary Members as may from time to time be elected or admitted under the constitution. Life Members will have the same rights as Ordinary Members.
5. The Business and Affairs of the Club will be under the management of a Council of Management (hereinafter referred to as 'The Council') elected by Voting Members at a General Meeting. Youth, Student, Junior, Beginner, Associate and Temporary Members have no voice or vote in the affairs of the Club.
6. The property, Effects and Monies of the Club shall belong to the Voting Members during Membership in proportion to the amounts of their annual subscriptions, but the rights and interests of the each member will be personal and will expire with his or her membership and will not be assignable or pass to his or her heirs or executors. Other classes of membership will have no right or interest in the property of the Club. No profits or surpluses will at any time be distributed to members. If, upon the winding up or dissolution of the Club there remains, after satisfaction of all its debts and liabilities, any property whatsoever, the same shall be given or transferred to some other organisation or organisations having objects similar to the objects of the Club. Such organisation or organisations will be determined by the members of the Club by a resolution passed at a General Meeting at or before the time of dissolution and insofar as effect cannot be given to such provision then to some charitable object. All profits or surpluses generated by Club activities shall be devoted to maintenance or improvement of Club facilities.

Membership

7. Application for membership must be made by fully completing an Application Form which must be countersigned by two Voting members to whom the applicant is known. In the event that a waiting list is in operation, the names and addresses of the persons proposed shall be displayed in a conspicuous place in the Club Premises for at least one week. The application then requires approval by a majority of Council Members and, provided approval is granted, the applicant will either have his/her name placed on the waiting list. Any person whose name has been on the waiting list for a number of years may have to undergo the vetting process again.

8. The Council may from time to time limit the number of places in any class of membership. The maximum number in any class will be decided at a General Meeting. The number of Voting Members shall at all times exceed the total number of members in all other classes.
9. Any Ordinary or Five-Day member who having held continuous membership for at least twenty years and having attained at least the statutory retirement age by the first of January, may apply for Senior Membership.
10. Beginners will be eligible to join from the age of 5 years until they are eligible to become junior Members. Junior Members will be eligible for membership once they have entered Primary Seven or attained the age of 11 years as of the first of January and must be under eighteen years of age. The conditions under which they may use the Course and Clubhouse will be regulated by Council. On attaining 18 years of age they will cease to be Junior Members and will qualify for Youth membership until they reach an age to be determined from time to time by the Council. Youth members who are engaged in full time education will be eligible for a reduced Youth/Student membership subscription. On becoming an Ordinary or an ex Junior/Youth member will be entitled to a 25% reduction in any Entry Fee for each complete year of membership to date. Youth Members attaining the maximum age for the category as at first January will have a preference for membership as Ordinary Members over the other applicants on the waiting list.
On attaining a handicap of 18 or less, Junior Members may opt at the discretion of Council to enter Club Competitions on payment of an additional fee.
11. An Honorary President and Honorary Member may be elected at any General Meeting of the Club by a majority of two thirds of those present and entitled to vote. Election as Honorary Member will be in recognition of renown as a golfer or for services rendered to the Club or the game of golf.
12. The Wives, Husbands or Partners of Ordinary, and Senior Members as appropriate will be automatically classed as Social Members.
13. Temporary Membership may be conferred on persons given the courtesy of the course or to members of any Club taking part in any authorised competition or match. Membership will be valid for the day of the fixture only. The conditions under which Temporary Members may use the course may be altered by the Council at any time.
14. On election as an Ordinary, Senior, Five-Day, Youth, Junior, Beginner or Associate Member a period of fourteen days will be allowed for the payment of entry fees and subscriptions as may be in force at the time of the election.
15. Five-Day Members are restricted to playing on Monday to Friday only, although they may enter for Open competitions played at weekends.
16. Any Member wishing to resign must give written notice to the Secretary within fourteen days of the issue of Subscription Notices, failing which he/she will be liable for the Subscription for the ensuing year.
17. Ordinary, Senior, Five-Day, Youth, Student, Country member who transfers to Associate Membership may be re-elected to any membership category without a further payment of entry fee. They may however be required to re-join the established waiting list at the discretion of the Council.

18. If the conduct of any member is such as appears to the Council to endanger the order or interests of the Club, it shall be in the power of the Council, after calling on the member for an explanation, to suspend the member for such a period as the Council may determine but not beyond the next General Meeting of the Club. The Club shall have the power at any General Meeting, by a majority of those present and voting as determined by ballot to withdraw his or her membership.
- In the event of behaviour by any Member amounting to gross misconduct the Captain, Vice-Captain or Secretary shall have the authority to temporarily suspend a member with immediate effect until the next Council Meeting.
19. The Council may set an entry fee for any or all classes of membership, based on the extent of the waiting list in each category.
- The Entry Fee for Ordinary Membership will be determined and reviewed by the Council from time to time according to the local conditions and taking into account the status of the waiting list.
- Entry Fees for other classes of membership will be at a reduced percentage of the Ordinary Membership Entry Fee, the percentage for any class of membership being the same as that applied to determine the annual subscription for that same class of membership. There will be no entry fee for Beginners.
- Entry Fees will be restricted to 50% of the normal rate where:
- (i) In the case of an Ordinary or 5 Day Member, his or her Husband, Wife or Partner is also a Member.
 - (ii) In the case of a Junior/Youth Member, at least one parent is already a Voting Member.

Office Bearers

20. The Council will consist of a Captain, Vice-Captain, and 10 Ordinary, Five Day, Senior or Life Members who shall be elected at the Annual General Meeting. The Council will have the power to co-opt an Ordinary, Five Day, Senior or Life Member to replace any Member of the Council demitting office for any reason. On election, each Council Member will serve for two years, but thereafter they and any co-opted Member shall be eligible for re-election. The Captain may serve for a maximum of two consecutive years. In the interests of continuity the election of Members of Council shall be arranged that approximately one half of their number will retire annually.
21. The Council will manage the whole business and affairs of the Club. However, no Council Member shall rent or lease land to the Club; no Council Member shall be a relative, business partner or person acting under the direction of any person leasing or renting land to the Club; no Council Member shall be a relative, business partner or person acting under the direction of anyone associated with the Club who receives emoluments based on the turnover of any aspect of Club activity.
- The Council may make bye-laws so far as is consistent with the Constitution. All current bye-laws must be exhibited on the Club notice board.

22. The Council will appoint from their elected members Conveners for Finance, Clubhouse, Match, Greens, Seniors, Juniors, and Competition. The Captain and Vice-Captain will be ex-officio members of all appointed Committees. Each Convenor with the approval of the Council may appoint a sub-committee of not more than four Ordinary, Five Day, Senior, Life Members to manage their respective duties. These sub-committees will be appointed annually.
23. The Council will be responsible for appointing as paid employees of the Club a Professional, Bar Manager, Course Manager and Secretary, all of whom may be invited to attend Council Meetings as non-voting advisors to the Council. The Council will have powers to allocate the duties of the Secretary in whatsoever manner is considered best in the interest of the Club.
24. The Council will meet at least once in each month, 5 members to be a quorum. The Captain, whom failing the Vice-Captain or other members shall preside. The Chairman will have a deliberative and casting vote.

Meetings

25. The Annual General Meeting will be held as soon as practicable after the financial year end.
26. The Council will have power to call a Special General Meeting. A Special General Meeting may also be called at the written request of fifteen or more Voting Members.
27. Twenty one day's notice of any General Meeting must be given to all Members, such notice to appear on the Club Notice Board and twice in the local press. Notice of General Meetings will also be circulated to Voting Members by e-mail, newsletter, or other such suitable forms of communication. On the occasion of the Annual General Meeting suitable written notice must be given to all Voting Members. The terms of business to be discussed (Agenda) and any resolutions to be proposed must be stated in full on the club Notice Board prior to any General Meeting. Any other motion or counter motion must be lodged with the Secretary at least ten days prior to the meeting, as must nominations of members for election to the Council on the Occasion of the Annual General Meeting. The Proposer, Seconder or a nominated representative must be present a General Meeting to speak in support of any proposal, resolution, motion or amendment. Otherwise the said proposal etc. will be deemed to be withdrawn.
28. At any General Meeting, 40 voting members shall form a quorum. At any General Meeting, the Captain, whom failing the Vice-Captain or a member shall preside. The Chairman shall have a deliberative and a casting vote.

Administration

29. Correct books and accounts will be kept showing the financial affairs and intrusions of the Club and the Council will submit at the Annual General Meeting an annual account thereof for the past financial year. The span of the financial year will be decided at the General Meeting.
30. The Captain, Vice-Captain, Secretary and Finance Convener (or deputy) will be authorised to sign cheques on behalf of the Club, any two signatures being required.
31. The Secretary will be expected to conduct correspondence, to give notice of all meetings, to keep a minute book of Council Meetings and submit same at the next meeting for approval. The Secretary will also keep a register of members of the Club and a list of those waiting for

membership. The Secretary will also notify new members of their election and furnish them with copies of the Constitution of the Club.

32. The Council will have the powers to administer penalties on subscriptions not paid by the due date. The date will be set by Council and will be within two months of the AGM.
33. The Club, by a majority of the votes of Voting Members present, will have the power at any General Meeting to assess the whole membership for payment of a sum as may be necessary for liquidating the obligations or defraying the cost of any special projects of the Club.
34. The Captain, Vice-Captain and Secretary will be Trustees of the Club, each ceasing to be a Trustee on demitting office. The Trustees will execute all deeds for the Club and the whole property of the Club will be vested in them.
35. The Council will have the power to purchase heritable property in the names of the Trustees of the Club, provided that the heritable property is for the benefit of the members of the Club. The Council shall have the power to impose levies on the members of the Club for the purchase of heritable property.
36. The Council will have power to borrow whether upon the Security of the heritable or other property of the Club, or otherwise in the name of the Club, such sum or sums at such time or times and on such terms and conditions as the Council in their sole discretion may decide. The Council may authorise the execution and grant of such documents of debt, including standard securities, as may be required for any sums borrowed, which documents of debt when duly signed by the Trustees for the time being will be binding upon the Club and all its members.

Sale of Alcoholic Liquor

37. The supply of alcoholic liquor to the Club will be under control of the Council.
38. No member of the Council and no servant employed by the Club will have any personal interest in the sale of alcoholic liquor or in the profits arising from such sale.
39. No alcoholic liquor will be sold or supplied in the Club premises, or under the cartilage of the grounds owned and occupied by the Club, for consumption off the premises except to a member of the Club or to a person holding a licence for sale of such liquor.
40. No alcoholic liquor shall be sold or supplied to any person under eighteen years of age.
41. The hours during which alcoholic liquor may be sold or supplied within the Club, shall be in accordance with the current Licensing (Scotland) Acts.
42. Guests will not be supplied with alcoholic liquor in Club premises unless at the invitation and in the company of a Member, and the Member shall upon admission of such a guest to the Club premises enter his or her own name and the name and address of the guest in a book kept for the purpose, and which will show the date of each visit. No Member may introduce more than 10 guests at any one time. No guest may remain in the Clubhouse once the Member by whom they were introduced has left the premises.
43. This Constitution shall not be altered except at a General Meeting of the Club by a majority of Voting Members present.

Linlithgow Golf Club Rules and Bye Laws

General

1. Members will be expected to observe Course and Clubhouse etiquette at all times.
2. Notices, apart from those relating to Competitions, shall not be displayed in the Clubhouse or on the Course except by the authority of the Council/Secretary.
3. Membership tags must be displayed at all times.
4. Ordinary, Life, Five Day, Senior and Honorary members may introduce not more than three guests at a time to the Golf Course paying for each guest the sum fixed by the Council. No-one permanently resident in the area (i.e. within 50 mile radius) may play as a guest more than twice a month and a total of six days a year. Junior members may introduce guests at the discretion of the Secretary, Professional, or a Council Member.
5. All guests must obtain tickets from the Professional's Shop or duty Bar Person and display them while on the Course.
6. The Council shall be empowered to fix the fees to be charged to guests and temporary members and revise these without notice.
7. Players taking part in Club Competitions shall have priority over other matches.
8. The Competition Convener is responsible for all competitions held within the Club.
9. The Match Secretary is responsible for dealing with all Club team competitions (home and away) and Open scratch competitions.
10. The Course will be closed to members and visitors prior to the commencement of each Saturday and Sunday competition (times as per starting sheet).
11. No visitors or four-ball matches will be allowed on a Saturday or a Sunday on which there is a competition except at the discretion of the professional.
12. Junior members are not allowed to commence play before 3.00pm on Saturdays and Sundays, and after 4.15pm on weekdays, unless accompanied by an Adult Member. This applies to the official playing season only.
13. Ladies competitions (normally run on Tuesday and Thursday) and Junior competitions (normally on Friday or Sunday) will take precedence on the tee during the reserved period. The appropriate reserved times should be arranged with the Professional.
14. Matches of more than four balls are prohibited except in official competition play-offs sanctioned by the Secretary, Competition Convenor or Professional.

Dress Code

15. Players will be expected to conform to the required code of dress as published.

Clubhouse

16. Footwear which has been worn on the Course must not be worn in the Clubhouse other than in the designated locker-room areas.
17. Golf shoes and equipment must not be cleaned in the Clubhouse.

18. Golf equipment may only be left in the designated locker-room areas. No equipment may be left outside the lockers overnight. Any items left outside the lockers overnight are liable to be removed and a charge made for recovery. Items not claimed within one month may be disposed of.
19. Caddy Cars must be collapsed before entering the Clubhouse.
20. No person under the age of 18 years shall be permitted to play the Club's gaming machines or to purchase or consume alcohol under any circumstances.
21. Members must ensure that visitors to the Clubhouse are duly recorded in the visitor's book.

Competitions

Full details of Competition Rules and Regulations are displayed within the Clubhouse.

Starting Sheet Regulations

A computerised tee time reservation system is in operation and access is either via the computers in the clubhouse or pro shop or remotely via the internet. Details of the system and operating details will be contained in the 'Competition Rules and Regulations' document which is found on the LGC website and displayed in hard copy at the Gents competition notice board.

The following regulations covering the starting sheets are devised for the benefit of all members and should be adhered to at all times.

- a. Two times, per day, per member may be booked one week or less in advance for casual golf.
- b. One time, per day, per member may be booked one week or less in advance for Competition golf.
- c. Monthly Medal competitions are drawn and members may enter their own name and up to two others in the draw.
- d. All members must advise the professional on the day of a competition if they cannot play. Failure to do this may result in sanctions on future competitive play.

Application for Male Handicap

Members requiring a handicap should apply in the following manner.

- a. Play three full rounds with a club member who has a C.O.N.G.U. handicap, recording all scores.
- b. Mark all three cards 'FOR HANDICAP', date them, have them counter-signed and indicate which set of tees were used i.e. yellow or white.
- c. At least one card must be marked whilst playing from the white tees (it is not necessary to play in a medal competition).
- d. Place all three cards in an envelope clearly marked for the attention of Handicap Convenor and post in the Secretary's office.
- e. Inspect the handicap sheets some 7 – 10 days after submitting the cards.

Introduction of Playing Guests

Members shall have the privilege of introducing guests on payment of the appropriate charges.

Members introducing guests must play with them and pay the appropriate fees to the professional.

At times when the Professional is not available tickets will be available from the duty Bar person.

The same guest must not be introduced more than twice within one calendar month, and no more than six days in all during the year, irrespective of the number of members making the introduction. Guests' details are recorded on the Pro Shop computer system for reference.

Spot checks will be carried out by the Course Ranger to ensure that these rules are being observed.

Any member found to be in breach of these rules may be liable for suspension from membership of the Club.

Ladies Section

APPLICATION FOR AN LGA HANDICAP

- a. To obtain a handicap 3 full rounds must be completed and the cards countersigned by a player who has an official handicap.
- b. All 3 cards should be marked 'FOR HANDICAP' and dated
- c. Cards should be submitted to the Handicap Secretary.