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## **CYFANSODDIAD A RHEOLAU / CONSTITUTION AND RULES**

**Mae'r gwelliannau / newidiadau a ganlyn wedi bod yn destun trafodaeth gan yr Is Bwyllgor Rheolau, ynghyd a'r Cyngor. Cyflwynir hwy i'w mabwysiadu gan y Cyfarfod Blynyddol a gynhelir ar y 25ain o Fawrth, 2000.**

**Derbyniwyd y newidiadau yn eu cyfanrwydd yn y modd y cawsant eu cyflwyno. Gwnaed gwelliannau pellach yng Nghyfarfodydd Blynyddol 2001, 2006, 2007, 2010, 2014 a 2024.**

The following amendments / changes have been the subject of debate by the Rules Sub-Committee and Council. They are presented for adoption by the Annual General Meeting of 25<sup>th</sup> March 2000.

All amendments were accepted in their entirety as presented. Further amendments were made at AGMs held in 2001, 2006, 2007, 2010, 2014 and 2024.

### **1. Enw'r Clwb / Name of Club**

The name of the Club shall be Clwb Golff Y Bala / Bala Golf Club. It is a member's Club, which will be maintained for the purpose of playing golf.

### **2. Swyddogion / Officers**

- a) The Officers who shall be Full Members or Social Members of the Club, shall consist of a President, Lady President, not more than five Vice Presidents, The Captain, Vice-Captain, Lady Captain, and Lady Vice Captain.
- b) The President shall serve for a term of two years, and the Lady President for a term of one year unless the Council decide otherwise.
- c) The Vice President shall serve for a period of 5 years only unless Council decides otherwise.

### **3. Aelodaeth / Membership**

- a) Full Members. Those Ladies and Gentlemen paying full subscriptions as deemed by Council.
- b) Country Members. Those Ladies and Gentlemen who pay the appropriate subscription and have no place of residence within 40 miles of the Clubhouse and/or be a full member of another golf club. Country Members to be subjected to restricted playing rights as deemed by Council/Greens Committee.

- c) Social Members. Those Ladies and Gentlemen who pay the appropriate subscription as deemed by Council.
- d) Student Members are those over 18 years of age on January 1<sup>st</sup>, receiving full time education or training who pay the appropriate subscription as deemed by Council.
- e) Summer 'Four Month' Members – who pay the appropriate subscription as deemed by Council. ('Four Month Membership' commences on May 1<sup>st</sup>). 4 Month Members to be subjected to restricted playing rights as deemed by Council /Greens Committee.
- f) Social Golf Member. Those Ladies and Gentlemen who pay the appropriate subscription as deemed by Council. Social Golf Members may not enter or participate in any club competition.
- g) Junior Members are those under 18 years of age on January 1<sup>st</sup> in any year, and who pay the appropriate subscription as deemed by the Junior Committee.

#### **4. Y Flwyddyn Ariannol / Financial Year**

The financial year of the Club is from January 1<sup>st</sup> to 31<sup>st</sup> December in each year.

#### **5. Rheolaeth / Management**

- a) The management of the Club shall be vested in the Council, consisting of the Officers and 6 other members with a right of co-opting up to 6 (six) further members, who shall serve for a three-year period. The Officers and other members of the Council shall retire by rotation at the Annual General Meeting, but all shall be eligible for re-election.
- b) Any vacancy arising on the Council during the year may be filled by the Council, and the member elected to such vacancy shall stand in the same position with regard to tenure of membership of the Council as did the member whose place he/she has been appointed to fill.
- c) Intoxicating Liquor – The purchase of Intoxicating Liquor for the Club and the supply of same shall be the responsibility of the House Committee. Intoxicating Liquor shall not be supplied to members / guests other than by or on behalf of the Club.

#### **6. Busnes / Business**

- a) Each year following the Annual General Meeting, the Council shall, at its first meeting appoint a Chairperson who shall preside at the meetings of the Council, and also the AGM. He / She will be entitled to a casting vote. The Council will also appoint a Vice Chairperson, who shall have the same powers and authority when deputising for the Chairman.
- b) The Council shall appoint the following Committees:
  1. **Finance Committee** – consisting of not more than eight Council members who shall advise the Council on matters of Finance. Five shall form a quorum. Finance Committee

to have the power to co-opt up to three further members, subject to confirmation by Council.

2. **Greens Committee** – consisting of not more than eight Council members who, subject to the approval of the Council, shall be responsible for the upkeep and management of the Course, and the revision of all handicaps and shall keep records of all competitions of the Club. Five shall form a quorum. Greens Committee to have the power to co-opt up to three further members, subject to confirmation by Council.
3. **House Committee** – consisting of not more than two Council Members, President, two Vice Presidents, the Captain, Vice-Captain, Lady Captain, or lady Council member who, subject to the approval of Council shall be responsible for the upkeep and management of the Clubhouse. Five shall form a quorum. House Committee to have the right to co-opt a paid-up member of the Club to act as non-voting Secretary of the Committee only.
4. **Social Committee** – consisting of not more than 8 members who, subject to the approval of Council, shall be responsible for organising the Social Functions at the Club. Social Committee to have the power to co-opt up to three further members subject to confirmation by Council. Five shall form a quorum.
5. **Junior Committee** – As elected from amongst members of Council, and from the Membership of the Club. All members of Junior Sub Committee to be subjected to DRB checks.
6. The President, the Chairperson of Council, the Captain, the Vice Captain, and Lady Captain shall act as ex-officio Members on all Sub-Committees.
7. Secretary – the Secretary / Treasurer shall conduct the correspondence of the Club and shall have custody of all documents. He / She shall keep full correct Minutes of all proceedings of Council and the Annual General Meeting and shall also keep the accounts of the Club. The Auditor, as appointed by Council, shall prepare the Annual Balance Sheet of the Club for each financial year.
8. All business of the Club must be transacted by Council or one or other of the Sub-Committees at meetings properly convened by giving 7 days' notice to all its members.

## **7. Gweithgareddau'r Cyfarfod Blynnyddol / Proceedings at Annual General Meetings**

- a) The Annual General Meeting of the Club shall be held each year on such day as the Council may appoint, providing that in the latter case, notice of the date is sent to each member not less than 14 days prior to the date of the meeting. In no case shall 15 months elapse between the date of one AGM and that of the next.
- b) At the AGM the business to be transacted shall comprise:
  - An opportunity to amend Club Rules if so desired.
  - Consideration of the Annual Report as submitted by Chair of Council.
  - Consideration of the Annual Accounts as prepared and signed by the Auditor.
  - Election of Officers and Auditor.

- Election of Members of Council.
  - Special business of which paper / electronic notice has been given in accordance with Rule 7(d)
- c) The Secretary shall send to each member entitled to attend and vote at the AGM, and not less than 14 days prior -
- Notice of the date and time of the meeting.
  - The agenda.
  - Reports and signed Annual Accounts.
  - Details of any proposed amendment to Club Rules.
- d) Any member desiring to bring any special business, relevant to the affairs of the Club, before the AGM must give notice in writing to the Secretary not less than 7 days prior to the date of the Meeting, stating the general nature of the special business to be raised.
- e) An Extraordinary General Meeting may be called by the President at any time. Thereafter, the Secretary must give 10 days' notice of the meeting to all members entitled to attend and vote, time and place of the meeting and the general nature of the business to be transacted.
- f) Members entitled to vote at any General Meeting shall be the Officers and those Full, Country, Student, 4 Month and Social Members whose subscriptions are paid at the date of the Meeting. Fifteen shall form a quorum.
- g) The accidental omission to give notice of a meeting to, or the non-receipt of a notice by a member entitled to receive such a notice, shall not invalidate the proceedings of the meeting.
- h) If at any General Meeting a resolution is passed to amend, omit, or add to any of the Rules of the Club, then on the requisition of 15 members made either at the meeting or within seven days thereafter, such resolutions shall be submitted to a poll of the Club, to be taken as hereinafter provided. Similarly, if at any General Meeting a resolution is passed which in the opinion of the Committee, seriously affects the interests of the Club, the Council may at such meeting, or within 7 days thereafter decide that such resolution be submitted to a poll of the Club. In either case, the operation of the resolution shall be suspended until the poll is taken. The result of such a poll shall be final, subject to the powers of the Club in General Meeting.
- i) A poll of the Club Members shall be taken by providing a voting paper to the registered addresses of all Full, Country, Student, 4 Month and Social Members, not less than 10 days before the day fixed for the poll. A quorum at all General Meetings shall be 15.

## **8. Newidiadau i Reolau'r Clwb / Alteration of Club Rules**

No alteration of the Club Rules shall be made except at a General Meeting, and then only by the procedure laid down in Rule 7 for special business. Notwithstanding this, the Council is empowered to make Byelaws such as they consider necessary for the well-being of the Club.

## **9. Enwebiadau ac Ethol Aelodau / Nomination and Election of Members**

All candidates for membership of the Club must complete a paper or electronic application form.

- a) The Secretary / Manager will present all adult membership applications to the Council, but any person applying for membership shall be afforded all the facilities of the Club as Honorary Member until such time as their application is heard by Council.
- b) Membership shall be open to all, and that no application for membership be refused on other than reasonable grounds. Election of members shall be by a majority vote.
- c) Annual Subscriptions are payable on election, and on the due date thereafter.
- d) Any candidate for election must pay his or her subscription and entrance fee (if applicable) at the time of application.

## **10. Tâl Aelodaeth / Subscriptions**

- a) The annual subscription is payable on the 1<sup>st</sup>. day of January, shall be set by Council. Those who pay by Standing Order may do so over a period of 10 months i.e., January – October. Those who wish to pay subscriptions in one payment must do so by 31<sup>st</sup> January. Social Members / Country Members / 4 Month Members may transfer to full playing membership by giving notice to the Secretary / Manager and paying the appropriate annual subscription.

### **b) Tâl Aelodaeth yn ôl oedran / Age Related Subscriptions**

Shall apply as follows:

- Those aged 19 or 20 to pay 25% of Full Subscription.
- Those aged 21 or 22 to pay 50% of Full Subscription
- Those aged 23 or 24 to pay 75% of Full Subscription.

Age as on day subscription becomes payable i.e. 1<sup>st</sup> January.

## **11. Ôl-ddyledion Tâl Aelodaeth / Subscriptions in Arrears**

- a) The Secretary/ Manager shall notify all members prior to the 1<sup>st</sup> January that subscription falls due on that day – payable by Standing Order over a period of 10 months (January – October) or alternatively one payment for the full amount by 31<sup>st</sup> January. No further reminders will be sent to members and any member whose subscription is unpaid on the 1<sup>st</sup>. February will not be entitled to the use of the facilities of the Clubhouse or Course until such subscription is paid.
- a) All Members whose Annual Subscription is unpaid on the 1<sup>st</sup> March of any year shall be struck off the list of members as on that date.
- b) No member shall be struck off this list of Members if in the opinion of the Council there were extenuating circumstances.

## **12. Aelodau Anrhydeddus / Honorary Members**

The Council only shall have power to elect Honorary Members

## **13. Code of Conduct and Safeguarding**

All members shall agree to abide by the Club's Code of Conduct and adhere to the stated Safeguarding Guidelines.

The Club and its members are affiliated to Wales Golf and all members agree to abide by all conditions of such affiliation imposed on them by Wales Golf.

## **14. Camau Disgyblu / Disciplinary Procedures**

Should it become necessary to instigate disciplinary procedures against a member, that member agrees to abide by the Club's Disciplinary Procedures.

## **15. Cwynion / Complaints**

Should a member have any complaint, it should be taken up with the Club Secretary either personally, in writing or by email. Should the Club Secretary be unable to satisfactorily resolve any complaint then it will be given to the Club Council to resolve, and their decision will be final. In no instance shall an employee, contractor or volunteer of the Club be reprimanded by a member.

## **16. Gwahardd a Diarddel Aelodau / Suspension and Expulsion of Members**

It shall be competent for the Council to suspend / expel any member whose conduct has, in their opinion, been injurious to the interests of the Club, or has wilfully infringed any of the Rules, Code of Conduct or Byelaws of the Club, providing that before suspension / expulsion the member has been given the opportunity to explain his case in accordance with the Club's Disciplinary Procedures. Any member thus suspended / expelled or otherwise ceasing to be a member of the Club shall forfeit all claims upon the Club or its property or funds.

## **17. Adran y Merched / Ladies Section**

The administration and wellbeing of the Ladies Section shall be left in the hands of the Ladies Committee.

## **18. Eiddo'r Clwb / Club Property**

The property of the Club shall be vested in 5 Trustees who shall be appointed by the Council to be dealt with by them as the Council may from time to time direct by resolution of which an entry in the minute shall be conclusive evidence. The Trustees shall hold office until death, resignation or until removal from office by the Council. Whereby reason of such death, resignation or removal it is necessary that a new Trustee be appointed, the Council 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 hereby nominated as the person to appoint new Trustee or

Trustees of the Club within the meaning of Section 36 of the Trustee Act, 1925 and he shall by deed appoint the person or persons so nominated by the Council.

**19. Yswiriant / Insurance**

The Club will not be held responsible for the loss of Members' property and effects by fire, theft or any other cause, and members are strongly advised to arrange their own insurance cover.

**20.** The Club shall not make a distribution of any surplus, save to the members on dissolution.