



Rules of  
Coombe Hill Golf Club  
2011

*(Effective 1 October 2011)*

# **Part 1**

## **Governance**

## **1. THE CLUB AND THE COMPANY**

- a. The property of Coombe Hill Golf Club (hereinafter called 'The Club') is vested in Coombe Hill Holdings (1946) Limited ('The Company'). The management of the Club is delegated by the company to the General Purposes Committee of the Club ('GPC').
- b. For the purposes of Part 1 and Part 2 of these Rules the term 'Ordinary Member' is a Member other than Restricted Member, 5 Day Member, Overseas Member, Social Member and Junior Player.
- c. For the purposes of Part 1 and Part 2 of these Rules the term 'Playing Member' includes all categories other than Social Members and Junior Players.

## **2. MANAGEMENT OF THE CLUB AND MEMBERSHIP OF THE GPC**

- a. The Management of the Club shall be vested in a GPC:
  - i. The GPC shall consist of the Chairman, the Gentlemen's Club Captain, the Gentlemen Vice Captain, the Lady Captain and the Lady Vice Captain, the Treasurer, a nominee of the Trustees and eight elected Ordinary Members of the Club.
  - ii. At each Annual General Meeting ('AGM') four Ordinary Members shall be elected to the GPC in accordance with these Rules until the second AGM following their election when they shall retire but shall be eligible for re-election subject to the provisions of Rule 2b.
- b. No person elected to the GPC may serve as a Member of the GPC for more than seven consecutive years (or an aggregate of seven years in a ten year period) without a subsequent break of three years, except if elected as Captain or appointed a Trustee.

## **3. RULES FOR ELECTION AND CO-OPTION TO THE GPC**

- a. The following shall be the procedure for the election of Members of the GPC:
  - i. Any two Ordinary Members may nominate any other Ordinary Member to serve on the GPC. Any such candidate must have been an Ordinary Member for a minimum of three years immediately prior to the election. No current member of the Board of Trustees may stand for election to the GPC at any time.
  - ii. The name of each candidate so nominated, together with the names of his proposer and seconder and a letter confirming his willingness to serve shall be sent in writing to reach the Chief Executive at least twenty-eight days prior to the AGM.
  - iii. Each nominee must submit to the CEO a résumé promoting him or herself to the Members (not longer than 100 words and a photograph if the nominee so wishes) which the CEO shall cause to be despatched to the Members with the notification provided the same is not defamatory or would in his reasonable opinion bring the Club into disrepute.

- iv. At least twenty-one days before the date of the AGM the Chief Executive shall send to each Ordinary Member a notice convening the election and a ballot form. The notice shall contain the names of the candidates in alphabetical order and the number of vacancies to be filled. The ballot form shall contain the names of the candidates in alphabetical order, the names of their proposer and seconder, the number of years served on the GPC in the last ten years, the attendance record at GPC meetings in the last year (where applicable) and an indication of those Members seeking re-election registered by an asterisk against their names.
- v. Each Ordinary Member shall be entitled to vote for any number of candidates not exceeding the number of vacancies.
- vi. Voting shall be by secret ballot and the poll shall open fourteen days before the date of the AGM and close at 2.00 p.m. on the day of the AGM.
- vii. Each Ordinary Member voting may either:
  - (a) Return the completed ballot form by post to the Chief Executive to arrive no later than 12.00 noon on the day prior to the AGM. All such postal votes (signed on the outside of the envelope provided) shall be immediately placed by the Chief Executive in the ballot box in the unopened envelope,

Or

- (b) Return the completed form in person and place the ballot form in the ballot box at the voting station prior to the close of the poll.
- b. The Chief Executive shall keep a list of those entitled to vote and ensure that the ballot is properly conducted and that the ballot forms are issued and returned according to these Rules.
- c. The Club Captain and Chief Executive will ensure that the ballot box shall remain unopened during the period of the poll. The ballot box shall be opened immediately after the close of the poll by the Scrutineers who shall be Past Captains or Trustees, who are Ordinary Members, appointed by the present Club Captain.
- d. In the event of a tie for the fourth vacancy the candidate to serve shall be decided by lot to be held by the Scrutineers. In the event of a tie in any additional vacancies the candidate to serve shall be decided by lot to be held by the Scrutineers.
- e. Casual vacancies on the GPC may be filled by Ordinary Members nominated and elected by the GPC. Members so elected shall retire at the next succeeding AGM but shall be eligible to stand for election in accordance with these Rules.
- f. The GPC shall additionally be empowered to co-opt other Ordinary Members of the Club, the length of time of such co-option to be decided by the GPC but not to extend beyond the next AGM. For co-option to the GPC a vote of two-thirds of those

present and entitled to vote shall be required and no more than two such co-opted Members shall be permitted at any one time.

- g. The period of time served by a Member while filling a casual vacancy or co-opted under this Rule shall not count for the purposes of Rule 2 b.

#### **4. GENERAL POWERS OF THE GPC**

- a. The GPC shall decide the amount of the Entrance Fee, the conditions of Membership, the rates of Subscription, the number of Members in each category and any other matters relating to the management, finances and general running of the Club. All such powers shall be exercised without prejudice to the legal rights of the Company and subject to the provisions of these Rules.
- b. Save in the case of Rule 6, the GPC shall have the power to alter, vary or extend these Rules as they think necessary under the following procedures:
  - i. Notice of any proposed alteration of the Rule shall be given at a duly constituted meeting of the GPC, and if passed must be confirmed by the GPC at its next following meeting. If passed at a third meeting, the alteration is enacted and comes into immediate effect.
  - ii. No notice of any proposed alteration of a Rule which has already been altered shall be considered within three months of the GPC's third meeting enacting the last alteration of the Rule in accordance with Rule 4 b. i.
  - iii. A vote in favour of at least two-thirds of those present and entitled to vote shall be required at each of the two GPC meetings following notice of an alteration to the Rules.
  - iv. Members shall be bound by any alteration to the Rules immediately upon its enactment following the immediate posting on the main notice board of such alteration.
- c. For the purpose of clarification, the GPC is not empowered to alter the Rule of the Club which relate to Club Meetings (Annual General Meeting or Special Meetings) set out in Rule 6 below.

#### **5. COMMITTEE MEETINGS**

- a. The Chairman, or in his absence the Club Captain, shall chair the meeting of the GPC. Five Members of the GPC shall form a quorum. Except where otherwise provided in these Rules all decisions shall be decided by simple majority. The person chairing the meeting shall be entitled to vote and, in the case of a tie, shall have a casting vote.
- b. The GPC may form any Sub-committee it shall deem desirable and the Chairmen of such Sub-committees shall be nominated by the Chairman in consultation with Club Captain.

- c. Each Chairmen of a subcommittee so nominated shall have the right to choose the Members of their Sub-committee from Members of the GPC and Members of the Club.
- d. All Sub-committees shall report their findings to the GPC and make recommendations to the GPC on matters of policy.
- e. The GPC are empowered to make, repeal and amend Bye-laws as they may from time to time consider necessary for the wellbeing of the Club.
- f. The GPC are empowered to decide all questions arising on the construction of these Rules and their decision shall be final and binding as between the Members.
- g. The first meeting of the GPC shall be immediately following the AGM for the express purpose of appointing the Chairman and chairmen of Sub-committees. The next following meeting shall be held no later than four weeks following the date of the AGM.
- h. Notices convening the meetings of the GPC shall be issued by the Chief Executive at the request of the Chairman or at the written request of not less than five Members of the GPC or at the written request of the Trustees.

**6. CLUB MEETINGS (ANNUAL GENERAL MEETING OR SPECIAL MEETINGS)**

- a. The Club year shall commence on the first day of July and the AGM shall be held within 6 months thereafter immediately prior to the AGM of the Company at such time and place as the GPC may determine. At least twenty-one days' notice in writing, of the time and place of such meeting shall be given to the Ordinary Members by the Chief Executive. The AGM of the company shall be held immediately after the AGM of the Club.
- b. The GPC shall have power to call a Special meeting of the Members as often as it may consider necessary and shall be bound to do so on receiving a requisition in writing signed by not less than twenty-five Ordinary Members. At least twenty-one days' notice shall be given of any such meeting.
- c. The terms of any resolution which a Member shall desire to be submitted to the AGM or any Special Meeting shall be lodged in writing to the Chief Executive not less than fourteen days prior to such meeting and notice must be given to all Ordinary members immediately following the receipt of such resolution (properly put down in the form of a resolution). Notice to Members of a resolution to be put must in any case be given seven days prior to the meeting.
- d. A resolution put by a Member and passed by a show of hands at a Special Meeting shall be subsequently put to a full ballot of all Ordinary Members to be conducted in the same manner as the ballot for elections. The result of such ballot shall be binding on the GPC the legal rights of the Company and the Trustees.
- e. Seven Ordinary Members shall constitute a quorum at an Annual Meeting or Special Meeting.

## 7. OFFICERS OF THE CLUB

- a. There shall be a Chairman who is either a member of the GPC or an Ordinary Member of the Club who has served a minimum of three years on the GPC. The Chairman shall be elected by the GPC by a majority vote of the members present and voting excluding the nominated Chairman. The Chairman shall hold office for three years, or any further period as the GPC may determine.
- b. The Chairman may be removed by the GPC by a vote of at least three-quarters of GPC members, excluding the Chairman, present and voting.

The Chairman's Terms of Reference (TOR's) are attached at Annex A.

- c. There shall be a Club Captain who is an Ordinary Member of the Club. The Club Captain shall be selected by the GPC from either the Gentlemen's or Ladies Captain. The Club Captain shall assume the appointment immediately after the AGM.
- d. The Captain's Terms of Reference (TOR's) are attached at Annex B to these rules.
- e. There shall be a Gentlemen's Captain who is an Ordinary Member of the Club. The Gentlemen's Captain shall assume the appointment immediately after the AGM
- f. The Gentlemen's Vice Captain shall be elected by the GPC, who will give due consideration to the views expressed by a meeting of the Past-Gentlemen Captains of the Club who are currently Ordinary Members, the reigning Gentlemen's Captain and the reigning Gentlemen's Vice Captain. He shall take office as Gentlemen's Vice Captain immediately after the next following AGM of the Club and shall hold office until the subsequent AGM at which time he will assume the office of Gentlemen's Captain.
- g. Such election of the Gentlemen's Vice Captain shall be made not later than at a Meeting of the GPC to be held in October and if the person so elected is not a Member of the GPC he shall be co-opted forthwith.
- h. There shall be a Ladies Captain who is a Member of the Club. The Ladies Captain shall assume the appointment immediately after the AGM
- i. The Ladies Vice-Captain shall be elected by the GPC, who will give due consideration to the views expressed by a meeting of the Past- Ladies Captains of the Club who are currently Members, the reigning Ladies Captain and the reigning Ladies Vice Captain. She shall take office as Ladies Vice Captain immediately after the next following AGM of the Club and shall hold office until the subsequent AGM at which time she will assume the office of Ladies Captain.
- j. Such election of the Ladies Vice-Captain shall be made not later than at a Meeting of the GPC to be held in October and if the person so elected is not a Member of the GPC she shall be co-opted forthwith.
- k. The Treasurer shall be an Ordinary Member elected at a meeting of the GPC and shall hold office for three years. The Treasurer's position shall be confirmed by the

GPC at a duly constituted meeting to be held in October of each year or prior to 31st October if there is no GPC meeting in October. He may then be eligible for re-election.

- l. The Treasurer's Terms of Reference (TOR's) are attached at Annex C to these rules.
- m. The Chief Executive of the Club shall be appointed by the GPC.
- n. The Chief Executive's Terms of Reference are attached at Annex D, and receive instructions directed by the Chairman.

C O O M B E   H I L L   G O L F   C L U B

CLUB CHAIRMAN  
TERMS OF REFERENCE

1. In fulfilling his/her responsibilities, the Chairman of the Club ("Chairman") is to provide effective leadership, overseeing all aspects of the General Purposes Committee's ("GPC") direction and administration in fulfilling its Terms of Reference and ensure that the GPC members work as a cohesive team and build a healthy corporate governance culture in fulfilling their commitment to the members.
2. The Chairman of the Club shall serve for three years. He/she must be either a member of the GPC or an Ordinary Member of the Club who has served a minimum of three years on the GPC. The Chairman will be appointed by a majority vote of at least three-quarters of the members of the committee attending the meeting. However, should it be determined by the GPC to be in the best interest of the Club, this period may be extended to five years.
3. On being appointed Chairman, Rule 2 b. of the Rules of the Club will not apply.
4. Should the Chairman not be an elected member of the GPC she/he must stand for election to the GPC and be so elected by the members at the next Annual General Meeting.
5. The Chairman may be removed by the GPC at any time, by a majority vote of at least three-quarters of GPC members entitled to attend and vote. Members not in attendance may appoint a proxy to vote in their place.
6. The Chairman has responsibility :
  - a. To chair the GPC Board meetings on a regular basis and ensure that actions are followed through;
  - b. To select annually, after consultation with the Captain, the Chairmen of the Club sub-committees;
  - c. To attend sub- committee meetings as required;
  - d. With the GPC sub- committee Chairmen and the CEO, to agree the long term strategy of the Club and create a framework in which it can be implemented;
  - e. To act as a line manager to the CEO, including, inter alia:
    - i. Conducting regular 6 monthly appraisals on performance with the Treasurer and the CEO, agreeing the annual salary review of all staff other than the CEO.
    - ii. With the Treasurer, agreeing the annual remuneration review of the CEO.

- iii. Providing appropriate guidance and assistance on the day to day running of the club and generally acting as the CEO's mentor.
- f. With the Treasurer and the CEO, agreeing the annual budget and submitting the same to the Finance committee for approval.
- g. To ensure correct Governance of the Club and that the GPC acts within the powers devolved to it by the constitution and within the law.
- h. To liaise with the Club Trustees on matters of major significance.
- i. To attend the Captain and Committee dinner and, if required, account to past Captains on areas of perceived weakness.
- j. To report to members at the AGM, including presentation of the annual accounts.
- k. After consultation with the Captain and CEO, to communicate with the members as and when required, on matters of a non "golf" nature which require their attention.
- l. To liaise with the Club Captain and the CEO to ensure that the club is seen to be running smoothly and agreeably and that the Captain has the best opportunity to optimise the pleasure of his/her year.

C O O M B E H I L L G O L F C L U B

CLUB CAPTAIN  
TERMS OF REFERENCE

1. The Captain of Coombe Hill Golf Club is the public face and figurehead of the Club both internally and externally.
2. The Club Captain has responsibility to:
  - a. Act as a goodwill ambassador for the club in its dealings with golfing bodies and unions to which the Club and/or its Members is/are affiliated under the Club's Constitution and Rules ;
  - b. Maintain a close working relationship with the Chairman and CEO;
  - c. Actively work to improve and maintain the image of the Club;
  - d. Act as a goodwill ambassador in connection with prestigious visitors, and invited guests of the Club;
  - e. Chair the General Purposes Committee and the Annual General Meeting in the event of the absence of the Chairman;
  - f. Uphold and enforce the Rules of the Club;
  - g. Appoint a Disciplinary & Disputes Committee to determine complaints made against members comprising at least two members of the Committee and the CEO;
  - h. With the Vice Captain, select, approach and present to GPC the next Vice-Captain;
  - i. Represent the Club at functions and events whenever possible;
  - j. Host all social events held at the Club;
  - k. Captain the appropriate Club matches in competitions and friendly matches;
  - l. Support the activities of all sections of the Club;
  - m. Support the various Officers of the Club and sub-committees in carrying out the day to day activities of the Club;
  - n. Facilitate the development of new members and help to assimilate them into the golfing and social structure of the Club;
  - o. Provide timely communication from the Club/GPC to the members;

- p. Interview prospective junior members;
- q. Present the prizes at Finals Day;

C O O M B E H I L L G O L F C L U B

TREASURER  
TERMS OF REFERENCE

1. These TOR's have been compiled in order that a consistent approach is adopted by the office of Treasurer in the application of financial policy and its relationship to the committees and management in general.
2. The office of Treasurer is constituted under the Rules of the Club. It is an executive position appointed by the General Purposes Committee (GPC). As such, the Treasurer has a number of specific responsibilities and tasks that both control the financial workings of the Club management and General Purposes Committee as well as advising in general financial matters. There are, in addition, a number of limitations to the Treasurer's executive powers, which are subject to GPC approval.
3. The Treasurer is responsible for the consistent application of financial policies, which may not be altered without reference to both the financial committee and the GPC. The Treasurer is responsible for the annual budgetary and long term financial planning.
4. The Treasurer, along with the Chairman, Captain and the Trustees representative, will consider all requests for financial assistances in regards to subscription payments.
5. In addition, the Treasurer will carry out the following duties:
  - a. Chair the Finance & Planning Sub-Committee (F&PSC).
  - b. Present the monthly accounts to the F&PSC and GPC.
  - c. Approve and present the annual budget.
  - d. Approve and present the capital expenditure (CAPEX) plan.
  - e. Present the annual accounts to the AGM.
  - f. Retain budgetary control over the actions of the Committees and management.
6. The Treasurer, in consultation with the CEO and F&PSC, shall have the following specific responsibilities:
  - a. **Maintenance and Service Contracts.** The Treasurer, together with the CEO, reserves final approval in respect of all contracts having terms of greater than 1 year.
  - b. **Employment Contracts.** The Treasurer reserves final approval in respect of all contracts of employment, which may not be varied from the standard terms without prior consultation.
  - c. **CAPEX.** The Treasurer reserves final approval in respect of all capital expenditure as defined by the CAPEX plan in advance of any order being placed.

- d. **Non Budgeted Expenditure.** The Treasurer reserves final approval in respect of any expenditure that cannot be shown to be either part of the annual budget or capital expenditure plan.
- e. **Financial Planning.** The Treasurer reserves final approval in respect of the CAPEX plan and annual budget prior to adoption by the F&PSC (the GPC shall have ultimate control over the content of CAPEX and the priorities therein whilst the whole plan must be approved by the F&PSC prior to adoption by the GPC).
- f. **Credit Control.** In a matter of financial default by a member, the Treasurer shall have the power to insist on methods of payment and suspension of credit facilities prior to any submission to the GPC.
- g. **Internal Control.** The Treasurer is delegated by the GPC to ensure adequate internal control in the financial systems.
- h. **Officer.** The Treasurer acts as an officer of the Club and is an authorised signatory in respect of the above, all matters relating to the Club's bankers and financiers and any contracts entered into on behalf of the Club.

**C O O M B E   H I L L   G O L F   C L U B**

**CHIEF EXECUTIVE OFFICER  
TERMS OF REFERENCE**

1. The Chief Executive Officer (the “CEO”) is the senior management officer of the Company, reporting to and being accountable to the General Purposes Committee (“the GPC”). In this capacity, he is responsible for administering the operations and business of the Club in accordance with the direction received from the GPC, and is the primary source of information to the GPC relative to the state of the operations and business of the Club.
2. Chief Executive Officer sits on the GPC and is the Company Secretary for Coombe Hill Holdings (1946) Limited.
3. The CEO is responsible for:
  - a. Implementing the GPC’s policies, decisions, reasonable directions and priorities;
  - b. Reporting to the GPC and ensuring that accurate reports, which include management and financial reports, are made available to each of its sub committees on a routine monthly basis;
  - c. Managing the day to day operations of the Club, and making all reasonable efforts to ensure the Club runs effectively;
  - d. Assist the Chairman and Chairman of the Financial & Planning Subcommittee in the formulation of business strategy;
  - e. Assist the Chairman of the Financial & Planning Subcommittee in the preparation of the annual budget;
  - f. Develop and implement operational policies set by the GPC to guide the Club within the limits prescribed by the Club Rules and the framework of the strategic directions adopted by the GPC;
  - g. Ensure that the Club conducts its business in compliance with legal, regulatory and company policy standards;
  - h. Providing recommendations to the GPC of changes to any policies, procedures or laws;
  - i. Recruit and develop members of staff who are consistent with CHGC desired market positioning. This will include fixing their remuneration and terminating employment where not suitable.
  - j. Providing assistance to the GPC within the scope of the Rules of the Club.

Rules of  
Coombe Hill Golf Club  
2011

*(Effective 1 July 2011)*

# Part 2

# Membership

Including:

Application Procedure  
Election Procedures  
Membership Categories

## 1. APPLICATION PROCEDURES.

- a. The procedure for electing a new Ordinary, Restricted and 5 Day Member shall be as follows:
  - i. The candidate must be proposed and seconded by two who are either or a combination of Ordinary, Restricted or 5 Day Members (who shall have been currently Members for a minimum of two years). The proposer and seconder must have personal knowledge of the candidate for at least three years. In the absence of a seconder, or, in the case of an unsupported candidate, the Chairman of the Membership-Subcommittee together with the CEO may allow a candidate's name to go forward for consideration if they are satisfied that he is of Membership potential.
  - ii. The candidate must fill out and submit a standard form available from the Club Office setting out his confidential details before the election process may proceed.
  - iii. On receipt of this form the Chief Executive shall refer the application to the Membership Sub-committee who shall make enquiries as to the candidates eligibility in terms of golfing ability, social and financial background and general conduct (as a potential Member) in all his or her dealings together with any special qualifications the candidate may have for election to the Club.
  - iv. The Membership Sub-committee shall, if they deem the candidate suitable for further processing, interview the candidate and subsequently invite him or her to play golf (if deemed necessary) with one or more Members of the GPC or a past Captain.
  - v. Thereafter, on the recommendation of the Membership Sub-committee, the Chief Executive shall post the candidates application form on the main Notice Board in the main entrance hall of the Club set aside for this purpose.
  - vi. Following a minimum of fourteen days after the notice has been posted on the Notice Board the candidate may be elected by the GPC in meeting. The election shall be by secret ballot, and one blackball in five shall exclude, but if there are more than five GPC Members present and voting, then two blackballs shall exclude.
- b. Any candidate who has previously been an Ordinary, Restricted or Five-Day Member may be proposed and seconded for re-election in accordance with Rules 1 a. and 1 e.
- c. Except at the discretion of the GPC, no Member shall propose or second more than one application in any Club year.
- d. Unless in the discretion of the GPC there is an exceptional circumstance no candidate's name shall be considered by the GPC for Membership on more than one occasion.

- e. In the case of a Junior Female candidate, she shall be interviewed by the Lady Captain and on her sole recommendation may be elected by the GPC on a show of hands.

## **2. ELECTION**

- a. On the election of each new Member, the Chief Executive shall notify the same to him/her in writing, requesting him/her to pay to the Treasurer his/her entrance fee and first subscription and such other payments as the GPC may from time to time decide and to fulfil such other conditions as they may have imposed.
- b. Any Member who shall fail to pay his/her entrance fee, any subscription and such other monies as aforesaid and to fulfil such other conditions as the GPC shall have imposed, within the space of one calendar month from the date of the Chief Executive's written notice, advising him/her on his/her having been elected a Member, or within such extended time as the GPC shall decide, shall thereby render his/her election null and void, unless he/she shall show sufficient cause for such delay, to the satisfaction of the GPC.

## **3. MEMBERSHIP – RE-ELECTION/SUSPENSION/EXPULSION**

- a. All members shall come up annually for re-election by the GPC without any proposal, nomination or other formality, and shall be re-elected by a show of hands. In the event that there be any objection to the re-election of any existing member, (written notice of any such objection having been lodged with the Chief Executive not less than 21 days before the date agreed upon by the General Purposes Committee for the re-election of members) then such re-election or otherwise shall be dealt with by ballot in accordance with the procedure set out in Part II a. i. above.
- b. If the GPC shall for any reason fail to hold a meeting in May or fail to hold a meeting at which the re-election of Members shall be considered before 1st June, all Members other than those, if any, whom the GPC shall have specifically refused to re-elect shall be deemed to be duly re-elected. Any Member who is not re-elected or deemed to be re-elected as aforesaid shall cease to be a Member on the 30th day of the month of June in question.
- c. The GPC shall have power in their absolute discretion to expel or refuse to re-elect any Member at any time, without assigning any reason for their so doing, and no appeal whatsoever shall lie from their determination nor shall any such Member have any claim or remedy whatever, against the Club or the GPC and/or the members thereof.
- d. The GPC shall have power in its absolute discretion and without assigning any reason for so doing to suspend any member for such period as the Committee shall think fit and during such period of suspension the Member concerned shall not be entitled to use the Clubhouse and Course nor to any of the benefits and privileges of membership of the Club. Notice of any such suspension shall be given to the Member concerned as soon as practicable and such notice shall state the period of suspension.

- e. If any Member shall be adjudged a bankrupt, or shall propose a composition or Scheme of Arrangement with his or her creditors, or if any Member shall be declared a defaulter on the Stock Exchange, or if any Member shall have been dismissed from the Public Service, or if any Member shall be convicted of any offence involving fraud, or dishonesty he or she shall ipso facto cease to be a Member of the Club and shall forfeit all right to use the Club. On the written application of such Member and after due enquiry and after the expiration of not less than thirty days from the date of such application, the GPC may reinstate such Member.
- f. All matters concerning the Club and its Members not otherwise covered by these Rules (Parts 1 and 2) and Bye-laws shall be governed by the GPC.

#### **4. APPLICATION PROCEDURES – JUNIORS PLAYER & COLTS**

- a. A candidate who at the date of his or her election shall not have attained his or her 18th birthday shall be eligible for election as a Junior.
- b. A child of a Member who shall not have attained his or her 18th birthday and who is not a Junior Member shall be allowed to play upon the Course at any time except on Saturdays, Sundays and Bank and Public Holidays upon payment of such fees as the GPC shall from time to time determine.
- c. The procedure for electing Junior Players who are sons or daughters of Ordinary Members shall be that on a proposal by the parent of the candidate, Junior Male and Female candidates shall be interviewed by either the Gentlemen's or Ladies Captain and on his or her sole recommendation may be elected by the GPC on a show of hands.
- d. A procedure for electing candidates under the age of 18 who cannot be considered under 4 a. above, may be as Associate Junior Player. The number of Associate Junior Members shall at no time exceed ten or such number as the GPC may determine from time to time.
- e. Associate Junior Players, have no automatic right to transfer to any other category of membership upon reaching the age of 18. Candidates are not required to be sponsored or proposed by Ordinary Members of the Club.
- f. Associate Junior Players shall be interviewed by either the Gentlemens' or Ladies' Captain and on his or her sole recommendation may be elected by the GPC on a show of hands.
- g. The procedure for a transfer of a Junior Player to Colt Membership shall be as follows:
  - i. On April 1 each year, a Junior Player in his/her last year as a Junior shall be invited by the Chief Executive by letter to apply for transfer to Colt Membership subject to the recommendation of the Membership Subcommittee. On receipt of a letter confirming his/her wish to transfer, the GPC may order a standard application form to be issued to him/her to fill out and sign. The form shall be posted on the main notice board for a minimum of

fourteen days. Thereafter he/she may be transferred to Colt Membership on a show of hands in a duly constituted GPC meeting.

- ii. The Captain or in his absence a senior Member of the GPC deputed by the Captain shall apprise the transferor of his/her rights and responsibilities on attaining Colt membership. There is no automatic right to transfer from Junior to Colt Membership.
- h. Colts Members are aged between 18 and 24 years.
- i. The procedure for electing Colt Members who are sons or daughters of Ordinary Members shall be that on a proposal by the parent of the candidate, Colt candidates shall be interviewed by either the Gentlemen's or Ladies Captain and on his or her sole recommendation may be elected by the GPC on a show of hands.
- j. A procedure for electing Colts who cannot be considered under 4 g. above, may be as Associate Colts Members. The number of Associate Colt Members shall at no time exceed ten or such number as the GPC may determine from time to time.
- k. Associate Colts who apply for membership after their 18<sup>th</sup> birthday shall pay an Entrance Fee and other monies payable on election.
- l. All the Club Rules and Bye-laws are applicable to Junior Members and Colt Members subject only to such restrictions and modifications as the GPC may from time to time determine.

## 5. CORPORATE MEMBERSHIP

- a. The procedure for the election of Corporate Members shall be by application to the Chief Executive from the Company or Corporation wishing to join. The Membership Sub-committee shall make such enquiries as it thinks fit as to the suitability of the applicant to nominate up to four nominees per year in this category.
- b. The Membership Sub-committee shall report its findings to the GPC and the Corporate Member may then be elected on a show of hands. The nominees of such Corporate Members must be interviewed by the Membership Sub-committee (and if considered necessary invited to play golf with a Member of the GPC or past Captain) and each nominee must be approved by a vote by show of hands in a duly constituted GPC meeting.

## 6. CATEGORIES OF MEMBERSHIP

### a. Ordinary Members:

- i. Ordinary Members shall have all the benefits and privileges of the Clubhouse and Course subject only to the Rules and Bye-laws of the Club. No Member other than an Ordinary Member shall be entitled to attend any Meeting of the Club except at the absolute discretion of the GPC, nor be entitled to vote in ballots or speak at Club meetings.

b. **Restricted Members:**

- i. A Restricted Members shall not play on any Saturday or Sunday during the year until 12:00 BST and 11:00 GMT, nor on such other days as the GPC shall from time to time determine, nor for medals or other prizes unless otherwise determined.
- ii. A Restricted Member may only use the Course on Saturdays and Sundays if he or she is introduced as a guest for play and shall be subject to the Rules applicable to the introduction of playing guests in Rule 8.
- iii. A Restricted Member shall not be entitled to introduce guests at the times which he/she is not entitled to use the Course.
- iv. If a Restricted Member is subsequently elected as an Ordinary Member of the Club, the payment of his/her Entrance Fee as a Restricted Member shall, at the discretion of the GPC, be taken into account in payment of the Entrance Fee for Ordinary Membership in force at the date of such election.

c. **Five Day Members:**

A Five-Day Member shall not play on any Saturday or Sunday during the year, nor on such other days as the GPC shall from time to time determine.

- i. A Five-Day Member may only use the Course on Saturdays and Sundays if he or she is introduced as a guest for play and shall be subject to the Rules applicable to the introduction of playing guests in Rule 8.
- ii. A Five-Day Member shall not be entitled to introduce guests on the days on which he/she is not entitled to use the Course.
- iii. If a Five-Day Member is subsequently elected an Ordinary Member of the Club, the payment of his/her Entrance Fee as a Five-Day Member shall, at the discretion of the GPC, be taken into account in payment of the Entrance Fee for Ordinary Membership in force at the date of such election.

d. **Overseas Members:**

- i. A Candidate who at the date of his her election is domiciled permanently outside the British Isles and is limited to 15 rounds of golf during each membership year shall, subject to the approval of the GPC, be eligible for election as an Overseas Member. A Candidate for Overseas membership shall be at liberty to apply to join the Club upon payment of such Subscription and upon such conditions as the GPC shall from time to time determine.
- ii. This category of membership shall be open only to previous Ordinary Members of the Club. Overseas Members are eligible to play in Club competitions only under the conditions of Rule 6 d. i.
- iii. An Overseas Member who has a current handicap at his/her home Club abroad and wishes to play in Club competitions may apply to the Chief

Executive with his/her reasons for wishing to compete. At the discretion of the GPC he/she may be allocated a temporary Coombe Hill handicap which would be administered according to the EGU rules for handicaps and on a payment of an additional 50% on the Overseas Member's Subscription may be permitted to play. The GPC would for this purpose list the competitions which could be entered in this category.

e. **Social Members:**

- i. Social members shall have the benefit of the use of the Clubhouse on payment of such Subscription as the GPC shall from time to time determine.
- ii. Social Members may not:
  - (a) Introduce any playing guests.
  - (b) Use the Course at any time.

f. **Corporate Members:**

- i. The GPC is empowered to determine the conditions relating to Corporate membership. Such conditions may be varied from time to time at the discretion of the GPC.
- ii. Corporate Members shall have all the benefits and privileges of the Club subject to the provisions of Rule 6 a. i.

g. **Temporary One-Year Membership:**

- i. Notwithstanding rules relating to election of Members, a candidate for Temporary One-Year Ordinary membership may be proposed by a Member in any category of playing membership and shall, subject to receipt of a current Club reference from the candidate's home Club as to his/her golfing competence and financial and other standing, be interviewed by one or more members of the GPC and the recommendation of the interviewer(s) may be ratified by a meeting of the GPC.
- ii. A candidate for Temporary One-Year Ordinary Membership may be elected for one year from the date of his/her election.

A Temporary One-Year Ordinary Member shall have all the benefits and privileges of the Club subject to the same limitations as apply to other categories of Member.

- iii. The Annual Subscription shall be determined by the GPC.

h. **Honorary Membership:**

- i. The GPC may elect as Honorary Members without Subscription or Entrance Fee such distinguished persons as they think proper that shall have all the privileges of the Clubhouse and Course.

7. **ENTRANCE FEES , SUBSCRIPTIONS & ACCOUNTS**

- a. The Entrance Fee, Subscription, Surcharge and other monies payable on election or at any other time by a Member shall be such sum as the GPC may from time to time determine. The GPC may fix Entrance Fees, Subscription, Surcharge and other such monies of varying amounts applicable to any class of Member.
- b. Members elected after 1st July shall pay their Annual Subscription on a pro rata basis for the remainder of the current year. Those elected after 1st June shall not be required to pay any Subscription for the current year.
- c. All Annual Subscriptions shall be payable in advance on the first day of July in each year. Any Member whose subscription is unpaid on 28th August shall cease to be a Member of the Club, and his/her name erased from the list of Members of the Club, but on satisfactory grounds being shown for the failure of due payment and on payment of all arrears, the GPC may reinstate such Member.
- d. The payment of the Annual Subscription will entitle a Member to enjoy the benefits and privileges of the Club, and accordingly such payment shall be deemed, on the Member's part, acquiescence in and submission to the Rules and Bye-laws of the Club, to the restrictions which they enjoin and to the penalties which they impose, and to such further or amended Rules and Bye-laws as may from time to time be made. No member shall be absolved from the effect of these Rules on the basis of not having received them.
- e. Any Member whose account for expenses in the Club is unpaid and outstanding for more than one month and who fails within seven days after the second application to settle the said account shall take no further credit until it shall have been cleared. The GPC is empowered to post the name of any such Member in the Clubhouse. No Member shall be entitled to a claim for damages in respect of an accidental inclusion of his/her name on such list but if the name of any Member is so accidentally included in the list a simple apology shall be posted immediately the attention of the GPC is called to the fact.

8. **GUESTS**

- a. For the purposes of Rule 8 the term 'Playing Members' includes all categories except Non-playing, Social Members and Juniors.
- b. Except at such times as the GPC may determine, and subject as hereinafter mentioned and to the Rules and Bye-laws every playing Member may introduce friends as playing guests to the Clubhouse and Course on payment of such sum, and subject to such conditions as may from time to time be fixed by the GPC.

- c. A book shall be kept in which the names, home Clubs and handicaps of playing guests shall be entered by the Members introducing them. All expenses in the Clubhouse of such guest shall be paid by the Member accompanying him/her.
- d. Guests may be introduced for play provided that:
  - i. On Saturdays, Sundays and Bank Holidays playing Members in the appropriate categories may, by right, introduce one guest only on payment of the appropriate green fee. However, at the discretion of the Chief Executive, up to three guests may be introduced. The guests must be accompanied by the Member at all times and the Member must be responsible for such guests during their visit to the Club.
  - ii. On weekdays, guests to a maximum of three per Member may be introduced by any playing Member on payment of the appropriate green fee and under the same conditions stated in Rule 8 c. i.
  - iii. No guest may be invited on more than six occasions in one calendar year even if invited by different Members.
  - iv. On all competition days except major competitions, one guest may be invited by an Ordinary Member of the Club.

## 9. RESIGNATION

- a. Any Member who intends to resign or not to seek re-election shall signify his/her intention so to do to the Chief Executive in writing on or before the end of the financial year in any year, but shall continue to be liable for any Annual Subscription due and unpaid at the date of his/her resignation. Any Member who shall fail to notify the Chief Executive accordingly of his/her intention not to seek re-election shall be deemed to apply for re-election for the ensuing year.

## 10. MISCELLANEOUS

- a. Unless otherwise determined by the GPC any candidate who has been rejected, or Member who has not been re-elected, shall not be admitted into the Clubhouse, or on the Course as a guest.
- b. All complaints as to the conduct of an employee of the Club or as to the Management shall be made to the Chief Executive who shall place such complaints before the GPC. Under no circumstances must a Member reprimand a Club Employee.
- c. Cards and other games are permitted subject to any Rules laid down by the GPC.
- d. No paper, notice or placard, written or printed, shall be displayed in the Club without the sanction of the GPC.
- e. No Member or guest shall bring a dog into the Clubhouse. A Member shall not allow his or her dog on the Course unless on a lead nor to be a nuisance to any other

Member, and shall be held responsible for keeping such dog under effective control when on the Course.

- f. Because the Club does not possess adequate and suitable facilities for the safe keeping of personal property, the Club, the GPC or the Company, shall not be liable under any circumstances for any article, the property of Members or guests that may be lost or damaged whilst left in lockers, or in any part of the Club premises. This Rule shall be applicable to visitors' cars and their contents parked in the precincts of the Club or in the Car Park. Valuables may be placed in the personal charge of the Chief Executive, and a signed receipt obtained therefor, but this will not affect the non-liability referred to above.
- g. The permitted hours for the supply of intoxicating liquors shall be according to the licensing laws.