



BATCHWOOD HALL GOLF CLUB

CLUB CONSTITUTION

**(AS AMENDED AT THE ANNUAL
GENERAL MEETING ON 1ST
DECEMBER 2025)**

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BATCHWOOD HALL GOLF CLUB

CONSTITUTION

1. Name

The name of the Club shall be Batchwood Hall Golf Club.

2. Objects

- i) The main purposes of the club are to provide facilities for and to promote participation in the amateur sport of golf in St Albans together with such incidental amenities as the Committee may consider necessary or desirable.
- ii) All surplus income or profits are to be reinvested in the club. No surpluses or assets will be distributed to members or third parties.
- iii) Upon dissolution of the club any remaining assets shall be given or transferred to another registered CASC, a registered charity or the sport's governing body for use by them in related community sports
- iv) The Club shall be affiliated to Golf England, Hertfordshire Golf Union and the National Association of Public Golf Courses.
- iv) The Colours of the Club shall be navy blue and gold.

3. Trustees

- i) The property of the Club shall be vested in three Trustees who shall be appointed by the Committee and the property of the Club shall be vested in them to be dealt with by them as the Committee may from time to time direct by resolution (of which an entry in the minute book shall be conclusive evidence).
- ii) The Trustees shall be indemnified against risk and expense out of the Club property. Their names shall be posted on the Club's notice board.
- iii) The Trustees shall hold office until death or resignation or until removal from office by the Committee. Where by reason of such death, resignation or removal it is necessary that a new Trustee or Trustees be appointed the Committee shall nominate the person or persons to be appointed. For the purpose of giving effect to such nomination the Captain for the time being is hereby nominated as the person to appoint new Trustees of the Club within the meaning of section 36 of

the Trustee Act 1925 and he shall by deed duly appoint/remove the person or persons nominated by the Committee.

4. President

The Club shall have a President, who shall be a Full Member of at least ten year's standing, elected for a period of three years at the Annual General Meeting, The procedure for nomination of an individual candidate for the post of President shall be as set out in Rule 6.iii). The President shall be entitled to all of the privileges of a Full Member and shall attend any meeting of the Committee, but not vote thereat other than as set out in Rule 5.ii).

5. Management

- i) The affairs of Batchwood Hall Golf Club in all matters not in rules reserved for the Club in general meeting shall be managed by a Committee consisting of a Club Captain, Honorary Secretary, Honorary Treasurer, Honorary Competition Secretary, Chairman of the House and Social Sub-Committee (these five being the Officers of the Club), Vice-Captain, the Captain of the Ladies Section, and one general committee member (eight in total).
- ii) The Committee shall meet at least once a month; five voting members shall consist of a quorum. At every meeting of the Committee the President, or in his absence a chairman elected by the Committee, shall preside and shall vote only if otherwise there would be an equality of votes on any resolution.
- iii) Minutes of each meeting shall be kept and made available in the Clubhouse for reference by Members within one week of their approval at the Committee's next meeting.
- iv) Any member of the Committee who absents himself from three consecutive meetings without reason acceptable to the Committee shall upon the simple majority vote of the other members thereof cease to be a member of the Committee.
- v) The Committee shall exercise its responsibilities through the following standing sub-committees meeting at least once each quarter:
 - a) The **Finance and Resources Sub-committee** shall consist of the Hon. Treasurer (chairman) and not more than two co-opted members (not being members of the Committee) and shall have responsibility for advising the Committee in connection with the finances of the Club, the property of the Club held by or under the control of the Trustees, the finances for maintenance, care and improvements of the Club premises and generally in connection with such administrative matters as may be necessary for properly carrying out the objects of the Club.

- b) The **Golf Sub-committee**, chaired by the Honorary Competition Secretary, shall be responsible to the Committee for the smooth running of the Club's golfing activities, including the organisation of Club competitions and fixtures, the administration of Members' handicaps, the development of junior golf and improvements to golf course facilities through liaison with the course managers. Such liaison should be conducted by regular communication and meetings with the managers by representatives designated by this Sub-Committee.
- c) The **House and Social Sub-committee** shall be responsible to the Committee for the maintenance, care and improvement to the Club's premises, management of the bar and staff (including the purchase of bar supplies) and the planning and running of Club social events. The management of staff shall include their appointment at such remuneration and upon such terms as it deems advisable, staff employment policies, staff employment contracts, disciplinary procedures and grievances. Any disciplinary meetings held by this committee shall also be attended by the club's Welfare Officer as proposed and passed at the AGM on 7th December 2021.
- vi) In addition the Committee shall have the power to appoint other sub-committees that may be standing or ad hoc in nature. The Captain and Hon. Secretary shall be ex-officio members of all sub-committees.
- vii) Sub-committees shall consist of such number of members and with a chairman as the Committee shall decide, and may include co-opted members, provided they are Members or employees of the Club. Unless the Committee determines otherwise four shall constitute a quorum for sub-committees. Sub-committees shall exercise such powers as the Committee shall delegate to them. Except when generally or specifically agreed by the Committee, the decisions of sub-committees shall not be put into effect until the Committee has ratified them.
- viii) Members that play under the auspices of the LGU (the Ladies Section) shall have a separately constituted section to enable them, inter alia, to organise and administer competitions, handicaps, social events and associated finances.

6. Election of Committee

- i) In every year the Captain, Vice-Captain, Captain of the Ladies Section and two (three in alternate years) other members of the Committee shall retire from office at the Annual General Meeting. The two/three members of the Committee to retire shall be those who have been longest in office since their election. The Hon. Secretary, Hon. Treasurer, Hon. Competition Secretary and Chairman of the House and Social Sub-committee shall each retire from office at the fourth Annual General Meeting following their election and shall be eligible for re-election.

- ii) The election of members of the Committee shall take place at the Annual General Meeting. The nominees for the positions of Captain, Vice Captain and Captain of the Ladies Section shall be elected individually or, at the discretion of the President, en bloc at the Annual General Meeting. The nominees for the positions of Hon. Secretary, Hon. Treasurer, Hon. Competition Secretary and Chairman of the House and Social Sub-committee shall be elected individually at the Annual General Meeting the positions become vacant.
- iii) Only Full Members of at least two years standing may offer themselves for election to the Committee. Notices inviting the nomination of candidates shall be posted on the approved notice boards. Nominations shall be in writing signed by two Full Members, counter-signed by the candidate to signify consent and deposited with the Hon. Secretary within a period of fourteen days from the date of such notices, except in the case of retiring members who may offer themselves for re-election by notifying the Hon. Secretary before that date.
- iv) The Hon. Secretary shall give particulars of such nominations in the notice convening the Annual General Meeting, and shall also post the nominations in the clubroom immediately after receipt thereof. The Committee shall make all necessary arrangements in connection with the election, including the appointment of three scrutineers who shall not be members of nor candidates for election to, the Committee.
- v) The election of the remaining Committee members shall be by ballot. Each Full Member shall have as many votes to cast as Committee members to be elected but shall not be entitled to cast more than one vote for a particular candidate and shall not be obliged to cast all votes to which entitled. Should the ballot result in two or more candidates receiving an equal number of votes, being the lowest number cast which is sufficient to secure election, the scrutineers shall draw lots to determine which of such candidates shall fill the vacancy(s). The results shall be declared by the President at the Annual General Meeting and by posting on the approved notice boards of notices signed by the Hon. Secretary.
- vi) The Committee shall have power to appoint any Member of the Club to fill a casual vacancy in its body or among the Officers of the Club, but any such person shall retain office only so long as the person succeeded would have retained the same if no vacancy had occurred.

7. Membership

- i) Membership of the club shall be open to anyone interested in the sport on application, regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion or other beliefs, except as a necessary consequence of the requirements of golf. The club may have different classes of membership and subscription on a non-discriminatory and fair basis. The club will keep subscriptions at levels that will not pose a significant obstacle to people

participating. The club committee may refuse membership, or remove it, only for good cause such as conduct or character likely to bring the club or sport into disrepute. Appeal against refusal or removal may be made to the members.'

There shall be six categories of membership with the maximum number of Members in each as follows:

a)	Seven-day Membership	325
b)	Junior Membership	25
c)	Intermediate Membership	20
d)	Honorary Membership	N/A
e)	Life Membership	N/A
f)	Temporary Membership	N/A

ii) Categories a), d) and e) are considered to be Full Members of the Club. Junior, Intermediate and Temporary Members shall not be entitled to vote at General Meetings, to serve on the Committee or to become Officers of the Club.

iii) The following provisions shall apply to members in the various categories of membership:

Junior Members. Golfers under the age of 18 shall be eligible for election as Junior Members. Junior Members shall not be entitled to enter certain Club competitions as specified in the Competition Rules. When Junior Members reach the age of 18 they shall, if they wish to continue as a Member, elect either to become an Intermediate Member or a Full Member. Such Members shall be liable at 1st January next following their 18th birthday to pay such fees as may then be payable by such membership category except that in the case of a Junior Member of two full years membership any entrance fee shall be waived. Any such election shall not be a breach regarding the limitation of the number of Members in that category.

Student Members. Persons over the age of 18 and under 24 shall be eligible for election as Intermediate Members. When Intermediate Members reach the age of 24 they shall, if they wish to continue as a Member, elect to become a Full Member. Such Members shall be liable at 1st January next following their 24th birthday to pay such fees as may then be payable by such membership category except that in the case of an Intermediate Member of two full years membership any entrance fee shall be waived. Any such election shall not be a breach regarding the limitation of the number of Members in that category.

Honorary Members. Full Members who have performed outstanding services for the Club may be recommended by the Committee for appointment as Honorary Members. Such recommendations shall be put to the Annual General

Meeting for approval. The Committee may elect Honorary Members upon such terms and subject to such conditions as the Committee may from time to time see fit. The annual subscription for honorary membership shall be nil.

Life Members. The Committee may offer life membership upon such terms and subject to such conditions as the Committee may from time to time see fit. The annual subscription for life membership shall be nil.

Temporary Members. The Committee shall have power from time to time to grant temporary membership, without subscription and without the right to introduce guests, to any person attending any function or activity of the Club. Application for temporary membership must be made to the Committee at least 48 hours before the function or activity for which the temporary membership is required and such temporary membership shall be for the duration of that function or activity only. A list of Temporary Members attending any function or activity shall be displayed by the Committee on the Club notice board prior to such function or activity.

- iv) All Members, whatever the restriction may be in the use of the course, may make use of the Clubhouse on Saturdays and Sundays, subject to any restriction that may from time to time be imposed by the Committee.

8. Election of Members

- i) Application for membership shall be made in writing on the appropriate form prescribed by the Committee and accompanied by the appropriate fees. Applicants shall be either proposed or seconded by the Committee, or by Members of the Club who should be able from personal knowledge to vouch for the applicant's respectability and fitness to be a Member. The names of applicants shall be posted on the Clubhouse notice board for at least seven days before election.
- ii) The Committee shall have the power to elect or reject, without explanation, such applicants.

9. Register of Members

- i) The Committee shall keep a Register of names and addresses of all Members. Every Member shall within fourteen days give notice to the Hon. Secretary of any change of address or telephone number.
- ii) All notices sent to such addresses shall be considered as duly delivered three days following the date of posting.

10. Cessation of Membership

A Member shall cease to be a Member and their name shall be removed from the Register in the following circumstances, by:

- i) Resigning membership by giving not less than one months notice in writing to the Hon. Secretary and shall pay all arrears at the date of such notice; such resignation shall take effect at the expiry of the said period of notice. The Committee shall have the absolute discretion to determine whether or not to refund all or part of the subscription and competition fees of a Member who resigns his membership of the Club.
- ii) Failing to pay subscriptions by the due date and the Committee voting to terminate membership on the grounds of non-payment of subscription.
- iii) Termination in accordance with Rule 19.

11. Members Fees

- i) The annual subscription and competition fees and the initial joining fee for each category of membership shall be fixed at the Annual General Meeting or any general meeting called for that purpose and shall at all times be posted in a prominent position in the Clubhouse.
- ii) The membership year shall be 1st January to 31st December. The age of a Member on the 1st January in any year shall determine the annual subscription and competition fee for that year. All annual fees are due on 1st January and must be paid before 31st January. Individual Members shall not be entitled to enter any of the Club competitions or attend or vote at any general meeting until their fees have been paid.
- iii) Any Member resigning membership or ceasing to be Member as a result of non payment of fees within the allotted time may only rejoin the Club on payment in full of the appropriate annual fees and joining fees.

12. Accounts

- i) The Committee shall cause proper books of accounts to be kept with respect to all sums of money received and expended by the Club, all sales and purchases by the Club and the assets and liabilities of the Club. At every Annual General Meeting, the Committee shall lay before the Club an Annual Income and Expenditure Account and a Balance Sheet made up to the thirtieth day of September duly audited and signed by the independent examiner. A copy of the Annual Income and Expenditure Account and Balance Sheet shall be posted on the approved notice board at least fourteen days before the date of the Annual General Meeting.
- ii) The Honorary Treasurer shall receive all monies and pay all accounts, which shall be reported to the Committee. The Club's financial year shall be from 1st October to 30th September.
- iii) Any Member having an interest in the funds may, at all reasonable times, inspect all books and accounts, at the Club's premises or at any place where they are

kept, and it shall be the duty of the Honorary Treasurer to produce them for inspection.

13. General Meetings

- i) The Annual General Meeting shall take place between 14th November and 21st December each year for the purposes of inter alia, electing the Club's President, approving the Club's Accounts, electing the Committee and agreeing Members fees for the next year.
- ii) The Committee may call an Extraordinary General Meeting, when any matter of urgent importance shall occur, and shall be bound to do so on receiving a requisition either signed by twenty-five Full Members or one fifth of the total number of Full Members whichever is the less, or by a Member who has been expelled and exercises right of appeal under the provision of Rule 19.
- iii) Notice of any Extraordinary General Meeting or of the Annual General Meeting shall be posted on the Clubhouse notice board set aside for such notices. Any such notice shall state the purpose, date and time of the meeting being so convened. The Hon. Secretary shall post all such notices giving at least twenty-one clear days notice of the meeting or between seven and twenty-one days in the case of an Extraordinary General Meeting requisitioned by Members or a Member appealing under the provisions of Rule 18 (vii). At least seven days notice of all Extraordinary General Meetings, specify the day, place and hour of meeting, and business to be transacted, shall be sent to all Members entitled to attend, by post or delivered by hand.
- iv) At all Extraordinary and Annual General Meetings twenty-five members eligible to vote at General Meetings shall form a quorum. At every general meeting the President of the Club or failing him the Captain shall preside. In their absence a Chairman elected by the Members present shall preside.
- v) Resolutions which are proposed at general meetings of the Club shall be put to the meeting in the form in which they are set out in the Notice convening the meeting, but the Chairman of the meeting may accept amendments to such resolutions provided they do not in the opinion of the Chairman, materially alter the substance of the resolutions as set out in the Notice.
- vi) Resolutions shall be passed by a simple majority of those voting except for Alterations of Rules when the provisions of Rule 14 apply.
- vii) The Chairman of the meeting shall only have one vote that will be exercised if there is, before he votes, an equality of votes of any resolution.

14. Alterations of Rules

No Rule of the Club shall be repealed or amended and no Rule shall be made save by a majority of two-thirds of the eligible Members voting at any General Meeting. Notice of the intention to propose any Rule or alteration thereto shall be given in writing to the Hon. Secretary not less than one calendar month prior to such General Meeting.

15. Byelaws

- i) The Committee shall have the power from time to time to make, vary and revoke bye-laws (not inconsistent with these Rules) for the regulation of the Club and the conduct of the Members.
- ii) Seven days notice in writing of any amendment to the Byelaws must be given to the Hon. Secretary, who shall include same on the agenda for the next Committee meeting after receipt thereof.
- iii) The Byelaws for the time being in force shall be binding on all Members and a copy thereof shall at all times be posted in a prominent position in the Clubhouse. All Byelaws come into effect seven days after being posted.

16. Suggestions, Complaints and Disputes

- i) All suggestions and complaints from Members must be made to the Hon. Secretary in writing or by electronic communication. The Hon. Secretary shall submit the suggestions and complaints to the Committee at its next meeting. The Committee shall not consider any such suggestions and complaints unless signed by a Member or if by electronic communication including an identifiable address.
- ii) Any dispute between Members which cannot be settled amicably and any complaint by a Member shall be referred by the Member(s) concerned to the Hon. Secretary (or any Officer of the Club) who, if unable to settle the matter to the satisfaction of such Member(s), shall refer it at the request of such Member(s) to the Committee whose decision shall be final. The Committee shall take such action as may be appropriate including the suspension or termination of membership under Rule 19 if the conduct concerned justifies it.
- iii) Any Member or Officer about whom a complaint is made or who makes a complaint or who is party to a dispute may attend the meeting of the Committee or specially convened sub-committee at which such complaint or dispute is considered, to state his or her case or answer any allegations made against him or her.

17. Introduction of Guests

- i) Any Member shall be entitled to introduce guests to the Club. No person whose application for membership has been declined or who has been expelled or

suspended from the Club shall be introduced as a guest The Committee may from time to time specify the functions or activities of the Club to which Members may introduce guests. The maximum number of guests which a Member may introduce on any one occasion shall be stated in the Bye-laws and a notice of any decision by the Committee to vary such maximum number with regard to a particular function or activity shall be displayed on the Club notice boards at least seven clear days prior to the particular function or activity.

- ii) There shall be kept at the premises of the Club a Guest Book that, except in the case of Club functions authorised by the Committee, shall be signed by every Guest and by the Member effecting the introduction. The Committee shall have power by Byelaw to determine the fee, if any, which shall be payable by any Member in respect of each guest introduced by him or her.
- iii) Members who introduce guests shall accompany them throughout their stay on Club premises and shall be responsible for them strictly observing these Rules and the Byelaws of the Club. Guests, over the age of eighteen, of a Member shall be permitted to make payment directly or indirectly for any intoxicating liquor provided on Club premises.

18. Misconduct on Club Premises

Any Officer of the Club or member of the Committee or any person authorised by the Committee may require any person to leave any premises of the Club forthwith for the remainder of that day if in the opinion of such Officer, committee member or person so authorised such person's behaviour is detrimental to the proper conduct of the Club or any section thereof or causes annoyance to other Members.

19. Suspension and Termination of Membership

- i) The Committee or, in extremis the Captain (or other Officer deputising for him) with the consent of not less than two members of the Committee, may summarily suspend the membership of any Member of the Club whose conduct, whether on the premises of the Club or elsewhere, is or has been in their opinion contrary to the interests of the Club or injurious to its reputation. Such suspension shall take effect until the next following meeting of the Committee.
- ii) Members so suspended shall be given written confirmation of their suspension and at least seven days notice of the date and place of the next following meeting of the Committee at which the suspension will be considered in full and shall be informed that if they desire they may appear before the Committee to answer any allegation made against them or make written representations to the Committee.
- iii) At such meeting, the Committee shall either:
 - a) reinstate the suspended member

- b) extend the suspension for a specified period not exceeding twelve months
- c) subject as hereinafter provided, resolve to terminate the membership of the suspended Member.
- iv) if the Member does not appear at such meeting or make such representation, the decision of the Committee shall stand, subject to the case of termination of membership and to the Member's right of appeal to the Club in General Meeting.
- v) The decision of the Committee shall be communicated forthwith to the Member in writing. In the case of termination of membership this shall include a reminder to the Member of the right of appeal.
- vi) Following the Committee's determination to terminate membership the Member has the right within seven days to give written notice of appeal to the Club in general meeting (membership meanwhile being suspended) and that failing such notice of appeal membership shall terminate and the Members name will be removed from the Register of Members at the expiration of the said period of seven days.
- vii) In the event of a notice of appeal being duly received, the Committee shall call an Extraordinary General Meeting of the Club for a day not more than twenty-one clear days after the date of receipt of the notice of appeal. The suspended Member shall be given written notice of the date of such Extraordinary General Meeting and shall be informed that they may be present. At any such Extraordinary General Meeting any allegations against the suspended Member shall be related (in the Member's presence, if attending) by a member of the Committee and the suspended Member shall be heard in answer. A decision whether to re-instate the suspended Member or to terminate membership shall be taken by vote in a ballot conducted by scrutineers appointed for the purpose by the Committee and shall be conclusive.

20. Club Property

- i) A Member expelled or undergoing a period of suspension under Rule 19 shall not be entitled to the return of any part of his or her subscription, nor to enter the Club premises except by invitation of the Committee.
- ii) Any Member expelled or ceasing to be a member of the Club shall forfeit all right or claim upon the Club, its property or funds.

21. Observance and Interpretation of Club Rules

Every Member shall be bound by and shall observe the Rules and Byelaws of the Club. Any question as to the proper construction or interpretation of any Rule or

Byelaw, or relating to any Local Rule of competition, must be referred to the Committee whose decision shall be final.

22. Rules of Play

No modification of the Rules of Golf as laid down by the Royal and Ancient Golf Club of St Andrews, shall be recognised in any competition or match played by the Club on the Course except as provided for in the Local Rules. Such Local Rules may be altered from time to time at the discretion of the Committee, notice of any such alteration to be affixed to the Club notice board.

23. Exclusion of Liability

Neither the Club nor any Member acting on behalf of the Club nor any Officer thereof nor the Trustees shall be liable to any Member or Guest of a Member or visitor for loss of or damage to any property occurring, from whatever cause, in or about any premises of the Club; nor for any injury sustained by a Member or Guest of a Member or visitor whilst on or entering or leaving any premises of the Club.

24. Indemnity of Officers and Members

- i) The Officers of the Club and Members acting on behalf of the Committee shall be entitled to be indemnified out of the assets of the Club against all expenses, cost, claims and liabilities arising out of or in the course of the Officer's or Member's duties or acts which they or their predecessors may incur, except such (if any) as they may incur through their own wilful neglect or default.
- ii) If the assets of the Club shall be insufficient the Officers and Members concerned shall be entitled to be indemnified to the extent of such deficiency by Full Members of the Club and those persons who were Full Members at the time the liability was incurred but have subsequently ceased to be Full Members.