

THE BYE-LAWS OF HEATON MOOR GOLF CLUB LIMITED

Rules of Play

The Club shall adopt the St. Andrews Rules of Play, with such local exceptions as the Board shall from time to time determine. Where such local rules differ from the St. Andrews Rules, the local rules shall prevail and they shall be deemed to form part of the Bye-Laws of the Club.

Membership Categories

Full Members

Any person over the age of 18 years on 1st January in the year of application for membership shall be eligible to join as a Full Member.

A Full Member shall be entitled to use and enjoy all the facilities provided by the Club and to attend and cast one vote upon each motion proposed at any General Meeting of the Club.

Associate Full Members

Any person over the age of 18 years on 1st January in the year of application for membership shall be eligible to join as an Associate Full Member for a period not exceeding twelve months.

An Associate Full Member shall be entitled to use and enjoy all the facilities provided by the Club and to attend and cast one vote upon each motion proposed at any General Meeting of the Club.

Six Day Member

Any person over the age of 18 years on 1st January in the year of application for membership shall be eligible to join as a Six Day Member.

A Six Day Member shall be entitled to use and enjoy the facilities of the Clubhouse at all times and the facilities of the Course on all days but Saturday and to attend and cast one vote upon each motion proposed at any General Meeting of the Club.

Associate Six Day Member

Any person over the age of 18 years on 1st January in the year of application for membership shall be eligible to join as an Associate Six Day Member for a period not exceeding twelve months.

An Associate Six Day Member shall be entitled to use and enjoy the facilities of the Clubhouse at all times and the facilities of the Course on all days but Saturday and to attend and cast one vote upon each motion proposed at any General Meeting of the Club.

Five Day Member

Any person over the age of 18 years on 1st January in the year of application for membership shall be eligible to join as a Five Day Member.

A Five Day Member shall be entitled to use and enjoy the facilities of the Clubhouse at all times and the facilities of the Course on all days but Saturday and Sunday and to attend and cast one vote upon each motion proposed at any General Meeting of the Club.

Associate Five Day Member

Any person over the age of 18 years on 1st January in the year of application for membership shall be eligible to join as an Associate Five Day Member for a period not exceeding twelve months.

An Associate Five Day Member shall be entitled to use and enjoy the facilities of the Clubhouse at all times and the facilities of the Course on all days but Saturday and Sunday and to attend and cast one vote upon each motion proposed at any General Meeting of the Club.

Intermediate Members

Any person over the age of 18 years but under the age of 30 years on 1st January in the year of application for membership shall be eligible to join as an Intermediate Member. The Board may admit someone under the age of 18 as an Intermediate Member.

An Intermediate Member over the age of 18 shall be entitled to use and enjoy the facilities of the Clubhouse and of the Course at all times and to attend and cast one vote upon each motion proposed at any General Meeting of the Club.

Student Members

Any person over the age of 18 years but under the age of 25 years on 1st January in the year of application for membership who at the date of such application is undergoing a full-time course of higher education may join as a Student Member.

A Student Member shall be entitled to use and enjoy the facilities of the Club at all times and the Course at all times Monday to Friday, Sunday and after the last competition tee off time on Saturdays and to attend and cast one vote upon each motion proposed at any General Meeting of the Club.

Junior Members

Any person who is under the age of 18 years on 1st January in the year of his or her application for membership shall be eligible to join as a Junior Member. The parent or guardian of the applicant must sign the membership proposal form.

A Junior Member shall be entitled to use and enjoy the facilities of the Club at all times and the Course at all times Monday to Friday, after the last competition tee off time on Saturdays and after 12.00 on a Sunday. The Board may permit Juniors to enter Saturday competitions if the individual has a handicap of 18 or less.

A Junior Member shall not receive notice of, attend or vote at any General Meeting.

Country Members

Any person who is over the age of 21 years on 1st January in the year of application for membership, is a member of another golf club and does not live within a radius of 50 miles of the Clubhouse shall be eligible to join as a Country Member.

A Country Member shall be entitled to use and enjoy the facilities of the Club at all times and the Course on no more than 24 occasions Monday to Friday or after the last competition tee off time on Saturdays. The Board may permit Country members to enter Saturday competitions if this is requested.

A Country Member will receive notice of, and may attend but not vote at any General Meeting.

Non-Playing Members

Any person over the age of 18 years on 1st January in the year of application for membership shall be eligible to join as a Non-Playing Member.

A Non-Playing Member shall be entitled to use and enjoy the facilities of the Clubhouse at all times but shall not be entitled to use the Course without payment of a green fee.

A Non-Playing Member will receive notice of, and may attend but not vote at any General Meeting.

Honorary Life Members

An Honorary Life Member shall be entitled to use and enjoy all the facilities provided by the Club and to attend and cast one vote upon each motion proposed at any General Meeting of the Club.

Introductory Members

Any person over the age of 21 years may join as an Introductory Member for a period not exceeding twelve months. The appropriate membership fee must be paid in full at the time of joining.

An Introductory Member shall be entitled to use and enjoy all the facilities provided by the Club but is not permitted to play in any Club competitions

An Introductory Member will receive notice of, and may attend but not vote at any General Meeting.

Corporate Packages

Corporate Packages may be granted to commercial bodies upon such terms with regard to use of the course, use of the Clubhouse and amount of subscription as the Board shall determine.

Clubhouse Regulations and Etiquette

The of opening and closing times of the Clubhouse will be determined by the Board and these times will be displayed in the Clubhouse. Members will be notified when changes to Clubhouse opening and closing times are made.

The Board may from time to time authorise the closure of part or parts of the Clubhouse, details of any closure will be communicated to members.

The Board may from time to time authorise the closure of the Bar, details of any closure will be communicated to members.

The Directors may from time to time authorise part or parts of the Clubhouse to be used for Club social events or functions and for part or parts of the Clubhouse to be hired by members or non-members for social events or functions.

Smart casual dress is permitted in the Clubhouse at all times, other than for social functions when a dress code has been specified. Details of the "Smart Casual" dress standards will be displayed in the Clubhouse.

Members and visitors should ensure that mobile phones and other electronic devices are on "silent" or switched off when in the Clubhouse. Members and visitors should leave the Clubhouse if they wish to make or receive a voice call.

Dogs, other than assistance dogs, are not permitted in the Clubhouse.

Golf shoes may only be worn in the Spike Bar and gentlemen's hats should not be worn in the Clubhouse Lounges or Spike Bar.

Course Regulations and Etiquette

All Members and visitors must wear suitable golfing attire and golfing shoes on the Course.

Details of the standards expected will be displayed in the Clubhouse and on the Club's website.

Play may commence at any hole providing the preceding hole is clear.

Members are not permitted to practice, unless with the Professional, on any part of the course.

Tee reservations, even for social golf, must be made on BRS before playing.

The Board may close part or all of the Course at any time, details of any closure will be communicated to members. When the course is closed, all competitions are cancelled.

The Club arranges insurance for members and guests covering damage and injury to persons and property at Heaton Moor Golf Club Limited. Any stray balls which may have caused damage must be investigated by the player and details must be recorded in the Incident Book located in the foyer of the Clubhouse. (It is recommended that Playing Members take out their own golfers' insurance to cover damage to or theft of their clubs or incidents whilst playing other courses.)

Dogs must not be allowed to run free on the Course, members exercising dogs should keep them on a lead and keep to the public footpaths or driveway.

Members and visitors should ensure that mobile phones and other electronic devices are on "silent" when on the Course. Voice calls must not be made or received on the Course except in an emergency.

Use of Electric Trolleys and Ride on Buggies

Members using electric trolleys and ride on buggies are asked to keep them well away from the greens and their surrounds at all times.

Ride on buggy users must sign and comply with the Heaton Moor Buggy Safety Policy before they will be allowed to use their buggy on the Course.

The Board may from time to time ban the use of either ride on buggies and or electric trolleys if they feel their use is likely to cause lasting damage to the course.

The use of buggies and or electric trolleys by members who are registered disabled will never be banned unless the course is closed to all members. However, passengers may not be allowed on ride on buggies if they are not registered disabled.

Complaints

All complaints should be made in writing and addressed to the Club Secretary.

Sale of Intoxicating Liquor

Any sale of intoxicating liquors by or on behalf of the Club shall be made in accordance with the Licensing Act 2003 (as amended from time to time.) and in accordance with the Club Licence as approved by the Licensing Authority which will be displayed in The Club.

A Personal Licence will be held by the Steward and one other Voting Member. A Premises Licence will normally be held by the Steward.

Those permitted to use the facilities of the Club and to purchase intoxicating liquor as a direct or indirect consequence of such use shall be defined by the Club Licence as approved by the Licensing Authority.

Nominating and Electing Board Members (Article 9.4)

A Nomination Sheet for the election of Board Members and the Club Secretary shall be displayed in the Clubhouse not less than one month prior to the Annual General Meeting and shall be taken down four clear days prior to the Annual General Meeting. The Nomination Sheet must indicate clearly the posts that are vacant.

Any Voting Member wishing serve on The Board or hold the post of Club Secretary should enter their name and sign the nomination sheet. Their nomination must be supported by two other Voting members, a proposer and a seconder, who should enter their names and sign the nomination sheet.

In the event that there is more than one candidate for a vacancy on the Board or for the post of Club Secretary there will be a ballot at the Annual General Meeting. Balloting lists setting out in alphabetical order the names of the candidates shall be issued to Voting Members attending the Annual General Meeting.

The Chairman of the meeting and one other Voting Member (who is not a candidate) shall act as scrutineers. The scrutineers will count the numbers of votes for each candidate, the candidates receiving the highest number of votes will be elected.

If two or more candidates receive an equal number of votes, then their names shall be written on separate slips of paper and the Chairman of the meeting shall draw out a slip and the candidate whose name is drawn out first shall be elected to the post.

Nominating and Electing Sub Committee Members (Option 1)

A Nomination Sheet for the election of Members of the Golf, Clubhouse and Marketing sub committees shall be displayed in the Clubhouse not less than one month prior to the Annual General Meeting and shall be taken down four clear days prior to the Annual General Meeting. The Nomination Sheet must indicate clearly the positions that are vacant.

Any Voting Member wishing to serve on a Sub Committee should enter their name and sign the nomination sheet. Their nomination must be supported by two other Voting Members, a proposer and a seconder, who should enter their names and sign the nomination sheet.

In the event that there are more candidates than the positions available on a Sub Committee there will be a ballot at the Annual General Meeting.

Balloting lists setting out in alphabetical order the names of the candidates shall be issued to Voting Members attending the Annual General Meeting.

The Chairman of the meeting and one other Voting Member (who is not a candidate) shall act as scrutineers. The scrutineers will count the numbers of votes for each candidate, the candidates receiving the highest number of votes will be elected in order to the Sub Committee until all the positions have been filled.

If two or more candidates receive an equal number of votes for the last available position(s) on a Sub Committee, then their names shall be written on separate slips of paper and the Chairman of the meeting shall draw out a slip(s) and the candidate(s) whose name is drawn out first, second etc. shall be elected to fill the remaining space(s) on the Sub Committee.

The Directors may appoint a Voting Member to fill any Sub Committee vacancy at any time.

Sub Committee members will be elected for one year only but may seek re-election at the next Annual General Meeting of the Club.

Nominating and Selecting Sub Committee Members (Option 2 which is supported by the General Committee.)

Immediately after the Annual General Meeting an email will be sent to all Voting Members seeking volunteers to serve on the three main sub committees, Golf, House and Marketing. The email will indicate the number of vacancies on each Sub Committee.

The Board will select Sub Committee members from the Voting Members who have volunteered.

The Directors may appoint a Voting Member to fill any Sub Committee vacancy at any time.

Voting Members selected will serve for one year on the Sub Committee but may volunteer again following the next Annual General Meeting.

Electing the Club President

Any Voting Member may nominate another Voting Member for the post of Club President provided that this is done with the knowledge and consent of the nominee.

All nominations must be received by the serving Club President by the midnight on the 30th September each year.

The serving Club President the immediate Past President and the Men's and Lady's Vice Captains will select the most suitable nominee. In the case of equal votes for more than one candidate the serving Club President has the casting vote.

The nominee will be proposed and seconded by the Vice Captains and formally elected to the position of Club President by a majority of the Voting Members attending the Club's Annual General Meeting.

Electing the Men's Vice Captain/Captain

Any male Voting Member, other than the retiring Men's Captain, is eligible to be nominated to be Men's Vice Captain.

Any male Voting Member may nominate another male voting member for the post of Men's Vice Captain provided that this is done with the knowledge and consent of the nominee.

All nominations must be received by the Secretary of the Past Captains by the midnight on the 30th September each year.

The nominations received will be considered by the Senior Past Captain and those Past Captains who remain Voting Members of the Club who will select the most suitable nominee. In the case of equal votes for more than one candidate the Senior Past Captain present has the casting vote.

The name of the successful nominee will be announced at the Gentlemen's Turkey Supper.

The nominee will be proposed and seconded by representatives of the Past Captains and formally elected to the position of Vice Captain by a majority of the male Voting Members attending the next Annual General Meeting.

The Men's Captain will take office at each Annual General Meeting and will be the person who served as Men's Vice Captain in the preceding year.

Electing the Lady's Vice Captain/Captain

Any female voting member, other than the retiring Lady Captain, is eligible to be nominated to be Lady Vice Captain.

Any lady voting members may be nominated by another lady member for the post of Lady Vice Captain provided that this is done with the knowledge and consent of the nominee.

All nominations must be received by the Secretary of the Past Lady Captains by 31st July each year.

The nominations received will be considered by the Senior Past Lady Captain and those Past Lady Captains who are members of Heaton Moor Golf Club who will select the most suitable nominee. Past Lady Captains who are members of more than one golf club and where Heaton Moor Golf Club is not designated as their home club may not give consideration to any nomination.

The name of the successful nominee will be announced on the first Tuesday in September.

The nominee will be proposed and seconded by representatives of the Past Lady Captains and formally elected to the position of Vice Lady Captain by a majority of the lady voting members attending the next Ladies Annual General Meeting.

The Lady Captain will take office at each Ladies Annual General Meeting and will be the person who served as Lady Vice Captain in the preceding year.

Development Association

Purpose

The purpose of Heaton Moor Golf Club Development Association is to generate funds for the benefit of Heaton Moor Golf Club Ltd.

Management

The activities of the Association will be managed by the Marketing and Membership Sub Committee which is led by the Marketing and Membership Director.

Treasurer

A member of the Marketing and Membership Sub Committee shall be appointed Treasurer of the Development Association. All Development Association funds and costs shall be clearly accounted for separately and detailed accounts will be produced, audited and reported to the Membership at the Annual General Meeting of the Club.

Secretary

The Secretary of the Marketing and Membership Sub Committee shall record all Development Association matters as part of the minutes of the Marketing and Membership Sub Committee. Development Association information will be communicated to the Board by the Marketing and Membership Director.

Fund Raising

The Association shall raise funds from a gaming machine placed in the Heaton Moor Golf Club Clubhouse, the running of golf competitions, monthly draw, nearest the pin competition and any other activities approved by the Board.

Use of Development Association Funds

The Board of Heaton Moor Golf Club Limited can request Development Association funds at any time only for the purposes listed below.

- The purchase of the freehold of land which forms part of Heaton Moor Golf Course.
- Improvements to the Clubhouse and its furniture and fittings and surrounding areas.
- Replacement of machinery used for the maintenance of the Golf Course.
- Improvements to the Golf Course.
- Such other purposes which are considered by the Marketing and Membership Sub Committee to be covered by the Purpose of the Development Association.

Note: Development Association funds should never be used to pay for the general day to day running costs of the Club.

Procedures for Deciding Tied Men's Competitions and Qualifying Scores for Aggregate Competitions

18-hole Medal Competitions

All Captains Qualifiers, Ralph Harrison Trophy, Mauldeth Trophy, Procter Trophy, Millennium Trophy. In the event of a tie these competitions are decided by a card play-off. (See Note 1)

18-hole Stableford Competitions

Danny Williams Trophy, Ken McEwen Trophy, Victory Trophy, Development Trophy. In the event of a tie these competitions are decided by a card play-off. (See Note 1)

18-hole Bogey Competitions

Jubilee Putter, Crowther Trophy. In the event of a tie these competitions are decided by a card play-off. (See Note 1)

36-hole Bogey Competitions

Professionals Competition, in the event of a tie this competition is decided by a card play-off. (See Note 1)

36-hole Medal Competitions

Chevalier Trophy in the event of a tie this competition is decided by a card play-off. (See Note 1)

Atkinson Tankard and Eldridge Cup Qualification for second round is the top 60 net scores and ties from the first round.

In the event of a tie after 36 holes an 18-hole play-off will be arranged as soon as possible at a mutually agreed time. The players will go out separately with a marker no more than 20 minutes apart. They will play using the handicap they had in the original competition. The winner will be the player recording the lowest net score. Should the match still be tied then the winner will be decided by sudden death stroke play starting at the first hole using the handicap they had in the original competition.

Ashworth Trophy in the event of a tie after 36 holes an 18-hole play-off will be arranged as soon as possible at a mutually agreed time. Each player will go out separately with a marker no more than 20 minutes apart. The player recording the lowest gross score will be the winner. In the event of a further tie then the above process will be repeated until a winner can be declared.

Captain's Prize Qualification criteria is at the Captain's discretion and the criteria for the current year will be communicated at the start of each season. It is normally the best three net scores from 8 competitions with the top 100 players plus ties qualifying for the first round.

Qualification for second round is the top 60 net scores and ties from the first round.

In the event of a tie after 36 holes a 9-hole play-off will take place immediately after the scores have been verified. The players will go out separately with a marker no more than 20 minutes apart. They will play using the handicap they had at the start of the competition. The 9-hole play-off will be set up as a 9-hole competition using Club v1. The gross scores will be entered and the software will determine the winner.

Should the match still be tied then the winner will be decided by sudden death stroke play starting at the first hole using the handicap they had in the at the start of the competition.

Aggregate Competitions

Butter Prize and David Jones Trophy in the event of a tie the 7th best card and then the 8th/9th and so on will count until a winner can be declared.

Scores in the following competitions count towards the Butter Prize and David Jones Trophy, all Captain's Qualifiers, Ralph Harrison Trophy, Mauldeth Trophy, Procter Trophy, Atkinson Tankard Round 1, Captain's Final Round 1, Ashworth/Eldridge Round 1.

Winter League in the event of a tie the 5th best card and then 6/7/8 and so on will be taken into account until a winner can be declared.

Order of Merit (Jimmy Walker Memorial Trophy) and **Eclectic** in the event of a tie the prize will be shared

Order of merit points are awarded for places 1 to 20 in all Saturday Singles Competitions plus the top 20 two round aggregate places in the Atkinson Tankard, Eldridge Cup and Captains Prize.

All scores in all Saturday/Weekend competitions, except the 2nd round of the Chevalier, count towards the Eclectic Prize

Adam Scratch Prize in the event of a tied best gross score then an 18-hole play-off should be arranged ASAP. The players may play separately with markers no more than 20 minutes apart or together if they wish. Should the gross scores still be tied then the winner will be decided by sudden death match play starting at the first hole. Scores from any Saturday or Sunday Trophy or Board Medal Round (not monthly medals) qualify for the Adam Scratch Prize.

All players involved in an Adam Scratch play-off shall have their names put on the Trophy Board. (This is a gross prize no handicaps shall be used at any stage.)

Millennium Trophy Qualifiers

The winners of all Saturday singles competitions plus the winners of the Atkinson Tankard, Eldridge Cup, Captains Prize, Chevalier Trophy, Professionals Competition, Singles Knock Out and Millennium Trophy will qualify for the following years Millennium Trophy.

Note 1 *In the event that a card playoff is tied then the prize for that year will be shared and both player's names will be engraved on the Trophy or Honours Board.*

DOCUMENT HISTORY (Articles and Bye Laws)

Draft One 7th January Produced by Tony Brook based on rules of HMGC Golf Club Articles of other clubs particularly Babberton GC and guidance notes from Company House web site.

Draft Two 12th January Produced after review by Tony Brook and Mike Roberts on the 11th January main amendments/additions agreed were Bye Laws covering election of Captains and President, processes for electing Sub Committee members (Option 1) and use of Buggies and Electric trolleys.

Draft 3 16th January Produced by Tony Brook and contains minor text changes made to make use of Company and Club consistent, no substantive alterations to the Articles. Added Sub Committee Selection process (Option 2) to the Bye Laws. This Draft provided to initial reviewees for comment and sent to NGCAA.

Draft 4 13th February produced by Tony Brook as a result of feedback from NGCAA which corrected errors in Articles 10, 36 and 39. Eric Foster and Frank Oliver which resulted in changes to Articles 4.3, 6.4, 14, 27.4, 29.1 and 33.3 also minor changes to Bye Laws as well as correcting numerous grammatical, spelling and numbering errors. Also reducing the number of Voting members needed to raise Ordinary and Special Resolutions and to call Extraordinary General Meeting to 2 and 15, respectively, as it is in the current rules and other minor wording changes.

Draft 5 30th April removed Article 7.4 and other references to Captains within the articles other than in Article 5.4. Amended and deleted parts of Article 42.7. Added reference to 5 Day membership in Bye Laws and changed age of entry to all membership categories to 18, added Development Association Bye Law. Added process for electing Gentlemen's Vice Captain/Captain to Bye Laws. Added process for deciding tied Saturday/Weekend competitions. Deleted Option 1 for selecting Sub Committee members following discussion at General Committee.

Final Draft 12th July, in response to comments received on Draft 5, reinstated Option 1 for Selection of Sub Committee Members in Bye Laws, Changed Bye Laws so that all members over the age of 18 can attend General meetings, voting and non-voting

categories remain unchanged, only members not invited to General meetings are Juniors. Added details of 5 Day Associate Member Category. Minor amendment to Article 5.4 (c) requiring Sections to provide copies of audited accounts to the Finance Director. Changes to Article 22.2 to make it clear that the “auditors” need to be approved at the AGM as do the Report and Accounts. Changes to Article 27 making it clear Financial Report and Accounts have to be circulated 14 days before AGM. Changes to process for selecting Club President as a result of discussions at the Open Forum. Change to Article 40.2 regarding amendments of Local Golf Rules. Added process for election of Lady Vice Captain/Captain.