## DEFINITIONS

* 1. The CLUB consists of all members in the three sections.
	2. The HOTEL is the Budock Vean Golf & Country Club Hotel Ltd.
	3. The term 'MEMBER' in these rules is any person accepted by the hotel who has paid the hotel subscription and the Golf Club membership subscription, the latter being approved at each **AGM.**

1.3a Hotel guests will be known as temporary members and will have the same rights as full members except that they will have no voting rights and they should note rule 8.2.

* 1. b The Club President shall be offered life membership.
	2. The officers of the club will be: President, Captain, Vice-Captain, and Honorary Secretary & Honorary Treasurer.
	3. The COMMITTEE consists of those officers of the club and other members elected or co-opted to manage the club as listed in article 5.5. Below.

1.5 The RULES are these rules of the club including such amendments made from time to time in accordance with these rules.

1.7 The FACILITIES are the course, the golf bar and associated rooms and equipment provided by the hotel.

## GENERAL RULES

* 1. The club will be called the Budock Vean Golf Club and will be affiliated to the Cornwall Golf Union and England Golf and will be subject to their rules and regulations. (AGM 2016 BRH)
	2. The objectives of the club are to provide a varied program of golf for the members including matches with other clubs and entering representative teams for county and other competitions.
	3. The club will operate in accordance with these rules, copies of which, complete with amendments, will be available for inspection by members of the golf bar or with the Hon. Secretary. The ladies section has separate rules for operation of that section but if any conflict should arise these rules shall prevail.
	4. The Hon. Secretary will be responsible for keeping general correspondence and records of the club except those maintained by the Hon. Treasurer & Competition / Handicap Secretary.
	5. The club is a non-profit-making organization. All surpluses will be used to maintain or improve club facilities. In addition, where considered appropriate by the committee, surpluses may also be used to support golf maintenance that is in the best interests of the club members. Such expenditure will be limited to £2,000 per annum. Projects over that amount will be referred to an AGM/EGM. (amended 2025 AGM KIS)

No surplus will be distributed other than to another non-profit-making body or to members on winding-up or dissolution of the club. The VAT (Sports, Sports Competitions & Physical Education) Order 1999 refers. In the event that the club's activities are terminated for any reason, an EGM will be held to debate the dissolution and the disposal of any assets. In this event, all members will be notified in writing and, exceptionally, given 30 days’ notice of the EGM. Voting on the issue will be by a simple majority of those present together with those members submitting a postal vote. Proxy voting will not be allowed.

* 1. The club code of conduct covers the standard that members are measured by and are expected to conduct themselves on the course and within the BV Hotel and surrounding areas. The code is given in full at Appendix IV to this constitution.

A copy of the code will be held within the liaison officer’s manual and shared on the hotel website under the golf section. (AGM 2022 KIS)

* 1. **DISIPLINARY ACTION.**

On receiving a complaint of misconduct by a BVGC member or his/her guest, a disciplinary secretary will be appointed by the Honorary Secretary as mediator (not a current or past member of a sitting committee), who will appoint a three person committee to conduct any disciplinary action to be taken, (if deemed appropriate), taking guidance from the EGU.

The procedures for Complaints and Protests are at Appendix V.

Disciplinary Regulations are at Appendix VI. (AGM 2022 KIS)

## CLUB/ HOTEL RELATIONSHIP

* 1. The facilities and any other major assets, apart from those purchased by the club, are the sole property of the hotel.
	2. The hotel agrees to allow members to use the facilities for the objectives defined in 2.2 above subject to these rules.
	3. The hotel shall determine who shall be members and the amount of the joining and annual membership fee subject only to article 3.4 below.
	4. Notwithstanding 3.3 above, the hotel agrees:
		1. To accept reasonable proposals on membership made by the committee.
		2. That it is not the hotel's intention to raise membership and annual fees to unreasonable levels in relation to the other courses in the area.
	5. The hotel will have responsibility for the following to:
		1. Provide the facilities, maintain them and pay all associated costs.
		2. Collect annual, temporary and other related fees, and other dues.
		3. Provide staff to operate the golf bar at times reasonably requested by the club.
		4. Establish and notify the club of all special course rules (out of bounds, free lifts, ground under repair etc.) subject to prior discussion with the committee.
		5. Ensure that all hotel guests adhere to the rules & etiquette of golf *(see Appendix 1).*
		6. give the club reasonable notice of any events which may affect the activities of the club

*(E.g. course closures).*

* + 1. Put a notice under the golf section of the hotel bedroom guest information folder to encourage hotel guests who do not possess any personal liability insurance to join the Group scheme *(see article 3.6g below).*
	1. The club will have responsibility to the hotel for the following to:
		1. Ensure that all members use the facilities in a reasonable manner so as to cause no damage beyond normal wear & tear.
		2. ensure that all members adhere to the rules and etiquette of golf *(see*

*Appendix I).*

* + 1. Keep the hotel informed of the club's programme and any other matters which may affect the hotel.
		2. Agree with the hotel sufficiently in advance the use of the course for any special events and particularly for matches with other clubs.
		3. Maintain a good standard of behavior among the members.
		4. Encourage members to use facilities offered by the hotel.
		5. Make members aware that the hotel is not responsible for public liability insurance covering member’s personal liability while using the facilities. To this end, the club has purchased personal liability - personal accident insurance cover through Golfguard Ltd. A copy of the schedule is available in the Golf Shop.
	1. The hotel will give the club a minimum of one year's notice effective from the 1st April (or other such date when annual membership subscriptions become due) of its intention to terminate the club's right to use the facilities.
	2. In the event of the hotel being incapable of fulfilling its obligations in respect of article 3.5a above, the hotel will repay the members the amount of their annual membership fee proportionate to the facilities not provided.
	3. BVGC has in place welfare, disciplinary and safeguarding policies in place following guidelines by England Golf policy that can be found on the club/hotel web page. (AGM 2022 KIS)

## GENERAL MEETINGS

* 1. The business of the club will be conducted through the Annual General Meeting (AGM) and such Extraordinary General Meetings (EGM) as become necessary from time to time. The meetings will be chaired by the President or, if the President so elects, by the Captain. In the event that neither of the above officers are present, a committee member will be nominated as chairman by the committee
	2. There will be an AGM held in the first two weeks of December each year.
	3. Notice of the AGM will be posted on the notice board in the clubhouse at least 30 days prior to that meeting.
	4. At the AGM the following items will be included on the agenda:
		1. Minutes of the last AGM and any subsequent EGMs.
		2. Matters arising from these minutes.
		3. Reports presented by the Club Captain, Hon. Secretary & Hon. Treasurer. These reports will describe the past year's activities and significant items for the following year which should be brought to the attention of the members. Each report should be accepted or rejected by the members. In the event of rejection, revisions should be incorporated so that the report, in its entirety or at least in part, can be accepted at the AGM. If the matters are too substantial, the Chairman may elect to call an EGM to discuss and approve those matters as soon as is practical after the AGM). (AGM 2016 BRH)
		4. Election of the officers, elected committee members and Hon. Auditor. The new committee will preside over the meeting as soon as the election has been completed.
		5. Presentation of trophies.
		6. Any other business. Matters to be raised under this item should be submitted to the Hon. Secretary in writing at least 14 days prior to the AGM.
	5. An EGM may be called by the committee by posting a notice at least 14 days prior to the date proposed for the meeting on the notice board in the clubhouse. The notice must state the reason why the EGM has been called.
	6. An EGM may be requested by members giving the reasons in writing. This request must be given to the Secretary and signed by a minimum of 20 members over 18 years of age. The Secretary will have a further 7 days to post the notice referred to in 4.5 above.
	7. A quorum at any general meeting shall be 20 members. Resolutions must be proposed and seconded by members with a minimum age of 18 years. Subject only to article 4.8 below, acceptance of any resolution will be by simple majority of members as evidenced by a show of hands. Lady members may propose resolutions and vote only on sections 1, 2, 3, 4, 5 & 7 which apply equally to all members. The Chairman will have one vote, which may only be used to decide a resolution in the event of a tied vote.
	8. The committee may, at its discretion, decide that an issue is best resolved by a secret ballot, either at a general meeting or in any other fair and suitable manner. The committee may also decide if votes by proxy will be accepted.
	9. Minutes of all general meetings will be kept by the Hon. Secretary and, following acceptance by the committee, be available for inspection by any member subject to 48 hours’ notice in writing.

### OFFICERS & COMMITTEE

* 1. With the exception of the President, the officers will be elected each year at the AGM. Any officer may be re-elected for successive years, although the Captain and Vice-Captain will not normally stand for election for more than one consecutive year. In the event of a tie between two nominees, the Chairman will use his casting vote. The President will be nominated and selected by members of the Committee. A vote will be taken and in the event of a tie the Captain will have a casting vote. He or she will hold the post for 2 years.
	2. Nominations of officers for election at the AGM must be made on a notice for this purpose which will be displayed on the notice board in the clubhouse at least 30 days prior to the AGM and removed no earlier than 7 days prior to the AGM. Each nomination must be accompanied by the name and signature of a proposer & seconder and signed by the nominee all of whom must be members,
	3. If the position of an officer or of the Hon. Auditor is not filled at the AGM, or if it falls vacant subsequently, the committee may nominate a member to take that position by displaying a notice indicating this nomination on the notice board in the clubhouse for 14 days. If no alternative nominee is proposed to the Hon. Secretary during this period, the committee's nominee will be co-opted to the committee. If other candidates are nominated, the committee will organize a simple ballot of members.
	4. The affairs of the club will be managed by the committee on behalf of and to benefit the members according to these rules.
	5. The committee will consist of the following members: Captain, Vice­ Captain, Hon. Secretary, Hon. Treasurer, Competition Secretary, Handicap Secretary, the Past Captain for one year, county representative (if required), juniors' Organizer (if required), Captain and Vice-Captain of the Ladies' Section, Captain and Vice-Captain of the Beavers' Section and two members of the Hotel management. In addition, the committee may co-opt members at its discretion. The

President will be an honorary, non-voting member of the committee and will notify the Secretary if he/she wishes to attend meetings.

*(AGM 2016 BRH)*

* 1. The position of Competition / Handicap Secretary, County Rep and juniors' Organizer will be filled in a similar manner to the officers specified in articles 5.1, 5.2 and 5.3 above. The Ladies' and Beavers' Captains will be nominated by those sections according to their standard practices.
	2. Committee meetings will be chaired by the Captain or, in his absence, the Vice-Captain. In the absence of both these officers, the committee will elect a member at that meeting.
	3. A quorum will be 5 members and resolutions will be adopted by a simple majority. The Captain will have two votes; a regular vote and, in the event of a tied decision, a casting vote.
	4. The committee will have the following powers and responsibilities subject to these rules:
		1. To manage all operations of the club.
		2. To operate the finances and bank accounts of the club.
		3. To amend these rules subject to article 5.10 below.
		4. To organize matches and competitions including timing and format.
		5. To ensure members maintain a good standard of behavior.
	5. If the committee wishes to amend these rules, a notice of the proposed change will be placed on the clubhouse notice board for at least 14 days. If any objection in writing is received by the Hon Secretary during this period, signed by a minimum of 20 members, the proposed changes will not be adopted unless the committee decide to call an EGM to debate the matter or put a resolution before the members in accordance with article 4.8 above. If no such objection is received, the changes will be adopted on a provisional basis until the next AGM at which time they must be formally put before members. Any amendment rejected by the members may not be reintroduced by such notice within a period of 3 years.
	6. The Hon. Secretary will be responsible for keeping minutes of all

Committee meetings and a member may see the minutes by giving the Hon. Secretary 48 hours’ notice in writing.

* 1. The Hon. Treasurer will be responsible for maintaining accounts and records of all financial transactions of the chm in accordance with normal practice for organizations of a similar nature. Payments made from any account in which the club holds funds will be made on the signature of the Hon. Treasurer and a nominee from the Club Committee, appointed by the Committee.
	2. Officers and committee members will not receive any form of remuneration for their work. However, receipted expenditure made on behalf of the club and agreed in advance with the Hon. Treasurer will be reimbursed. The Captain's Fund which is levied on all male members (currently £3.00 per head) is intended to assist the Captain with the expense of Captain's Day. In addition, the Hon. Secretary will receive a nominal sum each year to cover his incidental costs such as telephone calls. This amount will be agreed at the first meeting of the new committee each year.
	3. The committee will not be permitted to borrow money at any time on behalf of the club without approval of the members given at an AGM or EGM.

## MEN'S SENIOR SECTION

* 1. The senior section of the club will be known as the "Beavers".
	2. Any member of the club on reaching 55 years of age, shall be eligible to join the Beavers, subject to article 6.7 below. *(BRH MARCH 2016)*
	3. The objectives of the Beavers are to provide competitions and matches for senior members providing that they do not interfere with or detract from the objectives of the club.
	4. The Beavers will operate as a section of the club within these rules
	5. Competitions, other than matches, will be limited to one per week. The

Beavers will liaise with the Fixtures Secretary on their fixture list. The fixture list and any subsequent amendments will be subject to approval by the committee prior to finalization.

* 1. The Beavers will be organised by three officers: Beavers' Captain, Beavers' Secretary and Beavers' Treasurer. These officers will be elected annually by members qualifying for membership of the Beavers; the Officers may include the immediate past and vice-Captain in any of their meetings or discussion. Election of the Officers will be by a simple majority. The Beavers' Captain and Vice-Captain will be members of the Club committee. *(AGM.2016 BRH)*
	2. Any eligible member of the club wishing to join the Beavers will be expected to pay a Beavers membership fee. The Beavers may raise other funds for their own purposes and shall be financially self-­ supporting.

### LADIES SECTION

* 1. All lady members will belong to the "Ladies Section".
	2. The Ladies Section is affiliated to the Cornwall Ladies Golf Union and will be subject to its rules and regulations including the organization of competitions, matches, handicaps & finance.
	3. Lady members may attend all Club AGMs and EGMs although their rights are restricted according to article 4.7.
	4. The Ladies Captain and Vice-Captain will be Club committee members.

*(AGM 2013 BRH)*

### COMPETITIONS

* 1. The competitor must hold a current handicap established in accordance with the Standard Scratch Score and Handicapping Scheme as published by the Council of National Golf Unions, or the rules of the Ladies Golf Union.
	2. Hotel guest members will have no rights to hold any trophy and, in the event that a hotel member does win such a competition. A suitable substitute prize will be awarded, the trophy being awarded to the first full club member.
	3. Competitions and matches will be organized in accordance with the rules of the Royal & Ancient Golf Club of St Andrews and the English Golf Union through membership of the Cornwall Golf union and the Ladies Golf Union to which the club is affiliated. Certain specific rules are attached as Appendix 11. Failure to comply with these rules will render the competition liable to disqualification. A list of the club's current special competitions and their format of play is attached as Appendix 111.

## TEAM SELECTION

* 1. Teams representing the Club will be selected by the Club Captain. The Golf Manager and the Team Captain. In the absence of the Team Captain, the team Vice-Captain will take his place.
	2. Team Captains will be selected by the Club Captain and Golf Manager before the start of the autumn programmes.

**APPENDIX 1**

**NOTES ON THE RULES OF ETIQUETTE (Applicable to members** &

**Temporary members)**

1. Always give full consideration to other players. Any dispute should be referred to an officer of the club or at the Golf Shop / Hotel Reception and should not lead to an altercation on the course.
2. Play safely. Never play until the group ahead is out of range.
3. No player should move, talk or stand directly in front of, behind or close to another player who is playing a stroke.
4. The player who has won the previous hole or who already has the 'honour' should drive off the tee first.
5. Slower groups of players should let faster groups through. The exception is a single player who has no standing on the course.

6.. Players searching for a ball should signal the next group through as soon as it becomes apparent that the ball is not going to be found quickly. They should not re-start playing until the passing group is out of range.

1. Players in a club competition or match should be allowed through on request.
2. Players should normally start at the first tee unless they have permission from the Golf Shop to cut in. If so permitted, they may only start if the previous hole is clear.
3. In the event of more than one group waiting to start a round at the first tee, play should alternate with those coming from the ninth green.
4. Care must be taken with the course by replacing divots, raking bunkers *(rake left in bunker),* repairing pitch marks, protecting young trees, handling the flagstick so as not to damage the green, avoiding damage to the course with practice swings, protecting the lip of the hole when removing the ball and replacing the flag.
5. A good standard of dress is expected. Jeans, track suits and sleeveless or collar less shirts are not permitted. Shorts must be tailored and worn with knee-length stockings or sports socks. Trousers must not be tucked into socks.
6. Dogs are allowed on the golf course, if on a lead with the owner cleaning up any mess made.

It is customary to give priority to the President, the Captain and Lady Captain on the course and on the first tee (unless over-ridden by previously booked starting times).

## APPENDIX ll

**NOTES ON COMPETITION REGULATIONS**

*(These notes highlight or augment certain RULES OF GOLF. In the event of ambiguities or conflict the latter shall prevail).*

1. Before entering a competition a competitor shall write his name on the entry sheet on the notice board and place his entry fee in an envelope indicating his name, the competition, the date and the amount enclosed.
2. The competitor is responsible for:
	1. Returning a scorecard complete with the name of the competition, the date, his name and current handicap.
	2. Advising the marker of his correct score and, on completion of play, checking that the marker has entered the correct score.
	3. Checking both the competitor himself and the marker have signed the card to confirm that they believe the score to be correct.
	4. Indicating any query relating to the score on the card and, if necessary, subsequently explaining it to the Competition Secretary.
	5. Ensuring that the marker is a fellow competitor or has been authorised in advance by the Captain or Competition Secretary to mark the card, and is over 18 years if the player is under that age.
	6. Placing the completed card in the box provided.
	7. Ensuring that play conforms to any special conditions indicated on the competition starting sheet regarding tees, form of competition etc.
3. All competitors must start at the first tee unless authorised, in advance, to start elsewhere by the Captain or Competition Secretary.
4. Competitions will be played off white tees unless otherwise stated on

The competition notice; *e.g.* Winter League.

1. If a starting time for a competition is laid down, players may not start earlier.
2. Prizes will only be awarded to winning competitors who attend the prize-giving after a competition in which such a prize-giving is announced (subject to the discretion of the Captain or, in his absence, the Vice Captain or Competition Secretary).
3. Competitors may only play in groups of 2 or 3 unless authorised in advance by the Captain or Competition Secretary.
4. Ties in stroke play will be settled on the back 18, 9, 6, 3 or 1 holes as necessary.
5. In knock-out competitions, the following rules will apply: -
6. Both parties are responsible for arranging the match and should contact one another, offering at least three reasonable dates. In the event of the players being unable to agree a date in time, the players shall contact the Competition Secretary at least one week prior to the date by which the match should be played.
7. The match must be played by the date specified on the competition notice and the result recorded on the notice.
8. If the match is not played by the due date, the Competition Secretary will normally give a bye to the competitor due to be played in the next round. However, he may disqualify one party at his sole discretion.
9. In the event of there being no clear winner at the last nominated whole if the competition, play must continue until a result is achieved.
10. Competition entry fees must be placed in a clearly marked envelope in the box provided prior to the draw.

10. Care must be taken with the course by replacing divots, raking bunkers

(rake left in bunker), repairing pitch marks, protecting young trees,

handling the flagstick so as not to damage the green, avoiding damage to

the course with practice swings, protecting the lip of the hole when

removing the ball and replacing the flag.

11. A good standard of dress is expected. Jeans, track suits and sleeveless or

collar less shirts are not permitted. Shorts must be tailored and worn with

knee-length stockings or sports socks. Trousers must not be tucked into

socks.

12. Dogs are not allowed on the golf course. Hotel management controls access

of dogs within the grounds.

It is customary to give priority to the President, the Captain and Lady Captain on the course and on the first tee (unless over-ridden by previously booked starting times).